

# **Getting to Know the Service Learning Database: Faculty Guide**

**The Office of Community Engagement**

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# Logging into the Service Learning Database

CSU Northridge LOG IN

HOME SITES OPPORTUNITIES

Welcome to CalStateS4 for CSU Northridge Log in Community Partner Log in

The Office of Community Engagement at California State University, Northridge has adopted the CSU S4 database for managing approved service learning organizations, tracking student placements at organizations and collecting service learning forms & evaluations.

**Service Learning Students** should log in with their CSUN user name and password to place yourself at an organization's site, fill out your Student Learning Plan & Agreement, upload your timesheet and fill out additional forms required by your professor, such as a Pre-Service Learning Evaluation or a Post-Service Learning Evaluation.

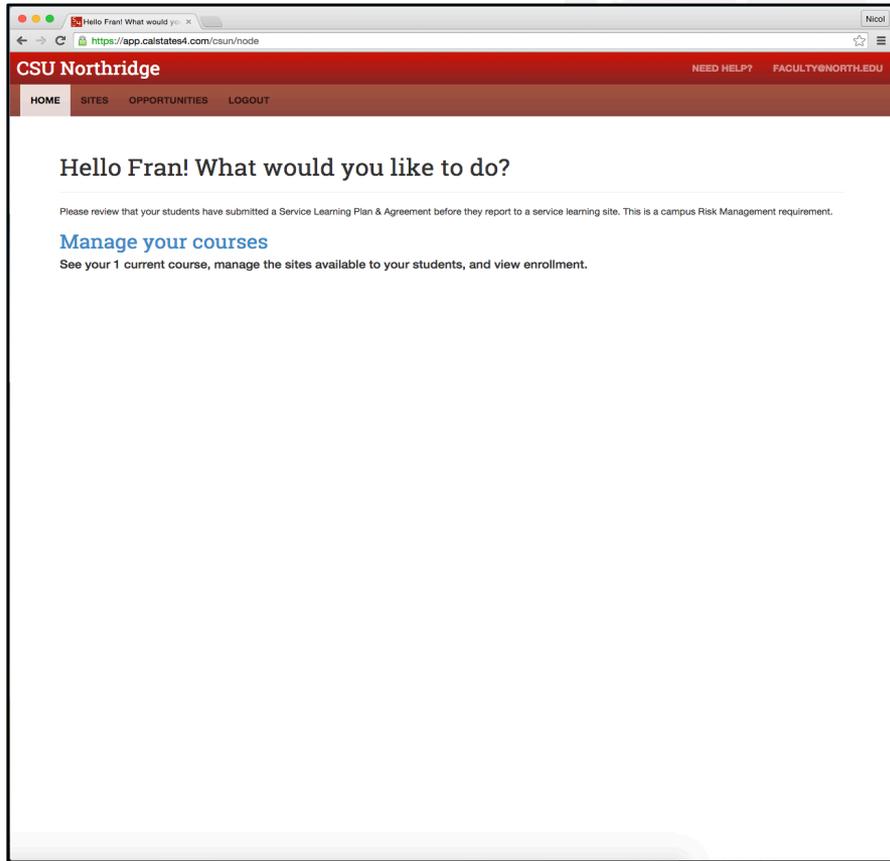
**Service Learning Faculty** should log in with their CSUN user name and password to see what organizations your students have been placed at and view their service learning forms.

If you would like to teach your course with a service learning component this semester please provide the office of Community Engagement with your course information and so it can be added to the Service Learning Database.

To log into the Service Learning Database 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.

# The Database Homepage



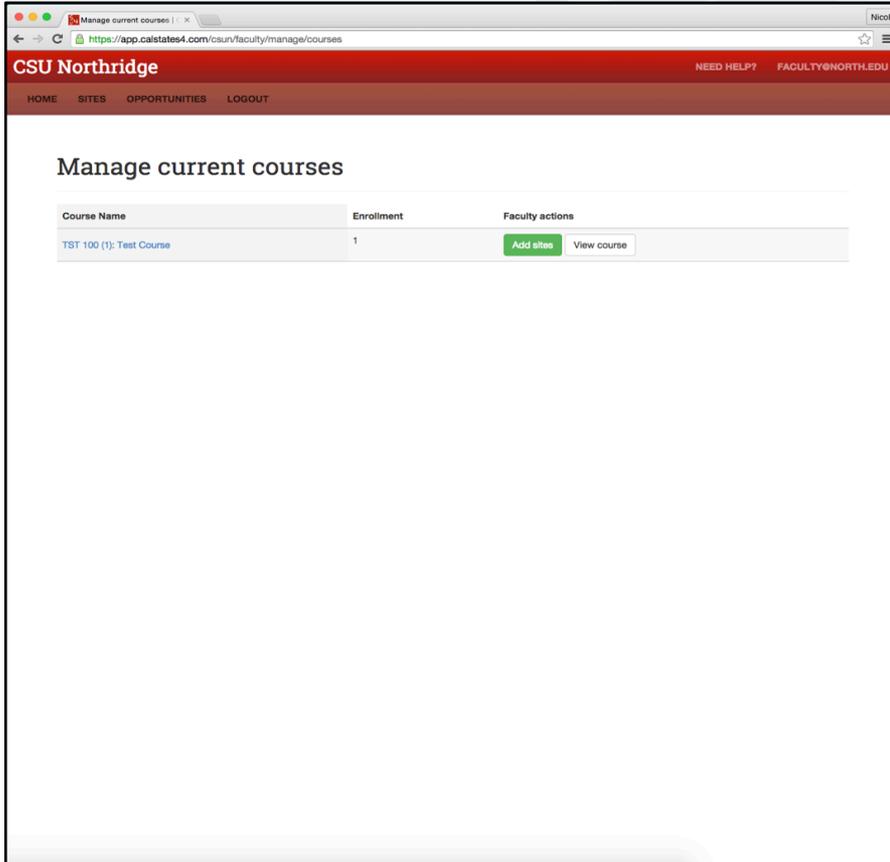
After logging into the Database you will be directed to the homepage.

Here you will be able to view:

- any important messages and reminders from our office
- a direct link to the Course Management page

To be directed to your Course Management page please select the blue “Manage your courses” link.

# Managing Your Current Courses



The screenshot shows a web browser window with the URL <https://app.calstate4.com/csurv/faculty/manage/courses>. The page header includes the CSU Northridge logo, a "NEED HELP?" link, and the email address "FACULTY@NORTHE.EDU". Below the header is a navigation menu with "HOME", "SITES", "OPPORTUNITIES", and "LOGOUT". The main content area is titled "Manage current courses" and contains a table with the following data:

Course Name	Enrollment	Faculty actions
<a href="#">TST 100 (1): Test Course</a>	1	<a href="#">Add sites</a> <a href="#">View course</a>

On the Course Management page you will be able to :

- view all of your service learning courses.
- access the Sites page
- quickly view course enrollment
- be directed to your Course pages

When first logging into the Service Learning Database please select the green “Add sites” button next to each of your courses. This will direct you to the Sites page where you may identify your community partner organizations.

# Designating Community Organizations

The screenshot shows the CSU Northridge 'Sites' page. At the top, there's a navigation bar with 'HOME', 'SITES', 'OPPORTUNITIES', and 'LOGOUT'. Below that, a search area includes fields for 'Site name', 'City', 'Program', and 'Organization type'. A 'Search' button is present. The main content area displays a list of organizations, each with a green 'Add' button and a corresponding details panel on the right. The organizations listed are 18th Connect, 39th District Office, 826LA, and A.F. Gilmore. The details panels show fields for 'Program(s)', 'Type', and 'Issue'. A notification at the top right indicates that sites are being added to a test course.

**Sites**

You are currently adding sites to TST 100 (1): Test Course.  
I'm done with this course. Complete process.

Displaying 1 – 50 of 366  
Search fields are inclusive. What's that?

Site name:  Contains:  City:  Program:  Organization type:

Issues Addressed:  Items per page:

**18th Connect**

**39th District Office**  
9300 Laurel Canyon Blvd, Arleta, CA 91331

**826LA**  
1714 W. Sunset Blvd., Los Angeles, CA 90026  
Our regular programs consist of After-School Tutoring, In-School Writing sessions, Storytelling projects during the week, and Writing workshops on the weekends.  
We also have a lot of need for designers familiar with Adobe Creative Suite applications (InDesign especially)

**A.F. Gilmore**  
6301 W. 3rd Street, Los Angeles, CA

**Abode Communities (Formally Los Angeles Community Design)**

Program(s): Service Learning  
Type:  
Issue:

The Sites page will allow you to select organizations to be displayed on your Program Site list.

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, program organization type, and key word.

Once you find your desired organization, choose the green “Add” button.

# Designating Community Organizations

If you have successfully added an organization to your course's designated Program Sites list:

- A green banner will appear at the top of the page indicating the addition
- The green "add" button will turn into a red "remove" button.

When you have finished identifying all of the necessary community organizations select the red "I'm done with this course" button at the top of the page.

The screenshot shows a web browser window displaying the CSU Northridge Program Sites management page. The page title is "Sites" and it shows a list of designated organizations for a course. At the top, there is a green banner indicating that the site 826LA has been added to the course. Below this, there is a blue banner with a red button that says "I'm done with this course. Complete process." The page displays a search filter for "Service Learning" and shows a list of organizations with their details and a "Remove" button for each. The organizations listed are 18th Connect, 39th District Office, 826LA, and A.F. Gilmore. At the bottom, there is a green banner indicating that A.F. Gilmore has been added to the course.

CSU Northridge

NEED HELP? FACULTY@NORTLEDU

HOME SITES OPPORTUNITIES LOGOUT

The site 826LA has been added to TST 100 (1): Test Course.

You are currently adding sites to TST 100 (1): Test Course.

I'm done with this course. Complete process.

Displaying 1 - 50 of 366  
Search fields are inclusive. What's that?

Site name: Contains City Program: Service Learning Organization type: Choose some options

Issues Addressed: Choose some options Items per page: 50 Search Reset

18th Connect

Remove 18th Connect from TST 100 (1): Test Course

39th District Office

9300 Laurel Canyon Blvd, Arleta, CA 91331

Remove 39th District Office from TST 100 (1): Test Course

826LA

1714 W. Sunset Blvd., Los Angeles, CA 90026

Our regular programs consist of After-School Tutoring, In-School Writing sessions, Storytelling projects during the week, and Writing workshops on the weekends.

We also have a lot of need for designers familiar with Adobe Creative Suite applications (InDesign especially)

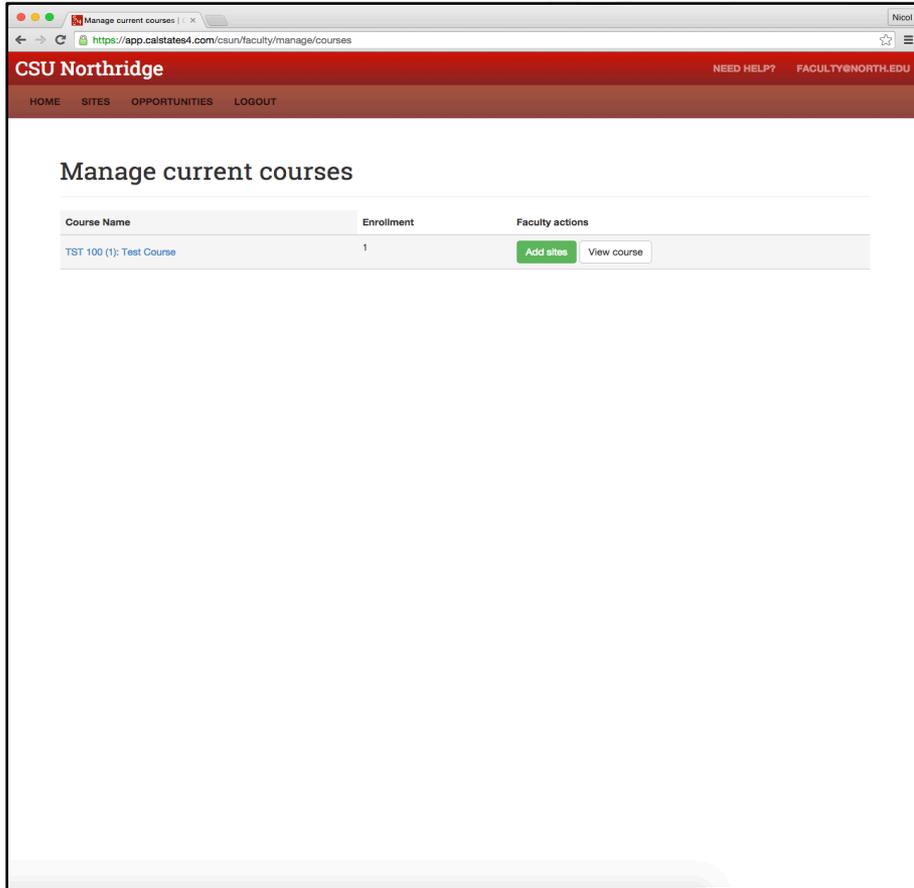
Remove 826LA from TST 100 (1): Test Course

A.F. Gilmore

6301 W. 3rd Street, Los Angeles, CA

Add A.F. Gilmore to TST 100 (1): Test Course

# Limiting Course Placements



After selecting the “I’m done” button you will be redirected to the Course Management page.

In order to stop students from placing at organizations outside of your designated Program Sites list, you must visit your Course page.

To do this select the “view course” button.

# Limiting Course Placements

The screenshot shows a web browser window with the URL <https://app.calstates4.com/csun/course/103547>. The page header includes the CSU Northridge logo and navigation links: HOME, SITES, OPPORTUNITIES, LOGOUT, NEED HELP?, and FACULTY@NORTH.EDU. The main content area is titled "TST 100 (1): Test Course" and features a green "Add program sites" button. Below this is a "View" dropdown menu. The "Enrolled Students" section includes an "Operations" menu with a "Place student(s)" option. A table lists one student: Norris, Northridge, with a last login of 08/18/2015 - 12:30, a "Forms?" status of "Yes", and a "Current placements" of "test site". A "Place" button is next to the student's name. To the right of the table is a checkbox labeled "Limit placements to the sites listed below" and an "Update" button. The "Program Sites" section lists three sites: 39th District Office, 18th Connect, and 826LA. The "Faculty" section lists "Faculty, Fran". The "Program:" is "Service Learning", and the "Term:" is "Test Term". The "Syllabus" section has a "Choose File" button, a note "No file chosen", and a note "Files must be less than 100 MB. Allowed file types: txt doc docx pdf rtf." with an "Upload" button.

Your Program Sites list is on the left of this page. If you do not see one of your organizations on this list, please return to the “add sites” page.

After you have successfully added organizations to your Program Sites list, a checkbox will appear above the list prompting you to limit student’s placement ability.

- Selecting this box will ensure that students in your course may only place at organizations on your Program Sites list.
- Leaving this box unchecked will allow students to place at any organization on the database.

# Placing Your Students

The screenshot shows the CSU Northridge faculty portal for the 'TST 100 (1): Test Course'. The page has a red header with the university name and navigation links. The main content area is titled 'TST 100 (1): Test Course' and includes an 'Add program sites' button. Below this is an 'Enrolled Students' section with a table of student information and a 'Place student(s)' button. To the right of the table are options to 'Limit placements to the sites listed below' and an 'Update' button. Further down are sections for 'Program Sites' (listing 39th District Office, 18th Connect, and 826LA), 'Faculty' (listing Faculty, Fran), and 'Syllabus' (with a file upload option).

<input type="checkbox"/>	First name	Last name	Last login	Forms?	Current placements	Place
<input type="checkbox"/>	Norris	Northridge	08/18/2015 - 12:30	Yes	• test site	Place

As a faculty member you will have the option of placing your students on your own.

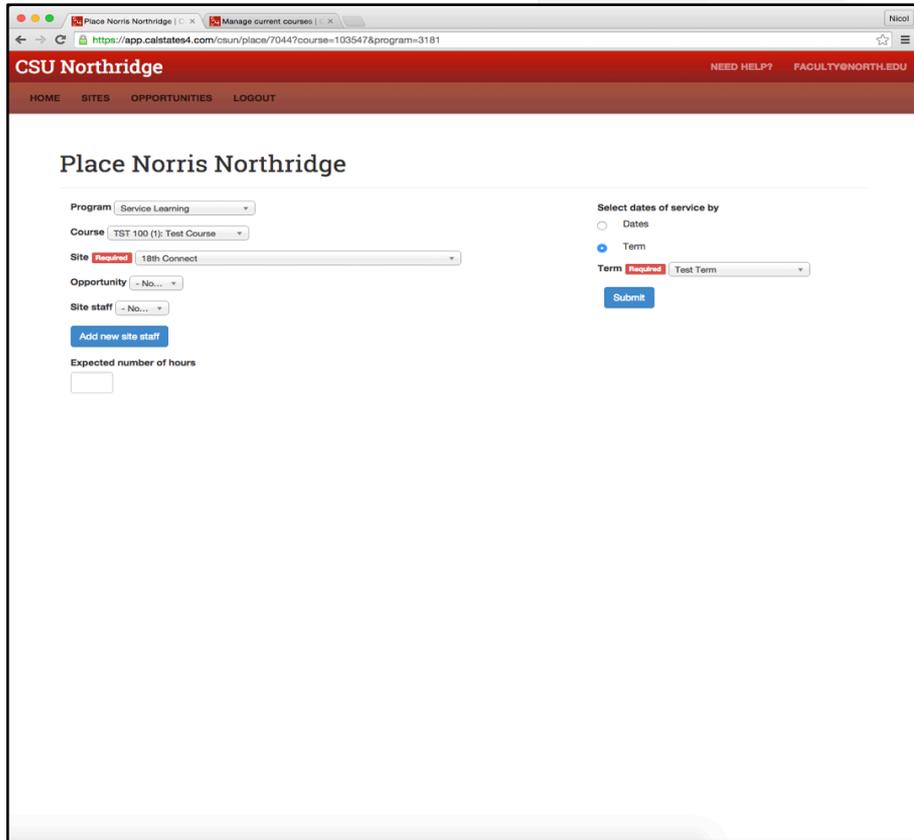
- This may come in handy if all of your students are attending the same organization, or if you would like to assign students to certain sites.

To place a single student select the blue “place” button next to their name.

To place multiple students select the checkbox next to each student’s name then select the “Place Student(s)” button above the name column.

- To easily select all of the students in your class use the checkbox next to “First Name” at the top of the roster.

# Placing Your Students

A screenshot of a web browser showing the 'Place Norris Northridge' page. The browser address bar shows 'https://app.calstates4.com/csun/place/7044?course=103547&program=3181'. The page has a red header with 'CSU Northridge' and navigation links for 'HOME', 'SITES', 'OPPORTUNITIES', and 'LOGOUT'. The main content area is titled 'Place Norris Northridge' and contains a form with several fields: 'Program' (Service Learning), 'Course' (TST 100 (1): Test Course), 'Site' (18th Connect), 'Opportunity' (- No...), and 'Site staff' (- No...). There is a 'Submit' button and a section for 'Expected number of hours' with an empty input field. On the right side, there are radio buttons for 'Dates' and 'Term' (selected), and a 'Term' dropdown menu showing 'Test Term'.

After selecting the place button you will be directed to the Placement page. Here you will be asked more information about the specific placement. This information includes the:

**Program:** Service Learning

**Course:** Select the appropriate course name

**Site:** Choose the organization where you would like to place your student(s)

**Opportunity:** In most cases you may select “none”. However, if your students are participating in a specific project or day of service previously known to our office select the name from the drop-down menu.

# Placing Your Students

The screenshot shows a web browser window with the URL <https://app.calstates4.com/csun/place/7044?course=103547&program=3181>. The page header includes the CSU Northridge logo and navigation links: HOME, SITES, OPPORTUNITIES, LOGOUT. The main content area is titled "Place Norris Northridge" and contains the following form fields:

- Program: Service Learning (dropdown)
- Course: TST 100 (1): Test Course (dropdown)
- Site: Required 18th Connect (dropdown)
- Opportunity: --No... (dropdown)
- Site staff: --No... (dropdown)
- Expected number of hours:

On the right side of the form, there are additional options:

- Select dates of service by:
  - Dates
  - Term
- Term: Required Test Term (dropdown)
- Submit button

**Site Staff:** If all of the selected students are reporting to the same staff member select their name from the drop down menu. If not, select none.

- If the appropriate site staff member is not listed choose “Add new site staff”

**Expected number of hours:** The estimated number of hours your students will complete at the organization above.

- If you are placing your students at multiple organizations please report the hours accordingly. (ex. 20 hours = 10 hours for each placement)

**Dates of Service:** Select “term” and choose the current semester from the drop down options.

- If you students are participating in a one day service learning project, please select “dates” and give the date of your class project.

Once you have completed all of the sections select “submit”.

# Placing Your Students

The screenshot shows a web browser window displaying the CSU Northridge course management system. The page title is "TST 100 (1): Test Course". The navigation bar includes "HOME", "SITES", "OPPORTUNITIES", and "LOGOUT". The main content area is divided into several sections:

- Enrolled Students:** A table with columns for "First name", "Last name", "Last login", "Forms?", "Current placements", and "Place". One student, "Norris", is listed with a "Place" button next to their name.
- Operations:** A "Place student(s)" button is visible.
- Program Sites:** A list of sites including "39th District Office", "18th Connect", and "826LA".
- Faculty:** A list of faculty members, including "Faculty, Fran".
- Syllabus:** A section for uploading a syllabus file, with a note that files must be less than 100 MB and allowed file types are .txt, .doc, .docx, .pdf, and .rtf.

Once the placements have been made you will be redirected to your course page.

If the placements have been made successfully you will see the organization's name listed next to each student's name.

You can also view student's placements on their individual Student Profile page.

# Viewing Student Profiles

The screenshot shows a web browser window displaying the student profile page for 'studentnorth'. The page header includes the CSU Northridge logo and navigation links. The profile information is as follows:

- studentnorth**
- Program: Service Learning
- First name: Norris
- History
- Last name: Northridge
- Member for: 9 months 1 week
- User email: [student@north.edu](mailto:student@north.edu)

**Your Courses**

Course	Test Term	Faculty
TST 100 (1): Test Course	Service Learning	Faculty, Fran

**Your placements**

Program	Course	Site	Site staff	Opportunity	Dates
Placement #345	Service Learning	TST 100 (1): Test Course	test site	(empty)	January 15, 2015
Placement #408	Service Learning	TST 100 (1): Test Course	18th Connect	(empty)	January 15, 2015

You have no past placements.

**Your Form Submissions**

Form	Submitted
Time Sheet Submission Form (Service Learning Students)	06/22/2015 - 11:43 <a href="#">View Your Submission</a>
Time Sheet Submission Form (Service Learning Students)	06/22/2015 - 11:44 <a href="#">View Your Submission</a>
Time Sheet Submission Form (Service Learning Students)	07/08/2015 - 17:13 <a href="#">View Your Submission</a>

You may access a student's profile by selecting their name from the roster on your Course page.

Their Student Profile page will give you access to their:

- basic information, including their name, and email.
- service learning courses
- placements
  - By selecting the students placement number you can view the number of estimated hours the student will complete and their Service Learning Plan and Agreement
- form submissions
  - Here you will have access to all of the forms the student has submitted, including timesheets and surveys.

# Uploading Your Course Syllabus

The screenshot shows a web browser window with the URL <https://app.calstates4.com/csun/course/103547>. The page header includes the CSU Northridge logo and navigation links: HOME, SITES, OPPORTUNITIES, and LOGOUT. The main content area is titled "TST 100 (1): Test Course" and features a green "Add program sites" button. Below this, there is a "View" dropdown menu and an "Enrolled Students" section. The "Enrolled Students" section includes a table with columns for "Place student(s)", "First name", "Last name", "Last login", "Forms?", "Current placements", and "Place". The table contains one entry for "Norms Northridge" with a "Place" button. To the right of the table, there are sections for "Program Sites" (listing "39th District Office", "18th Connect", and "826LA"), "Faculty" (listing "Faculty, Fran"), and "Program" (listing "Service Learning"). The "Term" is "Test Term" and the "Syllabus" section shows a file upload area with a "Choose File" button, a "No file chosen" message, and a "Upload" button. The allowed file types are listed as .txt, .doc, .docx, .pdf, and .rtf.

Uploading your course syllabus will give our Office access to important information about your student's service projects. ( ex. estimated number of hours, and project goals/objectives.

To upload your syllabus visit your Course Page and select "choose file" towards the bottom right hand corner.

Once you have selected your syllabus choose the "upload" button.