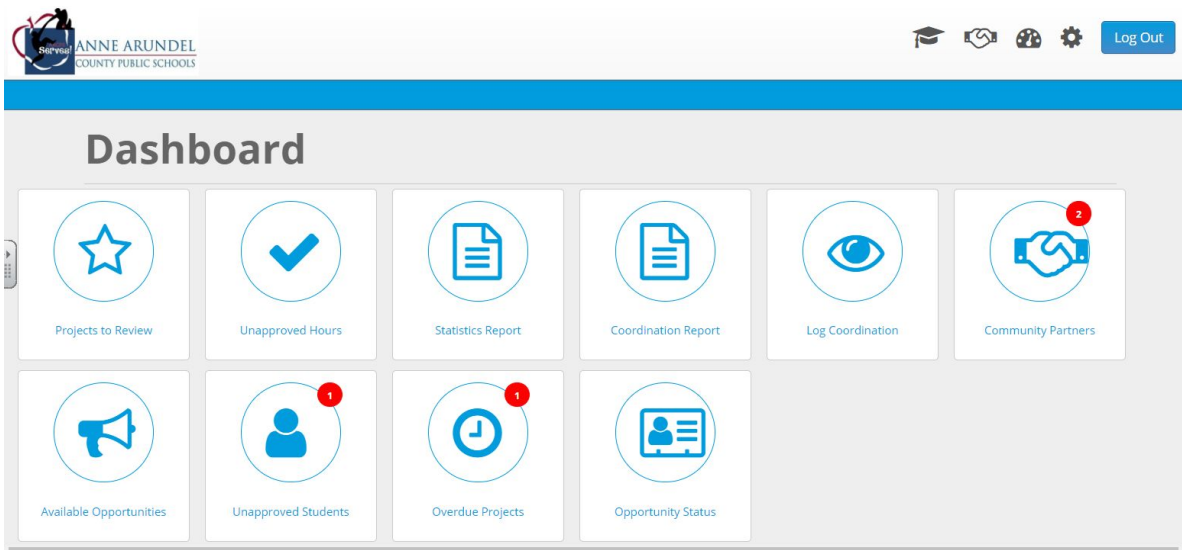


## Office of Service Learning and Mentorships School-Based Service Learning (SBSL) Facilitator Resource

All School Based Service Learning Portal Facilitators (SBSLP) will be added to the portal by someone in the Office of Service Learning. You will receive an email with your username and password once you have been granted access.

Upon login, you will be taken to the administrator dashboard. This page will allow you to navigate the portal.



See the [SL Portal Icon Guide](#) for more information on the function of each icon.

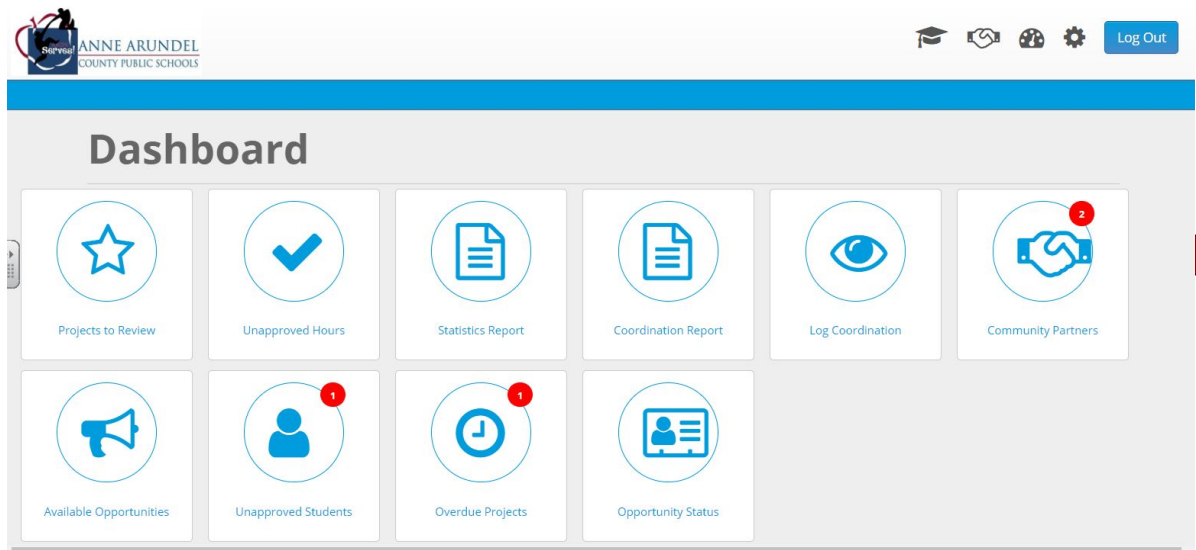
### Important features to note:

- When an icon on the dashboard has a red alert circle, it indicates that there is an action that needs to be addressed within the option.
- Hours should not be approved until all phases of the service learning project have been completed.
- Statistics Report is for the entire site, not just your school program or club.
- All business/community partners **MUST** be vetted prior to approval. If an organization is not listed on the Community Partner list with indication of agreement and vetted/approved, please follow the directions for vetting.
- Students should only be approved after the Student/Parent Agreement has been submitted to the facilitator and kept on file for the school year.
- A student may participate in a service opportunity only if the Permission to Participate is submitted. It should be filed by the facilitator and kept for the school year.
- Opportunity status lists the students who are signed up for an opportunity. It also identifies which portions of the PAR have been completed or are incomplete.

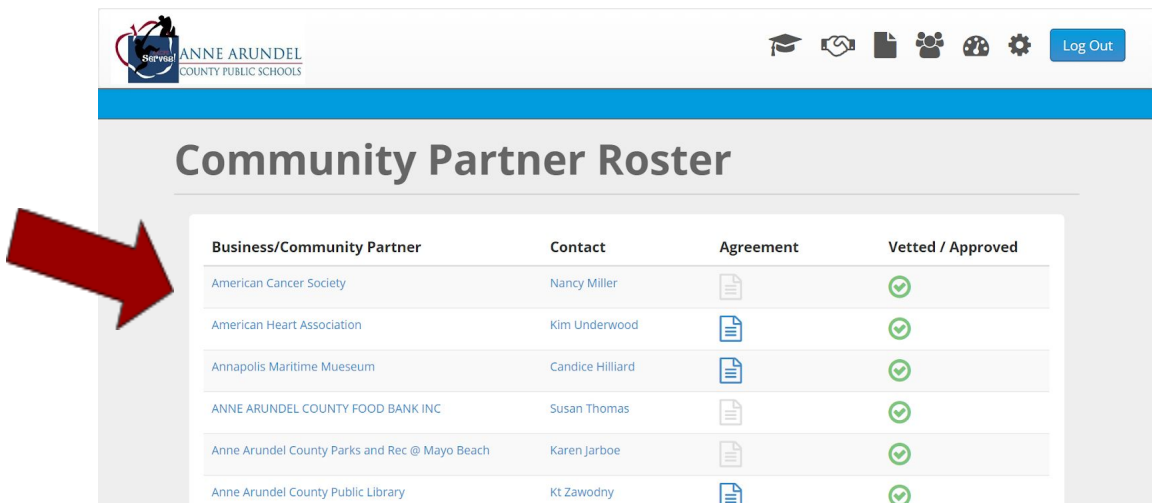
**“Masquerading” to Manage your Partner Account:** As the portal does not currently allow administrators to post new service opportunities, many educator partners (teachers, club advisors, SPFs, etc.) elect to create a business/community partner account, and use their administrator log-in to manage their students and also post new service opportunities.

**To do this, educators should follow the steps below:**

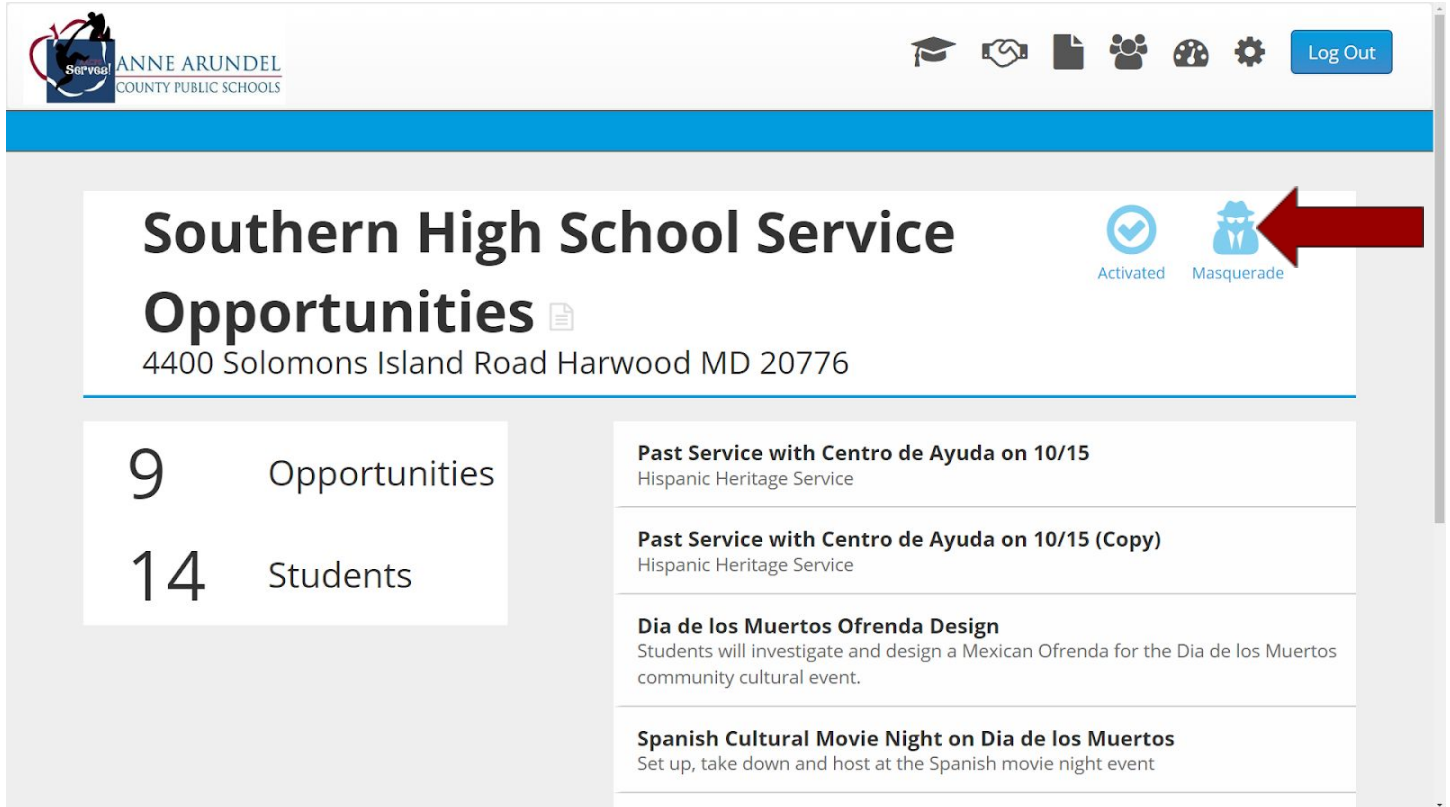
- If you do not already have an administrator account, e-mail [jacoleman@aacps.org](mailto:jacoleman@aacps.org) to request access. Your request will be granted within 24-48 hours, and you will receive a confirmation e-mail with your username and password.
- Once you have admin access, use the log-in information provided in the confirmation e-mail to sign-in as an administrator (**note:** You can change your password after you log in for the first time by clicking the factory wheel icon next to the **“log out”** button in the top right of your account screen)
- On your **“dashboard”** page, click the **“business/community partners”** icon




- Once you see the **“Community Partner Roster”** appear, find your partner/organization name, and click on the name.



- Once you are on the partner page, look to the right of the partner/organization name, and click the “Masquerade” icon



**Southern High School Service** Activated Masquerade

**Opportunities** 

4400 Solomons Island Road Harwood MD 20776

9 Opportunities

14 Students

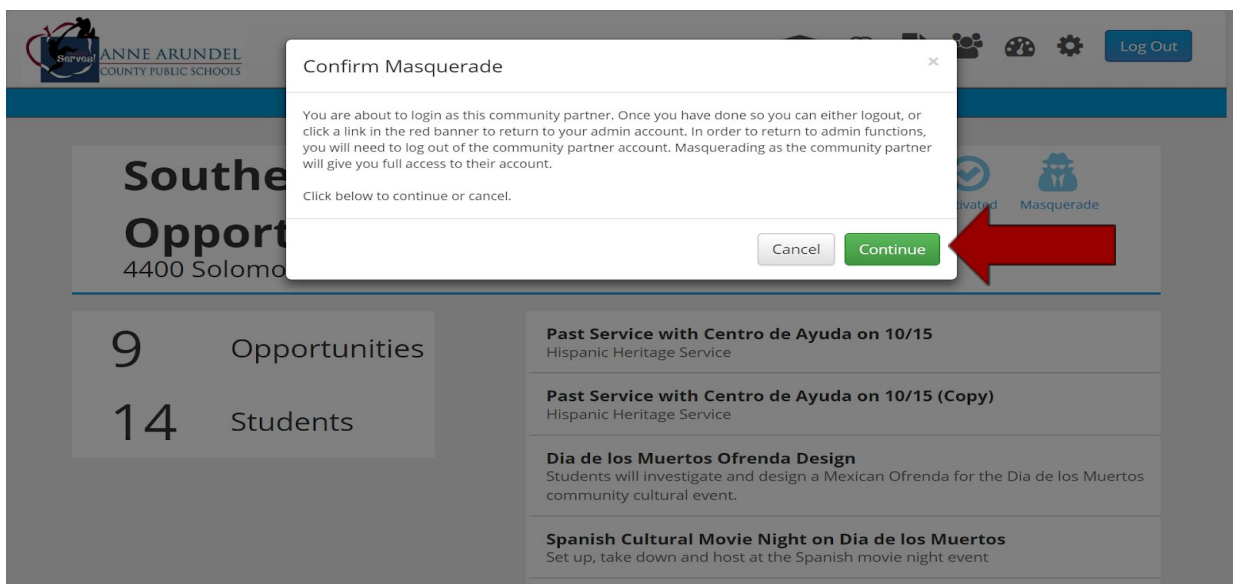
**Past Service with Centro de Ayuda on 10/15**  
Hispanic Heritage Service

**Past Service with Centro de Ayuda on 10/15 (Copy)**  
Hispanic Heritage Service

**Dia de los Muertos Ofrenda Design**  
Students will investigate and design a Mexican Ofrenda for the Dia de los Muertos community cultural event.

**Spanish Cultural Movie Night on Dia de los Muertos**  
Set up, take down and host at the Spanish movie night event

- A “Confirm Masquerade” message will appear. Click the green “continue” button.



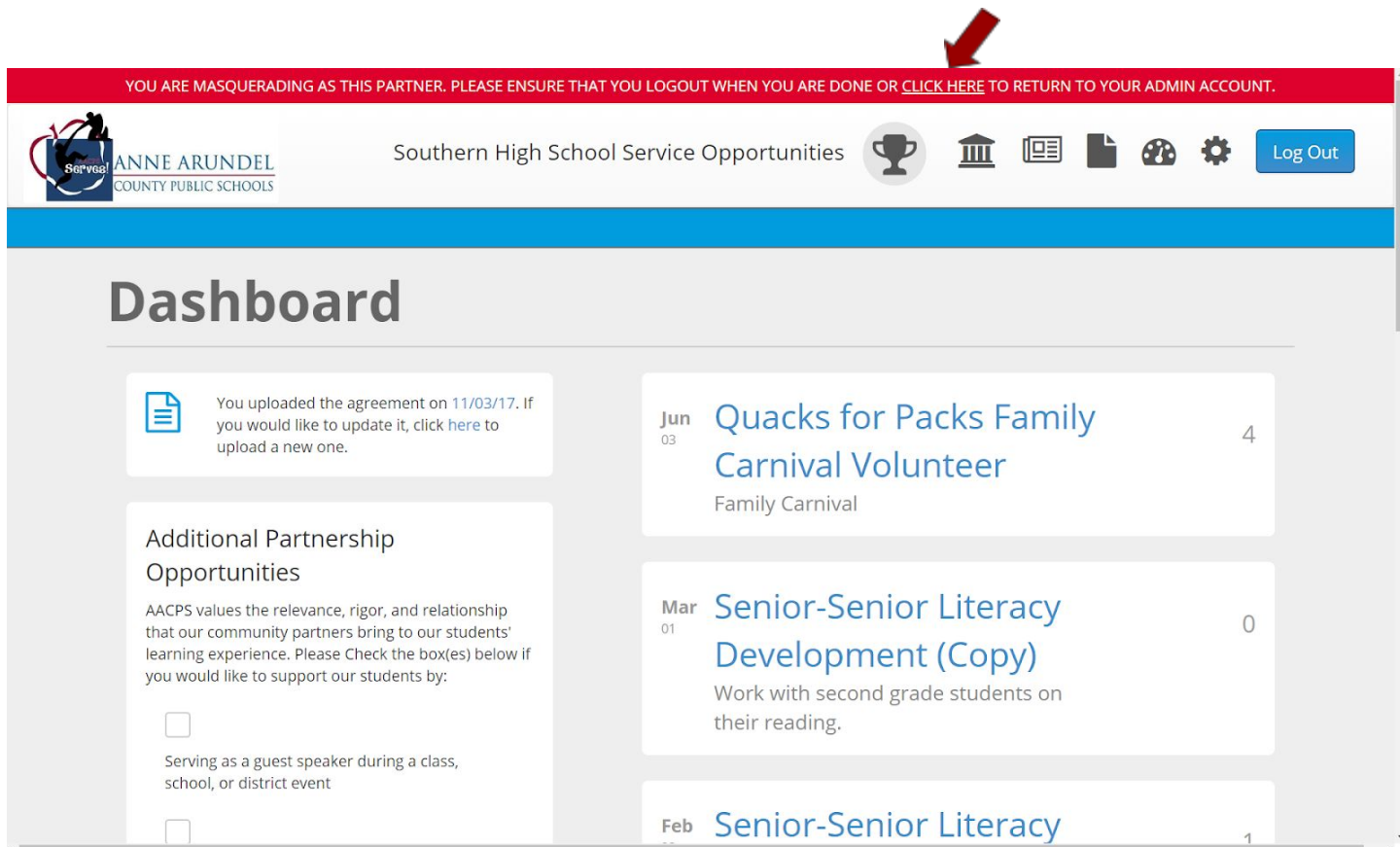
**Confirm Masquerade**

You are about to login as this community partner. Once you have done so you can either logout, or click a link in the red banner to return to your admin account. In order to return to admin functions, you will need to log out of the community partner account. Masquerading as the community partner will give you full access to their account.

Click below to continue or cancel.

Cancel **Continue**

- Now, you should be in masquerade mode, and you will have the full capabilities of a partner – thus, you can post new opportunities, coordinate volunteer sign-ups, upload files, etc.
- When you want to go back to your admin account (to approve student accounts and/or volunteer hours, for instance), you can do so by scrolling to the **red bar at the top of your screen** that says **“you are masquerading as a partner”**, and clicking the underlined **“CLICK HERE”** link to return to your admin account.



YOU ARE MASQUERADING AS THIS PARTNER. PLEASE ENSURE THAT YOU LOGOUT WHEN YOU ARE DONE OR [CLICK HERE](#) TO RETURN TO YOUR ADMIN ACCOUNT.

Southern High School Service Opportunities

## Dashboard

You uploaded the agreement on 11/03/17. If you would like to update it, click [here](#) to upload a new one.

### Additional Partnership Opportunities

AACPS values the relevance, rigor, and relationship that our community partners bring to our students' learning experience. Please Check the box(es) below if you would like to support our students by:

Serving as a guest speaker during a class, school, or district event

Jun 03	<b>Quacks for Packs Family Carnival Volunteer</b> Family Carnival	4
Mar 01	<b>Senior-Senior Literacy Development (Copy)</b> Work with second grade students on their reading.	0
Feb	<b>Senior-Senior Literacy</b>	1