FOR FACULTY - ASSIGNING FIELD TRIP SITES (S4) TO A COURSE
HOW TO GUIDE

INTRODUCTION

The CSU S4 application allows the campus to track field trips and manage the risk management processes while fulfilling Executive Orders 1064 and 1062.

If you will be teaching a class that has been designated to have field trips (see below) and your department SOC coordinator has tagged the class as a field trip course in the SOC, then that class should automatically appear in S4, along with the names of students enrolled (updated nightly). If your class has field trips, but is not officially a ‘field trip’ class, then you can let your Department SOC coordinator know this, and they can add a course code so that your course will become available in S4.

LOGIN

1. In the browser address field type:  https://app.calstates4.com/csun
2. From the entry page select the Login link.

3. Use the drop down arrow and select CSU Northridge
4. Enter your CSUN User ID and Password.

![Login Page](image)

5. The Home page displays.

![Home Page](image)

### ADD SITES TO COURSES

Add Field Trip sites to your specific course. This allows you to limit access to only those sites that meet your course needs. Solar connects your Field Trip course roster to the S4 database. Once a field trip site has been approved it will display in the list of sites available.

**NOTE:** You will be responsible for assigning field trip sites to your course to control which sites fit your course content.

1. From your Home tab select **Manage your courses** link.
2. The Manage current courses page displays. Courses display current term by default.
3. From the Course listing:
   a. To view students enrolled in the course, select the **View course** button to the far right of the course.
   OR
   b. select the **Select sites** button to assign sites to a course.
**View Course – Enrolled Students**

Your course enrolled students display.

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**BIOL 392B (01): FLD STD: INVERT**

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**Enrolled Students**

**Operations**

- Place student(s)
- Select/Delete program sites
- Upload syllabus

**Program Sites**

- Test Field Trip Site
- Wildlife Learning Center

**Faculty**

- Faculty, Farley

**Program:**
- Field Trip

**Term:**
- Fall Semester 2016

**Max placements per student:**
- 1

**Syllabus**

- Files must be less than 100 MB
- Allowed file types: txt docx doc pdf rtf

**Upload**

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From this window you can:

- ✓ Assign or delete a program site assignment
- ✓ Upload your course syllabus

Program Site assignments display under the Program Sites section.

**To Select or Remove a program site for this course:**

1. Click the **GREEN Select/Delete program sites** button in the upper right corner.
2. From the list of sites that display, click the **GREEN Add (sites name)** button beneath the Site
3. When all sites have been selected, Click the **RED I'm done with this course. Complete process** button in the upper right.
4. The site(s) selected will now display in the Program Sites section of the Enrolled Students window.

**Select sites**

1. Click the **GREEN Select sites** button to assign or remove sites directly to the course.
2. In the **Program** field use the drip down arrow to select **Field Trip**.
3. Click the **“Add” (green button) or “Remove” (red button)** for each site you would like to associate with this course.
4. When all sites have been selected, Click the RED I'm done with this course. Complete process button in the upper right.
5. The site(s) selected will now display in the Program Sites section of the Enrolled Students window.

Add the field trip site to each students placement

To add a field trip site to the students:

1. Click the select all students check box (to the left of the First name column)

   ![Enrolled Students](image)
   
   All the students check boxes will be selected.

2. Click the Place student(s) button.
3. The Set parameters for Place student(s) window displays.
4. Complete the required fields:
   a. **Program Site**
   b. **Expected hours of service** – this is how many hours you estimate for the field trip
   c. **Select dates of service by** – If your trip has a date, please choose the date(s) of the trip.
      If you do not know the dates of the trip yet, choose Term,

5. Click the **Next** button.
6. Click the **Confirm** button to make the field trip site placement.
7. The Site will now show up next to each student in your Field Trip S4 roster.
8. An email will be sent to the student(s) notifying them that a field trip placement has been made and that they are to login and complete all required forms prior to the trip.
9. The column labeled "**Forms?**” show you if the student has completed the required field trip forms. These **forms should be completed prior to the field trip**. Once a student has completed the forms, the label will change from No to Yes.
10. If you Click the Student Forms Tab you can see by student and trip if forms have been submitted.
NOTE: Prior to your field trip, check to make sure all students have completed their forms.