

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

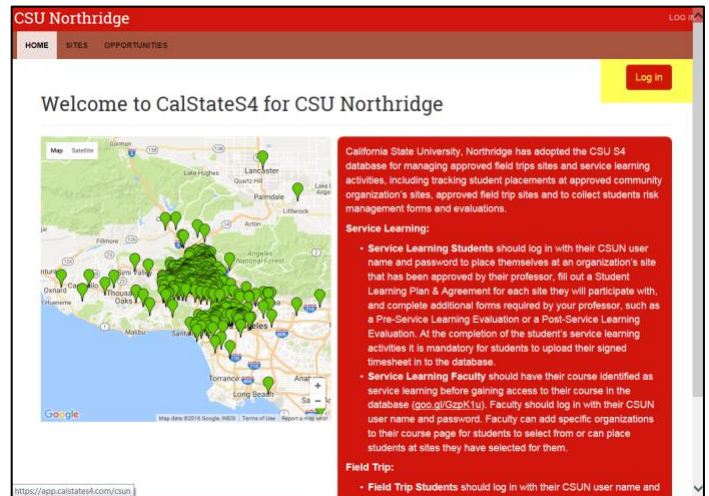
### INTRODUCTION

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

**Select your campus**

You will be redirected to your campus' login page.

CSU Northridge

Log in

— or —

**Select your program**

Media Internship Program

**Are you a Community Partner?**

Log in here

---

#### 4. Enter your **CSUN User ID and Password.**

The screenshot shows the login page for California State University Northridge. At the top, there is a navigation bar with links for Skip Nav, Accessibility, Calendar, People Finder, A to Z, and Webmail. Below this is a red header with navigation tabs: IT Help Center, IT Services, Training, IT Policies, Information Security, and About IT. The main content area is divided into three sections: Navigation, Login, and Need Help?. The Login section contains a form with fields for User ID and Password, and a Login button. A security notice states: "For increased security, your connection will expire after 27 minutes of inactivity." At the bottom, there are links for California State University, Terms and Conditions for Use, and Emergency Information, along with contact information and a copyright notice for 2010 CSU Northridge.

#### 5. The Home page displays.

The screenshot shows the home page for CSU Northridge. The header is red and contains the text "CSU Northridge" and "NEED HELP? FACULTY@NORTH.FT". Below the header is a navigation bar with links for HOME, SITES, OPPORTUNITIES, and LOGOUT. The main content area features a large heading: "Hello Farley! What would you like to do?". Below this heading, there is a message: "Please review that your students have submitted all required documents. This is a campus Risk Management requirement." followed by two links: "Service Learning Courses: The Service Learning Plan & Agreement must be completed before students report to a service learning site." and "Field Trip Courses: Field Trip Documents must be completed prior to field trip date." At the bottom, there is a blue link: "Manage your courses".

---

### 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.

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

Select/Delete program sites

View Student Forms

#### Enrolled Students

Operations

Place student(s)

<input type="checkbox"/>	First name	Last name	Last login	Forms?	Current placements	Place
<input type="checkbox"/>	Sally	Student	09/02/2016 - 10:57	No	No current placements.	<a href="#">Place</a>
<input type="checkbox"/>	Jasmine	Space	12/04/2015 - 10:50	No	No current placements.	<a href="#">Place</a>
<input type="checkbox"/>	Martika	Orozco		No	No current placements.	<a href="#">Place</a>
<input type="checkbox"/>	Frank	Furt		No	No current placements.	<a href="#">Place</a>
<input type="checkbox"/>	Ritchie	Rich		No	No current placements.	<a href="#">Place</a>
<input type="checkbox"/>	Derick	Dantana		No	No current placements.	<a href="#">Place</a>
<input type="checkbox"/>	Alina	Anila		No	No current placements.	<a href="#">Place</a>
<input type="checkbox"/>	Katherine	Enirehtak		No	No current placements.	<a href="#">Place</a>
<input type="checkbox"/>	Sachin	Nihcas		No	No current placements.	<a href="#">Place</a>

Limit placements to the sites listed below [Update](#)

#### 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

[Browse...](#)

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

[Upload](#)

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.

- When all sites have been selected, Click the **RED I'm done with this course. Complete process** button in the upper right.
- 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:

- Click the **select all students check box** (to the left of the First name column)

The screenshot shows the interface for BIOL 392B (01): FLD STD: INVERT. At the top right is a green button labeled "Select/Delete program sites". Below the course title is a "View" dropdown menu set to "Student Forms".

The "Enrolled Students" section features an "Operations" menu with a highlighted "Place student(s)" button. A red box labeled "1" highlights a master checkbox on the left of the table, and a red box labeled "2" highlights the "Place student(s)" button.

	First name	Last name	Last login	Forms?	Current placements	Place
<input type="checkbox"/>	Sally	Student	09/02/2016 - 10:57	No	No current placements.	<a href="#">Place</a>
<input type="checkbox"/>	Jasmine	Space	12/04/2015 - 10:50	No	No current placements.	<a href="#">Place</a>
<input type="checkbox"/>	Martika	Orozco		No	No current placements.	<a href="#">Place</a>
<input type="checkbox"/>	Frank	Furt		No	No current placements.	<a href="#">Place</a>
<input type="checkbox"/>	Ritchie	Rich		No	No current placements.	<a href="#">Place</a>
<input type="checkbox"/>	Derick	Dantana		No	No current placements.	<a href="#">Place</a>
<input type="checkbox"/>	Alina	Anila		No	No current placements.	<a href="#">Place</a>
<input type="checkbox"/>	Katherine	Enirehtak		No	No current placements.	<a href="#">Place</a>
<input type="checkbox"/>	Sachin	Nihcas		No	No current placements.	<a href="#">Place</a>

On the right side, there is a "Program Sites" section with a checkbox "Limit placements to the sites listed below" and an "Update" button. Below it are two site options: "Test Field Trip Site" and "Wildlife Learning Center".

Below the sites is a "Faculty" section with a "Faculty, Farley" dropdown. At the bottom right, there is a "Syllabus" section with a "Browse..." button, a note "Files must be less than 100 MB. Allowed file types: txt doc docx pdf rtf.", and an "Upload" button.

All the students check boxes will be selected.

- Click the **Place student(s)** button.
- The Set parameters for Place student(s) window displays.

## Set parameters for *Place student(s)*

Select/Delete program sites

View
Student Forms

---

### Enrolled Students

Program site Required

Expected hours of service Required

Select dates of service by

Dates
  Term

Start date Required


E.g., 09/09/2016

End date Required


E.g., 09/09/2016

Next
Cancel

Limit placements to the sites listed below
 Update

### Program Sites

Wildlife Learning Center

Mojave National Preserve, US National Park Service

O'Melveny Park, City of Los Angeles, Dept of Recreation and Parks

### Faculty

Faculty, Farley

Edmunds, Peter

Program:  
 Field Trip  
 Term:  
 Fall Semester 2016  
 Max placements per student:  
 1  
 Syllabus


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.

# Student Placement Forms

For – BIOL 392B (01): FLD STD: INVERT

View

Student Forms



Placement	First name	Last name	Site	Forms
#15286	Ali	Ce	Santa Monica Mountains National Recreation Area, Los Angeles County, CA	No form submissions
#15295	Au	St	Santa Monica Mountains National Recreation Area, Los Angeles County, CA	No form submissions
#15292	De	Gi	Santa Monica Mountains National Recreation Area, Los Angeles County, CA	No form submissions
#15285	De	Lit	Santa Monica Mountains National Recreation Area, Los Angeles County, CA	No form submissions
#15290	De	Mi	Santa Monica Mountains National Recreation Area, Los Angeles County, CA	No form submissions
#15289	Di	He	Santa Monica Mountains National Recreation Area, Los Angeles County, CA	No form submissions
#14741	Fr	Fi	Mojave National Preserve, US National Park Service	No form submissions
#15280	Fr	Fi	Santa Monica Mountains National Recreation Area, Los Angeles County, CA	No form submissions
#17441	Fr	Fi	Sepulveda Basin Wildlife Reserve, Los Angeles County, CA	No form submissions

**NOTE:** Prior to your field trip, check to make sure all students have completed their forms.