

# How to Log Parent Service Hours in Gradelink (From An Internet Browser)

- 1 Using a computer, Open Gradelink in a browser.  
([www.gradelink.com](http://www.gradelink.com))

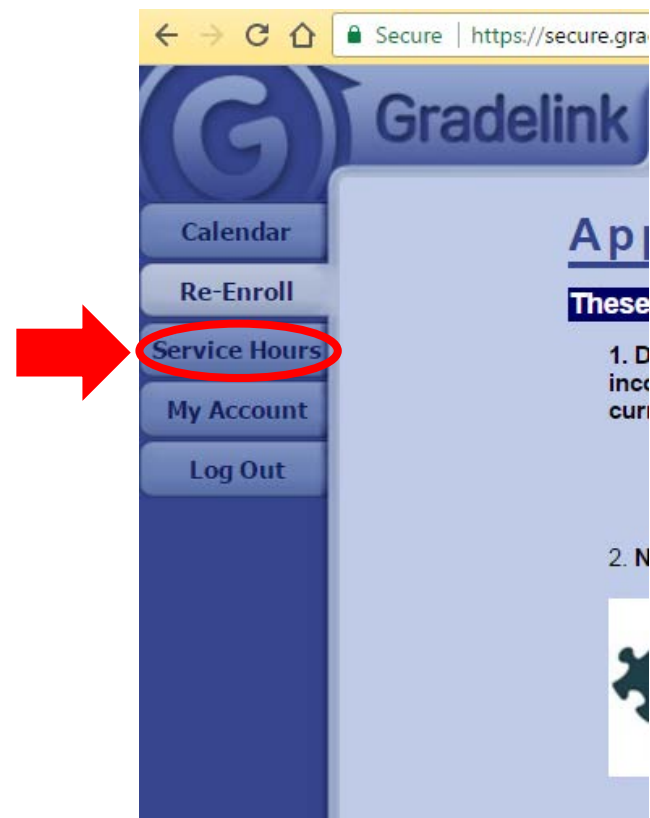
School ID is **1233**  
Sign In with your Gradelink Username and Password.



The image shows the Gradelink login page. At the top is the Gradelink logo. Below it is a button that says "Parents/Students: Download app". The login form consists of three input fields: "School ID:" with the value "1233", "Username:", and "Password:". To the right of the "Username:" and "Password:" fields is a checkbox labeled "Remember me on this device". Below the input fields is a blue "LOGIN" button. A red circle highlights the "School ID:", "Username:", and "Password:" fields and the "LOGIN" button.

[Terms of Service](#) • [Privacy Policy](#) • [Contact](#) • [Gradelink Homepage](#)

- 2 From the Homepage, select "Service Hours" on the left tab.



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- 3 • On Your Service Hours Page, you will see your service hours listed.
- To add an entry, DO NOT ENTER TEXT IN THE WHITE BOXES!

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

	Date	Hour:Min	Activities	Status
<input type="checkbox"/>	06/05/2017	01:00	Test	Test
<input type="checkbox"/>	05/30/2017	05:30	1st Grade Field Trip	School
<input type="checkbox"/>	05/30/2017	01:00	Gradelink Meeting	School
<input type="checkbox"/>	05/15/2017	00:30	Computer	School <b>Approved</b>
<input type="checkbox"/>	05/15/2017	02:00	Court of Awards	School <b>Approved</b>
<input type="checkbox"/>	05/15/2017	01:00	f	School <b>Approved</b>

**DO NOT ENTER TEXT HERE!**

**CLICK HERE TO ADD ENTRY!**

Hours For Family of DHTimmons ( Alexa, Ashlyn)

Total Submitted: 11h 0m  
Total Approved: 3h 30m  
Total Remaining: 36h 30m

- Click "Add Entry" to record your Service Hours.

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## 4. Choose the Date of your Service.

Secure <https://secure.gradelink.com/Gradelink>

Now viewing: **Ashlyn**

Export

Service Hours

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

Date	Hour:Min	Activities	Supervisor	Status	
<input type="checkbox"/>					
<input type="checkbox"/>	06/05/2017	01:00	Test	Test	
<input type="checkbox"/>	05/30/2017	05:30	1st Grade Field Trip	School	
<input type="checkbox"/>	05/30/2017	01:00	Gradelink Meeting	School	
<input type="checkbox"/>	05/15/2017	00:30	Computer	School	Approved
<input type="checkbox"/>	05/15/2017	02:00	Court of Awards	School	Approved
<input type="checkbox"/>	05/15/2017	01:00	f	School	Approved

Service Hours

Date:  Hours:  Minutes:  Activity/Description:  Supervisor:

June 2017

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Hours For Family of DHTimmons ( Alexa, Ashlyn)

Total Submitted: 11h 0m

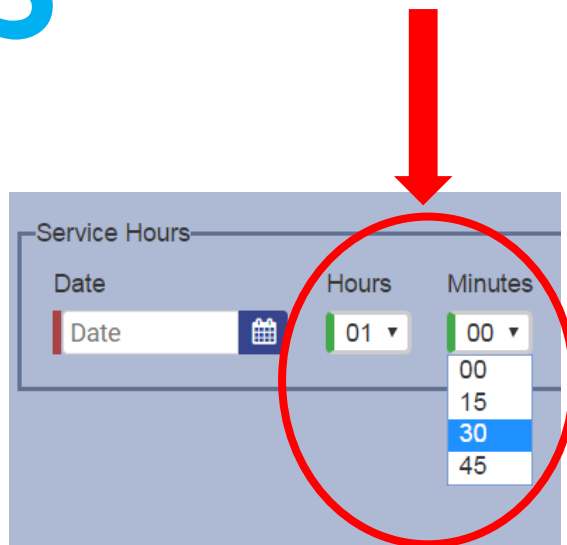
Total Approved: 3h 30m

Total Remaining: 36h 30m


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## 5 Enter Hours and Minutes



Service Hours

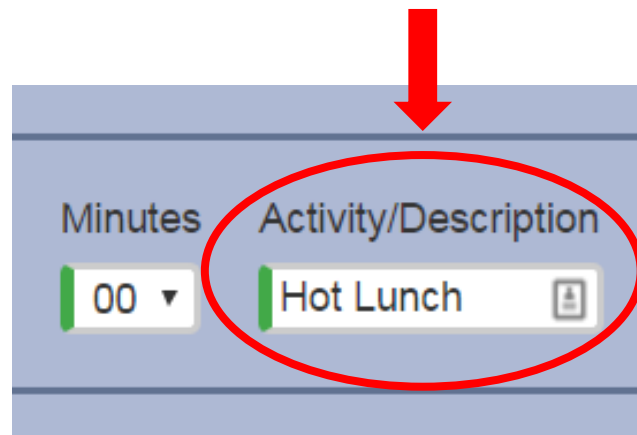
Date  

Hours


Minutes

00  
15  
30  
45

## 6 Type a description of your Service in the Activity/Description field

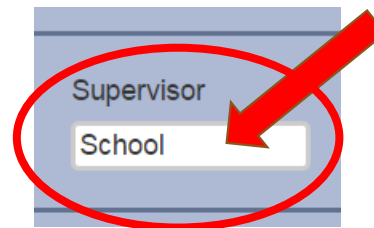


Minutes

Activity/Description  

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



**\*\*\*In the Supervisor field, please type "SCHOOL" for School service hours or "PARISH" for Parish service hours!\*\*\***

**8** • Click "Add Entry"

A screenshot of the 'Service Hours' form. The form has several fields: 'Date' (06/13/2017), 'Hours' (01), 'Minutes' (00), 'Activity/Description' (Hot Lunch), and 'Supervisor' (School). There are 'Cancel' and 'Add Entry' buttons at the bottom right. A red arrow points from the top right towards the 'Add Entry' button, which is circled in red.

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

Gradelink

Now viewing: Ashlyn

Service Hours

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

	Date	Hour:Min	Activities	Supervisor	Status
<input type="checkbox"/>	06/13/2017	01:00	Hot Lunch	School	
<input type="checkbox"/>	06/05/2017	01:00	Test	Test	
<input type="checkbox"/>	05/30/2017	05:30	1st Grade Field Trip	School	
<input type="checkbox"/>	05/30/2017	01:00	Gradelink Meeting	School	
<input type="checkbox"/>	05/15/2017	00:30	Computer	School	Approved
<input type="checkbox"/>	05/15/2017	02:00	Court of Awards	School	Approved
<input type="checkbox"/>	05/15/2017	01:00	f	School	Approved

Add Entry

Hours For Family of DHTimmons ( Alexa, Ashlyn)

Total Submitted: 12h 0m  
Total Approved: 3h 30m  
Total Remaining: 36h 30m

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- As Service Hours are approved, Status will show "Approved" by the entry.
- Hours will be approved monthly.