Getting to Know the S4 Database: Student Guide

The Center for Community Engagement
A Message from the Center for Community Engagement

This PowerPoint is meant to help guide you in using the S4 Database. It is not meant to be used in place of the directions given to you on the webpage/forms. Please ensure that you read all instructions carefully before submitting online forms.

If you have further questions after reading the handbook and referring to this PowerPoint please feel free to contact our office for further assistance.
Logging into the S4 Database

To log into S4 visit https://app.calstates4.com/csuci then follow the steps below:

• Select log in
• Choose CI from the drop down menu
• Enter your CI username and password through your MyCI portal to access the site.
The S4 Homepage

After logging into the S4 Database you will be directed to the homepage. Here you will be able to view:

• any important messages and reminders from our office
• all of your current Service Learning courses (if you do not see your SL class please contact our office)
• any past or present service learning placements.

When you are ready to begin the placement process click on the “start” button
The S4 Homepage

If you see a red box labeled “Pending Tasks” after logging into your account your Professor has already placed you at a learning site.

In this case, please select the link to the Learning Plan and Participation Guidelines and skip to slide #10 to learn more about placement forms.
Choosing an Organization

When you begin the placement process you will be asked to choose an organization to place with.

- Select the “search by site” button.
Choosing an Organization

If you are looking for a specific learning site you can limit your search using the “site name” filter.
- Note the drop down menu directly above “site name”. Changing this may help you find your organization more easily.
- You can also restrict your search by city, organization type, and issues addressed.

When you find a site you are interested in select “site details” to view more information about the organization.
- Here you will find information such as contact information and mission statement

Once you find the organization with which you would like to place, choose the green “Select” button.
Creating a Placement

After choosing an organization you will be asked to provide information about your planned service.

1. **Select Site Staff.** If you do not know who your staff person is select “I don’t see my Site Staff”.
Creating a Placement

2. Select Term and choose the current semester from the drop down options.

3. Next enter the estimated number of hours you will serve. (This number should also be listed in your course syllabus).

If at any time during your placement process you would like to change organizations, choose the “start over” button at the top of your screen.
Completing Your Placement Forms

All students must submit:

- Learning Plan & Participation Guidelines
- Visual/Audio Image Release Form
- Release of Liability
- Emergency Contact Information (students must also print a copy of the Emergency Contact Information and give this to their site supervisor prior to beginning their service).

The Student Time Log can be downloaded and used to track your hours. Your professor may also require a copy to be printed out.
Completing Your Placement Forms

After completing all required forms, you must click Finish Placement in order to complete the process.

Placement Forms

Signup Forms

- Learning Plan and Participation Guidelines
- Visual/Audio Image Release Form
- Emergency Contact Information
- Release of Liability

Download Forms

- Student Time Log

* This form is required to complete your placement.
Completing Your Placement Forms

Placement #6500

Student: Sally Student
Placed by: Sally Student
Course: TST 100 (1). Test Course
Program: Service Learning
Site: AlmaVia of Camarillo
Site Staff: Carolyn Myers
Opportunity: (empty)

Dates of Placement:
01/20/2016 to 05/27/2016
Estimated Hours:
10

Once your placement is complete, you will be able to view your placement.

You will also receive a confirmation email to your MyCI email address.
After Completing the Placement Process

After your placements forms have been submitted you will see a red box next to your course that reads “placed”.

You may still access the database throughout the semester.

Here you can:

• View the “Sites” page to learn more about our community partner organizations.

• View completed forms.

• Complete your **End of Semester Service-Learning Survey**.
Submitting Additional Forms

End of Semester Service-Learning Survey

You will use the S4 Database to submit your End of Semester Service-Learning Survey.

- You will receive an email towards the end of the semester with a reminder to complete the End of Semester Service-Learning Survey. Please log on to the S4 database to fill out this form online.

Our office also recommends that you keep a digital/printed copy of all online forms before submitting them.
If you have any questions, please contact:

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