How to sign up for a service-learning project for a specific course

1. Click course link from your instructor (If you do not have this link, ask your instructor for it)
2. Login if prompted, you will use your WVU login information

3. You have now been added to your course’s user group and you will see a list of any user groups you are a part of

4. Your course may require you to do service from a preselected list - see step a. Your course may ask you to do any service found on iserve – see step b. If you are not sure about your requirement, ask your instructor.
   a. If you need to do service from a specific list of opportunities for your course, click ‘view volunteer needs’.

   b. If you are able to choose service from any opportunity on iserve, click ‘Volunteer Needs” from the left sidebar
5. Click on opportunities to learn more about them

6. Sign up for the appropriate opportunity by clicking sign up and answering the questions. **Make sure to choose your course when asked about the user group!**
How to track service-learning hours

1. Login to iserve

2. Click “ADD HOURS” on top right

3. Select the appropriate need from the “Volunteer Need” dropdown menu. If the need is not in your menu, see above instructions about how to sign up.

4. Complete form questions and click submit hour entry
How to check your progress in a service-learning course

1. Click the arrow by your initials and select SERVICE LEARNING USER GROUPS from the dropdown menu.

2. You will see a bar graph that shows how much service you have completed for the course and how much is remaining.