

SweatMonkey Instructor/Faculty Guide

Account Creation

1. Register on SweatMonkey.org by clicking on "**Free! Get started here**"
2. Activate your SweatMonkey account by verifying your email address. Log into your email provider and click the link in the SweatMonkey activation email.
3. Click on the "**Instructors**" box and log in with the account you have just created.

Affiliating with your School

1. On your first login, you will be prompted to enter the name of your school. Do so, and then select your school from the list that loads below.
2. If you are the first faculty or administrator from your school, you will be asked to take control of your school on SweatMonkey.
3. If there is already an administrator at your school, you will be asked to request permission to become an Instructor. Once approved, you will be able to continue. *Note: If you have been invited by an administrator, you will instantly have Instructor access on SweatMonkey.*

Creating A Group

1. Click on "**Credit Hours**" in the top navigation bar.
2. Click the "**Create a Group**" button in the left column.
3. Name your Group and describe it for those who will be joining it on SweatMonkey.
4. Select your group type depending on the type of hour tracking you would like to report.
5. Choose whether you want to make your group Public or Private. The differences are explained in a tooltip on the site.
6. Save your group.

*Note that you can edit your group at any time by clicking the **M** button next to your group's name in your Network sidebar.*

Inviting Others to Join Your Group

1. Click on your group's name in your Network sidebar.
2. Scroll down and click the **Invite Members** link.
3. You can also share your group by disseminating your Join Code amongst future group members. When students begin tracking their hours they will be prompted to input that code.

Reviewing Hours and Credit

1. On the "**Credit Hours**" tab, review all submitted hours your students have entered for credit from your group(s).
2. Simply click Review next to any submission to see and review a detailed hour report.
3. Choose to either accept and Credit the hours, or, if something is incorrect, reject the submission and automatically send the submission back to the student to correct.

Viewing Hour Reports and Time Cards

1. To view reports on hours your students have tracked in your group, simply go to the "**Credit Hours**" tab and click the Reports tab in the middle of the page.
2. You can choose to view reports by student, by group, or by all students in all groups.
3. Choose the status of submission you wish to view, from tracked but Unsubmitted hours to only hours officially Credited by you.

If you should require further assistance, please email us at any time at info@sweatmonkey.org