INSTITUTE for
CIVIC &
COMMUNITY
SF STATE ENGAGEMENT

1600 Holloway Ave. HSS 206
San Francisco, CA 94132-4027
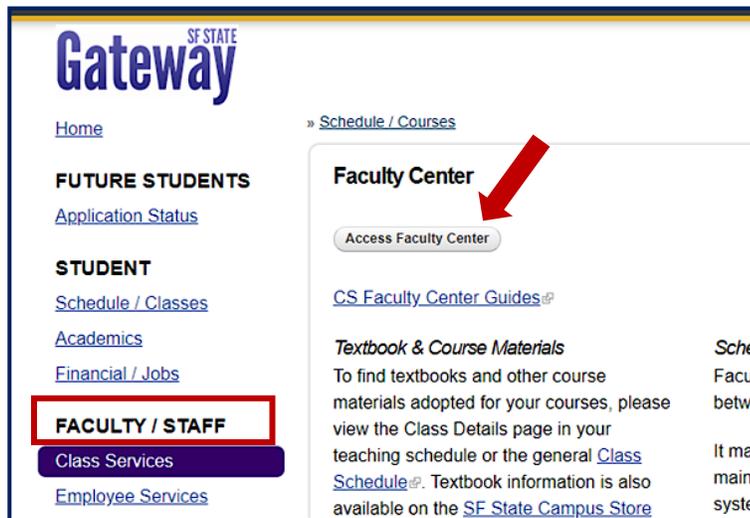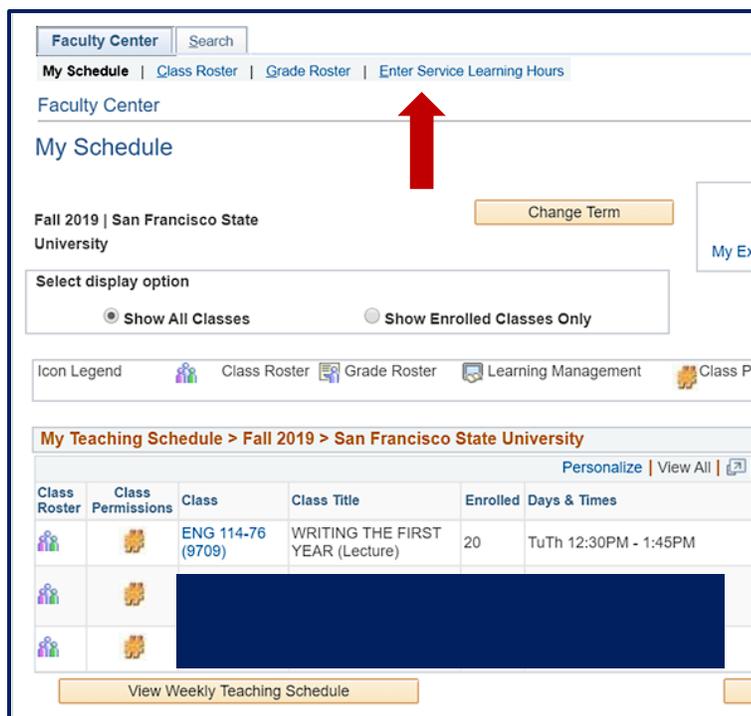Tel: 415/338-6419│icce@sfsu.edu
icce.sfsu.edu

HOW TO 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 and/or information, please contact ICCE at icce@sfsu.edu*

- 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.**

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.