

## SERVICE HOURS IN GRADELINK

Each family is expected to fulfill 35 service/volunteer hours per school year. Single guardian households are required to complete 17.5 hours. Any hours NOT fulfilled and submitted by the guardian on or before the deadline of May 31, 2024 will be charged a fee of \$25 per hour in Blackbaud. You are also able to pay off your service hours for the entire year if you choose to do so. If you would like to pay off the service hours (\$875), please fill out the [Agreement To Pay Off Service Hours](#) and we will apply the fee to your Blackbaud tuition account.

Families will need to track hours any completed service hours through the Gradelink portal online or download the application to your Smart phone.

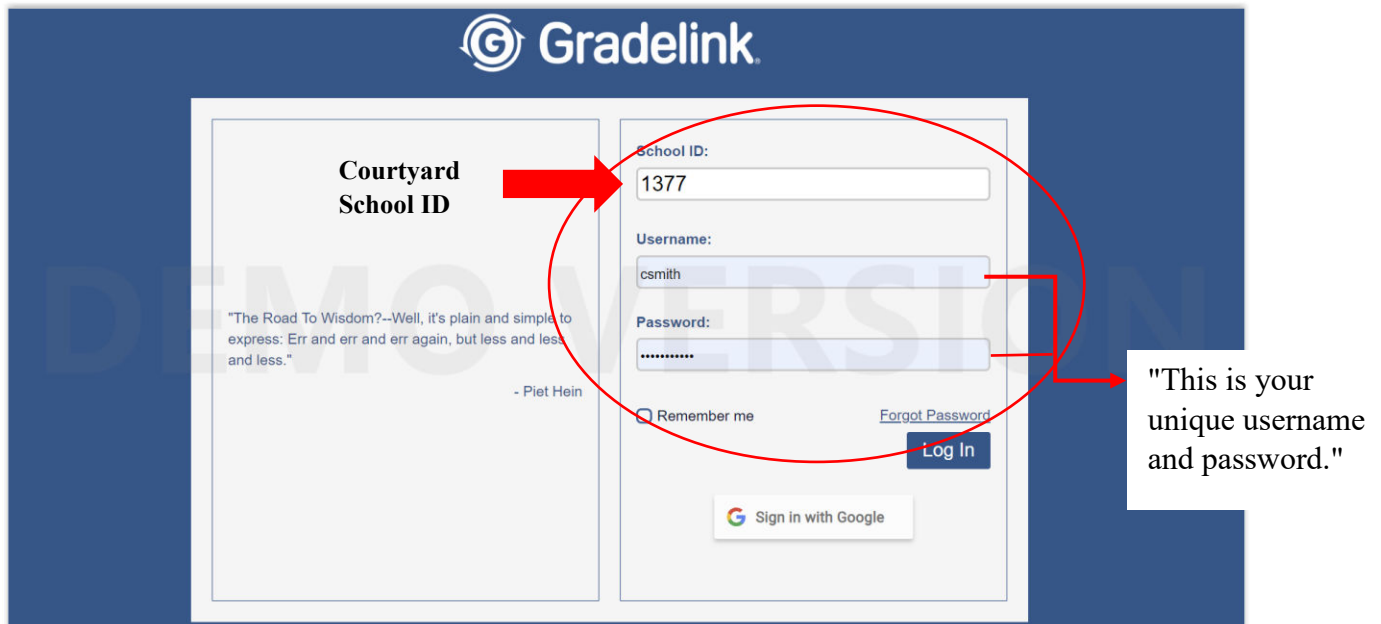
iOS / Apple - <https://apps.apple.com/us/app/gradelink-student-parent-app/id1091381333>

Windows / Android -

[https://play.google.com/store/apps/details?id=com.gradelink.parent.google&hl=en\\_US&gl=US](https://play.google.com/store/apps/details?id=com.gradelink.parent.google&hl=en_US&gl=US)

## HOW TO TRACK YOUR SERVICE HOURS IN GRADELINK

**Step 1** – Log in to Grade through Google Chrome or any other web browser using your information (For this walkthrough we will be using Google Chrome) Click the Log in button.

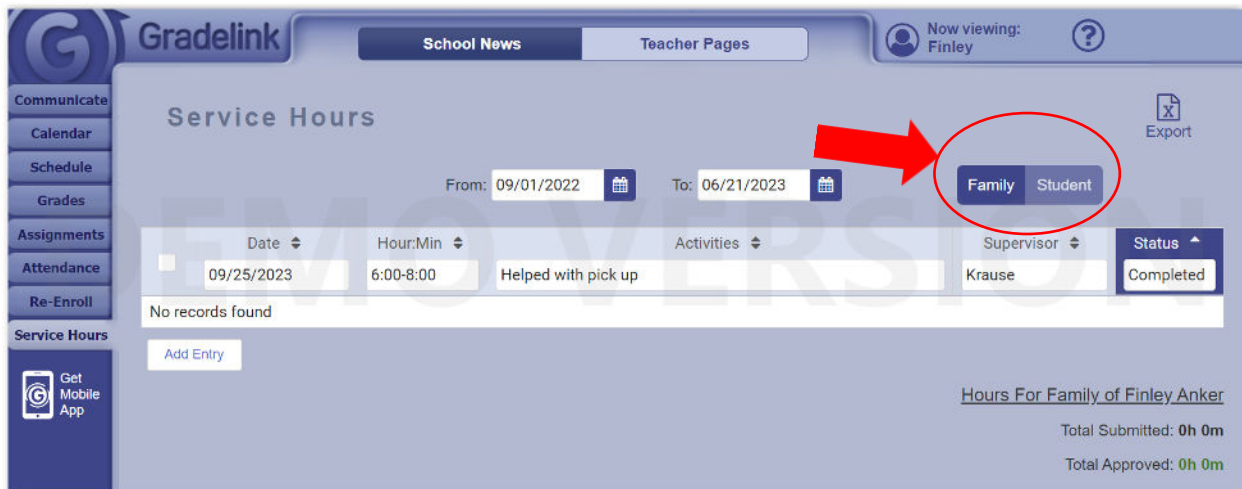


The image shows a screenshot of the Gradelink login page. The page has a dark blue header with the Gradelink logo. The main content area is white and contains a login form. On the left side of the form, there is a section titled "Courtyard School ID" with a quote: "The Road To Wisdom?--Well, it's plain and simple to express: Err and err and err again, but less and less and less." - Piet Hein. The login form includes fields for "School ID:" (containing "1377"), "Username:" (containing "csmith"), and "Password:" (containing "\*\*\*\*\*"). There are also checkboxes for "Remember me" and a "Forgot Password" link. A "Log In" button is at the bottom right of the form. A "Sign in with Google" button is at the bottom center. A red circle highlights the "School ID", "Username", and "Password" fields. A red arrow points from the "Courtyard School ID" text to the "School ID" field. Another red arrow points from the "Username" field to a text box on the right that says "This is your unique username and password."

**Step 2** – Now that you have successfully logged in, please select the Service Hour tab to the left.



**Step 3** – You can select Family or Student to place your service hours. Please note that a running total will be kept jointly.



**Step 4** - On the Service Hour screen you will put in the date, time (Hour: Minute), Activity, Sponsor, and Status. Please fill in as much information as you can. Then click the Add Entry button. Hours will then be approved and applied to your account.

Example of activities include the following: "Coached Basketball", "Campus Care Day Painting", "Haunted Casino Night raffle" "Field Trip Chaperone"

Supervisors can be staff members or activity leads, for above "Ms. Jess", "Marshan", "Chelsea Robinson" "Mr. P"

The screenshot shows the Gradelink 'Service Hours' interface. At the top, there are navigation tabs for 'School News' and 'Teacher Pages', and a user profile for 'Finley'. The main content area has a date range filter from '09/01/2022' to '06/21/2023' and tabs for 'Family' and 'Student'. A table displays one record:

Date	Hour:Min	Activities	Supervisor	Status
09/25/2023	6:00-8:00	Helped with pick up	Krause	Completed

Below the table, it says 'No records found' and there is an 'Add Entry' button. A red box highlights the table and the 'Add Entry' button, with red arrows pointing to them. On the right side, there is an 'Export' button and a summary section titled 'Hours For Family of Finley Anker' showing 'Total Submitted: 0h 0m' and 'Total Approved: 0h 0m'.

**Step 5** – A running total is keep below as they approved. Parents are encouraged to add all service hours and keep track of those here throughout the school year.

This screenshot is identical to the one in Step 4, showing the 'Service Hours' page with the same table and 'Add Entry' button. However, the summary section at the bottom right, titled 'Hours For Family of Finley Anker', is circled in red. This section displays 'Total Submitted: 0h 0m' and 'Total Approved: 0h 0m'.