Logging on:

1) Open internet browser and type 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 or call 413-236-2177.