

# LOGGING SERVICE HOURS - AGGIES GIVING SERVICE

Service-learning students are required to log time spent on service related activities. Hours include time in the classroom, outside prep work, or time on site with your community partner. In all cases, you should maintain a record of hours spent, and log them regularly.

Students should use the USU database Aggies Giving Service (AGS) to record hours. You can log onto AGS at: <https://www.usu.edu/ags/>. The first time you visit AGS, you'll need to register using your A# and your strong password. Once logged in, you can select service opportunities that most interest you.

## LOGGING HOURS

Once you've logged in, you'll see a button under your Dashboard to 'Report Hour'. After clicking that button you'll see your hour log sheet, on which you can report the date, amount of hours, and then select your Service-Learning Course.

- **Date of Hours** – you will have to log hours for each day you serve. Enter the date by clicking on the box, and using the pop up calendar to select the correct day.
- **Time Spent** – Log the amount of hours and use the dropdown box to select minutes rounded to the quarter hour.
- **Which Organization** – Select 'Service-Learning'.
- **Which Project**- once you've selected 'Service-Learning' as your organization, a project dropdown will be added. Please use this to select the class for which you are logging hours.
- **Type of Hours** – select if the hours being logged are 'direct service', 'fundraising', 'planning', or 'training'. If your hours are a mix of the above or don't fit well within here, you may leave it blank.
- **Description** – Feel free to enter information regarding the tasks you worked on that day, or for courses working on multiple projects, you can list which these hours were dedicated to. Faculty have the option to ask for additional information in this box.
- **Feedback** – please share any feedback you wish. This box can be left blank.
- **Submit Hours** – you must press the submit button for hours to be correctly logged and counted.

## TRACKING HOURS LOGGED

You can monitor a summary of hours logged using the Dashboard on the homepage when you first log in. You can adjust the view of your hours submitted by changing to a monthly, annual view, or a custom view.

## ADDITIONAL INFORMATION

Hour reports can be requested by faculty to track who is logging hours and how much time has been spent on projects or with a community partner. To ensure these reports are correct, please log your hours in a timely manner.

If you have any problems with Aggies Giving Service or questions on how to log hours, please contact Kristin Brubaker at [Kristin.brubaker@usu.edu](mailto:Kristin.brubaker@usu.edu).