



Stanislaus  
State



# Service Learning & Internship Placements: Stan Serves S4 In-Depth

*For Faculty*

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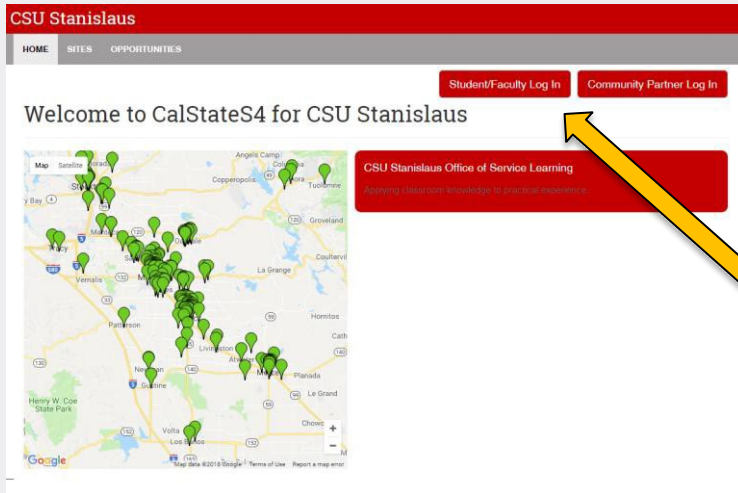
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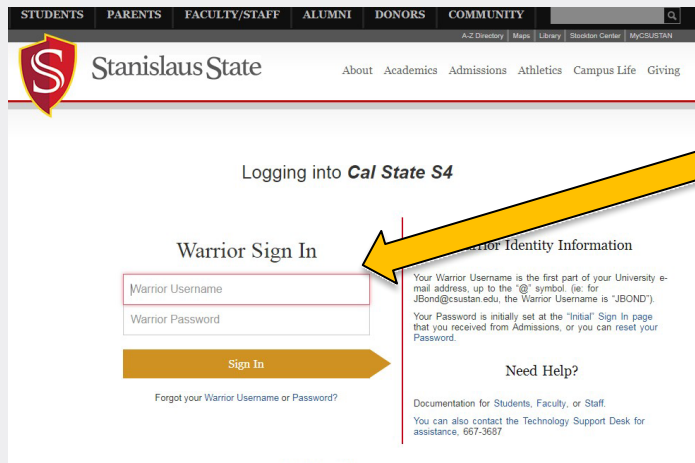
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# Getting Started: Logging In



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.



# Getting Started: Faculty Home Page

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

The screenshot shows the CSU Stanislaus S4 Faculty Home Page. At the top left, the text 'CSU Stanislaus' is displayed. At the top right, there are links for 'NEED HELP?' and 'SLEARNING+1@CSUSTAN.EDU'. Below this is a dark red navigation bar with the following menu items: 'HOME', 'SITES', 'OPPORTUNITIES', and 'LOGOUT'. The 'HOME' button is circled in yellow and labeled '1.'. Below the navigation bar is a yellow banner with the following text: '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.', and 'In your email please include a photo of the error page.' Below the banner, the text 'Hello Dr. DoGooder! What would you like to do?' is displayed. Below this text is a horizontal line, and below the line is a blue link labeled '3. Manage your courses'.

Here you will be able to view:

1. The Home button, at the top of the page, that will always return you to this main page.
2. Any important notifications and messages from our office.
3. All of your Service Learning and/or Internship courses by selecting “Manage your courses”.

# Managing Courses: Finding Your Course(s)

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

CSU Stanislaus NEED HELP? [SLEARNING+1@CSUSTAN.EDU](mailto:SLEARNING+1@CSUSTAN.EDU)

[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](mailto:slearning@csustan.edu) if you experience an issue.  
In your email please include a photo of the error page.

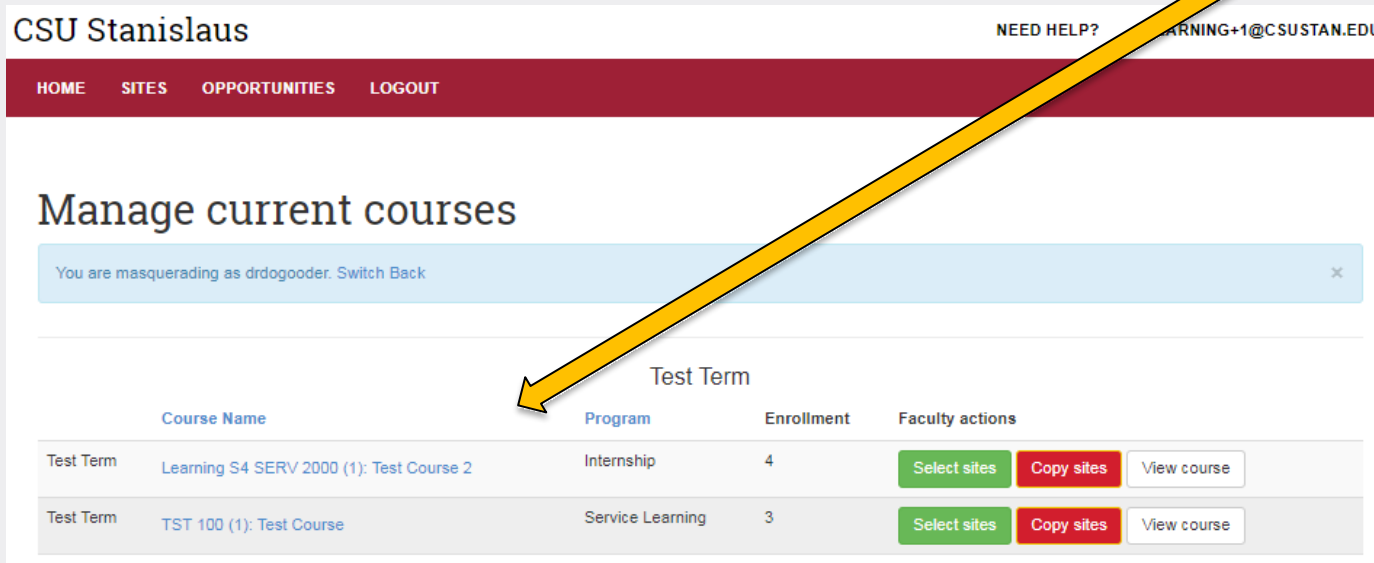
Hello Dr. DoGooder! What would you like to do?

[Manage your courses](#)

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

# Managing Courses: 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	<a href="#">Select sites</a> <a href="#">Copy sites</a> <a href="#">View course</a>
Test Term	TST 100 (1): Test Course	Service Learning	3	<a href="#">Select sites</a> <a href="#">Copy sites</a> <a href="#">View course</a>

Here you can...

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

# Managing Courses: Browsing Sites for Your 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

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.

# Managing Courses: 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  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) provides resources for the creation, growth, and general welfare of African American community 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

- 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	Select sites Copy sites View course
Test Term	Learning S4 SERV 2000 (1); Test Course 2	Internship	4	Select sites Copy sites View course

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



# Managing Courses: Restrict Students to Selected Sites

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HOME SITES OPPORTUNITIES LOGOUT

### Manage current courses

Test Term

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

By default, sites added to the course are suggestions. Students will see them first, but they have the option to search other sites.

To restrict sites for student placements select the “**Course Name**”.

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HOME SITES OPPORTUNITIES LOGOUT

### Learning S4 SERV 2000 (1): Test Course 2

View Student Forms Student Report Timelogs

#### Enrolled Students

Operations

Place student(s)

First Name	Last name	Last login	Forms Completed	Signatures Completed	Current placements	Place
Sally	Service	06/27/2018 - 12:57pm	No	N/A	No current placements.	Place

Limit placements to the sites listed below **Update**

#### Program Sites

- Jessica's House
- African American Chamber of San Joaquin Foundation (AACSFJF)
- Behavioral & Educational Strategies Training (B.E.S.T.)
- Modoc County Sheriff's

#### Faculty

Test, Dr. DoGooder

Then to **restrict students to only the sites you have selected** click the box “*Limit placements to the sites listed below*”.

To save the change make sure to press blue **update** bar.

# Managing Courses: Attach a Syllabus to Your Course

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HOME COURSES SITES OPPORTUNITIES USERS FORMS REPORTS LOGOUT

## TST 100 (1): Test Course

Select/Delete program sites  
Copy program sites from a course

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	Placements	Place
Sally	Service	08/29/2018 - 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	08/17/2018 - 10:25am	No	N/A	No current placements.	Place

### Program Sites

- Agape Villages Foster Family Agency
- Alternatives Violence Project California
- Assyrian Universal Alliance Americas Chapter Inc.
- CA Dept of Corrections and Rehabilitation Merced Adult Parole
- Behavioral & Educational Strategies Training (B.E.S.T.)
- Boys & Girls Club Stanislaus County
- African American Chamber of San Joaquin Foundation (AACSJF)
- African American Chamber of San Joaquin Foundation (AACSJF)
- Amador-Tuolumne Community Action Agency

### Faculty

- Test, Dr. DoGooder
- Grobner, Mark
- Faculty, Fran

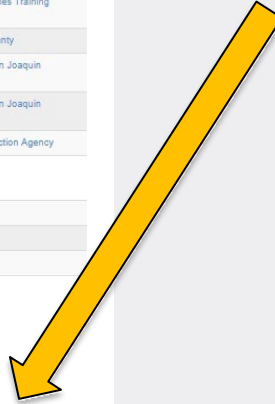
Program: Service Learning  
Term: Test Term  
Max placements per student: 1

### Syllabus

No file chosen  
Files must be less than 100 MB.  
Allowed file types: txt doc docx pdf rtf.

When viewing the course you can also attach a course syllabus.

- To attach a syllabus click on “Choose File” then click the “Upload” button. (Students cannot see the syllabus or course page. This is intended for easier tracking for you).



# Student Placements: View Students in Your Course(s)

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HOME SITES OPPORTUNITIES LOGOUT

## Manage current courses

Course Name	Program	Enrollment	Faculty actions
Test Term TST 100 (1): Test Course			
Test Term Learning S4 SERV 2000 (1): Test Course 2	Internship	4	<a href="#">Select sites</a> <a href="#">Copy sites</a> <a href="#">View course</a>

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

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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

Operations

Place student(s)

First Name	Last name	Last login	Forms Completed	Signatures Completed	Current placements	Place
<input type="checkbox"/>	Sally Service	06/29/2018 - 9:51am	No	N/A	• 3 Acre Farm	<a href="#">Place</a>
<input type="checkbox"/>	Patty Smith	07/17/2015 - 9:01am	No	N/A	• 3 Acre Farm • 3 Acre Farm	<a href="#">Place</a>
<input type="checkbox"/>	Sally Student	08/09/2018 - 9:08am	No	N/A	• Agape Villages Foster Family Agency	<a href="#">Place</a>

Limit placements to the sites listed below

### Program Sites

- Agape Villages Foster Family
- Alternatives Violence Project
- African American Chamber of Foundation (AACSFJF)
- Assyrian Universal Alliance Ai
- Armador-Tuolumne Communit

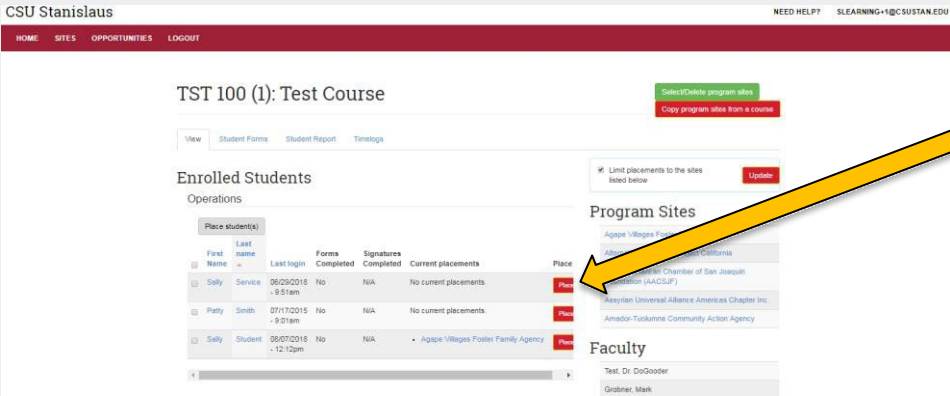
### Faculty

- Test, Dr. DoGooder

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

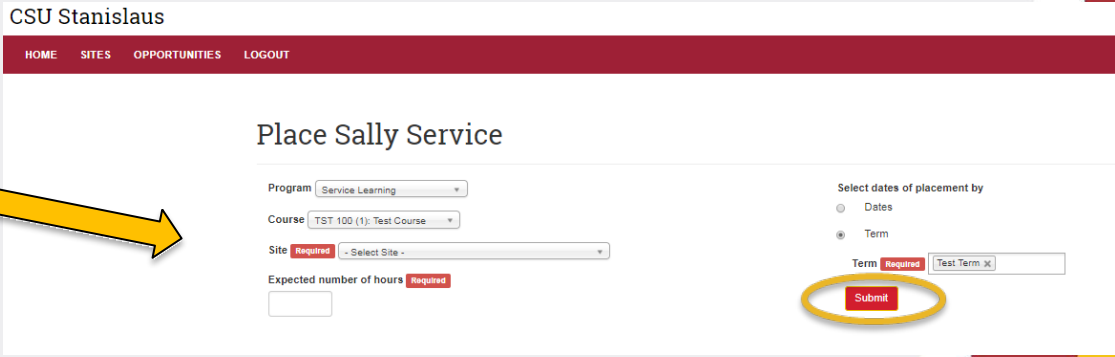
# Student Placements: Making a Student Placement



When you are viewing your course have the ability to place students by selecting the red **“Place”** button.

After selecting **“Place”** you can:

- Select the site
- Provide expected number of hours
- Provide the dates of placement



Select **“Submit”** when finished.\*

\*Next time the student(s) sign-in they will be directed to complete the required risk management forms before they begin their placement.

# Student Placements: Bulk Placement or Group Students at Specific Site(s)

The screenshot shows the 'Enrolled Students' table with columns for First Name, Last Name, Last login, Forms Completed, Signatures Completed, and Current placements. Two rows are visible, each with a 'Place' button circled in yellow. A 'Place students' dropdown menu is open, showing 'Place' and 'Place Students' options. A yellow arrow points to the 'Place' button in the second row.

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
Platty	Smith	07/17/2015 - 9:01am	No	N/A	No current placements.	Place

If you are interested in placing all of your students at a specific site(s) you can do a **bulk placement of students** or **group certain students** at specific sites.

1. To place all students at a site(s) check the top left box near “First Name”. Then select “Place Students”\*
2. To group students or individually place students at specific site(s) check the box to the left of the student’s name(s) that you would like to place. Then select “Place Students”\*

The screenshot shows the 'Set parameters for Place student(s)' form. A yellow arrow points to the 'Place student(s)' dropdown menu, which is set to 'Place student(s)'. The form includes fields for 'Program site', 'Expected hours of placement', and 'Select dates of placement by' (with radio buttons for 'Dates' and 'Term').

S4 will then direct you to a new page to fill out the placement information.

\*Next time the student(s) sign-in they will be directed to complete the required risk management forms before they begin their placement.

# Student Placements: View Your Student's Placement

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

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

## Patty Smith

View Edit

Username: patysmith  
User email: patysmith@example.com

Program: Service Learning

### Patty's Courses

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

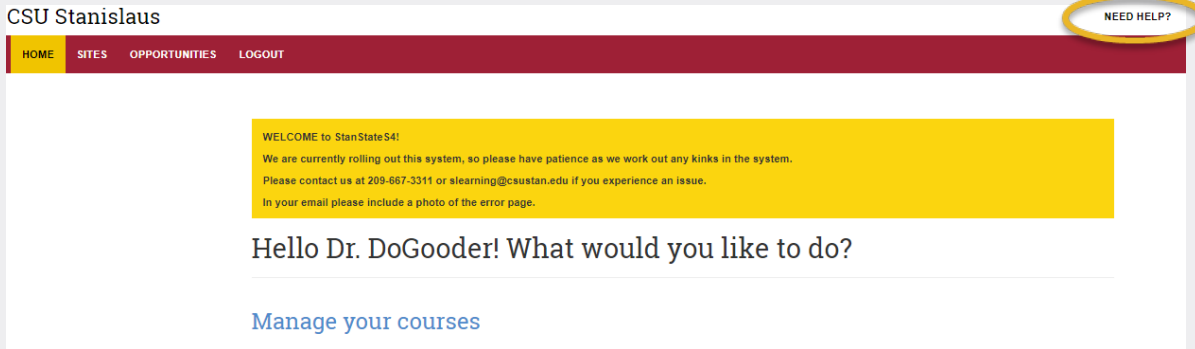
### Patty's Placements

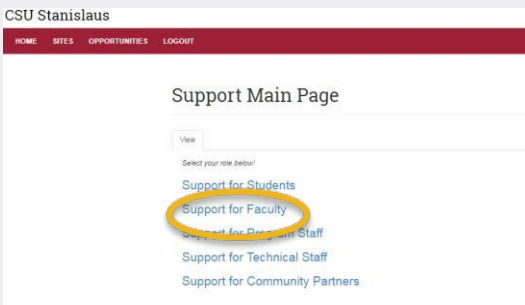
Placement	Program	Course	Site	Site staff	Opportunity	Estimated Hours	Reported Hours
Placement #64127	Service Learning	TST 100 (1): Test Course	3 Acres Farm	Janelle Kalforn	none	50	Not reported
Placement #64128	Service Learning	TST 100 (1): Test Course	3 Acres Farm	Janelle Kalforn	none	50	Not reported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

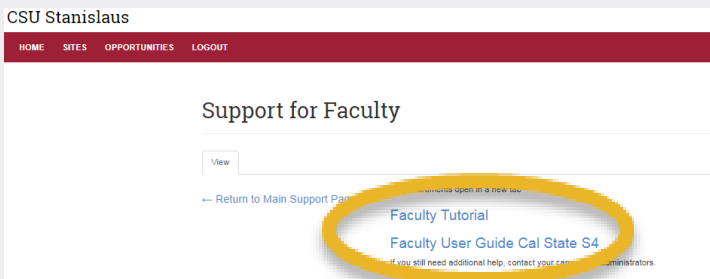
Total estimated hours: 150 | Total reported hours: NR

# 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 for "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](mailto:jfox@csustan.edu)

[bhale1@csustan.edu](mailto:bhale1@csustan.edu)

[jsturtevant@csustan.edu](mailto:jsturtevant@csustan.edu)