How do faculty enter CSL hours?

The CS Faculty Center grade roster does not support SF State’s process of recording Community Service Learning (CSL) hours as delivered. The web application developed to process various grading “exceptions” allows faculty to enter CSL hours for any CSL class they teach.

To begin, go to SF State Gateway. Enter your **SF State ID** and **Password** and click on the Login box.

For assistance with your ID or password, click one of the links below the login box.

1. Click on the Class Services link in the left sidebar under FACULTY/staff.

2. On the Class Services page, select the **Grade Exception Processing** link under the Class Services heading.
Select the **Community Service Learning (CSL)** button in the left navigation panel. A list of CSL courses is displayed. If needed, select the desired term in the **Change Term** selection box. From this list, select the desired class with the radio button and click the **Select Class** button.

The grade roster opens. Enter the CSL hours for each desired student in the CSL Hours column. Select the **Submit CSL Hours** button at the bottom of the screen to save the CSL hours.
A verification screen displays, confirming the CSL Hours submission.

Remember to log out of the SF State Class Services application and the SF State Gateway when you are finished, to prevent unauthorized access to your account.