

## 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 grayed link called “Posting Service Learning Hours by Professor”, then click it.</p>																															
<p>2. You will see the posting hour interface page. Click the respective button as you prefer to enter students’ service hours. You even can review or edit the hours after you posted.</p>																															
<p>3. Click Submit Service Hours button to transfer the hours to students’ record in Banner system.</p>	<table border="1"> <tbody> <tr> <td>1588</td> <td>Keith</td> <td>Ravid</td> <td>krravid@eckerd.edu</td> <td><input type="text"/></td> </tr> <tr> <td>1232</td> <td>Ashleigh</td> <td>Ray</td> <td>aaray@eckerd.edu</td> <td><input type="text"/></td> </tr> <tr> <td>2040</td> <td>Slobhan</td> <td>Richter</td> <td>srichte@eckerd.edu</td> <td><input type="text"/></td> </tr> <tr> <td>1302</td> <td>Julien</td> <td>Robert</td> <td>jerobert@eckerd.edu</td> <td><input type="text"/></td> </tr> <tr> <td>1340</td> <td>Nelson</td> <td>Scott</td> <td>mnsctott@eckerd.edu</td> <td><input type="text"/></td> </tr> <tr> <td>689</td> <td>Victoria</td> <td>Vine</td> <td>vwine@eckerd.edu</td> <td><input type="text"/></td> </tr> </tbody> </table>	1588	Keith	Ravid	krravid@eckerd.edu	<input type="text"/>	1232	Ashleigh	Ray	aaray@eckerd.edu	<input type="text"/>	2040	Slobhan	Richter	srichte@eckerd.edu	<input type="text"/>	1302	Julien	Robert	jerobert@eckerd.edu	<input type="text"/>	1340	Nelson	Scott	mnsctott@eckerd.edu	<input type="text"/>	689	Victoria	Vine	vwine@eckerd.edu	<input type="text"/>
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<p>4. After you are done, scroll up and click the back button to go back to the course page.</p>																															

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