INTRODUCTION

The Supporting Students & Service Sites (S4).application allows the campus to track service learning experiences, manage the risk management processes and provides students, faculty and community members with a user-friendly interface to manage your students’ outside learning experiences while fulfilling Executive Orders 1064 and 1062.

LOGIN

1. In the browser address field type: http://servicelearning.csun.edu
2. From the entry page select the Login link.
3. Enter your CSUN User ID and Password.
4. The Home page displays.
SEARCH COMMUNITY PARTNER SITE

1. From the Staff actions section, select the Manage Sites link

2. The Manage sites page displays. There is an A-Z site options listing displayed. Scroll the approved partners’ sites listing. To see details on the community partner, select the Title. **NOTE**: if your site is not on the list, contact the site director. A “Request to initiate a Campus-Community Partnership” form will be completed, or contact Nicole at Nicole.linton@csun.edu.
ADD SITES TO COURSES

Community partner sites can be added to your specific course. This allows you to limit access to only those organizations that meet your course needs. Solar connects your service-learning course roster to the S4 database.

**NOTE:** You or your student scholar will be responsible for assigning placements within your course to control which community organizations fit your course content.

1. Select the **Courses Tab** from the navigation bar.
2. The Courses Page displays. Courses display current term by default.
3. From the Course listing, select the **View** link for the course you want.
4. The course page displays showing the Course students. Select the green **Add sites to this course** button located in the upper right corner.
5. The Sites page displays. In the **Program** field, select the applicable program from the drop down arrow.
6. In the **Site name** field, type the name of the site or in the **Issues addressed** field use the drop down menu to select issues.
7. Select the blue **Search** button to display results. The results display below the Search button.
8. To add a site to your course, select the **green Add to . . .** button.
9. The site then displays as added.

![Screenshot of a site search result](image)

**ACCESS CLASS ROSTER & PLACE STUDENT**

1. From the **Courses tab** select the **View link** for the course.
2. The Course Students page displays.
3. To place a student at a site, select the **check box** to the left of the students’ name.

![Screenshot of course students page](image)

4. In the **Place** field, use the drop down menu to select the **Place with site** option. (Internship option is not being used by our campus at this time)
5. The **Place** window displays. This window allows you to select the **Site, Related program** and input the **Number of expected hours of service**.
6. Complete the **required fields** and input the **Number of expected hours of services**.
7. Select the blue **Create placement** button.

Once the course roster students have been placed you can download information by requesting a report from the Office of Community Engagement.

**NEED HELP?**

Contact the *Office of Community Engagement* at X7395 or email Dr. Joyce Burstein at joyce.burstein@csun.edu OR Nicole Linton at nicole.linton@csun.edu