

ADDING COMMUNITY SERVICE HOURS TO NAVIANCE

1. Log on to Family Connection (Naviance)
2. Students will complete the registration screens
3. On the left-hand side, click x2VOL under Resources
4. Click Opportunities and Projects on the top of the page
 - a. Click My Activity Log
5. Click Create New
 - Add Activity Name
 - Add Description
 - Attach any documents (If necessary)
 - Optional: Toggle the button for interests/career clusters
 - Add Activity contact info: Andrea Dinan
 - e-mail address: service@princetonk12.org
 - Add hours Please add hours in bulk! At least 10 (up to 50!)
 - Answer reflections:
 - On or before Jan. 18: Students will complete reflection questions for mid-year reflections. We will set a date for the end of the year.
 - For any other times, students should use “n/a” in the reflection box.
 - Click on organization goals
 - Click on disclaimer
 - Optional: Comments
 - Hit submit

Once verified and approved, you will receive a notification.