New Features on Hour Republic

hourrepublic.com

The following document outlines features that were recently added to Hour Republic for co-op students and teachers. For more detailed instructions on how to use Hour Republic, please refer to our training documents and videos available online.

★ Student Features

New Reflection/Journal

- The Reflections/Journals section has been redesigned and students now initiate a reflection/journal by topic. Students simply select the New Reflections button and select a topic to initiate a new Reflection.
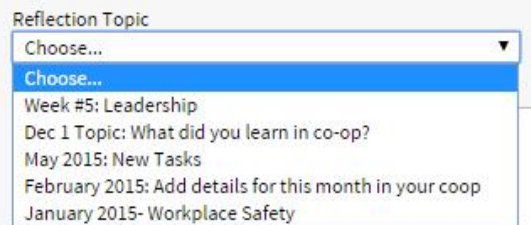
Submit Reflection/Journal

- Students can either choose to save or submit a reflection/journal to their teacher by selecting the Submit Reflection button. Pending submissions indicate that a new reflection has been submitted and is ready to be marked.

Absent Information
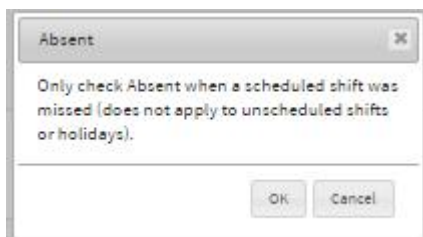
- A new information pop-up box appears beside the "absent" field in a weekly log that states: "Only check Absent when a scheduled shift was missed (does not apply to unscheduled shifts or holidays)."

![Hour Republic logo]

Time Stamp

- 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.

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

Co-op Employer Information

- 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.

Make Default		✖ Delete Employer
Company Name	Sudbury Police Services	
Supervisor Name	John Smith	
Supervisor Email	info@charityrepublic.com	
Supervisor Phone	519-333-5555	Ext 248

Minimum Required Hours

- We updated the student's Setting text to indicate Minimum Required Hours (vs. Required Hours).

Minimum Required Hours	220.00

★ Teacher Features

Filter Students by Heading

Co-op Dashboard			Search Student Name 🔍	
📇 Reports	👥 All Students			
Student Name	∧ Hours Verified	Company	Last Login	Grade
Bourne, Jason	0	Intelligence Unit	Feb 19 2015 10:51	13
Q, Nadeen	22.75	Company Name Goes Here	Apr 23 2015 14:23	9
Smith, Jane	0	Charity Republic	Mar 30 2015 12:19	10
Student, Joe	38.75	Name of Employer	Aug 31 2015 13:57	10
4 students			Per Page: 20 ▼	
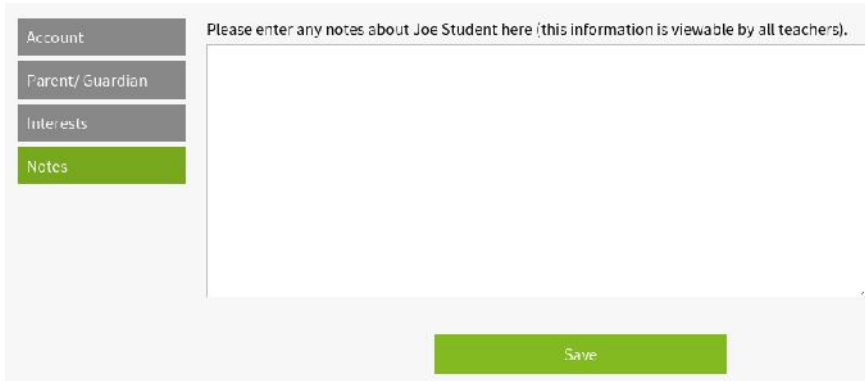
- View students in your class list on the Co-op Dashboard by choosing a filter: choose from Student Name, Hours Verified, Company, Last Login and Grade

- View more than 20 students by page by selecting a Per Page filter along the bottom.

Add Private Comments on Student Accounts

- Add notes and comments on a student's account. These notes are private and can only be viewed by a teacher. To add a new comment for a student: Select the student from the main Co-op Dashboard → Edit Co-op Settings → Notes
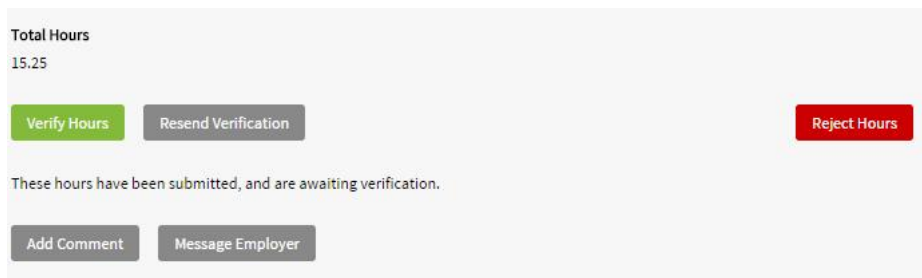
Account	Please enter any notes about Joe Student here (this information is viewable by all teachers).
Parent/Guardian	
Interests	
Notes	

Save

Weekly Logs Checkmark

- Use the checkmark feature (when viewing an individual student's dashboard) to indicate that you have reviewed a specific weekly log.
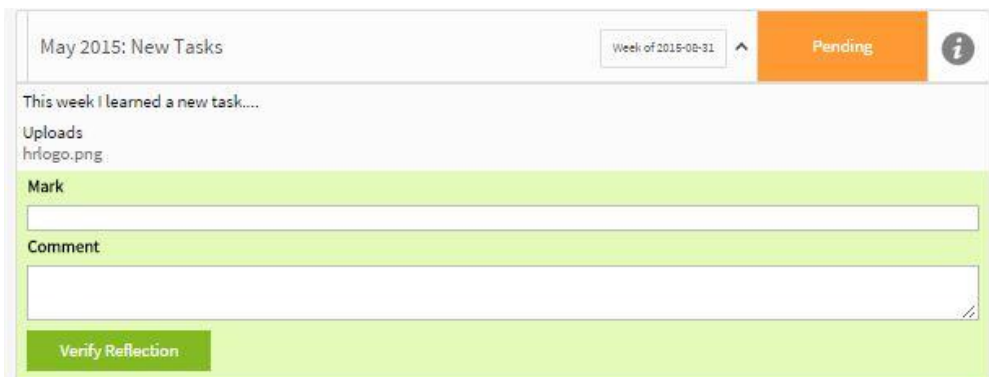
Weekly Log Controls

- Teachers can review a student's Draft, Pending, and Verified forms to:
  - Verify Hours
  - Resend Verification (Resend verification to the employer for approval)
  - Add Comment (offer feedback on weekly logs)
  - Message Employer (email an employer directly)
  - View Conversation between teacher and student related to the weekly report
  - Reject Hours (ability to decline hours, even if the employer has verified hours)

Total Hours
15.25

Verify Hours   Resend Verification   Reject Hours

These hours have been submitted, and are awaiting verification.

Add Comment   Message Employer

Leave Comments and Feedback on Students Reflections/Journals

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

This week I learned a new task....
Uploads
hrlogo.png

Mark

Comment

Verify Reflection

- Mark reflections and leave comments or feedback
- Select Verify Reflection when ready to submit a

mark and/or comment
- When a submission is Pending, it is ready to be marked

Messaging

- Teachers can message their students (all co-op students or individual students) using the Inbox system. Teachers simply hover over their name, composes a message, and hit Send.
    - A student's personal email is copied on each message sent. Thus, students can view messages in their Hour Republic Inbox and via their personal email
    - Ability to attach a file, including reflection/journal documents (students can also attach files)

Filter Students on the Access Page

- Filter students on the Access Page: by teacher's name, semester, grade or last name
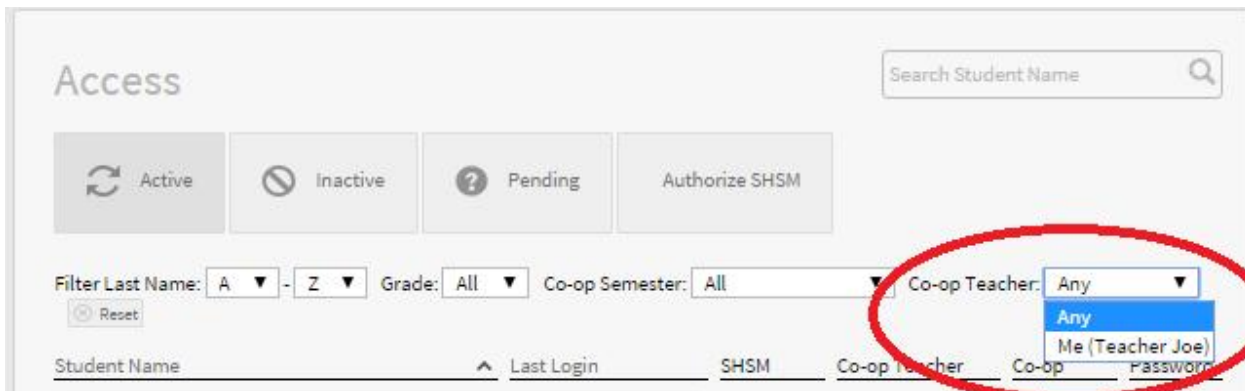
Time Stamp

- 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.

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