

Guide to Training Teachers on the Co-op Dashboard

<https://www.hourrepublic.com>

Hour Republic is a tool used by (i) students to track co-op hours, activities, skills and more, and (ii) teachers to monitor student progress. Co-op weekly logs were previously tracked on paper, but now Hour Republic allows students and teachers to track weekly logs online or on a mobile device with electronic verification of logs.

Recommended Browsers:

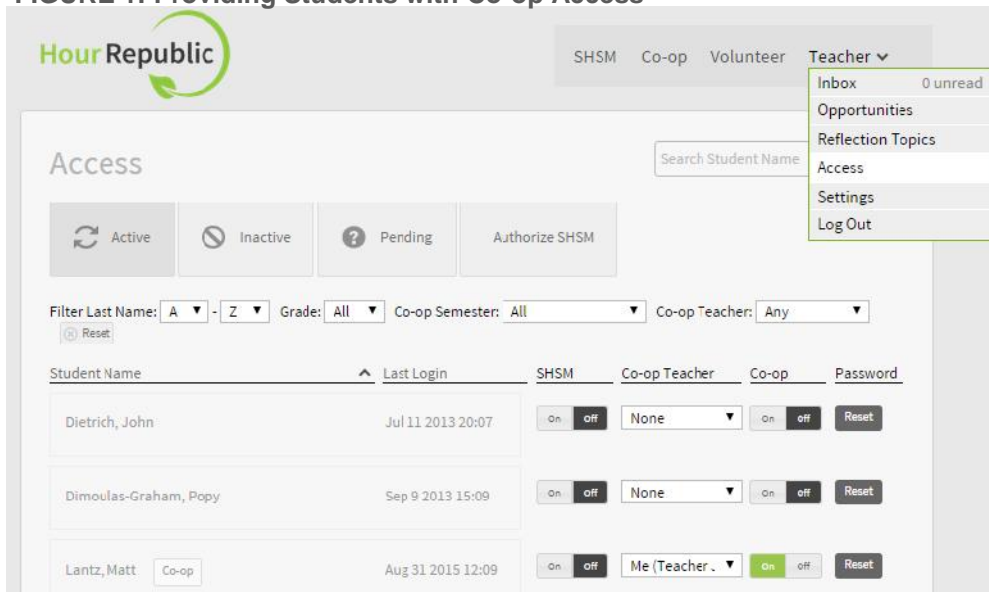
Mozilla Firefox or Google Chrome

Menu Features

- Hover over your name (top-right) to view the following sections: [Inbox](#), [Opportunities](#), [Reflection Topics](#), [Access](#), [Settings](#), and [Log out](#).

Providing Students with Co-op Access

FIGURE 1: Providing Students with Co-op Access



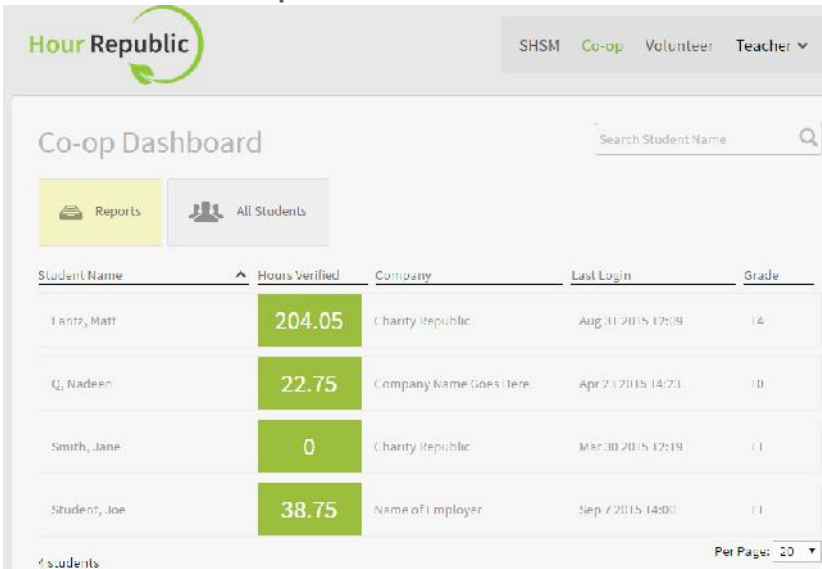
- Hover over your name and select [Access](#) (**Figure 1**). **After** students have signed up, they will be listed here. **NOTE: Students do not have access to their co-op dashboard until a teacher provides them with access.**
- Select the [On](#) button to provide students with access to the Co-op Dashboard and select your name from the drop-down

menu beside (“Co-op Teacher” field); these students will be linked to you and will appear in your class lists and reports.

- Filter students by [Last Name](#), [Grade](#), [Semester](#), [Teacher](#) and [Last Login](#).
- You can also reset student passwords via the Access page by selecting the [Reset](#) button beside a student’s name (Hour Republic sends the student a temporary password automatically)
- If a student is turned [Off](#), then that student will no longer appear in your class lists and reports, but you will still have access to their information if you turn access [On](#) at a later date. Note, you may turn co-op access [Off](#) for students from a previous semester.

How to Use the Co-op Dashboard

FIGURE 2: Main Co-op Dashboard for Teachers



Student Name	Hours Verified	Company	Last Login	Grade
Fant, Matt	204.05	Charity Republic	Aug 31 2015 12:09	14
Q, Nadeen	22.75	Company Name Goes Here	Apr 23 2015 14:23	10
Smith, Jane	0	Charity Republic	Mar 10 2015 12:19	11
Student, Joe	38.75	Name of Employer	Sep 7 2015 14:00	11

- Navigate to your **Co-op Dashboard** by selecting **Co-op** along the top (**Figure 2**), you will see a list of all your active and current students. View students in your class list on the Dashboard by using a filter: Student Name, Hours Verified, Company, Last Login, and Grade will appear.
- Teachers can also click the All Students button to view all of the active Co-op students in the school (just

in case you have to cover off for another teacher).

- In the top right hand corner, you will find a Search Bar to search for a student, as well as the Reports button to view a variety of reports with the option of downloading a PDF or Excel version.
- View more than 20 students at a time by page by selecting a Per Page filter along the bottom.

Reports

FIGURE 3: Reports in PDF or Excel Format



Report Type	Class Summary	Attendance	Employer	In School Hours	Reflections	Grade
PDF	204.05	Charity Republic	Aug 31 2015 12:09	14		
Excel	22.75	Company Name Goes Here	Apr 23 2015 14:23	10		

Reports include: Class Summary, Attendance, In-school Hours, Employer, Reflections, Weekly Report (Weekly Report is in Excel format only) (**Figure 3**).

Class Summary Report: This is a brief summary on your students' progress (e.g. no. of verified hours) and also includes administrative information.

Attendance Report: This is a list of all the co-op students who have either marked that they were late or absent for a shift.

In School Hours Report: A summary of each student's hours completed during in-school days (e.g. integration, pre-placement).

Employer Report: This report summarizes employer contact information including supervisor name, telephone number, and email address.

Weekly Report: This report includes the number of verified hours by week, for each student in Excel format.

Reflections Report: This report summarizes all student reflections by topic.

Individual Student Co-op Summary

- If you want to review the progress of a specific student, hover over and select the student listed in the **Co-op Dashboard**.
- At the top of an individual student page, teachers can view the student's progress bar (no. of verified hours (green) and no. of pending hours (gray)) along with the Students' ID, Username (in case they forget), and Grade (**Figure 4**).
- Teachers can edit a student's settings by clicking Edit Co-op Settings; this includes the student's employer contact information, account details, parent/guardian information, and notes.

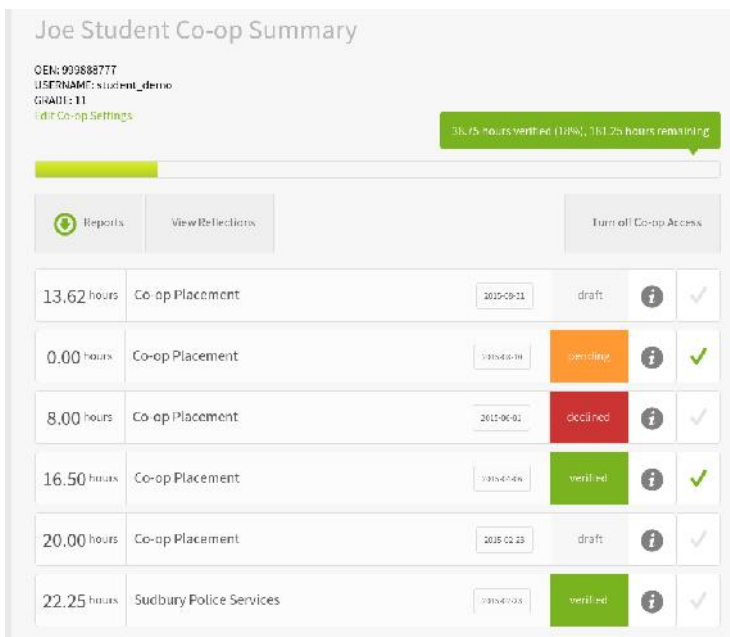


FIGURE 4: Student co-op dashboard

- Teachers can review Draft, Pending, and Verified weekly logs and have the ability to Verify logs, Reject logs, Resend Verifications, Comment on a specific weekly log, or Message the Employer (these buttons appear at the bottom of a weekly log).
- Teachers can also review messages posted by an employer on verified or declined (comments appear at the bottom of a weekly log).
- Use the checkmark feature (when viewing an individual student's dashboard) to indicate that you have



reviewed a specific weekly log

- A time stamp appears at the bottom of weekly logs for students and teachers. For example, the date and time the weekly log was submitted, when it was verified and/or declined.

These hours were submitted on Sept. 2, 2015 at 5:30pm, and are awaiting verification.

Notes

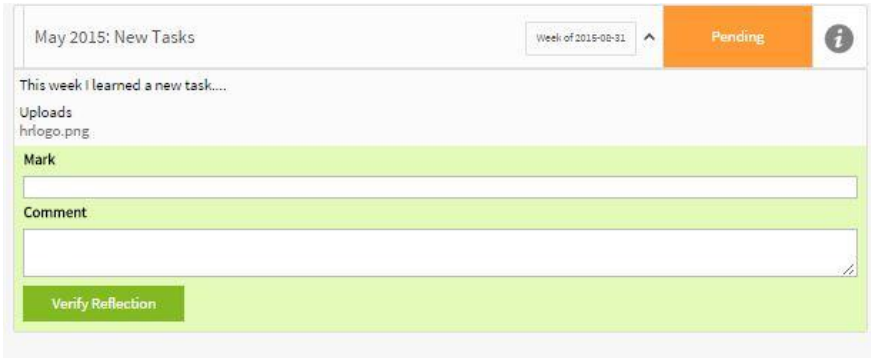
Please enter any notes about Joe Student here (this information is viewable by all teachers).

Save

- Add notes on a student's account. These notes are private and can only be viewed by a teacher (via Edit Co-op Settings)
- Select the student from the main Co-op Dashboard → Edit Co-op Settings → Notes

Reflections

FIGURE 5: Reflections



May 2015: New Tasks Week of 2015-08-31 Pending ⓘ

This week I learned a new task....

Uploads
hrlogo.png

Mark

Comment

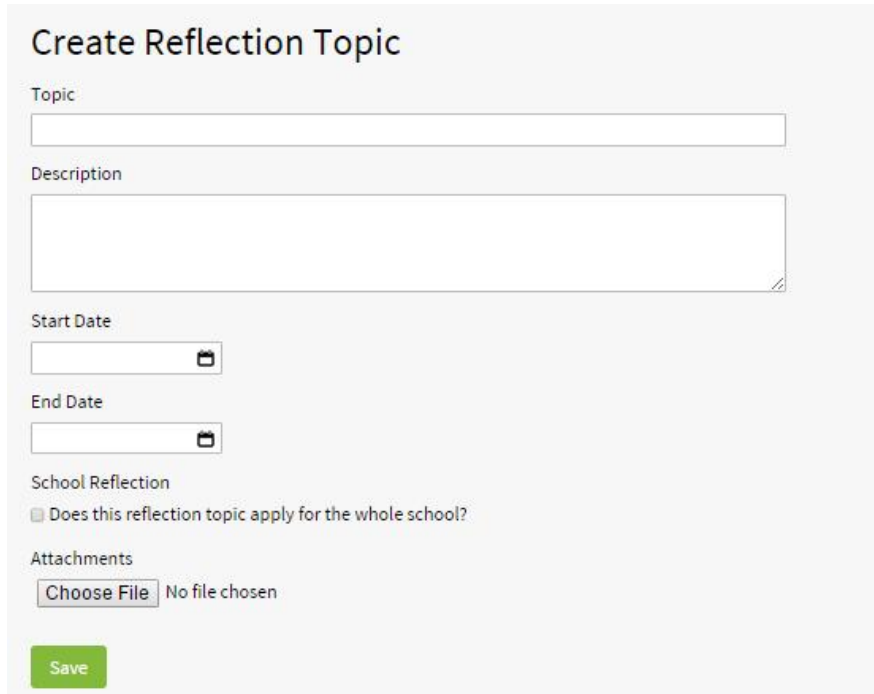
Verify Reflection

or number)

- Select **Verify Reflection** button to save the mark and comment (**Figure 5**).

Note: the student can view this mark and comments via their student Reflection section

- Click on the **Reflections** button to review, mark and leave comments on student reflections.
- Click on a reflection topic and a drop down box with the reflection summary as well as a separate box to add a mark and comment will appear; enter a mark (letter, symbol



Create Reflection Topic

Topic

Description

Start Date

End Date

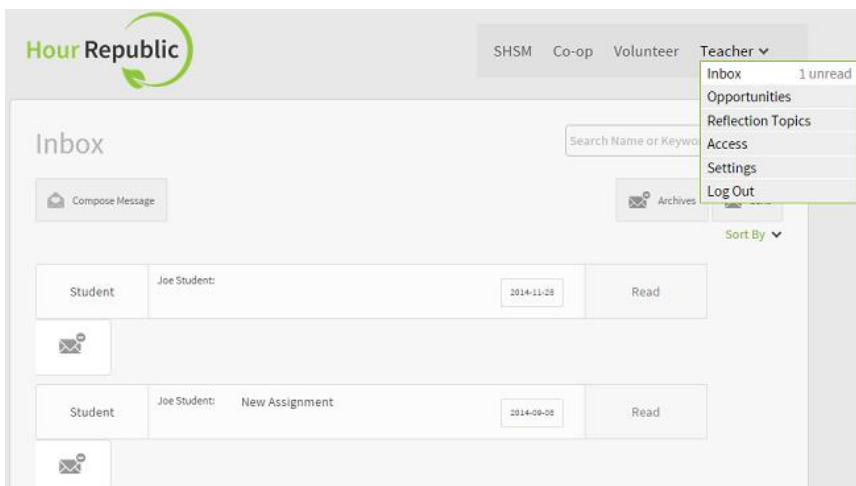
School Reflection
 Does this reflection topic apply for the whole school?

Attachments
 No file chosen

Save

- To add a reflection topic, hover over your name and select **Reflection Topics**.
- To add a new topic, click **Add Topic** and enter Topic name, Description, Start Date and End Date (the dates your students can view topics e.g. one week or over a period of 4 weeks) and choose to add an attachment.

How to Use the Inbox



Hour Republic SHSM Co-op Volunteer Teacher ▾

Inbox 1 unread
 Opportunities
 Reflection Topics
 Access
 Settings
 Log Out

Inbox

Search Name or Keyword

Sort By ▾

Student	Joe Student:	2014-11-28	Read
Student	Joe Student: New Assignment	2014-09-28	Read

- Hover over your name and click on **Inbox** (**Figure 6**).
- Sort messages by hovering over **Sort by** and by selecting one of the filters.
- Also, archive messages by clicking the **Archives** button

to the right of a message.

- To compose a message, click [Compose Message](#) and select the intended recipient (e.g. send message to all of your co-op students or to individual students) (**Figure 7**).
- Include a subject line and type in your message in the box provided.
- Teachers can also attach a file if needed.

FIGURE 7: Compose a New Message

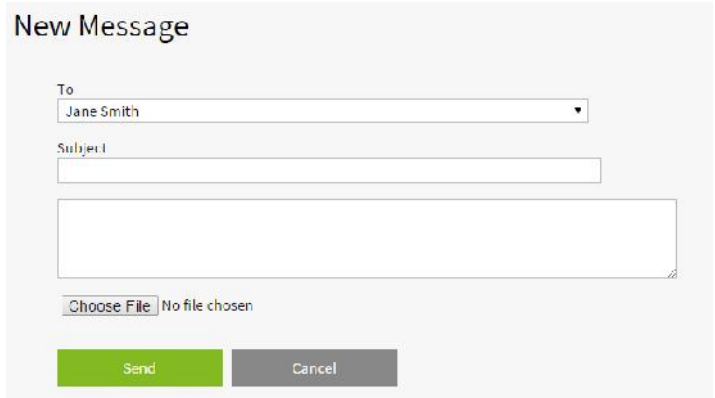
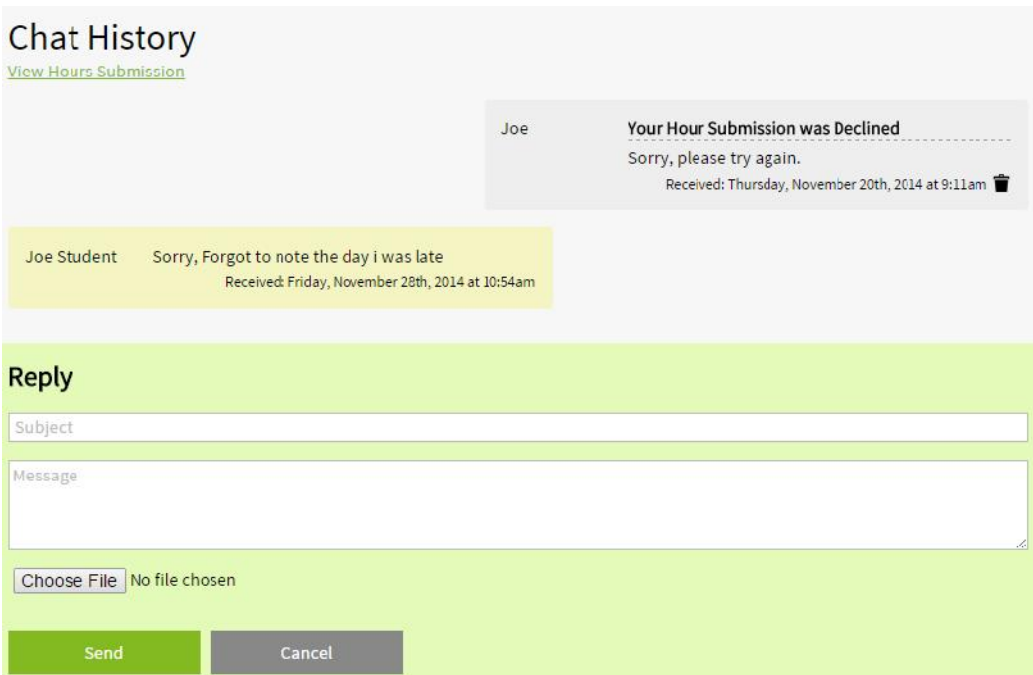



FIGURE 8: Message chat history

- Teachers can view message history by selecting a message; it will show the Chat History between the student and the Teacher (**Figure 8**).

Settings

- Hover over your name in the top right hand corner and click on [Settings](#)
- 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 when you select the [Password](#) tab.

Support

If you have any questions then please contact us by selecting the [Contact](#) button at the bottom of the web page or reach us at info@charityrepublic.com and we're happy to help! Thank you.