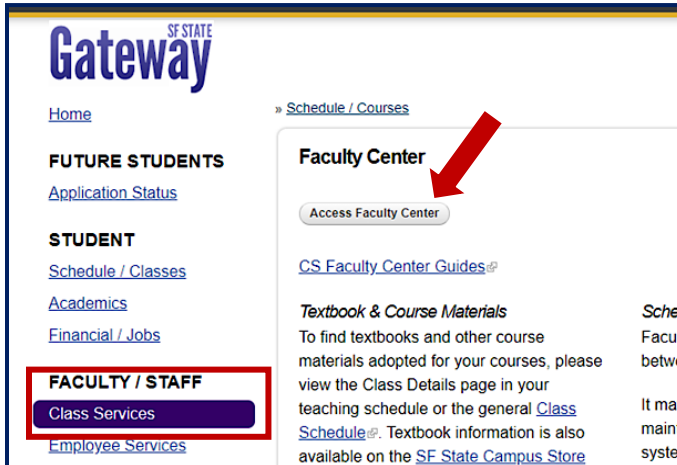


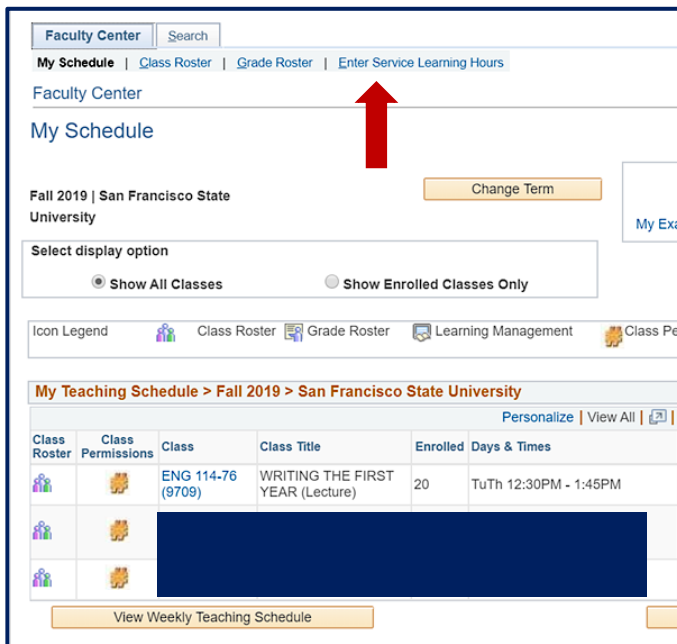


## GUIDE: RECORD SERVICE LEARNING (SL) HOURS

1. Login to the **SF State Gateway** with your SF State ID and password
2. Select **Class Services**
3. Click on the **Access Faculty Center** button



4. Within your Faculty Center, select the **Enter Service Learning (SL) Hours** tab.



5. When directed to the **Enter Service Learning Hours** tab, your course sections that are “attributed” as SL will populate. *Note: Only course sections that were “attributed” as service learning by departments/Colleges via the Online Schedule Building (OSB) by semester, will appear. For questions or information, please contact ICCE’s [Community Partnerships & Campus Outreach Coordinator](#).*

- To view additional SL courses, select the arrows, as shown in image, labeled **A**.
- The roster of your enrolled students in your SL course section will appear, which you can then enter the number of completed SL hours in the **SL Hours** column, as shown in image, labeled **B**.

Faculty Center Search

My Schedule | Class Roster | Grade Roster | **Enter Service Learning Hours**

SL Courses for Current Term: Fall 2019

View Previous Terms

To view additional SL course selections, select using arrows below

Select courses First 1 of 3 Last

Fall 2019 Academic Regular Session  
ENG 114 - 76 (042980)  
Writing the First Year: Finding Your Voice

Days and Times	Room	Instructor	Dates
			08/26/2019-12/16/2019

Empl ID	First Name	Last Name	SL Hours	Academic Level
1			15	Freshman
2			150	Freshman
3				Freshman
4			230	Freshman

6. Once hours are entered into **SL Hours** column, scroll down to bottom of page, and click on the **Save** button and your students’ SL hours will be recorded.

Faculty Center Search

My Schedule | Class Roster | Grade Roster | **Enter Service Learning Hours**

SL Courses for Current Term: Fall 2019

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Go to top  
My Schedule

Save