How to Track Your Civic Engagement Hours with Ideal-Logic

Individual Hours

1. Use your ONID to log on to https://apps.ideal-logic.com/osusli
2. Under the “Participant” tab, select “Record Your Service Hours.”
3. Click the green “+Create a New Service Record” (first time) or “+Add Another Service Record” (adding more records) button.
4. Select the community partner with whom you worked
   a. You can choose from recently used community partner organizations to select from organizations that you've tracked hours with before or select “New Service Record” to create a service record from scratch.
   b. “Your Community Partner Organizations” lists all community partner organizations you have recorded activity with in the past.
   c. “All Community Partner Organizations” provides a searchable list of the Center for Civic Engagement’s (CCE) community partners and other partners that students have worked with to select from.
      i. If you do select from this list, you have to then select from that organization’s posted civic engagement opportunities or create a new one.
ii. If you cannot find your community partner on this list, you can select “Add New” in the bottom left corner of the selection window. This will be saved for your personal future tracking.

d. Continue to add the name of the civic engagement activity, description of activity, engagement/issue area, volunteer supervisor, date of your service, the amount of time spent doing your activity, the county your activity took place in, the impact of your
work on the community, the impact on you/your learning, and the student organization you would like to track your hours with (if applicable).

e. Select “Submit Service Record”
f. You can view your service hour records back at your Participant Home page.

5. You do not need to track individual hours when:
   a. You participate in a group project that your service chair tracks hours for
   b. You participate in a CCE day of service
   c. Both of these automatically track your hours for you!
Group Hour Tracking

1. Only selected officers of your student organization can track group hours, or attribute hours to people other than themselves. Use this when multiple members of your organization participate in the same activity.

2. On the “Dashboard” tab, be sure that your organization is selected.
4. This system is almost the same as that for individual hours. In this case, though, you can select from members of your chapter and allot the amount of time each or all spent on the project.
5. In this case, when entering the hours that the group contributed, be mindful that if you report that everyone contributed the same amount of time, all you have to do is enter the hours per person doing service. The system will automatically allot that time to each participant, giving you your total. **Do not** enter the total hours your group spent, as the system will multiply this by each participant.
   a. Example: If you had 10 volunteers that all do the entirety of a 3 hour project, only enter 3 hours in the field. If you enter 30 hours, the system will count 300 total hours.
Service Chairs: Getting a Report

Any officer can pull a service hour record from their chapter/organization dashboard.
This will include the hours of all members of your organization that select your student organization when they track their hours.

Questions? Contact a CCE Outreach Coordinator at cce.outreach1@oregonstate.edu, cce.outreach2@oregonstate.edu, or 541-737-3041.