Center for Community Engagement

Service Learning Database

Faculty User Guide
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Welcome

The Service Learning Database (SLDB) allows faculty members to manage their service learning courses online. Through the SLDB, faculty can publish class information and search for appropriate service-learning projects for their students. Faculty members can view a list of agency projects and request to have specific projects matched with their class. Students browsing for placements will be able to select from all matched projects associated with their class. SLDB also enables faculty members to keep track of student rosters, student placements and hours of service performed.

This manual covers most of the database features available to faculty. If you have any questions or run into any issues, please contact CCE via phone, 562-985-7131 or in person at Academic Services/East Library room 147.

We hope you find the Service Learning Database useful and easy to use.

Thank you
Center for Community Engagement

Accessing the Database

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

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

3. Once you have logged in, the “Faculty Control Panel” page will open. The Control Panel is essentially your Home page. (If you do not have a username and password, contact CCE at cce@csulb.edu)

The Control Panel

From the Control Panel you can update your profile information, including changing your login password.
Update Faculty Profile

1. Once you have logged on to the database, click on “Update your Profile” on the left column.

2. Update your information and click “Save Changes.” You will be returned to the Home page.

Classes

The “Course Management” section of the database allows you to view your classes and modify existing classes. You may also match your classes to projects offered by community agencies.

To get to the “Course Management” page, from the homepage click the “Manage your Courses” link on the left of the page.
Add a New Class

1. From the “Course Management” page click the “Add Course” link on the left. The “Add Class” page will appear.

2. Enter in the course information, making sure to check the “Active” box. This will allow students and community agencies to view this class. Also, checking the box that reads “This class is available for project matching” will allow your class to be paired with community agencies. If this box is not checked you will not be able to request matches. “Course Enrollment” indicates the number of students enrolled in the class. The CCE recommends entering 1 in the “Project Limit” box. The “Required Hours” box is the total number of required service-learning hours for the entire semester.

3. When finished click “Add Class.” You will be returned to the “Course Management” page and your new class should now appear.
**Update Class**

Once you have added a class, you can update the class information at anytime by clicking the “edit” link next to the course you want to edit.

Find the course you wish to update from the list on your homepage. Click the “edit” link next to the course you want to edit.

1. The “Update Class” page will open. Change the information you wish to update and click “Save Changes” when finished.

2. You can also edit your classes by clicking “Manage your Courses” from the homepage and clicking on the title of the course you want to edit.
Copy Class
The “Copy” option allows you to make a copy of a class. This is useful if you are teaching the same course the following semester and you don’t want to reenter the class information.

1. From the “Manage your Courses” page, check the “Copy” box next to the class you want to copy. You can copy more than one class at a time.

2. When finished, click “Copy Classes.”

3. The “Copy Class” page will open. Select which semester in which you would like to copy the class by using the drop down menu. Then click “Copy”.

4. The next screen will have drop down menus for you to select the section in which you just copied your course. Choose “Inactive” in the second pull down menu and click “Search.”

5. Select your course by clicking on its title. You will be taken to the “Update Class” page.

6. Check the “Active” box to make the class viewable and click “Save Changes.”

**You must change the status of the copied class to Active in order to make it available for matching and as an option for your students. (See steps four through six.)**
**Projects**

The “Projects” option allows you to view detailed information about current service learning projects and enables you to match your course with a project.

### Search & Match to Projects

1. From the “Home” page, select “Project Search” on the left.

2. The “Project Search” page will open. Select the correct semester by using the dropdown menu.

3. Use the other dropdown menus to narrow your search by “Community Issue,” “Type of Service,” or “Academic Discipline.” Skip this step to view all service learning projects offered for the selected session.

4. Click on “Search for Projects”.

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5. This next page will show you all of the projects that fall under your search criteria. Click on “View Details” on the right of the project for full project information. The “Request Class Match” page will open.

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Project Search
Navigated: Home > Courses > Project Search

Use this project search tool to find projects that are available to offer to your students. To see all projects, do not refine your search.

Filter Projects Click the + icon to expand this section

Expanded this section to modify your search criteria

Found 13 projects that match your criteria
```

6. Click on the “Request Match” link to complete a request to match your class with this project. Complete the “Class Match Request” box to the right; click “Submit Request.”

```
Request Class Match
Navigated: Home > Courses > Project Search > Project Details

Review the project below and request a class match using the form below.

Test Project – please do not use - copied project
TEST AGENCY: Health Care Agency
Class: AST 1234 (2)
Enroll Limit: 30
Available Slots: 10

To test the database.
TEST AGENCY: Health Care Agency purpose: The mission of this agency is to promote worldwide health care.

Class Match Request

Submitting this request will notify the project administrator of your requested match. Your match request is subject to approval.

Class:
AST 1234 (2) - Fake 101 DO NOT USE
Project:
Test Project – please do not use - copied project
Request slots for: students
Comments:

Submit Request
```

The information you provide will be emailed to the Agency. The Agency then goes into the database and approves, declines, or modifies the request.
You will receive notification via email once your request has been approved or declined. You can also monitor your request by clicking on “Matches” next to the course title from the homepage. You will see tabs for “Requested Matches” and “Approved Matches” and you can view more detailed information by clicking on the link for the project.

**Delete a Class**

To delete classes, return to the “Course Management” page; click on the “Manage your Courses” link from the homepage.

1. To delete a class click “Delete” to the right of that class. A window will pop up asking you to confirm the action or cancel. Once you click “OK” the class will be deleted.

Please note there is no “undo” function in this database. Once you have selected “OK” to delete a class, the information can not be recovered.

**Roster**

1. From the “Home” page, click on “Roster” to the right of any class.
2. The page will open displaying a list of students. You can choose to view them by “Student Name” or “Project Registration” by using the dropdown menu. You can also print the roster by clicking on the link on the right.

If students have not registered for a particular project, a “No Students Found” message will appear below that Project name.

**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. Use the dropdown menus to narrow your email recipient list. Click “Next” when finished.
1. To compose and send an email, click “Send Email: New Message.” You will be taken to the “Create Email” page.

2. 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. Check the box next to the name of the faculty who should not receive your email and click “Delete.” If you do not wish to delete anyone from the recipient list, click “Return.”

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

**Logout**

The final feature of this 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” button on the upper right of the “Home” page.