

How to Log Parent Service Hours in the Gradelink App

(Available for iPhone, iPad or Android)

- 1 Download the Gradelink Student/Parent app to your device



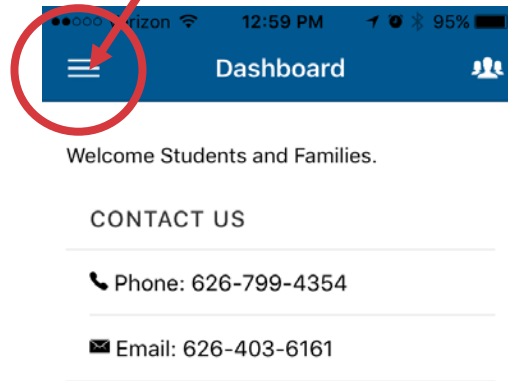
- 2 Open the App
• Sign In with your Gradelink Username and Password.



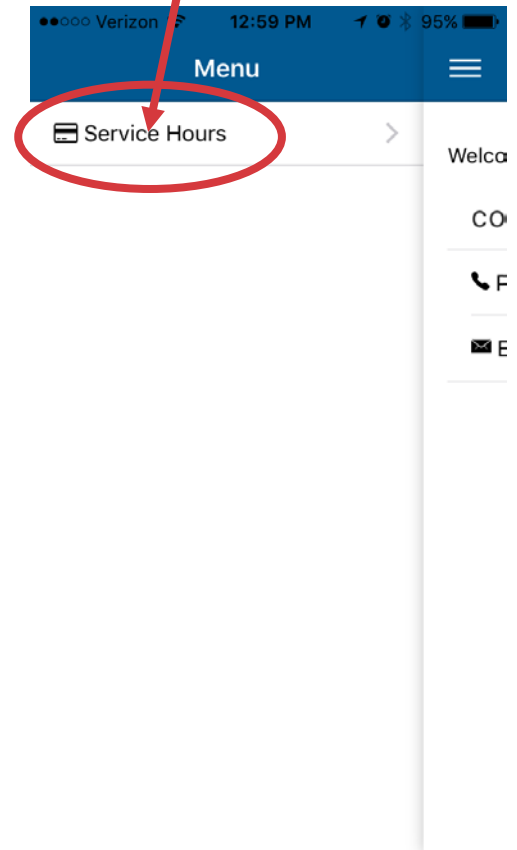
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3 From the Dashboard, open the 3line (menu) icon



4 Open the Service Hours Menu



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5 Touch "Add Entry" button at bottom of screen.

Service Hours

From: 05/01/2017 To: 04/30/2018

Hours For Family of DHTimmons (Alexa, Ashlyn) 11h 0m submitted, 3h 30m approved, 36h 30m remaining

Date	Hours:Min	Approved
06/05/2017	01:00	
05/30/2017	05:30	
05/30/2017	01:00	
05/15/2017	00:30	✓
05/15/2017	02:00	✓

Add Entry

6 Choose the Date and press Done

Add Entry

Date 06/05/2017

Hours 01 ▾

Minutes 00 ▾

Activity/Description Test

Supervisor Test

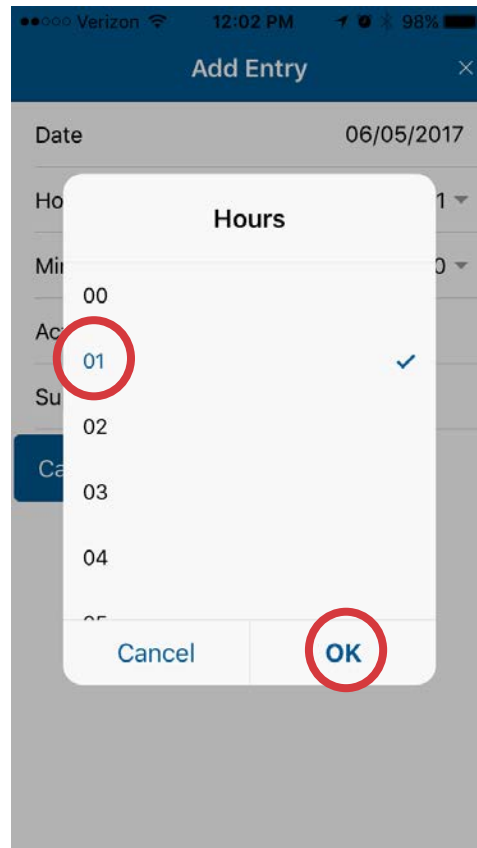
Cancel Done

06 05 2017

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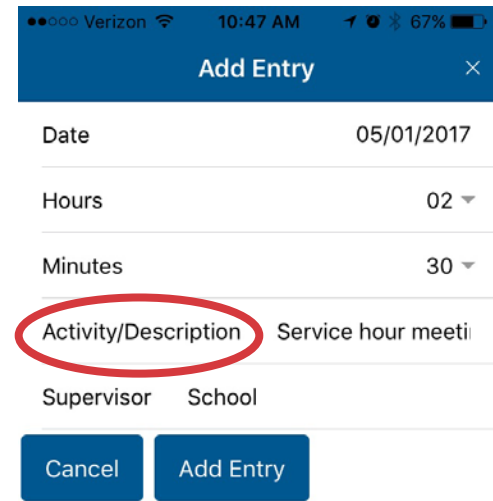
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7 Enter Hours and Minutes



The screenshot shows the 'Add Entry' screen in the Gradelink app. The date is set to 06/05/2017. A modal titled 'Hours' is open, displaying a list of hours from 00 to 05. The '01' option is selected and circled in red. A checkmark is visible next to '01'. The 'OK' button at the bottom right of the modal is also circled in red. The 'Cancel' button is at the bottom left.

8 Type a description of your service in Activity/Description field



The screenshot shows the 'Add Entry' screen in the Gradelink app. The date is set to 05/01/2017. The 'Hours' field is set to 02 and the 'Minutes' field is set to 30. The 'Activity/Description' field is highlighted with a red oval and contains the text 'Service hour meeti'. The 'Supervisor' and 'School' fields are empty. The 'Cancel' and 'Add Entry' buttons are at the bottom.

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9 In the Supervisor field, type *School* or *Parish*

Verizon 10:48 AM 67%

Add Entry

Date 05/30/2017

Hours 00

Minutes 30

Activity/Description Service hour meeti

Supervisor School

Cancel Add Entry

*****In the Supervisor field, Please Type "SCHOOL" For School service hours or "PARISH"**

For Parish service hours!***

10 Touch "Add Entry"

Verizon 10:48 AM 67%

Add Entry

Date 05/30/2017

Hours 00

Minutes 30

Activity/Description Service hour meeti

Supervisor School

Cancel Add Entry

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1 Service Hours will display your submitted, approved, and remaining hours

App Sto... 8:32 AM 100%

Service Hours

From: 05/01/2017 To: 04/30/2018

Hours For Family of DHTimmons (Alexa, Ashlyn) 10h 0m submitted
3h 30m approved
36h 30m remaining

Date	Hours:Min	Approved
05/30/2017	05:30	
05/30/2017	01:00	
05/15/2017	00:30	✓
05/15/2017	02:00	✓
05/15/2017	01:00	✓

Add Entry

As Service Hours are approved, a green checkmark will appear by the entry.

- Hours will be approved Monthly.