

To login to **Knights in Service** to record service hours, follow these steps:

## 1. Go to **LTMS** homepage



The screenshot shows the Lake Travis Middle School homepage in Microsoft Internet Explorer. The browser's address bar displays the URL: <http://www.ltidschools.org/site/default.aspx?domainid=294>. The page features a red header with the school's logo and navigation links for District Home, School Calendar, Staff, and Learning Portal. Below the header is a red navigation bar with links for Home, Administration, for Staff, Library, Organizations, Parent & Student Resources, and Teachers Websites. The main content area includes a large image titled "LTMS Salutes Our Veterans November 11, 2011" showing a crowd and aircraft. To the right, there are sections for "Site Shortcuts" and "Upcoming Events". The "Upcoming Events" section lists a basketball game on Thursday (04:15 PM - 08:15 PM) and a meeting on Monday (08:00 AM - 08:40 AM). The footer of the page includes the text "WELCOME 2011-2012 LTMS KNIGHTS" and "2011". The Windows taskbar at the bottom shows the Start button and several open applications, including a message window and the browser.

<http://www.ltidschools.org/site/default.aspx?domainid=294>

2. Scroll down to bottom of screen, and click “**Sign In**” button.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Lake Travis Middle School website. The address bar shows the URL: <http://www.ltsidschools.org/site/default.aspx?domainid=294>. The page content includes links for "LTMS Library Birthday Book Flyer", "Late Bus Route Information", and "How to stay informed at LTMS". There are also announcements for "LTMS Daily Announcements" and "LTMS Hotline". A calendar for January 13, 2012, is visible on the right side. At the bottom of the page, there is a red banner with several sections: "Site Options" containing "Sign In" and "Register" buttons; "Stay Connected" with social media links for Twitter, Facebook, and RSS; "Search our Site" with a search bar; and "Translate this Page" with a translation dropdown. The "Sign In" button is highlighted by a large black arrow pointing from the instruction text above.

3. Enter your school provided user ID  
(**lastname.firstname**) and password.  
Then, click "**Sign in.**"

http://www.ltidschools.org/site/Default.aspx?PageType=7&SiteID=294 - Microsoft Internet Explorer provided by Lake Travis I.S.D

File Edit View Favorites Tools Help

http://www.ltidschools.org/site/Default.aspx?PageType=7&SiteID=294

http://www.ltidschools.org/site/Default.aspx?PageT...

**Lake Travis Middle School**

District Home School Calendar Staff Learning Portal

Home Administration for Staff Library Organizations Parent & Student Resources Teachers Websites

**Enter your user name and password to sign in.**

You can use this site without being registered or signing in. However, registered users who sign in have access to some features and information that are not available to other users. Remember that your password is case-sensitive.

User Name:  
bass.brian

Password:  
.....

Sign In Forgot My Password

Need more room? Click here to collapse me.

Done Internet 100%

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4. Move cursor over “**Parent and Student Resources,**” and then click on “**Student Resources.**”

The screenshot shows the Lake Travis Middle School website in Microsoft Internet Explorer. The browser's address bar displays the URL <http://www.ltsdschools.org/site/default.aspx?domainid=294>. The website header includes the school logo and navigation links for District Home, School Calendar, Staff, and Learning Portal. A red navigation bar contains the following menu items: Home, Administration, for Staff, Library, Organizations, Parent & Student Resources, and Teachers Websites. The 'Parent & Student Resources' menu is expanded, showing a list of options: Daily Announcements, LTMS Bell Schedule, Late Bus Information, Student Resources (highlighted), Textbook Resources, TAKS Information, Parent Resources, 6th Grade Team, 7th Grade Team, and 8th Grade Team. To the right, there are sections for 'Site Shortcuts' and 'Upcoming Events'. The 'Site Shortcuts' section lists: Daily Announcements, LTMS Athletics, LTISD E-Folder, LTISD Lunch Menus, LTMS PTO, Lunch Money Online, and txConnect (online grades). The 'Upcoming Events' section lists: Thursday 04:15 PM - 08:15 PM Basketball: Boys away, girls home West Ridge, and Monday 08:00 AM - 08:40 AM No Place for Hate meeting in. The bottom of the page features a 'Latest Headlines & Announcements' section with a photo of a student receiving a certificate and the text 'WELCOME 2011-2012 LTMS KNIGHTS'. The Windows taskbar at the bottom shows the Start button and several open applications, including 'Post/View Atte...', 'Inbox - bassb...', 'Untitled - Mess...', 'NJHS Login.ppt...', and 'Lake Travis Mid...'. The system clock shows the time as 2:21 PM.

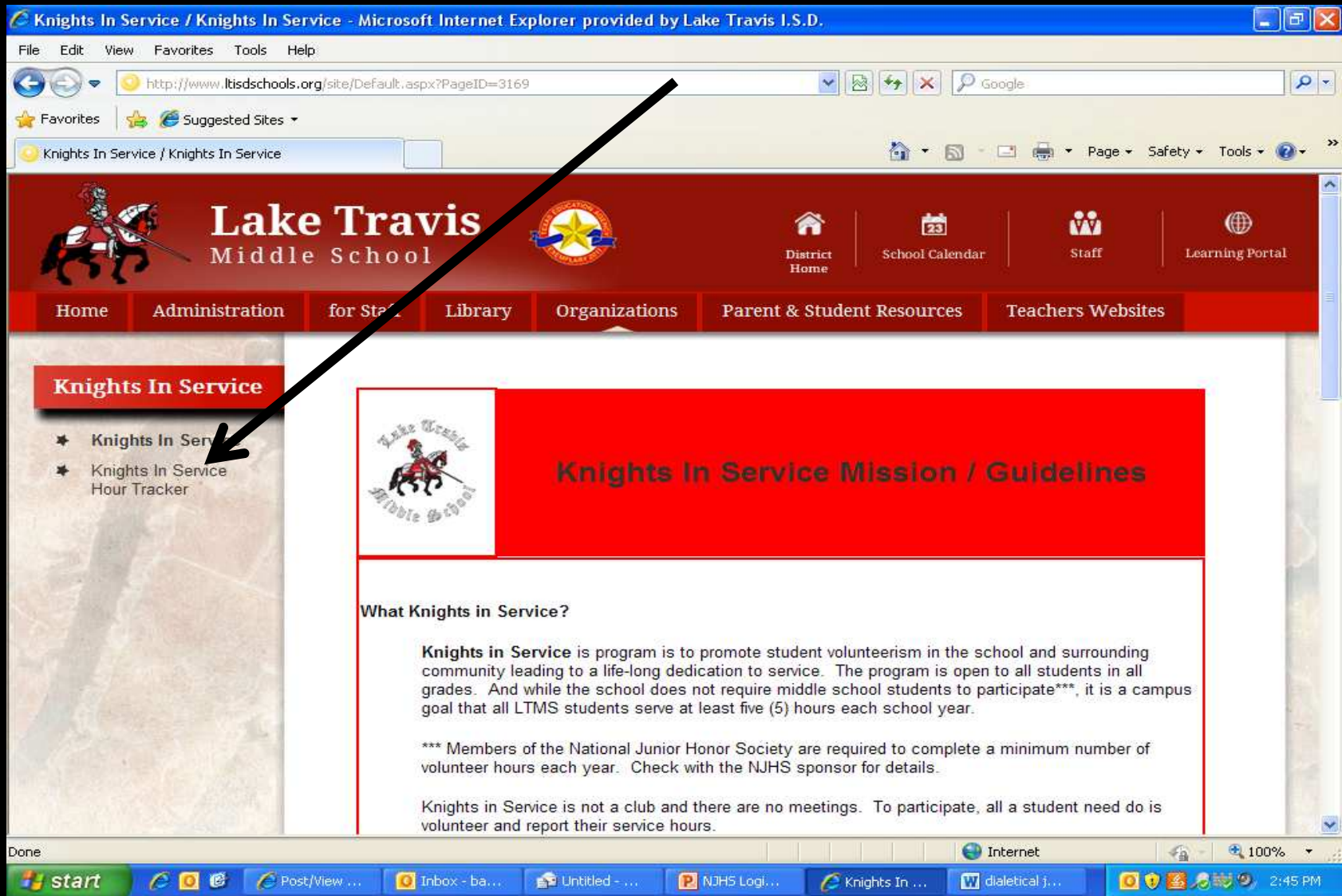
# 5. Click on "Knights in Service."

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Student Resources / Overview' page for Lake Travis I.S.D. The page features a navigation menu with categories like Home, Administration, for Staff, Library, Organizations, Parent & Student Resources, and Teachers Websites. A sidebar on the left lists 'Student Resources' and 'Overview'. The main content area is titled 'LTMS Student Resources' and is organized into a grid of sections:

- Department Websites (coming soon)**: Includes links for English/Language Arts Departments, Science, History/Social Studies, and Math. Below this is a link for 'LTMS Teacher Websites'.
- Counseling Websites**: Includes links for '7th\_8th A-L' and '6th\_8th M-Z'. A red box highlights the 'Knights in Service' link in this section.
- Live @ EDU**: Includes links for 'Student Accounts (Instructions)' and 'Link to Student'.
- Other Resources**: Includes links for 'Academic Teachers by Subject', 'LTMS Athletics', 'LTMS Nurse', 'Daily Announcements', 'LTMS Bell Schedule', 'LTMS Dress Code', and 'LTMS Student Handbook'.

The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock at 2:25 PM.

# 6. Click on “Knights in Service Hour Tracker.”



The screenshot shows a Microsoft Internet Explorer browser window displaying the website for Lake Travis Middle School. The browser's address bar shows the URL: <http://www.ltidsschools.org/site/Default.aspx?PageID=3169>. The website header features the school's logo and navigation links for District Home, School Calendar, Staff, and Learning Portal. A main navigation bar includes Home, Administration, for Staff, Library, Organizations, Parent & Student Resources, and Teachers Websites. On the left sidebar, under the "Knights In Service" heading, there are two links: "Knights In Service" and "Knights In Service Hour Tracker". A black arrow points from the top of the page down to the "Knights In Service Hour Tracker" link. The main content area has a red banner with the text "Knights In Service Mission / Guidelines". Below this banner, the text reads: "What Knights in Service? Knights in Service is program is to promote student volunteerism in the school and surrounding community leading to a life-long dedication to service. The program is open to all students in all grades. And while the school does not require middle school students to participate\*\*\*, it is a campus goal that all LTMS students serve at least five (5) hours each school year. \*\*\* Members of the National Junior Honor Society are required to complete a minimum number of volunteer hours each year. Check with the NJHS sponsor for details. Knights in Service is not a club and there are no meetings. To participate, all a student need do is volunteer and report their service hours."

# 7. Click “[Click here](#)” to find out what counts for service hours.

Knights In Service / Knights In Service Hour Tracker - Microsoft Internet Explorer provided by Lake Travis I.S.D.

File Edit View Favorites Tools Help

http://www.ltsidschools.org/Page/3170

Knights In Service / Knights In Service Hour Tracker

Lake Travis Middle School

District Home School Calendar Staff Learning Portal

Home Administration for Staff Library Organizations Parent & Student Resources Teachers Websites

**Knights In Service**

- ★ Knights In Service
- ★ Knights In Service Hour Tracker

**Tracking Your Knights In Service Hours**

**Ready to record your hours?**

**Know the guidelines** - [Click here](#) for information on eligible versus ineligible service activities and reporting guidelines.

**Have all required information** - The online hour tracker requires information such as service description, date, hours, and location along with the name and phone number of a representative of the organization for whom the service was performed.

**Have SCHOOL ISSUED username and password** - The school creates and provides each student with an account username which is lastname.firstname with the students

start Post/View ... Inbox - ba... Untitled - ... NJHS Logi... Knights In ... dialectical j... 2:49 PM

8. Read page carefully, and then click  
“**Knights in Service Hour Tracker**” to return.

Knights In Service / Knights In Service - Microsoft Internet Explorer provided by Lake Travis I.S.D.

File Edit View Favorites Tools Help

http://www.ltidschools.org/site/Default.aspx?PageID=3169

Knights In Service / Knights In Service

**Knights In Service**

- ★ Knights In Service
- ★ Knights In Service Hour Tracker

**Knights In Service Mission / Guidelines**

**What Knights in Service?**

Knights in Service is program is to promote student volunteerism in the school and surrounding community leading to a life-long dedication to service. The program is open to all students in all grades. And while the school does not require middle school students to participate\*\*\*, it is a campus goal that all LTMS students serve at least five (5) hours each school year.

\*\*\* Members of the National Junior Honor Society are required to complete a minimum number of volunteer hours each year. Check with the NJHS sponsor for details.

Knights in Service is not a club and there are no meetings. To participate, all a student need do is volunteer and report their service hours.

**What service activities are eligible for Knights in Service credit?**

Eligible volunteer activities are **non-paid** and performed for the benefit of a **nonprofit organization** such as a 501(c)(3) or charitable organization.

Pre-approved campus-based activities include events sponsored by NJHS, Gov Club, Interact Club, LTMS PTO, Knights in Service as well as lunch time recycling crew and watering of school plants.

Click here for the latest opportunities specifically for LTMS students or [click here](#) for a great list of

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# 9. Scroll to the bottom of this page.

Knights In Service / Knights In Service Hour Tracker - Microsoft Internet Explorer provided by Lake Travis I.S.D.

File Edit View Favorites Tools Help

http://www.ltsdschools.org/Page/3170

Knights In Service / Knights In Service Hour Tracker

**Lake Travis Middle School**

District Home School Calendar Staff Learning Portal

Home Administration for Staff Library Organizations Parent & Student Resources Teachers Websites

**Knights In Service**

- ★ Knights In Service
- ★ Knights In Service Hour Tracker

**Tracking Your Knights In Service Hours**

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# 10. Click on ["Click here for the Knights in Service Hour Tracker form."](#)

Knights In Service / Knights In Service Hour Tracker - Microsoft Internet Explorer provided by Lake Travis I.S.D.

File Edit View Favorites Tools Help

http://www.ltisdschools.org/Page/3170

Knights In Service / Knights In Service Hour Tracker

**Have all required information** - The online hour tracker requires information such as service description, date, hours, and location along with the name and phone number of a representative of the organization for whom the service was performed.

**Have SCHOOL ISSUED username and password** - The school creates and provides each student with an account username which is lastname.firstname with the students setting their own passwords. Any time a student uses a computer at school, they do so using this username and password. It is this same username and password that the student will use to access the online hour tracker form.

**Don't be late!** - Please record all service hours by the end of the nine week grading period in which they are performed. Hours recorded late are at risk of not being approved if validation is necessary. Submission dates for this school year are:

summer & 1st nine weeks hours	October 24
2nd nine weeks hours	January 17
3rd nine weeks hours	March 26
4th nine weeks hours	May 15 - no hours accepted after this date

**Now you're ready:** [Click here for the Knights In Service Hour Tracker form](#)

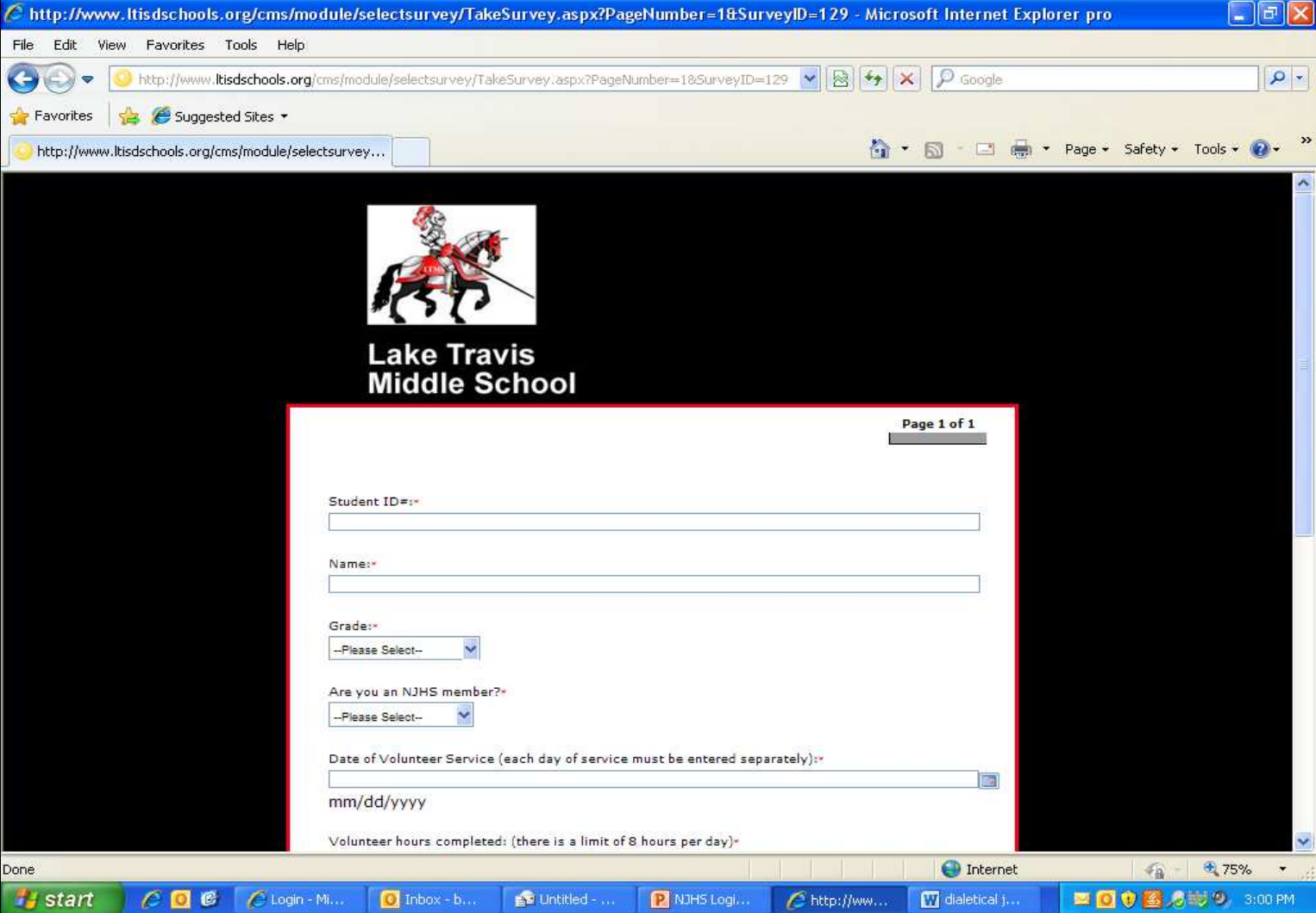
**Having problems?**

- Don't know what username and password to use? Student should check with any teacher (try LA).
- Student username / password not working? Contact LTISD helpdesk at [tinnevr@ltisdschools.org](mailto:tinnevr@ltisdschools.org)
- Have a question about Knights in Service? Email [knightsinservice@ltnspto.org](mailto:knightsinservice@ltnspto.org)

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# 11. Fill out form, scroll down, and click “done.”




http://www.ltidschools.org/cms/module/selectsurvey/TakeSurvey.aspx?PageNumber=1&SurveyID=129 - Microsoft Internet Explorer pro

File Edit View Favorites Tools Help

http://www.ltidschools.org/cms/module/selectsurvey/TakeSurvey.aspx?PageNumber=1&SurveyID=129

http://www.ltidschools.org/cms/module/selectsurvey...



**Lake Travis  
Middle School**

Page 1 of 1

Student ID#:

Name:

Grade:  
--Please Select--

Are you an NJHS member?:  
--Please Select--

Date of Volunteer Service (each day of service must be entered separately):  
  
mm/dd/yyyy

Volunteer hours completed: (there is a limit of 8 hours per day)\*

Done

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If this screen appears instead of the form,  
you are not signed in.

Unable to Take Survey - Microsoft Internet Explorer provided by Lake Travis I.S.D.

File Edit View Favorites Tools Help

http://www.ltsidschools.org/cms/module/selectsurvey/TakeSurveyError.aspx?PageNumber=1&SurveyID=...

Unable to Take Survey



**Lake Travis  
Middle School**

**Not Logged in**

We noticed that you aren't logged in. Please log in to complete this form or survey.

OK

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# Important Dates to Remember

**January 17th**      **2<sup>nd</sup> nine weeks hours due**

**March 26<sup>th</sup>**      **3<sup>rd</sup> nine weeks hours due**

**May 15<sup>th</sup>**      **4<sup>th</sup> nine weeks due**

**No hours accepted after May 15<sup>th</sup>**

**Thanks!**