
Getting to Know the S4 Database: Student Guide

The Office of Community Engagement

California State University
Northridge

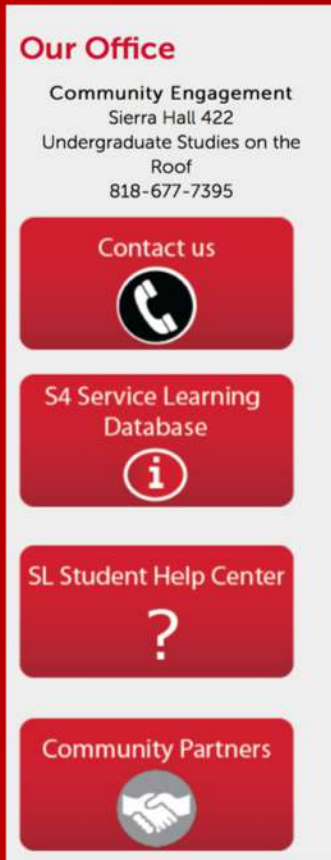
A Message from Our Office

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 have 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 at (818) 677-7395 for further assistance.

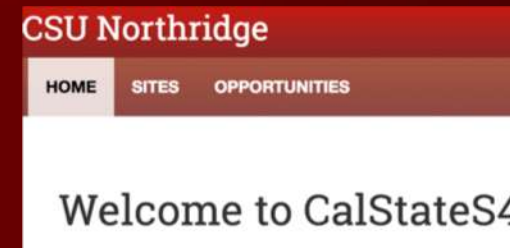
Logging into the S4 Database



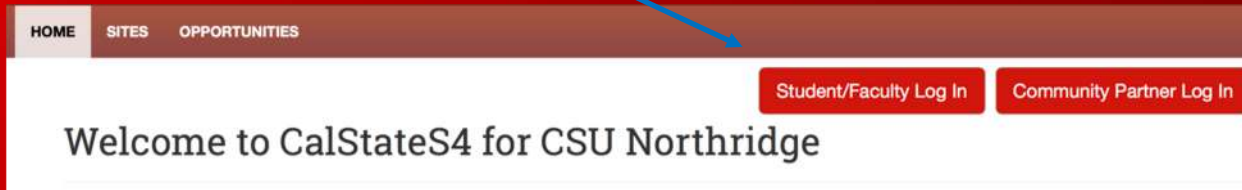
Step 1: Visit the Office of Community Engagement Website:
<https://www.csun.edu/undergraduate-studies/community-engagement>

Step 2: To access the S4 Database, look on the left column and click S4 Service Learning Database

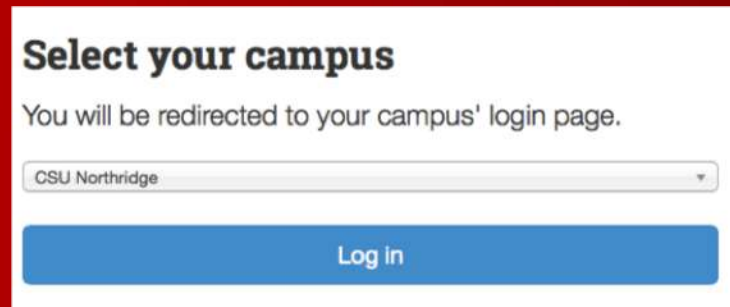
Step 3: After, your screen will open the Service Learning Site



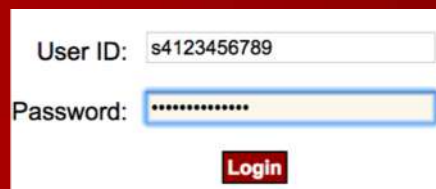
Logging into the S4 Database



Step 4: You will be prompted to sign in, click on the Student/Faculty Log In



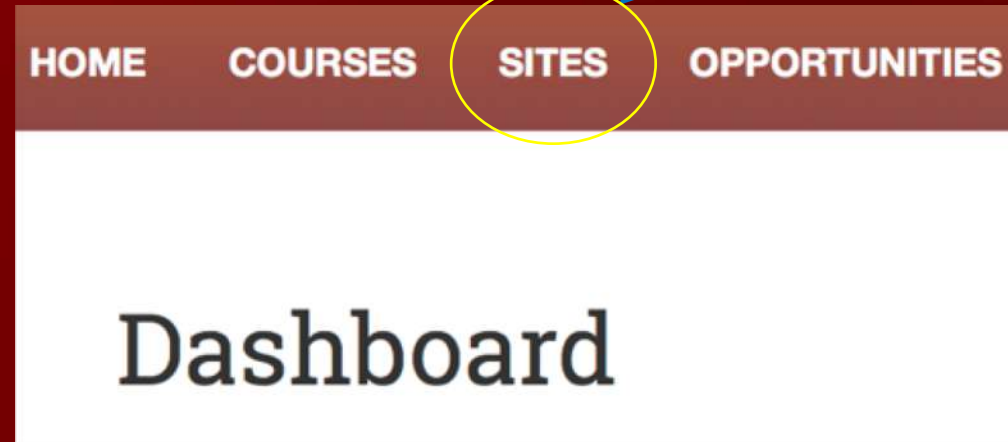
Step 5: Once you do that, you will be asked to choose your campus, California State University, Northridge



Step 6: You will then log in using your CSUN Portal credentials.

Logging into the S4 Database

Step 7: You're in! Explore what sites we offer and search what might fit your best skills. If you connect with a site that is not in our database, then contact our office at (818) 677-7395 to see if we can add them on the S4 Database.



Placing Yourself at a Service Learning Site

Step 1: On the home screen, scroll down to “Courses” then click “Place” next to your service learning course.



HOME SITES OPPORTUNITIES LOGOUT

Hello Kadi! What would you like to do?

Start over Continue

Program: Service Learning - Course: SPAN 609 (01): SEMINAR IN STYLE - Site: CSUN - VITA Clinic

Welcome to the CalState S4 Database

Important Reminders:

Field Trips:

1. Documents must be completed prior to your field trip.

Service Learning & Internships:

1. **PRIOR to making a placement** in S4 please contact a site that is listed in S4 to see if they are currently in need of your assistance and also get your professors approval.
2. Once you have contacted a site and confirmed a placement you will create an S4 Placement and will then be guided to complete your required forms.
3. You **MUST** complete a Student Learning Plan (SLP) prior to beginning your hours at a site.

Prior to Beginning Your Service Hours:

- Create a S4 Placement
- Download a Timesheet
- Submit a Student Learning Plan (SLP)
- Submit a Student Pre-Service Learning Evaluation
- Download a Site Supervisor Evaluation of Student Form

After Completing Your Service Hours:

- Submit a Student Post-Service Learning Evaluation
- Upload Your Completed Timesheet
- Upload Your Site Supervisor Evaluation of Student Document

*Helpful Hint: You will only have one opportunity to upload your timesheet. Please combine all pages into a single PDF.

If your professor has asked you to submit additional forms through the database you can only do this by using the additional attachment space on the Time Sheet Submission Form.

The SLP is a legal document that can not be changed by anyone once submitted.

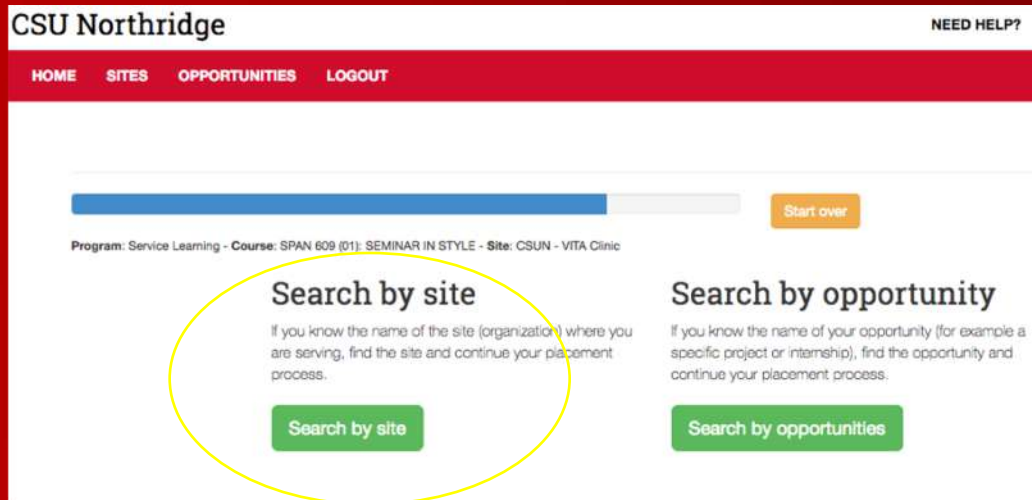
A placement site can be changed by your professor but it will not change on the SLP.

Student evaluations can not be edited once submitted.

Course

Fall Semester 2018	SPAN 609 (01): SEMINAR IN STYLE	Place
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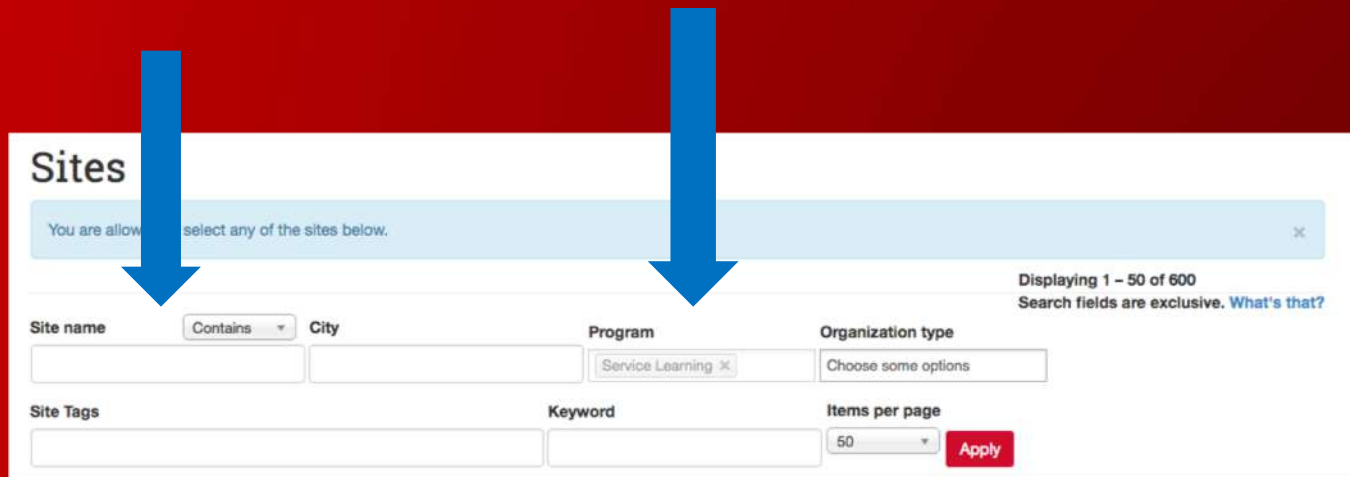
Placing Yourself at a Service Learning Site



The screenshot shows the CSU Northridge website interface. At the top left is the logo "CSU Northridge" and at the top right is a link "NEED HELP?". Below this is a navigation bar with "HOME", "SITES", "OPPORTUNITIES", and "LOGOUT". A progress bar is visible, with a blue segment on the left and a grey segment on the right, followed by a "Start over" button. Below the progress bar, the text reads "Program: Service Learning - Course: SPAN 609 (01): SEMINAR IN STYLE - Site: CSUN - VITA Clinic". There are two main search options: "Search by site" and "Search by opportunity". The "Search by site" option is circled in yellow and includes a green button labeled "Search by site". The "Search by opportunity" option includes a green button labeled "Search by opportunities". A blue arrow points upwards from the bottom center of the slide towards the "Search by site" button.

Step 2: Click "Search by Site", this will allow you to search all of the Service Learning placement sites available.

Placing Yourself at a Service Learning Site

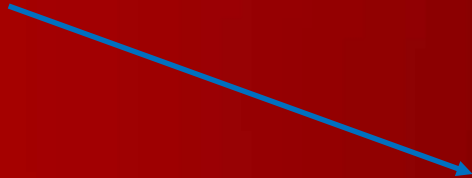


The screenshot shows a search interface titled "Sites". At the top, a light blue banner contains the text "You are allowed to select any of the sites below." with a close button (x). Below the banner, the search results are displayed as "Displaying 1 - 50 of 600" and "Search fields are exclusive. What's that?". The search filters are organized into two rows. The first row includes "Site name" with a "Contains" dropdown, "City", "Program" with a "Service Learning" tag and a close button, and "Organization type" with a "Choose some options" dropdown. The second row includes "Site Tags", "Keyword", and "Items per page" with a dropdown set to "50" and an "Apply" button.

Step 3: Use the search tools to find placement sites, specifically "Site Name" and under "Program" choose "Service Learning".

Placing Yourself at a Service Learning Site

Step 4: Once you have found a placement site, click on the organization name.



Sites

You are allowed to select any of the sites below. ✕

Displaying 1 - 1 of 1
Search fields are exclusive. [What's that?](#)

Site name	City	Program	Organization type
VITA		Service Learning ✕	Choose some options

Site Tags	Keyword	Items per page
		50 ▼ Apply

CSUN - VITA Clinic

18111 Nordhoff Street, Northridge, 91330

Serving the public since 1970, CSUN VITA Clinic is a cost-free income tax assistance service to low-income residing in the San Fernando Valley and beyond. Our goal is to provide outstanding free tax preparation service to low income taxpayers in our community and to provide our students with quality experiential learning...

(818) 677-3600

Program(s): Service Learning

Type: Education - College or University

Issue: No issues selected.

Placing Yourself at a Service Learning Site

Step 5: Under organization name, click the green “Select this site” button.



CSUN - VITA Clinic

View Opportunities

Select this site

[Back to Sites list](#)

Program Information
Serving the public since 1970, CSUN VITA Clinic is a cost-free income tax assistance service to low-income residing in the San Fernando Valley and beyond. Our goal is to provide outstanding free tax preparation service to low income taxpayers in our community and to provide our students with quality experiential learning experience in the field of taxation.

Under the supervision of experienced tax practitioners, trained and certified CSUN students provide free tax preparation services (federal and state) to eligible low income taxpayers. Services are offered at the CSUN... [more](#)

Health & Safety/Requirements

Site Details
Address:
18111 Nordhoff Street
Juniper Hall 1109
Northridge, CA 91330
United States

General Phone:
[\(818\) 677-3600](tel:(818)677-3600)

General Email:
VITA@csun.edu

Website:
<http://www.csun.edu/bookstein-institute/csun-vita-clinic>

Social:


- <https://www.facebook.com/csun.vita>

Main Contact:
A main contact hasn't been created yet.
Go to the [site staff tab](#) to get started.

Program(s):
Service Learning

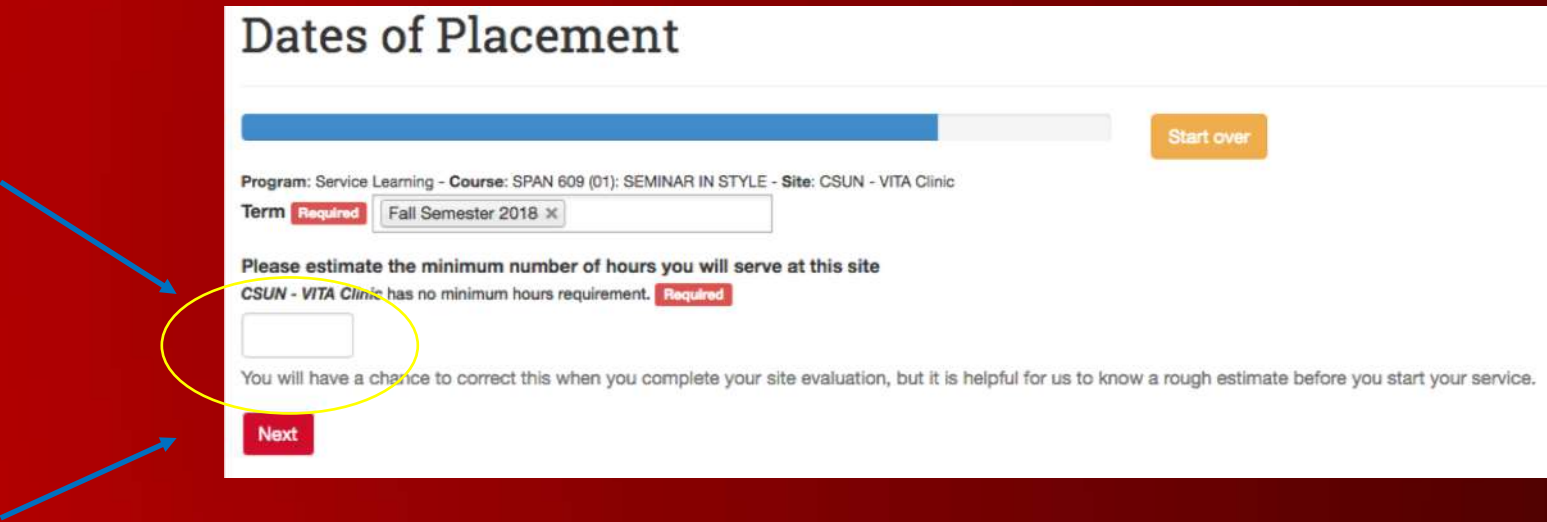
Organization type:
Education - College or University

Site issues addressed:
Community Engagement



Placing Yourself at a Service Learning Site

Step 6: Enter your estimated hours that you intend on completing at the placement site (please verify with your instructor, there are usually 20 hours minimum), then click “next”.



Dates of Placement

Start over

Program: Service Learning - Course: SPAN 609 (01): SEMINAR IN STYLE - Site: CSUN - VITA Clinic

Term **Required**

Please estimate the minimum number of hours you will serve at this site

CSUN - VITA Clinic has no minimum hours requirement. **Required**

You will have a chance to correct this when you complete your site evaluation, but it is helpful for us to know a rough estimate before you start your service.

Next

Placing Yourself at a Service Learning Site

Now that you have placed yourself at your service-learning site, be sure to complete both Signup Forms.

Placement Forms

After you have finished completing all required forms, you must click Finish Placement to complete the process.

Start over

Program: Service Learning - Course: SPAN 609 (01): SEMINAR IN STYLE - Site: CSUN - VITA Clinic

Signup Forms

Please submit the Student Learning Plan and Pre Survey prior to starting your service learning hours at a organizations site.

Pre-Service Learning Evaluation **Complete form ***

Student Service Learning Plan **Complete form ***

Finish placement

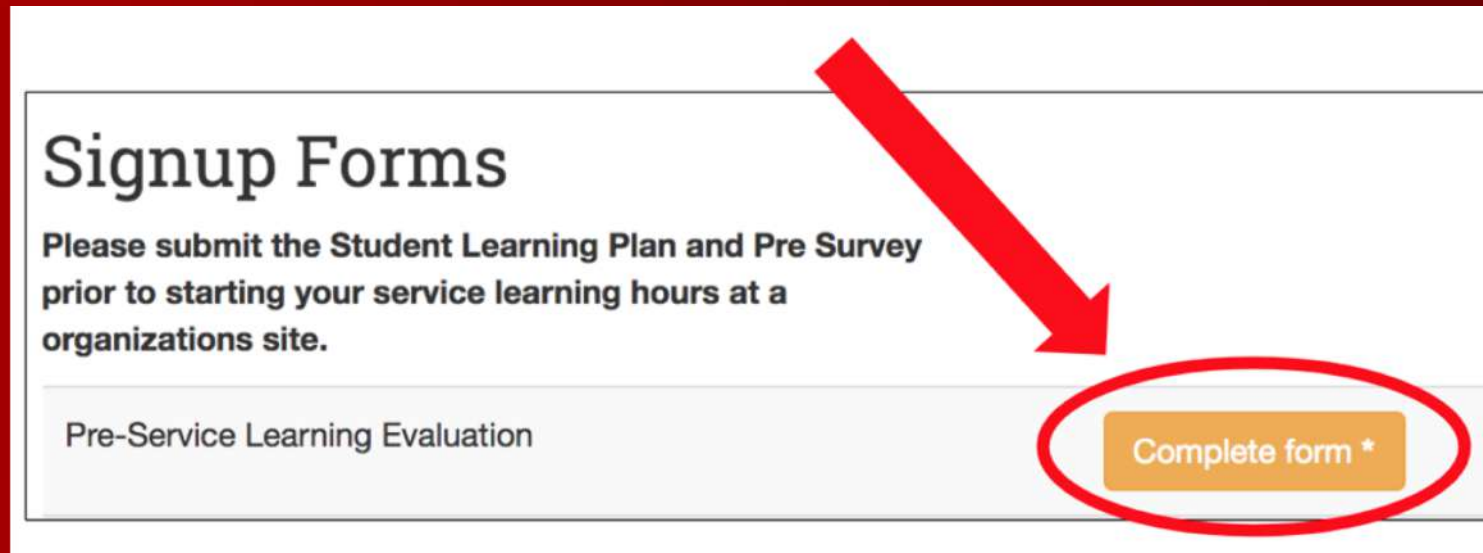
Your placement is **not** complete until you have filled out all required webforms

* This form is required to complete your placement.

Once you've completed both forms, click "Finish Placement", then you are officially placed. Additionally, if you want to change your placement, you will need to call the Office of Community Engagement at (818) 677-7395.

Submitting Your Pre-Service Learning Evaluation

Step 1: Click on “Complete form” to access the digital survey form.



Signup Forms

Please submit the **Student Learning Plan and Pre Survey** prior to starting your service learning hours at a **organizations site.**

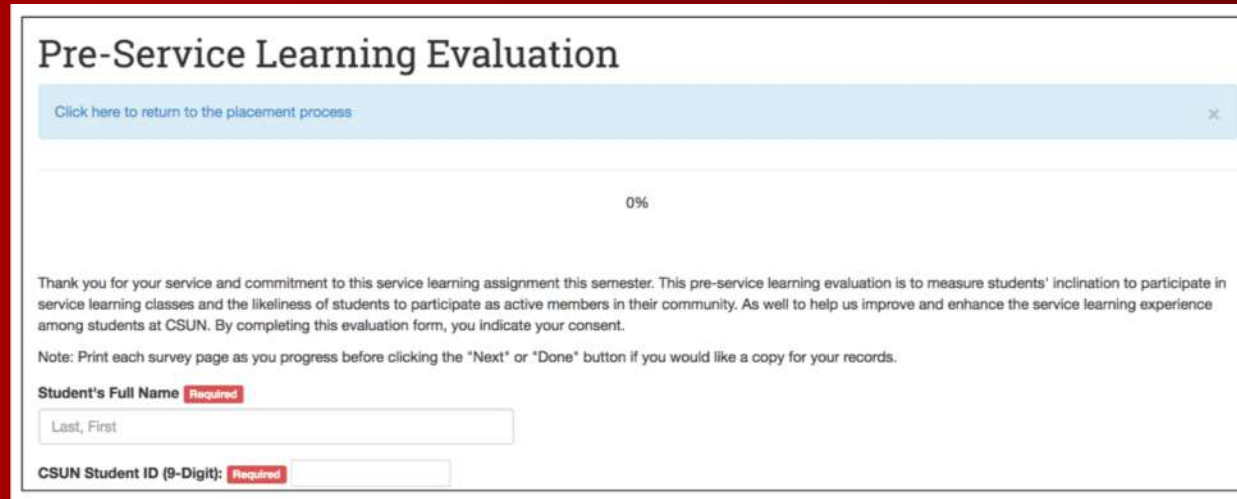
Pre-Service Learning Evaluation

[Complete form *](#)

The image shows a screenshot of a web page with a white background. At the top left, the text 'Signup Forms' is displayed in a large, bold, black font. Below this, a paragraph of text reads: 'Please submit the Student Learning Plan and Pre Survey prior to starting your service learning hours at a organizations site.' The word 'organizations' is misspelled. Below the text, there is a light gray horizontal bar containing the text 'Pre-Service Learning Evaluation'. To the right of this bar, there is a yellow button with the text 'Complete form *'. A red arrow points from the top right towards the button, and a red circle highlights the button.

Submitting Your Pre-Service Learning Evaluation

Step 2: Fill out the required fields on the form. You will need your CSUN Student ID, course number, course section number, and professor's full name.



The screenshot shows a web form titled "Pre-Service Learning Evaluation". At the top, there is a light blue bar with the text "Click here to return to the placement process" and a close button (X). Below this, a progress indicator shows "0%". The main text of the form reads: "Thank you for your service and commitment to this service learning assignment this semester. This pre-service learning evaluation is to measure students' inclination to participate in service learning classes and the likeliness of students to participate as active members in their community. As well to help us improve and enhance the service learning experience among students at CSUN. By completing this evaluation form, you indicate your consent." Below this is a note: "Note: Print each survey page as you progress before clicking the 'Next' or 'Done' button if you would like a copy for your records." The form contains two input fields: "Student's Full Name" (Required) with a placeholder "Last, First" and "CSUN Student ID (9-Digit):" (Required).

Step 3: Click "Next page >" to continue filling out the form.



Next Page >

Submitting Your Pre-Service Learning Evaluation

Step 4: Most of the questions will require you to select how strongly you agree with the statement, so carefully read the question before selecting an option.



- Strongly Disagree
- Disagree
- Agree
- Strongly Agree
- Don't Know

Step 5: Once you reach the last page, input your email address and the form will be sent to your email, then click "Submit"

*You cannot submit this form more than once, so make sure your answers accurately reflect your opinions.



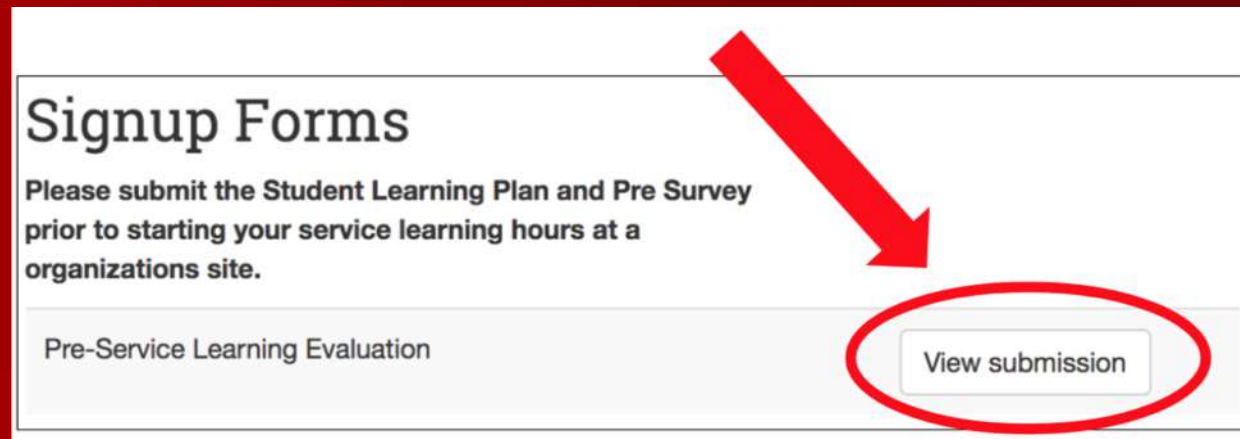
Please input your email address to have your form sent to you

< Previous Page **Submit**



Submitting Your Pre-Service Learning Evaluation

Congratulations! You completed your Pre-Service Learning Evaluation! If you would like to review your submission, click “View Submission”



Completing Your Student Service Learning Plan

- Under "Placement Forms", select "Student Service Learning Plan" and click "Complete Form*"

Placement Forms

After you have finished completing all required forms, you must click Finish Placement to complete the process. ✕

Signup Forms

Please submit the Student Learning Plan and Pre Survey prior to starting your service learning hours at a organizations site.

Pre-Service Learning Evaluation [Complete form *](#)

Student Service Learning Plan [Complete form *](#)

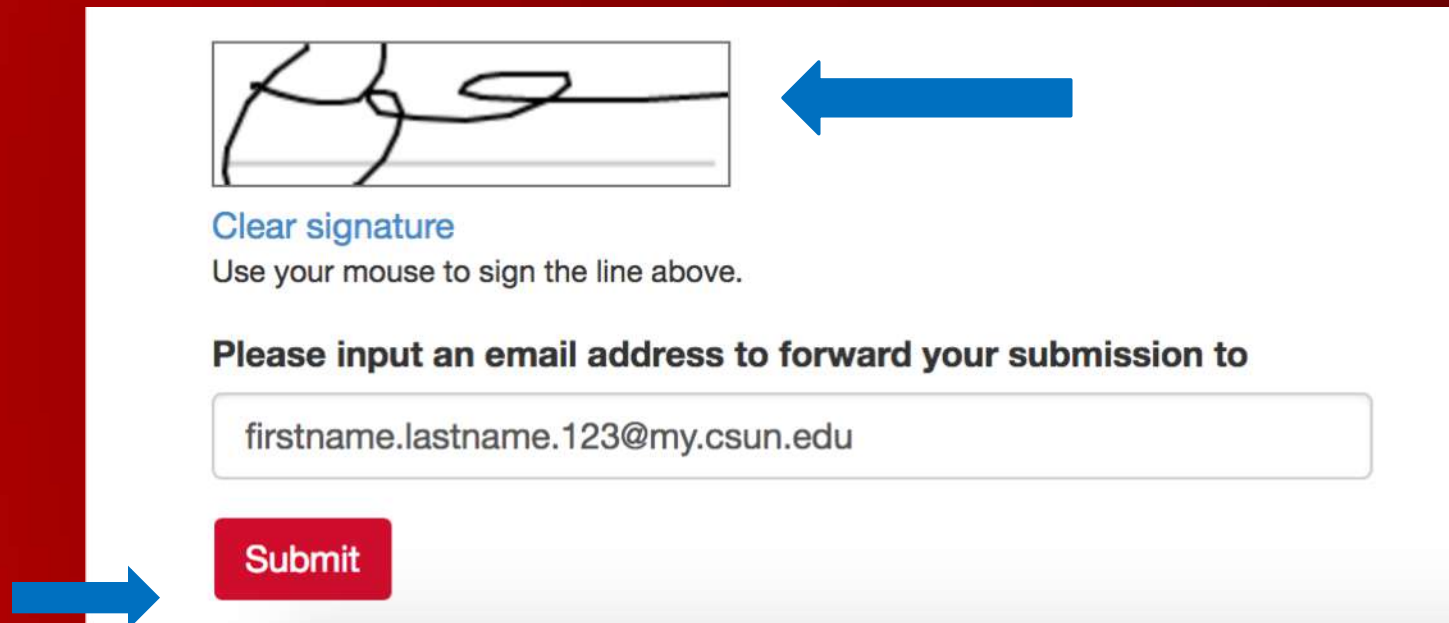
[Finish placement](#)

Your placement is **not** complete until you have filled out all required webforms

* This form is required to complete your placement.

Completing Your Student Service Learning Plan

- Fill out ALL required information as accurately as possible, add your signature, and then click “Submit” at the bottom of the screen.



The screenshot shows a web form for submitting a student service learning plan. At the top, there is a rectangular box containing a handwritten signature. A blue arrow points from the right towards this box. Below the signature box, the text "Clear signature" is displayed in blue, followed by the instruction "Use your mouse to sign the line above." Below this, there is a bold instruction: "Please input an email address to forward your submission to". Underneath this instruction is a text input field containing the placeholder email address "firstname.lastname.123@my.csun.edu". At the bottom of the form is a red rectangular button with the word "Submit" in white. A blue arrow points from the left towards this button.

Completing Your Student Service Learning Plan

Once you complete your Student Service Learning Plan, you will be redirected to the "Placement Forms" page and "View Submission" will appear next to "Student Service Learning Plan"

The screenshot displays the 'Placement Forms' interface. At the top, there are two notification banners: a blue one with the text 'Click here to return to the placement process' and a red one with the text 'After you have finished completing all required forms, you must click Finish Placement to complete the process.' Below these is a progress bar that is approximately 75% full, with a 'Start over' button to its right. The program details are listed as 'Program: Service Learning - Course: SPAN 609 (01): SEMINAR IN STYLE - Site: CSUN - VITA Clinic'. The 'Signup Forms' section contains the instruction: 'Please submit the Student Learning Plan and Pre Survey prior to starting your service learning hours at a organizations site.' A table lists the forms: 'Pre-Service Learning Evaluation' with a 'Complete form *' button, and 'Student Service Learning Plan' with a 'View submission' button. A blue arrow points to the 'View submission' button. To the right of the table is a red 'Finish placement' button and a note: 'Your placement is **not** complete until you have filled out all required webforms'. A footer note states: '* This form is required to complete your placement.'

Placement Forms

Click here to return to the placement process

After you have finished completing all required forms, you **must** click Finish Placement to complete the process.

Start over

Program: Service Learning - Course: SPAN 609 (01): SEMINAR IN STYLE - Site: CSUN - VITA Clinic

Signup Forms

Please submit the Student Learning Plan and Pre Survey prior to starting your service learning hours at a organizations site.

Pre-Service Learning Evaluation	Complete form *
Student Service Learning Plan	View submission

Finish placement

Your placement is **not** complete until you have filled out all required webforms

* This form is required to complete your placement.

Final Step to Placement

Before you can officially begin your service-learning hours at your placement site, you will need to press “Finish Placement”. Once this is done, you may begin your service-learning hours.

Placement Forms

Click here to return to the placement process

After you have finished completing all required forms, you **must** click Finish Placement to complete the process.

Start over

Program: Service Learning - Course: SPAN 609 (01): SEMINAR IN STYLE - Site: CSUN - VITA Clinic

Signup Forms

Please submit the **Student Learning Plan** and **Pre Survey** prior to starting your service learning hours at a organizations site.

Pre-Service Learning Evaluation Complete form *

Student Service Learning Plan View submission

Finish placement

Your placement is **not** complete until you have filled out all required webforms

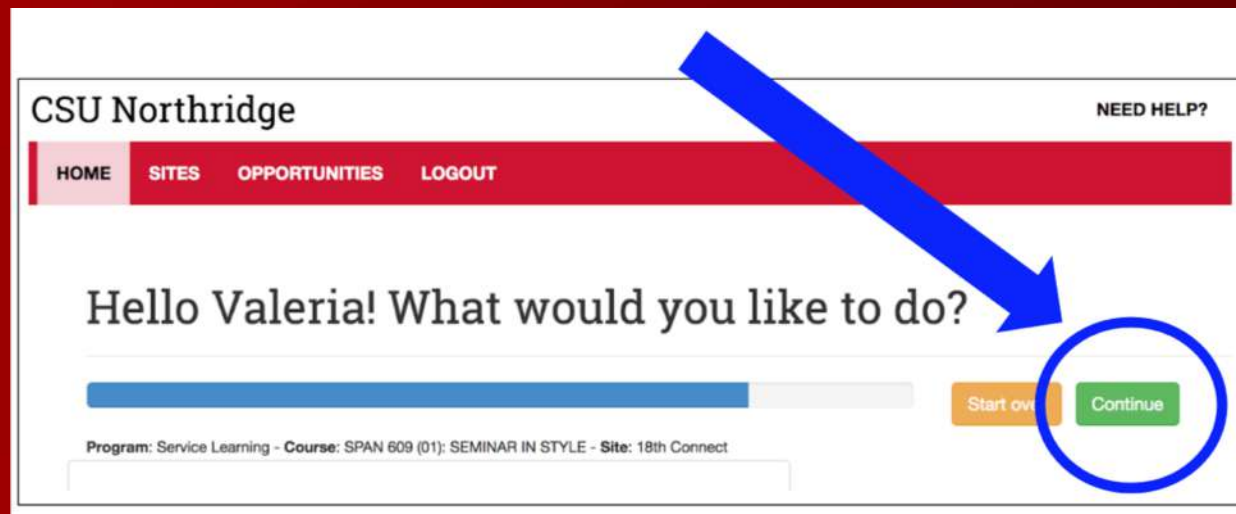
* This form is required to complete your placement.

Now you're ready to begin your hours at your service learning site. Please download the Student Time Sheet and take it to your site and have it signed every time you volunteer.

However, once you've completed all of your service learning hours, you will need to complete two additional forms: Post-Service Learning Evaluation & Timesheet Submission
(these instructions are located on the following slides)

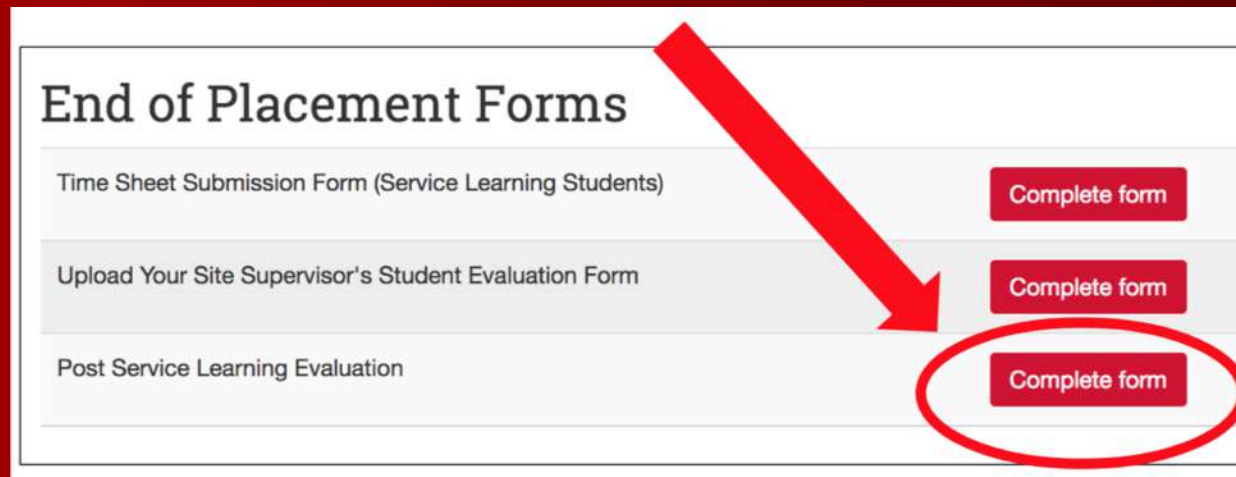
Submitting Your Post-Service Learning Evaluation

Step 1: Log in to the S4 Database using your CSUN Portal login. Then select “Continue”.



Submitting Your Post-Service Learning Evaluation

Step 2: From the “End of Placement Forms” section, select “Complete form” next to “Post-Service Learning Evaluation”

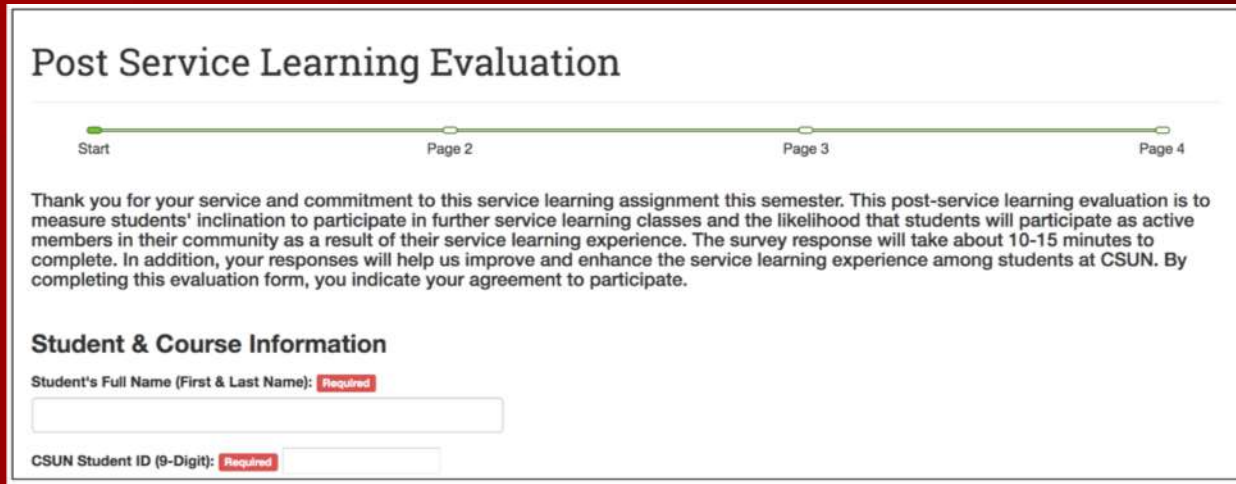


The screenshot shows a web interface titled "End of Placement Forms". It contains three rows of form submission options. The first row is "Time Sheet Submission Form (Service Learning Students)" with a "Complete form" button. The second row is "Upload Your Site Supervisor's Student Evaluation Form" with a "Complete form" button. The third row is "Post Service Learning Evaluation" with a "Complete form" button. A large red arrow points from the top right towards the "Complete form" button for the "Post Service Learning Evaluation" row. This button is also circled in red.

End of Placement Forms	
Time Sheet Submission Form (Service Learning Students)	Complete form
Upload Your Site Supervisor's Student Evaluation Form	Complete form
Post Service Learning Evaluation	Complete form

Submitting Your Post-Service Learning Evaluation

Step 3: Fill out the required fields on this form. You will need your CSUN student ID, course number, course section number, and your professor's full name.



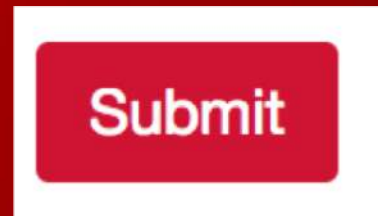
The screenshot shows a web form titled "Post Service Learning Evaluation". At the top, there is a progress bar with four markers: "Start", "Page 2", "Page 3", and "Page 4". Below the progress bar is a paragraph of text: "Thank you for your service and commitment to this service learning assignment this semester. This post-service learning evaluation is to measure students' inclination to participate in further service learning classes and the likelihood that students will participate as active members in their community as a result of their service learning experience. The survey response will take about 10-15 minutes to complete. In addition, your responses will help us improve and enhance the service learning experience among students at CSUN. By completing this evaluation form, you indicate your agreement to participate." Below this text is a section titled "Student & Course Information" with two input fields: "Student's Full Name (First & Last Name):" and "CSUN Student ID (9-Digit):". Both fields have a red "Required" label next to them.

Step 4: Click "Next" at the bottom of the page to continue filling out the form, or click "Save Draft" to finish it later.

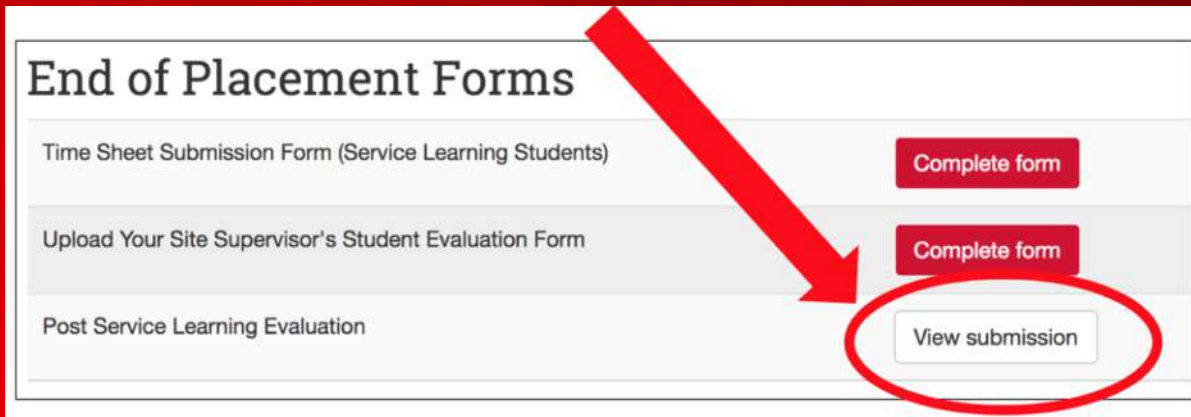
Next Page >

Save Draft

Submitting Your Post-Service Learning Evaluation



Most of the questions require you to select how strongly you agree with each statement, so please be careful when selecting an option



End of Placement Forms	
Time Sheet Submission Form (Service Learning Students)	Complete form
Upload Your Site Supervisor's Student Evaluation Form	Complete form
Post Service Learning Evaluation	View submission

Step 5: Once you've reached the last page, click "Submit" (You may view your submission by clicking "View Submission")

Completing a Timelog

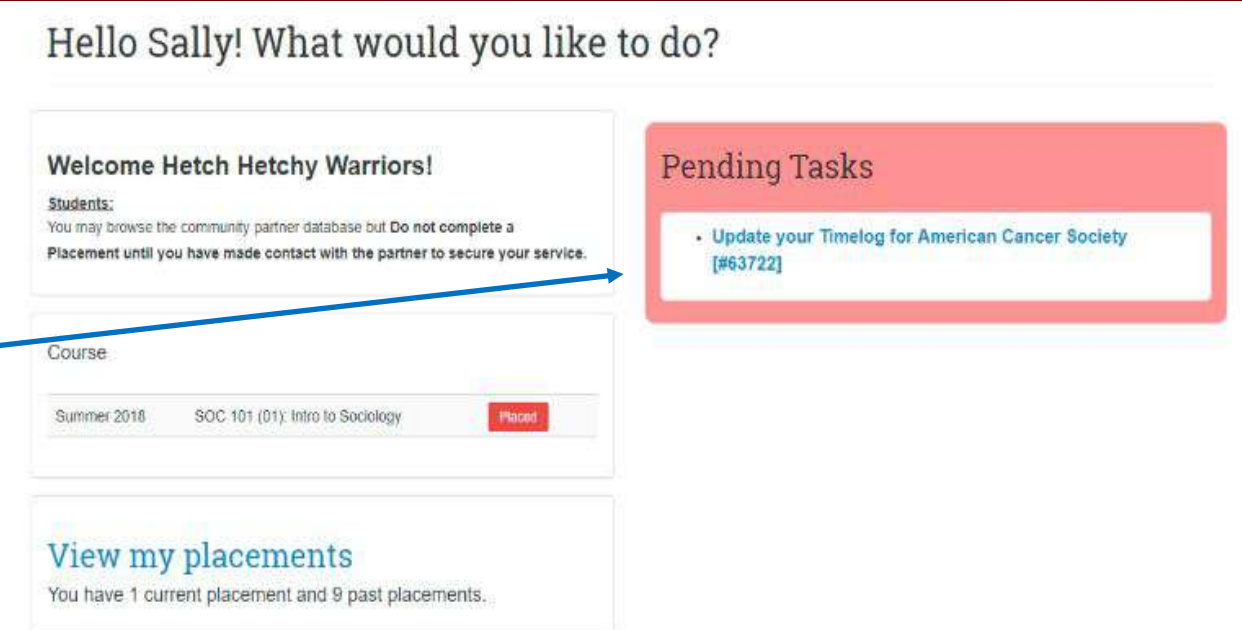
Timelogs are used to document your hours spent in the community. Once you have submitted your hours, your instructor or site supervisor can be notified and can provide approval of your hours.

Reporting Hours: to report your hours, follow the steps below.

Step 1: You need to have already created a placement, so if you haven't you must do that first.

Log on to your S4 dashboard. A "Pending Tasks" notification should appear on your home screen asking you to update your Timelog.

Click on the link.



The screenshot shows a dashboard interface for a student named Sally. At the top, it says "Hello Sally! What would you like to do?". Below this, there are several sections:

- Welcome Hetch Hetchy Warriors!** A message to students stating they can browse the community partner database but must complete a placement until they have made contact with the partner to secure their service.
- Course:** A table showing a current placement for "Summer 2018" in "SOC 101 (01): Intro to Sociology", which is marked as "Placed".
- View my placements** A link to view placements, with a note that the user has 1 current placement and 9 past placements.
- Pending Tasks** A red-bordered box containing a task: "Update your Timelog for American Cancer Society [#63722]". A blue arrow points from the text "Click on the link." to this task.

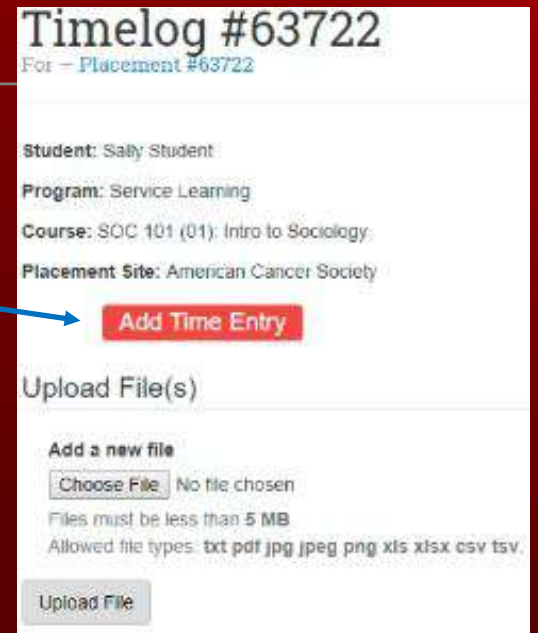
Completing a Timelog

Step 2: Click “add time entry”

Step 3: Edit the time entries accordingly.

The hours field will be automatically filled based off of the date/time.

Step 4: Complete the required fields (Hours and What did you do?)



Timelog #63722
For Placement #63722

Student: Sally Student
Program: Service Learning
Course: SOC 101 (01): Intro to Sociology
Placement Site: American Cancer Society

[Add Time Entry](#)

Upload File(s)

Add a new file
[Choose File](#) No file chosen
Files must be less than 5 MB
Allowed file types: txt pdf jpg jpeg png xls xlsx csv tsv
[Upload File](#)



Add Time Entry for Placement #63873

Date/Time Required

Time In

Month: Jul Day: 26 Year: 2018

Hour: 9 Minute: 07 am

Time Out

Month: Jul Day: 26 Year: 2018

Hour: 11 Minute: 07 am

Additional Information

Hours Required
The final hours will be rounded to the nearest hour.
2:00

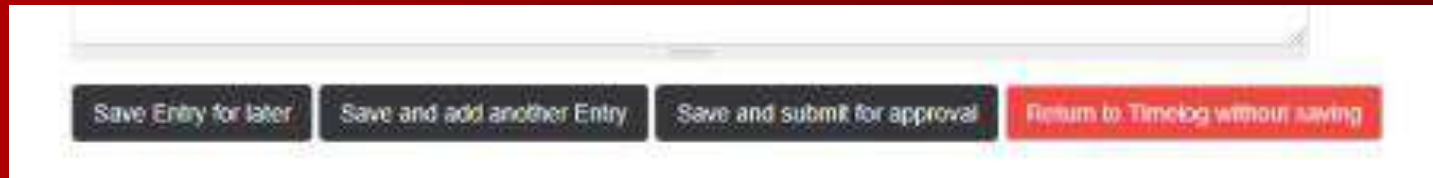
What did you do during these hours? Required
Please provide additional details about this experience.

Reflections/Observations
Please share any reflections/observations from this experience.

[Admin](#)

Completing a Timelog

Step 5: Choose the action you want to complete. You can **Save Entry for later** if you are not yet ready to submit, **Save and add another entry**, **Save and submit**, or **Return without saving anything**.

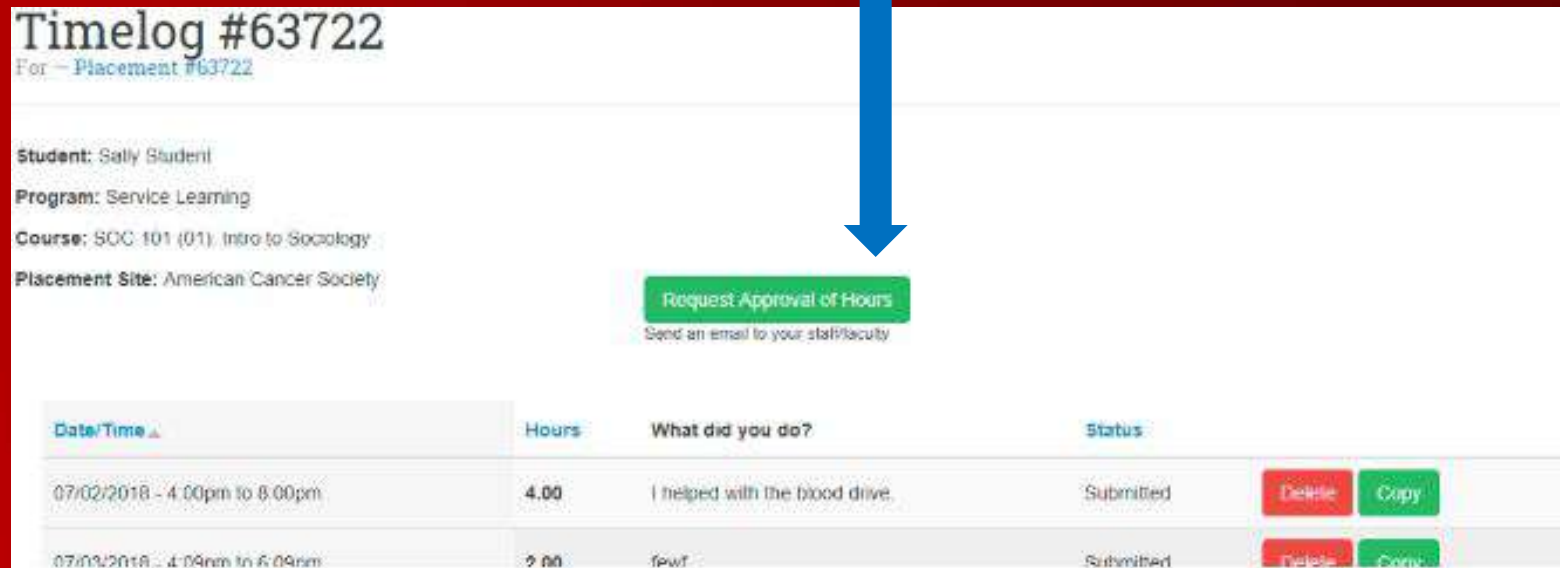


Step 6: Once you choose an action, you will be redirected to the home screen.

Completing a Timelog

Requesting Approval: follow the steps below.

Step 1: Once you have submitted hours, you can send a request to have them approved by your instructor or site supervisor. From the timelog home screen, click on the **Request Approval of Hours** button.

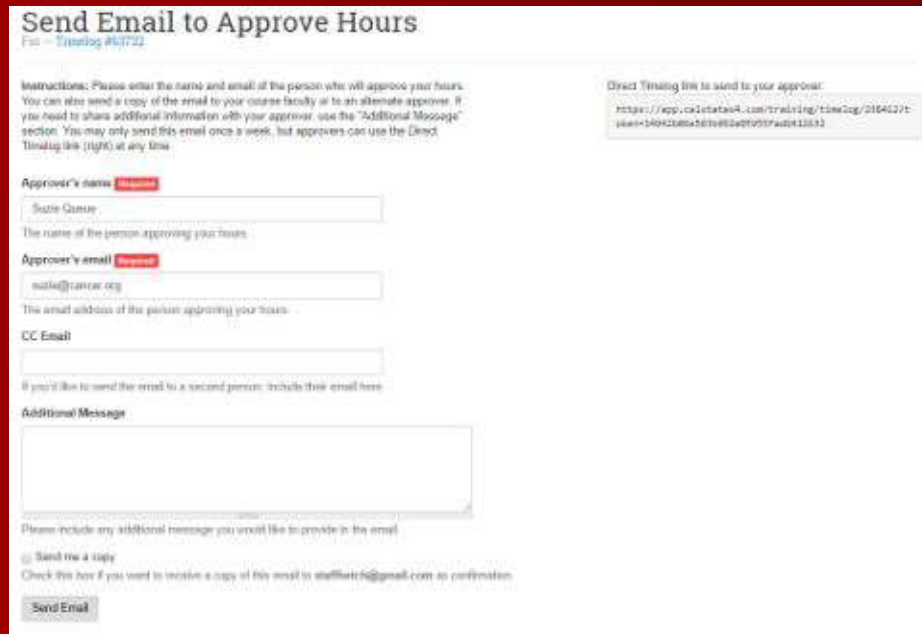


The screenshot displays the 'Timelog #63722' interface. At the top, it shows the student's name (Sally Sturden), program (Service Learning), course (SOC 101 (01): Intro to Sociology), and placement site (American Cancer Society). A prominent green button labeled 'Request Approval of Hours' is centered on the screen, with a blue arrow pointing down to it from the text above. Below the button, there is a table of submitted hours.

Date/Time	Hours	What did you do?	Status	
07/02/2018 - 4:00pm to 8:00pm	4.00	I helped with the blood drive.	Submitted	Delete Copy
07/03/2018 - 4:00pm to 6:00pm	2.00	fewt	Submitted	Delete Copy

Completing a Timelog

Step 2: Enter the required information. The name and email field will be autofilled based on who you selected as your site supervisor during placement. You can enter different information if needed. You can add an additional message to be included in the email notification. Review the information, then click “send email” when you are ready to submit.



The screenshot shows a web form titled "Send Email to Approve Hours" with a URL of "http://app.cd1etate4.com/training/timelog/21642271-166e14942166e4561a882e0557a2e412832". The form includes instructions, a "Direct Timelog link" box, and several input fields: "Approver's name" (pre-filled with "Michelle"), "Approver's email" (pre-filled with "michelle@carcar.org"), and "CC Email". There is also a large text area for "Additional Message" and a "Send Email" button at the bottom.

Send Email to Approve Hours
http://app.cd1etate4.com/training/timelog/21642271-166e14942166e4561a882e0557a2e412832

Instructions: Please enter the name and email of the person who will approve your hours. You can also send a copy of the email to your course faculty or to an alternate approver. If you need to share additional information with your approver, use the "Additional Message" section. You may only send this email once a week, but approvers can use the Direct Timelog link (right) at any time.

Direct Timelog link to send to your approver:
<http://app.cd1etate4.com/training/timelog/21642271-166e14942166e4561a882e0557a2e412832>

Approver's name: Michelle
Name: Michelle

Approver's email: michelle@carcar.org
Email: michelle@carcar.org

CC Email:

Additional Message:

Please include any additional message you want to provide in the email.

Send me a copy
Check this box if you want to receive a copy of this email to shellair3@gmail.com as confirmation.

Send Email

Step 3: Once the hours have been approved, it will be indicated on your timelog.

Uploading Additional Forms

- If your professor requires the Site Supervisor's Evaluation Form, you will need to download the form and have it completed by your Site Supervisor. Once this is complete, you may upload it to the "Upload Site Supervisor's Evaluation Form"
- If you will be recording or taking pictures, you will need to download the Video and Audio Release Form and upload it as well.

Download Forms

Visual/Audio Release Form	Download form
Service Learning Student Handbook	Download form
TB Test Flyer	Download form
Learning Site Supervisor Evaluation	Download form *

End of Placement Forms

Upload Your Site Supervisor's Student Evaluation Form	Complete form
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Congratulations!

All of the forms required for your service learning site has now been completed. If you have any questions during the process of completing the many forms, please feel free to contact us or come in and we will gladly help you out.

Office of Community Engagement
University Hall 280
(818) 677- 7395
Open: Weekdays 8am – 5pm

You may also ask your question after-hours through Service Learning Student Help Center: <https://www.csun.edu/undergraduate-studies/community-engagement/service-learning-student-help-center>