

Cal State S4 (Version 2.0)



Faculty User Guide

Cal State S4 is a system to track sites, collect forms, review student placements, and illustrate your campus' impact on your community.

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Introduction

As a faculty member with a course connected to off-campus learning opportunities, you are involved in helping students successfully make a placement. You have the ability to control which sites are connected to your course, see where students have placed, or make placements on behalf of students. The Cal State S4 vocabulary described below are helpful common terms, to help you gain a better understanding of this tracking and placement system.

Even if faculty choose to have little or no involvement in Cal State S4, important data and site information is still captured, and students placements can be successfully tracked.

Useful Common Terms

Sites

A site is a general term given to a location where a student can sign up for off-campus opportunities. Some programs call them “service sites,” “community partners,” or other terms, but they are essentially all the same thing: an organization that the university has an official relationship with, where students can sign up to do something.

Parent Sites and Program Sites

If multiple programs on a campus use an organization, then each program can show *their students* program-specific information about that site. A **Parent Site** holds the overarching agreement with the university, and general information about the organization (such as the main contact). A **Program Site** falls under the Parent site, and allow the program to show specific information to their students.

For example, the local hospital may provide a business internship in the administration department, while social work students are working with a separate department. Each department maintains their own Program Site, while

the formal agreement with the hospital is housed at the Parent Site.

By sharing sites across your campus, you can maintain more efficient relationships, and reduce paperwork for both the partner and the university. and your partners in the field can maintain their relationship with the campus just one time, instead of multiple.

Opportunities

If a student will be performing a specific task, or “job” as part of their placement, you can further define the placement as the opportunity that the student will be doing. Calling out a specific opportunity at a site is not required for sign-up.

Site Staff

“Site Staff” are all contacts (e.g. executive directors, coordinators, administrators) affiliated with a particular Program Site, including the people who work directly with the students (mentors, volunteers, teachers). One Site Staff can be identified as the **main contact** at the Site. Site staff can be accessed and added in the site staff tab of the Program Site.

Forms

Forms include any forms a student needs to fill out, or have already been filled out. Online forms are forms built into S4, and submissions are held in a student’s placement record. Online forms can include sign-up forms, evaluation forms, surveys, emergency contact form, and more.

Downloadable forms are forms that are in S4 which need to be downloaded by a user in order to be filled out. This type of form is preferable for legal documents, university agreements, forms which require multiple signatures and/or wet signatures. Downloadable forms can be uploaded after being filled out.

Students

S4 generally includes only students who are participating in an off-site learning experience, not every student on campus. S4 is designed to make the process of

placement as smooth as possible for the student. Students are walked through a step-by-step sign-up, so that the barriers to registering themselves with a site are as low as possible.

Faculty (that's you!)

Faculty involved with courses or programs with an off-site learning component are part of Cal State S4. You have the ability to view your current students, select specific sites for students, and help manage your students' placements.

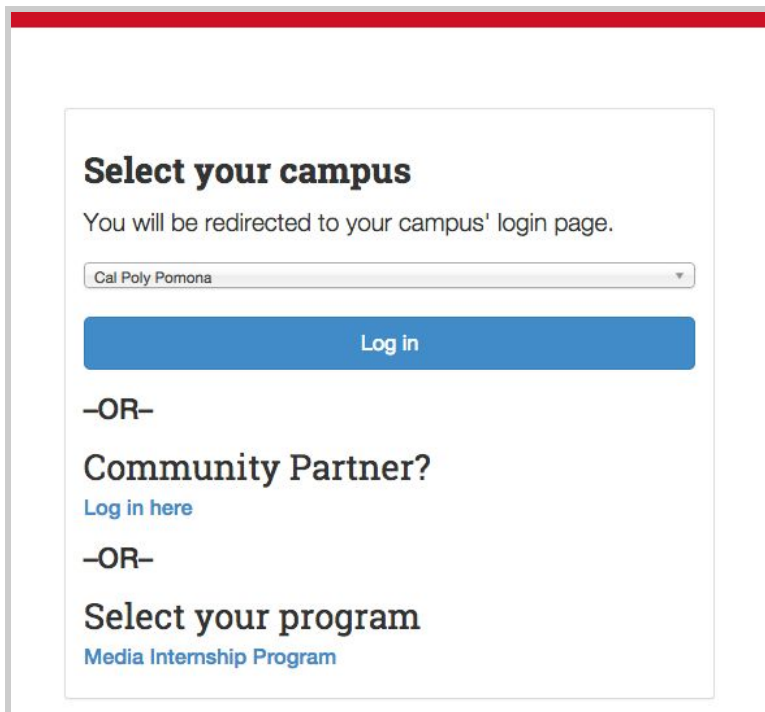
Even if faculty choose to have little or no involvement in Cal State S4, important data and site information is still captured.

Getting Started

Logging in

Use your campus username and password to log in to the system. Your campus' home page address will be **app.calstates4.com/your campus url**

For example, Cal State Hetch Hetchy would be app.calstates4.com/csuhh



Select your campus

You will be redirected to your campus' login page.

Cal Poly Pomona

Log in

-OR-

Community Partner?

[Log in here](#)

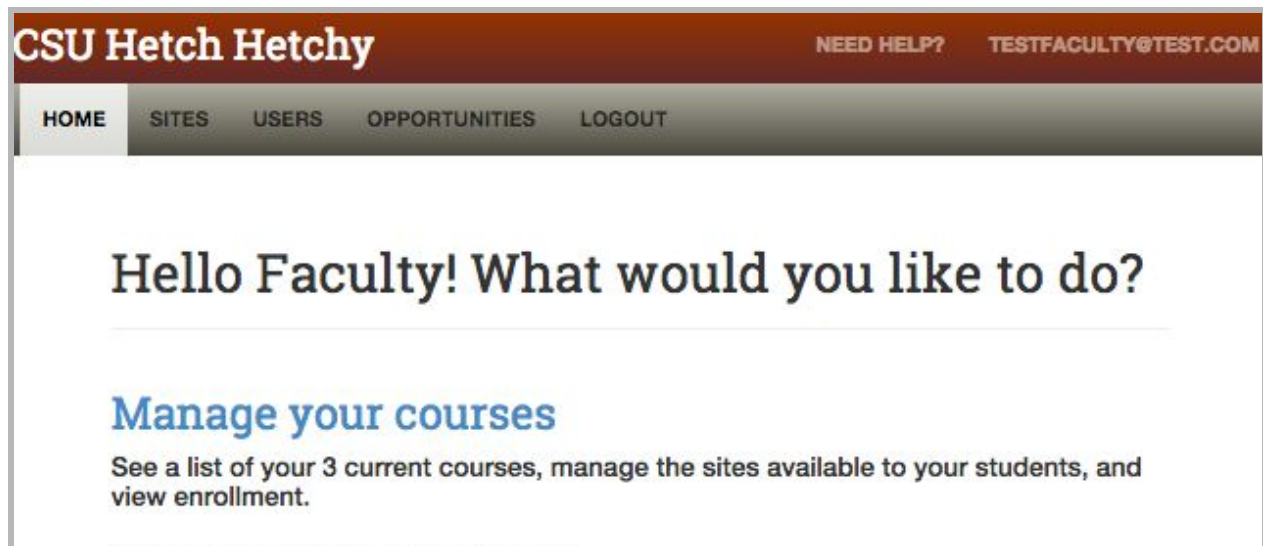
-OR-

Select your program

[Media Internship Program](#)

During the login process you may be asked to select your campus in order to be successfully redirected to your campus' single-sign-on page.

Faculty Home Page



Because S4 is connected to your campus Common Management System (C.M.S.) the system identifies your status as faculty, courses you are teaching this semester, and the students in that course. **If you do NOT get this faculty view, then you need to contact your site administrators.**

Depending on what programs are included on your campus, you may only see students from certain courses. For example, if your campus' Internship and Service Learning programs are part of Cal State S4, then you might not see students from a history course you are teaching, if it has no Internship or Service Learning component.

When first logged in, as faculty you are directed to either;

- 1) Manage your courses - from here you can add sites to your course, view students, place students, view student form submissions, add a syllabus
- 2) Manage your students, - from here you can see all students in one list. You can search for a specific student and view their information.

You can always return to this screen by selecting **Home** in the top red toolbar.

Managing Courses

Once you select the course you wish to manage, you can then perform several tasks, such as designating sites for your students to place with, placing students, or attaching your class syllabus to the course information.

Manage current courses		
Course Name	Enrollment	Faculty actions
BIO 100 (1): Biology Education Serv Learn	2	Add sites View course
LS 100 (2): Service and Social Justice	9	Add sites View course
PS 395 (01): Capstone Seminar I	0	Add sites View course

How To Add Sites to your courses

Add specific sites to the course, so that when students are signing up for their placement, they see sites which you as the course faculty recommend - or maybe even require. Click **add sites** from the manage courses page.

Sites

You are currently adding sites to LS 100 (2): Service and Social Justice.

[I'm done with this course. Complete process.](#)

Displaying 1 – 17 of 17
Search fields are inclusive. [What's that?](#)

Site name

Contains

City

Program

Organization type

Issues Addressed

Items per page

[Apply](#)

American Cancer Society
29211 California Ave., Long Barn, CA 95335
Students will help to create and deliver educational programs to the community working with patients.

[Add American Cancer Society to LS 100 \(2\): Service and Social Justice](#)

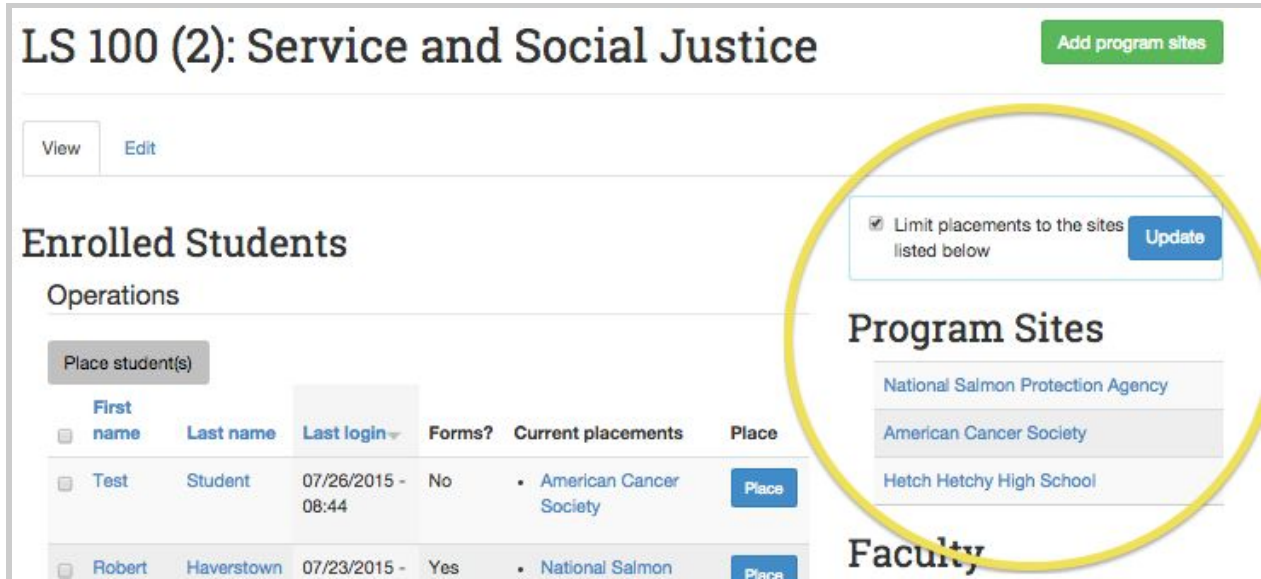
Hetch Hetchy High School
1234 hetchy road, Sacramento, CA 93921
Hetch Hetchy High School is something or something more written here about this high school

[Remove Hetch Hetchy High School from LS 100 \(2\): Service and Social Justice](#)

Program(s): Service Learning
Type: Nonprofit - Other
Issue: Education

Program(s): Service Learning
Type: Education
Issue: Education

Once you have found a site you wish to add to your course, click the green “**Add to course**” button available. It will turn red once you’ve added the site. When you have finished adding sites, click the red “finish” button at the top right of the screen. You will be directed back to your course page, and will see the sites you have designated listed on the right hand side of the course page:



LS 100 (2): Service and Social Justice [Add program sites](#)

[View](#) [Edit](#)

Enrolled Students

Operations

[Place student\(s\)](#)

First name	Last name	Last login	Forms?	Current placements	Place
Test	Student	07/26/2015 - 08:44	No	<ul style="list-style-type: none">American Cancer Society	Place
Robert	Haverstown	07/23/2015 -	Yes	<ul style="list-style-type: none">National Salmon	Place

Program Sites

☒ Limit placements to the sites listed below [Update](#)

- [National Salmon Protection Agency](#)
- [American Cancer Society](#)
- [Hetch Hetchy High School](#)

Faculty

Restrict students to selected sites

By default, sites added to a course are meant as suggestions; students making a placement see these sites first, and then are given an option to find other sites beyond your selection. However, you can restrict students to sign up with only sites that you have selected.

On the course page, check the box in the upper right hand corner “limit placements to the sites listed below.” Make sure to click **update** to save.

Attach a syllabus to your course page

You can attach the syllabus for your course on the course page. Please note, however this is **not intended for student access to your syllabus**. Students can’t actually see the course page. This is intended for tracking of course content and goals as it relates to assessments of integrative learning.

Steps to add your syllabus to the course

1. Click “**manage my courses**” from your homepage.

2. Click the **name of the course** you want to add your syllabus to
3. Add syllabus on the right hand side, by choosing file, and clicking “**Upload**”
You will see an icon of the form once it has been successfully attached.
4. Click “**Update**”

Service and Social Justice

Add program sites

☒ Limit placements to the sites listed below [Update](#)

Program Sites

- National Salmon Protection Agency
- American Cancer Society
- Hetch Hetchy High School

Faculty

Faculty, Faculty

Program: Service Learning

Term: Test Term

Syllabus

[Choose File](#) No file chosen

[Upload](#)

Files must be less than 100 MB.
Allowed file types: txt doc docx pdf rtf.

[Update](#)

login	Forms?	Current placements	Place
6/2015 - 4	No	• American Cancer Society	Place
3/2015 - 5	Yes	• National Salmon Protection Agency	Place
0/2015 - 2	No	No current placements.	Place
6/2014 - 7	No	No current placements.	Place
4/2014 - 2	No	No current placements.	Place
	No	No current placements.	Place
	No	No current placements.	Place
	No	No current placements.	Place

Reminder Emails and Evaluation Emails

Your campus' program can create a reminder email to go out to your students reminding them to sign up, or to complete an evaluation at the end of the term. *Reminder emails are administered at the program level, not for specific courses.* By automating within the system, this is one less thing you need to think about as the term goes forward. Work with your program's administrative office to review the content of the email.

Subscribe to signups (development in progress -- coming soon)

On the course's main page you can select the button **subscribe to signups**, and you will receive an email any time a student signs up. This way you can manage and track your students participation -- or lack thereof.

You can also **subscribe to changes** made to a Program Site's page. This allows you to be made aware of things like a site's status change, or a site staff member addition.

Managing Students

As faculty you are able to view and manage student activity. You can view student placements and completed forms. You can place students yourself.

Search and View Your Student Placements

You can access students in each of your courses through the **Manage Courses** link on the Faculty Home Page. Select a course to view the students in that course. You can then click on a student's name or their "current placement" and you are able to see the student's pertinent information.

Manage current courses		
Course Name	Enrollment	Faculty actions
BIO 100 (1): Biology Education Serv Learn	2	Add sites View course
LS 100 (2): Service and Social Justice	9	Add sites View course
PS 395 (01): Capstone Seminar I	0	Add sites View course

Make a student placement

Find the student through the manage courses link.

<input type="checkbox"/>	Monica Wagner	04/30/2015 - 14:02	No	No current placements.	Place	Pr
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Click the blue **place** button on the right hand side of the student's name.

Fill out the requested placement information.

The screenshot shows a web form titled "Place Calissa Pandora". It contains several input fields: "Program" (Service Learning), "Course" (BIO 100 (1): Biology Education Serv Learn), "Site" (Required, - Select -), "Expected number of hours" (empty text box), "Select dates of service by" (radio buttons for Dates and Term, with Term selected), and "Term" (Required, Test Term). A blue "Submit" button is at the bottom right.

When the student logs in, they will be directed to fill out any online forms that are required of this placement:

The screenshot shows a dashboard titled "Hello Calissa! What would you like to do?". It has two main sections. On the left, "Search for Sites or Place with" includes a "Course" dropdown (BIO 100 (1): Biology Education Serv Learn) and buttons for "Start" and "Placed". Below this is a link "View my placements" with the text "You have 0 past placements and 1 current placement." On the right, a red box titled "Pending Tasks" contains a list of three items, each mentioning a placement at "American Cancer Society" and a required form: "Release of Liability, Service Learning", "Emergency Contact Information", and "Learning Plan and Participation Guidelines".

Bulk placement of multiple students in a course

It is also possible to perform a bulk placement of several or all students in a course.

1. Select **manage courses**. Choose the course
2. Select specific students by checking the box to the left or their name **or** click on box at the top of the Enrolled students list to select **all** of the students in the course.
3. Click the **Place student(s)** button at the top of the list, and proceed with steps to place all of the students.

Enrolled Students

Operations

Place student(s)

Click this (will select all students)

First name	Last name	Last login	Forms?	Current placements	Place	
<input checked="" type="checkbox"/>	Test	Student	07/26/2015 - 08:44	No	No current placements.	Place
<input checked="" type="checkbox"/>	Robert	Haverstown	07/23/2015 - 09:55	Yes	<ul style="list-style-type: none"> National Salmon Protection Agency 	Place
<input checked="" type="checkbox"/>	Monica	Wagner	04/30/2015 - 14:02	No	No current placements.	Place
<input checked="" type="checkbox"/>	Timothy	Allioti	09/26/2014 - 00:47	No	No current placements.	Place
<input checked="" type="checkbox"/>	Cassie	Arbinger	09/04/2014 - 15:32	No	No current placements.	Place

Multiple placements of a single student

By default, S4 only allows one placement per student per course. However, if a course needs to allow multiple placements, Program staff can edit the course information to allow for more than one placement in a course.

Other capabilities

Search for Sites with Campus Agreements

The **Sites** tab in the red toolbar allows you to search for sites and see all Program Sites that are currently registered on your campus.

Make sure to check and see what **Program** the site is a part of.

If you do not see a Site that you expected to, it may mean that the organization does not yet have an Agreement in Place, or that agreement has expired

Each campus has a different process for contract procurement with outside

agencies. Work with your program administrator to ensure the Agency contract is in place, and the Organization has an *official partnership* with the University.

The screenshot shows the CSU Hetchy S4 website interface. At the top, a navigation bar includes links for HOME, SITES, OPPORTUNITIES, and LOGOUT. The 'SITES' link is circled in yellow. Below the navigation bar, a message states: 'Make sure to filter for your specific program as necessary.' A yellow arrow points to the 'Program' filter dropdown, which is set to 'Service Learning'. The search results display two entries:

Site name	City	Program	Organization type
Cal State S4 Support Office	100 Campus Way, Monterey, CA 93940	Service Learning	Choose some options
National Salmon Protection Agency	1234 Salmon Roe, Sacramento, CA 99541	Service Learning, Academic Internships, Hetch Hetchy Volunteer Corp	Choose some options

Additional details for the first result (Cal State S4 Support Office) are shown on the right:

- Phone: (831) 222-4444
- Program(s): Academic Internships
- Type: Education - College or University
- Issue: Education

This faculty guide was created by Cal State S4 support staff. If you have any additional questions or feedback, please contact Cal State S4 through the support website at CalStateS4.com.

If you have questions specific to your program's instance of Cal State S4, please contact your program's administrative office.