

## **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):
  - o Co-op Company, Supervisor Name, Supervisor Email, Supervisor Phone, Ext.



## 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

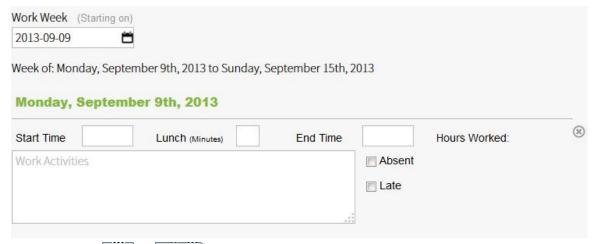


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## **Add Hours**

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 <u>Overall Description of Work Activities</u> field (e.g. This week I focused on administrative tasks)
- → Select Skills Learned (click on + symbol to view and check off skills)
- → Select the Work Week | which will open up tracking fields from Monday to Sunday
- → Add <u>Start Time</u>, <u>Lunch</u> (in minutes), <u>End Time</u>, check off <u>Absent</u> or <u>Late</u> and enter all of your Work Activities for each day of your co-op placement
- $\rightarrow$  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.



- → Finally Save or Submit your co-op hours:
  - o If you Save, then you can continue editing your form and submit when you're ready
  - o 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 ©