

Teacher's Guide to Hour Republic: Volunteer Teacher Training

<https://www.hourrepublic.com>

★ Overview

Please provide students with background information about **Hour Republic**:

Hour Republic is an online tool used to track your Volunteer activities, including your weekly logs. Volunteer hours were tracked using a paper-based system last term, but we are piloting Hour Republic to make your Volunteer tracking easier. Let's get started by creating an account on Hour Republic.

Recommended Browsers to use:

Mozilla Firefox or Google Chrome

★ Teacher Sign Up:

Step 1: Navigate to [hourrepublic.com](https://www.hourrepublic.com) and click the **Sign Up** button

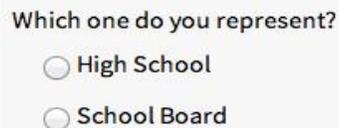
Step 2: Find [If you're not a student: Click here.](#) in the top right-hand corner of the page and click the "Click here." link.

Step 3: Under Account Type click,



Step 4: Select which one you represent (Figure 1).

Figure 1: High School or School Board

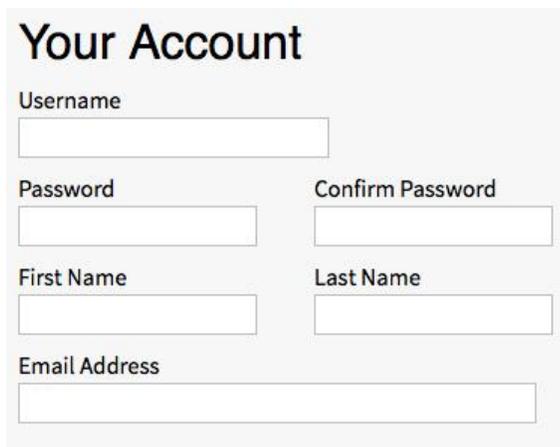


Which one do you represent?

High School

School Board

Figure 2: Your Account



Your Account

Username

Password Confirm Password

First Name Last Name

Email Address

Step 5: Type in a Username. (Figure 2)

TIPS:

If the Username is taken, try adding in numbers

Write down your Username just in case!

Step 6: Enter in a Password that includes at least 6 characters, a capital letter, and a number

Step 7: Enter in your First and Last Name

Step 8: Enter in an Email Address

Forgot your Password or Username?

If teachers forget their password, they can reset their password by visiting the [Log In](#) page and click “[Forgot?](#)” (**Figure 3**) - instruct teachers to enter in their username and the email address that they used to sign up.

If they forget their username, click [Log In](#) > “[Forgot?](#)” > “[Forgot your username? Recover it here](#)”

Figure 3: Log In

Log In

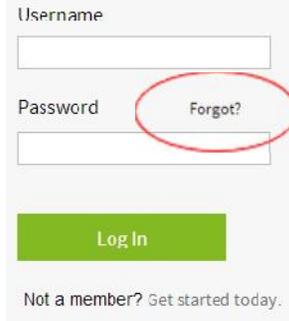
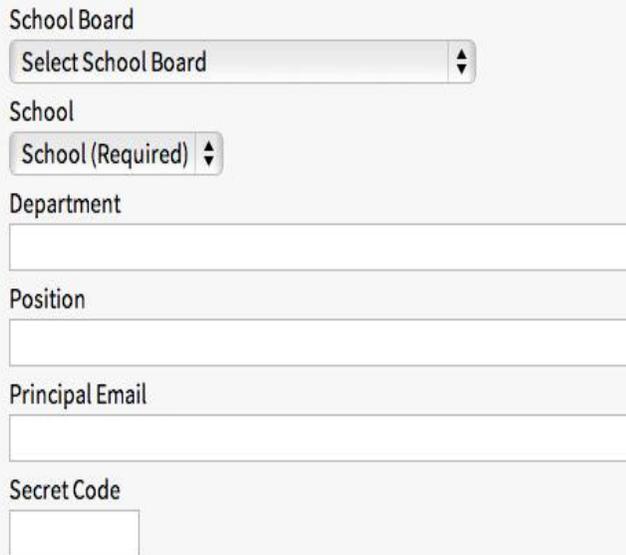


Figure 4: Your School Board

Your School



School Information: If you represent a High School

Step 9: Select your School Board (**Figure 4**)

Step 10: Select School

Step 11: Enter your Department

Step 12: Enter your Position

Step 13: Enter the Principal's Email.

Step 14: Enter the Secret Code provided by **Hour Republic** (**Go to Step 15**)

School Information: If you represent a School Board

Step 9: Select your School Board (**Figure 4**)

Step 10: Enter your Department

Step 11: Enter your Position

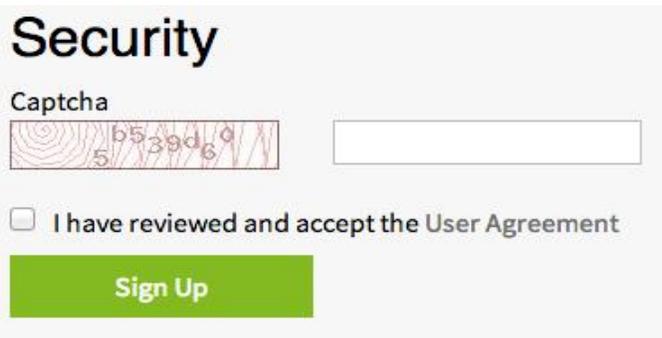
Step 12: Enter the Secret Code provided by **Hour Republic** (**Go to Step 15**)

Step 15: Enter the Captcha letters (**Figure 5**) and digits that you see in the box (unique for everyone)

Step 16: The final step is to check the box to accept the [User Agreement](#), and then click **Sign Up!**

***It will take up to 24 hours to review your signup form and provide you with access to **Hour Republic**. ***

Figure 5: Security



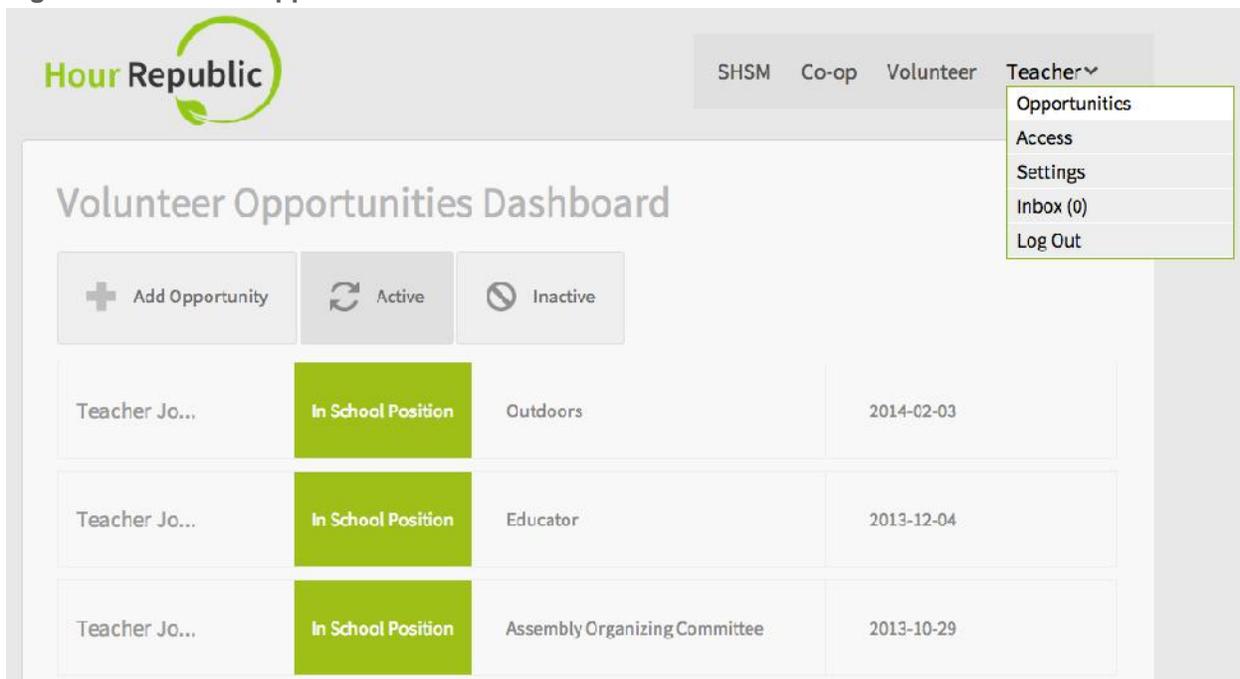
★ Drop-down Menu Features:

If you hover under your name you can find the following options: [Opportunities](#), [Access](#), [Settings](#), [Inbox](#), and [Log Out](#).

How to Add Opportunities:

Hover over your name in the top right hand corner and click on [Opportunities](#). There you can see the [Volunteer Opportunities Dashboard](#), with all the Active opportunities that you have created. You can sort through existing opportunities by clicking [Active](#) and [Inactive](#) or add a new opportunity by clicking [Add Opportunity](#). Once you click [Add Opportunity](#), fill out the form with details on the opportunity and select the fields of interest that the opportunity applies to. If you would like to make edits to the opportunity, simply click the opportunity and then click [Edit](#). You can also [Deactivate](#) the opportunity if it is no longer active or [Delete](#) it.

Figure 6: Volunteer Opportunities Dashboard



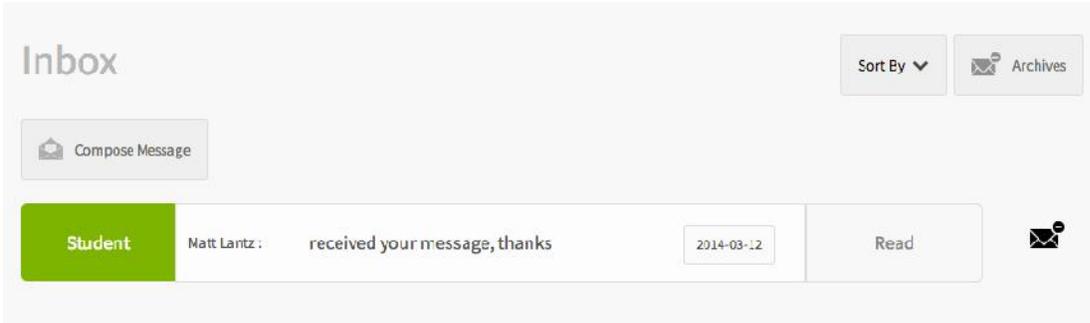
How to Use the Settings:

Hover over your name in the top right hand corner and click on [Settings](#) (**Figure 6**) to find or change any personal information you used to sign up for [Hour Republic](#). Under the [Account](#) tab, you can find your [First/ Last Name](#), [Email Address](#), [Current School Board](#), [Current School](#), [School Department](#), [School Position](#), and [School Principal Email](#). There is an option to change your password if you click the [Password](#) tab underneath [Account](#).

★ **How to Use the Inbox:**

Hover over your name and click on [Settings](#), then click [Inbox](#) (**Figure 7**):
 You can sort your messages by hovering over [Sort by](#) and by clicking one of the filters.
 You can also archive messages by clicking the archive button to the right of a message.

Figure 7: Using the Inbox



To compose a message, click [Compose Message](#) (**Figure 8**) and select the intended person the message will go to. Include a subject line and type in your message in the box provided. Teachers can also attach a file if need be. Teachers can view their message history by clicking on an email (**Figure 9**): and it will show the Chat History between the recipient and the Teacher.

Figure 8: Compose a New Message

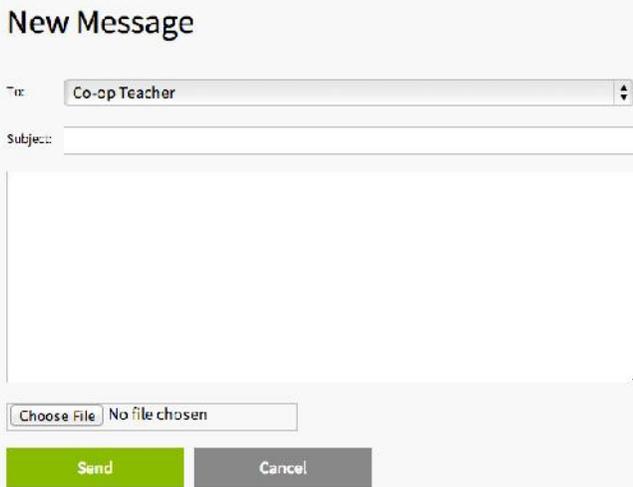
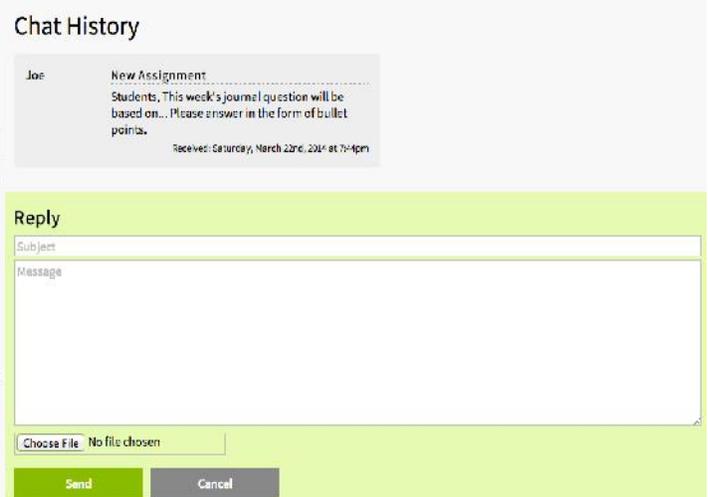


Figure 9: To View Message History



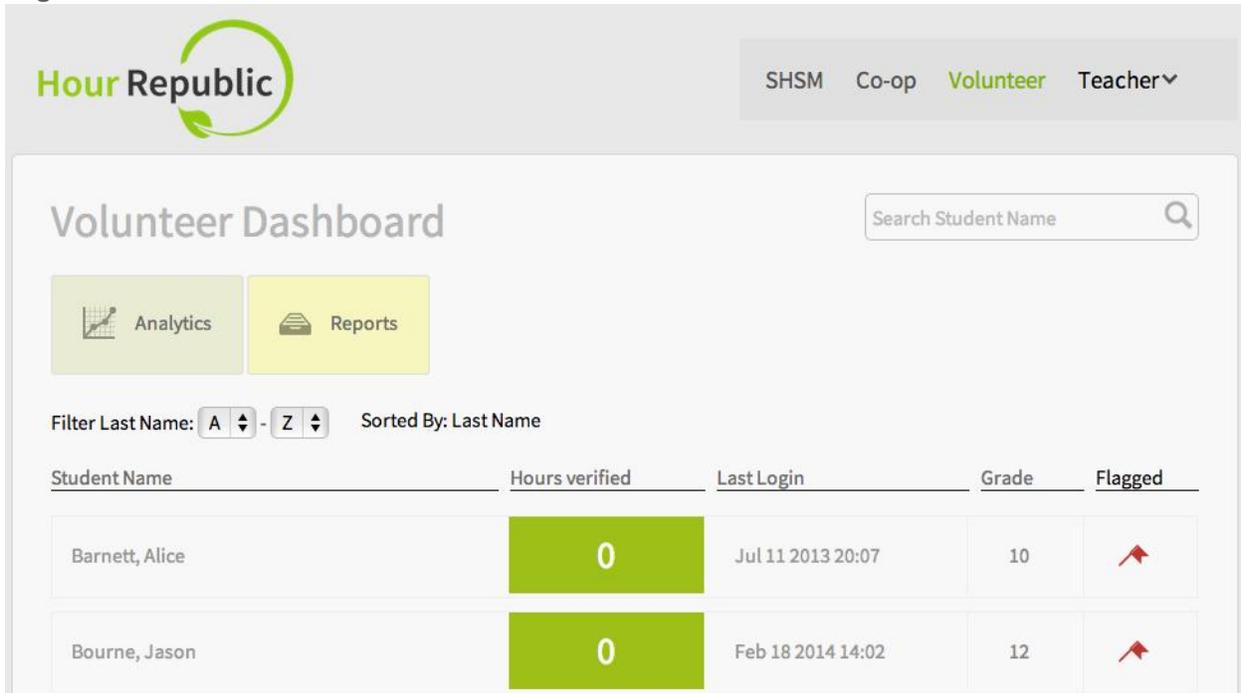
★ **How to Use the Volunteer Dashboard:**

Now navigate to the [Volunteer Dashboard](#), for teachers you can see the same information as the Co-op Dashboard, however there are certain features that are different (**Figure 10**).

In the top right hand corner, you will find a Search Bar to search for a specific student. To the left of the Search Bar there is the [Analytics](#) button, which can be used for a visual

depiction of all the students' volunteer progress. It can be found in a bar graph or pie chart that is clear and concise to read. You can also view a bar graph on students' interests.

Figure 10: Volunteer Dashboard



Beside the Analytics button, there is a Reports button where you can download or view a variety of reports including Class Summary, Detailed, and SIS (**Figure 11**).

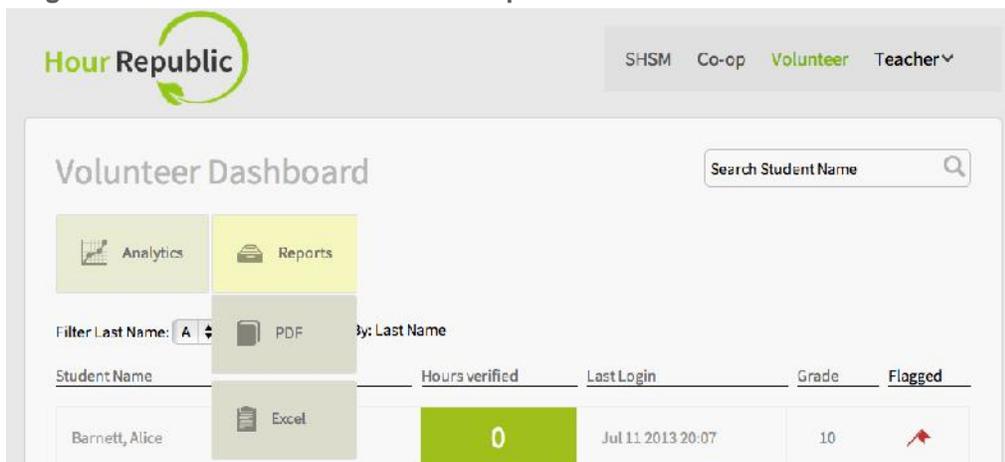
Description of what each Report is:

Class Summary Report - This is a brief summary on your students' progress and also includes administrative information.

Detailed Report - This is a full report on your volunteer students' progress, including hours and information for administrative purposes.

SIS Report - This is an informative report on the students' information for administrative purposes.

Figure 11: Downloadable Volunteer Reports



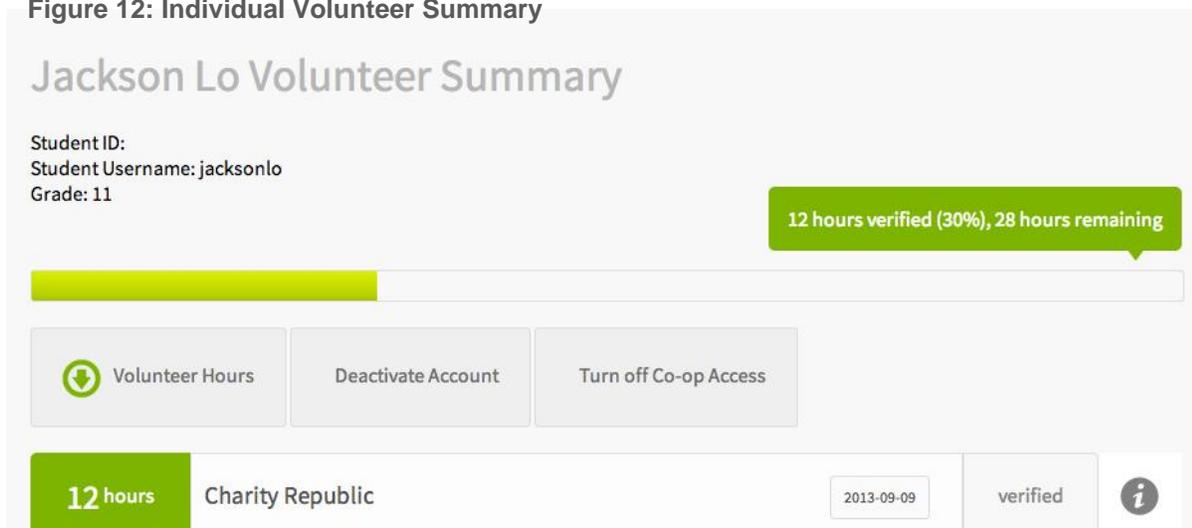
Individual Volunteer Summary:

Filter by Last Name: There is an option to filter the last names of students. For example, if you want to find students with the last name's A-F, you can just select that in their respective boxes.

Click on a student's name to view that student's Volunteer Summary, at the top of the page, teachers can see the progress bar and the amount of hours remaining for volunteer hour completion (**Figure 12**). Along with the Students' ID, Username (in case they forget), and the

Grade they are in. You can also download an individual report by clicking the  button. There you can Authorize Account/Deactivate Account (shuts off their account completely when a student switches schools), or Turn on Co-op Access/ Turn off Co-op Access.

Figure 12: Individual Volunteer Summary



- **TIP:** Teachers can review a student's Draft or Pending form and Request for the Principal to Verify the hours or to personally Reject Hours.

If you have any questions, concerns, or feedback please contact us by clicking the Contact button at the bottom of the page and we will be happy to help! Thank you.