- 1. Log into Gradelink: <u>https://secure.gradelink.com/Gradelink</u>
- 2. Navigate to the Service Hours Menu.
- 3. Click the Add Entry button.

\mathbf{G}	Gradelink	Ę	Service Hou	rs		
Calendar	Current Classes			From: 09/01/2	019 🛗 To: 06/	30/2020 🛗
Attendance	Student:					
Re-Enroll	Term: Sem 1		Date 🗢	Hour:Min 🗢		Activities 🗢
Billing	Show All Assignments	No	records found			
Service Hours	<u>Bible</u> <u>History/Geography</u>		dd Entry			
Get Mobile App	<u>Math</u> <u>Penmanship</u> Reading					

4. Enter Service Hours information requested and click Add Entry.

	Hours	Minutes	Activity/Description	Supervisor		
*	01 🛊	00 🛊	Admin Work	Supervisor	Cancel	Add Entry
	 	Hours	Hours Minutes	Hours Minutes Activity/Description	Hours Minutes Activity/Description Supervisor	Hours Minutes Activity/Description Supervisor

RESULT: You will then see your entry listed.

Se	<u>[X]</u> Export				
		From	: 09/01/2019	To: 06/30/2020	
	Date 🗢	Hour:Min 🗢		Activities 🗢	Supervisor 🗢
	09/04/2019	01:00	Admin Work		

5. If you make a mistake, you can delete an entry by placing a checkmark next to the line you wish to delete.

Date 🗢	Hour:Min 🗢	Activities 🗢	Supervisor 🗢
09/04/2019	01:00	Admin Work	

RESULT: The selected line will highlight blue and a Delete button will then appear. Click Delete.

Date ≑	Hour:Min 🗢	Activities 🗢	Supervisor 🗢
00/04/0010	01.00	Admin Work	
09/04/2019	01.00		

RESULT: The system will ask to confirm your deletion. Click Delete.

Are you sure you wish to delete? This can not be undone.

Cancel	Delete