

# TRANSEO

## TRANSFORM YOUR FUTURE

Welcome to Transeo: the purpose behind utilizing our solution is to ensure you have a complete picture of your community service experiences throughout your education. It also allows you to set personal goals that can help you achieve your post-secondary dreams.

Below are explanations of each section of the Transeo solution:

### Student Dashboard:

- Personal Goal Progress: Actual student progress toward their set school goal (graduation, club, sport, or activity requirement).
- School Goal Progress: This is the total number of community services hours that have been achieved by all the students enrolled in the school.
- Grade Level break down: Each grade level is separate by experiences and total hours completed each year.

### Groups:

- On this page, you can register to belong to a group by adding the group's identification code, which you can receive from your building administrator or club/sport/activity sponsor
- You can also monitor your group's progress by clicking on the group's name. This will redirect you to the group's page.

### Logs:

- On this page, you will see your total verified community services hours over your whole educational career
- You will see hours that still need to be verified by a building administrator
- Once you click on log hours:
  - You will be directed to the log form to fill out for each of your community services experiences

### Reports:

- You can monitor your current year and lifetime totals of community service hours
- You can also download logs of total hours per grade level, overall experiences, and experiences without descriptions.
- These logs can assist you to provide documentation for college applications, scholarships, or membership into a club/activity