

# How to Use BC in the Community for Service-Learning Classes

## A Quick Student How-To

### How to Register for a Class

1. Click link from instructor, usually on Canvas.
2. Answer join question, if appears.
3. Enter birthdate.
4. Enter emergency contact (optional).
5. Press "Continue."
6. Press "Continue" again.
7. Answer join question again (with same answer), if appears.
8. (If not automatically on a page called "My User Groups," click link from instructor again.)

### How to Sign the Waiver

1. Click "Qualifications."
2. Click "Sign Waiver."
3. Click "Continue."
4. Minors (below 18) – Enter name and email of parent or guardian.
5. For minors and adults (18+), enter name and date at bottom.
6. Click "Complete Signing."
7. Click "Yes."
8. Minors – Remind parent/guardian to sign.
9. If not completed, you will not be able to respond to any opportunity.

### How to Search for and Respond to Volunteer Opportunities

1. Search by issue of interest:
  - a. Click "Agencies" (on left).
  - b. Click "-- SELECT A FILTER --".
  - c. Choose "Cause."
  - d. Choose a cause from "-- SELECT CAUSE --".
  - e. Click "Search."
  - f. Choose an Agency.

- g. Scroll down to see “Agency Opportunities” associated with class.
    - h. Click opportunity.
  2. Search by location
    - a. Click “View Opportunities” under “My User Groups.”
    - b. Click “-- SELECT A FILTER --”.
    - c. Choose “Distance.”
    - d. Choose distance from “-- SELECT DISTANCE --”.
    - e. Enter Zip Code.
    - f. Click “Search.”
    - g. Click opportunity.
  3. Respond to opportunity.
    - a. Click “RESPOND” button.
    - b. Sign waiver if previously not done.
    - c. Write short introduction in Note.
      - i. Include class name and number.
    - d. Click “Submit Response.”
  4. Have conversation via email, phone, and/or in-person.

## How to Log Hours

1. Return to BC in the Community (<https://bellevuecollege.galaxydigital.com>).
2. Click “Add Hours” at top.
3. Choose answer under “Hour Type.”
  - a. Yes – if volunteered through Opportunity associated with class.
  - b. No – If volunteered for an opportunity not associated with class (with instructor approval).
4. Enter Opportunity (based on previous answer).
  - a. If Yes – select relevant opportunity from list.
  - b. If No – enter name of volunteer agency, contact name, and contact email.
5. Enter Date Worked.
6. Enter Hours Worked.
7. Choose User Group (class) for the hours.
  - a. Select n/a if not in service-learning class.
8. Enter description of work, if requested by instructor.
9. Click “Submit Hour Entry.”