UHD Service Learning

Tracking Hours Through CampusGroups™

~ Faculty ~
Step 1: Access Account in CampusGroups

Google: UHD CampusGroups.

Click on “Log in to CampusGroups”.

Click on “Sign In”.

Welcome to CampusGroups!
The official campus community platform at University of Houston-Downtown.
Use your UHD credentials to log in.

Step 2: Go to Service Learning Courses under My Groups.
Right now, you are most likely only a part of this one group. You can also view Upcoming Events at the top of the page.
IMPORTANT NOTE: All faculty members are listed as officers of the group, Service Learning Courses. This means they have the ability to create and edit members, events, group page, etc. Do not make any changes independently.

If you believe any edits should be made, please contact the Assistant Director of CCESL, Caroline Smith, at smithca@uhd.edu.

Step 3: Click on Events in the Service Learning Courses group. Each service learning course is listed as an Event in CampusGroups.
Step 4: Find and access your specific service learning course.
All students on the current roster have already been added as attendees to the service learning course *aka* “Event.”

If additional students need to be added, please contact the Assistant Director of CCESL, Caroline Smith, at smithca@uhd.edu.
Step 5: Add service learning time by student or by group.

BY STUDENT
a) Click on Service Hours.

b) Add the desired hours and date; upload file as needed, the hit SAVE.
BY GROUP

a) Click on the empty indicator box on the left-hand side under the search box and above the list of attendees. This will select the entire group. You may also select certain attendees.
b) Click on the three dots on the right-hand side of the list of attendees, then click on **Add Service Hours**.

c) Enter the number of service hours you would like to allot to entire group (or the attendees that were selected), then click **Submit**.

Service hours have now been submitted and should appear on the student’s co-curricular transcript.