SERVE 2 LEARN is a web-based project management system for supporting service-learning between community-based organizations and the University of Missouri Kansas City (UMKC). With Serve 2 Learn you can communicate your opportunities for service projects directly to UMKC students, alumni, faculty, staff, and student organizations. SERVE 2 LEARN is designed as an outlet for you to recruit and manage students and alumni as volunteers. Together, we can end the paper chase and build relationships.

HOW DO I USE SERVE 2 LEARN?

ENROLL

1. Use your internet browser and go to www.umkc.edu/servicelearning
2. Look at the menu on the left, point to “Enroll” and select “Community Partners”
3. Choose a username and password – something easy for you to remember and something you can share with others at your organization who may also work with students and need to access the account. Write down your username and password.
4. Fill out the enrollment form – this should not take long. Be sure to complete each area marked with an * as these are required. Contact year is the current year that you are enrolling.
5. Select “enter information” when you are finished.
6. You are now enrolled!
7. (You are also signed in. So, if you are moving directly to setting up an activity you can skip the first two steps of the next section.)

SIGN IN & SET UP AN ACTIVITY

1. Use your internet browser and go to www.umkc.edu/servicelearning
2. Look at the menu on the left, point to “SIGN IN” and select “COMMUNITY PARTNERS”
3. This will take you to a page where you can edit your agency information
4. Using the menu on the left, select “ADD ACTIVITY”
5. This will take you to a page where you can add a new service activity.
6. You will want to fill out one activity page for each volunteer opportunity.
7. TIP: if you already have information electronically on your website or another, you can use “control” and “c” to copy it and then “control” and “v” to paste it into the form. Alternatively, use the right click on your mouse to copy and paste.
8. Completing the activity information will build your organization’s profile.

VIEW YOUR PROFILE by selecting MY PROFILE from the menu on the left.
VIEW YOUR ACTIVITIES by selecting MY ACTIVITIES from the menu on the left.
WHAT DOES “MAKING A PROFILE” AND “ADDING ACTIVITIES” DO?
Students, alumni, faculty, staff, and administrators with a Serve 2 Learn account will be able to view your opportunities – they can search by topic, or by day & time; or, they can browse organization profiles and activities. You will also be able to browse and get ideas based on how other organizations partner with UMKC.

When students see a project in which they want to participate, they can sign up. You are able to see who has signed up. When the space limit fills, your project closes for the semester.

HOW DO I KNOW WHO REGISTERED?
1. From the menu on the left select “MY ACTIVITIES.”
2. This will bring up a table of all of your activities. You will see the status, the number of people who have signed up, the name of the project, the community partner, the semester, and some symbols.
3. Select to edit your project.
4. Select to add a registration manually
5. Select to view all registrations. Select this to see a list of who has signed up for your project.
6. By selecting you will see a table with this just this project. Select “open” to view the registration information detail.
7. You will have information to communicate directly with those who have signed up for your project.
8. From the “CURRENT REGISTRATIONS” page, you can select “OPEN” under “VIEW REGISTRATIONS” to open the project details. From here you can view all dates and registrants.
9. If you select from the table, it will take you to a detail page for the registrant.
10. From there, feel free to add comments or feedback for that student or alumni.

AFTER THE PROJECT, or periodically if it is long-term, please leave feedback!

HELP
If at any time you would like assistance navigating SERVE 2 LEARN please contact UMKC Service-Learning at 816.235.6100 or servicelearning@umkc.edu .

Interested in learning more about partnering with UMKC for service-learning or community service? Contact UMKC Service Learning. We offer:
- Customized training at your organization on service-learning and working with college students;
- Technical assistance on turning your volunteer needs into a service-learning or community service project;
- Assistance connecting with faculty member.

UMKC SERVICE-LEARNING ... your resource for connecting community and campus.