CECConnect Instructions for Faculty
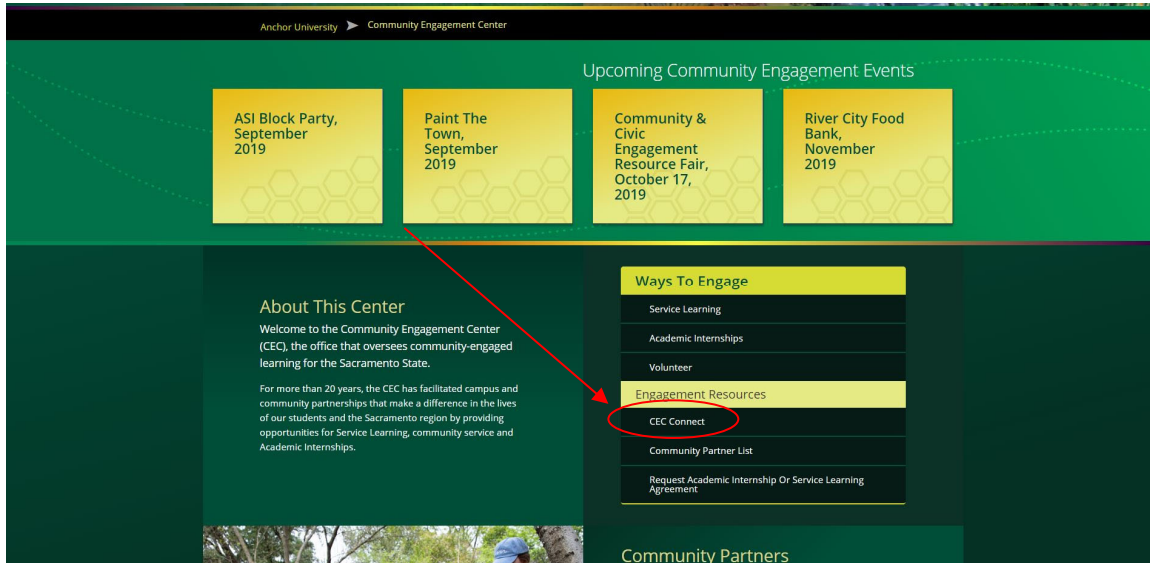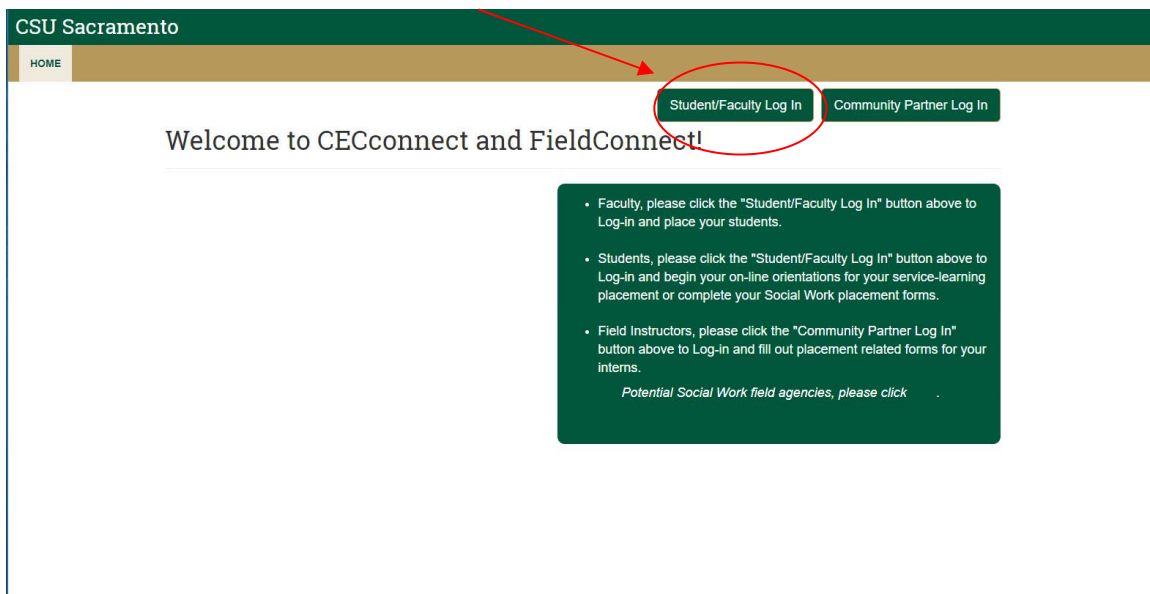## *Academic Internships*

Please follow the instructions below:
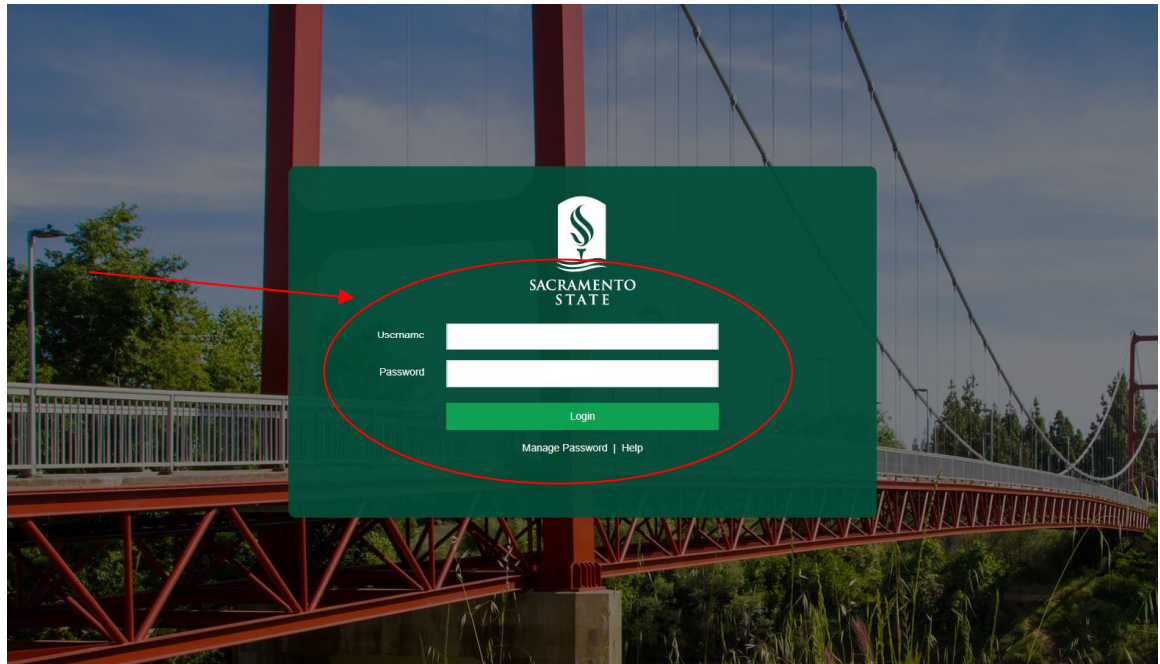1. Go to CEC website: www.csus.edu/cec/

2. Click on CECconnect
3. Select "Student/Faculty Log-in"

4. Log-in with your SacLink Username and Password

5. Select "Manage Your Courses"

6. To select sites for this course, click on "Select Sites"
   a. Select site(s) by clicking on green "add 'xxx' to course"
   b. When done, scroll to top of page and click on red, "I'm done with this course. Complete process."

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HOME   SITES   OPPORTUNITIES   LOGOUT

Sites

You are currently adding sites to *Demo 101 (01): Service Learning Demo Course.*

I'm done with this course. Complete process.

Displaying 1 – 50 of 226
Search fields are exclusive. **What's that?**

Site name	Contains ▼	City	Program	Organization type
			Service Learning ✕	Choose some options

Keyword

Items per page 50 ▼   **Apply**

4-H Youth Development
4145 Branch Center Road, Sacramento, 95827

The purpose of the 4-H Youth Development program is to help young people discover and develop their potential and grow into competent, contributing, and caring citizens. Learn by doing activities, youth-adult partnerships, and research-based...

Add *4-H Youth Development* to Demo 101 (01): Service Learning Demo Course

(916) 875-6423
Program(s): Service Learning
Type: Nonprofit - Other
Issue: No issues selected.

A M Winn Elementary-SCUSD
3351 Explorer Drive, Sacramento, 95827

Winn serves a diverse community. 33% of the students are designated English Language Learners. 78% of the students qualify for the Free/Reduced Price Meal Program. African American and Hispanic students each represent 25% of the student body; 8% are designated Asian or Pacific Islander. The 37% that are designated Caucasian...

Add *A M Winn Elementary-SCUSD* to Demo 101 (01): Service Learning Demo Course

(916) 643-7400
Program(s): Service Learning
Type: Education
Issue: No issues selected.

7. You are now ready to place your students. To view your student roster and select their site placements, click on course name OR "view course"

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HOME   SITES   OPPORTUNITIES   LOGOUT

Manage current courses

Test Term

Course Name	Enrollment	Faculty actions
Test Term Demo 101 (01): Service Learning Demo Course	2	Select sites View course

8. Look to the upper right hand-column on this page
   a. First, upload your current syllabus for this course
   b. For now, ignore the blue box "place"

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HOME   SITES   OPPORTUNITIES   LOGOUT

Demo 101 (01): Service Learning Demo Course   Select/Delete program sites

View   Student Forms

Enrolled Students
Click here to see a Placed Student Report for this course.
Click here to see an Unplaced Student Report for this course.
Operations

Place student(s)   Send e-mail

	First name	Last name	E-mail	Last login	Forms?	Current placements	Place
☐	SacStudent-Demo	Student	studentsldemo@csus.edu	05/08/2017 - 15:15	No	No current placements.	Place
☐	SacStudent-Demo 1	Student	studentsac1sl@csus.edu	02/07/2017 - 14:29	No	No current placements.	Place

Faculty
Faculty, SacFaculty-Demo

Program: Service Learning
Term: Test Term
Max placements per student: 1
Syllabus
Choose File   No file chosen
Files must be less than **100 MB**.
Allowed file types: **txt doc docx pdf rtf**
Upload

9. You can connect your students with various sites in 3 different ways:
   a. Add the <u>entire group</u> to one site
   b. Add <u>subgroups</u> to one site
   c. Add <u>individuals</u> to different sites

10. To add the <u>entire group</u> to one site:
    a. Click the box next to the column header titled "First Name" and click on gray box, "Place student(s)"
    b. Complete the required fields:
       i. Select the program site name
       ii. Ignore site staff for now
       iii. Expected hours of service
       iv. Dates of service (Term - Fall 20xx)
    c. Click "Next"
    d. Click "Confirm" at bottom of page

11. To add <u>subgroups</u> to one site:
    a. Check the box to the left of the student names
    b. Once you have selected the names of all students assigned to one site, then click on gray box "Place student(s)"
    a. Complete the required fields:
        i. Select the program site name
        ii. Ignore site staff for now
        iii. Expected hours of service
        iv. Dates of service (Term - Fall 20xx)
    b. Click "Next"
    c. Click "Confirm" at the bottom of page

12. To add an individual student to one site:
    a. Check the box to the left of the student name
    b. Once you have selected the student, then click on gray box "Place student(s)"
    a. Complete the required fields:
        i. Select the program site name
        ii. Ignore site staff for now
        iii. Expected hours of service
        iv. Dates of service (Term - Fall 20xx)
    b. Click Next"
    c. Click "Confirm" at the bottom of page

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Demo 101 (01): Service Learning Demo Course

Select/Delete program sites

View   Student Forms

Enrolled Students

Click here to see a Placed Student Report for this course.
Click here to see an Unplaced Student Report for this course.

Operations

Place student(s)   Send e-mail

	First name	Last name	E-mail	Last login	Forms?	Current placements	Place
☐	SacStudent-Demo	Student	studentsldemo@csus.edu	05/08/2017 - 15:15	No	No current placements.	Place
☐	SacStudent-Demo 1	Student	studentsac1sl@csus.edu	02/07/2017 - 14:29	No	No current placements.	Place

Faculty

Faculty, SacFaculty-Demo

Program:
Service Learning
Term:
Test Term
Max placements per student:
1
Syllabus
Choose File No file chosen
Files must be less than **100 MB**.
Allowed file types: **txt doc docx pdf rtf.**

Upload

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Home

HOME   SITES   OPPORTUNITIES   LOGOUT

Set parameters for *Place student(s)*

Select/Delete program sites

View   Student Forms

Enrolled Students

Program site Required   4-H Youth Development ▼

Site staff -- Select staf... ▼

Expected hours of placement Required

Select dates of placement by
○ Dates
● Term

Term Required Summer 2017 ▼

Next Cancel

Faculty

Faculty, SacFaculty-Demo

Program:
Service Learning
Term:
Test Term
Max placements per student:
1
Syllabus
Choose File No file chosen
Files must be less than **100 MB**.
Allowed file types: **txt doc docx pdf rtf.**

Upload

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Are you sure you want to perform *Place student(s)* on the selected items?

Select/Delete program sites

View   Student Forms

Are you sure you want to perform *Place student(s)* on the selected items?

You selected the following **2 items**:
- SacStudent-Demo Student [studentsldemo@csus.edu]
- SacStudent-Demo 1 Student [studentsac1sl@csus.edu]

Confirm Cancel

Faculty

Faculty, SacFaculty-Demo

Program:
Service Learning
Term:
Test Term
Max placements per student:
1
Syllabus
Choose File No file chosen
Files must be less than **100 MB**.
Allowed file types: **txt doc docx pdf rtf.**

Upload

After you finish the site placements, please inform your students to complete the online orientation forms and download the student learning agreement, emergency contact form and time log before they visit the site (if applicable). Once your students login to CECconnect, they should see the following purple box ("pending tasks") indicating that they have been placed by you:

If your students do not see the "pending tasks" box, STOP. You probably did not place them at the site yet. Please login to CECconnect and repeat this process.

Please note, you can check if your students complete the online orientation from by logging in to CECconnect. On your course roster, there is a "Forms?" column. If you see a "yes," they completed the forms. If you see a "no," they still need to complete the forms as soon as possible.

Copy program sites from a course

DEMO 100 (1): DEMO Course - Acad Intern

Clone this course

| View | Edit | Student Forms | Student Report | Ghost Placements |

User Tags

[ ] Apply Filter   Reset

Place student(s)

	First Name	Last name ^	Last login	Forms Completed	Supplemental Forms Completed	Placements
[ ]	SacStudent-Training 2	Student	09/04/2019 - 2:58pm	N/A	N/A	No current placements.
[ ]	SacStudent-Training 1	Student	09/02/2021 - 1:18pm	Yes	N/A	○ Blue Line Arts

Faculty

Displaying 1 - 1 of 1 users

Faculty, SacFaculty-Training

Term Fall 2021
Program Academic Internships
Experiential learning placement is Required
Max placements per student 1