

GetNvolved®, Community Service, and Work-Based Learning

GetNvolved® makes managing Work-Based Learning and Community Service programs easier, more efficient, and enhances the educational value of the experiences. It is a form of “online infrastructure” that provides greater communication, accountability, and continuity for schools and their business partners.

The diagram below illustrates the record-keeping cycle. Everything is done online using the GetNvolved® site. The students are responsible for 95% of the data entry. Employers, volunteer coordinators, and school contacts oversee the records created by students and add comments during the approval process.

The Record-Keeping Cycle

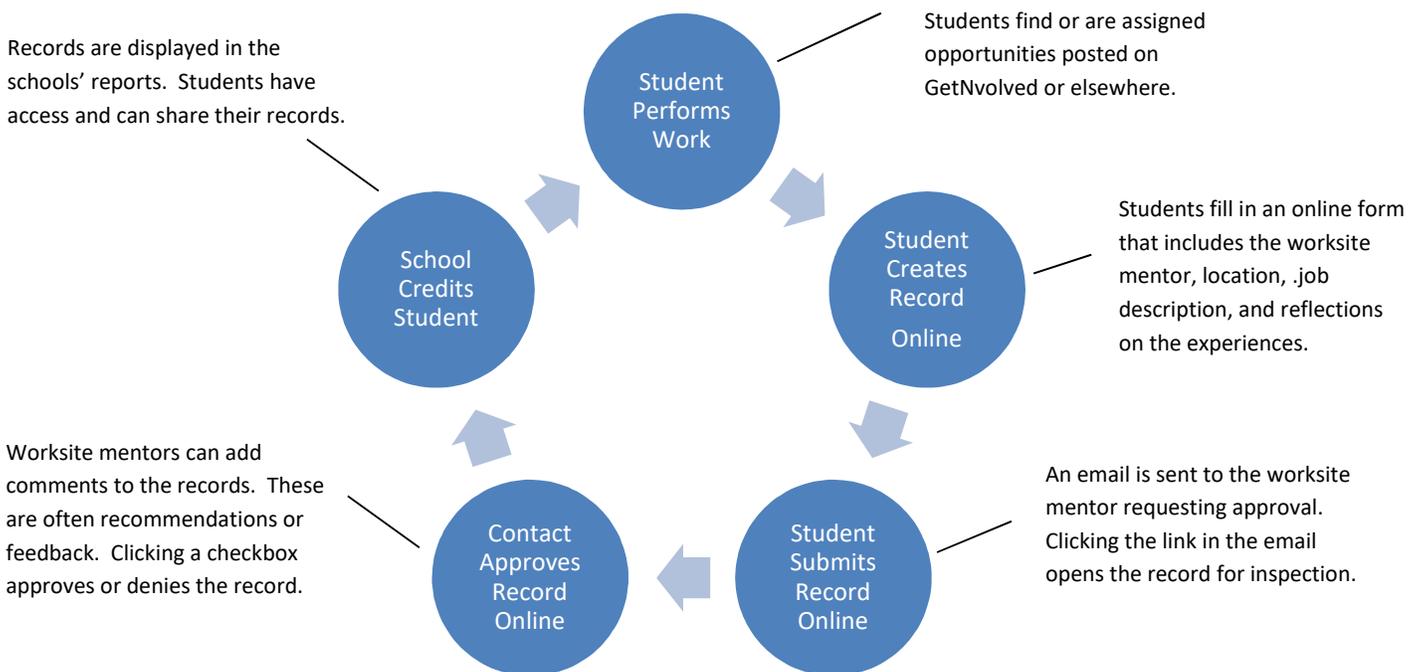


Figure 1 - The Record-Keeping Cycle

Teachers can monitor and control all aspects of the process and run detailed reports anytime. Archives go back to the first record created no matter how far back in time.

Worksite mentors see only the records they approve and only as they approve them. They do not login to the site as students and teachers do. Worksite mentors can post opportunities on the GetNvolved site, but these posts are not seen by students until approved by a teacher or GetNvolved Regional Administrator.

Student Performs Work or Volunteer Service

In many schools, it is up to the student to find work, though significant help by the schools is likely. After successfully being accepted, the student performs in accordance with the jobsite or community service requirements.

Student Creates Record

The student records hours by filling in the form on the GetNvolved® website. These records can cover a one-day event, a pay period, or semesters worth of experiences. GetNvolved requires no paperwork, though hardcopies can be printed.

Student Submits Record

When the record is completed, the student clicks the “Submit for Final Approval” button that sends the Worksite Mentor Contact (employer, supervisor, or teacher) an email link that opens the record for approval.

Employer Approves Records

The Worksite Mentor clicks the link sent by GetNvolved, views what the student wrote, adds comments, and finally approves or denies the record. (Teachers can approve or deny records anytime.)

Schools Credit the Student

The school sees the entire process from beginning to end. The record becomes a page in the student’s Work-Based Learning or Community Service Portfolio and forms the basis for student and program evaluation. Records can be included in Academic & Career Plan management applications (Career Cruising).

Benefits of GetNvolved®

-) GetNvolved® connects students to higher education and career exploration resources.
-) Students do the data entry and reflect on their experiences.
-) The community gets a quick, convenient, and consistent way to validate records and report to schools.
-) Parents with questions see exactly what the students and their supervisors recorded.
-) Schools get a standardized way to compile data on students and programs.
-) Records provide the basis for students’ portfolios and resumes.
-) Infrastructure promotes growth in the schools’ employer and business databases.
-) Work based learning and community service connect to Career Clusters and Pathways
-) GetNvolved® staff people provide support services and coaching.
-) The system is available 24/7/365, so it fits into everyone’s schedules.
-) Specialized reports can evaluate across groups, years, employers, and much more.
-) An ever-expanding network of community connections is formed as students add data.

GetNvolved® gains value as it grows. Often times, students find opportunities in the community heretofore unknown to the schools. The students enter data into the system, thus creating another community contact for the school. Utilizing the communications capabilities of GetNvolved®, schools can reach out to more and more community partners.

Paul Vidas, President
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Welcome to GetNvolved® (GNV, the system, www.getnvolved.org), a website that promotes and manages community service and work-based learning. Following the steps outlined here makes GNV easy to implement and operate. Nvolved, Inc. support staff will help you all the way.

Use this checklist to track your progress as you get started.

- **Initial In-House Groundwork**
 - Obtain administrative commitment.
 - Have the IT Department allow traffic from the **getnvolved.org** and **nvolved.com** domains to pass so teachers and students can use the system.

- **Creating the First Teacher Account**
 - Ask Nvolved to create the First Teacher Account for you. (support@nvolved.com)
 - The First Teacher Account is usually the lead teacher or counselor for School-to-Work or Community Service, but not necessarily.

- **Creating More Teacher Accounts**
 - Any Teacher Account can create, edit, or lock other Teacher Accounts or...
 - Teacher Accounts can be created through a bulk upload from the school to Nvolved.

- **Posting In-School Opportunities**
 - Any Teacher Account can post in-school opportunities if the teacher is logged in to the system.
 - Opportunities can be categorized as Unpaid Volunteer, Work-Based Learning, or Paid Employment. Reports can be filtered as need so records are separated.
 - Having opportunities visible to students when they first login is a very good thing.

- **Creating Student Accounts**
 - Student Accounts can be self-created without any assistance from the school. It's important that the school allow students access to the emails sent by GetNvolved.
 - Student Accounts can be created in bulk. Send the required information in a file to Nvolved, Inc.

- **Creating Community-Based Opportunities**
 - Agencies and business can post volunteer and employment opportunities.
 - Opportunities are not visible to students until approved by a GetNvolved Regional Administrator.
 - These opportunities may be visible to students from many different schools in your immediate area.
 - Opportunities are displayed to students for 60 days prior to the Start Date until 30 days after the End Date.

- **Getting Help**
 - The Help icons appear along the right edge of almost every page on the GetNvolved site.
 - Links to online videos are found throughout the site, especially on Help pages.
 - A "Contact Us" link appears at the bottom on every page.

That's it! Getting started is easy. Ongoing operation is even easier. And we are here to help students, parents, teachers, and other members of your communities every step of the way.

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Frequently Asked Questions

What is GetNvolved®?

GetNvolved® is an online service that helps students find work and volunteer opportunities, document their experiences, produce portfolios, and validate their records. Students, schools, businesses, and agencies share the web site: www.getnvolved.org.

GetNvolved takes the routine task of getting hours approved an educational experience with academic, employability, and college & career-ready outcomes. It saves teachers and worksite mentors time and compiles useful data without additional effort.

How much does it cost?

GetNvolved annual licensing fees depend on total district enrollment and range from \$1,000 to \$15,000. Licensing fees can be offset through ad revenue paid by sponsors looking for the next generation of high quality volunteers and employees.

Is the student information secure?

Yes. All users, including students, must have an ID and password. The server is protected and never produces spam or other content not related directly to the GetNvolved® operation. Students do not see each other on the site.

Worksite mentors do not access the site except to verify a record after receiving a link via email. Once verified, the record cannot be accessed without proper credentials.

What information is kept on the site? (*Required)

Students' names*, email addresses*, graduation year*, school*, phone number, student ID #, gender, school club affiliations.

Worksite mentor name*, worksite*, phone, email*.

Teacher names*, email addresses*, office phone numbers, gender, school*.

Teachers and administrators can add notes regarding maintenance, help requests, and actions.

How do schools notify students and get them started?

Schools ask each student to go to www.getnvolved.org and create an account. No additional effort by staff is required.

In some cases, schools send a roster to Nvolved, Inc. and asks for credentials. Nvolved send the school credentials for all students on the roster, and then the school delivers them to students. ***The first method is the most popular, by far.***

What about training?

Online videos and a robust Help document system take care of most issues. GetNvolved support is available through email and phone. Training for teachers is usually unnecessary, but is available online (free) or in person (fee-based).

How many teachers can access the system?

GetNvolved does not limit the number of teachers allowed to have accounts. Schools decide. Any teacher can add or remove other teachers. Once given access, schools manage their own accounts.

What about support?

Nvolved, Inc. responds quickly by phone, email or Skype®. Our support staff makes every effort to see that teachers and others find GetNvolved® easy to use.

Who posts volunteer opportunities?

-) Students, for themselves
-) Teachers, for their students
-) Agencies and businesses, for their local schools (Post do not appear to students until vetted.)

Who verifies the work or service? Teachers and Worksite Mentors

The Worksite Mentor (WM) receives the Verify Record email. This person is identified in the Worksite Mentor section of the record during creation. Most often, it is the person that directly supervised the student's work.

The WM is often a youth worker, volunteer coordinator, or a teacher. Any teacher with a GetNvolved account can approve or unapproved any record at any time.

How is the work or volunteer service verified?

When the student finishes creating their record, they click on a button that says, "Submit for Final Approval." That locks the record and sends an email containing a link to the Worksite Mentor who clicks the link, reviews record, adds comments, and either approves or denies the record. Denied records can be resubmitted by the student or teachers after the appropriate changes are made.

What kinds of reports are available?

There are countless reports that can be developed as needed for program evaluation. This includes total data extracts in Excel and beautifully formatted print & online displays.

How can I get more information?

Visit www.nvolved.com for samples, demonstrations, and contact information.

Email support@nvolved.com.

INSTRUCTIONS FOR STUDENTS USING WWW.GETINVOLVED.ORG

BEFORE YOU START

1. The Help Icon on the right side of most pages gives instructions and video links.
2. Contact support@nvolved.com if you need additional help.

CREATING A LOGIN ACCOUNT

1. Go to www.getinvolved.org.
2. Click "Register".
3. Fill in the form.
4. Check your email and verify your email address. (Give a few minutes for email routing.)
5. Go to www.getinvolved.org and log in.

CREATE A RECORD OF COMMUNITY SERVICE OR WORK

1. On the Welcome Page click the CREATE box, **or** on the Records Page click CREATE.
2. Note the Help Icon on the right side that gives general instructions and links to videos.
3. Add Service Area, Teacher, Career Cluster, and Community Needs Category. (Best guess is OK.)
4. Save & Edit Later or Save & Finalize & Submit for approval. The latter immediately sends an email to the Worksite Mentor.

EDITING A RECORD (In Progress or Changes Required, only. Pending or Approved cannot be changed.)

1. On the Records Page, click "Details".
2. On the Record Details Page, click EDIT.
3. Make the changes.
4. Save & Edit Later or Save & Finalize & Submit for approval. The latter immediately sends an email to the Worksite Mentor.

SHARING OR PRINTING

1. On the Records Page, select the records you wish by clicking the box in the left column.
2. Click the SHARE or PRINT tab and close the pop-ups. (Do not block pop-ups!)
3. Enter as many as 4 email address for SHARE, or click the Printer Icon to print.

The quality of your records depends on you. The more data you include, the more valuable the records become. The Worksite Mentors add their comments to the records and see yours. Eventually, you may want to share these records with potential employers, college admissions counselors, or scholarship committees. You won't be able to change records once approved. Do it correctly the first time.