

## How to enter the reflective service/learning hours in Moodle?

|  |  |
|--|--|
| <p>1. Login to the Moodle site, click the RSL course at your course list. In the first section of the course, looking for the blue link called “Posting Service Learning Hours by Professor”, then click it.</p> |  |
| <p>2. A new window pops up, please type your Eckerd email account without @eckerd.edu and your email password.</p>   |  |
| <p>3. You will see the posting hour interface page. Click the down arrow to choose the term as you prefer to enter students’ service hours.</p>  |  |

3. Click your RSL course and student name in Course Roster area, type the hours in course total hours box. Click Submit Hours button. RSL hours will be recorded in Banner with time stamp. If you want to review or edit the hours after you posted. Just click student name again, re-type the hours in the box, then click submit hours button again.

**Reflective Service Learning**

Dear faculty,

As the semester approaches the end, if you are teaching the reflective service learning (RSL) courses, it will require you to enter the service hours for each student in your class. Use this form to post student records in Banner for each course.

Please round RSL hours to the nearest whole number, and not to use decimals. Should you need any help, please let us know.

Have a great term.

**Choose Term**

Choose a course to load the class roster Summer 2023

| CRN  | SUBJ | Course # | Course Title                |
|------|------|----------|-----------------------------|
| 3038 | AZ   | 344      | Practicum in Animal Studies |
| 3040 | ES   | 274      | Seabird Stewardship         |

2 items, 1 selected

**Course Roster**

Enter Student's Total Hours for your Course  Submit Hours

| Course | LastName  | FirstName | Hours | EntryDate  | EntryBy |
|--------|-----------|-----------|-------|------------|---------|
|        | Alexandra |           | 39    | 11/08/2023 | sunf    |
|        | Candice   |           | 39    | 11/08/2023 | sunf    |
|        | Kristal   |           | 39    | 11/08/2023 | sunf    |
|        | Blair     |           | 39    | 11/08/2023 | sunf    |
|        | Jackson   |           | 39    | 11/08/2023 | sunf    |
|        | Kelley    |           | 39    | 11/08/2023 | sunf    |
|        | Catherine |           | 39    | 11/08/2023 | sunf    |
|        | Katherine |           | 39    | 11/08/2023 | sunf    |

0 items

**Student RSL Hours:**

| Course | Hours | SWRSLHR_TERM | EntryDate | EntryBy |
|--------|-------|--------------|-----------|---------|
|--------|-------|--------------|-----------|---------|

0 items

**Choose Term**

Choose a course to load the class roster Summer 2023

| CRN  | SUBJ | Course # | Course Title                |
|------|------|----------|-----------------------------|
| 3038 | AZ   | 344      | Practicum in Animal Studies |
| 3040 | ES   | 274      | Seabird Stewardship         |

8 items, 1 selected

**Course Roster**

Enter Student's Total Hours for your Course  Submit Hours

| EckerdID | LastName      | FirstName | Hours | EntryDate  | EntryBy |
|----------|---------------|-----------|-------|------------|---------|
| 1341263  | Cole          | Alexandra | 39    | 11/08/2023 | sunf    |
| 1322095  | Khuong        | Candice   | 39    | 11/09/2023 | sunf    |
| 1297989  | Ortiz Sanchez | Kristal   | 39    | 11/09/2023 | sunf    |
| 1332743  | Perkins       | Blair     | 39    | 11/09/2023 | sunf    |
| 1327796  | Pitman        | Jackson   | 39    | 11/09/2023 | sunf    |
| 1334432  | Reed          | Kelley    | 39    | 11/09/2023 | sunf    |
| 1308495  | Stevens       | Catherine | 39    | 11/09/2023 | sunf    |
| 1316920  | Winship       | Katherine | 39    | 11/09/2023 | sunf    |

8 items, 1 selected

**Student RSL Hours:** 39

| Course          | Hours | SWRSLHR_TERM | EntryDate  | EntryBy |
|-----------------|-------|--------------|------------|---------|
| ES 274-001_S023 | 39    | 202230       | 11/09/2023 | sunf    |

4. After you are done, click the Sign Out button to exit.

English Help Settings Sign Out

Share

**Choose Term**

Choose a course to load the class roster Summer 2023

| CRN  | SUBJ | Course # | Course Title                |
|------|------|----------|-----------------------------|
| 3038 | AZ   | 344      | Practicum in Animal Studies |

**Course Roster**

Enter Student's Total Hours for your Course 39 Submit Hours

| EckerdID | LastName | FirstName | Hours | EntryDate  | EntryBy |
|----------|----------|-----------|-------|------------|---------|
| 1341263  | Cole     | Alexandra | 39    | 11/08/2023 | sunf    |

Any question, call Sun at 7620 or email sunf@eckerd.edu.