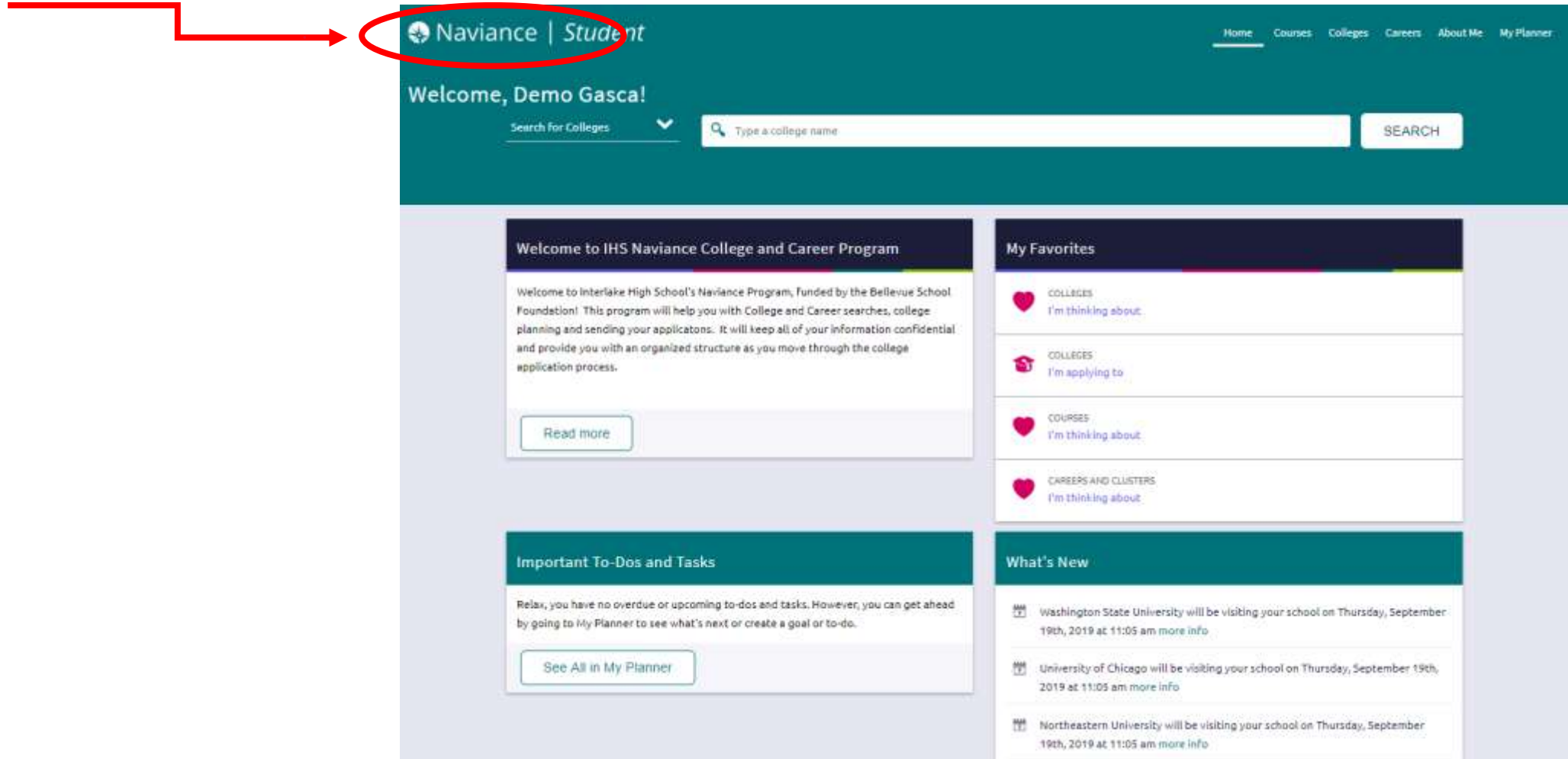


Logging Community Service Hours

Newport High School

First:

- Log into your Naviance Account



The image shows a screenshot of the Naviance Student dashboard. A red arrow points from the left towards the 'Naviance | Student' logo in the top navigation bar. The dashboard features a teal header with navigation links: Home, Courses, Colleges, Careers, About Me, and My Planner. Below the header, a welcome message reads 'Welcome, Demo Gasca!' followed by a search bar for colleges. The main content area is divided into four sections: 'Welcome to IHS Naviance College and Career Program', 'My Favorites', 'Important To-Dos and Tasks', and 'What's New'. The 'My Favorites' section lists categories like 'COLLEGES I'm thinking about', 'COLLEGES I'm applying to', 'COURSES I'm thinking about', and 'CAREERS AND CLUSTERS I'm thinking about'. The 'What's New' section lists upcoming university visits, such as Washington State University, University of Chicago, and Northeastern University.



Resources to get ready

[Naviance Test Prep](#)

[Document Resources](#)

[x2VOL](#)

From My School

LINKS

[SAT](#)

[ACT](#)

[Common App](#)

[FAFSA](#)

PAGES

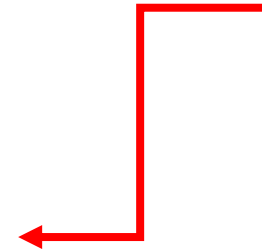
[Family Connection](#)

UPDATES

Your school has no new updates. Check back later.

Scroll down to the bottom of the page.

Click on x2VOL



Click on "Add Hours"

The image shows a screenshot of the x2VOL dashboard. At the top, there is a navigation bar with the following items: **Dashboard**, **Opportunities & Projects** (with a dropdown arrow), **Groups & Goals** (with a dropdown arrow), **Profile** (with a dropdown arrow), **Help**, and **Logout**. The main content area is titled **Dashboard** and features the **x2VOL** logo with the **intelliVOL** tagline. On the left, there is a **Groups & Goals Progress** section with a legend for **Hours Submitted** (black square) and **Hours Approved** (green square), and a **Class of 2020** section for the **Community Service Hours Class of 2020** (07/01/2016 - 05/31/2020). The central **Common Tasks** section contains four buttons: **Find Opportunities**, **Add Hours**, **Service Transcript**, and **Account Settings**. A red arrow points from the text above to the **Add Hours** button, which is also circled in red. A blue **NEW** badge is positioned above the **Service Transcript** button. Below this is a **Bulletin Board** section with the text "Welcome back students!" and "Check out the new features to find out how to Find Opportunities, Add Hours and view your Service Transcript!". The **Bulletin Board** is updated on 09/08/2016 @01:41 PM CST.

My Activity Log

Print Activity Log



Click On "Create New"

Personal Projects **Create New** Newest to Oldest

ACTIVE PROJECTS

Math Tutoring Add Hours Delete
Helping students with Geometry assignments.

OPPORTUNITY	CLAIMED HOURS	VERIFIED HOURS	APPROVED HOURS	RESUBMIT ALLOWED?	
Bellevue School District 06/05/2019 Spring Fling- helped with 2 other people at a game statio ...	2.00	2.00	2.00	✘	Edit Entry Delete
Bellevue School District 05/23/2019 i supervised the children in a classroom while watching a ...	2.00	2.00	2.00	✘	Edit Entry Delete
Math Tutoring 02/01/2018 Helping students with Geometry assignments.	7.00	7.00	7.00	✘	Edit Entry Delete
Bellevue School District 07/27/2017 Operation Exploration (summer school) - i volunteered as ...	62.00	62.00	62.00	✘	Edit Entry Delete

0 Community & Campus Opportunities **Find New** Newest to Oldest

ACTIVE OPPORTUNITIES

Create a Personal Project



Activity

[Max. 100 character]
Agency or Organization Name

Project Description

Personal Projects

If you've completed an event outside of what's listed in x2VOL, such as volunteering at a local hospital, then claim your hours as a Personal Project.

Attachments

+ Add files...

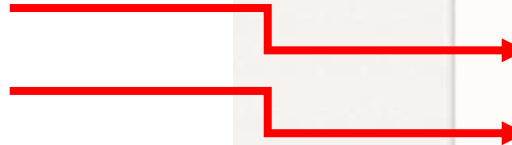
You can upload .pdf, .jpg, .png, .gif, .bmp, .zip, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .txt, .wmv, .mp4, .rtf, .csv, .pps, .wma, .flv, .mov, .mpg files. The maximum file size is 20MB.

Drop Files Here

Make this a recurring project

Allows you to reuse this personal project for future claims without reentering the information.
(ex. Volunteering at the food bank several times a month.)

Fill out all areas



If this is an activity you do more than once, select this box so it's easier to fill out next time



Select an interest



Interests (Please select the interest that best describes the activity you performed)

- Humanitarianism
- Faith-based
- Environmental
- Government
- Educational

Activity Contact

Name

Phone

Email Address

Contact information for the person who will verify your community service hours



Verification

The contact specified here will receive a verification request through the email address you've provided. The contact will verify that the service hours claimed for this event are accurate. (Remember that this information may also be audited.)

Fill out these areas

Claim Hours(Date that you performed the service.)

If you volunteered multiple days for the same activity, please enter the TOTAL amount of hours and select the most recent date volunteered. You can provide the dates/date range in the Description section at the top of this page. If you have been instructed to provide one entry per date please do so.

Date



Hours

Minutes

Reflections

Make sure to select these two options

Apply Hours to Goal(s)

Organization Goals

Select where the hours being claimed will be credited to. Either choose an [Exclusive Goal](#) or choose the option ["Apply to all Non-Exclusive Goals"](#).

NOTE: Below are all *ACTIVE* goals in your organization. If you are logging hours that do not belong in an active goal below, choose "Apply to all Non-Exclusive Goals" and the hours will appear in your activity log for the date you submitted.

	GOAL NAME	GROUP	START	END	GOAL	CREDITED	REMAIN
<input checked="" type="checkbox"/>	Apply to all Non-Exclusive Goals:						
	Community Service Hours Class of 2020	Class of 2020	7/1/2016	5/31/2020	40.00	73.00	0
★ Sponsored Goals - Goals offered by an organization							

The hours that I am submitting are accurate and the details (including hours, dates, location and contact information) are truthful. I understand that the information I am submitting may be audited for accuracy.
If inaccuracies are discovered, I understand that I may be removed from x2VOL and additional consequences may be imposed by my school.

Comments

DATE	USER	COMMENT
------	------	---------

Claim History

DATE/TIME	EVENT	USER
-----------	-------	------

Submit 😊