

**Spring 2016 Faculty deadline to credit hours: Sunday, May 1, 2015, 11:59 p.m.**

***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.

***Creating Your Group for each Academic Service-Learning Class Section by Semester***

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. Select green box, **Create a Group**.
4. Enter group details as follows:
  - a. **Name:** Semester, Instructors last name, Course number, day(s), time (i.e., Spring 2016 Smith EDG 123 MW 11:00 - 12:50)
  - b. **Description:** Briefly describe the group here.
  - c. **Group Type:** Service Learning
  - d. **Enable Tasks:** We do not recommend using this at this time.
  - e. **Options for Checking off:**
    - i. **Direct Verification:** Choose option 1 or 2 below
      1. **CHECK box IF** you want students to submit their hours directly to you therefore bypassing the agency. Hours submitted to your class group will go straight to you for verification and crediting.
      2. **Leave box UNCHECKED IF** you would like the agency to verify student hours for their A S-L project. Once verified, the hours will circulate to you for final approval.
5. Click **Create**.

***Crediting Student Hours***

1. Log in to NobleHour. Click on the **Check Mark icon** in upper right of screen.
2. Once the pop up screen loads, select **See All** in blue text at the bottom right of the pop up box. This will open up a bigger screen of all current submissions awaiting review and approval.
3. To view details of a student's submitted hours, click on the opportunity name. If details are not needed for approval, click on any white space within a box and the options of "View", "Approve" and "Deny" pops up. Select the appropriate option for the submitted hours. If you required students to print out their submission to obtain an agency signature (see 4.e.i.2 from above), you will need the 4-digit code from the print out to complete the approval process.
4. Complete the **E-Signature and Declaration** box.