Agency Instructions

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Welcome

The Service Learning Pro Database gives community organizations the ability to maintain their service learning projects via the web. Through the SL Pro database, agencies can update their project information and can search a list of classes then request to have classes matched with their projects. When students browse for placements, they will know which projects have been matched to their specific class. Agencies are also able to view student rosters, student timesheets and submit evaluations on students participating in their projects.

This manual covers most of the database features available to agencies. If you have any questions or run into any issues, please contact Katlin Choi via email, kchoi6@csulb.edu or by phone, 562-985-2307.

Accessing the Database

1. From the Center for Community Engagement’s home page http://www.csulb.edu/cce click on the Community Login link.

2. Enter your username and password in the boxes provided.

3. Once you have logged in, the Control Panel page will open. The Control Panel is essentially your Home page. In this user guide, the terms Control Panel and Home page are used interchangeably.

From the home page you are able to manage your agency profile, manage your projects and view the status of your match requests.

(If you do not have a username and password, contact Katlin Choi at kchoi6@csulb.edu)

Update your Agency Profile

1. Once you have logged into the database, click on “Agency Profile” on the left under “Other Actions.”
2. Update your profile information and click “Save Changes” to finish.
3. You will be returned to the Home page.

Manage Your Projects

Add New Project

1. From the Home page, click on the “Service-Learning Project” link on the left. This takes you to the “Project Management” page.

2. Fill in the information relating to the new project. Click “Next” to proceed.
   Be sure to leave the box that reads, “This project will not be available to faculty to request matches” unchecked. Leaving the box unchecked allows faculty to contact you or the CCE to make matches to place students at your site. If you decide to check this box it will not be viewable by faculty.

3. The availability tab requests the number of students needed for this project and the number of hours each student needs to complete by the end of the semester. Click “Next” when finished.
3. Next, provide orientation information. If you choose to enter your own dates, enter them into the boxes and click “Add.” After clicking “Add” you will see the date entered in the box below. Be sure to complete the “Place” box with location information. You can enter as many orientations dates as you would like. Click “Next” to continue.

4. In the Detail section provide specific tasks and activities that the students will be doing while at your site; enter one task per box. This is where the faculty will learn the most information about your project. Also enter any other service cities that the students may be able to work in. Click “Next” to continue.
5. Enter any additional requirements or details that the student, faculty member, or CCE staff need to know about the project or the site.
6. Fill in the remaining information for the “Service Areas” your project will cover. Click “Next” when finished.

7. Lastly, answer the final questions and indicate the times that the students are able to work on this project. Click “Finish” to finalize project.
Volunteer Project
A volunteer project is a service project that is not connected with a Service Learning course. To create a volunteer project follow the same steps in creating a Service Learning project but be sure to select “Volunteer Project” on the panel from the Home Page.

Update Your Project
To update your project, go to the Home page and click the pencil icon under “Update” to edit. Enter your information and click “Save Changes” or click on any of the tabs to edit information under those categories. When finished, click “Edit Complete.” You will be returned to the Home page. To update a volunteer project click on the “Volunteer Projects” tab from the Home page and you will be able to view your volunteer projects. Follow the above instructions to update your selected volunteer projects.

Copy Your Project
To copy a project, go to the Home page.

1. Click on the grey “+ Select an Action” sign on the right of the project. This will open a dropdown menu. Select “Copy Project.”

2. Select the session and dates for the project and then click “Copy.”
3. A screen will appear stating that you have successfully copied your project. Click the link to return to the Home page.

When copying a project, not all of the information will be copied over (matching availability, number of students needed for project, orientation dates, etc.). Reenter any missing information otherwise your project will be incomplete or incorrect; you can do this by editing your project as described above. If you would like to see the project that you copied into a semester that is different than the current semester, change the search dates to match the ones that were entered for the project you copied. Follow the above directions to copy a Volunteer Project as well.

**Class Matches**
To match your project with a class, click on the “Select an Action” pull-down menu on the right side of the project; select the “Course Matching” link.
1. Use the pull-down menus in the “Filter Courses” box to narrow your search or click “Search” to view all available courses. You can click on “View Detail” to see more information about a class.

2. You will be taken to the “Request Course/Project Match” page. To request a match click “Request” next to the project with which you want to match.
Information will appear to the right of the class information. This is the email form that will be sent to the address that the professor of the course has entered in the database as their primary email address. Enter the number of students that can work on your project and include any details the professor will want to know that might not be included in your project description. When finished, click “Submit Request” to send this email.

**Roster**

To access a project’s roster click on the grey “+ Select an Action” tab next to the project. This will open a drop-down menu; from the menu click on “Project Roster.”

You are able to see all students for this project, or you can choose to have them grouped by course or orientation roster by using the pull-down menu.

Follow the above directions to access a Volunteer Project roster as well.

**Print**

Click on the grey “+ Select an Action” tab to the right of the project and select the “Print Project” option. This allows you to view and print a summary of your project. You can also choose to print a sign-in sheet for participants in the project. To print the project roster use the same pull-down menu and click on the print icon on the “Project Roster” tab. From there, click on the “Print Roster” icon to the right of the page. Follow the above directions to print a roster for a Volunteer Project as well.
Delete
The “Delete” selection allows you to permanently delete your project from the database. Simply click on the red circle next to the project you want to delete. Follow the above directions to delete a Volunteer Project as well. Please note there is no “undo” function in this database. Once you have selected “OK” to delete an item, the information can not be recovered.

Service Report
The Service Report allows you to generate a report of the service hours completed for your projects. The report displays hours completed by date and student. It also shows total completed hours for that project.
1. From the Home Page click on “Service Report” on the left.
2. You will be taken to a list of all your agency’s projects. Check the box next to each project you wish to select; you can select multiple projects at a time. Please note that volunteer projects and Service Learning projects are both listed on “Service Report Options” page.
3. Click “Generate Report” to view the log of service hours completed for each project.
Communication Manager

Email Students
The “Communication Manager” feature allows you to send email to students registered for your projects.

1. Go to the home page and click on “Communication Manager” on the left.
2. Check the box for “Project Registrants” and click on “Next.”

3. A list of your projects will appear. If no projects appear use the search criteria to view your projects. Select the project you want by clicking on its link and click on “Next.” You can cancel a selected project by clicking the red X next to the project.

4. To compose and send an email, click “Send Email: New Message.” You will be taken to the “Create Email” page.
5. Type your email and click “Send Email Now.” You can also choose to save the email, email a copy to yourself, and add attachments. If you check the box labeled “Save this message for future use” you will need to create a category and name under which the message will be saved.

**Email Faculty**

This feature allows you to email all faculty who have matched their courses with this project.

1. Go to the home page and click on “Communication Manager” on the left.
2. Check the box for “Faculty” and click on “Next.”
6. Search for your project by using the pull-down menus and click “Search.”
7. Select your project by clicking on its title. Once you have selected your project(s) click "Next."
8. To compose and send an email, click “Send Email: New Message.” You will be taken to the “Create Email” page. Type your email and click “Send Email Now.” You can also choose to save the email, email a copy to yourself, and add attachments. If you check the box labeled “Save this message for future use” you will need to create a category and name under which the message will be saved.

**Modifying & Exporting the Email List**
You can also choose to modify or export email and address lists.

1. To view/modify your recipient list click on the appropriate link from the Communication Manager “Select Action” page; you will be taken to the “Recipient List” page.

2. Select your project by clicking on its title. Once you have selected your project(s) click "Next."
3. Click the “View/Modify Recipient List” link.
4. Check the box next to the name of the person who should not receive your email and click “Delete.” If you do not wish to delete anyone from the recipient list, click “Return.”

1. To export the address or email list click the appropriate links from the “Select Action” page.

These will open into a separate window.

Logout
The final feature of the database is logging out. Always remember to log out of the database when you are done working in it. To log out, simply click on the “Logout” link in the upper right of the Home page.