







Using the Service-Learning Portal: An Icon Guide

GENERAL



Icon	Description
	Once within the portal, returns to the Service Learning dashboard, which is the homepage of the portal
	Provides additional directions or information on each page
	Allows you to edit/make changes to the information on that page or section

STUDENTS

Dashboard Page Icons





Icon	Description
	<p>Recommend a Community Partner</p> <p>Recommend a community partner who is not yet listed on the portal.</p>
	<p>Search Service Opportunities</p> <p>Search for service opportunities based upon your city and proximity to the zip code where you live or attend school</p>
	<p>Dashboard</p> <p>Return to your homepage</p>

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	<p>Student Profile Return to your original registration profile where you can make edits and updates as necessary</p>
	<p>Project Completion Indicators These icons represent the three stages of your service project: Preparation, Action, and Reflection. Green indicates you have completed the project portion; gray indicates this project portion is not yet complete</p>

Service Project Page Icons




This page will be available once a student successfully registers for a project.

Icon	Description
	<p>Project Info Review location (consider its distance), description, and additional information for your service learning project</p>
	<p>Preparation (REQUIRED) This includes building and creating a student profile and reviewing/signing all forms. Choose from several options to show how you have prepared for your service project. This stage is ideally completed before your project begins</p>
	<p>Action (REQUIRED) Indicate specific dates and times where you completed service activities. Please provide a brief description of your service experience for the date. The description can be bulleted or numbered. Note: Do not include time spent completing the preparation or reflection activities.</p>
	<p>Reflection (REQUIRED) Choose from several options to reflect on your service project.</p>




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BUSINESS/COMMUNITY PARTNERS AND SCHOOL-BASED EDUCATORS





General

Icon	Description
	Once within the portal, returns you to the business/community partner service learning dashboard, which is the homepage of the portal
	Provides you with additional directions or information on the page
	Allows you to edit/make changes to the information in the section



Dashboard Page Icons

Icon	Description
	<p>File Bank</p> <p>Use to upload and manage files you previously uploaded to the portal. Potential files could include your training materials, service project information, brochures, etc. to inform students about experience or project</p>
	<p>View Profile</p> <p>Review the information about your organization posted for students and families previewing and possibly registering for service projects.</p> <p>Make changes by clicking the “Edit Profile” Icon </p>



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	<p>New Opportunity</p> <p>Create service opportunities for which students can register. Once a new opportunity is created, it immediately becomes searchable for students who are registered for the portal.</p>
	<p>Dashboard</p> <p>Return to your homepage, the dashboard.</p>
	<p>Settings</p> <p>Edit your profile and/or change your password.</p> <p>You can also change your password by clicking the lock icon </p>
<p>Jul 03 SERC Environmental Classes (For Elementary Students) Classes to encourage environmental awareness amongst students</p>	<p>Project Pages</p> <p>Use the blue project title to open and visit the project page for details about that particular project.</p>

Project Page Icons




Icon	Description
	<p>Print Roster</p> <p>Print a roster of student participants for each of your service learning opportunities. This page may include student telephone information and the date and time slots chosen for the opportunity. You may want to share this information with the project manager.</p>
	<p>Duplicate Opportunity</p> <p>Create a copy of an opportunity you have previously created. Once duplicated, it can be modified as needed.</p>

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	<p>Edit Opportunity</p> <p>Make changes to the opportunity that has already been created.</p>
	<p>Cancel Opportunity</p> <p>Delete an opportunity and remove it completely from the student search database</p>

PORTAL ADMINISTRATORS: DISTRICT AND SCHOOL-BASED SERVICE LEARNING FACILITATORS





General

Icon	Description
	<p>Once within the portal, returns you to the site administrator service learning dashboard, which is the homepage of the portal</p>
	<p>Provides you with additional directions or information on the page</p>
	<p>Allows you to edit/make changes to the information in the section</p>


Dashboard Page Icons

Icon	Description
	<p>Student Search</p> <p>Search for any student registered for the portal</p>






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	<p>Partner Search</p> <p>Search for any partner (including community partners and educators) registered for the portal</p>
	<p>Dashboard</p> <p>Return to the home page where you can access reports</p>
	<p>Settings Page</p> <p>Identifies businesses requiring approval and vetting by portal facilitator and students who need profiles approved in order to become active portal users.</p>
	<p>Masquerade</p> <p>Select a student or community partner and “masquerade” as that student or partner to view current status and to help them troubleshoot or access more information.</p> <p>You must end the masquerade to return to the Administrator role by clicking on the red bar at the top of the portal page.</p> <p><small>YOU ARE MASQUERADING AS THIS PARTNER. PLEASE ENSURE THAT YOU LOGOUT WHEN YOU ARE DONE OR CLICK HERE TO RETURN TO YOUR ADMIN ACCOUNT.</small></p>





Report Icons and Functionality (Found on the Dashboard Page)

Report Icon	Report Description
	<p>Project Overview</p> <p>Provides a list of student projects that need to be reviewed by staff member who created the opportunity or the school based portal administrator.</p> <p>A student is unable to see a project until it has been reviewed and approved.</p>

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	<p>Unapproved Hours</p> <p>Provides a list of students whose completed project hours must be approved by staff member who created the opportunity or the school based portal administrator. No hours should be approved until hours and reflection are complete.</p>
	<p>Statistics Report</p> <p>Provides a list of the following statistics for the entire portal or individual school/club (total number of participating partners, students, opportunities posted, and projects).</p>
	<p>Coordination Report</p> <p>Provides a contact history between portal administrators and students/families regarding service project participation.</p>
	<p>Log Coordination</p> <p>Enter records of contact with students/families with regard to service project participation. Once this information is saved, it can be found on the “Coordination Report” page.</p>
	<p>Community Partners</p> <p>Provides a list of Community Partners and indicates whether the community partner has signed the Partner-Student-Family Agreement.</p> <p>Most importantly, this page indicates whether the partner has been vetted and approved before students may access opportunities.</p>

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	<p>Available Opportunities</p> <p>Provides a list of available opportunities for each school, club, or team</p>
	<p>Unapproved Students</p> <p>Unapproved students have registered for the portal, yet have not returned the Student/Parent Agreement Form.</p>
	<p>Overdue Projects</p> <p>Provides a list of students who have been idle in completing their projects.</p>
	<p>Opportunity Status</p> <p>Provides a list of each student's project status and which portions (preparation, action, reflection) have been completed or still need to be completed.</p>