

# Civic and Service Learning Hours

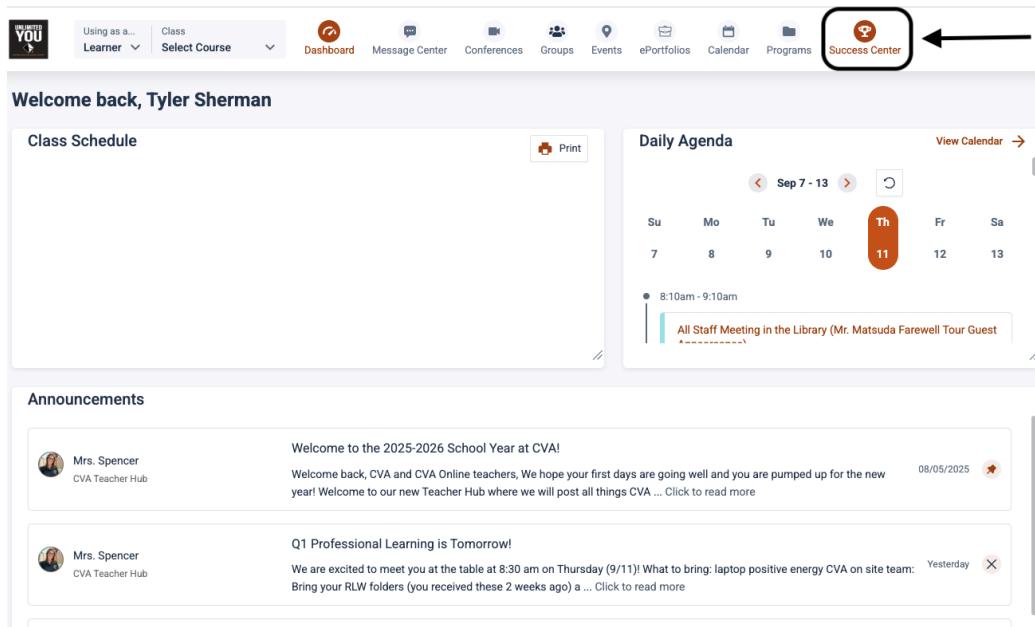
**Overview:** This document provides step-by-step instructions on how to upload your civic and service hours.

## Important Notes:

- ❖ Remember to fill out and complete your Civic and Service Learning hours on the document [here](#). This is what you will upload each time you complete hours and add to eKadence.

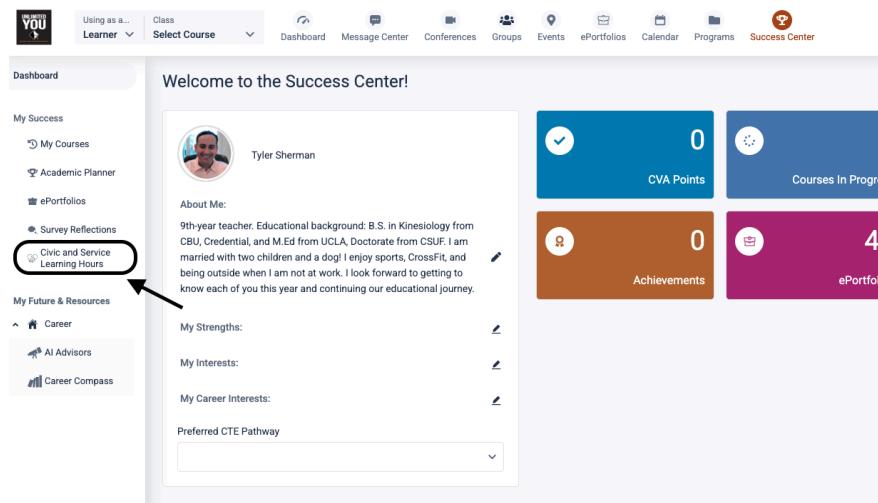
## Steps:

1. Click on Success Center at the top of your eKadence page.



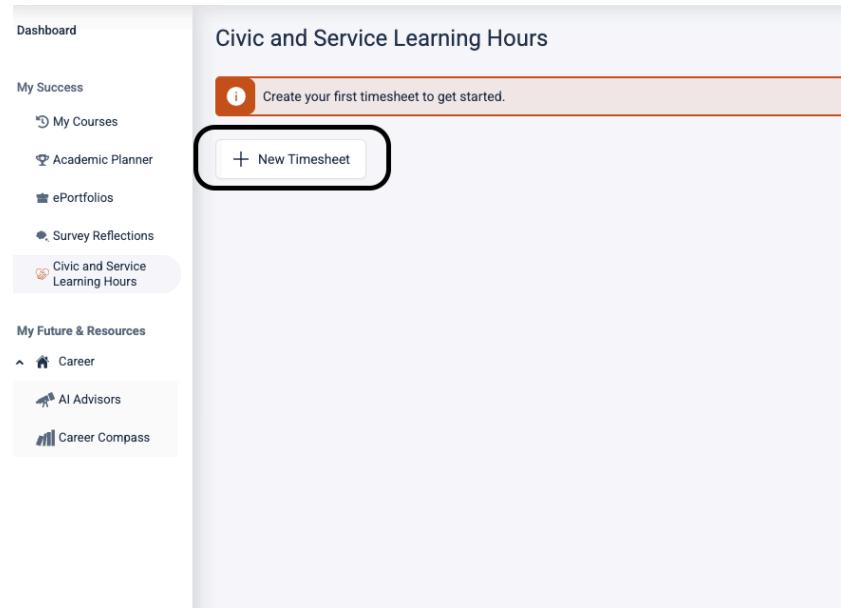
The screenshot shows the eKadence dashboard. At the top, there is a navigation bar with various icons and a dropdown menu. The 'Success Center' icon is highlighted with a red box and an arrow pointing to it. Below the navigation bar, there are sections for 'Class Schedule', 'Daily Agenda', and 'Announcements'. The 'Announcements' section contains two messages from 'Mrs. Spencer' about the start of the school year and a professional learning event.

2. Click on the "Civic and Service Learning Hours" tab on the left-hand side.

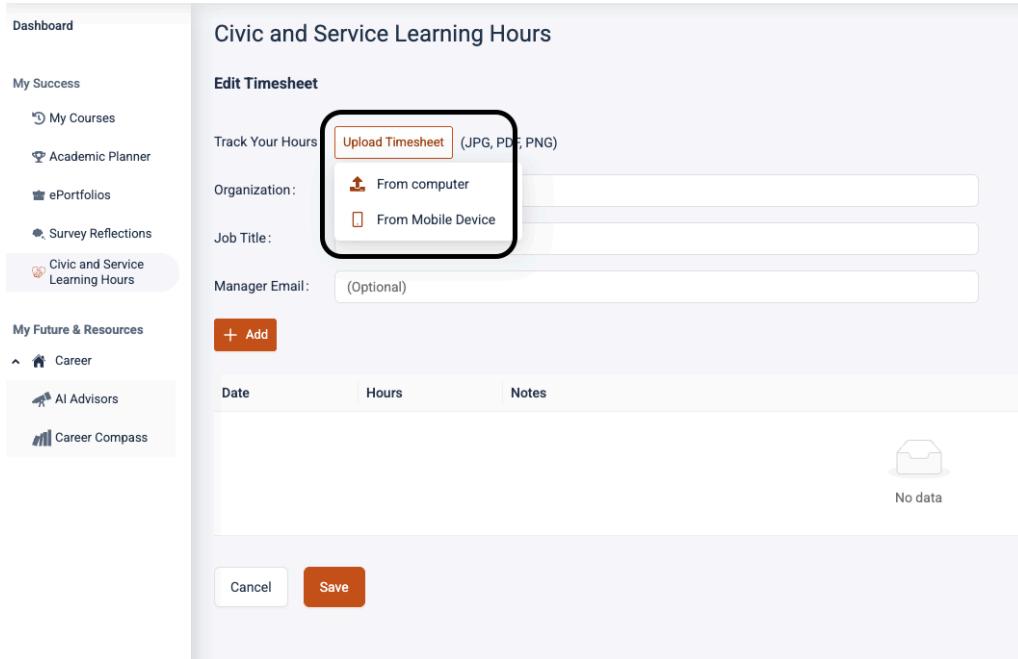


The screenshot shows the 'Success Center' dashboard. On the left, there is a sidebar with various tabs: 'My Success' (highlighted with a red box and an arrow), 'Survey Reflections', 'Civic and Service Learning Hours' (highlighted with a red box and an arrow), 'My Future & Resources', 'AI Advisors', and 'Career Compass'. The main content area is titled 'Welcome to the Success Center!' and contains a profile section for 'Tyler Sherman' and four performance metrics: 'CVA Points' (0), 'Courses In Progress' (5), 'Achievements' (0), and 'ePortfolios' (41). Below these metrics, there are sections for 'My Strengths', 'My Interests', 'My Career Interests', and 'Preferred CTE Pathway'.

3. Click on + New Timesheet.



4. Click Upload Timesheet. From your computer, upload your updated service hour time sheet. You should use one timesheet throughout the year. (\*Note: Think of this as your evidence of your hours served)



5. After uploading your timesheet, next to where it says 'Organization,' write where you did your hours. Next to 'Job Title' write what it is that you did.

## Civic and Service Learning Hours

### Edit Timesheet

Track Your Hours

Organization:

Job Title:

Manager Email:

**+ Add**

Date	Hours	Notes
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6. Click on where it says '+ Add.' Then, write the date in which you did these hours and the total number of hours you completed. (\*Note: This should be done for each time you completed service hours.) Press save.

## Civic and Service Learning Hours

### Edit Timesheet

Track Your Hours

Organization:

Job Title:

Manager Email:

**+ Add**

Date	Hours	Notes
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09/11/2025

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**Cancel**

**Save**