Center for Community Engagement

Service Learning Database

Student User Guide
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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, cce@csulb.edu or by phone, 562-985-7131.

Accessing the Service Learning Registration Page

There are two ways to access 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
Emergency Contact Information

Next, provide your emergency contact information. To do this, simply click on the “Complete Form” 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 covers 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, cce@csulb.edu or 562-985-7131.

Update Your Profile

Update your profile and maintain current information while you are enrolled in a service learning course. It is critical that the CCE has contact information for each student, including an email address and phone number.

1. Click on the “My Profile” link in the upper right corner.

2. Enter your information and click “Continue” at the bottom of the page. You will be returned to the homepage.
Add Your Classes

Once you are logged in, you must select the class in which you are enrolled.

1. From Homepage, click on the second tab labeled “My Courses.”

2. Use the dropdown menu to select the department of your service-learning class. All service-learning classes in the department selected will appear.

3. Click on your class, making sure you have selected the correct section of the class. A page will open with details of the course and a list of service-learning projects that are offered as part of the course.
4. Once you verify that this is the correct section of the class, click “Add to My Courses” in the upper right corner. To make sure you have successfully added this course to your SLDB profile, click on the “My Courses” tab from the homepage; the class should be listed.

Sign up for Projects

1. To sign up for a project, click the second tab labeled “My Courses.”

2. Click on the link to the class. A page will open with details of the course and a list of service-learning projects that are offered as part of the course. Scroll down to see the projects and click on the links to view details of each project.

5. Once you have selected the project that meets your needs and interests, click at the bottom of the page under “Project Registration.”

This will take you to a page confirming your selection.
6. After you click the return link, you will be taken back to the “View Service Learning Projects” page. You can now see the project you have signed up for and the course for this project (under “My Courses”).

**Record Your Time**

The Service Record 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 Time Sheet.

1. Begin by clicking on the link under “Time” next to the project from the homepage.

2. This will take you to the window where you can indicate the date of 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. You must also include minutes in your entry. For example, if you worked 3 hours, enter 3 in the “hours” box and 0 in the “minutes” box.
3. Click “Submit Time” to save your record.

4. The total time entered will now appear next to the project on your homepage. You can also see your record by clicking on the third tab labeled “My Service Record.”

5. You can choose to print your log by clicking on the appropriate link under the “My Service Record” tab.

**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.