



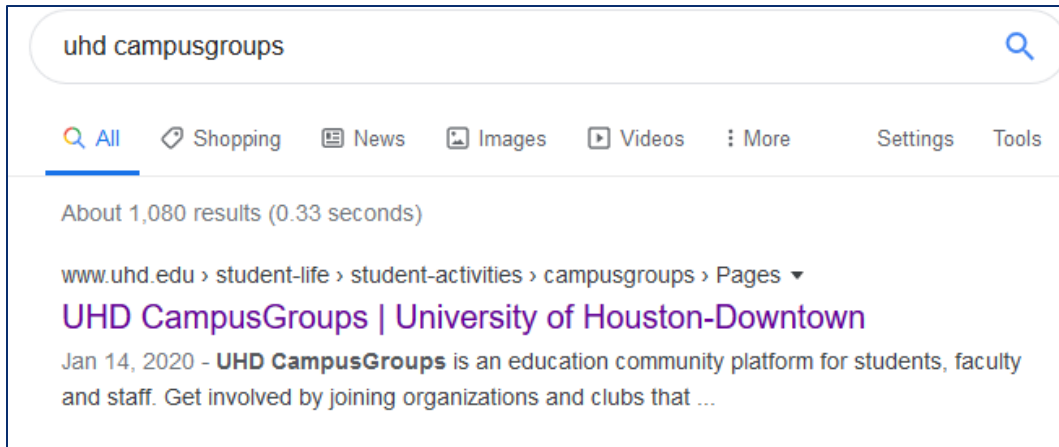
UHD Service Learning

Tracking Hours Through CampusGroups™

~ Faculty ~

## Step 1: Access Account in CampusGroups

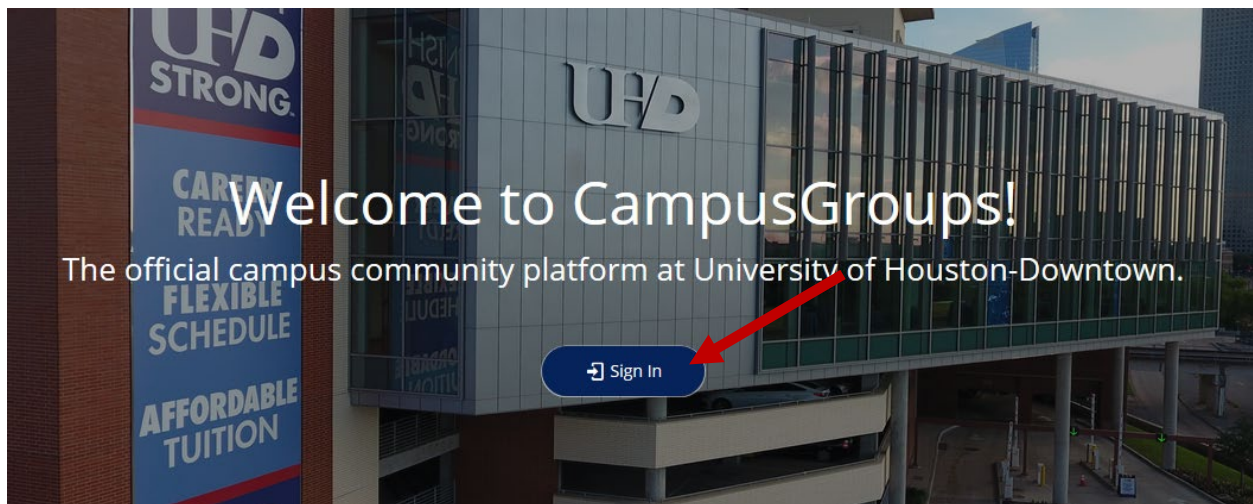
Google: UHD CampusGroups.



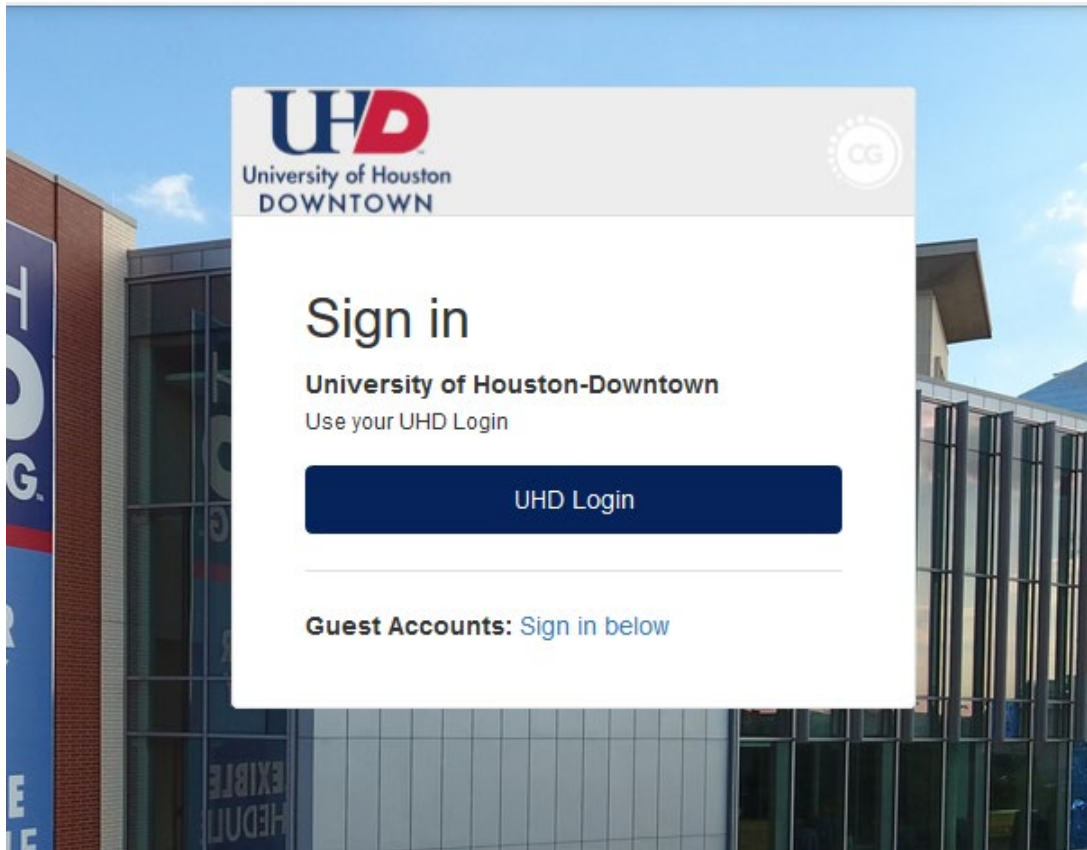
Click on “Log in to CampusGroups”.



Click on “Sign In”.

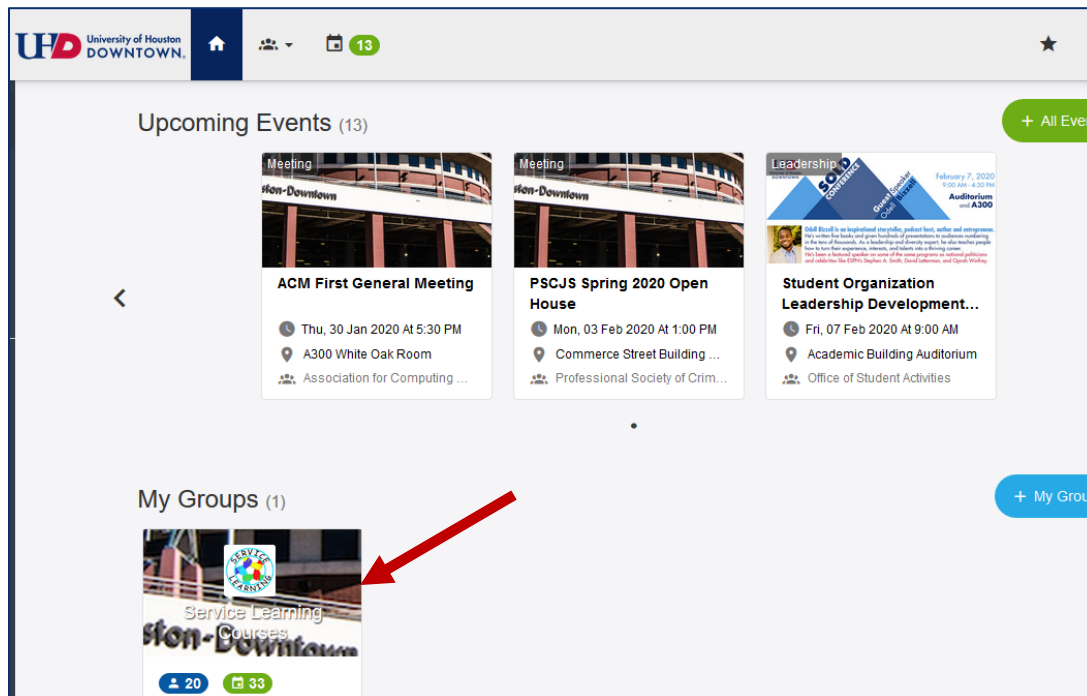


Use your UHD credentials to log in.



## Step 2: Go to **Service Learning Courses** under **My Groups**.

Right now, you are most likely only a part of this one group. You can also view **Upcoming Events** at the top of the page.



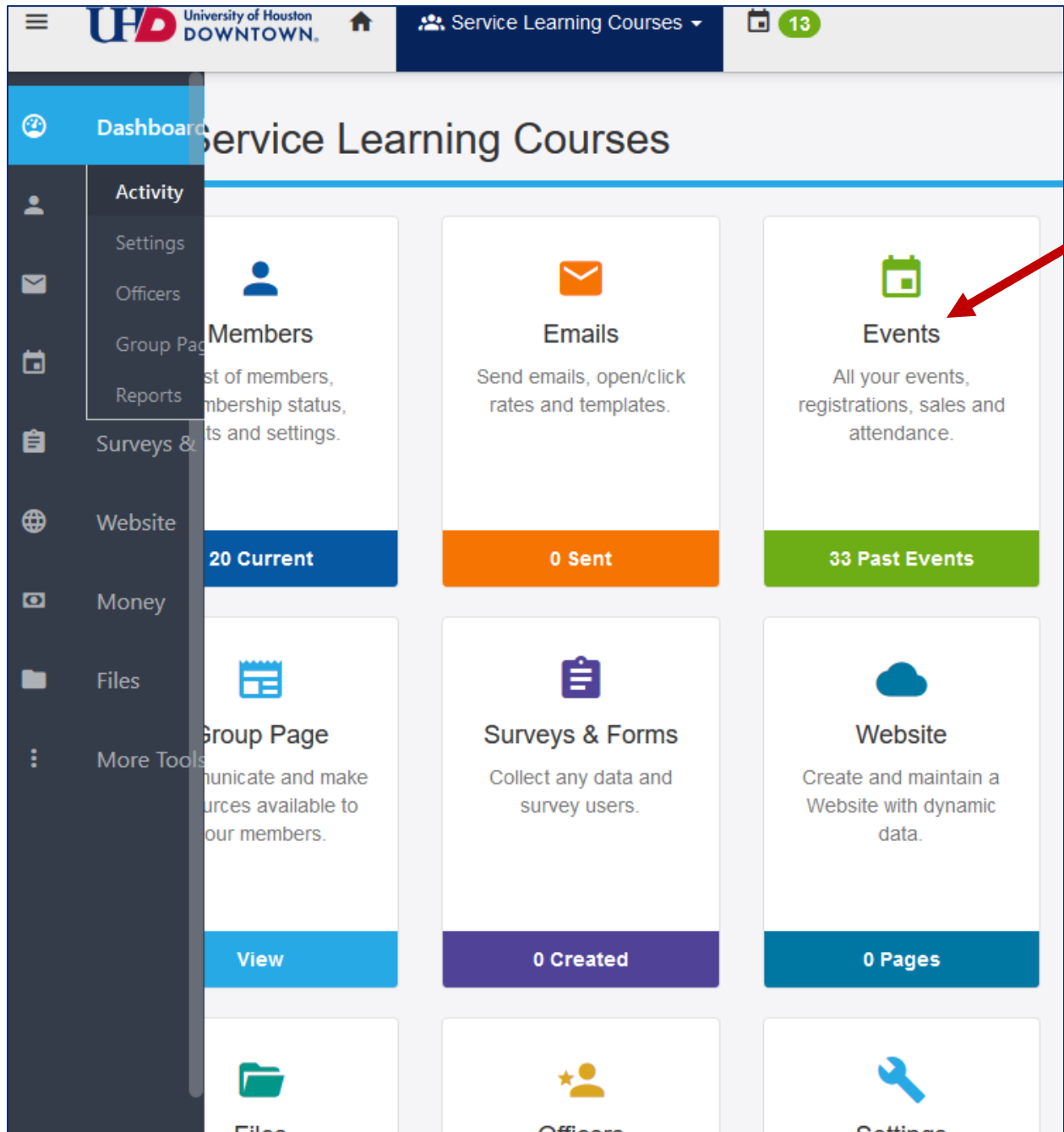
**IMPORTANT NOTE:** All faculty members are listed as officers of the group, **Service Learning Courses**. This means they have the ability to create and edit members, events, group page, etc.

**Do not make any changes independently.**

If you believe any edits should be made, please contact the Assistant Director of CCESL, Caroline Smith, at [smithca@uhd.edu](mailto:smithca@uhd.edu).

### Step 3: Click on **Events** in the Service Learning Courses group.

Each service learning course is listed as an Event in CampusGroups.



## Step 4: Find and access your specific service learning course.

All students on the current roster have already been added as attendees to the service learning course *aka* “Event.”

If additional students need to be added, please contact the Assistant Director of CCESL, Caroline Smith, at [smithca@uhd.edu](mailto:smithca@uhd.edu).

1	<b>ACC 4301_25416_Indiv Income Taxation</b> <b>LIVE</b>	39 Registered	- Sales	39 Checked In	<a href="#">Edit</a> <a href="#">Settings</a>
	<input type="checkbox"/> Mon, 13 Jan 2020, 12:00 AM – Fri, 15 May 2020, 12:00 AM UHD Co-hosted with Center for Community Engagement & Service Learning (CCESL) Service Learning Service Learning Course <a href="#">Edit Event Tags</a>				Created on: Tue, 28 Jan
2	<b>BIOL 1101_25581_Gen Biol Lab I</b> <b>LIVE</b>	32 Registered	- Sales	32 Checked In	<a href="#">Edit</a> <a href="#">Settings</a>
	<input type="checkbox"/> Mon, 13 Jan 2020, 12:00 AM – Fri, 15 May 2020, 12:00 AM UHD Co-hosted with Center for Community Engagement & Service Learning (CCESL) Service Learning Service Learning Course <a href="#">Edit Event Tags</a>				Created on: Tue, 28 Jan
3	<b>BIOL 1102_25588_Gen Biol Lab II</b> <b>LIVE</b>	31 Registered	- Sales	31 Checked In	<a href="#">Edit</a> <a href="#">Settings</a>
	<input type="checkbox"/> Mon, 13 Jan 2020, 12:00 AM – Fri, 15 May 2020, 12:00 AM UHD Co-hosted with Center for Community Engagement & Service Learning (CCESL) Service Learning Service Learning Course <a href="#">Edit Event Tags</a>				Created on: Tue, 28 Jan
4	<b>BIOL 1310_29135_Human Biology Lecture</b> <b>LIVE</b>	30 Registered	- Sales	30 Checked In	<a href="#">Edit</a> <a href="#">Settings</a>
	<input type="checkbox"/> Mon, 13 Jan 2020, 12:00 AM –				Created on: Tue, 28 Jan

**ACC 4301\_25416\_Indiv Income Taxation** **LIVE** **CO-HOSTED**

[Copy Link](#) [Edit](#) [Preview](#) [Track Attendance](#)

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Mon, 13 Jan 2020, 12:00 AM – Fri, 15 May 2020, 12:00 AM

UHD

**39** Registered

**\$0.00** Sales

**39** Checked In

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**Registration Options**

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Option	Price	Registrations Starts	Registrations Ends	Total # of Items for Sale	Waiting List Activation	Items Sold	Waiting List	Manage
SL Student	\$0	-	-	No Limit	Off	39	-	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Access</a> <a href="#">Duplicate</a>
<b>Total</b>						<b>39</b>		

[+ Add New Option](#)

**Attendees (39)**

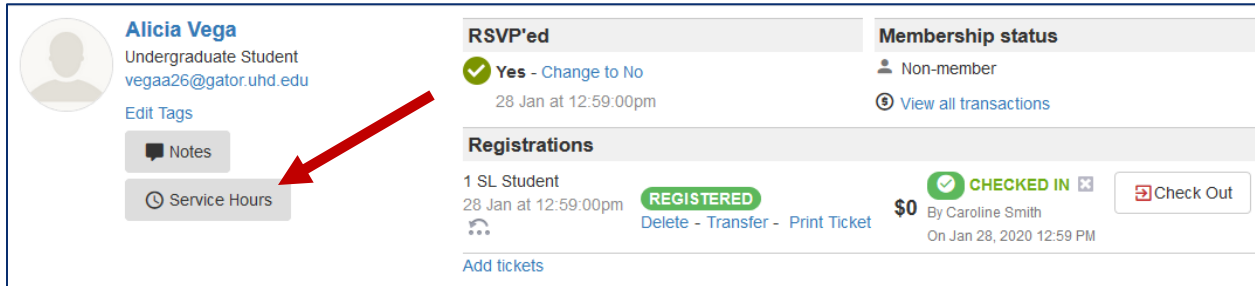
[Dashboard](#)

[+ Add or Invite Attendee](#)

## Step 5: Add service learning time by student *or* by group.

### BY STUDENT

- a) Click on **Service Hours**.



**Alicia Vega**  
Undergraduate Student  
vegaa26@gator.uhd.edu

Edit Tags

Notes

Service Hours

**RSVP'ed**  
✔ Yes - Change to No  
28 Jan at 12:59:00pm

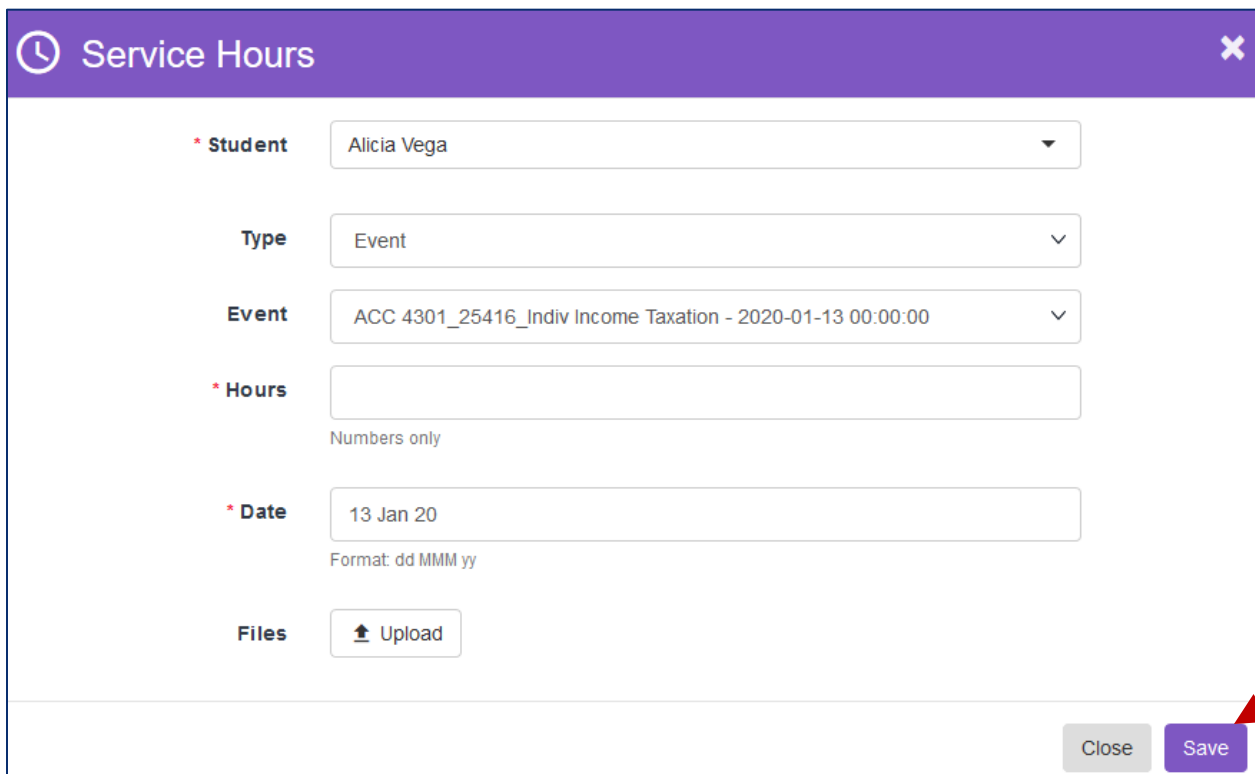
**Registrations**  
1 SL Student  
28 Jan at 12:59:00pm  
Delete - Transfer - Print Ticket

**Membership status**  
Non-member  
View all transactions

**CHECKED IN** \$0  
By Caroline Smith  
On Jan 28, 2020 12:59 PM  
Check Out

Add tickets

- b) Add the desired hours and date; upload file as needed, the hit **SAVE**.



Service Hours

\* Student: Alicia Vega

Type: Event

Event: ACC 4301\_25416\_Indiv Income Taxation - 2020-01-13 00:00:00

\* Hours:   
Numbers only

\* Date: 13 Jan 20  
Format: dd MMM yy

Files: Upload

Close Save

## BY GROUP

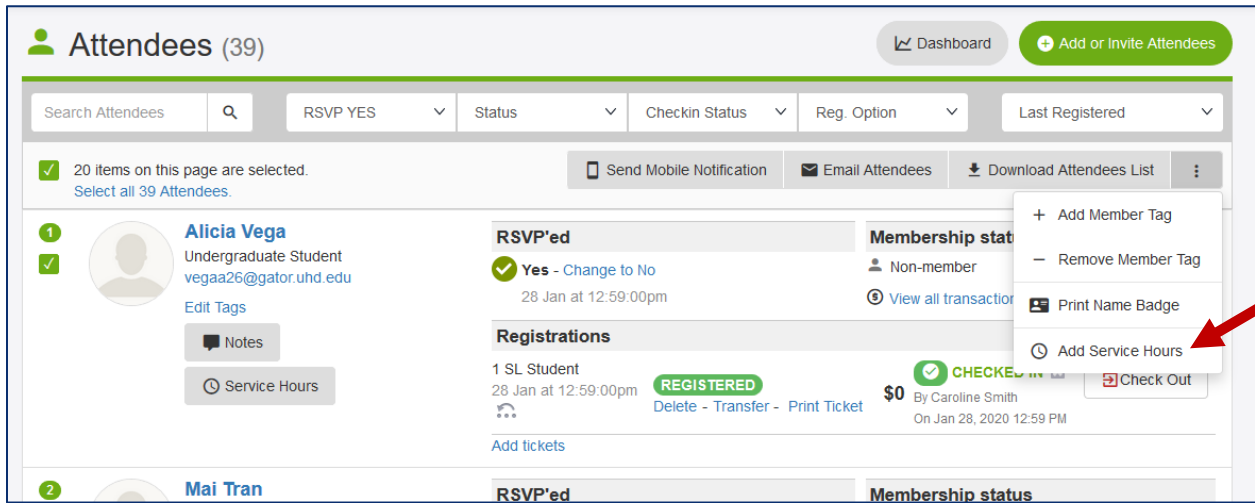
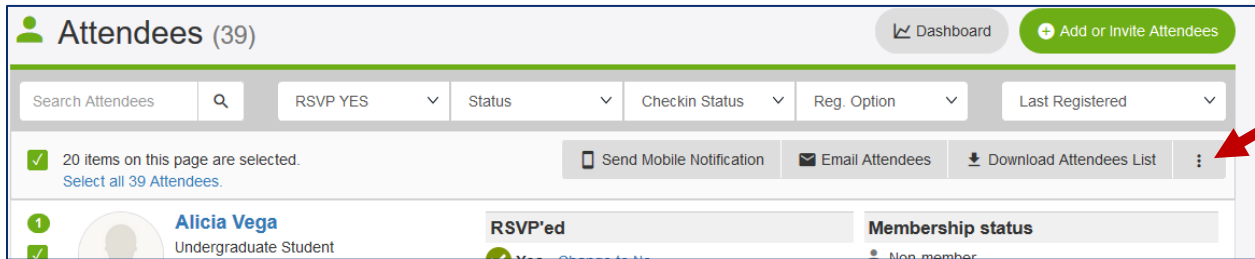
- a) Click on the empty indicator box on the left-hand side under the search box and above the list of attendees. This will select the entire group. You may also select certain attendees.

The screenshot shows the 'Attendees (39)' interface. At the top, there is a search bar and several filter dropdowns: 'RSVP YES', 'Status', 'Checkin Status', 'Reg. Option', and 'Last Registered'. Below the filters, there are three action buttons: 'Send Mobile Notification', 'Email Attendees', and 'Download Attendees List'. The main content area displays three attendee profiles. Each profile includes a name, title, email, and a set of icons for 'Notes' and 'Service Hours'. To the right of each profile, there are sections for 'RSVP'ed status (all are 'Yes'), 'Membership status' (all are 'Non-member'), and 'Registrations' (all are '1 SL Student' with 'REGISTERED' and 'CHECKED IN' status). A red arrow points to the empty checkbox in the first column of the attendee list.

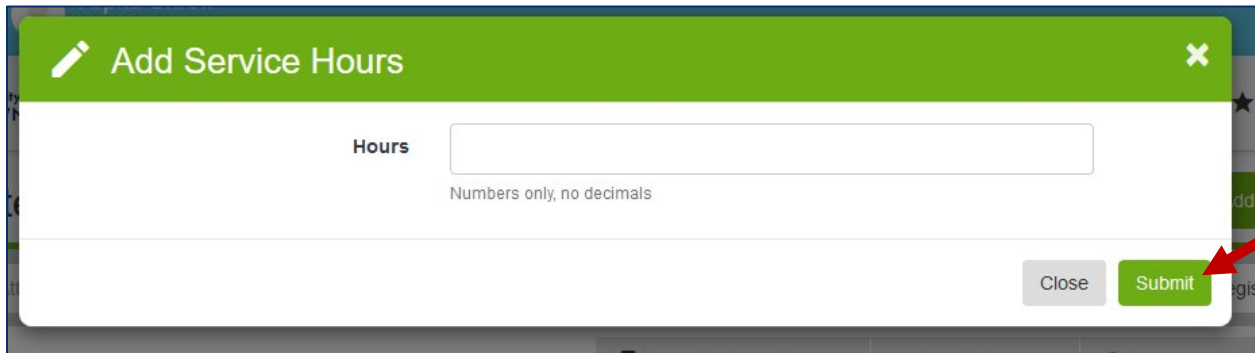
This screenshot shows the same 'Attendees (39)' interface, but now all three attendees (Alicia Vega, Mai Tran, and Linh Tran) have their checkboxes in the first column checked with green checkmarks. Above the attendee list, a message states: '20 items on this page are selected. Select all 39 Attendees.' The rest of the interface, including filters and action buttons, remains the same as in the previous screenshot.



b) Click on the three dots on the right-hand side of the list of attendees, then click on **Add Service Hours**.



c) Enter the number of service hours you would like to allot to entire group (or the attendees that were selected), then click **Submit**.



Service hours have now been submitted and should appear on the student's co-curricular transcript.