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 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.
Placing Yourself at a Service Learning Site

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

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.
Step 5: Under organization name, click the green “Select this site” button.
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](image_url)
Now that you have placed yourself at your service-learning site, be sure to complete both Signup Forms.

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.
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.

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

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.
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*”
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.
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"
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.
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
(theses 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”.

Hello Valeria! What would you like to do?
Submitting Your Post-Service Learning Evaluation

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

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

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

*End of Placement Forms*

- Time Sheet Submission Form (Service Learning Students)
- Upload Your Site Supervisor’s Student Evaluation Form
- Post Service Learning Evaluation
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.
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?)
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 an 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.
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.

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.
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