Stan Serves S4 Basics for Faculty

Online Database for Service Learning & Internship Courses

1. Go to the following website: https://app.calstates4.com/csustan

2. Click on the red bar "*Student/Faculty Log In*".
   a. Under **Warrior Sign In** in the "Warrior Username" type in the prefix of your CSU email account name.
   For example: from bforray@csustan.edu type in "bforray"
   b. Under "Password" type in your usual Stan State email password.

3. Once you are logged in you will be guided through a number of pages beginning with… (Note: Pages may slightly vary per site)
   a. "**Hello Faculty Name! What would you like to do?**": This is your homepage where you view your course(s) by selecting the blue "*Manage your courses*".
   b. "**Manage Current Courses**": You will be able to view your Service Learning or Internship courses on this page. To browse placement sites for a course select the green "*Select Sites*" button next to the course name.
   c. "**Sites**": Next, you will be able to browse the available placement sites from A to Z, or search for sites using keywords at top of page. By clicking on the blue site name you can see the details of each site. Use back Arrow to return to all "Sites".
   d. "**Sites**": When you find a site(s) to add to your course click the green "*Add Site Name*" bar under each site. You can select as many sites you need here. Once you have selected your site(s) for the course, click the red bar "*I'm done with this course. Complete process.*" in the top right corner to finalize.
   e. "**Manage Current Courses**": You will be directed back to the "Manage Current Courses" page where you can view your course(s). To limit your student placement to the sites you selected, or view student information in your course select the course name in blue: (e.g. "PADM 1201 (009): American Government").
   f. "**Course number: course name**" and "**Enrolled Students**": When in your course you can limit the sites students place at by checking the box next to "*Limit placements to the sites listed below*" and selecting the red "*Update*" bar.
   g. "**Course number: course name**" and "**Enrolled Students**": When in your course you can view the following: 1) enrolled students, 2) status of students' forms, 3) student placements, and 4) program sites (sites you selected for the course).

*For more detailed information about S4 functions please visit the Faculty page at csustan.edu/service-learning