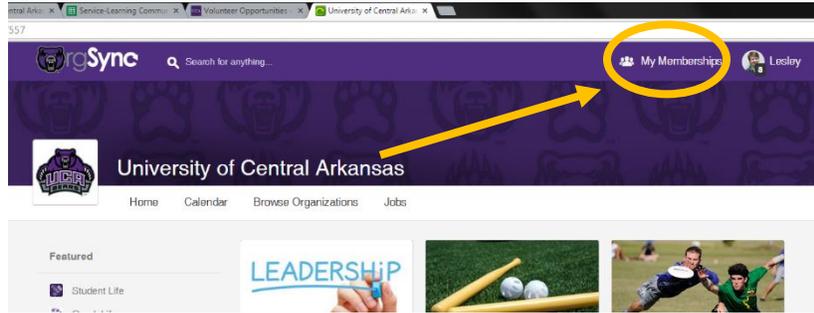# VIEWING STUDENT HOURS IN ORGSYNC

STEP 1

Visit www.uca.edu/go/orgsync and log in with your UCA credentials.
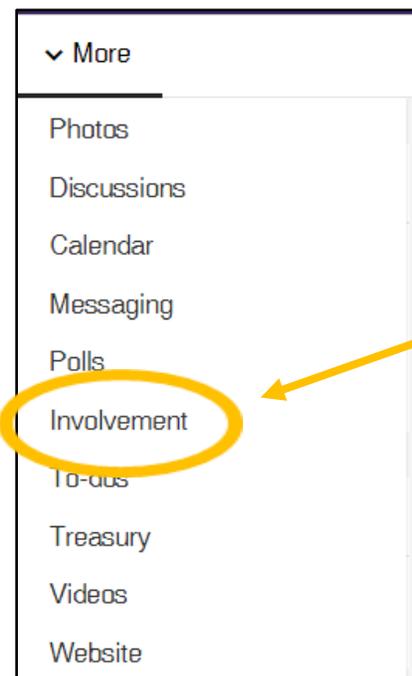
STEP 2

Click **My Memberships** in the upper right corner and choose **Service Learning.**

STEP 3

Hover over **More** in the toolbar and choose **Involvement.**

STEP 4

On the right side of the page, select your class from the **Group** dropdown and click **Filter.**

Note that you can also filter by semester using the From: and To: dropdowns, which is useful if you have the same students over multiple semesters.

STEP 5

Click **View Details** under a student's name to view the student's involvement.

STEP 6

Click on the name of the **Event / Activity** to review the involvement entry.

STEP 7

Choose **Approve** or **Deny** under **Status.**

If needed, you can also edit a student's involvement entry from the list view by hovering over the wrench icon under **Actions** and choosing **Edit.**