

Guide to Training Students on the Co-op Dashboard

<https://www.hourrepublic.com>

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

***Hour Republic** is a tool used to track co-op hours, activities, skills and more. Co-op activities were previously tracked on paper, but now Hour Republic allows you to track your weekly logs online or on a mobile device, and obtain electronic verification from employers.*

Recommended Browsers:

Mozilla Firefox or Google Chrome

Optional:

Play training video (available in FAQ section)

*Please contact Hour Republic for demo student account information as the password changes every semester (info@charityrepublic.com).

Student Sign Up

***What students need to know before training:

Parent / Guardian Email Address and Phone Number
OEN number (**teachers / school board provide OENs prior to the training so that students can be auto-authenticated**)

Step 1: Ask your students to navigate to <https://www.hourrepublic.com> and click on the Sign Up button

*Note: Some school boards log in via myBlueprint or Desire2Learn. Contact us if you are interested in learning more.

Step 2: Type in a Username.

TIPS:

- It is recommended that students select a username that they use for other programs. (e.g. same username as: school computer account, myBlueprint, Desire2Learn, Career Cruising)
- If the username is taken, suggest that students try adding in numbers
- **Remind students to write down their username! Note, you can access student usernames via the teacher Access page.**

Step 3: Enter in a Password.

TIP: Passwords must include at least 6 characters, a capital letter, and a number for security purposes.

Step 4: Ask students to enter their Ontario Education Number (OEN) *Note, OEN will auto-populate if the student is accessing Hour Republic via myBlueprint or Desire2Learn.

Step 5: Select School Board and then School

Step 6: Select Year Started High School (Hour Republic calculates a student's Grade using this field)

Step 7: Enter Birthday, Gender, Postal Code (optional)

Parent/Guardian Information:

Step 8: Ask students to enter Parent/Guardian Contact Name, Email, and Phone Number.

TIPS (Parent/Guardian):

- If students do not have their Parent/Guardian's information, please let the students use your work contact information. They can change it later under Settings (located in the menu under the student's name) once their account is verified.
- They can enter either their Parent/Guardian's Home Phone or Cell Phone number
- For students 18 years and over, this field is not required (the parent/guardian fields automatically disappear)
- Be sure to take the hyphens (-) out of the Phone Number for it to work
e.g. 5197774444

Step 9: The final step is to review all information and to check the box in order to accept the User Agreement and then click Sign Up

TIPS:

Hour Republic verifies student accounts (automatically based on OEN), then the teacher is required to provide students with access to the co-op dashboard (Access is located in the menu under your account name > turn Co-op "On")

At the bottom of the page there is a Contact button, so that anyone who needs help can contact the **Hour Republic** team directly.

Students can review the FAQ section for additional help.

Please make sure that students are on the correct Dashboard (Co-op Dashboard vs Volunteer or SHSM Dashboards). Note, they can make Co-op their default dashboard via their Settings.

Username and Password Recovery

If students forgot their password, they can reset their password by visiting the Log In page and clicking "Forgot?" - instruct students 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 1:
Co-op Access



***Before training students on how to use the **Co-op Dashboard**, please make sure that all students have created an account. Proceed to sign in to

your own account so that you can provide your students' with access to the [Co-op Dashboard](#), you must enable their account by toggling the On/Off button found in the drop-down menu under the section called [Access](#) (**Figure 1**). When the "On" button is green, the student will have access to their [Co-op Dashboard](#); select your name in the drop down and the student will be linked to you as well. This is how we link students to their teacher AND provide students with access to the Co-op Dashboard.

Co-op Dashboard

Instruct your students to scroll to the top of the page and navigate to the [Co-op Dashboard](#) by selecting "Co-op".

Inform students about the [Progress Bar](#) which is used to track co-op hour progress and measures the minimum number of hours required to complete their co-op placement.

The [Progress Bar](#) moves automatically when an employer verifies student activities.

Inform students that they can add co-op hours and activities by clicking the [Weekly Log](#) button, and that they can type in their Reflections/Journals by clicking the [My Reflections/ Journal](#) button.

Students can download their own [Co-op Hours Report](#) by clicking  and can review the guidelines for the Co-op program by clicking [Guidelines](#).

Settings

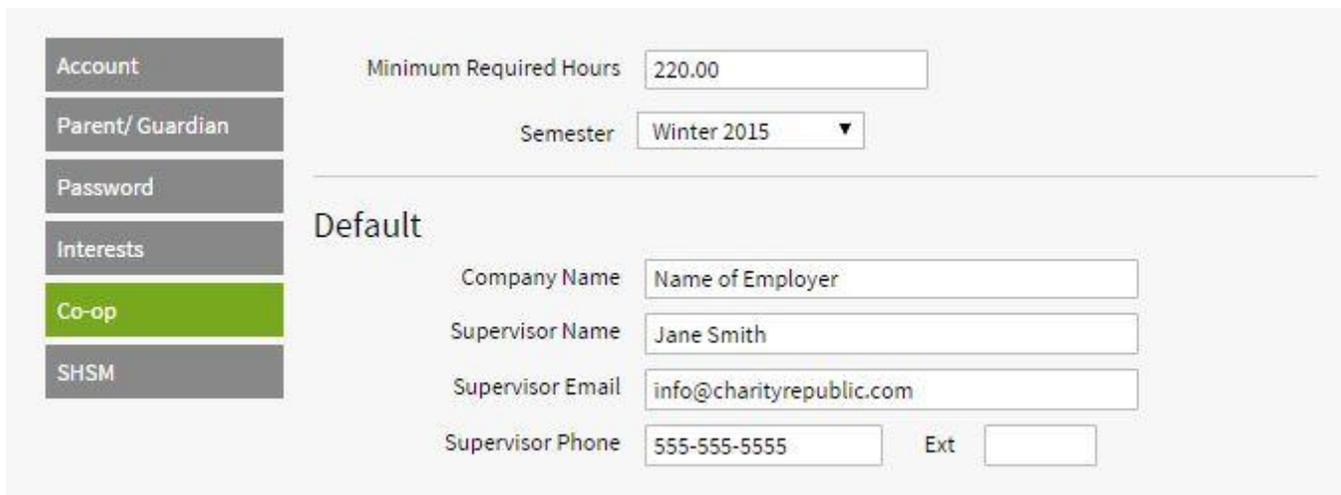


FIGURE 2: Updating Co-op Settings

Instruct your students to hover over their name and click on [Settings](#) then the [Co-op](#) tab (**Figure 2**). *Note, students will not see the Co-op Tab in their Settings if their teacher has not provided them with access to the Co-op Dashboard (via the Access page).

Enter [Minimum Co-op Hours Required](#) for the term (e.g. 110, 220, 330). This sets a student's progress bar and minimum required hours.

Select the current semester from the drop down. For students completing co-op full year, choose the year.

Enter Co-op Employer details here (when students add hours, the information they input here will auto-fill their weekly logs so that students will not have to fill in this company information every week):

Enter Supervisor Name, Supervisor Email, Supervisor Phone, Ext.

Students can add multiple employers with the first employer entered becoming the 'default' employer.

Students can also add teacher information for integration days, pre-placement. Students can make any employer entry a 'default setting' by selecting the Make Default link.

Just in case a student forgot to add employer information to their Settings, any new co-op employer contact information added to a weekly log will auto-populate their Settings.

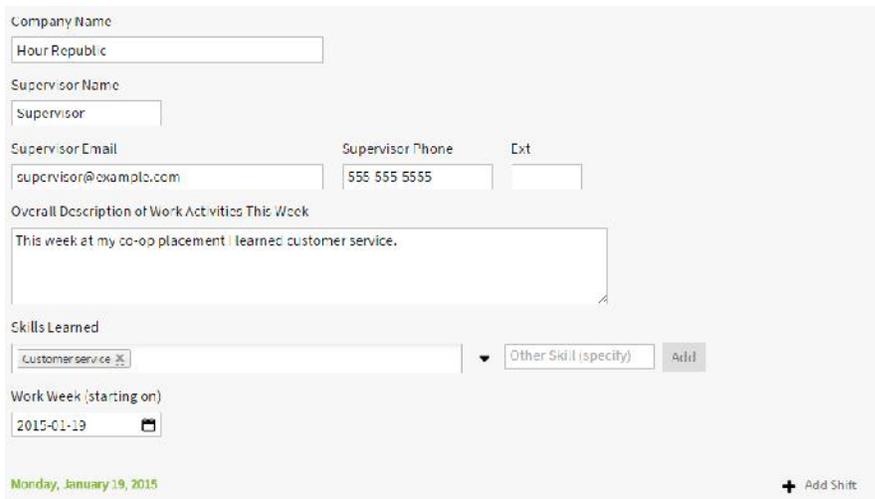
How to Use the Co-op Dashboard

How to Add Co-op Hours and Activities:

Navigate to the Co-op Dashboard and start by clicking on Weekly Log (this is how a student adds a weekly log)

Contact information will auto-fill based on what a student has entered in their Co-op Settings (for multiple employers, students can select from a drop-down menu)

FIGURE 3: Filling Out a Weekly Log



Add a description in the Overall Description of Work Activities.

This is a high level summary of the week, in one or two sentences e.g. "This week I focused on administrative tasks." **(Figure 3)**

Select Skills Learned (click on drop-down arrow to view and check off skills) based on the Ontario Skills Passport.

Students can also add their own skills. Just select Other and type in a unique skill

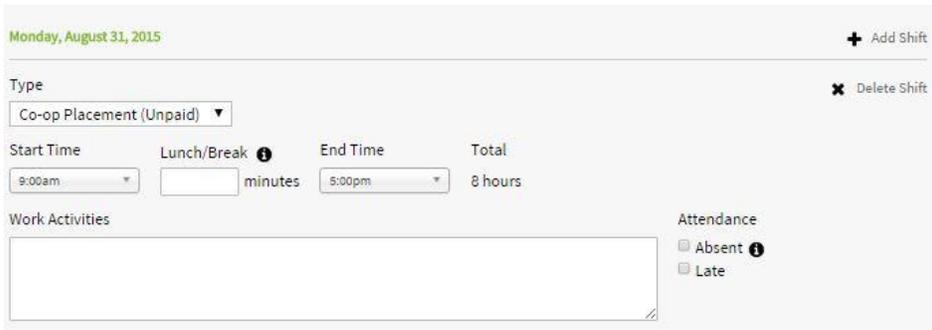
learned. Encourage students to select at least 2-3 skills every week.

The Work Week dates auto-populate for the current week (select the calendar to adjust to another week)

TIP: Students have the ability to delete a day by selecting "Delete Shift" or add an extra shift, Add Shift, if they worked more than one shift per day.

Add Start Times and End Times (15-minute increments), Lunch (in minutes), check off if Absent or Late and enter Work Activities for each day of the co-op placement, including reason for absence or lateness **(Figure 4)**

FIGURE 4: Adding a Shift



- Finally **Save** or **Submit** co-op activities: If a student selects **Save**, then they can continue editing their form and submit it when they're ready (e.g. students can edit and save forms as often as necessary;

hourly, daily or weekly).

- If a student selects **Submit**, their employer will receive an e-mail that summarizes all the activities and the employer will have the option to verify/decline and comment on the student's activities. Once reviewed (the employer simply selects an **Accept** or **Decline** button), a student's dashboard and progress bar will automatically be updated!

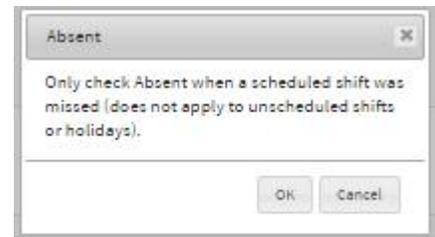
TIPS:

A **Submit Confirmation** pop-up box will appear asking students if they are ready to submit their hours for approval. **"These hours will be submitted to the company for verification. Are you sure you want to submit these hours?"**

Please remind students to double-check their weekly log before submitting it for approval.

If entered, Lunch minutes are deducted from the total hours for that shift

- Absent indicates that a student was scheduled to be at their co-op placement but were absent.
- An information pop-up box appears beside the "absent" field in a weekly log that states "Only check Absent when a scheduled shift was missed (does not apply to unscheduled shifts or holidays)."



Weekly Log Status Definitions:

- Draft:** Student has saved the information but has not submitted the weekly log to their employer for approval.
- Pending:** Student has sent their weekly log to their employer but it has not been verified by their employer yet. Note, students can re-send the form to their employer to remind them to verify hours. They can also select "Edit Submission" to cancel the log and turn it back into a Draft form, and re-submit to their employer (or teacher if preferred) for approval.
- Declined:** Student hours were declined by an employer. The employer can leave a comment for the student and indicate why the log was Declined. Possible reasons an employer would decline a weekly log: the information submitted by the student was not accurate; there was not enough detail; and/or the student forgot to mention a task or project.
- Verified:** Student hours were approved by their employer. The employer can

leave a comment for the student when hours are Verified (e.g. Keep up the great work!).

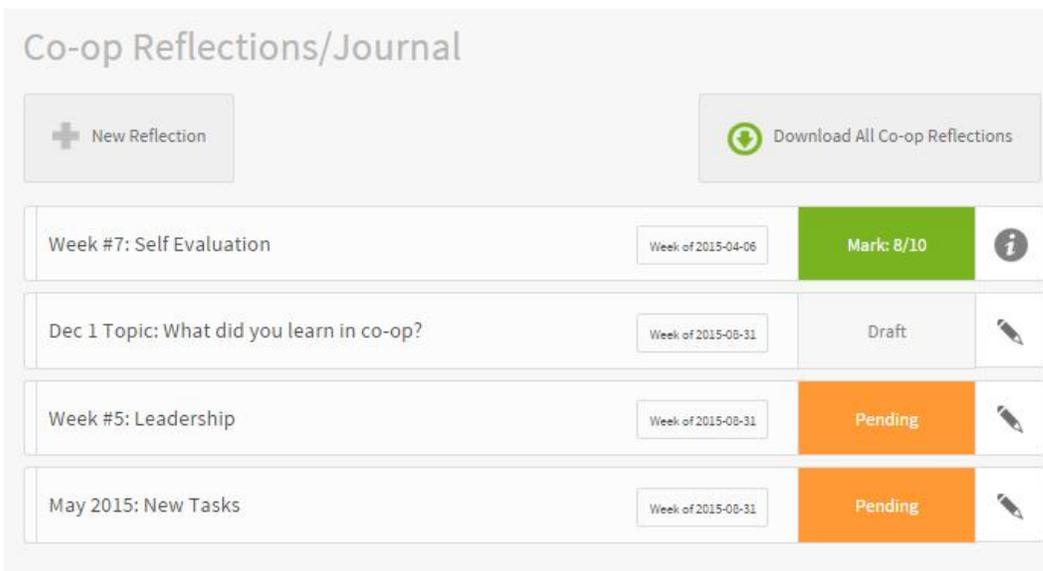
TIP: If an employer or teacher declines a student's hours, please ask the student to scroll down and review employer/teacher comments so they better understand why the hours were declined. A time stamp appears at the bottom of weekly logs. For example, the date and time the weekly log was submitted, when it was verified and/or declined

Sorry, these hours were rejected on Sept. 2, 2015 at 5:30pm.

How to Add a Reflection/Journal Entry

Navigate to the **Co-op Dashboard** and click on the **My Reflections/Journal** button:

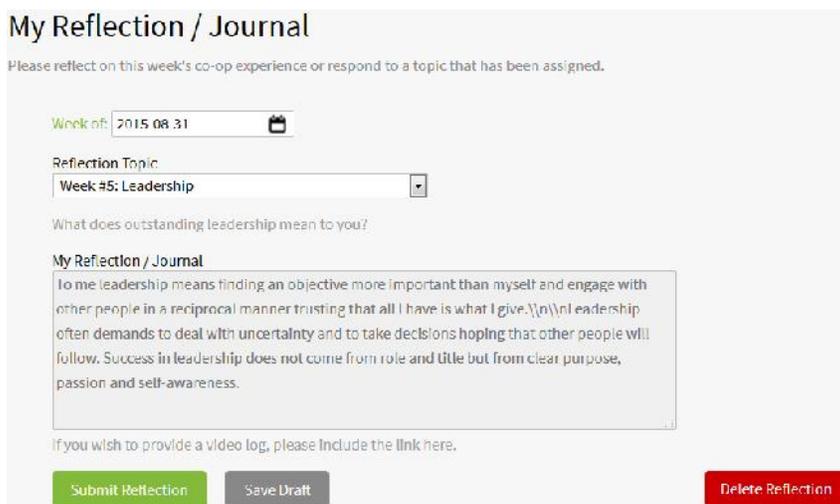
- Students simply select the **New Reflections** button and select a topic (that was posted by their teacher) to initiate a new Reflection / Journal (**Figure 5 and 6**).



Click on the  (pencil icon) to start editing a draft reflection/journal for that week.

Click on the  icon to view a verified marked reflection/journal

FIGURE 5 and 6: Adding a Reflection



- Students can Save, Submit or Delete a Reflection/Journal.

Reports

Employer: Hour Republic
 Total Hours to Date: 8 (0 verified)

Week of	Total Hours	Status	Overall Description	Skills Learned			
01/19/2015 - 01/25/2015	8.00	Draft	This week at my coop placement I learned how administrative tasks.	Customer service, Documentation			
Date	Hours Worked	Start Time	Lunch/Break	End Time	Work Activities	Absent	Late
19-Jan-2015	8.00	9:00am		5:00pm	Today at my coop placement we...		

Employer Name: _____ Signature: _____ Date: _____

Click the to download a summary report (in PDF format) of all weekly logs (on student's Co-op

Dashboard). The student summary report includes a more detailed summary of work activities.

When students click on a Draft or Pending weekly log, they can download an individual report (in PDF format) for that week, print it, and have it signed by an employer.

Students can download all of their Reflections/Journals in a summary report via the My Reflections/Journal page.

How to use the Inbox

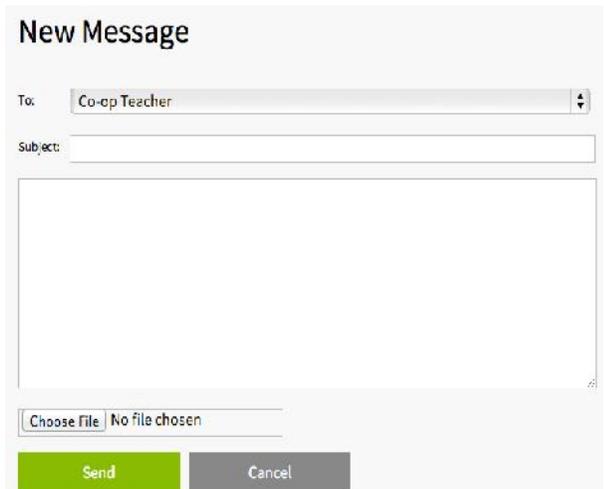
- Students can now send messages to their co-op teacher using the Inbox system
 - Instruct your students to click Inbox (**Figure 7**).
 - They can sort through messages by hovering over Sort and by clicking one of the filters. They can also archive messages by clicking the Archive button on the right side of each message.
 - To view a message, simply click on the message and students can send a reply back.



FIGURE 7: Using the Inbox

FIGURE 8: Compose a New Message

- 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. Students can also attach a file if need be.
- Students can view their message history by clicking on a message and it will show the Chat History between the recipient and the Student.



Settings

- Hover over student name in the top right hand corner and click on Settings
- To find or change any personal information used to sign up for **Hour Republic**, visit 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 when the Password tab is selected.
- Make the Co-op Dashboard the default, by visiting the Account tab and selecting the Default Page (remember to Save the updates).

Support

If you have any questions, concerns or feedback, please contact us by clicking the Contact button at the bottom of the web page or reach us at info@charityrepublic.com and we are happy to help! Thank you.