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This video is a tutorial on how to keep track of your volunteering hours. You will learn to log your hours, track your progress, and view your impact. You can access the logging page at our website. To get started, visit [s.uconn.edu/log-hours](https://s.uconn.edu/log-hours). Once there, you will see the volunteer hours dashboard. This dashboard provides an overview of total hours volunteered, total students, and top volunteering locations. To proceed, select Student View from the right-hand panel. The student volunteer hours dashboard allows you to see your individual hours volunteered, your most recent volunteered date, and a map of your volunteer locations. The dashboard refreshes six times a day. To log your hours, click the Log Hours button on the right-hand side. This will take you to the Log Volunteer Hours page. Select Start Now to begin the form. Remember to use this form once per volunteer activity. Do not include travel time unless instructed otherwise. The first required field is the date of activity. Please input the date in numerical month, day, full year format. Next, enter the location. This should be the city or town where you volunteered. For the state, select the state you volunteered in. If you volunteered outside the country, choose Outside the United States. Then, select your corresponding campus from the list of options. This is the campus you are currently enrolled in. Next, provide the name of the community partner you volunteered with. For example, Hartford Food Bank. In the hours volunteered field, enter a number greater than zero. For example, two hours and fifteen minutes is two point two five. Finally, for the I Am section, select if you are part of community outreach or taking a service learning course, or select neither if neither applies. After completing the form, click Submit. You will receive a confirmation message. You can now choose to submit another response or view the results, which will take you back to the student volunteer hours dashboard. Your submitted hours will appear on the dashboard after the next refresh, up to six times a day. If you wish to see an overview of all hours logged by you, select Student View. On this page, enter in your UConn email address. The page will then update with the total number of hours you volunteered and the most recent date you volunteered. Keep in mind this page updates six times a day, so recent submissions may not be visible for a few hours. This section allows you to view a interactive map of all places you volunteered. You can zoom and click on the markers to view more information. Over here, you can view a spreadsheet of all logged activities tied to your account. If you have any further questions, please click the FAQs button on the student volunteer hours dashboard or contact us at [engagement@uconn.edu](mailto:engagement@uconn.edu). [outro music]