1. **CLAIM YOUR GW NOBLEHOUR ACCOUNT**: Access this link, [https://www.noblehour.com/education/799213032/users/account_claim_send?domain=gwu.edu](https://www.noblehour.com/education/799213032/users/account_claim_send?domain=gwu.edu)
   (After claiming your account, follow the email instructions emailed from NobleHour, which prompt you to create password. You will then be able to log-on to your personal ‘citizen dashboard’ page on NobleHour.)

2. **ACCESS THE GEORGE WASHINGTON UNIVERSITY COMMUNITY PAGE ON NOBLEHOUR**
   (You will be able to do so by accessing the ‘Globe’ symbol, underneath that symbol; you will see all of the communities, organizations, groups, opportunities and events you have in your immediate network. To get started, click on the “The George Washington University” Community.

3. **JOIN THE GW CENTER FOR CIVIC ENGAGEMENT AND PUBLIC SERVICE ORGANIZATION ON NOBLEHOUR**
   Search within the NobleHour community search box for “GW Center for Civic Engagement and Public Service,” and join the organization. Doing so allows you to create content under the Center’s moniker and will be helpful to our cause of more accurately tracking service and cataloguing opportunities we wish to advertise.

4. **CREATE CONTENT: NEWS, EVENTS OPPORTUNITIES, GROUPS, AND RESOURCES**
   **HOW TO**: Click on the “Contribute” tab to access to screen which reads “Contribute to the George Washington University.” As a citizen within the GW Community on Noblehour, you will be able to create the following kinds of content:

   **NEWS**: Use this feature to share relevant articles about volunteer service, service-learning, and civic engagement and engaged scholarship at GW or within the sphere of Higher Education. When you choose to share this content, it will have to be approved by the GW Community on NobleHour Community administrator

   **EVENTS**: Use this feature to create events that can promote an actual event that is happening on GW’s campus or by our Community partners. The “events” feature can conduct registration and be useful for recruiting students and for sharing information with potential participants. They can be created both publically and privately. When events are created, an event code will also
be created. In this case, event codes, are useful for searching and finding the event within the NobleHour network, but they CANNOT be used in a way similar to OPPORTUNITIES codes, in being that you CANNOT attribute hours to events.

**GROUPS:** Groups on NobleHour are an excellent way to organize liked minded people. On the GW Community on NobleHour we utilize groups for the equivalent of the following:

- Student organizations
- Service-learning courses
- Center for Civic Engagement based programs

*CREDITING FUNCTION:* Groups function as crediting entities inside of NobleHour. All service hours that are logged in the system MUST have a crediting group attached to them. Students who are logging one time, episodic service or non CCEPS or Community Partner sponsored service will not usually be able to find their opportunity, organization or group within the NobleHour system, because it has not been pre-entered. In these cases, students should select the crediting group as “The George Washington University: General Hours” as the crediting group and THEN select “Option 3: I can’t find my organization.” Once there, they will have to enter accurate and valid information on the organization, opportunity and contact information for the point of contact, in order to proceed with logging a service hour entry.

**OPPORTUNITIES:** Use this feature to detail service opportunities that can be attributable when you and others are logging service hours using the “Hour Tracking” feature. Is this an ongoing, site specific action? If the answer is yes, you should create it as an opportunity. For CCEPS program managers, all opportunities should be created underneath the “Center for Civic Engagement and Public Service” organization. The steps for creating an opportunity correctly are as follows.

[OWNER: GW CENTER FOR CIVIC ENGAGEMENT AND PUBLIC SERVICE
TYPE: _______________________
NAME: Year. Program/ Community Partner/ Site Name,
Ex.  2013 Thrive DC Community Service Hours
DESCRIPTION: Simple Description of the opportunity. This is also a place to share a directive and/or instruction for logging.]

RESOURCES: Upload files to any group you are an admin of.

5. **CREATE OR JOIN YOUR PROGRAM GROUP ON NOBLEHOUR**

First, search and locate your program’s group on NobleHour. If none exists, you may create it through the “Contribute” process alluded to above. Once you create or join this group, request or assume administrator access.
NOTE: During the group creation process you will have the opportunity to create “tasks” that provide greater specificity as to what type of work and activities the group will have its members partake in. This will allow group members to detail their involvement once they arrive at, and engage in the “Hour Tracking” function.

6. CREATE ALL OF YOUR PROGRAMS OPPORTUNITIES (CODES) IN THE GW COMMUNITY ON NOBLEHOUR.
   Use the “Contribute” tab to begin creating all of your program’s opportunities for the year using the suggested guidance on naming.

7. SHARE THE OPPORTUNITY CODES WITH STUDENT PROGRAM STAFF, CENTER STAFF AND STUDENT PARTICIPANTS
   You should do this a variety of ways. Try using the “Shoutbox” feature inside of groups, or upload through on a word document using the resources tool. You can also communicate through the messaging tool within groups. Of course, if it’s easier to email through traditional means, feel free to do so that way.

8. MONITOR AND ENCOURAGE THE TRACKING OF HOURS ON A CONSISTENT BASIS
   As the administrator of your NobleHour group, you can check the status of your groups reporting activity. As we encourage the tracking of service, through the “HOUR LOGGING FUNCTION” we want to be EXPLICIT in telling them to also log reflection notes in addition to logging the hours they serve. To do so, go to your group’s page and then select the “admin tab” located under the help tab. Once the page loads, look to the left pane of options and select reports. From there, you have two additional options of what type of reports you want to run, “Charts & Graphs” and “Credited Users.”