

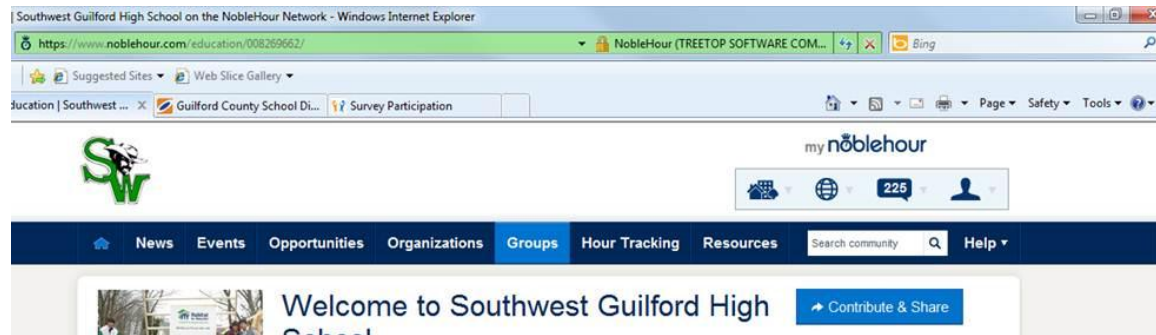
Get Involved in Service-Learning and Get Started on NobleHour

FIRST...

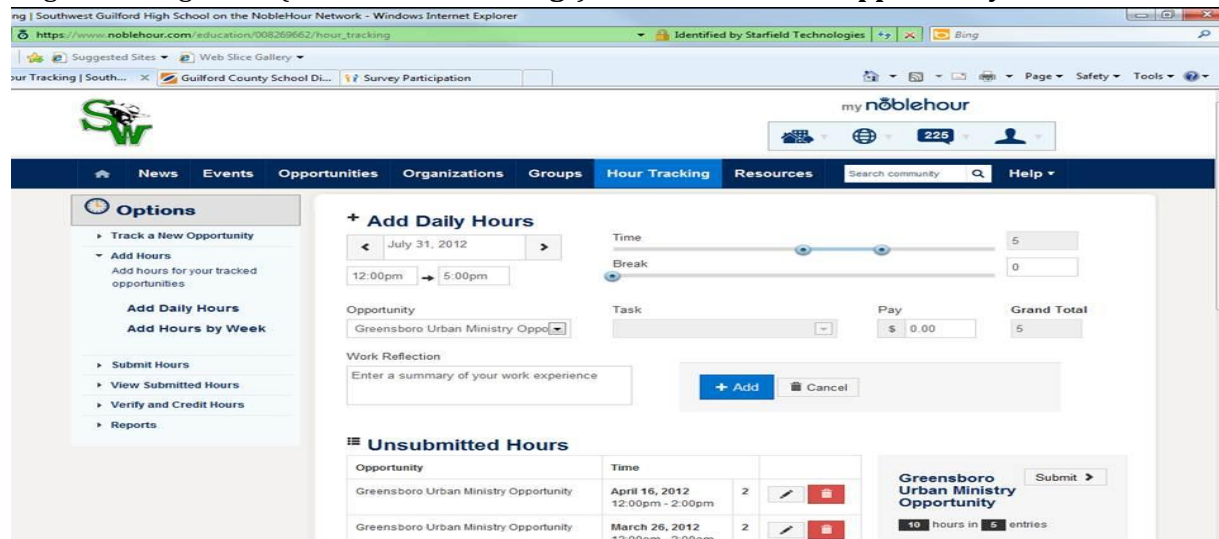
1. Register on NobleHour (www.noblehour.com).
2. Check their email to activate their account and log into NobleHour.
3. Search and join your school's community page.

THEN...

1. Submit the approval form to the school counselor (this form can be located at www.gcsnc.com/servicelearning).
2. Join the Community Based Service-Learning Approval Group (Group are listed under “**Groups**” within the school community).



3. Search and sign up for service-learning opportunities (Click “**Organizations**” – use the keyword search box and type in the Volunteer Center of Greensboro. Click on **the organization** and click on “**Opportunities**”, **click Youth Volunteer Corps** and the select “**Sign Me Up**”)
4. Receive an approval email about your project (the email will come from either Theresa Hunter, Karen Harris or Sally Shipley – depending on which region the student's school is located)
5. Begin tracking hours (Click “**Hour Tracking**”) Select “**Track New Opportunity**”



6. Select the crediting group, “**Community Based Service-Learning Approval Group**”
7. Select “**Option 2 – Enter Opportunity Code**” (see below for NCCJ opportunity codes)
8. Click “**Submit**”

General Meetings: 900524853, ANYTOWN: 239524893, ANYDAY: 733026243, Ambassador Meeting: 408021043

Theresa Hunter huntert3@gcsnc.com
Karen Harris harrisk6@gcsnc.com
Sally Shipley shiples@gcsnc.com

HOUR TRACKING

1. To enter hours, click **Add Hours** on the left menu
2. You can choose **Add Daily Hours** or **Add Hours by Week**

The screenshot shows the 'Add Daily Hours' form in the NobleHour system. The form includes a date selector set to August 2, 2012, and a time range from 12:00pm to 5:00pm. There are sliders for 'Time' (set to 5) and 'Break' (set to 0). The 'Opportunity' dropdown is set to 'Greensboro Urban Ministry Oppo...'. The 'Task' dropdown is empty. The 'Pay' field shows \$ 0.00 and the 'Grand Total' shows 5. There is a 'Work Reflection' text area with the placeholder 'Enter a summary of your work experience'. At the bottom, there are '+ Add' and 'Cancel' buttons.

3. Make sure the correct opportunity is selected from the drop down. Then, input your service-learning hours.
4. If you add hours weekly, the hours will automatically disperse throughout the week.

The screenshot shows the 'Add Hours by Week' form in the NobleHour system. The form includes a date selector set to 07/08/2012 and a 'Total: 0.00 hours' indicator. The 'Opportunity Information' section shows the 'Opportunity' dropdown set to 'Greensboro Urban Ministry Oppo...' and a 'Notes' text area with the placeholder 'Enter a summary or notes for this batch of hours'. Below this is a table for entering hours for the opportunity 'Greensboro Urban Ministry Opportunity'.

Week Starting	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly Total
07/08/2012	08	09	10	11	12	13	14	0
07/15/2012	15	16	17	18	19	20	21	0
07/22/2012	22	23	24	25	26	27	28	0
07/29/2012	29	30	31	01	02	03	04	0
Total:								0.00

At the bottom of the table, there are 'Reset Form' and 'Save' buttons.

5. Enter notes or a work reflection, and **Save** your hours.
6. Look under **Hours Not Yet Submitted** and submit the hours once you are ready to receive credit.
7. Next, you'll review your hours - add additional notes, and sign and declare that your hours are accurate. Click **Submit** to send your hours for approval.
8. To check on the status of your hours, click **View Submitted Hours** in the left menu.

Theresa Hunter huntert3@gcsnc.com
Karen Harris harrisk6@gcsnc.com
Sally Shipley shiples@gcsnc.com