



How - To - Guide : Faculty Entering CSL Hours

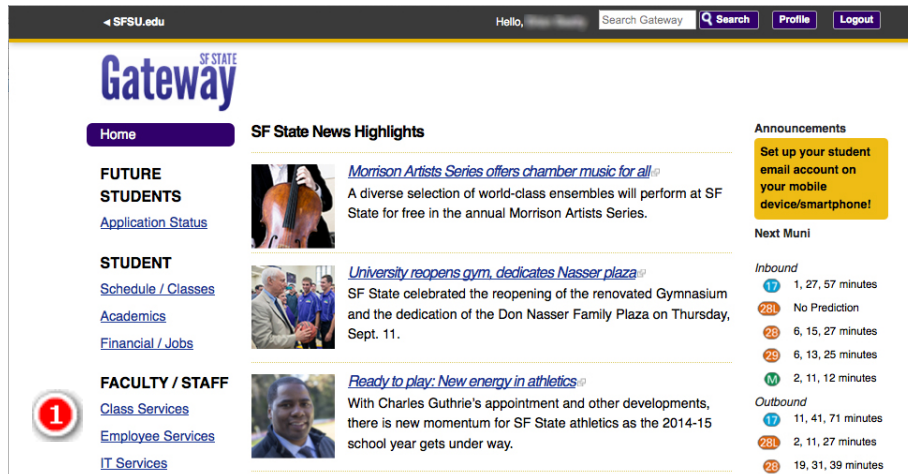
How do faculty enter CSL hours?

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.

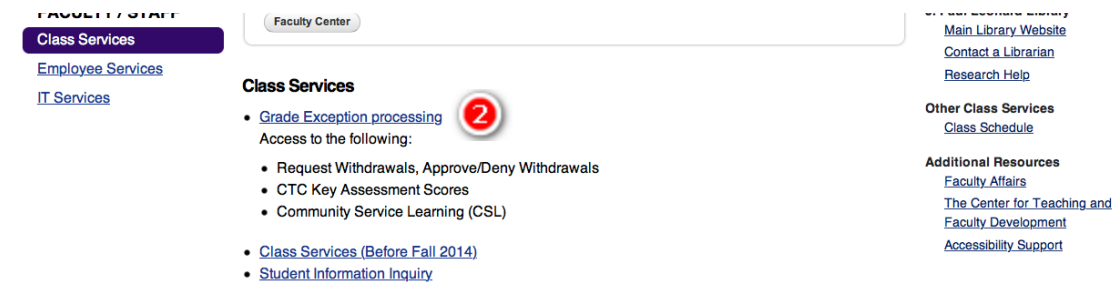
To begin, go to SF State Gateway. Enter your **SF State ID** and **Password and** click on the Login box.

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.





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3 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.

Good morning, [Name] [Role]

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Enter Community Service Learning (CSL)
Fall 2014/Regular University

Course Listing

Class Number	Course	Title	Enrolled	Instructor(s)	Class Type
<input checked="" type="radio"/> 13766	E ED 756 [01]	Teaching Practicum Seminar Phase I	15	[Instructor]	Reg Univ
<input type="radio"/> 13773	E ED 769 [01]	Practitioner Research in Elementary Classrooms	18	[Instructor]	Reg Univ
<input type="radio"/> 13800	E ED 895 [11]	Field Study	0	[Instructor]	Reg Univ
<input type="radio"/> 13814	E ED 898 [12]	Master's Thesis	0	[Instructor]	Reg Univ
<input type="radio"/> 13935	EDDL 921 [01]	Theories of Learning and Student Development in Math and Science	15	[Instructor]	Reg Univ

Select Class

To set your preferred color theme select "Settings".
Let us know what you think about Class Services

4 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.

Good morning, [Name] [Role]

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Enter Community Service Learning (CSL)
Fall 2014/Regular University

The deadline for turning in csl hours is:
Monday January 5, 2015 midnight.

- Enter CSL hours you wish to assign for each student

CSL Course Listing

Class Number	Course	Title	Enrolled	Instructor(s)	Class Type
10046	AA S 595 [01]	Asian American Communities and Public Policy	44	[Instructor]	Reg Univ

ID	Last	First	Grade	CSL Hours	Note	Status
[ID]	[Last]	[First]	[Grade]	<input type="text"/>		UGRD
[ID]	[Last]	[First]	[Grade]	<input type="text"/>		UGRD
[ID]	[Last]	[First]	[Grade]	<input type="text"/>		UGRD
[ID]	[Last]	[First]	[Grade]	<input type="text"/>		UGRD
[ID]	[Last]	[First]	[Grade]	<input type="text"/>		UGRD
[ID]	[Last]	[First]	[Grade]	<input type="text"/>		UGRD
[ID]	[Last]	[First]	[Grade]	<input type="text"/>		UGRD
[ID]	[Last]	[First]	[Grade]	<input type="text"/>		UGRD
[ID]	[Last]	[First]	[Grade]	<input type="text"/>		UGRD



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5 A verification screen displays, confirming the CSL Hours submission.

The screenshot shows the SF State Class Services application interface. At the top, a yellow banner displays "Good morning, [Name] [Last Name]". Navigation links include "Skip to content", "Skip to nav", "SF State Gateway", "Help", and "Logout". The main content area is titled "Community Service Learning (CSL) Fall 2014/Regular University". A yellow highlighted box contains the text "E ED 756 [01] #13766" and "CSL submitted", with a red circle containing the number "5" next to it. Below this is a "CTC Key Assessment Course Listing" table with columns for Class Number, Course, Title, Enrolled, Instructor(s), and Class Type. The table lists one entry: Class Number 13766, Course E ED 756 [01], Title Teaching Practicum Seminar Phase I, Enrolled 15, Instructor(s) [Name], and Class Type Reg Univ. A "Select Class" button is located below the table. At the bottom, there is a footer with the text: "To set your preferred color theme select 'Settings'. Let us know what you think about Class Services".

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.