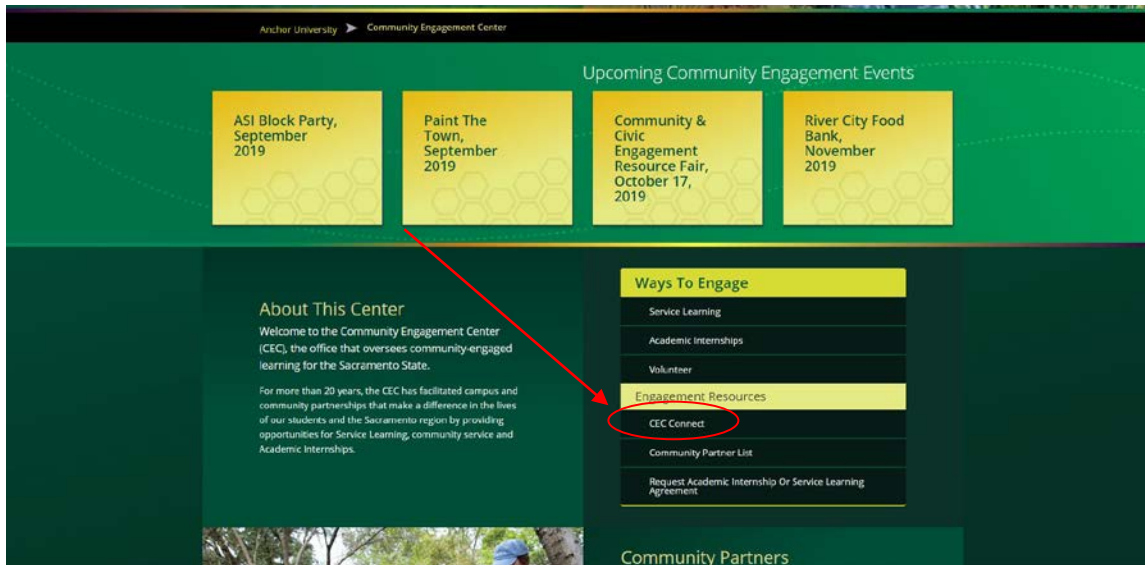
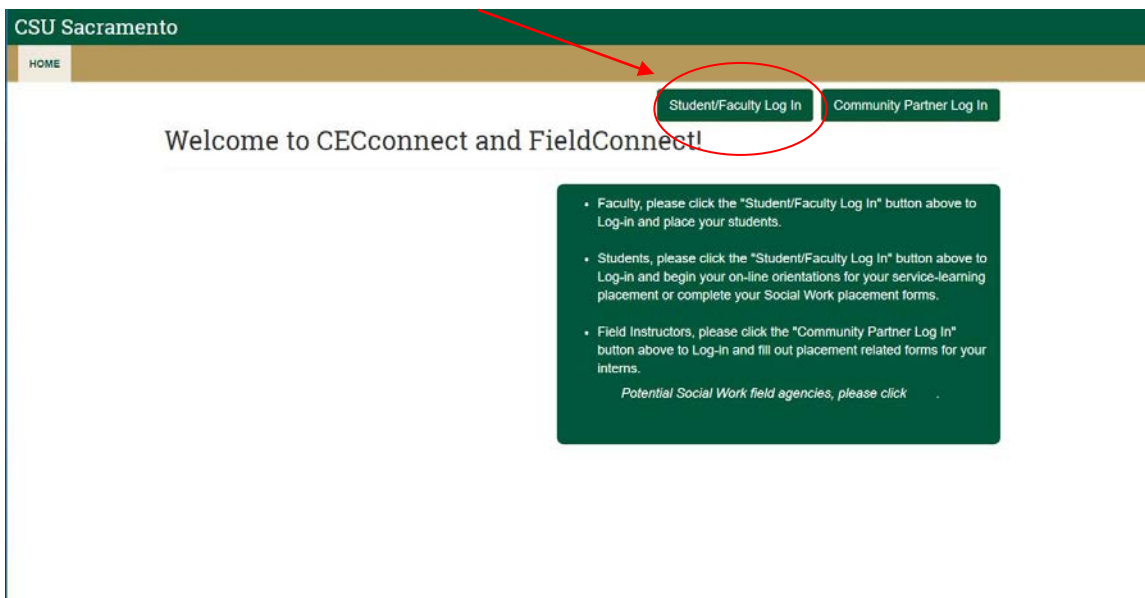


Please follow the instructions below:

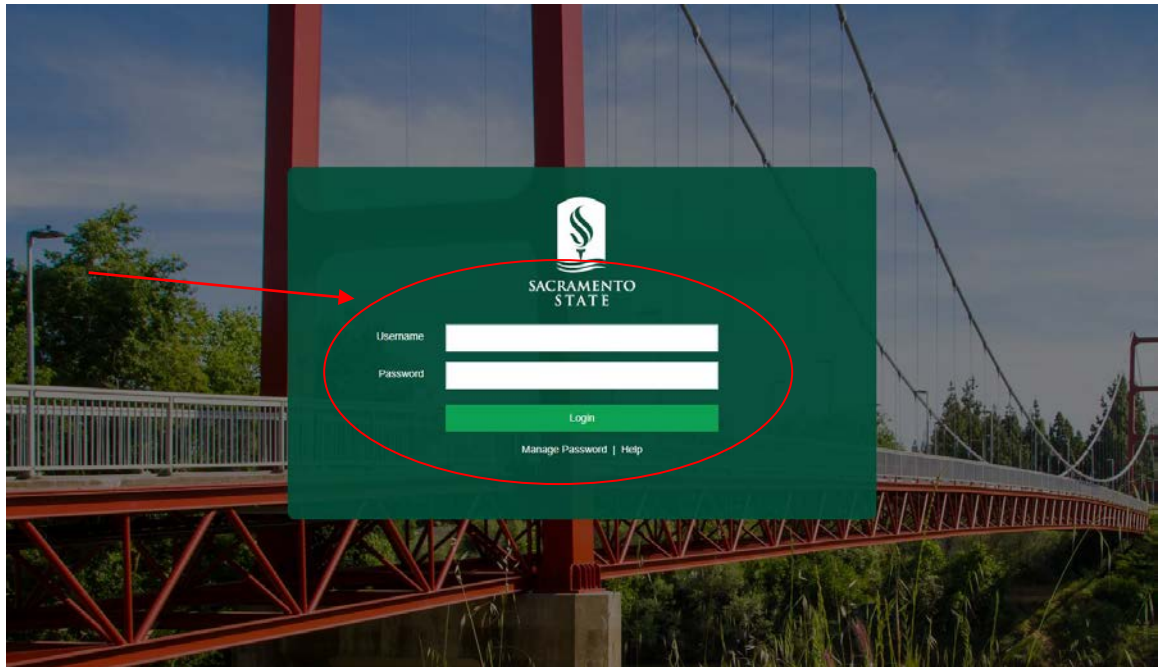
1. Go to CEC website: www.csus.edu/cec/



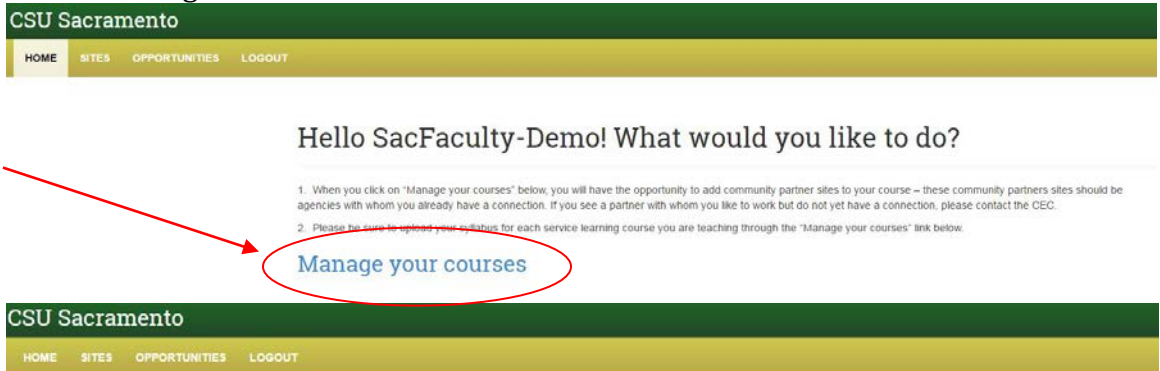
2. Click on CECconnect
3. Select "Student/Faculty Log-in"



4. Log-in with your SacLink Username and Password



5. Select "Manage Your Courses"



Manage current courses

	Course Name	Test Term	Enrollment	Faculty actions
Test Term	Demo 101 (01) Service Learning Demo Course		2	<input type="button" value="Select sites"/> <input type="button" value="View course"/>

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."

CSU Sacramento

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

Keyword Items per page .50 Apply

4-H Youth Development
4145 Branch Center Road, Sacramento, 95627
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

A M Winn Elementary-SCUSD
3351 Explorer Drive, Sacramento, 95627
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) 675-6423
Program(s): Service Learning
Type: Nonprofit - Other
Issue: No issues selected.

(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"

CSU Sacramento

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
- First, upload your current syllabus for this course
 - For now, ignore the blue box "place"

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
Sac Student-Demo	Student	studentsdemo@csus.edu	05/08/2017 - 15:15	No	No current placements	Place
Sac Student-Demo 1	Student	studentsac1s4@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 entire group to one site
 - b. Add subgroups to one site
 - c. Add individuals to different sites

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

<input type="checkbox"/>	First name	Last name	E-mail	Last login	Forms?	Current placements	Place
<input type="checkbox"/>	Sac:Student-Demo	Student	studentsdemo@csus.edu	05/08/2017 - 15:15	No	No current placements.	Place
<input type="checkbox"/>	Sac:Student-Demo 1	Student	studentsac1s@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

10. To add the entire group 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

Enrolled Students

Operations

Place student(s)

<input checked="" type="checkbox"/>	First name	Last name	Last login	Forms?	Current placements	Place
<input checked="" type="checkbox"/>	Sally	Student	08/16/2015 - 20:21	No	No current placements.	Place
<input checked="" type="checkbox"/>	Angelica	Ambriz		No	No current placements.	Place
<input checked="" type="checkbox"/>	Molly	Christensen		No	No current placements.	Place
<input checked="" type="checkbox"/>	Anh	Thomas		No	No current placements.	Place
<input checked="" type="checkbox"/>	Brennan	Bailes		No	No current placements.	Place
<input checked="" type="checkbox"/>	Genevieve	Rosales		No	No current placements.	Place

CSU Sacramento

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 [studentsdemo@csus.edu]
- SacStudent-Demo 1 Student [studentsact1@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

11. To add subgroups to one site:

- Check the box to the left of the student names
- Once you have selected the names of all students assigned to one site, then click on gray box "Place student(s)"
- Complete the required fields:
 - Select the program site name
 - Ignore site staff for now
 - Expected hours of service
 - Dates of service (Term - Fall 20xx)
- Click "Next"
- Click "Confirm" at the bottom of page

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

No file chosen

Files must be less than 100 MB.

Allowed file types: txt doc docx pdf rtf

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 [studentsdemo@csus.edu]
- SacStudent-Demo 1 Student [studentsa1st@csus.edu]

Faculty

Faculty, SacFaculty-Demo

Program: Service Learning

Term: Test Term

Max placements per student:

1

Syllabus

No file chosen

Files must be less than 100 MB.

Allowed file types: txt doc docx pdf rtf

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

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
Sac Student-Demo	Student	studentsdemo@csus.edu	05/08/2017 - 16:15	No	No current placements.	Place
Sac Student-Demo 1	Student	studentsac1st@csus.edu	02/07/2017 - 14:29	No	No current placements.	Place

Faculty

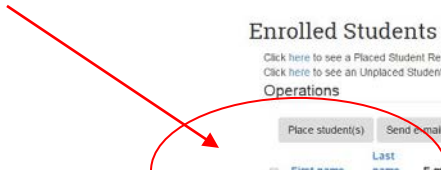
Faculty, SacFaculty-Demo

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 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 staff --

Expected hours of placement **Required**

Select dates of placement by

Dates

Term **Required** Summer 2017

Next Cancel

Faculty

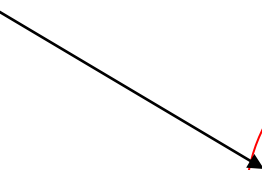
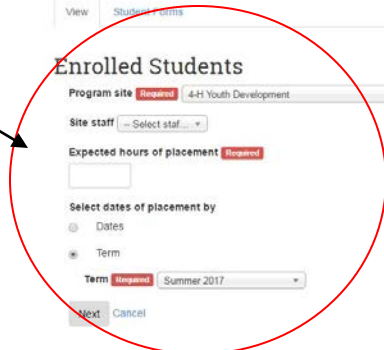
Faculty, SacFaculty-Demo

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:

- Sac Student-Demo Student [studentsdemo@csus.edu]
- Sac Student-Demo Student [studentsac1st@csus.edu]

Confirm Cancel

Faculty

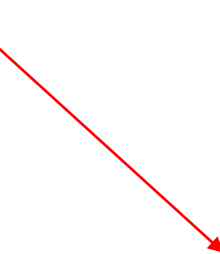
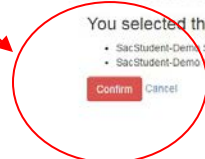
Faculty, SacFaculty-Demo

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:

The screenshot shows the CECconnect user interface for a student named 'SacStudent-Demo'. At the top, there is a green header with 'CSU Sacramento' and a navigation bar with 'HOME', 'SITES', 'OPPORTUNITIES', and 'LOGOUT'. Below the header, the user is greeted with 'Hello SacStudent-Demo! What would you like to do?'. There is a 'Course' section with a table showing 'Demo 101 (01): Service Learning Demo' and buttons for 'Browse' and 'Placed'. A pink box titled 'Pending Tasks' is circled in red and contains the message: 'You have a placement at 4-H Youth Development that requires completing the following form: Student Orientation Forms'. Below this, there is a 'View my placements' link and a message stating 'You have 1 current placement and 0 past placements.'

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.

The screenshot shows the course roster for 'Demo 101 (01): Service Learning Demo Course'. At the top, there is a green header with 'CSU Sacramento' and a navigation bar with 'HOME', 'SITES', 'OPPORTUNITIES', and 'LOGOUT'. Below the header, the course title is displayed, along with a 'Select/Delete program sites' button. A message indicates 'Performed Place student(s) on 2 items.' There is a 'View Student Forms' button. The 'Enrolled Students' section is circled in red and contains a table with columns for 'First name', 'Last name', 'E-mail', 'Last login', 'Forms?', 'Current placements', and 'Place'. The table lists two students: 'SacStudent-Demo' and 'SacStudent-Demo 1'. The 'Forms?' column shows 'No' for both students. The 'Current placements' column shows '4-H Youth Development' for both. The 'Place' column has a 'Place' button for each student. To the right of the table, there is a 'Faculty' section with 'Faculty: SacFaculty-Demo', a 'Program' section with 'Service Learning', a 'Term' section with 'Test Term', a 'Max placements per student:' section with '1', and a 'Syllabus' section with a 'Choose File' button and an 'Upload' button.

