

## 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"> <thead> <tr> <th>ID</th> <th>First Name</th> <th>Last Name</th> <th>email</th> <th>Hours earned</th> </tr> </thead> <tbody> <tr> <td>2089</td> <td>Katy</td> <td></td> <td>@eckerd.edu</td> <td></td> </tr> <tr> <td>879</td> <td>Nirel</td> <td></td> <td>@eckerd.edu</td> <td></td> </tr> <tr> <td>1437</td> <td>Jesse</td> <td></td> <td>@eckerd.edu</td> <td></td> </tr> </tbody> </table>	ID	First Name	Last Name	email	Hours earned	2089	Katy		@eckerd.edu		879	Nirel		@eckerd.edu		1437	Jesse		@eckerd.edu	
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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>	<p>It doesn't look like you submitted a default number of hours. (That's not a problem. This message is just a reminder.) Please modify the hours as needed and then submit them.</p> <table border="1"> <thead> <tr> <th>ID</th> <th>First Name</th> <th>Last Name</th> <th>email</th> <th>Hours earned</th> </tr> </thead> <tbody> <tr> <td>1437</td> <td>Kole</td> <td></td> <td>@eckerd.edu</td> <td></td> </tr> </tbody> </table>	ID	First Name	Last Name	email	Hours earned	1437	Kole		@eckerd.edu											
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Any question, call Sun at 7620 or email sunf@eckerd.edu.