Getting to Know the Service Learning Database: Faculty Guide

The Office of Community Engagement
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To log into the Service Learning Database visit [https://app.calstates4.com/csun](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

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.
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.
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

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.
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.
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

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

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.
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 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.