Instructions for Tracking MWCC Club, Organization, or Program Volunteerism via NobleHour

NOTE: If you have previously used NobleHour to track service learning or internship service, this setup for tracking club volunteer service is different; so please follow these instructions instead of instructions you used for your service learning or internship course.

Congratulations on being a member of an MWCC club. Being involved on campus will prove to be a very rewarding experience that will enhance your time at MWCC overall. All MWCC clubs are required to perform some form of civic engagement each semester and as such entitle club members participating in club activities to log their volunteer hours which will in turn be added to individual transcripts.

If you have any concerns about using NobleHour or about the personal data NobleHour requests, please contact the MWCC Center for Civic Learning and Community Engagement at 978-630-9435 to discuss.

The method for logging these volunteer hours is through Noblehour.com.

Following are 10 steps to getting started on NobleHour:

1. Begin by logging into your MWCC iConnect account.

2. Then scroll down the page under “My Links” to the “Track Your Volunteer Hours” icon, located on the lower left of the page. Clicking on the icon will take you to the NobleHour site.

3. If you already have a NobleHour account, simply log in here. Otherwise click the “Join Us” button to set up your account.
Be sure to register with your MWCC email address and create your own password. Your birthdate is required and be sure to check the box certifying that your birthdate is correct. The opt in for emails is strictly optional. Then click “Sign Me Up!”

Next, simply click on the NobleHour Citizen bar.

You will now be on the MWCC NobleHour page. Here you want to click on “Hour Tracking”.

Next, click on “Track a New Opportunity”.
At this point you will need to select the group that corresponds to your MWCC Club. You may either scroll down the page to locate your group or use your browser’s “find” option (ctrl+f) to search for your group. When the proper group has been found, simply click on the “Select Group” link.

Select Opportunity is next. In the “Organization” field simply type in one unique search term of the club you are seeking such as “Kappa” and click “Submit”. Then scroll down and find the club from the list. All MWCC clubs will have “MWCC” in the title so you can be sure to find the correct club.
Congratulations! You are now a member of the MWCC community on NobleHour and can begin tracking your volunteer hours. Following is the step-by-step process for logging hours:

1. Confirm that the Opportunity Name is correct and click “Select”. Then review one last time and click “Submit”.
Click on the date to open the drop down calendar, then simply click on the date that you want to log. Use the arrow keys to scroll through the months.

Use the sliders to adjust the time that you volunteered or simply type the times into the appropriate boxes.

Verify that your total number of hours is correct.

Confirm that the correct “Opportunity” is listed. If you are in more than one club, you may click on the drop down menu to select from all of your opportunities.

Type in a brief summary of your volunteer hours such as, “Worked at the bake sale table”.

Click "Add"
1. Scroll down until you see the "Unsubmitted Hours" and the appropriate "Badge" for your club. Review the hours and click "Submit". Please note that you may add multiple blocks of volunteer time and submit all at one time.

2. The next page is your final review. Type your name in the box and then be sure to check the box verifying that the hours being submitted are correct and click “Submit”.

3. The final page simply shows a confirmation that your hours have been submitted for review.