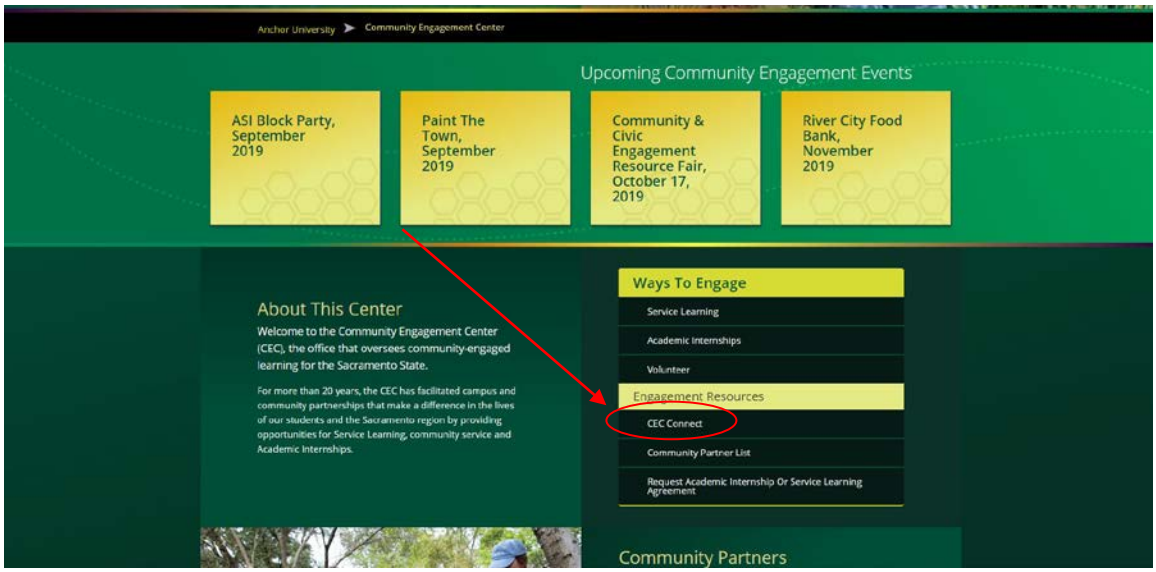
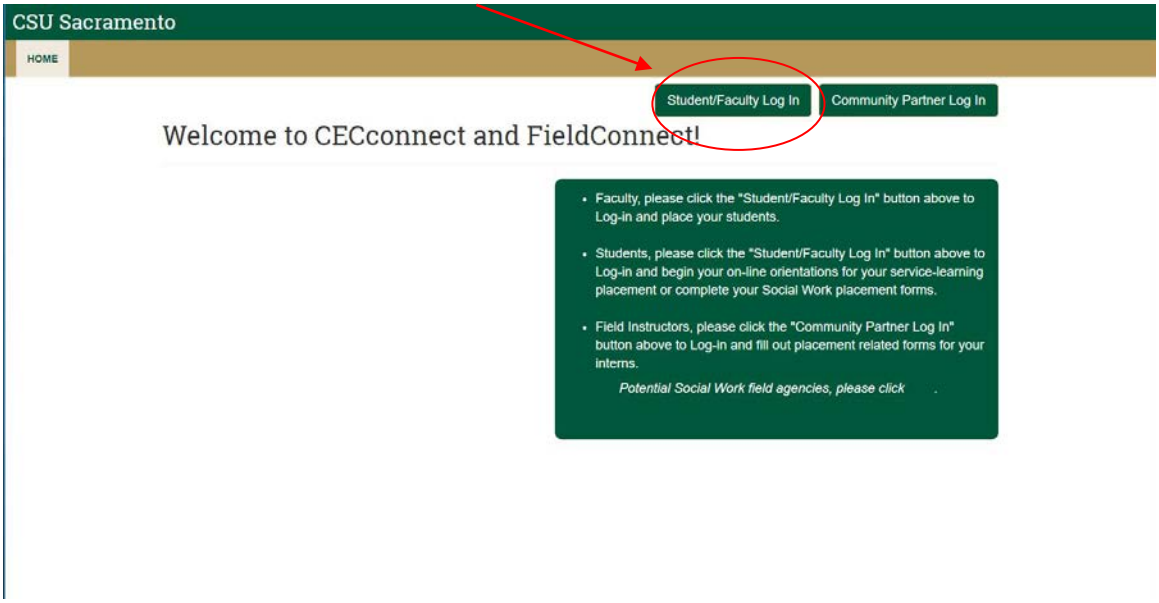
Please follow the instructions below:

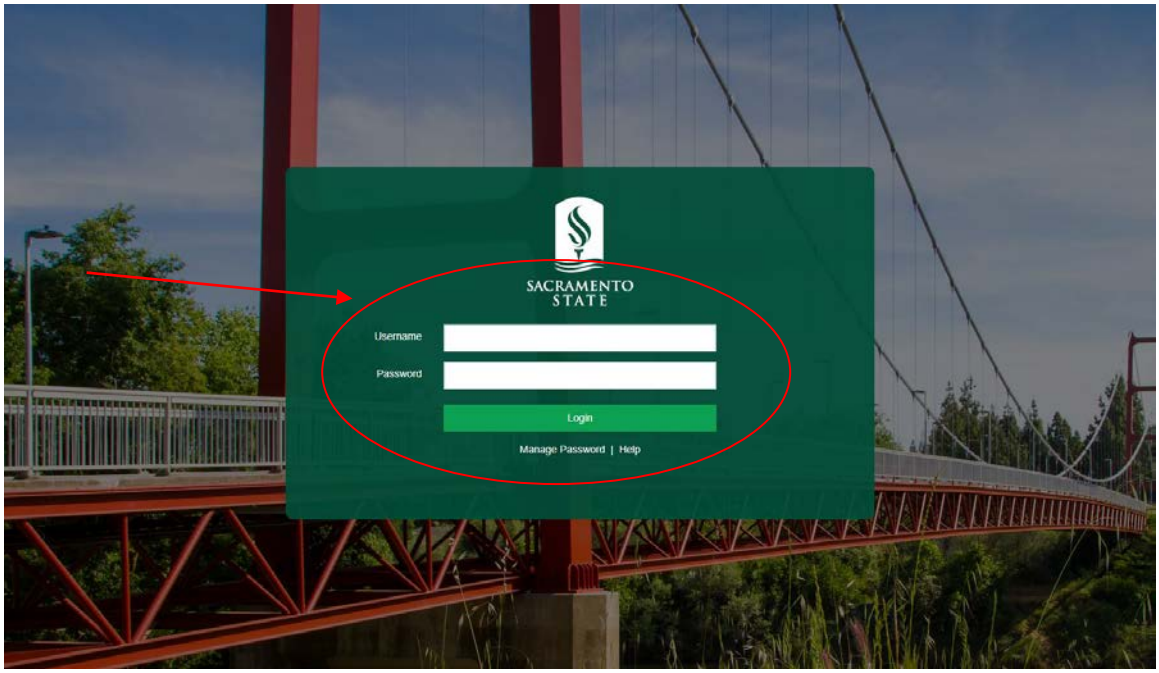
1. Go to CEC website: www.csus.edu/cec/



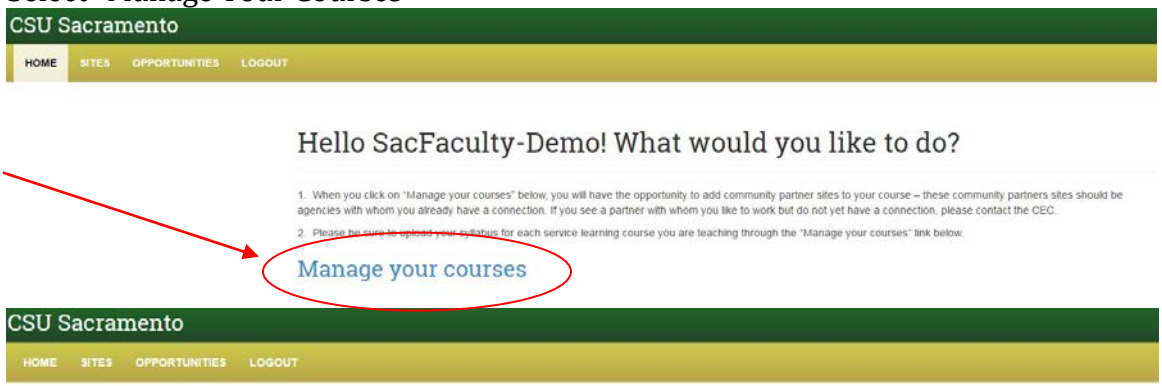
2. Click on CECconnect
3. Select "Student/Faculty Log-in"

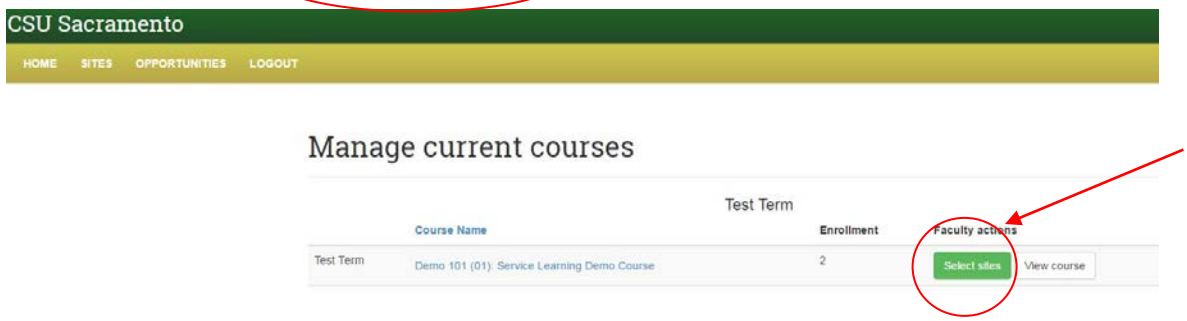


4. Log-in with your SacLink Username and Password

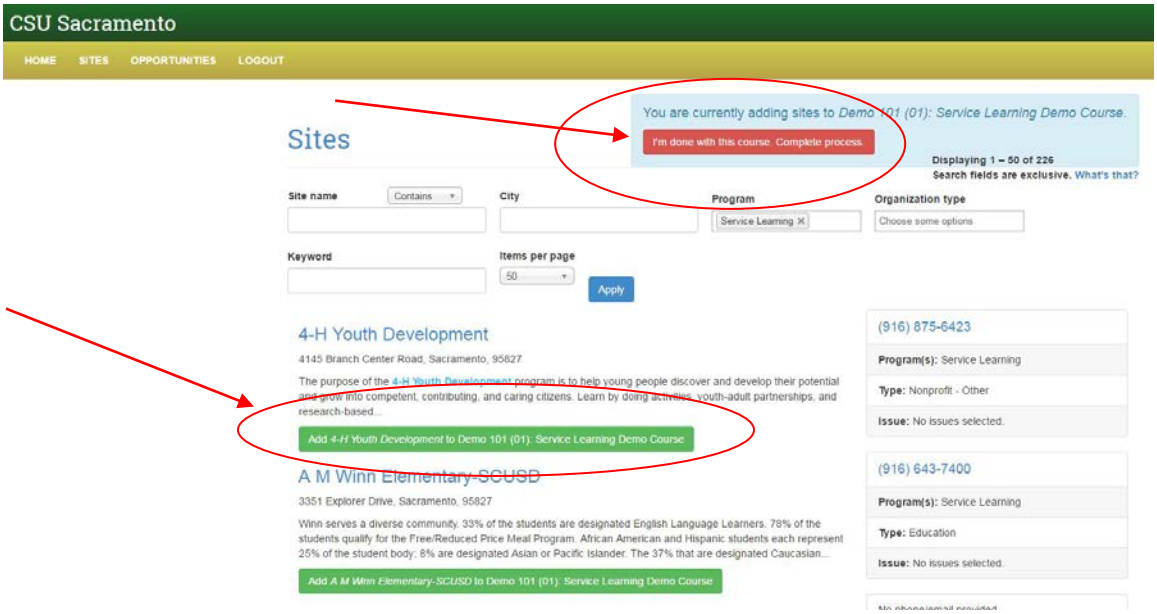


5. Select “Manage Your Courses”

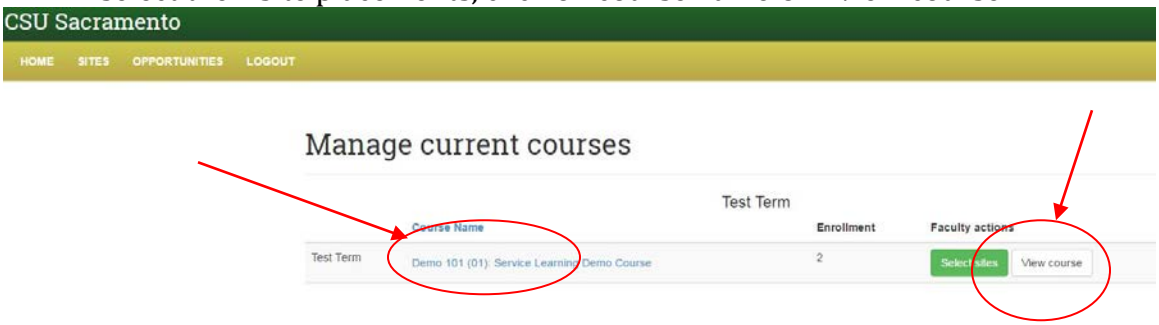




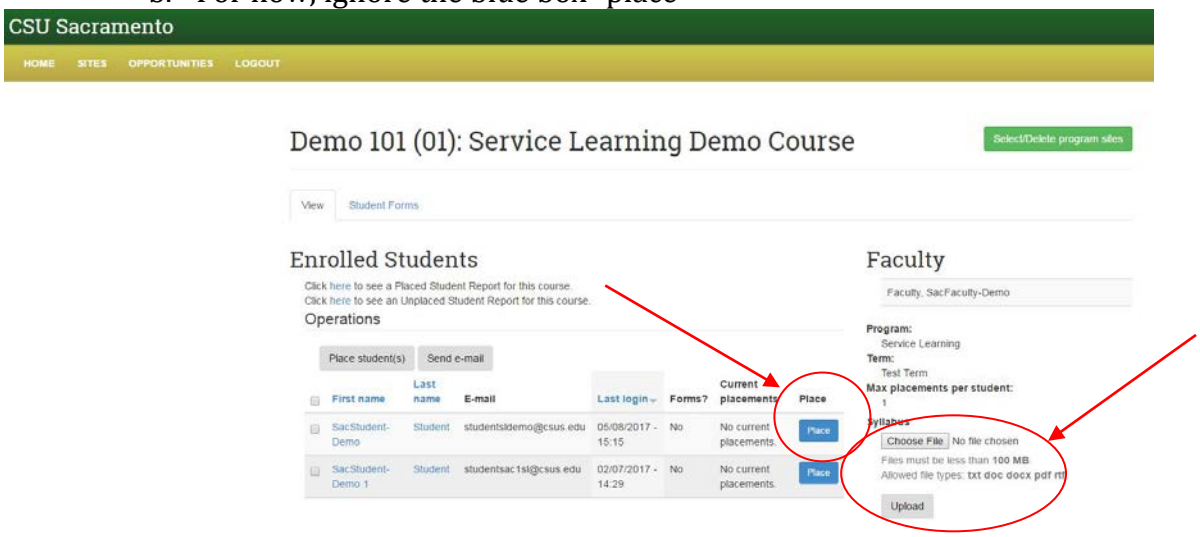
6. To select sites for this course, click on “Select Sites”
    a. Select site(s) by clicking on green “add ‘xxx’ to course”
    b. When done, scroll to top of page and click on red, “I’m done with this course. Complete process.”



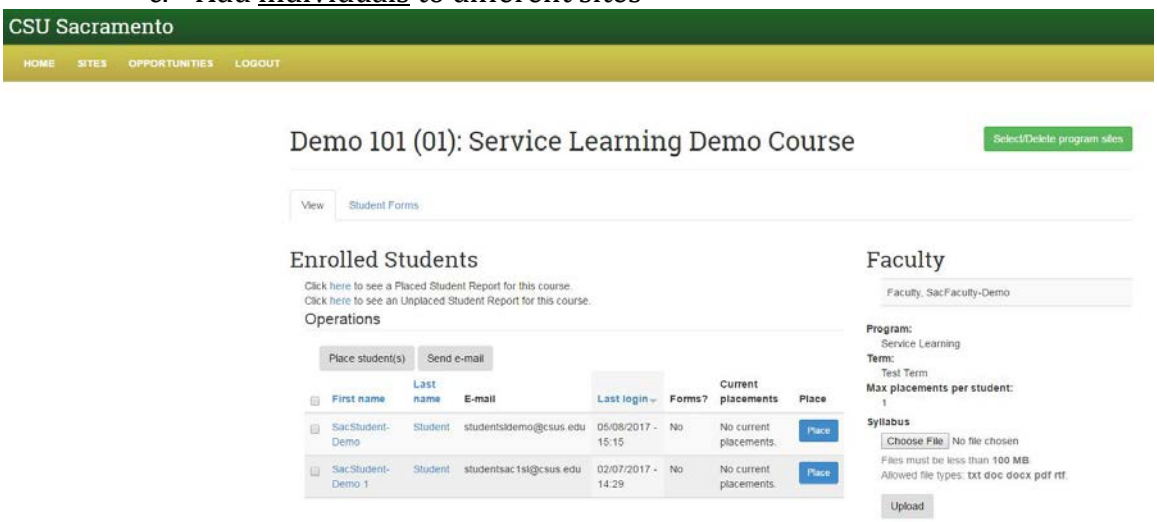
7. You are now ready to place your students. To view your student roster and select their site placements, click on course name OR "view course"



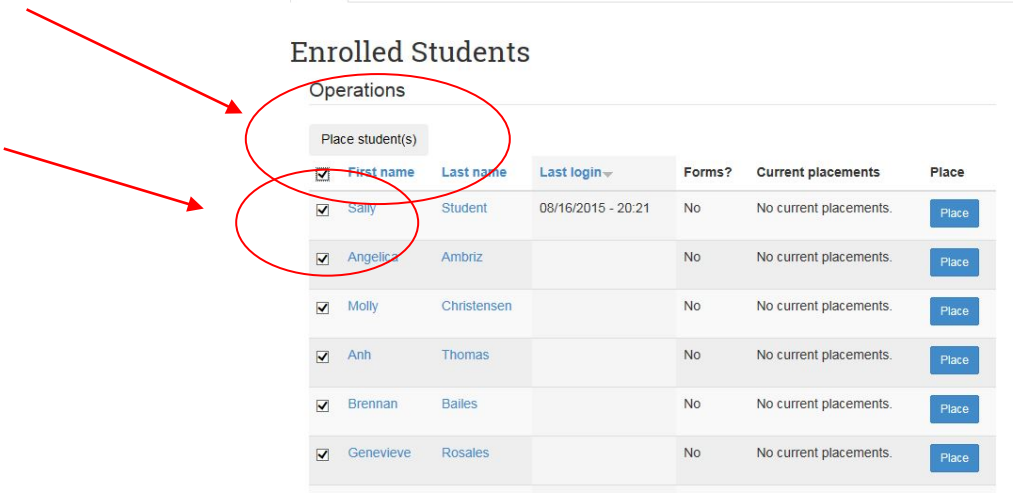
8. Look to the upper right hand-column on this page
    a. First, upload your current syllabus for this course
    b. For now, ignore the blue box "place"

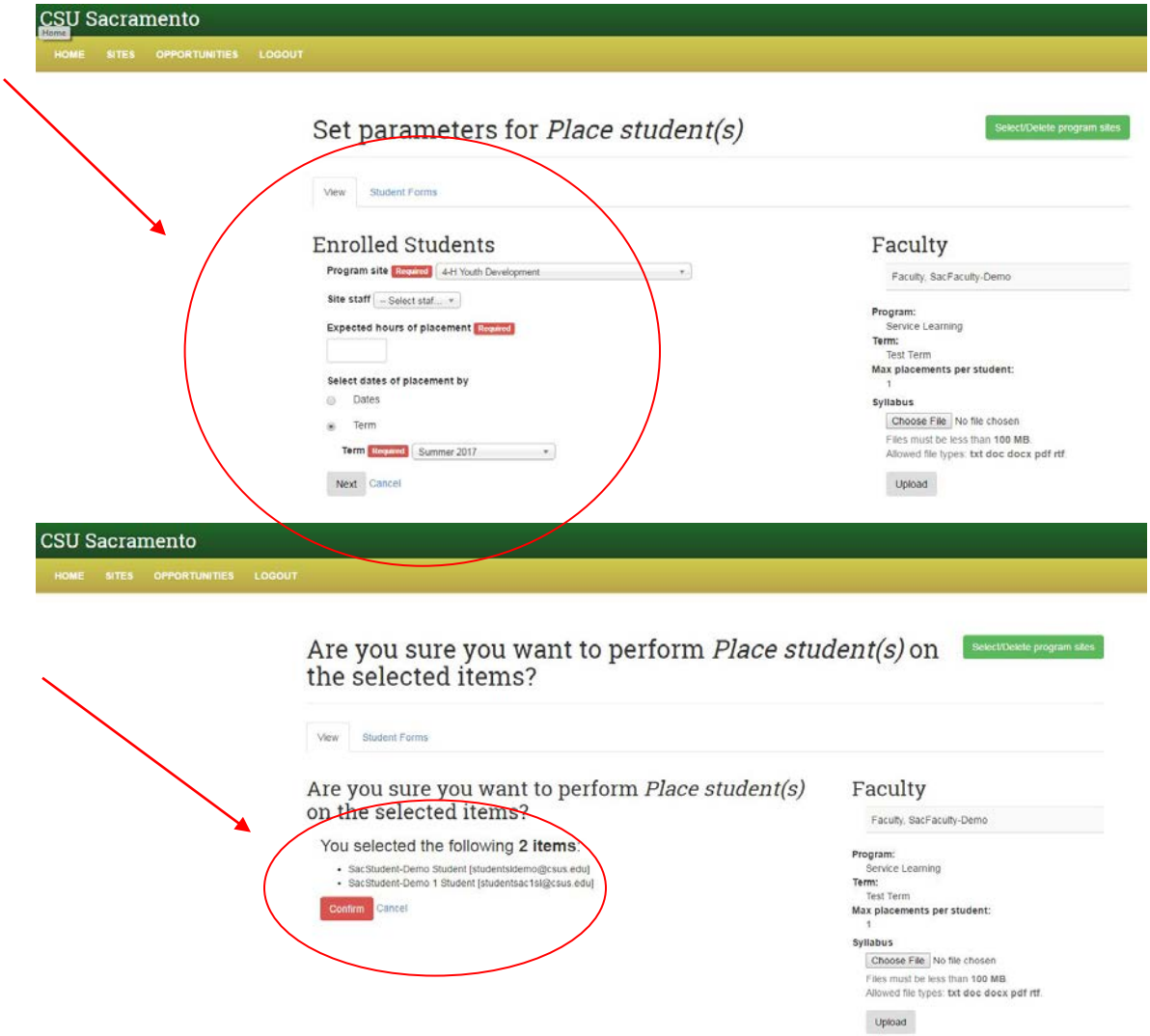


9. You can connect your students with various sites in 3 different ways:
    a. Add the <u>entire group</u> to one site
    b. Add <u>subgroups</u> to one site
    c. Add <u>individuals</u> to different sites

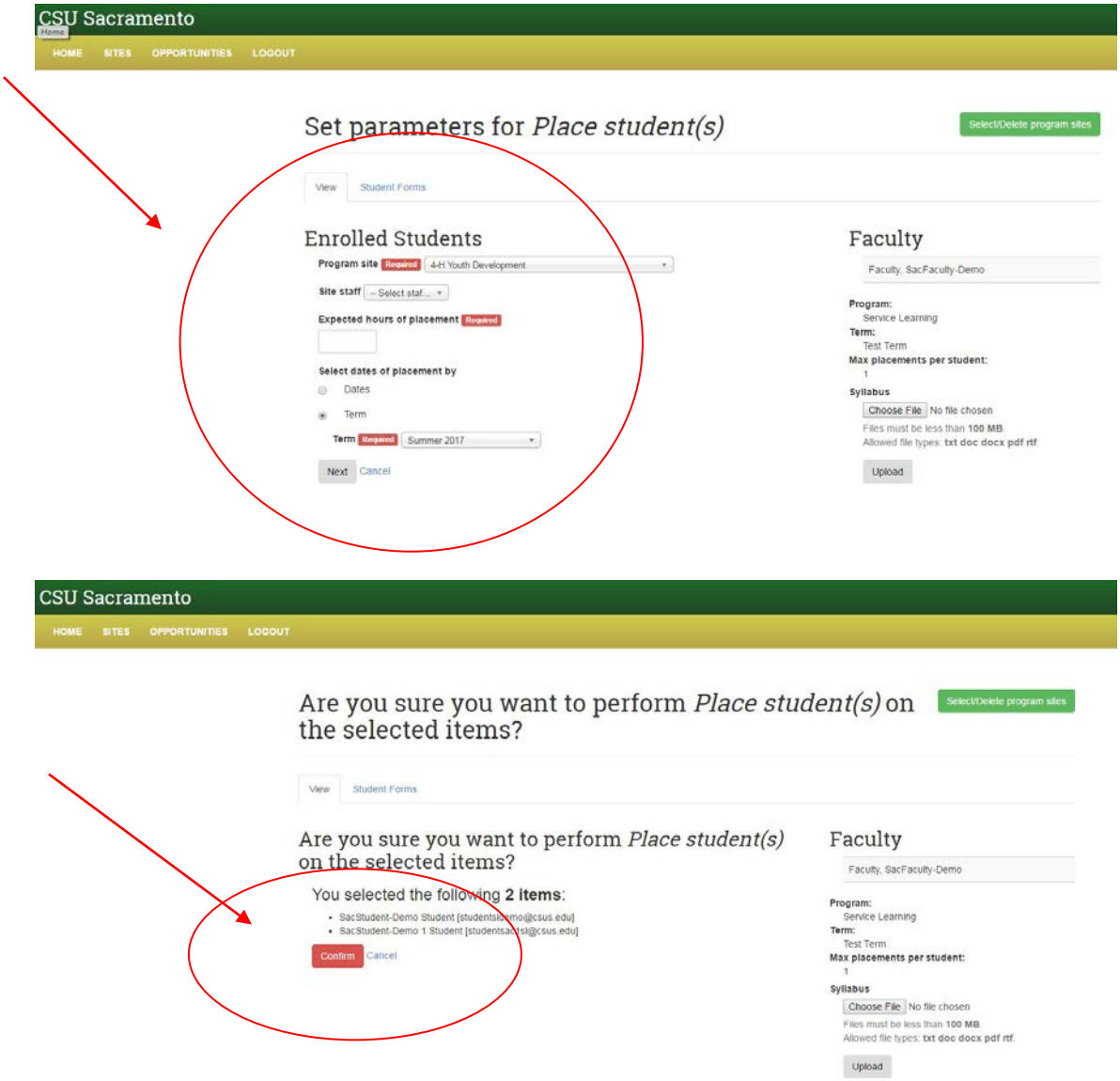


10. To add the <u>entire group</u> to one site:
    a. Click the box next to the column header titled “First Name” and click on gray box, “Place student(s)”
    b. Complete the required fields:
        i. Select the program site name
        ii. Ignore site staff for now
        iii. Expected hours of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

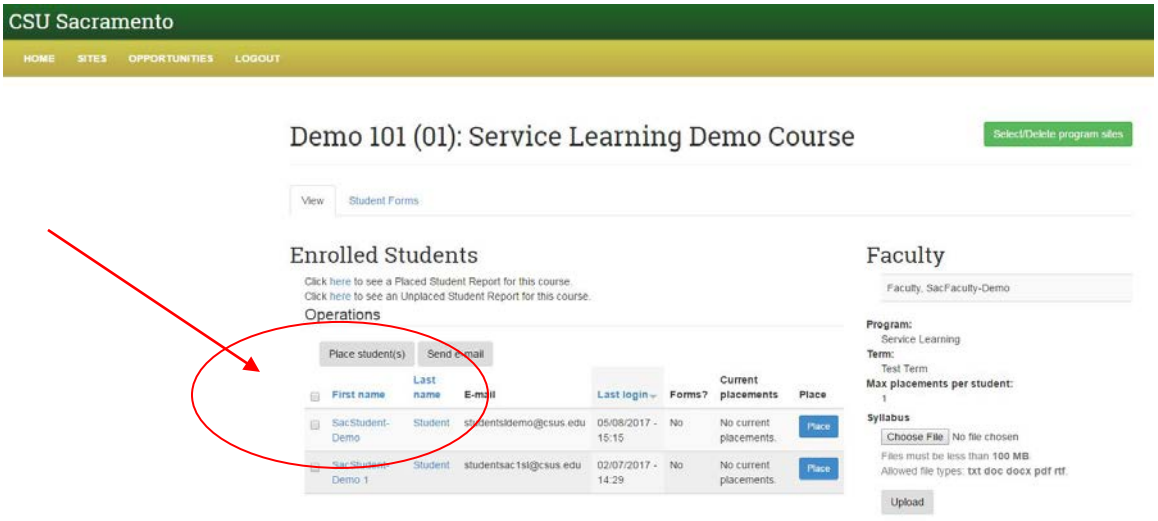


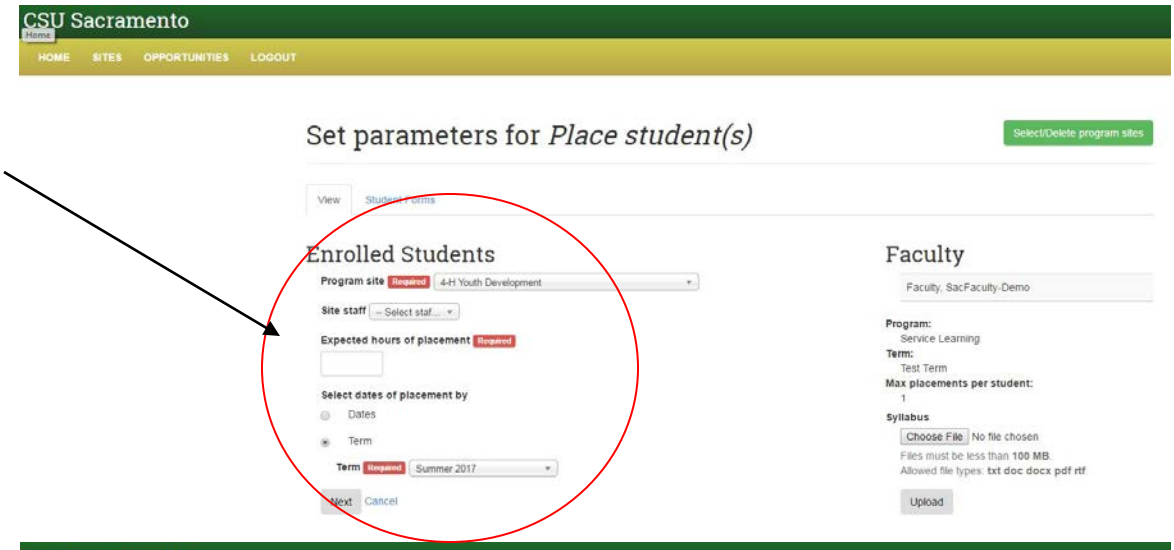


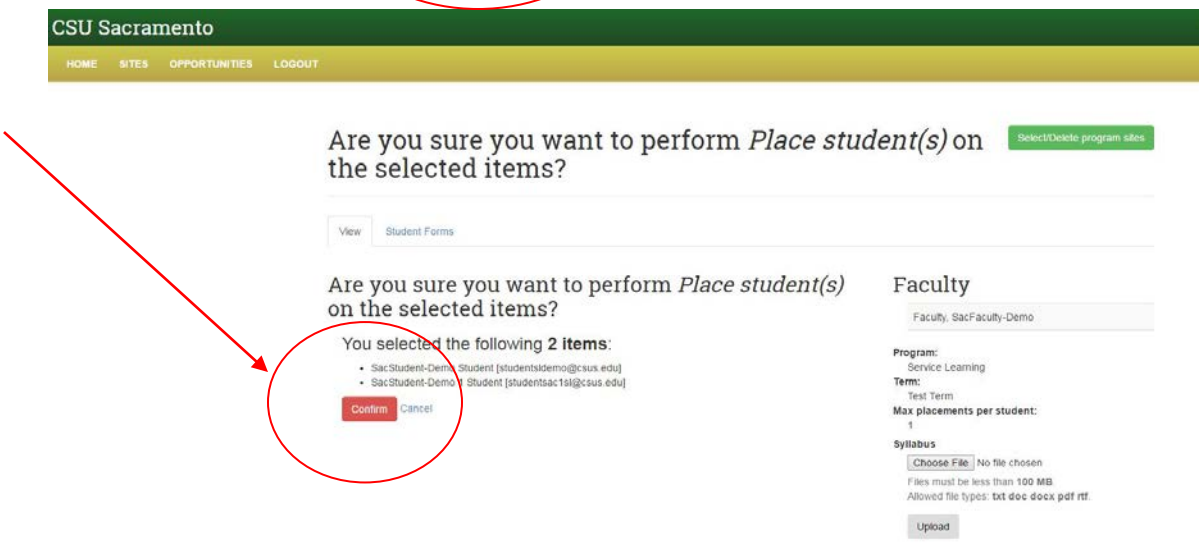
11. To add <u>subgroups</u> to one site:
    a. Check the box to the left of the student names
    b. Once you have selected the names of all students assigned to one site, then click on gray box “Place student(s)”
    a. Complete the required fields:
        i. Select the program site name
        ii. 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



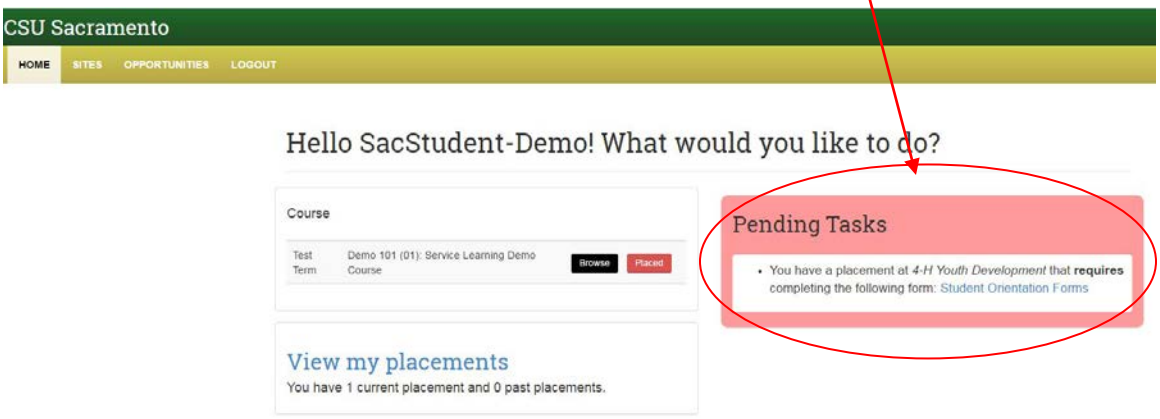
12. To add an <u>individual student</u> to one site:
    a. Check the box to the left of the student name
    b. Once you have selected the student, then click on gray box "Place student(s)"
    a. Complete the required fields:
        i. Select the program site name
        ii. Ignore site staff for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

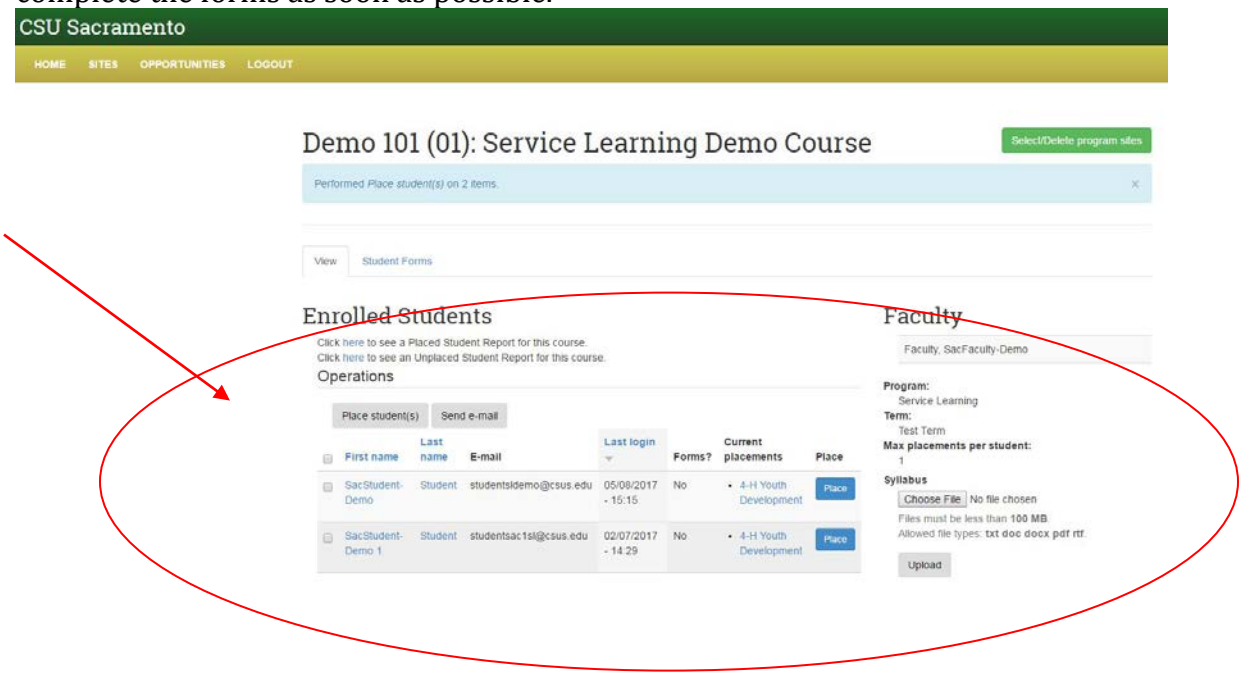

CSU Sacramento
HOME
SITES
OPPORTUNITIES
LOGOUT
Demo 101 (01): Service Learning Demo Course
Select/Delete program sites
View
Student Forms
Enrolled Students
Click here to see a Placed Student Report for this course.
Click here to see an Unplaced Student Report for this course.
Operations
Place student(s)
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
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


CSU Sacramento
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


CSU Sacramento
HOME
SITES
OPPORTUNITIES
LOGOUT
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 time log and student learning agreement form before they visit the site. Once your students login to CECconnect, they should see the following pink 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.