

# NEW!

## COMMUNITY SERVICE HOURS DIGITAL SUBMISSION PROCESS



### STUDENT FRIENDLY!

- EASIER & FASTER!
- NO MORE LOSING PAPER COPIES!
- CHECK YOUR HOURS ANY TIME!
- SEE YOUR PROGRESS TOWARDS THE COMMUNITY SERVICE SEAL!
- PREVIOUS HOURS ARE ALREADY TRANSFERRED OVER!
- DOWNLOAD REPORT OF YOUR HOURS FOR RESUMES AND SCHOLARSHIPS!



### LOGIN TO SCHOOLINKS AND FOLLOW DIRECTIONS

- [How to Record and Edit Community Service Hours in SchoolLinks](#)
- [How to Download Community Service Hours from the Experience Tracker](#)



INFO TO GATHER BEFORE YOU SUBMIT

ORGANIZATION  
ADDRESS  
PHONE #

\*SUPERVISOR'S EMAIL\*

DATE & TIME  
WHAT DID YOU DO?

## Where do I add a new Community Service Entry in Schoolinks?

The screenshot shows the Schoolinks Experience Tracking interface. At the top, there is a teal header bar with the text "SCHOOL Experience Tracking" and "Student Demo Mode". To the right of the header are buttons for "Exit Demo X", "Switch user", and a user profile for "Anna Turner". On the far right of the header are icons for a document, email, notifications, and settings. A red number "1" with an arrow points to the "SCHOOL" icon in the left-hand navigation menu. A red number "2" with an arrow points to the "Experience Tracking" text in the header. A red number "3" with an arrow points to the "No activity yet" message in the "Activity feed" section. A red number "4" with an arrow points to the "+ Add Entry" button in the "Experience Types" section. The "Activity feed" section displays "No activity yet" and "Add an entry to get started". The "Experience Types" section lists three categories: "Community Service (Hours) Seal" (20 hours required), "Student Engagement Seal" (4 entries required), and "Work-Based Learning - 250 hours Documented Work" (250 hours required). Each category has a blue plus button to its right.

**1** → SCHOOL

**2** → Experience Tracking

**3** → No activity yet

**4** → + Add Entry