



## LOGGING YOUR SERVICE-LEARNING HOURS WITH NOBLEHOUR.COM

### Logging on:

- 1) Open internet browser and type [www.noblehour.com/berkshirecc](http://www.noblehour.com/berkshirecc)
- 2) Click “**Log In**” button in the upper right hand corner of the webpage.
- 3) Enter User name and Password, click Log In.  
Selecting your organization:
- 4) Once you’ve logged in, click “**Organizations**” tab at the top of the page.
- 5) To search for your placement enter your placement’s name into the Keywords search bar at the left hand column of the page, click **search**.
- 6) Find your placement’s Organization page, click “**join.**”

### Finding your Service Site:

- 1) Then click “**Hour Tracking**” tab at the top of the page.
- 2) Find your course from “**Crediting Groups**”, click select **group**.
- 3) Type the name of **Organization** into search bar provided, click **submit**.
- 4) Scroll to the bottom of the page and find your organization, click **select**.
- 5) A confirmation box will pop up, double check that you’ve entered the right organization, then click **select**.
- 6) Review that both your group and organization selections are correct, click **submit**.

### Summiting Hours:

- 1) Enter the date of service from the date box at the top of the “**Hour Tracking**” page.
- 2) Use slide bar to adjust for how many hours you worked that day.
- 3) Under where it says “**opportunity**” be sure it says the name of your **Organization**.
- 4) \*Optional but Recommended Step\* Enter a brief description of your day at your site.
- 5) Click Add.
- 6) Click the **Submit** button in the black and white box at the side of the page.
- 7) Review your entered hours to make sure there are no mistakes.
- 8) Once you have reviewed your hours, **check off the box and electronically sign your name**.
- 9) Click **Submit**.



Congratulations. You have just submitted hours to Noblehour! Your site supervisor will review and approve your hours. Once your site supervisor has approved your hours the Service-Learning office will credit them and share them with your professors.

**If you have any questions**, please email [bmorrison@berkshirecc.edu](mailto:bmorrison@berkshirecc.edu) or call 413-236-2177.