Community Service-Learning
Web System
Help Guide for Organizations

Contents

Your Service-Learning Home Page 2
Using the “Students” Function 3
Approving Students’ Hours 10
Moving from One Individual Student Record to Another 11
Editing Your Organization and Staff Information 12
Editing Your Service-Learning Position Information 15

If you ever have any questions about the online system or need technical assistance, please contact Bruce McGuire at 612.626.2044 or csl@umn.edu.
When you log in to the system at www.csl.umn.edu, you’ll come to your home page, which will look like this. (No changes have been made to your home page in the new version of the site.)

If you have pending referral requests from students and/or timesheets requiring your approval, you will be able to access these items directly from your home page so you can quickly act on these items by clicking the student’s name to bring up his/her referral request form or timesheet.
Using the “Students” Function

When you click the “students” link in the left-hand column on your home page, you’ll see that there have been changes in how student information is displayed and organized.

Clicking “students” will bring you first to a list of all students who are currently “active” in positions with your organization.

The button in the upper right-hand corner of this page allows you to switch between viewing all students who are currently active with your organization and all students who have ever worked with you.

Please note that this list will include service-learning students currently active in your organization and students in the Community Engagement Scholars Program (CESP). If you see a CESP student on your list of “active” students whom you know has graduated (or at least moved on from your organization), please contact us at csl@umn.edu or 612.626.2044 to have that student removed from your list. Unfortunately, we do not currently have a way for you to remove these students from your list yourself, but we will be happy to do this for you to clean up our system (and, more importantly, to make sure that graduated students are not being counted toward the limit of students who can hold that position in your organization).
When you click on an individual student’s name, you will see his/her picture, e-mail address and phone number, and tabs for you to find the student’s service-learning course information, position within your organization, attendance at pre-service training workshops offered by the Community Service-Learning Center, and hours. This image shows the student’s service-learning course information.
Within the “Work History” tab, you can see the student’s ACTIVE service-learning or CESP position(s) with your organization (these will show as “in progress”), as well as any previous positions the student has held in your organization (marked as “completed”).

Note that on this page, you will also find the name and contact information of the instructor teaching the student’s service-learning course and the service-learning coordinator working with that course. Click the instructor or service-learning coordinator’s name to send him or her an e-mail.

If a student is working in your organization but has switched to a different position than s/he originally applied for, you can update the online system accordingly by clicking “Edit” under any “In Progress” position (this will take you to the screen shown on the next page).
You can use the drop-down menu on this page to move the student into a different position within your organization. Be sure to click “Change position” when you are done to save the change you made.

If necessary, you can also change the student’s start date in a position, or assign an end date (for instance, if the student leaves your organization partway through a semester for any reason). Use the drop-down menus to change the start and/or end dates, then click “Change start/end dates” to save your changes. If you are changing a student’s position and start/end dates, you will need to do this in two separate steps and save the changes after each step.
Within the Work History tab, you can also access the referral request form the student submitted to work with your organization. When you click “view” on a specific referral request listed on this page, you can review what the student stated as the reason for their interest in your organization, and the availability they listed on the schedule portion of the form. Again, this page will show referral requests from the current semester (“in progress”), as well as previous requests the student has submitted for your organization.
When you click on the “Training” tab in a student’s record, you can see whether the student has attended a pre-service training workshop offered by the Community Service-Learning Center. These workshops are often required or strongly encouraged by faculty as part of the service-learning component of their courses.
When you click on the “Hours” tab, you will see the following entries:

“In Progress” refers to hours the student has entered on a timesheet, but has not yet submitted to you for your approval.

“Submitted” hours are awaiting your approval.

“Approved” hours are those you have already verified. If any hours were entered incorrectly and you “rejected” them, those are also displayed here.

This page will also show a complete list of the student’s weekly timesheets.
Approving Students’ Hours

If you click on the dates for any timesheet that is listed as “Pending,” you will be able to approve the hours on that timesheet. To approve the hours, check the box under “Approve/Reject,” then click the “Accept Selected Hours” button.

Please note that you can click “edit” to fix a student’s timesheet if the student entered hours or days incorrectly. Please see the note on the web page below about the consequences of rejecting students’ hours and try to avoid rejecting hours whenever you can. However, if you notice that a student logs hours for more than one week when you don’t think s/he was at your organization, please contact the service-learning coordinator assigned to that class for follow up.

This screen will always provide a complete history of a student’s hours with your organization, including hours you have approved and hours that are awaiting your approval.
Moving from One Individual Student Record to Another

When you are reviewing an individual student’s record, you can use the “Previous” and “Next” links to move through your student list and review each student’s record.

The system will automatically go to the same tab on the previous or next student’s record, so if you are reviewing students’ hours logged to date, you can look at the first student’s “Hours” tab, then click “Next” to work your way through your student list and see each student’s hours in turn.
Editing Your Organization and Staff Information

Back on your home page, you can use the “manage staff/info” link in the left-hand column to make any needed updates to your organizational and staff information pages on the system.

When you click this link, you’ll see the following screen, and you can click any individual staff member’s name to update his/her information.
When you click an individual staff member’s name, you will be able to edit his/her name, title, contact information, user name and password. Every staff member can also indicate whether s/he would like to receive the Community Service-Learning Center’s monthly electronic newsletter, and can select the frequency of e-mail reminders about timesheets awaiting approval.

Note the “primary contact” field on this page. The primary contact is the main person at your organization who will answer service-learning questions from students, faculty, and service-learning staff. If there is an initial point of contact in your organization for all service-learners, that person should be the primary contact. The primary contact is also the only staff person who can remove another staff person from the system or designate another staff member as the new primary contact.

When you are finished, be sure to click the “Update Information” button to save your changes.
From the “Manage Organizational Information” screen, you can click on “Edit organizational information” to make any needed changes to your organization’s name, address, web site, and general description.

Be sure to click the “Update Information” button when you are finished to save your changes.
Editing Your Service-Learning Position Information

Use the “positions” link in the left-hand column to edit the descriptions of all the service-learning positions you currently have available for students.

Click on a specific position title to edit the description of that position (see next page for a view of the position information screen).
If you include detailed information here about the position schedule and about required orientation sessions (especially if those occur on specific dates), that will help students make sure their availability matches your needs before they submit referral requests.

Please note that every position needs to have a member of your organization’s staff designated as the supervisor, and that person will receive all the notifications that students have submitted timesheets for that position. You can designate a different staff person to handle referral requests from students at the beginning of the semester. Please be sure to keep these two fields in your position descriptions up to date as your organization has staff changes!

As mentioned on page 3 of this guide, if you set a limit to the number of openings you have for a position and you have that number of service-learning students and Community Engagement Scholars listed as “active” in that position, new service-learning students will not be able to submit referral requests for that position, so you may need to increase the number of openings.

If you have a position listed on the system that does not currently have any students working in it, you will find an option on this page to remove that position from the system completely. If you do not want students to be able to request a position during the current semester but may offer it again in the future, you can mark the position as “inactive.”

When you are finished, be sure to click “Update Information” to save your changes.