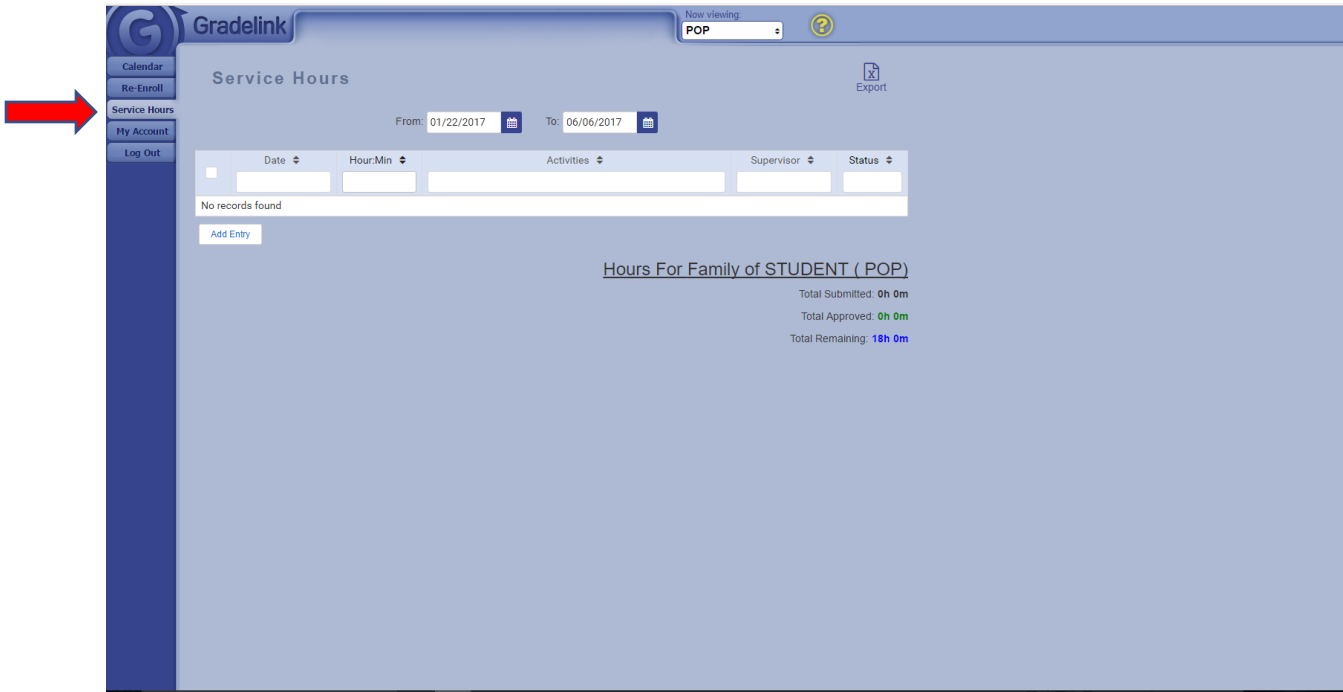
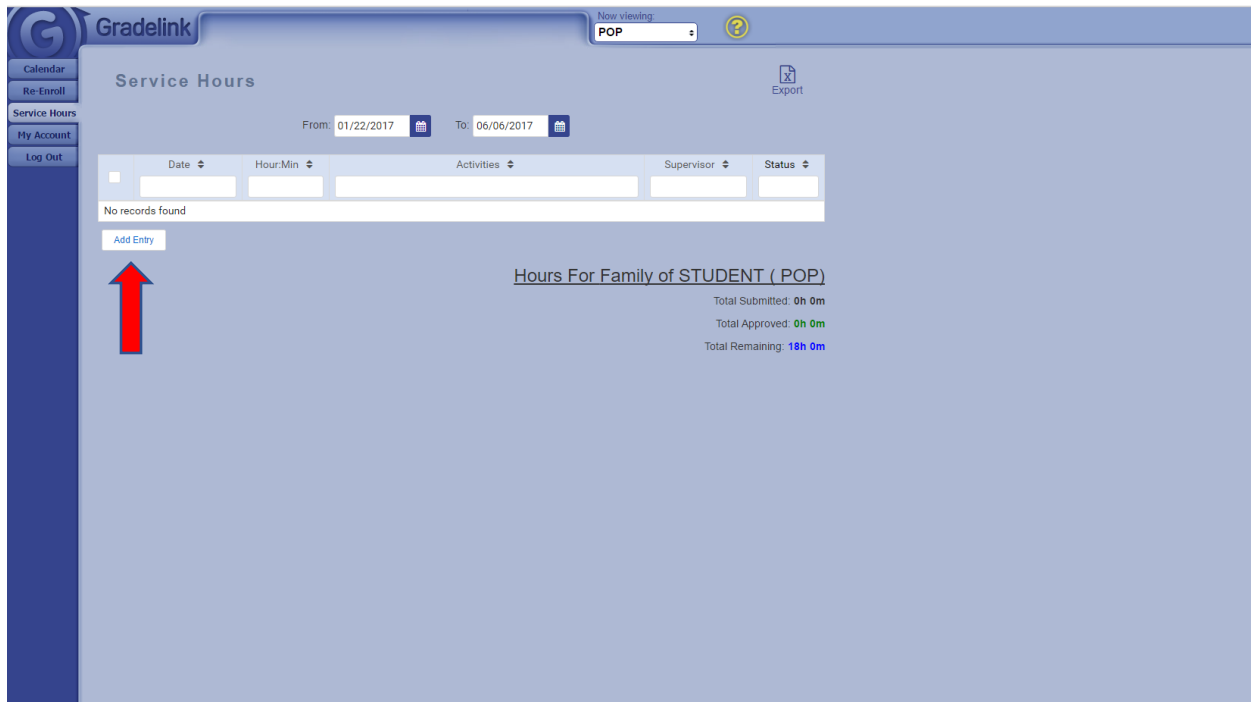


Login to Gradelink and click on the SERVICE HOURS tab.



The screenshot shows the Gradelink interface. The top navigation bar includes the Gradelink logo, a user dropdown menu showing 'POP', and a help icon. The left sidebar contains several menu items: 'Calendar', 'Re-Enroll', 'Service Hours', 'My Account', and 'Log Out'. A red arrow points to the 'Service Hours' tab. The main content area is titled 'Service Hours' and features an 'Export' button. Below the title, there are date filters: 'From: 01/22/2017' and 'To: 06/06/2017'. A table with columns for 'Date', 'Hour:Min', 'Activities', 'Supervisor', and 'Status' is shown, with a message 'No records found' and an 'Add Entry' button. To the right, a summary section titled 'Hours For Family of STUDENT (POP)' displays: 'Total Submitted: 0h 0m', 'Total Approved: 0h 0m', and 'Total Remaining: 18h 0m'.

Click on ADD ENTRY



This screenshot is identical to the one above, but with a red arrow pointing to the 'Add Entry' button in the table area. The rest of the interface, including the sidebar, top navigation, and summary statistics, remains the same.

Enter in your Parent Participaton hours.

The screenshot shows the Gradelink 'Service Hours' interface. At the top, there is a navigation menu with 'Calendar', 'Re-Enroll', 'Service Hours', 'My Account', and 'Log Out'. The main area is titled 'Service Hours' and includes a date range filter from '01/22/2017' to '06/06/2017'. Below this is a table with columns for Date, Hour:Min, Activities, Supervisor, and Status. A message 'No records found' is displayed. Below the table is an 'Add Entry' form with fields for Date, Hours (00), Minutes (00), Activity/Description (Activity), and Supervisor (Supervisor). A red arrow points to the Date field. At the bottom right, there is a summary section titled 'Hours For Family of STUDENT (POP)' with the following data:

Category	Value
Total Submitted	0h 0m
Total Approved	0h 0m
Total Remaining	18h 0m

Enter supervisor of job/event or teacher's name

This screenshot shows the Gradelink 'Service Hours' interface with a list of entries. A red arrow points to the 'Supervisor' column. The table contains the following data:

Date	Hour:Min	Activities	Supervisor	Status
03/08/2017	03:00	2nd grade field trip	Stein	
03/02/2017	03:00	Race for Ed	Stein	
02/21/2017	04:00	4th grade field trip	Rawlings	
02/15/2017	01:00	Filing for office	Tina Stephen	
02/01/2017	02:00	Drove for basketball game	Toth	

Below the table is an 'Add Entry' button. At the bottom right, there is a summary section titled 'Hours For Family of STUDENT (POP)' with the following data:

Category	Value
Total Submitted	13h 0m
Total Approved	0h 0m
Total Remaining	18h 0m

We will be approving Parent Participation Hours weekly. This will show under STATUS.

Gradelink

Now viewing: POP

Service Hours

From: 01/22/2017 To: 06/06/2017

Date	Hour:Min	Activities	Supervisor	Status
03/08/2017	03:00	2nd grade field trip	Stein	Approved
03/02/2017	03:00	Race for Ed	Stein	Approved
02/21/2017	04:00	4th grade field trip	Rawlings	Approved
02/15/2017	01:00	Filing for office	Tina Stephen	Approved
02/01/2017	02:00	Drove for basketball game	Toth	Approved

Add Entry

Hours For Family of STUDENT (POP)

Total Submitted: 13h 0m
Total Approved: 13h 0m
Total Remaining: 5h 0m