Community Service-Learning Web System Help Guide for Faculty

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If you ever have any questions about the online system or need technical assistance, please contact Bruce McGuire at 612.626.2044 or csil@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 (the only change to this page from the previous version of this site is that the left-hand navigation column has some additional options).

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Using the “Reports” Function to Generate a Student Roster

The quickest way for you to see a list of all the students in the service-learning classes you are currently teaching, with their placement information and the number of hours they have logged to date, is to use the REPORTS function.

Click “reports” in the left hand column on your home page.
You'll see that you can choose from two reports: Student Roster, and Student Training.

Clicking the “Student Roster” link will bring up the following screen to set the parameters for your report. Use the drop-down menu to select the current semester, select whether you want to view the report on the web site or export the information to an Excel spreadsheet, then click “View Report.”
The web-based Student Roster report looks like this. This report will display the students in ALL of your service-learning courses for the current semester, but it shows which course each student is in. The report also shows:

- which organization each student is working with
- the service-learning position s/he is in at the organization
- the supervisor’s name
- the number of hours the student has recorded working at the organization and submitted for the supervisor’s approval (last column), and
- the number of hours the supervisor has approved to date (second-to-last column).
If you required your students to attend our pre-service training workshops, you can also use the REPORTS function to track students’ training attendance.

After clicking the “reports” link in the lefthand column, select “Student Training.” You’ll get the same screen to set the report parameters as before.
The web-based Student Training report looks like this. This report will also display the students in ALL of your service-learning courses for the current semester, but it shows which course each student is in. The report shows all Community Service-Learning Center workshops the student has attended, including trainings and reflection sessions for students in the Community Engagement Scholars Program (CESP). A student who has attended multiple CSLC events will be listed more than once, with one entry for each workshop attended. You'll want to look for the titles “Community Involvement in Practice,” “Critical Perspectives on Community Involvement,” and/or “Minnesota Literacy Council Tutor Training,” depending on what you required them to attend.

If a student registered for a training workshop but did not attend, the report will show him/her as “Absent” from the workshop.

If a student did not register for or attend any training sessions, s/he will not appear on the report at all, so you may need to cross-check this report with your class list.
Using the “Students” Function

You can also get more detailed information about each student in your course(s) by using the STUDENTS function. If you select “students” in the left-hand column, you’ll come to this page:

You’ll see that on this screen, if you are teaching more than one service-learning class in a semester, you can select an individual class. If you are teaching multiple SECTIONS of the same course, you will need to check the box marked “Show class sections,” then select the section you want to access.

Selecting a class or section from the list under the “Find a Course” heading will generate a list of all students in that class. You can use the drop-down menu under “Student Lists” to generate a list of students who may not be on track with their service-learning for the course.
When you select a course or section from the list under “Find a Course,” you will come to a list with the students’ names and U of M X.500 ID’s (the first part of their e-mail addresses).
When you click an individual student’s name, you will see his/her picture and e-mail address, and tabs for you to find the student’s service-learning placement, training attendance, and hours.

Within the “Work History” tab, you can see the student’s ACTIVE service-learning position(s) for the current semester (these will show as “in progress”), as well as any service-learning positions from courses you taught in previous semesters (marked as “completed”).
Within the Work History tab, you can also access the student’s referral requests, to see when they submitted the request and if they had to go through more than one of their choices (this might impact when the student is able to start logging service-learning hours). Again, this page will show referral requests from the current semester (“in progress”), as well as requests from courses you taught in previous semesters (“completed”).
You can also use the tabs in the individual student records to verify the student’s attendance at a pre-service training workshop. When you click the “Training” tab, this is what you will see:

As in the “Student Training” report, this will show all CSLC workshops the student has registered for and/or attended in the past. Look for the “Community Involvement in Practice,” “Critical Perspectives on Community Involvement,” and/or “Minnesota Literacy Council Tutor Training” titles, or the “Service-Learning” tags, to check attendance at pre-service training workshops.

If the student has never registered for or attended a training, this page will say “This student has not attended any training workshops,” so you will know whether or not the student has fulfilled your training requirement.
The “Hours” tab in the individual student record will show you the student’s status in terms of service-learning hours logged toward your current course.

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

“Submitted” hours are awaiting approval from the student’s supervisor.

“Approved” hours have been verified by the student’s supervisor. If any hours were entered incorrectly and were “rejected” by the supervisor, those are also displayed here.

The list of submitted timesheets allows you to see at a glance whether or not the student is putting in hours at the organization on a weekly basis.

If you have the same student in multiple service-learning classes you are teaching in a semester, you can use the drop-down menu to see the student’s hours for another class, as well as any hours for classes you taught in previous semesters.
At the end of the semester, you can use the “Surveys” tab to see whether the student has completed all three sections of the required service-learning evaluation.

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 class 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 class list and see each student’s hours in turn.
Updating Your Contact Information

Our system automatically uses the e-mail address and phone number listed for you in the University of Minnesota directory. If you would like to change your contact information, select “contact info” in the left-hand column. Edit your e-mail address and/or phone number as necessary, then click “Update Contact Information.”
Accessing Information for Your Current Course(s)

You can use the COURSES function to get information about all of the service-learning courses you are teaching during the current semester, or have taught in any other semester.

If you click on the name of a particular course in your list, one thing you can find through this function is a list of all the service-learning positions that are available to the students in your class (many of the organizations we partner with offer multiple service-learning positions, and you'll find the complete list here.)
Accessing Position Information from Previous Courses

When planning for an upcoming service-learning course, the POSITIONS function can be especially useful.

Click on “previous course offerings” to get a drop-down menu of ALL current and previous service-learning courses the Community Service-Learning Center has supported, and select any course to see a list of the service-learning positions that were offered to students in that course.
This is what the list of positions for a specific course will look like.

Previous Course Positions

Course:
SW3501: Theories and Practices of Social Change Organizing

Abortion Access and Sexual Health Education Associate
Pro-Choice Resources

Working with the Operations Manager, the Associate will carry out the administrative functions of the abortion loan fund and crisis line. Specifically, the volunteer will answer incoming calls from women in need, determine amounts of financial assistance awarded to clients, and make appropriate reproductive health referrals. The volunteer will also participate in compiling and entering information for the birds & Bees Project E-Zine and will learn alongside the Sexuality Education Residents. Gaining both hands-on experiences and intellectual frameworks will help the volunteer foster a rich understanding of reproductive justice and supplement the coursework with field-based experiences.

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Book Mailing Volunteer
Women's Prison Book Project

Book Mailing Volunteer: The student opens letters from women in prison, fills their requests for books from our library, and packs the books for mailing.

Communities of Color special project intern/service learner
NARAL Pro-Choice Minnesota

NARAL Pro-Choice Minnesota is looking for a creative, upbeat, resolutely pro-choice student to fill the position of Communities of Color special project...
Browsing the Full List of Available Service-Learning Positions

Finally, when you click on the “positions” tab in the left-hand column, your other option besides “Previous Course Offerings” is to select “Positions Catalog.” Clicking Positions Catalog will pull up a complete list of our partner organizations, and if you click “Read more…” under any organization, you will see their position descriptions, so you can think about which types of service-learning opportunities would work well for a course you’re teaching.