



Service Learning & Internship Placements: Stan Serves S4 Basics

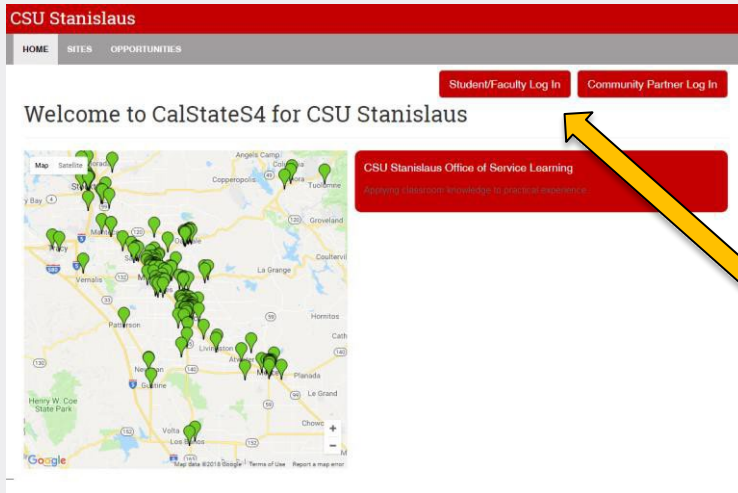
For Faculty

What You Will Learn

How to...

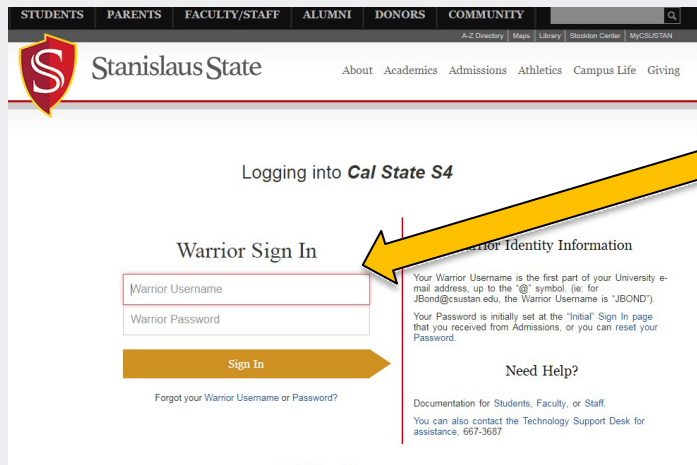
1. Log In
2. Find Your Course(s)
3. View Your Course(s)
4. Browse Sites for Your Course(s)
5. Add Sites to Your Course(s)
6. View Students in Your Course
7. View Your Students' Placements
8. View of Status of Student Forms
9. Stan Serves S4 Help
10. Contact Information

Logging In



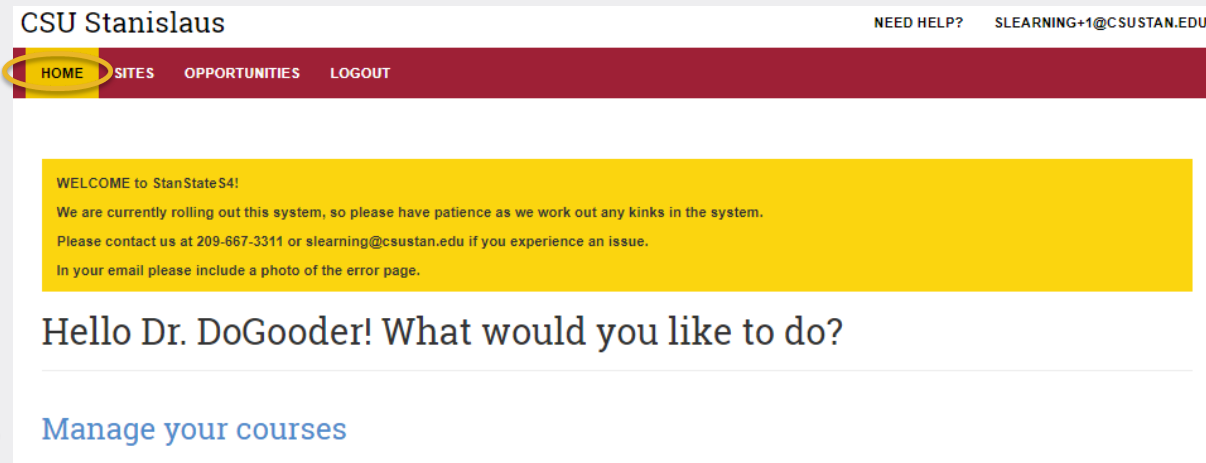
To Log into S4 Database Visit <https://app.calstates4.com/csustan> then follow the steps below:

- 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.



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[HOME](#) [SITES](#) [OPPORTUNITIES](#) [LOGOUT](#)

WELCOME to StanStateS4!
We are currently rolling out this system, so please have patience as we work out any kinks in the system.
Please contact us at 209-667-3311 or slearning@csustan.edu if you experience an issue.
In your email please include a photo of the error page.

Hello Dr. DoGooder! What would you like to do?

[Manage your courses](#)

To **find** your Service Learning and/or Internship course(s) select *“Manage your courses”*

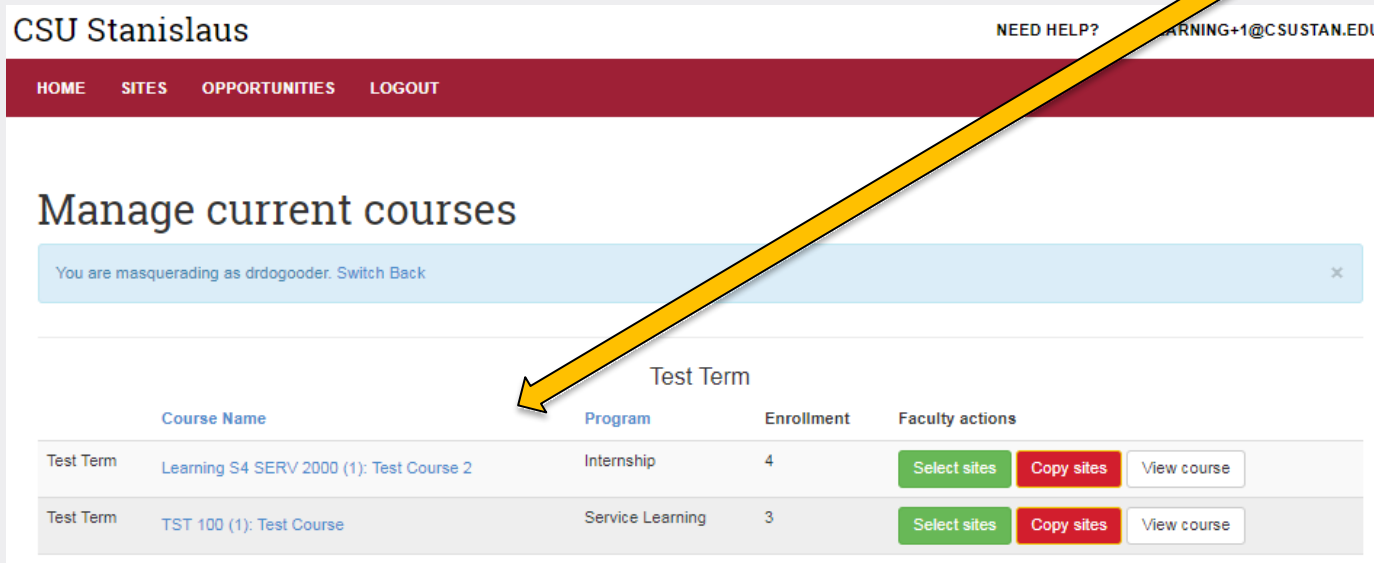
On the faculty homepage you can also view:

- 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).



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HOME SITES OPPORTUNITIES LOGOUT

Manage current courses

You are masquerading as drdogooder. Switch Back

	Course Name	Program	Enrollment	Faculty actions
Test Term	Learning S4 SERV 2000 (1): Test Course 2	Internship	4	Select sites Copy sites View course
Test Term	TST 100 (1): Test Course	Service Learning	3	Select sites Copy sites View course

Here you can...

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

Browsing Sites for Your Course(s)

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HOME SITES OPPORTUNITIES LOGOUT

Manage current courses

You are masquerading as didogooder. Switch Back

Course Name	Program	Enrollment	Faculty actions
Test Term Learning S4 SERV 2000 (1): Test Course 2	Internship	4	Select sites Copy sites View course
Test Term TST 100 (1): Test Course	Service Learning	3	Select sites Copy sites View course

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

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HOME SITES OPPORTUNITIES LOGOUT

Sites

You are currently adding sites to Learning S4 SERV 2000 (1): Test Course 2. [I'm done with this course. Complete process.](#)

Displaying 1 – 50 of 227. Search fields are exclusive. What's that?

Site name City Program Organization type

Site Tags Keyword Items per page [Apply](#)

African American Chamber of San Joaquin Foundation (AACSFJ)

Active Site
42 N. Sutter St. Ste. 206, Stockton, 95202

"Founded in 1979, The African American Chamber of San Joaquin Foundation (AACSFJ) is an organization which provides resources for the creation, growth, and general welfare of African American companies and beyond in the San Joaquin County area."

[Add African American Chamber of San Joaquin Foundation \(AACSFJ\) to Learning S4 SERV 2000 \(1\): Test Course 2](#)

Agape Villages Foster Family Agency

Active Site
572 Commence Ct., Manteca, 95336

Foster Family Agency: We serve foster children and families. Assisting with case loads(i.e. over seeing children and families.)

[Add Agape Villages Foster Family Agency to Learning S4 SERV 2000 \(1\): Test Course 2](#)

Program(s): Criminal Justice Internships, Internship, Service Learning
Type: Business
Issue: No issues selected.
(209) 824-5365
Program(s): Internship, Service Learning
Type: Nonprofit - Other
Issue: No issues selected.

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)

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HOME SITES OPPORTUNITIES LOGOUT

Sites

You are currently adding sites to Learning S4 SERV 2000 (1); Test Course 2.
I'm done with this course. Complete process.

Displaying 1 – 50 of 227
Search fields are exclusive. What's this?

Site name City Program Organization type

Site Tags Keyword Items per page

African American Chamber of San Joaquin Foundation (AACSFJF)
Active Site
42 N. Sutter St. Ste. 206, Stockton, 95202
"Founded in 1979, The African American Chamber of San Joaquin Foundation (AACSFJF) provides resources for the creation, growth, and general welfare of African American community members in the San Joaquin County area."
Add African American Chamber of San Joaquin Foundation (AACSFJF) to Learning S4 SERV 2000 (1); Test Course 2

Agape Villages Foster Family Agency
Active Site
572 Commence Ct., Manteca, 95336
Foster Family Agency. We serve foster children and families. Assisting with case loads(i.e. over seeing children and families.)
Add Agape Villages Foster Family Agency to Learning S4 SERV 2000 (1); Test Course 2

- 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.

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HOME SITES OPPORTUNITIES LOGOUT

Manage current courses

	Course Name	Program	Enrollment	Faculty actions
Test Term	TST 100 (1); Test Course	Service Learning	3	<input type="button" value="Select sites"/> <input type="button" value="Copy sites"/> <input type="button" value="View course"/>
Test Term	Learning S4 SERV 2000 (1); Test Course 2	Internship	4	<input type="button" value="Select sites"/> <input type="button" value="Copy sites"/> <input type="button" value="View course"/>

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

View Students in Your Course(s)

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HOME SITES OPPORTUNITIES LOGOUT

Manage current courses

Course Name	Program	Enrollment	Faculty actions
TST 100 (1): Test Course			
Learning 54 SERV 2000 (1): Test Course 2	Internship	4	Select sites Copy sites View course

To view students in a course select the “**Course Name**”.

CSU Stanislaus HOME COURSES SITES OPPORTUNITIES USERS FORMS REPORTS LOGOUT

TST 100 (1): Test Course

Select/Delete Copy program

View Edit Student Forms Student Report Timelogs Revision operations

Enrolled Students

Operations

Place student(s)

First Name	Last Name	Last login	Forms Completed	Signatures Completed	Current placements	Place
Sally	Service	06/29/2018 - 9:51am	No	N/A	• 3 Acre Farm	Place
Patty	Smith	07/17/2015 - 9:01am	No	N/A	• 3 Acre Farm • 3 Acre Farm	Place
Sally	Student	09/09/2018 - 9:08am	No	N/A	• Agape Villages Foster Family Agency	Place

Program Sites

- Agape Villages Foster Family
- Alternatives Violence Project
- African American Chamber of Foundation (AACSF)
- Assyrian Universal Alliance A
- Amador-Tuolumne Communit

Faculty

- Test, Dr. DoGooder

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.

The screenshot shows the CSU Stanislaus user interface for a student named Patty Smith. The navigation bar includes links for HOME, COURSES, SITES, OPPORTUNITIES, USERS, FORMS, REPORTS, and LOGOUT. The user profile section displays the name 'Patty Smith' and options to 'View' or 'Edit' the profile. Below this, the 'Patty's Courses' section is circled in yellow and contains a table with two rows of course information. The 'Patty's Placements' section is also circled in yellow and contains a table with three rows of placement data. A 'History' sidebar on the right indicates the user is in the 'Service Learning' program and has been a member for 3 years and 3 weeks. A 'Management on Patty' button is also visible.

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HOME COURSES SITES OPPORTUNITIES **USERS** FORMS REPORTS LOGOUT

Patty Smith

View Edit

Username: patrysmith
User email: patry.smith@example.com

Program: Service Learning

History

Member for 3 years 3 weeks

[Management on Patty](#)

Patty's Courses

Course	Test Term	Program	Faculty
Learning 34 SERV 2000 (1): Test Course 2		Internship	Test, Dr. DeGooder
TST 100 (1): Test Course		Service Learning	Faculty, Fran

Patty's Placements

Placement	Program	Course	Site	Site staff	Opportunity	Estimated Hours	Reported Hours
Placement #64127	Service Learning	TST 100 (1): Test Course	3 Acres Farm	Janelle Kalforn	none	50	Not reported
Placement #64128	Service Learning	TST 100 (1): Test Course	3 Acres Farm	Janelle Kalforn	none	50	Not reported
Placement #63648	Internship	Learning 34 SERV 2000 (1): Test Course 2	Jessica's House	none	none	50	Not reported

Total estimated hours: 150 | Total reported hours: NR

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).**

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HOME COURSES SITES OPPORTUNITIES USERS FORMS REPORTS LOGOUT

TST 100 (1): Test Course

Select/Delete Copy program

View Edit Student Forms Student Report Timelogs Revision operations

Enrolled Students

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First Name	Last name	Last login	Forms Completed	Signature Completed	Current placements	Place
Sally	Service	06/29/2018 - 9:51am	No	N/A	• 3 Acre Farm	Place
Patty	Smith	07/17/2015 - 9:01am	No	N/A	• 3 Acre Farm • 3 Acre Farm	Place
Sally	Student	06/09/2018 - 9:06am	No	N/A	• Agape Villages Foster Family Agency	Place

Limit placements to the sites listed below

Program Sites

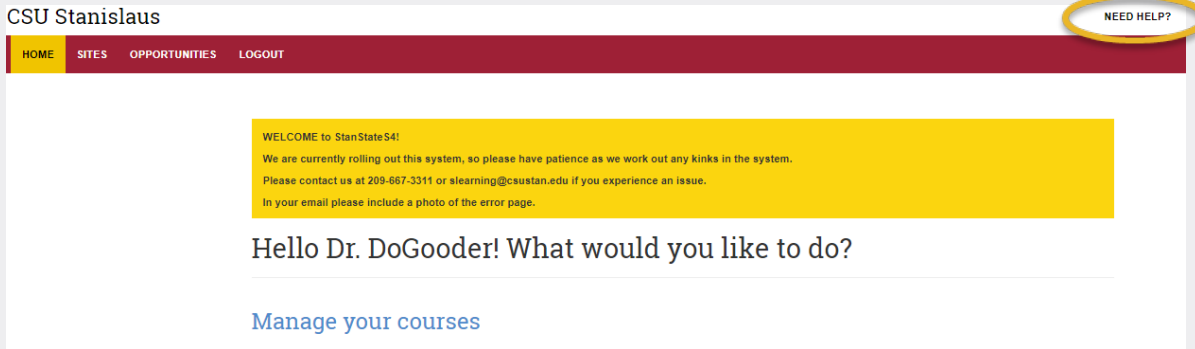
- Agape Villages Foster Family
- Alternatives Violence Project
- African American Chamber of Foundation (AACSF)
- Assyrian Universal Alliance A
- Amador-Tuolumne Communit

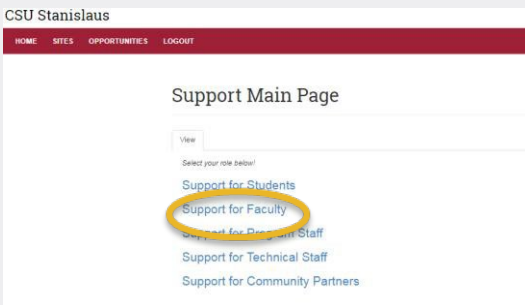
Faculty

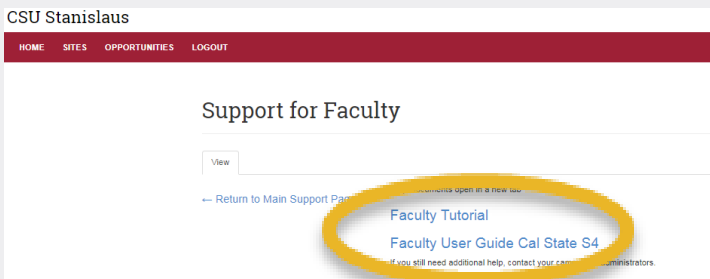
- Test, Dr. DoGooder

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:

1.  This screenshot shows the CSU Stanislaus S4 home page. At the top right, a "NEED HELP?" button is circled in yellow. Below the navigation bar, a yellow banner contains a welcome message and contact information. The main content area displays "Hello Dr. DoGooder! What would you like to do?" and a link to "Manage your courses".

2.  This screenshot shows the "Support Main Page" with a dropdown menu open. The "Support for Faculty" option is circled in yellow. Other options include Support for Students, Support for Department Staff, Support for Technical Staff, and Support for Community Partners.

3.  This screenshot shows the "Support for Faculty" page. A dropdown menu is open, and the "Faculty Tutorial" and "Faculty User Guide Cal State S4" options are circled in yellow. A "Return to Main Support Page" link is also visible.

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