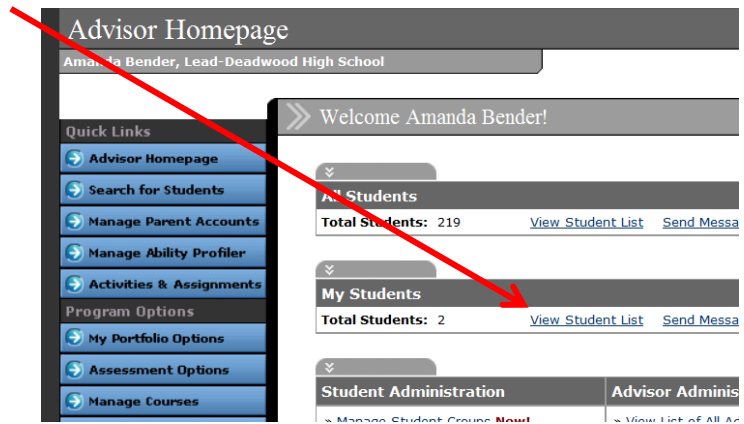
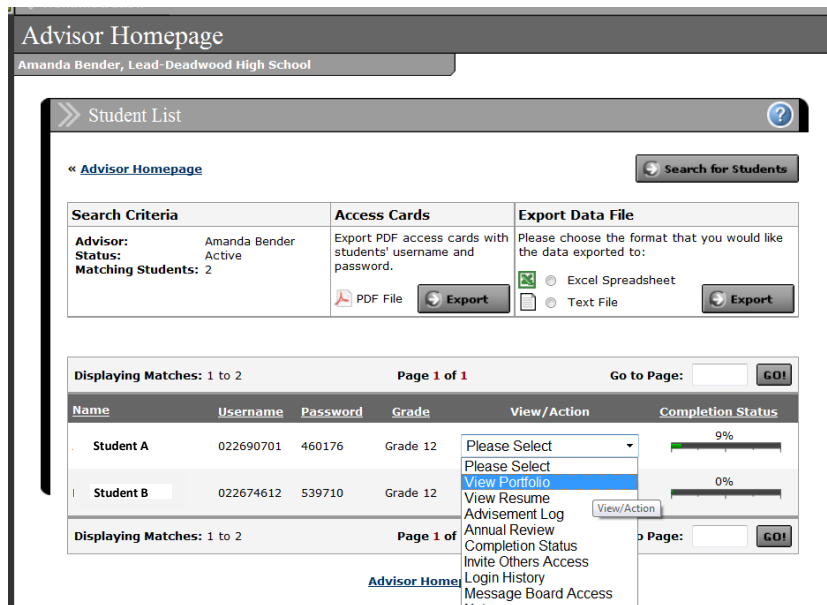


## HOW AN ADVISOR VERIFIES SERVICE LEARNING HOURS

1. Log in to SDMylife.com
2. Under My Students click on “View Student List”



3. Find the student you are working with and under the View/Action drop down choose “View Portfolio”



4. The student’s portfolio will open up. Scroll down to find the Service Learning Section. Ensure the information on the service learning log matches up with what they have put on SDMylife.

- After verifying the hours please complete an advisement log entry for that student. Click the back arrow on the browser (or start from the Advisor main page again). Find the student you are working with and under the View/Action drop down choose "Advisement Log".

The screenshot shows the 'Advisor Homepage' for Amanda Bender, Lead-Deadwood High School. The 'Student List' section displays a table with columns: Name, Username, Password, Grade, View/Action, and Completion Status. Two students are listed: Student A (Grade 12, 9% completion) and Student B (Grade 12, 0% completion). The 'View/Action' dropdown for Student B is open, showing options like 'Please Select', 'View Portfolio', 'View Resume', 'Advisement Log' (highlighted), 'Annual Review', 'Completion Status', 'Invite Others Access', 'Login History', 'Message Board Access', 'Notes', and 'Parent Access (NFW)'. A 'GO!' button is visible at the bottom right of the table area.

- Click "Add Entry" select a Session Date.

The screenshot shows the 'Advisement Log' page. A sidebar on the left contains 'Quick Links' (Advisor Homepage, Search for Students, Manage Parent Accounts, Manage Ability Profiler, Activities & Assignments) and 'Program Options' (My Portfolio Options, Assessment Options, Manage Courses). The main content area has a header 'Advisement Log' and a note: 'The Advisement Log allows you to keep a log of guidance activities that students participate in, such as individual meetings and workshops. NOTE: Your comments will appear in the Advisement Log section of the student's Portfolio.' Below this is a table with columns: Advisor, Topic, and Date. One entry is shown: Amanda Bender, Graduation Requirements Service Learning, 10/18/2013. An 'Add Entry' button is located to the right of the table, highlighted with a red arrow. A 'Back to Student List' link is at the bottom.

- Choose "Graduation Requirement" for Topic Area. For subject put Service learning hours. In the description area please note how many hours the student has completed so far.

The screenshot shows the 'Add New Advisement Log Entry' form. The sidebar is the same as in the previous screenshot. The form fields are: 'Session Dates' (10/24/2013), 'Topic Area' (Graduation Requirements), 'Subject' (Service Learning Hours), and 'Description/Notes' (Student A has completed 25 community service hours. She volunteered at the animal shelter and her church.). A 'Submit' button is at the bottom right.