https://ce.csusm.edu/

Faculty Tutorial

The Civic Engagement website is a tool used by Service Learning courses and Internship programs that require community engagement hours. On the site, you can search for community sites and complete the necessary forms to make a placement.

This tutorial will cover the following:

- Logging In
- Searching for Sites
- View All Your Service Learning Students
- Viewing Your Courses
  - Restricting Sites Students Can Choose
  - Viewing Student Placements
  - Delete a Student Placement
  - Edit a Student Placement
  - Create a Student Placement
Logging In

1) Using Firefox or Google Chrome, open a browser window. Go to: https://ce.csusm.edu
2) Click Login.
3) Login using your MyCSUSM username and password, and click Login.
Searching for Sites

1) Once logged in, click the blue ‘Sites’ tab

Hi Ely, what would you like to do?

Manage your courses
See a list of your current courses, manage the sites available to your students, and view enrollment.

Manage your students
See where all your current students are placed.

2) You can enter search criteria or scroll down to view all sites.

3) Click on the site name to view details about the site. Click the back button on your browser to go back to the search page.
View All Your Service Learning Students

1) Once logged in, from your homepage, click ‘Manage Your Students’.

![Image of CSUSM Civic Engagement interface]

2) Click ‘Home’ to go back.

![Image of Manage your students interface]
Viewing Your Courses

1) Once logged in, from your homepage, go to ‘Manage Your Courses’.

2) Click the name of the class you want to view, OR click the ‘View Students’ button.
# ANTH 480 section 11A

## Course students

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Last login</th>
<th>Assessment</th>
<th>Placements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pam</td>
<td>Ball</td>
<td>Friday, September 8, 2013 - 14:15</td>
<td>Alliance for Regional Solutions (ARS)</td>
<td>Not signed up</td>
</tr>
<tr>
<td>Angela</td>
<td>Bruce</td>
<td></td>
<td></td>
<td>Not signed up</td>
</tr>
<tr>
<td>Alyssa</td>
<td>Bush</td>
<td></td>
<td></td>
<td>Not signed up</td>
</tr>
<tr>
<td>Jocelyn</td>
<td>Chew</td>
<td></td>
<td></td>
<td>Not signed up</td>
</tr>
<tr>
<td>Kristine</td>
<td>Diaz</td>
<td></td>
<td></td>
<td>Not signed up</td>
</tr>
<tr>
<td>Lori</td>
<td>Diskatcher</td>
<td></td>
<td></td>
<td>Not signed up</td>
</tr>
</tbody>
</table>
Restricting Sites Students Can Choose

1) Once logged in, from your homepage, go to ‘Manage Your Courses’.

![Manage your courses](image1)

2) Next to the class you want to restrict sites for, click ‘Add sites’. You will need to complete the restricting of sites for each section you teach.

![Manage courses](image2)

3) Click the green button below the site you want to add as an option for that class section. To remove the course from the list, click the red button below the site you want to remove as an option for that class section.
4) Click Return to my courses when you are done (red box above).
5) On the course section, be sure to check the box for “Prevent students from placing with sites not assigned to this course”. If you leave this checkbox blank, the courses you have added to the list are just recommendations, and students can still select other sites. The sites students can choose from will be listed on the right. If nothing is listed, then the students can select from all sites (if the ‘prevent…’ check box is blank) or no sites (if the ‘prevent…’ checkbox is checked and you have not listed any sites).
Viewing Student Placements

1) Once logged in, from your homepage, go to ‘Manage Your Courses’.

2) Click the name of the class you want to view, OR click the ‘View Students’ button.

3) From this page, you can tell which students have logged in, and which students have submitted all of their paperwork for site placement. Click ‘View Placement’ to view the student’s submitted values.
4) The student’s submitted values will be listed on the right. Make sure they have completed everything (Participation Waiver, Student Participation Guidelines signed copy uploaded, and Student Learning Plan). Incomplete sections will not be listed. You will need to delete the student’s submission if it is incomplete (so they can resubmit it). Click the Course Name to go back to the class view.
Placement #402

Course: ANTH 450 section 11A
Site: Alliance for Regional Solutions (ARS)

Author: Craig Danheim
Service hours: 20:00 hours
First day of service: Monday, September 9, 2013
Last expected date of service: Monday, September 9, 2013
Delete a Student Placement

1) From class page, click ‘View Placement’ of the placement you want to delete.
2) Click the ‘Delete’ tab.

3) Click ‘Delete’.
Edit a Student Placement

1) From class page, click ‘View Placement’ of the placement you want to edit.
2) Click the 'Edit' tab.
3) You will only be able to edit basic information about the placement.

4) Click 'Update placement' when you are done.
Create a Student Placement

You will only be able to enter limited information by creating a student placement. You may only want to do this if the student has turned in hard copies of all paperwork, and you are confirming they are done.

1) From the class page, check the box next to the student you want to create a placement for.

2) Click the 'Signup Student' button.
3) Select the Site and number of hours. Click Next.

4) Click ‘Confirm’.
5) Click 'View Placement' to add additional information.

6) Click 'Edit'
7) Update the placement, and click ‘Update Placement’.