



Stanislaus
State



Service Learning & Internship Placements: Stan State S4 Database

For Faculty

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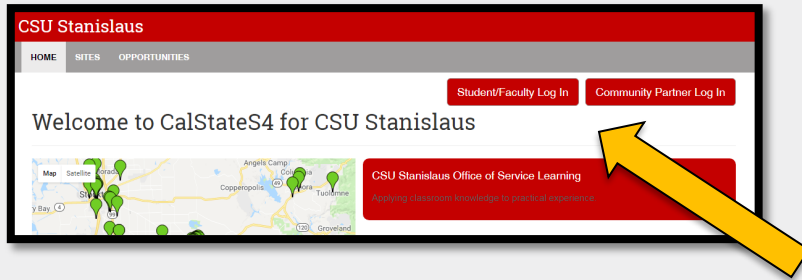
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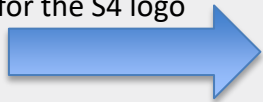
Getting Started: Logging In



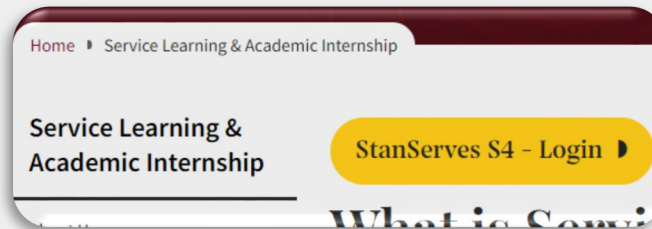
To Log into S4 Database Visit <https://app.calstates4.com/csustan> then follow the steps below:

- Select the Student/Faculty Log
- Enter your Stan State credentials for access

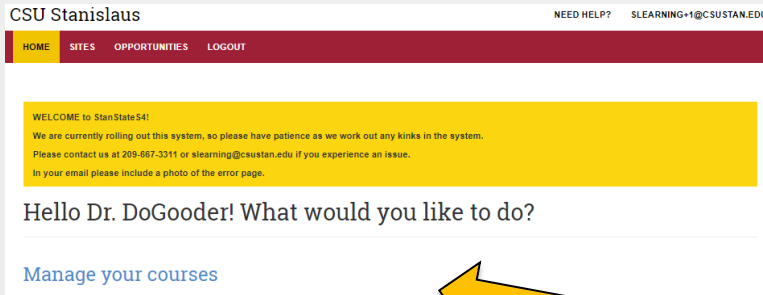
Can be Accessed in myStanState Portal!
Look for the S4 logo



Can be Accessed from the Service Learning & Academic Internship website!



Getting Started: Faculty Home Page



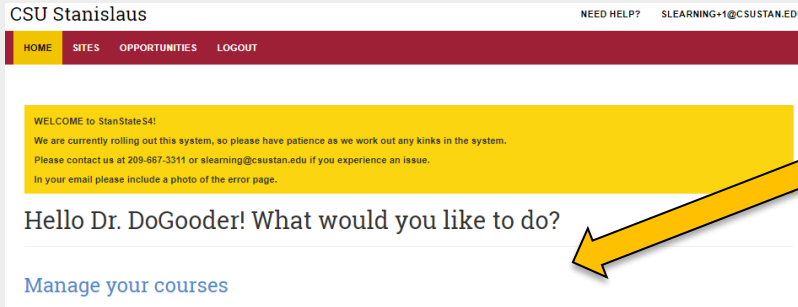
Once Logged into S4 the homepage for faculty will appear.

Here you will be able to view:

- Any important notifications and messages from our office.
- All of your Service Learning and/or Internship courses by selecting “Manage your courses”.
- The link to “Start a New Placement”.

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

Managing Courses: How to Add Sites to Courses



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HOME SITES OPPORTUNITIES LOGOUT

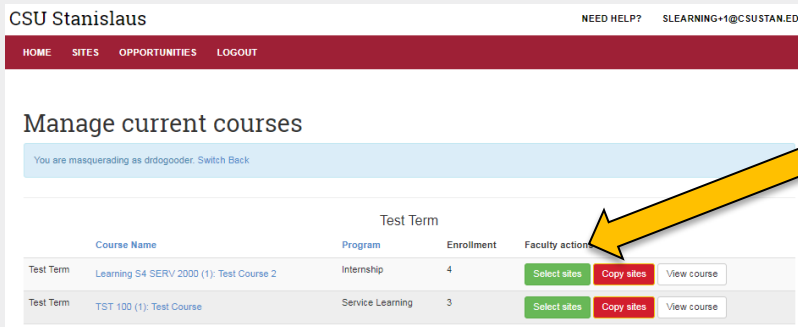
WELCOME to StanStateS4!
We are currently rolling out this system, so please have patience as we work out any kinks in the system.
Please contact us at 209-867-3311 or slearning@csustan.edu if you experience an issue.
In your email please include a photo of the error page.

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

[Manage your courses](#)

A yellow arrow points from the text 'To Manage a course select the link *Manage my courses* from the Home page.' to the 'Manage your courses' link.

To Manage a course select the link *Manage my courses* from the Home page.



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HOME SITES OPPORTUNITIES LOGOUT

Manage current courses

You are masquerading as drdogooder. Switch Back

		Test Term		Faculty actions	
Course Name	Program	Enrollment			
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

A yellow arrow points from the text 'To add a placement Site to a course click on *Select sites* next to the course to bring up all active locations for student placements.' to the 'Select sites' button in the table.

You can then view your SL or Internship course(s).

To add a placement Site to a course click on *Select sites* next to the course to bring up all active locations for student placements.

Managing Courses: How to Add Sites to Courses Continued

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HOME SITES OPPORTUNITIES LOGOUT

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 Contains City Program Organization type

Site Tags Keyword Items per page 50

African American Chamber of San Joaquin Foundation (AACSJF)
Active Site
42 N. Sutter St. Ste. 206, Stockton, 95202
"Founded in 1979, The African American Chamber of San Joaquin Foundation (AACSJF) 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."

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.)

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.

You can then browse the list of active sites and see the details of each Site.

- To get more information about each site select the agency name.

Managing Courses: How to Add Sites to Courses Continued

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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

African American Chamber of San Joaquin Foundation (AACSF)
Active Site
42 N. Sutter St. Ste. 206, Stockton, 95202
Founded in 1979, The African American Chamber of San Joaquin Foundation (AACSF) 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 (AACSF) 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

(209) 594-9516
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.

- When you find a Site to add to your course click the **green** add button.
 - You can select more than one Site at a time.
- Once you have selected the site(s) for the course click the red button ***"I'm done with this course. Complete process"*** in the top right corner to finalize.
- You will be directed back to the manage courses page where you can view the course.

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HOME SITES OPPORTUNITIES LOGOUT

Manage current courses

Course Name	Test Term		Faculty actions
	Program	Enrollment	
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"/>

Managing Courses: Attach a Syllabus to Your Course

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HOME SITES OPPORTUNITIES LOGOUT

TST 100 (1): Test Course

Select/Delete program sites
Copy program sites from a course

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
Patty	Smith	07/17/2015 - 9:01am	No	N/A	No current placements.	Place
Sally	Student	06/27/2018 - 11:22am	No	N/A	No current placements.	Place

Faculty

Teet, Dr. DoGooder
Grobner, Mark
Faculty, Fran

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

Syllabus

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

Upload

When viewing the course you can do the following:

- See Enrolled Students and the status of the student forms.
- Add and Delete program sites.
- Attach a course syllabus.
 - To attach syllabus click on chose a file than click **upload**. (Students cannot see the syllabus or course page. This is intended for easier tracking for you).

Managing Courses: Restrict Students to Selected Sites

CSU Stanislaus NEED HELP? SLEARNING@CSUSTAN.EDU

HOME SITES OPPORTUNITIES LOGOUT

Learning S4 SERV 2000 (1): Test Course 2

Select/Delete program sites
Copy program sites from a course

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	06/27/2016 - 12:57pm	No	N/A	No current placements.	Place

Program Sites

Limit placements to the sites listed below Update

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

Faculty

Test, Dr. DoGooder

- By default, sites added to the course are suggestions. Students will see them first but they have the option to find other sites.
- However, you can restrict students to only the sites you have selected by clicking the box *“Limit placements to the sites listed below”*.
- To save the change make sure to press update.

Student Placements: Making a Student Placement

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HOME SITES OPPORTUNITIES LOGOUT

TST 100 (1): Test Course

Enrolled Students

First Name	Last Name	Forms Completed	Signatures Completed	Current placements	Place	
Sally	Service	06/20/2018 9:51am	No	N/A	No current placements.	Place
Patty	Smith	07/17/2018 9:20am	No	N/A	No current placements.	Place
Sally	Student	06/07/2018 12:12pm	No	N/A	Agape Villages Foster Family Agency	Place

Program Sites

- Agape Villages Foster Family Agency
- Albion Violence Project California
- Alban Arise an: Christian Fellowship (AACC)
- Agape Villages Foster Family Agency
- Agape Villages Foster Family Agency
- Agape Villages Foster Family Agency
- Agape Villages Foster Family Agency

Faculty

- Text: Dr. DeGooder
- Grober, Mark
- Faculty, Fran

Program: Service Learning
Term: Test Term

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

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HOME SITES OPPORTUNITIES LOGOUT

Place Sally Service

Program: Service Learning

Course: TST 100 (1): Test Course

Site Required: Select Site

Expected number of hours Required: _____

Select dates of placement by

Dates

Term

Term Required: Test Term [x]

Submit

After selecting *Place* you can fill out the details for the placement of the student. Select *submit* when finished.

- Once you *submit* the site placement the next time the student signs in to their account they will be directed to fill out the required forms.

Student Placements: Bulk Placement of Students in a Course

CSU Stanislaus

HOME SITES OPPORTUNITIES LOGOUT

TST 100 (1): Test Course

Select/Delete program sites
Copy program sites from a course

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
✓	Service	06/29/2018 - 9:51am	No	N/A	• 3 Acre Farm	Place
✓	Patly Smith	07/17/2015 - 9:01am	No	N/A	No current placements	Place
✓	Sally Student	08/07/2018 - 12:12pm	No	N/A	• Agape Villages Foster Family Agency	Place

Program Sites

- Agape Villages Foster Family Agency
- Alternatives Violence Project California
- African American Chamber of San Joaquin Foundation (AACSFJF)
- Assyrian Universal Alliance Americas Chapter Inc.
- Amador-Tuolumne Community Action Agency

Faculty

Test: Dr. DoGooder

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.

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

CSU Stanislaus

HOME SITES OPPORTUNITIES LOGOUT

Set parameters for *Place student(s)*

Select/Delete program sites
Copy program sites from a course

View Student Forms Student Report Timelogs

Enrolled Students

Program site **required** Select a site

Expected hours of placement **required**

Select dates of placement by

- Dates
- Term

Term **required** [Select Term] [OK]

Next Cancel

Program Sites

- Alternatives Violence Project California
- African American Chamber of San Joaquin Foundation (AACSFJF)
- Assyrian Universal Alliance Americas Chapter Inc.
- Amador-Tuolumne Community Action Agency

Faculty

Test: Dr. DoGooder

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: Search and View Student Placements

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	06/29/2019 - 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	06/09/2019 - 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

Once you finish a placement you will be redirected to the course page.

There you can view all student profiles:

- Name (First &Last)
- Last login
- Forms Completed
- Signatures Completed
- Current Placements

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HOME COURSES SITES OPPORTUNITIES USERS FORMS REPORTS LOGOUT

Patty Smith

View Edit

Username: patty.smith
User email: patty.smith@example.com

Program: Service Learning
Member for 3 years 3 weeks

Patty's Courses

Course	Program	Faculty
Learning 54 SERV 2000 (1): Test Course 2	Internship	Test, Dr. DoGooder
TST 100 (1): Test Course	Service Learning	Faculty: Fran

Patty's Placements

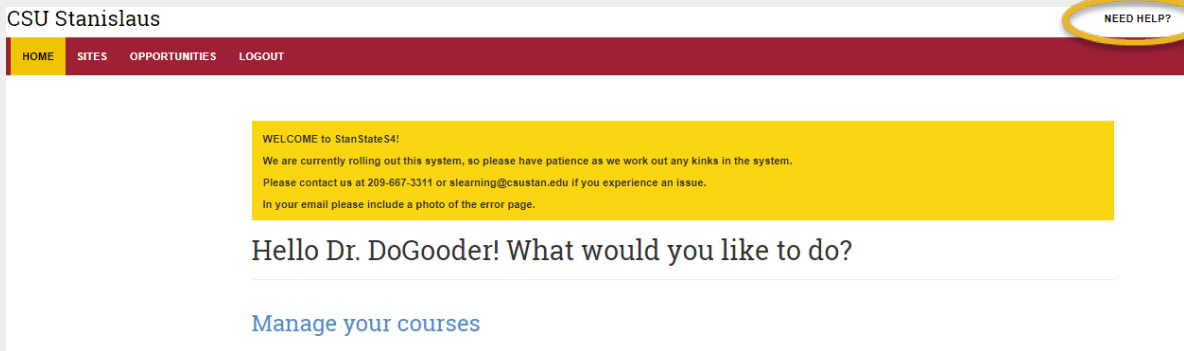
Placement #	Program	Course	Site	Site staff	Opportunity	Estimated Hours	Reported Hours
#6427	Service Learning	TST 100 (1): Test Course	3 Acre Farm	Janelle Kuttarborn	none	50	Not reported
#6428	Service Learning	TST 100 (1): Test Course	3 Acre Farm	Janelle Kuttarborn	none	50	Not reported
#6368	Internship	Learning 54 SERV 2000 (1): Test Course 2	Jessica's House	none	none	50	Not reported

Total estimated hours: 150 | Total reported hours: NR

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

Need Help?: Search and View Online Faculty Support

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

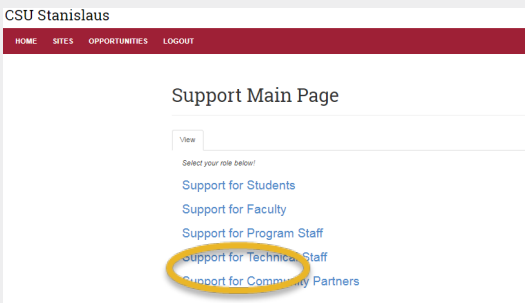
1.  CSU Stanislaus NEED HELP?

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 steaming@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](#)

2.  CSU Stanislaus

HOME SITES OPPORTUNITIES LOGOUT

Support Main Page

View

Select your role below!

- [Support for Students](#)
- [Support for Faculty](#)
- [Support for Program Staff](#)
- [Support for Technical Staff](#)
- [Support for Community Partners](#)

3.  CSU Stanislaus

HOME SITES OPPORTUNITIES LOGOUT

Support for Faculty

View

Return to Main Support Page

- [Faculty Tutorial](#)
- [Faculty User Guide Cal State S4](#)

If you still need additional help, contact your campus administrators.

Welcome to the Stan State S4 Database!

If you have any difficulty, contact the Office of Service Learning

Contact Information

209.667.3311

Julie Fox

jfox@csustan.edu

Breanna McIntyre

bhale1@csustan.edu