CHS HIGH SCHOOL & BEYOND GRADUATION REQUIREMENT: GRADES 9-12

# HOW TO LOG HOURS IN X2VOL (VOLUNTEER SERVICE TRACKING PROGRAM)

#### **STEP #1: UPSD WEBSITE**

- Go to the UPSD website at <u>www.upsd83.org</u>
- Click <u>Select a School</u> on the top left bar
- Click <u>Curtis Senior High</u>
   <u>School</u>



#### **STEP #2: CHS WEBSITE**

- Hover over <u>College & Career</u> tab
- Hover over <u>High School &</u> <u>Beyond Plan (Career</u> <u>Cruising/x2vol)</u>
- Click <u>x2vol LOG IN</u>



## STEP #3: x2VOL SIGN IN

- Type your **Email**
- Type your **Password** 
  - If you don't remember your password, Click "Forgot your Password"
- Click Sign In



## STEP #4: ADD HOURS

- The **Dashboard** is your x2vol home screen
- Click <u>Add Hours</u> to enter completed Volunteer Service
- Opportunities & Projects + Groups & Goals + Help Logo Dashboard Common Tasks **Groups & Goals Progress Find Opportunities** Hours Submitted Hours Approved Class of 2019 reshman Volunteer Hours (required) 05/02/2015 - 05/01/2016) Updated: 11/28/2018 @03:43 PM CST **Bulletin Board** Welcome to Curtis High School's Volunteer Service Website! 2016/2017 Sophomore Goal (10 Ho (05/02/2016 - 05/01/2017) A list of detailed volunteer service requirements can be found on the CHS Website. All hours are due on May 1st each school year. Hours completed can not be carried forward to the next school year Junior Required Hours (15 Hours) (05/02/2017 - 05/01/2018) Earn a CHS Varsity Letter in Community Service! Senior Required Hours (20 Hours) (05/02/2018 - 05/01/2019) Students who volunteer an additional 150 or more hours of approved volunteer/community service each school year (May 2 - May 1). may be eligible to earn a CHS Varsity Letter -- the same letters as those earned by athletes and

musicians

- My Activity Log screen will show all volunteer service hours entered into x2vol
- Click <u>Create New</u> to enter completed Volunteer Service



## STEP #5: Create a Personal Project to ADD HOURS

- Type <u>Name of Agency or</u> <u>Organization</u>
- Type a <u>Project Description</u> (Need details of the activity you performed)
- If you will be completing future activities for this organization, then Select <u>Make this a recurring project</u>
- Select the <u>Interest</u> that best describes the activity
- Add <u>Activity Contact</u> info:
   Name
  - Phone and/or Email
- Add <u>Claim Hours</u> (If you volunteered multiple days for the same activity, please enter the TOTAL hours and select the most recent date volunteered. Type the dates/date range in the Description section at the top of this page.)
  - Select Date of Activity
  - o Select Total Hours
- Type a <u>Reflection</u> (Type 2-3 sentences of how this service impacted the community.)
- Click round button to <u>Apply</u> <u>Hours to Goals</u>
- Click square button to confirm <u>"The hours that I am submitting..."</u>
- Click <u>Submit</u>

Activity		
	[Max. 100 character]	Personal Projects
Boys and Girls Club		If you've completed an event outside of
Provide art activities for childr for all children. I volunteer aft Wednesday for 4 hours. This 1, 2018 - August 30, 2018.	ren ages 5-8. Supervise snack time erschool every Tuesday and entry is for the date range of July	what's issee in 2200, such as volunteerin at a local hospital, then claim your hours as a Personal Project.
Attachments + Add files		
.ppb, .bd, wmv, mp4, rtf, csv, pps, v size is 2MB.	.bmp, .zip, .doc, .docx, . xls, .xlsx, .ppt, wma, .flv, mov, mpg file . The maximum file	
ppb, .bt, wmv, mp4, rtf, csv, pps, ı size is 2MB.	.bmp, zip, .doc, .docx, . xis, .xisx, .ppt wma, .flv, mov, mpg file . The maximum file	
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Ds	ate		Hours		Minutes						
6	8/30/2018	121	72		00						
-	0/00/2010		12								
Re	eflections										
b	y providing	a safe	place fo	or kids to	hang out	while their pa	arents work.		i supports ta	in incs	
Pl	ease enter I	how th	is servio	e opport	unity impa	cted the com	munity				
	Organizatio Select where <u>Non-Exclusive</u> NOTE: Below below, choos submitted.	on Go the hou Goals are all se "Ap	als urs being of ACTIVE oly to all	claimed wi goals in yo Non-Exclu	ill be crediter our organiza usive Goals	d to. Either cho tion.If you are " and the hou	ose an <u>"Exclusive G</u> logging hours that rs will appear in yo	oal"''or choose the do not belong in a ur activity log for	option <u>"Apply</u> an active goa the date you	<u>to all</u> I	
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