

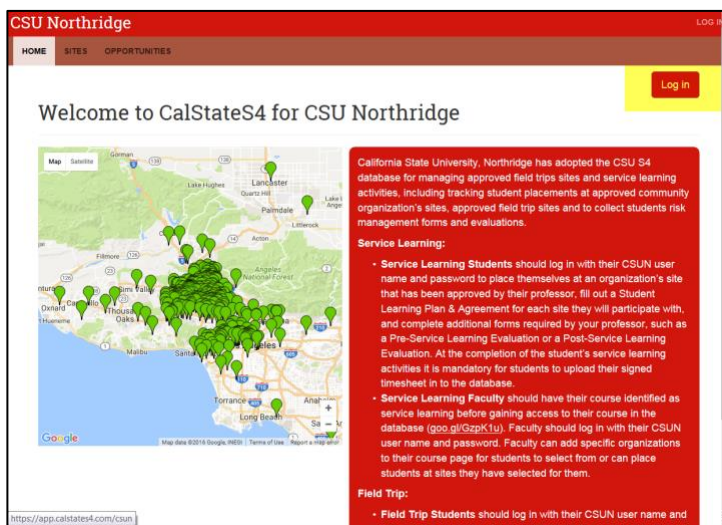
FIELD TRIP DATABASE- HOW TO GUIDE - FOR STUDENTS

INTRODUCTION

The Field Trip Database allows the campus to track field trip students, courses and sites. Students use this user-friendly interface to complete forms required for each field trip as well as view notes and information on a field trip site.

LOGIN

1. In the browser address field type: <http://app.calstates4.com/csun>
2. From the entry page select the **Login** button.



3. Use the drop down arrow and select CSU Northridge

The screenshot shows the 'Select your campus' login form. It features a dropdown menu with 'CSU Northridge' selected. Below the dropdown is a blue 'Log in' button. Underneath the button is the text '— or —'. Below that is the 'Select your program' section with a link for 'Media Internship Program'. At the bottom is the 'Are you a Community Partner?' section with a link for 'Log in here'.

4. Enter your CSUN User ID and Password.

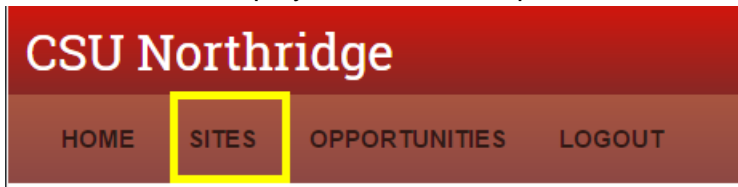
COURSE AND FORMS

5. The Home page displays.

6. The “**Pending Tasks**” box displays the field trip placements and the forms that must be completed.
7. Click on the **blue** form name to complete and submit the required form(s). Be sure to click the **Submit** button at the bottom of the form.
8. The Home window also has a “**Course**” section which displays the field trip course that the student is enrolled in.

SITES TAB

9. The **Sites** tab – displays a list of field trip sites and their information.



- a. Click inside the “Program” field and select the Field Trip option and click the Apply button to filter and display only those sites that are for the field trip program.

A screenshot of the CSU Northridge 'Sites' search page. The page has a dark red header with the CSU Northridge logo and navigation tabs. Below the header, there is a search form with fields for 'Site name', 'City', 'Program', and 'Organization type'. The 'Program' dropdown menu is highlighted in yellow. To the right of the search form, there is a 'Keyword' field, an 'Items per page' dropdown set to '50', and an 'Apply' button. A red arrow points from the 'Program' dropdown to a separate screenshot of the dropdown menu options.A screenshot of the 'Program' dropdown menu. The menu is titled 'Program' and contains a search input field. Below the input field, a list of options is displayed: 'Field Trip' (highlighted in blue), 'Internship', 'Keck Control SA', 'Keck STEM SL Study', and 'Service Learning'.

10. The field trip sites list displays.
11. Scroll through to find the site. Click on the site name to view the details of the site.

A screenshot of the 'Wildlife Learning Center' site details page. The page has a white background with a dark red header. The title 'Wildlife Learning Center' is prominently displayed. Below the title, there are tabs for 'View', 'Opportunities', and 'Site staff'. The 'Opportunities' tab is selected. The page contains the following information:

- Description:** Captive vertebrate species, Small zoo-like setting
- Health & Safety/Requirements:** Potential Hazards include: Contact with animals
- Site Details:**
 - Address:** 16027 Yarnell Street, Sylmar, CA 91342
 - General Phone:** (818) 362-8711
 - General Email:**
 - Program website:** <http://www.wildlifelearningcenter.org/>
 - Social media:**

LOGOUT

12. To logout of the Field Trip database, select LOGOUT from the tab bar.

