Getting to Know the S4 Database: Student Guide

The Office of Community Engagement
A Message from Our Office

This PowerPoint is meant to help guide you in using the S4 Database. It is not meant to be used in place of the directions given to you on the webpage/forms. Please ensure that you read all instructions carefully before submitting online forms.

Also, please note that you are expected to read the Student Service Learning Handbook before participating in Service Learning activities.

If you have further questions after reading the handbook and referring to this PowerPoint please feel free to contact our office for further assistance.
Logging into the S4 Database

To log into S4 visit https://app.calstates4.com/csun then follow the steps below:

- Select log in
- Choose CSUN from the drop down menu
- Enter your CSUN username and password to access the site.
After logging into the S4 Database you will be directed to the homepage.

Here you will be able to view:

- any important messages and reminders from our office
- all of your current Service Learning courses (if you do not see your SL class please contact our office)
- any past or present service learning placements.

When you are ready to begin the placement process click on the “start” button.
If you see a red box labeled “Pending Tasks” after logging into your account your Professor has already placed you at a learning site.

In this case, please select the link to the Service Learning Plan and Agreement and skip to slide #8 to learn more about placement forms.
Choosing an Organization

When you begin the placement process you will be asked to choose an organization to place with.

- Select the “search by site” button.

(You may also search by opportunities; however, there are currently a very limited number of opportunities listed. By using the “search by site” option you will have access to all of CSUN’s community partners.)
Choosing an Organization

If you are looking for a specific learning site you can limit your search using the “site name” filter.

- Note the drop down menu directly above “site name”. Changing this may help you find your organization more easily.

You can also restrict your search by city, organization type, and issues addressed.

When you find a site you are interested in select “site details” to view more information about the organization.

- Here you will find information such as contact information and mission statement

Once you find the organization with which you would like to place, choose the green “Select” button.
After choosing an organization you will be asked to provide information about your planned service.

1. Select Term and choose the current semester from the drop down options.
   - If you are participating in a one day service learning project please select “dates” and give the day of your class project (this should be listed on your course syllabus).

2. Next enter the estimated number of hours you will serve. (This number should also be listed in your course syllabus).

If at any time during your placement process you would like to change organizations, choose the “start over” button at the top of your screen.
   - Please be advised: this button will take you back to the organization list.
As stated in the Student Handbook, all students must complete a Student Service Learning Plan and Agreement (SL P&A) and a Timesheet.

- Please see the Handbook for specific deadlines and details.

Filling out the SL P&A and downloading the timesheet is the last step in the placement process.

To begin this final step, select the orange “complete form online” button.
Completing Your Placement Forms

After being directed to the SL P&A form you will be asked a series of questions about you, your course, and the organization you have chosen.

To make this process easier please have a copy of your syllabus on hand.

If you are 17 years of age or younger you will be asked to complete a second, hard copy, of this form. Please note that you must obtain this copy from the Office of Community Engagement and return it with your parent/guardian’s signature.

Before submitting your form our office recommends that you print this page for your records. When you are finished select “submit your form”

- After submitting this form you will have the option to return to this page and review your submission.
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• After submitting this form you will have the option to return to this page and review your submission.
After Completing the Placement Process

Once you have submitted your placement you will be redirected to the home page.

If you see a red box next to your course that reads “placed” you have successfully submitted your forms.

If you see a status bar indicating the progress of your placement, or a red pending task box, your submission is not complete.

- In this case please select the “continue” button next to the status bar.
- Please be advised by selecting the “start over” button you will be taken back to the organization page and be asked to fill out the forms again.
After your placements forms have been submitted you will still have access to the database. Here you can:

- View the “Sites” page to learn more about our community partner organizations.
- Visit the “opportunities” tab to learn more about specific opportunities available at our partnered organizations.

If you decide to complete your service hours at more than one organization please fill out a SL P&A form for each separate organization.
Submitting Additional Forms

You will also use the S4 Database to submit your Timesheet, Pre and Post Survey and any photographs, videos or reflections you choose to share.

- Please see the handbook for further information on the forms you will be expected to submit.
- Before the deadline listed in the Handbook please visit the links provided and complete the online forms.

Much like the SL P&A, you will be asked to fill out these forms online and submit them through this database.

- Our office recommends that you keep a digital/printed copy of all online forms before submitting them.
Contact Information

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General Office Information

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Our office is located on the 4th floor of Sierra Hall. We are open Monday through Friday 8am-5pm.

For help with the S4 Database please contact Nicol J. or Nicole L.