Center for Community Engagement

Service Learning Database

Faculty User Guide

Faculty User Guide rev.07/2006
## TABLE OF CONTENTS

Welcome.......................................................................................................................... 3  
Accessing the Database .......................................................................................... 4  
Update Faculty Profile.......................................................................................... 5  
Classes.................................................................................................................. 6  
  Add a New Class............................................................................................... 6  
  Update Class................................................................................................. 7  
  Copy Class...................................................................................................... 8  
Projects ............................................................................................................. 9  
  Request Project Matches............................................................................. 9  
Delete Class........................................................................................................ 12  
Reports............................................................................................................. 13  
  Roster........................................................................................................... 13  
  Class Report................................................................................................. 14  
  Agency Menu............................................................................................... 15  
  Service List................................................................................................. 16  
Project Search.................................................................................................. 18  
Class/Project Matches..................................................................................... 20  
Feedback.......................................................................................................... 22  
Logout............................................................................................................... 23  
Additional Requests....................................................................................... 24
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 view student evaluations completed by agencies.

This manual covers most of the database features available to faculty. If you have any questions or run into any issues, please contact Diana Porras via email, dporras@csulb.edu or by phone, 562-985-7369.
Accessing the Database

1. From the Center for Community Engagement’s home page http://www.csulb.edu/cce and click on the Faculty & Community Partner 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 “Faculty Control Panel” page is essentially your home page. In this instruction manual the terms “Faculty Control Panel” and “Home page” are used interchangeably. (If you do not have a username and password, contact Diana Porras at dporras@csulb.edu)
Update Faculty Profile

1. Once you have logged on to the database, click on “Faculty Profile”.
The “My Profile” link on the top gold bar and the “Update your Faculty Profile” link in the center of
the page will take you to the same place.

2. Update your information and click “Submit”.
Click “Reset” to return to the original information submitted by the CCE staff.

3. You’re profile has now been updated and you will be returned to the “Home” page.
Classes

The “Class Listing” section of the database allows you to view your classes, modify existing classes and add new classes. You may also match your classes to projects offered by community agencies.

To get to the “Class Listing” page, from the “Home” page click either the “Manage your Classes” link in the center of the page or “My Classes” on the top gold bar.

Add a New Class

1. Verify the correct session is selected in the “View Session” pull down menu and click “Go!”

2. Next, click the “Add New Class” button on the upper right side of the page.

3. The “Add Class” page will open. Enter the information for your class. All required fields will be viewable by agencies and students. “Project Reg Limit” indicates how many projects any one student can register for as part of this class. The CCE recommends entering 1 in the “Project Reg Limit” box.
When finished click “Submit>”.

Be sure to leave “Project Matching” checked. This will allow agencies to view and match their projects to your classes.

4. You will be returned to the “Class Listing” 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 selected “Update” from the pull down menu to the left of the course name.

1. Find the course you wish to update. Click on the pull down menu to the left of the course name and select “Update”.

<table>
<thead>
<tr>
<th>Class Listing</th>
<th>Add Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Class Administration section allows you to add, edit and remove classes. You may also manage the projects associated to each class and view various reports and files.</td>
<td></td>
</tr>
<tr>
<td><strong>Visitor Session:</strong></td>
<td>Fall 2005</td>
</tr>
<tr>
<td>Class Status:</td>
<td>Active</td>
</tr>
</tbody>
</table>
2. The “Update Class” page will open. Change the information you wish to update and click “Submit>” when finished.

Copy Class

The “Copy” option in the pull down menu to the left of each course allows you to make a copy of a class. This is useful if you are teaching multiple sections of the same course or if you are teaching the same course the following semester and you don’t want to reenter the class information. To copy a class, follow the next steps.

1. From the “Class Listing” page, select “Copy” from the drop down menu next to the class you would like to copy.

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

Copy Class

Enter the information below to update this class. Required fields are marked with *.

- Class Title: Text Database Class
- Class Status: Active Inactive
- Department: ART
- Number: 101
- Section: 5
- Faculty: Text Faculty
- S/L Class Type: Full Integrative Option
- Session: Fall 2005
- Enrollment Cap: (Leave blank for unlimited enrollment)
- Project Reg Limit: 10
- Req. Service Hours: 20
- Project Matching: Available to agencies to request matches
- S/L Staff: Form Data
- Suitable Service-Learning Activities: *
- Guest Class

Course Learning Objectives:

Submit ▼  ▼ Reset ▼
3. The “Update Class” page will open next. Note all the information is exactly the same as the original class unless you’ve selected to copy the class to a different session.

4. Change the necessary information. Click “Submit>” when finished.

Projects
The “Projects” option allows you to view detailed information about a project, request a project be matched to one of your classes, and view status of your requests.

Request Project Matches
1. From the “Class Listing” page, select “Projects” from the pull down menu to the left a course name.
2. The “Request Project Matches” page will open with a list of available projects.

To view more information regarding a project, click on the project name listed under “Project.”

3. To request that your class be matched with a particular project, select “Request Match” from the pull down menu to the left of the agency name.

4. A new window will pop open which displays the contents of an email that will be sent to the agency. Use the drop down menu to select the number of open slots you want reserved for your students. Use the “Comments” box if you want to send additional information to the agency. When finished, click “Submit Request.”
Your email will be sent to the agency representative or a CCE staff member. You will receive notification via email once your request has been approved or declined.

You can also monitor your request by clicking on “Manage your Classes” or “My Classes” from the “Home” page.

5. Your proposed match will now appear toward the top of the “Request Project Matches” page along with a message confirming your request has been submitted.
Clicking on “manage your project matches” will take you to the “View Class/Project Matches” page.
The “View Class/Project Matches” page can also be reached by clicking on the “class/project match” button from the “Home” page.
Information on the “View Class/Project Matches” page can be found later in this instruction manual.

6. Once a match request has been approved, you will see “CONFIRMED” next to the project. Requests that have been denied will be removed from your list. Requests which are pending a response will show no action after the project name.

Delete Class
(To delete classes, return to the “Class Listing” page. To get there, click on either “My Classes” on the top gold bar or, from the “Home” page, click on “Manage your Classes”.)
To delete a class, select “Delete” from the drop down list to the left of a 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.
Reports
So far, we have covered the options available from the “ACTION” drop down menu to the left of class names in the “Class Listing” page. Now we will discuss the options available from the “REPORTS” drop down menu, to the right of class names.

Reports allows you to view rosters, get a class report displaying a list of students enrolled in each class who have registered for a project, get agency information, and get detailed information about a project.

From the “Home” page click on either “My Classes” on the top gold bar or “Manage your Classes” in the center of the page, this will take you to the “Class Listing” page.

Roster
1. From the “Class Listing” page, select “Roster” from the drop down menu to the right of any class.

2. The “Roster” page will open, displaying a list of the students who have registered for projects previously “matched” to your class.
   If no students have registered for projects, this page will be blank page.
If students have not registered for a particular project, a “No Students Found” message will appear below that Project name.

Class Report
Similar to the “Roster” page, the “Class Report” displays a list of students participating in projects matched to classes. The “Class Report” also provides links to agency evaluation of students and information on whether or not a student has completed the required hours of service. If no students are registered for projects, this page will be blank.

To get to the “Class Report”, from the “Home” page, click on either “My Classes” on the top gold bar or “Manage your Classes” in the center of the page. Once at the “Class Listing” page, select “Class Report” from the drop down to the right of a class.

Because evaluations and completed status are provided by agencies, the area below “Completed” will be blank if nothing has been logged by the agency.
In the example below, Test Agency has entered the Completed status for Second Student and has also submitted an evaluation on Second Student.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>E-Mail</th>
<th>Agency</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doc, Student</td>
<td><a href="mailto:dporras2@csulb.edu">dporras2@csulb.edu</a></td>
<td>Test Agency</td>
<td>No</td>
</tr>
<tr>
<td>Student, Second</td>
<td><a href="mailto:sotoana@gmail.com">sotoana@gmail.com</a></td>
<td>Test Agency</td>
<td></td>
</tr>
<tr>
<td>Test, Student</td>
<td><a href="mailto:dporras2@csulb.edu">dporras2@csulb.edu</a></td>
<td>Test Agency</td>
<td></td>
</tr>
</tbody>
</table>

To view the evaluation, click the link.

Agency Menu

The “Agency Menu” page allows you to view agency and project information for those projects matched to a particular class.
To get to the “Agency Menu”, go to the “Home” page and click on either “My Classes” on the top Gold bar or “Manage your Classes” in the center of the page. Then, from the “Class Listing” page, select “Agency Menu” from the drop down menu to the right of a class.

The “Agency Menu” page (below) displays the name, purpose, tasks, project capacity, service times, orientation times and all other project information provided by an agency. If no projects are matched to the class, this page will be blank.

After viewing the “Agency Menu”, click your browser’s “BACK” button to return to the previous page or the “My Classes” button on the top gold bar.

Service List

“Service List” is another option for viewing agency/project information.
From the “Class Listing” page, select “Service List” from the drop down menu to the right of a class. If no projects are matched to the class, this page will be blank.

The Service List Page (below) displays agency name, project name, a brief project description, service days and times, and the number of student placements available for each project.

To return to the previous page, click your browser’s “BACK” button or click “My Classes” on the top gold bar.
Project Search

Project Search allows you to search for projects, filtered by session, community issue, type of service and academic discipline. You can also request project matches from the Project Search.

1. From the “Home” page click on “Project Search” on the center of the page.

2. The “Service Learning Project Search” page will open.

3. Select project Criteria and click “Search for Selection>”. To view all projects, simply click on “Search for Projects>” and do not select any criteria.
   By clicking on the “View Project Matches” button on the upper right of the page, you can view your current project matches, more on this later.

4. The results of your search will open the following page:
Clicking on “View Project Matches>” (button on the upper right of the page) will open the “View Class/Project Matches” page, displaying your classes and the projects that are currently matched to the class or waiting for match approval. You can also get to this page by clicking on “Class/Project Matches” from the “Home” page.

<table>
<thead>
<tr>
<th>Agency</th>
<th>Available</th>
<th>Request Class Match</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Mark</td>
<td>Yes (7)</td>
<td>Select Class</td>
</tr>
<tr>
<td>Sean’s Test Agency</td>
<td>Yes (20)</td>
<td>Select Class</td>
</tr>
<tr>
<td>Sample Project (Sean) 01</td>
<td>Yes (30)</td>
<td>Select Class</td>
</tr>
<tr>
<td>Sample Project (Sean) 02</td>
<td>Yes (50)</td>
<td>Select Class</td>
</tr>
<tr>
<td>Test Agency</td>
<td>Available</td>
<td>Request Class Match</td>
</tr>
<tr>
<td>Ricky’s Closet Test Project</td>
<td>Yes (17)</td>
<td>Select Class</td>
</tr>
<tr>
<td>Test Project</td>
<td>No</td>
<td>Select Class</td>
</tr>
<tr>
<td>The Advancement for World Peace Test Agency</td>
<td>Available</td>
<td>Request Class Match</td>
</tr>
<tr>
<td>WP Second Project</td>
<td>No</td>
<td>Select Class</td>
</tr>
<tr>
<td>WP Test Project</td>
<td>Yes (20)</td>
<td>Select Class</td>
</tr>
</tbody>
</table>

Clicking on the “+” symbol will display a brief purpose statement for the project. Click on the project name for more detailed information about a project. The number of student slots for that project.

To request a class match a project, select the class you wish to match from the drop down menu. Then, follow Request Project Matches instructions, beginning with step 4 on page 11 of this manual.
Class/Project Matches
The “View Class/Project Matches” page allows you to approve, decline and modify matches that have been requested by agencies or CCE staff, and to monitor the status of your own match requests.

To get to the “View Class/Project Matches” page go to the “Home” page and click on the “class/project match” link.

The “View Class/Project Matches” page displays the status of each project match grouped first by class then by “Proposed” and “Approved” status.

You can choose to view only one class at a time by using the “Select Class” drop down.

Proposed matches with a drop down box indicate those matches waiting for your approval.

“Waiting” indicates an agency or CCE staff has not yet approved a match.

To cancel an approved match click on and follow the email instructions.

You can also view emails messages that have been sent by clicking on .

You can also get summary information about a project by clicking on a project name under the heading “Project.”

1. To approve, cancel or modify a proposed match, select the desired action from the drop down menu next to the project.
2. An email window will pop open. Type in your comments and click “Submit” when done. Your comments will be sent to the agency via email, and will indicate whether you approved, declined or modified their project match request.
A similar email window will pop open when you “Cancel” a match.
Feedback
From the “Home” page you will also find a “Feedback” feature. This allows you to send emails to database administrators and CCE Staff.

After you click “Feedback” a pop up window will open.

Select who you would like to email.

Another window will pop up with a text box to enter your message. Click “Submit Feedback>” when finished.
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.
Additional Requests

If you have questions or any special requests, please feel free to contact the CCE at any time, via email at dporras@csulb.edu, by phone at 562-985-7369, or in person at Academic Services/East Library room 120.

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

Thank you
Center for Community Engagement