

Navigating the Co-op Dashboard

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After your **Co-op Dashboard** has been activated by your teacher, click on **Settings** then **Co-op** tab:

- ➔ Enter Total Co-op Hours Required for the term (e.g. 110, 220, 330)
- ➔ Enter co-op company details here (*this information will auto-populate your co-op form*):
 - Co-op Company, Supervisor Name, Supervisor Email, Supervisor Phone, Ext.

Account	Total Co-op Hours Required	<input type="text" value="220.00"/>
Parent/ Guardian	Co-op Company	<input type="text" value="Charity Republic"/>
Password	Supervisor Name	<input type="text" value="Jane Smith"/>
Interests	Supervisor Email	<input type="text" value="info@charityrepublic.com"/>
Co-op	Supervisor Phone	<input type="text" value="2263388004"/> Ext. <input type="text"/>

Now that your **Co-op Dashboard** is activated, you can:

- ➔ Add co-op hours via **Add Hours**
- ➔ Add a journal or reflection via **My Reflections / Journal**
- ➔ **Download** your co-op hours report
- ➔ View school board co-op **Guidelines**

Co-op Dashboard

44.5 hours verified (20%), 175.5 hours remaining

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Add Hours

Adding co-op hours is simple! Navigate to the **Co-op Dashboard** and start by clicking on the **Add Hours** button.

- ➔ Contact information auto-populates based on what you entered in **Co-op** settings
- ➔ Add a description about your overall work activities in the **Overall Description of Work Activities** field (e.g. This week I focused on administrative tasks)
- ➔ Select **Skills Learned** (click on \pm symbol to view and check off skills)
- ➔ Select the **Work Week** which will open up tracking fields from Monday to Sunday
- ➔ Add **Start Time**, **Lunch** (in minutes), **End Time**, check off **Absent** or **Late** and enter all of your **Work Activities** for each day of your co-op placement
- ➔ **TIP:** To hide a day, just click on the **x** symbol beside a day of the week
- ➔ **TIP:** **Hours Worked** and **Total Hours** will automatically be calculated for you!
- ➔ **TIP:** You can add your own skills! Just select **Other** from the drop-down.

Work Week (Starting on)
2013-09-09

Week of: Monday, September 9th, 2013 to Sunday, September 15th, 2013

Monday, September 9th, 2013

Start Time Lunch (Minutes) End Time Hours Worked:

Work Activities

Absent
 Late

- ➔ Finally **Save** or **Submit** your co-op hours:
 - If you **Save**, then you can continue editing your form and submit when you're ready
 - If you **Submit** your hours, then your employer will receive an email and will be asked to verify and comment on your hours. Once verified (*they simply select an Accept or Decline button*), then your dashboard and progress bar will automatically be updated!
 - **TIP:** Check the bottom of your form for employer comments.

Please connect with your Co-op Department if you have any questions and of course, we're always happy to help! - *The Hour Republic Team* 😊