Service Learning & Internship Placements: Stan Serves S4 Basics
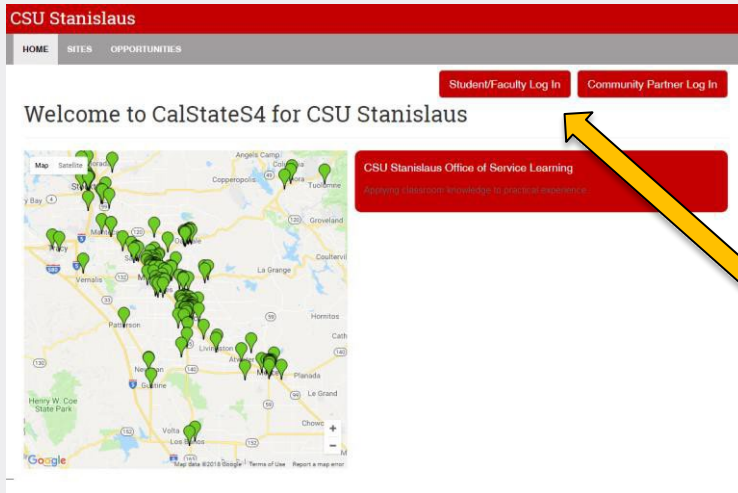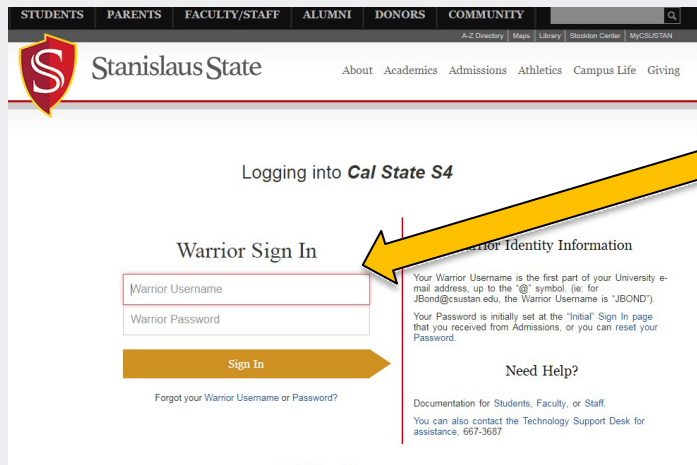
For Faculty

What You Will Learn

How to...
1. Log In
2. Find Your Course(s)
3. View Your Course(s)
4. Browse Sites for Your Course(s)
5. Add Sites to Your Course(s)
6. View Students in Your Course
7. View Your Students' Placements
8. View of Status of Student Forms
9. Stan Serves S4 Help
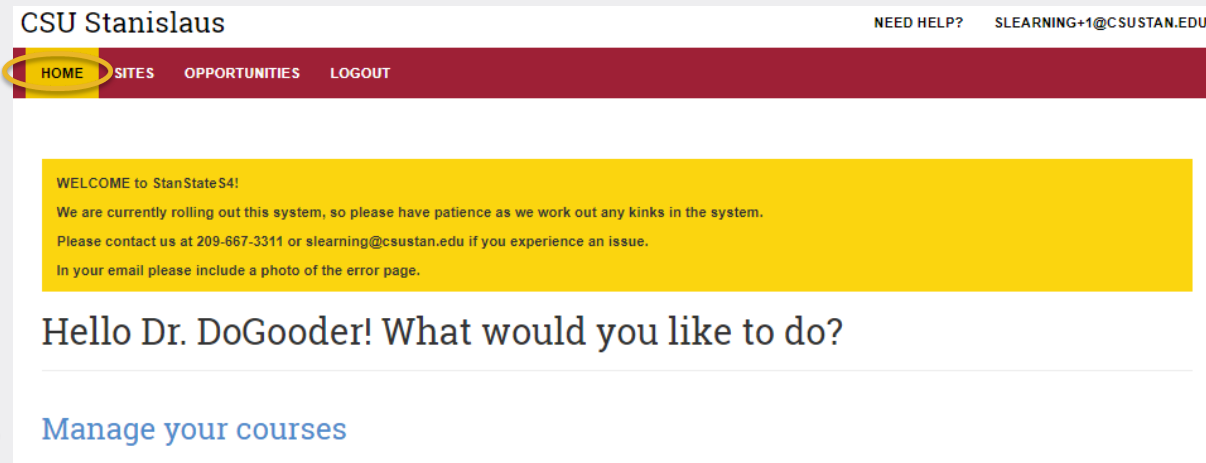10. Contact Information

Logging In

To Log into S4 Database Visit
https://app.calstates4.com/csustan
then follow the steps below:

- Select the Student/Faculty Log In, which will direct you to the Cal State S4 sign in on the Stan State website.

- Enter your Stan State credentials for access.

Finding Your Course(s)

Once Logged into S4, the homepage for faculty will appear.

To **find** your Service Learning and/or Internship course(s) select "*Manage your courses*"
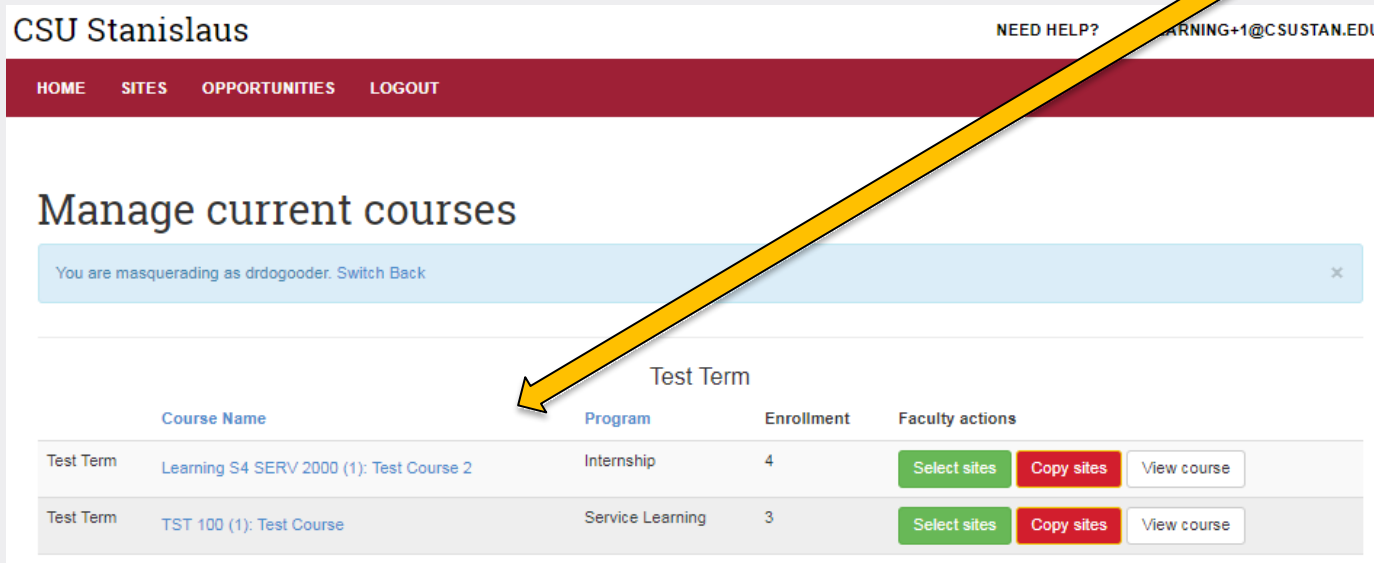
On the faculty homepage you can also view:
- Any important notifications and messages from our office.

You can always return to this main page by clicking Home at the top left of the page.

Viewing Your Course(s)

After selecting "*Manage your courses*", you can view your SL or Internship course(s).

Here you can…

- select sites for your course
- copy sites from previous courses

Browsing Sites for Your Course(s)

1. To **browse** placement sites for a course click on *Select sites* next to the course.

2. You can then search for sites (A-Z) or search for sites using keywords.

   - By clicking on the site name you can see the details of each site.
   - To return to A-Z sites click the back arrow.

Add Sites to Course(s)

- When you find a Site to **add** to your course click the green bar to add.
  - You can select more than one Site at a time.

- Once you have selected the site(s) for the course click the red bar "*I'm done with this course. Complete process.*" in the top right corner to finalize.

- You will be directed back to the manage current courses page where you can view the course.

View Students in Your Course(s)

To view students in a course select the "Course Name".

Once in your course you can view the following:

- Enrolled students
- Status of students' forms
- Signature status
- Student placements
- Program sites – sites selected for the course

View Your Student's Placement

By selecting the student name you can view the student's courses and the student's placements.

View Status of Student Forms

On the Enrolled Students page you can see if your student(s) have completed and signed the necessary forms. **These forms must be completed and signed before students can visit their site(s).**
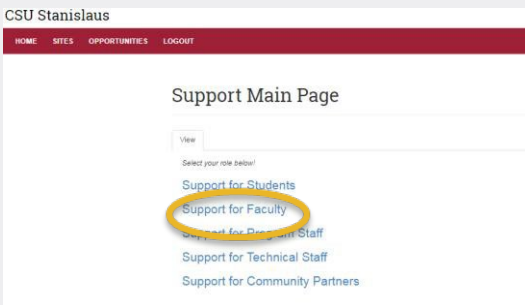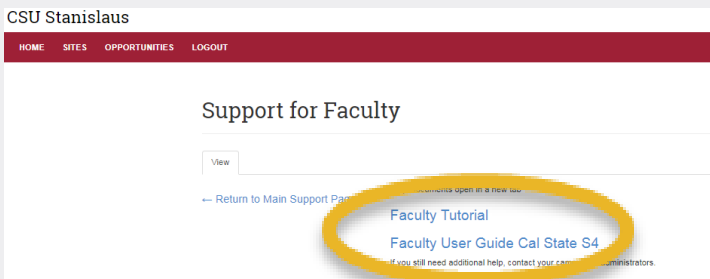
Stan Serves S4 Help

If you have questions about using S4 you can access the 24/7 online Faculty Tutorial or Faculty User Guide Cal State S4:

For more detailed information about Stan Serves S4 functions, please visit OSL DETAILED PPT.

Contact Information

If you have any difficulty with Stan Serves S4, please contact the Office of Service Learning.

Office of Service Learning

209.667.3311

jfox@csustan.edu

bhale1@csustan.edu

jsturtevant@csustan.edu