NobleHour **Academic Service-Learning**

Student Guide for Academic Service-Learning Hours

Academic Service-Learning Hours Verified by Agency Supervisor
Due by 11:59 p.m., Monday, April 25, 2016

The Weppner Center for LEAD & Service-Learning

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First Time Users ONLY: Registering on NobleHour and Affiliating with Florida Atlantic University

1. Go to http://www.noblehour.com/fau
2. Click on **green Sign Up in upper left corner** and then green **Start Your Profile** option.
3. Select **Student** for what best describes you. Click **Next**.
4. Select when you expect to **Graduate** using the fields provided, and then press **Next**.
5. Complete the required fields (use your **FAU email address**). Select **Register**.
6. NobleHour will prompt you to Create a Group. Select **Skip this step** as a more thorough group setup process is available in the next instruction section of this guide.
7. A site introduction will be available for first time use.

Joining Your Class Group *(If you already joined your Class Group for this semester, skip this section):*

1. Log in to NobleHour. Click on **NobleHour logo** in upper left to access "My Network". Click on **Florida Atlantic University** to redirect you to the FAU Community Page (FAU Weppner Center logo will appear).
2. At top of page, select **Groups.**
3. In **Search** box, begin typing the **course name, course number or professor's name**.
4. **Find** the appropriate group for the **current semester and course date and time**.
5. Click **Join** next to group name. The Join button should turn blue and will now say "View".

NOTE: If you are unable to search for the Group in NobleHour, email your faculty member and they should be able to send you the direct link for the Group.

Entering & Submitting Your Hours:

1. Log in to NobleHour. Click on **NobleHour logo** in upper left to access "My Network". Click on **Florida Atlantic University** to redirect you to the FAU Community Page (FAU Weppner Center logo will appear).
2. At top right of page click the **+ icon.**
3. Select **I don't see it** under the select the opportunity text box.
4. Select **Add a new Opportunity** near upper right of the page.
5. Add the required information to the following fields:
    a. **Enter the host organization:** name of the agency or organization.
    b. **Describe the opportunity here…:** briefly describe the opportunity (i.e.: tasks, name of event, etc.)
    c. **(Optional) Street Address:** street address of the agency or organization.
    d. **(Optional) City:** city where agency or organization is located.
    e. **(Optional) State:** state where agency or organization is located.
    f. **(Optional) Zipcode:** zip code where agency or organization is located.
    g. **"John" field:** the first name of individual who will verify hours (i.e., agency supervisor).
    h. **"Smith" field:** the last name of individual who will verify hours (i.e., agency supervisor).
    i. **Start Date:** start date of the academic service-learning opportunity.

   j. **End Date:** estimated end date of the academic service-learning opportunity.
   k. **"123-456-7890" field:** phone number of individual who will verify hours.
   l. **"john.smith@example.com" field:** e-mail address of individual who will verify hours.

6. Click the yellow **Next** button.
7. Follow instructions on **Choose Dates** page. More dates can be entered at a later time. Select **Done**.
8. Enter time for each date selected. Click **Add Hours**.
9. Select **Yes, Contribute these hours now.**
10. Select your group from the drop down. If you don't see the group, click on "I don't see it" on the right of the text box. Search the group's name. **NOTE: Select the current semester for the group.**
11. Click on **Contribute**.
12. Enter your full name for the E-signature, check box and select **Done**.

Agency Verifying Your Hours *(this section is for students whose professor wants the agency to verify hours; if the professor does not require agency verification, skip this section)*

1. After submitting your hours for approval, your agency supervisor will receive an e-mail from Noblehour. They will **NOT** need to register on NobleHour to verify your hours. **NOTE: If the e-mail is not in your supervisor's inbox, please ask him/her to check their spam or junk box.**
2. Ask your supervisor to click on the link in the email and follow the directions outlined on the page.
3. Once your hour(s) have been verified by your supervisor, the Weppner Center will credit your hours for posting to your transcript. The Weppner Center reserves the right to further verify hours with the agency and/or supervisor.

Resending hours to supervisor for approval

1. Log in to NobleHour.
2. Select **Track** at top of page. Select the **My Submissions** tab.
3. Click on the "i" icon under "Info" column for the set of hours you'd like to resend the invitation.
4. Select **Send a Reminder**.