



Login to www.x2vol.com

JOIN **LOG IN** DEMO

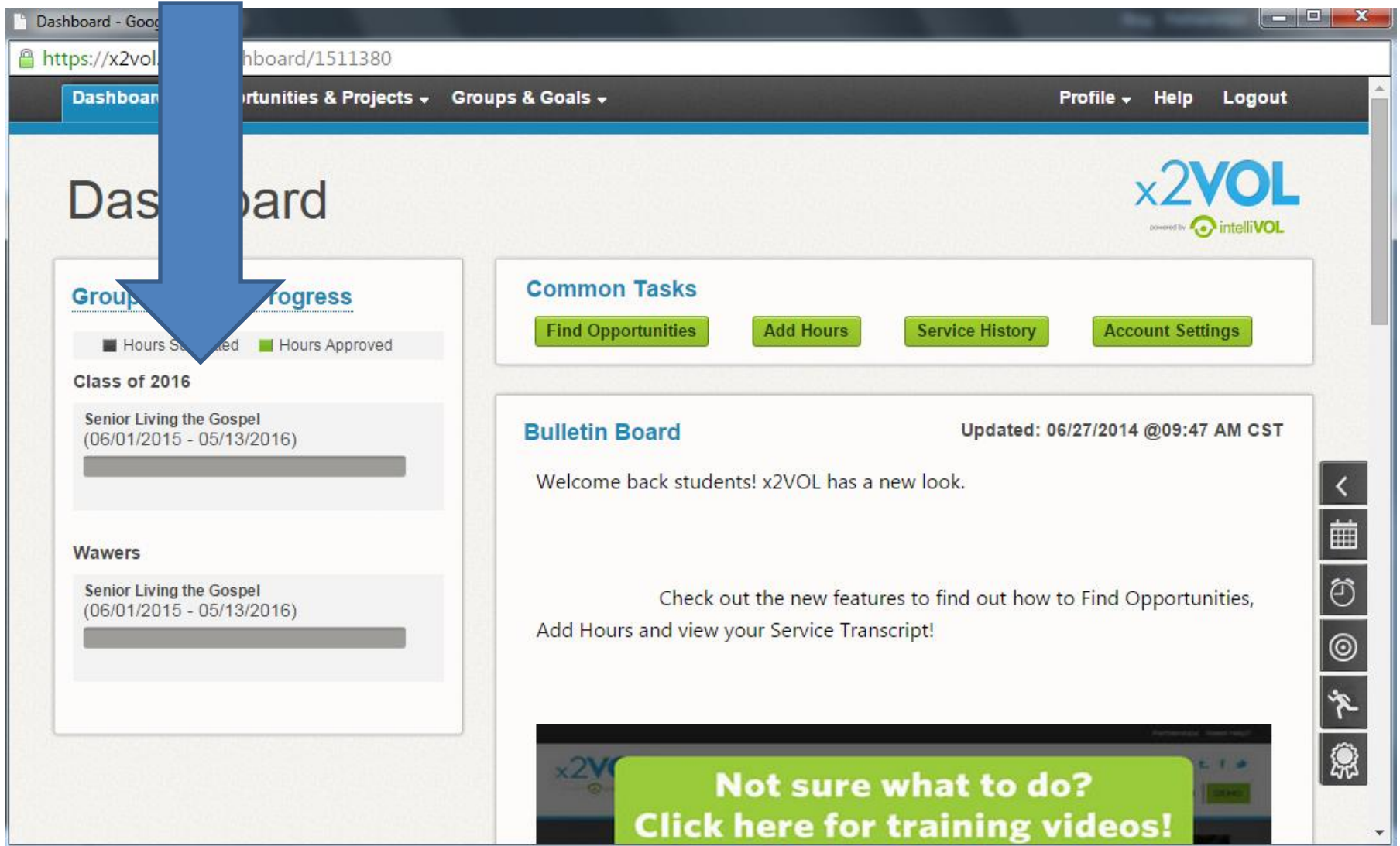
Tracking service hours should be as digital as your students.

x2VOL provides a simple, fast, paperless way to find opportunities near you, track hours, generate reports and submit reflections and so much more. So, let's get started! [See a demo](#), [Join](#) or [Sign In](#) now.

View Demo



Students Class and Homeroom Listed Here



The screenshot shows a web browser window displaying the x2VOL dashboard. The browser's address bar shows the URL <https://x2vol.com/dashboard/1511380>. The dashboard has a dark blue header with navigation links: "Dashboard", "Opportunities & Projects", "Groups & Goals", "Profile", "Help", and "Logout". The main content area is titled "Dashboard" and features the x2VOL logo (powered by IntelliVOL) in the top right. A large blue arrow points from the top left towards the "Group Progress" section. This section includes a legend for "Hours Submitted" (black square) and "Hours Approved" (green square), and lists the "Class of 2016" with "Senior Living the Gospel (06/01/2015 - 05/13/2016)". Below this is a "Wawers" section for the same class. To the right, the "Common Tasks" section contains four buttons: "Find Opportunities", "Add Hours", "Service History", and "Account Settings". The "Bulletin Board" section, updated on 06/27/2014 at 09:47 AM CST, welcomes students and provides instructions on how to use the dashboard features. At the bottom, a green banner reads "Not sure what to do? Click here for training videos!". A vertical sidebar on the right contains icons for navigation, calendar, clock, target, person, and award.

To Add Hours: Click on 'Add Hours' OR
hover over 'Opportunities and Projects' and click on 'My Activity Log'.

The screenshot shows the x2VOL dashboard interface. At the top, there is a navigation bar with the following items: **Dashboard**, **Opportunities & Projects** (with a dropdown arrow), **Groups & Goals** (with a dropdown arrow), **Profile** (with a dropdown arrow), **Help**, and **Logout**. The main content area is divided into several sections:

- Dashboard**: A large heading on the left side.
- Groups & Goals Progress**: A section on the left with a legend for "Hours Submitted" (black square) and "Hours Approved" (green square). It lists "Class of 2016" with "Senior Living the Gospel (06/01/2015 - 05/13/2016)" and "Wawers" with "Senior Living the Gospel (06/01/2015 - 05/13/2016)".
- Common Tasks**: A central section containing four buttons: **Find Opportunities**, **Add Hours**, **Service History**, and **Account Settings**.
- Bulletin Board**: A section on the right with the text "Welcome back students! x2VOL has a new look." and "Check out the new features to find out how to Find Opportunities, Add Hours and view your Service Transcript!". It is updated on "06/27/2014 @09:47 AM CST".

Two blue arrows are overlaid on the image: one pointing up to the "Opportunities & Projects" menu item, and another pointing down to the "Add Hours" button. At the bottom, there is a green banner that reads "Not sure what to do? Click here for training videos!". A vertical sidebar on the right contains icons for navigation, calendar, alarm, target, and a person running.

Click on 'Create New' (located next to Personal Projects).

Dashboard Opportunities & Projects Groups & Goals Profile Help Logout

My Activity Log Find Opportunities History

My Activity Log

x2VOL
powered by intelliVOL

1 Personal Project **+ Create New** Newest to Oldest

ACTIVE PROJECTS

OPPORTUNITY	CLAIMED HOURS	VERIFIED HOURS	APPROVED HOURS	RESUBMIT ALLOWED?
Angel Flight 09/01/2015 GREEN - I helped set up for Angel Flight.	11.00	11.00		Edit Entry Remove

0 Community & Campus Opportunities **Find New** Newest to Oldest

ACTIVE OPPORTUNITIES

OPPORTUNITY	CLAIMED HOURS	VERIFIED HOURS	APPROVED HOURS	RESUBMIT ALLOWED?
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Create a Personal Project



Activity

Activity Name

Project Description

Personal Projects

If you've completed an event or activity that's listed in x2VOL, such as at a local hospital, then claim your hours as a Personal Project.

Claim Hours

Date Hours Minutes

Reflections

(Please include a reflection about your service to the community and the impact that you made.)

Apply Hours to Goal(s)

Select where the hours being claimed will be credited to. Either choose an [Exclusive Goal](#) or choose the option "Apply to all Non-Exclusive Goals".

NOTE: Below are all ACTIVE goals in your organization.

If you are logging hours that do not belong in an active goal below, choose "Apply to all Non-Exclusive Goals" and the hours will appear in your activity log for the date you submitted.

	GOAL NAME	GROUP	START	END	GOAL	MET	REMAIN
<input checked="" type="radio"/>	Apply to all Non-Exclusive Goals:						
	Junior Service Hours	Class of 2015	6/1/2013	6/1/2014	50.00	43.25	7.42
	President Award Hours	Class of 2015	6/1/2010	5/31/2015	100.00	163.25	0

The hours that I am submitting are accurate and the details (including hours, dates, location and contact information) are truthful. I understand that the information I am submitting may be audited for accuracy.
None

Comments

DATE USER COMMENT

Claim History

DATE/TIME EVENT USER

Submit

Cancel

**Activity Name:
Add GREEN or
SILVER first,
followed by
Activity Name**

**Apply to all
Non-Exclusive
Goals**

Complete Information in ‘Create A Personal Project Page’

- **Activity Name:** Add the words **GREEN** or **SILVER** followed by name of activity (ex: GREEN-Set Up at Angel Flight, SILVER-Served dinner at Open Door Mission)
- **Project Description:** Add description of your service experience.
- **Interests and Career Clusters** (optional)
- **Activity Contact:** Enter Site Supervisor’s Name and Phone Number or Email Address. An email address is preferred so that an email can automatically be sent to this person for verification of the service hours.
- **Claim Hours** – Enter date you performed the service, hours and minutes (if applicable)
- **Reflections** – 2-3 sentence reflection
- **Apply Hours to Goals** - Check “Apply hours to all non-exclusive goals”
- **Check Oath Statement**
- **Click Submit.**

All service requires 3 steps in the x2VOL.com system:

- **Student Enters Service in x2VOL:** Activity Name: Add GREEN or SILVER first, followed by Activity Name (i.e. GREEN – Angel Flight, SILVER – VSP Club); Project Description; Date; Hours; Reflection; Apply to all Non-Exclusive Goals; and Oath Statement.
- **Adult Verification:** All service needs to have adult verification via one of 3 options: a) Add Adult Contact's Email Address in service entry. An email will be automatically sent for verification. b) Green Verification Card. Bring signed card to the Service Office. c) Adult sends an email directly to JulieSchmitz@SkuttCatholic.com to verify service hours.
- **Approval of hours by Service Coordinator:** Requirement is not complete until all hours are approved.

Green Verification Card

- Fold it into thirds so it fits in a billfold or pocket easily. If you do not have an email address for the Adult Contact, please have them sign the Green Verification Card. Bring in signed Green Verification Card to the tray in the Service Office in Campus Ministry.

Notes

- **Service entered after the deadline will not be counted towards credit.** Summer Service needs to be entered by September 1st. First Semester Service needs to be entered by November 15. (Summer Service entered in October will not be counted towards credit. First Semester Service entered during Second Semester will not count towards credit.) Ideally, service will be entered within 2 weeks of service experience.
- **Approved Service Sites / Non-Profit Organizations** will be listed on x2VOL.com. If a student would like to do service with an organization that is not on the list, the student will need pre-approval.
- If a student volunteered multiple days for the same activity, please enter the TOTAL amount of hours and select the most recent date volunteered. You can provide the dates/date range in the Description section at the top of this page.
- **For recurring service** (ex: once a week all semester), students are asked to enter their service three times a year, before each deadline (Summer, November, April).
- For sites such as the Open Door Mission, where they have hundreds of volunteers and email verification is not possible, please do not include an email address. Instead use signature card.

Notes

- All of this information is available to students in ebackpack and on the Skutt Catholic website.
- Questions: Contact your homeroom teacher or Julie Schmitz, Service Coordinator, JulieSchmitz@SkuttCatholic.com.