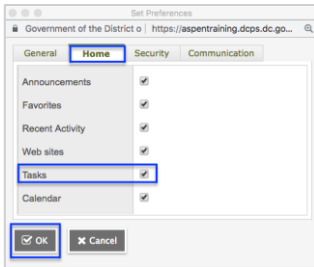


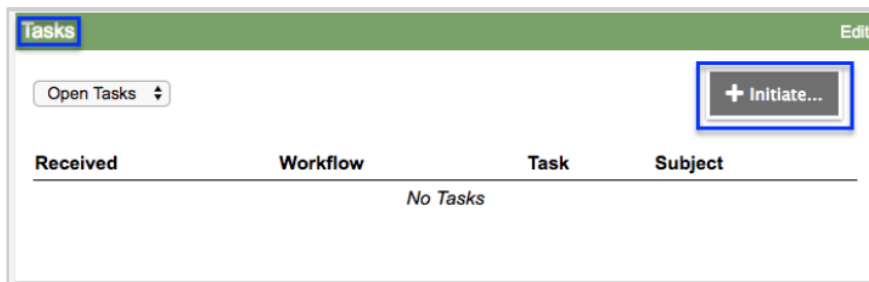
## Community Service Hours

### Student View

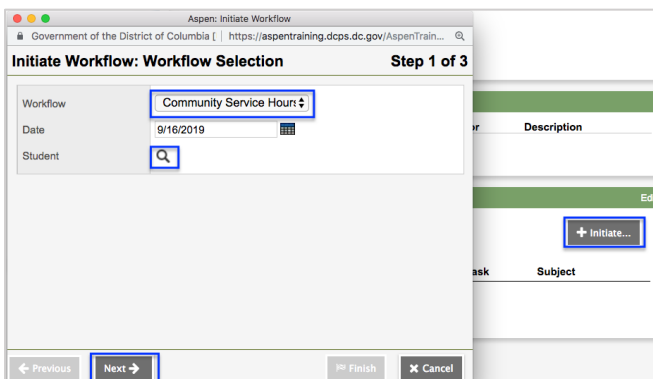
1. From the **Pages Tab** students need to go to **Preferences > Home Tab > check Tasks** and click **OK**.



2. A **Tasks** widget is now on the student's **Pages Top Tab** view



3. The **Initiate** button is selected to begin the process of uploading Community Service Hours. Followed by **Workflow > Date of Community Service > select Student** name from the **magnifying glass**.



4. In the **Initiate Workflow: Details** all fields need to be filled. This includes **Documentation Upload** of the Community Service completed.

Aspen: Initiate Workflow  
Government of the District of Columbia [US] | https://aspentraining.dcps.dc.gov/AspenTraining/initiateWorkflow1.do

**Initiate Workflow: Details** Step 2 of 3

Community Service Hours Details for Allen, Paola

**Please complete all fields**

Community Service Type: DIRECT = definition here. INDIRECT = definition here. Advocacy = definition here.

Community Service Type *	Direct	Contact Phone Number	123-23-2345
Organization Long name *	Children's Literacy Program	Contact Email	person@email.com
Organization ID (501-C3 #) *	1234567	Notes *	Read to an after school program.
Contact Name *	Ms. Test		
Start Date *	1/2/2020		
End Date *	1/7/2020		
Hours *	30		
Documentation Upload			

← Previous    Next →    Finish    Cancel



**Note:** Students select from 3 **Community Service Types**:

- **Advocacy**
- **Direct**
- **Indirect**

Community Service Type \*

Advocacy

✓ Direct

Indirect

Direct

5. **Initiate Workflow: Confirmation** window.

Aspen: Initiate Workflow

Government of the District of Columbia [US] | https://aspentraining.dcps.dc.gov/AspenTraining/initiateWorkflow2.do?validWizard=true

**Initiate Workflow: Confirmation** Step 3 of 3

Workflow	Community Service Hours
Student	Allen, Paola
Date	1/9/2020

← Previous    Next →    Finish    Cancel

6. In **Tasks** on the student's **Pages Top Tab > Closed Tasks** now indicate the **Community Service Hours** initiated.

Tasks <span style="float: right;">Edit</span>					
Received	Workflow	Task	Subject	Outcome	Date Closed
1/9/2020 2:54 PM	Community Service Hours	Submit Community Service Hours	Allen, Paola	Complete	1/9/2020
1/7/2020 10:34 AM	Community Service Hours	Submit Community Service Hours	Allen, Paola	Complete	1/7/2020
9/16/2019 3:32 PM	Community Service Hours	Submit Community Service Hours	Allen, Paola	Complete	9/16/2019
9/10/2019 3:00 PM	Community Service Hours	Submit Community Service Hours	Allen, Paola	Complete	9/10/2019

[ 1 - 4 of 4 ]

- Click on the **blue link** to Open Checklist for the **Phase of the Checklist**.

Phase Name	Date Due	Completed	Completed By
✓ Submit Community Service Hours		9/10/2019	Allen, Paola
✓ Approve Community Service Hours	Needs More Information	1/13/2020	Mcduff, Wanda
<a href="#">Submit Community Service Hours</a>			
<a href="#">Approve Community Service Hours</a>			

- Select the **pencil** to see the outcome given for the phase.
- Select the **pencil** for **Submit Community Service Hours** to edit **fields** as requested.