Table of Contents

Welcome ......................................................................................................................................... 3
Accessing the Service Learning Registration Page ................................................................. 3
Pre-Service Survey ................................................................................................................... 3
Emergency Contact Information ............................................................................................... 3
Student Handbook ..................................................................................................................... 3
The Learning Plan and Service Learning Agreement .............................................................. 4
Login! ........................................................................................................................................ 4
Sign up for Projects .................................................................................................................... 4
Record Your Time ....................................................................................................................... 7
Log Out ..................................................................................................................................... 7
Welcome
The Service Learning Database (SLDB) gives students the ability to select and manage their service learning projects online. Through the SLDB, students can select a project to participate in and record the number of hours completed at the project site. Through the CCE website, students are also able to submit their emergency contact information, learning plan documents and the service learning agreement form as well as read the Student Handbook.

This guide book covers the basic service-learning management tools available online to students. If you have any questions or run into any issues, please contact the Center for Community Engagement via email, dporras@csulb.edu or by phone, 562-985-7131.

Accessing the Service Learning Registration Page
There are two ways to get to the service learning project registration page:

From the Center for Community Engagement home page: http://www.csulb.edu/cce

or

From the Student home page: http://www.csulb.edu/cce/students

Pre-Service Survey
From the registration page, click on the link to complete the pre-service survey. Make sure to do this before starting your service activities. If you complete both the pre- and post-service surveys, you will be entered into a drawing to win a $100 Beach Card. After completing the survey you will need to return to the student login page.

Emergency Contact Information
Next, provide your emergency contact information. To do this, simply click on the link below Step 1. The Emergency Contact Information window will open. Provide all information requested and click Submit.

Student Handbook
Once you have provided your emergency contact information the next step in the registration process is to read the Student Handbook. The Student Handbook provides vital information regarding service learning, your responsibilities as a student representing CSULB in the community and required documentation needed to successfully complete your service learning course. The Handbook also discusses issues of confidentiality, risk and emergencies.

Please be sure to read all sections of the Student Handbook.
The Learning Plan and Service Learning Agreement

The next step in the registration process is submitting your Learning Plan and Service Learning Agreement.

Before submitting your Learning Plan, you should meet with your agency and professor and agree upon the learning objectives and service activities that should be outlined in your plan. Once all three parties have agreed, you should then log into the Service Learning Database and record the objectives and activities in the Learning Plan form.

Make sure you PRINT 1 copy of the Learning Plan for your professor, 1 copy for your agency and 1 copy for yourself before you click on SUBMIT.

After submitting the Learning Plan, the Community Service Learning Agreement will open. Make sure you read and understand all areas of the Agreement. Enter your student ID, the date and check the “I Agree” box. By submitting this form you acknowledge your commitment and understanding of the Community Service Learning Program. If you have any questions concerning your service, you should speak with your professor prior to submitting your agreement. Again, be sure to PRINT a copy of the Agreement for your records prior to clicking SUBMIT.

Login!

It is now time to login. Enter your student ID number and last name and click “login.” If you are unable to login, please contact the Center for Community Engagement for help, dporras@csulb.edu or 562-985-7131.

Sign up for Projects

Once you are logged in, you can select a project in which to participate.

1. From the “View Service Learning Projects” page, select your class’ department from the drop down menu.
2. Next, select the specific class you are enrolled in. Click on the class name to select it.

<table>
<thead>
<tr>
<th>Number</th>
<th>Section</th>
<th>Class Name</th>
<th>Faculty</th>
<th>Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>269</td>
<td>028</td>
<td>Research Methods</td>
<td>Robert Kapacha</td>
<td>0</td>
</tr>
<tr>
<td>354</td>
<td>1</td>
<td>Psychology of Women Sec 1</td>
<td>Courtney Ahrens</td>
<td>6</td>
</tr>
<tr>
<td>354</td>
<td>2</td>
<td>Psychology of Women - Sec 2</td>
<td>Linda Alexander</td>
<td>0</td>
</tr>
<tr>
<td>370</td>
<td>3</td>
<td>Abnormal Psychology</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>561</td>
<td>1</td>
<td>Organizational Psychology</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

The class goals and projects associated with the class will appear next.
3. Click on the project name to read the project description, site location and other details.

   Boys and Girls Club of the South Bay
   Boys and Girls Club of the South Bay - PSY 354 sec 1
   Aug 1, 2006 - Dec 1, 2006

   **Purpose:** Life skills programs for children of a variety of ages. Smart Girls programs are for girls ages 8-17. Topics include women's health issues, hygiene, life skills, self-esteem, nutrition and others. Other programs include Smart Kids, Keystone Club and Street Smart.

   **Community Issues:**
   - Cultural Awareness
   - Education/Literacy
   - Recreation
   - Sports and Fitness
   - Visual and Performing Arts
   - Vulnerable Youth
   - Youth Asset Building

   **Service Types:**
   - Mentoring
   - Tutoring

   **Academic Disciplines:**
   - Anthropology
   - Art/Music/Theater
   - Communication
   - Computer Science
   - Education
   - Foreign Language
   - Human Development
   - Psychology
   - Recreation and Leisure Studies
   - Social Work/Counseling
   - Sociology
   - Kinesiology/Physical Education

   This project can accommodate up to 45 **Students** (20 hour commitment)

   This service IS NOT suitable for younger students

   You may NOT bring your children

   Participants call to arrange orientation

   **Contact Information:**
   Ricardo Martinez
   Boys and Girls Club of the South Bay 1220 West 256th Street
   Harbor City, CA, 90710
   (310) 594-0056
   mireyda@southbayclubs.org
   http://www.southbayclubs.org

4. Check the box to the left of the project name to select it and then click **Register for Project(s)** at the bottom of the page.

This will take you to a page confirming your selection.

5. After you click **Return to Main Page**, you will be taken back to the “View Service Learning Projects” page. You will now see your class and the project you have signed up for.

   Here are the projects you are currently registered for:
   (click a project name to view details and make any time entries)
   - Boys and Girls Club of the South Bay - PSY 354 sec 1 (PSY 354)
     Aug 1, 2006 - Dec 1, 2006
   - Second Test Project (ART 101)
     Aug 1, 2006 - Dec 1, 2006
   - Rickey's Closet Test Project (CRM 420)
     Aug 1, 2006 - Dec 1, 2006
   - Rickey's Closet Test Project (CRM 420)
     Aug 1, 2006 - Dec 1, 2006
   - Academic Mentoring (PSY 354)
     Aug 1, 2006 - Dec 1, 2006
   - The Center of Long Beach - PSY 354 sec 1 (PSY 354)
     Aug 1, 2006 - Dec 1, 2006
Record Your Time

The Student/Project Timer is a convenient way to keep track of the hours you complete at the project site. The class instructor and agency representatives will also have access to the information you submit in the Student/Project Timer.

1. Begin by clicking on one of the projects from the homepage.

2. Next, click “Enter work times.”

```
Boys and Girls Club of the South Bay - PSY 354 sec 1
PSY 354 (1) : Psychology of Women Sec 1
Aug 1, 2006 - Dec 1, 2006
```

3. This will take you to a new window where you can indicate the date when you did your service, how many hours you spent at the site and any comments or notes you want to add for that day. Caution: there is no edit tool for your entries, so make sure everything is accurate before submitting.

4. Click “Submit time” to save your changes.

5. Your entry will now appear as a line item in the Student/Project Timer page.

Log Out

Once you have completed working in the Service Learning Database, click ‘Log Out’ on the upper right of the window to end your session.