

Faculty Overview of CSUCI SERVES

The Center for Community Engagement



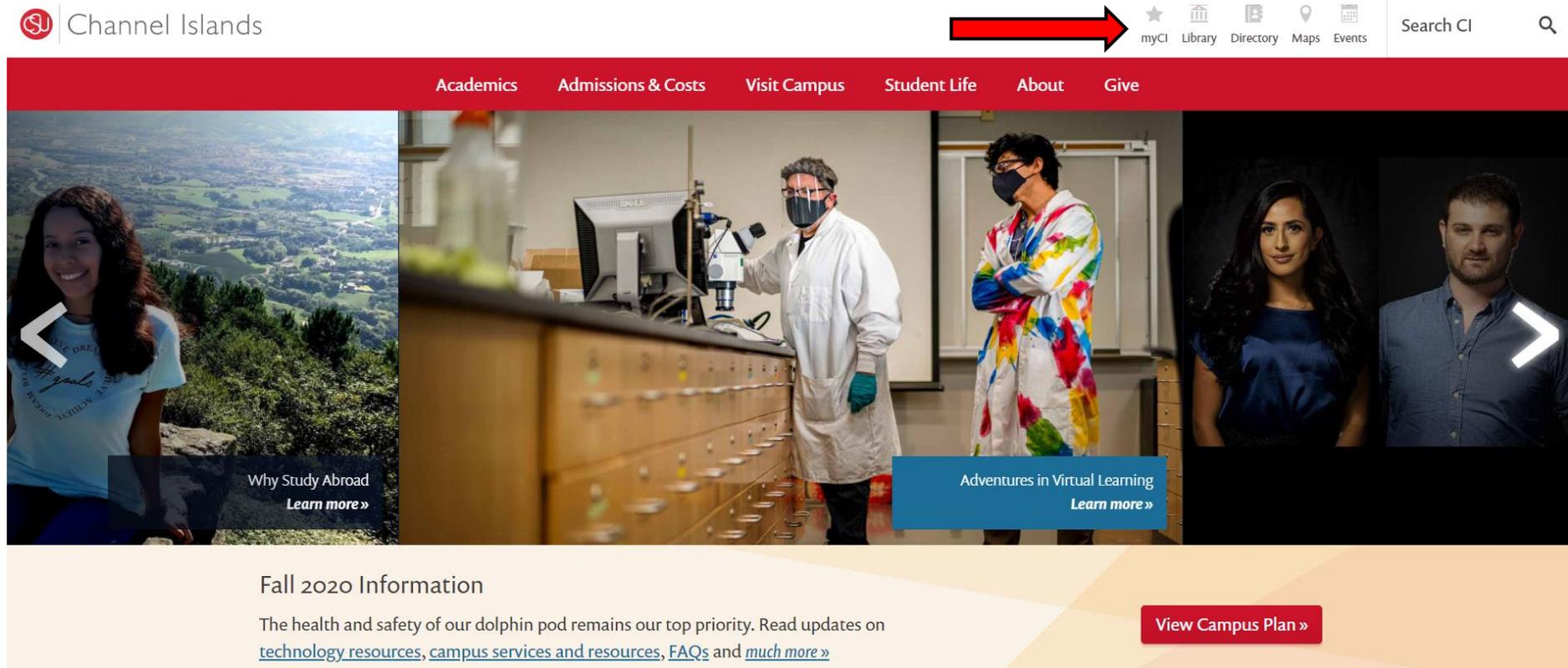
Channel Islands



Make sure you are using Google Chrome internet browser to be able to log in to CSUCI Serves.



1. Start at the CSU Channel Islands homepage and click on MyCI to be able to log in to CSUCI Serves



The screenshot shows the CSU Channel Islands homepage. At the top left is the CSU Channel Islands logo. To the right is a navigation bar with icons for myCI, Library, Directory, Maps, and Events. A red arrow points to the myCI icon. Further right is a search bar labeled "Search CI". Below the navigation bar is a red menu bar with links for Academics, Admissions & Costs, Visit Campus, Student Life, About, and Give. The main content area features three large images with text overlays: "Why Study Abroad" with a "Learn more »" link, "Adventures in Virtual Learning" with a "Learn more »" link, and "Fall 2020 Information" with a "View Campus Plan »" button. The text under "Fall 2020 Information" reads: "The health and safety of our dolphin pod remains our top priority. Read updates on [technology resources](#), [campus services and resources](#), [FAQs](#) and [much more](#) »".



2. Type in your Dolphin name and password. Click **SIGN IN**.

myCI

Dolphin Name

studentci

Dolphin Password

.....

Sign In

[Reset Password](#) | [Help](#)

NEW TO CI?

[Activate your account](#)

[Help](#)

T&C UPDATES

2016-10-08 - 4:00 PM - Scheduled Maintenance

[Help](#)



2. Select your preferred method for two-factor authentication.

Welcome to myCI

Authentication with Duo is required for the requested service.



Settings

Send Me a Push

Call Me

Enter a Passcode

Related Links

[What is Two Factor Authentication \(2FA\)?](#)

[Two Factor Authentication - FAQ's](#)

[Instructions to Register for Duo](#)



3. Once you have signed in, click on the **CSUCI SERVES** tab located in your CSUCI Dashboard.

 CI Learn View course information and materials using Canvas		 Webmail Employee email system, powered by Microsoft Outlook		 CI Records Student registration and records system	
 CI Personnel Employee and departmental records and data management		 CI Docs Google Drive @ CSUCI: create and share documents		 Library Resources & Services Access Library databases and your Library account	
 Directory Search student, faculty, staff, and department information		 Calendars Academic calendar, registration/fee deadlines, holidays & more		 University Catalog Course descriptions, pre-requisites, areas of study and more	
 Schedule of Classes Term schedules, fees, changes, cancellations & more		 Events at CSUCI View/schedule university events and available venues		 Academic Advising Meet an advisor to plan academic and career goals	
 CI Keys Create and manage your own domains and websites		 Alert Settings Manage your emergency notification & special alerts settings		 CISync for clubs & orgs Student club and organization portal	
 DOCK Online Manage your DolphinOne Card account		 LinkedIn Learning Video-based training on technology and business topics		 CI Wireless Settings Register your game console & manage guest wireless	
 CI Parking Permits Purchase student parking permits online		 CSUCI SERVES Database for service-learning opportunities and locations		 CSU Learn Employee training portal for mandatory & development courses	
 OneCI Data warehouse and institutional reporting repository		 CSYou Intranet portal for California State University employees		 ITS Solution Center Request IT Services. Previously known as Help Desk.	



4. Click STUDENT/FACULTY LOG IN.



Student/Faculty Log In

Community Partner Log In

CSUCI SERVES



Welcome to the CSUCI SERVES Homepage!

Browse over 85 service-learning sites at non-profit organizations, schools, and government agencies in the Ventura and Santa Barbara areas serving a wide range of community issues and needs. Click on the site pin to find organization details, potential service-learning projects and contact information for site supervisors.

Service-learning students: Please contact your site supervisor BEFORE logging in to register for your site.



5. Choose CSU Channel Islands and click **LOG IN**.

Select your campus

You will be redirected to your campus' login page.

- Cal Poly Pomona
- California Maritime Academy
- Chancellor's Office
- CSU Channel Islands**
- CSU Chico
- CSU Dominguez Hills
- CSU East Bay
- CSU Fullerton
- CSU Long Beach
- CSU Los Angeles

Are you a Community Partner?

[Log in here](#)



6. Click on **MANAGE YOUR COURSES**.

CSU Channel Islands

NEED HELP? FACULTY@CI.EDU

[HOME](#)

[SITES](#)

[LOGOUT](#)

[View Parent Organizations](#)

Hello Frank ! What would you like to do?

Welcome to CSUCI SERVES!

[Manage your courses](#)

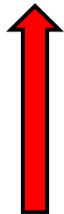


7. Click on your current **COURSE NAME**.

Manage current courses

Spring 2021

	Course Name	Program	Enrollment	Faculty actions		
Spring 2021	COMM 328 (01): Community-Based Storytelling	Service Learning	33	Select sites	Copy sites	View course
Spring 2021	COMM 499 (03): Capstone Project	Curricular Cmty Eng Lrng	31	Select sites	Copy sites	View course



8. View your course information.

Select/Delete program sites

Copy program sites from a course

COMM 499 (03): Capstone Project

View

Student Forms

Student Report

User Tags



Apply Filter

Reset

Place student(s)

Limit placements to the sites listed below

Update

Program Sites

Canine Adoption and Rescue League

<input type="checkbox"/>	First Name	Last name [^]	Last login	Forms Completed	Signatures Completed	Placements
<input type="checkbox"/>	Sally	Student	01/25/2021 - 1:46pm	N/A	N/A	No current placements.
<input type="checkbox"/>	Sally	Student	01/26/2021 - 8:29am	N/A	N/A	No current placements.
<input type="checkbox"/>	Sally	Student	01/27/2021 - 7:37pm	Yes	Yes	<ul style="list-style-type: none"> Oxnard Performing Arts + Convention Center (PACC)
<input type="checkbox"/>	Sally	Student		N/A	N/A	No current placements.
<input type="checkbox"/>	Sally	Student	01/28/2021 - 7:47pm	Yes	Yes	<ul style="list-style-type: none"> Housing Trust Fund Ventura County
<input type="checkbox"/>	Sally	Student	01/27/2021 - 5:23pm	N/A	No	<ul style="list-style-type: none"> Big Brothers Big Sisters of Ventura County

Faculty

Displaying 1 - 1 of 1 users

Faculty, Frank

Term: Spring 2021

Program: Curricular Cmty Eng Lrng

Experiential learning placement is: Optional

Max placements per student: 1

Syllabus

[More information](#)

Choose File No file chosen

Upload



9. View each student's placement.

Select/Delete program sites
 Copy program sites from a course

COMM 499 (03): Capstone Project

View Student Forms Student Report

User Tags

Place student(s)

Limit placements to the sites listed below

Program Sites

Canine Adoption and Rescue League

Faculty

Displaying 1 - 1 of 1 users

Faculty, Frank

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[More information](#)

No file chosen



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10. Click STUDENT FORMS.

Select/Delete program sites

Copy program sites from a course

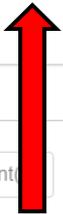
COMM 499 (03): Capstone Project

View

Student Forms

Student Report

User Tags



Place student

Limit placements to the sites listed below

Update

Program Sites

Canine Adoption and Rescue League

Faculty

Displaying 1 - 1 of 1 users

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[More information](#)

No file chosen

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11. View forms and site contact's information.

Student Placement Forms

For — COMM 499 (03): Capstone Project

View Student Forms Student Report									
<input type="checkbox"/>	Placement	First name	Last name ^	Student E-mail	Forms	Program Site	Site Staff	Site Staff Email	
<input type="checkbox"/>	#148653	Sally	Student	sally.student@myci.csuci.edu	<ul style="list-style-type: none"> Release of Liability - COVID 19 CI Student Learning Plan [1/1 completed] 	Oxnard Performing Arts + Convention Center (PACC)	Carolyn Mullin	director@oxnardpe	
<input type="checkbox"/>	#148747	Sally	Student	sally.student@myci.csuci.edu	<ul style="list-style-type: none"> Release of Liability - COVID 19 CI Student Learning Plan [0/1 completed] 	Housing Trust Fund Ventura County	Joshua Varela	josh@housingtrust	
<input type="checkbox"/>	#147780	Sally	Student	sally.student@myci.csuci.edu	N/A	Big Brothers Big Sisters of Ventura County	Danica Selvaggio	dselvaggio@bbsvc	
<input type="checkbox"/>	#147467	Sally	Student	sally.student@myci.csuci.edu	N/A	Big Brothers Big Sisters of Ventura County	Danica Selvaggio	dselvaggio@bbsvc	



11. Click STUDENT REPORT.

Student Report

For — COMM 499 (03): Capstone Project

View Student Forms Student Report



<input type="checkbox"/>	First name	Last name ^	Student Email	Rid	Program Site	Opportunity	Site Staff	Estimated Hours	Reported Hours	Site Staff Email
<input type="checkbox"/>	Sally	Student	sally.student@myci.csuci.edu							
<input type="checkbox"/>	Sally	Student	sally.student@myci.csuci.edu							
<input type="checkbox"/>	Sally	Student	sally.student@myci.csuci.edu	148653	Oxnard Performing Arts + Convention Center (PACC)	none	Carolyn Mullin	40	none	director@oxnardperf
<input type="checkbox"/>	Sally	Student	sally.student@myci.csuci.edu							
<input type="checkbox"/>	Sally	Student	sally.student@myci.csuci.edu	148747	Housing Trust Fund Ventura County	Affordable Housing Research and Grant Writing Assistance	Joshua Varela	40	none	josh@housingtrustfu
<input type="checkbox"/>	Sally	Student	sally.student@myci.csuci.edu	147780	Big Brothers Big Sisters of Ventura	none	Danica Selvaggio	40	none	dselvaggio@bbsvc.o



12. Click on **SELECT/DELETE PROGRAM SITES**.

View Student Forms Student Report

User Tags

Place student(s)

Limit placements to the sites listed below Update

Program Sites

Canine Adoption and Rescue League

Faculty

Displaying 1 - 1 of 1 users

Faculty, Frank

Term: Spring 2021
 Program: Curricular Cmty Eng Lrng
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 Syllabus

[More information](#)

Choose File No file chosen

Upload

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13. Search for a site.

You are currently adding sites to *COMM 499 (03): Capstone Project*.



I'm done adding sites to this course. Complete process.

Sites

Displaying 1 - 3 of 3

Search fields are exclusive. [What's that?](#)

Program
 Curricular Cmty Eng Lrng ×

Site name Contains ▼

City

Organization Type
 Choose some options

Focus Population
 Choose some options

Focus Area(s)
 Choose some options

Additional Focus Area(s)
 Choose some options

Keyword

Site Tags

↻
▼ Apply Filter
↻ Reset

Dolphin Pantry

Active Site

One University Drive, Camarillo, 93010

This site placement is only available for students with faculty & the Dolphin Pantry's prior approval.

General Service Duties

- Support the mission of the pantry
- Attend a volunteer training
- Be familiar with the volunteer manual and all pantry...

Add Dolphin Pantry to COMM 499 (03): Capstone Project

Program(s): Service Learning, Curricular Cmty Eng Lrng

Type: Education - College or University (Private/For-profit)

Focus Population: No focus population selected.

Focus Area: Civic Engagement, Education, Health & Medicine, Transportation & Tourism



14. Click the CHECKBOX to limit placements.

Select/Delete program sites

Copy program sites from a course

COMM 499 (03): Capstone Project

View **Student Forms** Student Report

User Tags

Place student(s)

Limit placements to the sites listed below

Program Sites

Canine Adoption and Rescue League

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Syllabus

[More information](#)

No file chosen



15. Option: Attach your syllabus

Select/Delete program sites

Copy program sites from a course

COMM 499 (03): Capstone Project

View **Student Forms** Student Report

User Tags

Place student(s)

Limit placements to the sites listed below

Update

Program Sites

Canine Adoption and Rescue League

Faculty

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For questions, please email
ci.serves@csuci.edu

