

Admin Settings Overview

[Reflection Settings](#)

User Role Requirements: Administrator

Navigation: Settings

Note Label:

This controls the Label name at the Claim/Activity level as seen in both Student and Admin views. Most often this is labeled as the “Reflections”.



Claim Hours

Month *	Day *	Year *	Hours *	Minutes *
Month	Day	Year	0	00

Reflections *

Please explain what you learned from this experience. Reflections will be displayed on your Official Service Transcript™ for college admissions officers to review with your college application. Please ensure your response is a quality reflection.

Note Instructions:

These instructions display above the Note text box just beneath the note label (i.e. Reflections) and are used to explain to your users how to use the text box.



Claim Hours

Month *	Day *	Year *	Hours *	Minutes *
Month	Day	Year	0	00

Reflections *

Please explain what you learned from this experience. Reflections will be displayed on your Official Service Transcript™ for college admissions officers to review with your college application. Please ensure your response is a quality reflection.

Require Note:

As an x2VOL Administrator, you have the ability to require users to populate the Note text box by ticking the box on or off.

By selecting **ON**, the user will be required to type text into the Note text box before they are able to submit hours. If, the user fails to populate the Note text box, they will receive a note indicating they are required to do so prior to submitting.

By selecting **OFF**, the user will be able to proceed with submitting their hours without having to enter text into the Note text box.

Note Label

Reflections

Field label when entering/editing student claimed hours.

Note Instructions

☒ Require Note

Please explain what you learned from this experience.
Reflections will be displayed on your Official Service
Transcript™ for college admissions officers to review with
your college application. Please ensure your response is a

Instruction/help text to display below the note field.

Save:

After making your updates, you must click the save button located at the top right hand corner of the page in order to save your changes. You can do this after each change you make (i.e. one by one) or after making multiple setting changes.

Save All Changes