

# Faculty: CICE Placement Management Instructions (CalStateS4)

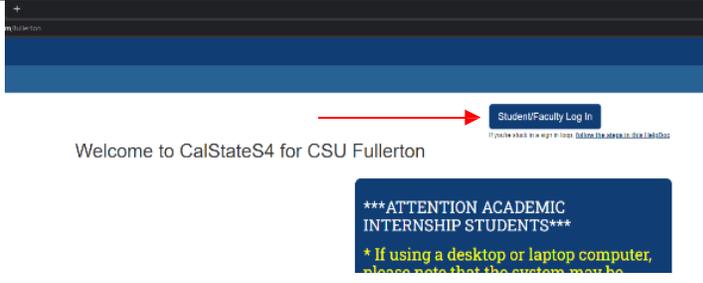
## Why should Faculty manage student placement in S4?

The CalStateS4 system, also referred as “S4”, is used by CICE to manage student placement for record and risk management purposes. Each instructor of an experiential learning course has access to the CalStateS4 system. In this system, faculty can:

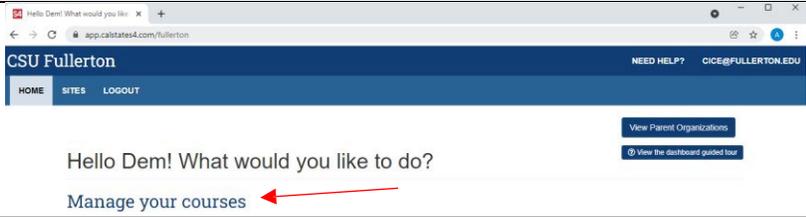
- View their course rosters
- View which students have completed their placements for their class
- Review student placement sites and positions (and review for course relevance and appropriateness)
- Look up supervisor contact information
- Download a report of enrolled students and their placements
- Email students directly through the system

Faculty should review and manage their S4 courses to actively confirm whether students enrolled in their experiential learning courses have complied with CICE Placement requirements prior to their starting any fieldwork, internship or service experience. Per system-wide risk management, students should not have started, and cannot accrue hours until they have completed the CICE Placement.

### Accessing S4

<p>1 Navigate to S4 Log In page  <a href="https://app.calstates4.com/fullerton/">https://app.calstates4.com/fullerton/</a>          and click <b>“Faculty/Student Login”</b></p>	
<p>2 Log in using your CSUF user name and password.</p>	

### Viewing your Course Student Roster(s)

<p>1 Select <b>“Manage your courses.”</b></p>										
<p>2 Select the <b>“View course”</b> for the course/section you wish to view.</p>	<table border="1"> <thead> <tr> <th>Program</th> <th>Enrollment</th> <th>Faculty actions</th> </tr> </thead> <tbody> <tr> <td>Academic Internship</td> <td>1</td> <td> <input type="button" value="Select sites"/> <input type="button" value="Copy sites"/> <input type="button" value="View course"/> </td> </tr> <tr> <td>Academic Internship</td> <td>2</td> <td> <input type="button" value="Select sites"/> <input type="button" value="Copy sites"/> <input type="button" value="View course"/> </td> </tr> </tbody> </table>	Program	Enrollment	Faculty actions	Academic Internship	1	<input type="button" value="Select sites"/> <input type="button" value="Copy sites"/> <input type="button" value="View course"/>	Academic Internship	2	<input type="button" value="Select sites"/> <input type="button" value="Copy sites"/> <input type="button" value="View course"/>
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# Viewing Student Placements

This page is a summary list of students enrolled in the course as well as their placement status and links to their placement information.

1 Click on the name of the internship site listed in the “**Placements**” column

DEMO 495 (01): Academic Internship Course

NOTICE: We may start experiencing high traffic due to the beginning of the semester. If you are having issues with page loading, it is recommended that you try again before 9am or after 6pm on weekdays, or any time on the weekend. Thank you for your patience and understanding!  
—The CalState S4 Team

You are masquerading as cice@fullerton.edu. [Switch Back](#)

View Student Forms Student Report

User Tags  [Apply Filter](#) [Reset](#)

Place student(s)

<input type="checkbox"/>	First Name	Last name	Last login	Forms Completed	Supplemental Forms Completed	Placements
<input type="checkbox"/>	Tuffy	Titan	09/11/2023 - 12:51pm	Yes	N/A	<ul style="list-style-type: none"><li>CSUF - Center for Internships &amp; Community Engagement</li></ul>

Faculty  
Displaying 1 - 1 of 1 users  
Faculty, Dem

Term Fall 2023  
Program Academic Internship  
Experiential learning placement is Required  
Max placements per student 1  
Syllabus

More information  
 No file chosen  
[Upload](#)

2 A small window with a summary of the placement appears. Select “View Placement #XXXXXX” to open the full placement record.

Placement #233809

- Program:** Academic Internship
- Course:** DEMO 495 (01): Academic Internship Course
- Program Site:** CSUF - Center for Internships & Community Engagement
- Opportunity:** CICE Demo Posting
- Site Staff:** CICE Office LH206 LH206
- Term:** Fall 2023

[View Placement #233809](#)

3 Here you can view details including site contact information and links to any forms linked to the placement. Review AI Placement Forms to see the date that the student completed the CICE placement process. You may download forms as PDF files as needed.

Placement #233809 [Enable the page guide](#) [Edit Placement](#)

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You are masquerading as cice@fullerton.edu. [Switch Back](#)

Student: Tuffy Titan  
Placed by: Tuffy Titan  
Course: DEMO 495 (01): Academic Internship Course  
Program: Academic Internship  
Site: CSUF - Center for Internships & Community Engagement  
Site Staff: CICE Office LH206 LH206  
Opportunity: CICE Demo Posting

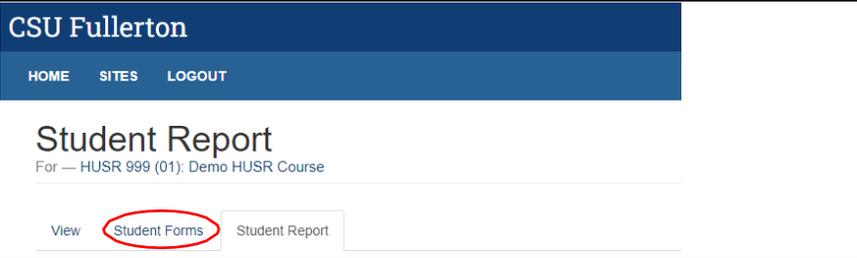
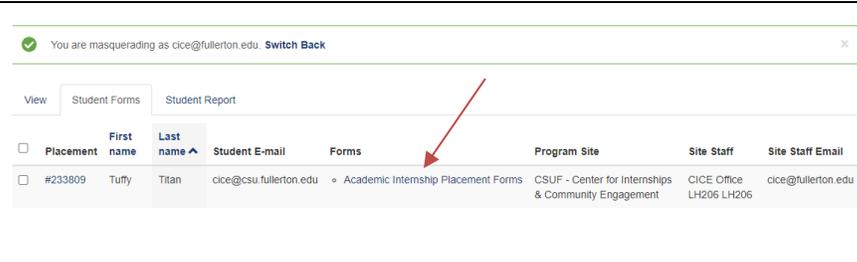
Placement Term(s): Fall 2023  
Estimated Hours: 120  
Reported Hours: Not Reported

Signup Forms

\* This form is required to complete your placement.

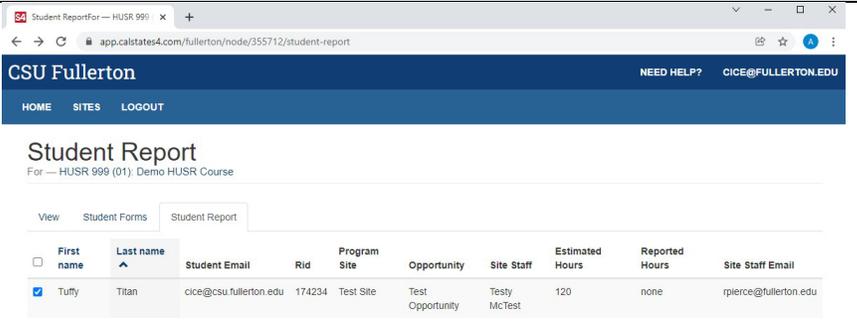
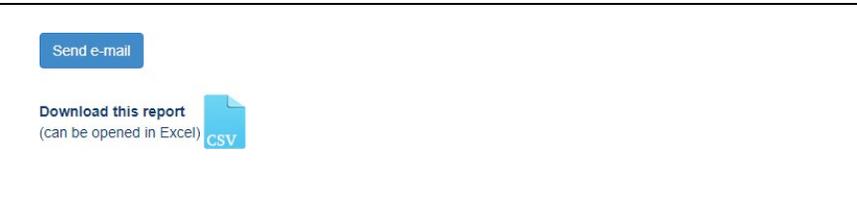
## Student Forms

This page lists students and forms that they have submitted as part of the placements. Your course or department may have different forms so what you see will vary based on this. All students engaged in experiential learning must complete the Placement Forms. To view this page:

<p>1 Select the <b>'Student Forms'</b> tab</p>	 <p>The screenshot shows the CSU Fullerton website header with 'HOME SITES LOGOUT' links. Below the header is the title 'Student Report' for 'HUSR 999 (01): Demo HUSR Course'. At the bottom of the page, there are three tabs: 'View', 'Student Forms' (circled in red), and 'Student Report'.</p>																
<p>2 Review the list of forms submitted and click on each to review them.</p>	 <p>The screenshot shows the 'Student Forms' tab selected. At the top, it says 'You are masquerading as cice@fullerton.edu. Switch Back'. Below that are tabs for 'View', 'Student Forms', and 'Student Report'. A table lists student placements with columns: Placement, First name, Last name, Student E-mail, Forms, Program Site, Site Staff, and Site Staff Email. A red arrow points to the 'Forms' column for the first student.</p> <table border="1"> <thead> <tr> <th>Placement</th> <th>First name</th> <th>Last name</th> <th>Student E-mail</th> <th>Forms</th> <th>Program Site</th> <th>Site Staff</th> <th>Site Staff Email</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> #233809</td> <td>Tuffy</td> <td>Titan</td> <td>cice@csu.fullerton.edu</td> <td>Academic Internship Placement Forms</td> <td>CSUF - Center for Internships &amp; Community Engagement</td> <td>CICE Office LH206 LH206</td> <td>cice@fullerton.edu</td> </tr> </tbody> </table>	Placement	First name	Last name	Student E-mail	Forms	Program Site	Site Staff	Site Staff Email	<input type="checkbox"/> #233809	Tuffy	Titan	cice@csu.fullerton.edu	Academic Internship Placement Forms	CSUF - Center for Internships & Community Engagement	CICE Office LH206 LH206	cice@fullerton.edu
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## Student Report and Emails

This page provides greater detail at a glance about student placements and the ability to download the information in excel format. To view the page:

<p>1 Select the <b>'Student Report'</b> tab</p>	 <p>The screenshot shows the CSU Fullerton website header. Below the header is the title 'Student Report' for 'HUSR 999 (01): Demo HUSR Course'. At the bottom of the page, there are three tabs: 'View', 'Student Forms', and 'Student Report' (circled in red).</p>																					
<p>2 Review the list of students and their placements and quickly look up supervisor contact emails.</p>	 <p>The screenshot shows the 'Student Report' tab selected. At the top, it says 'Student ReportFor - HUSR 999'. Below that are tabs for 'View', 'Student Forms', and 'Student Report'. A table lists student placements with columns: First name, Last name, Student Email, Rid, Program Site, Opportunity, Site Staff, Estimated Hours, Reported Hours, and Site Staff Email. The first student is checked.</p> <table border="1"> <thead> <tr> <th>First name</th> <th>Last name</th> <th>Student Email</th> <th>Rid</th> <th>Program Site</th> <th>Opportunity</th> <th>Site Staff</th> <th>Estimated Hours</th> <th>Reported Hours</th> <th>Site Staff Email</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Tuffy</td> <td>Titan</td> <td>cice@csu.fullerton.edu</td> <td>174234</td> <td>Test Site</td> <td>Test Opportunity</td> <td>Testy McTest</td> <td>120</td> <td>none</td> <td>rplierce@fullerton.edu</td> </tr> </tbody> </table>	First name	Last name	Student Email	Rid	Program Site	Opportunity	Site Staff	Estimated Hours	Reported Hours	Site Staff Email	<input checked="" type="checkbox"/>	Tuffy	Titan	cice@csu.fullerton.edu	174234	Test Site	Test Opportunity	Testy McTest	120	none	rplierce@fullerton.edu
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<input checked="" type="checkbox"/>	Tuffy	Titan	cice@csu.fullerton.edu	174234	Test Site	Test Opportunity	Testy McTest	120	none	rplierce@fullerton.edu												
<p>3 Use the buttons at the bottom of the page to download a copy of this report to Excel or use the batch email function (see next section for instructions).</p>	 <p>The screenshot shows the bottom of the page with two buttons: 'Send e-mail' and 'Download this report (can be opened in Excel)'. A CSV icon is next to the download button.</p>																					

# Emailing Students through S4

The Student Report tab includes the 'Send e-mail' option which can be used to send bulks or individual emails to students in your course. This is a helpful tool to send an email reminder to the students who have not yet completed their registration. You can use the following steps as a guide to send this type of email:

1 Select the **'Student Report'** tab



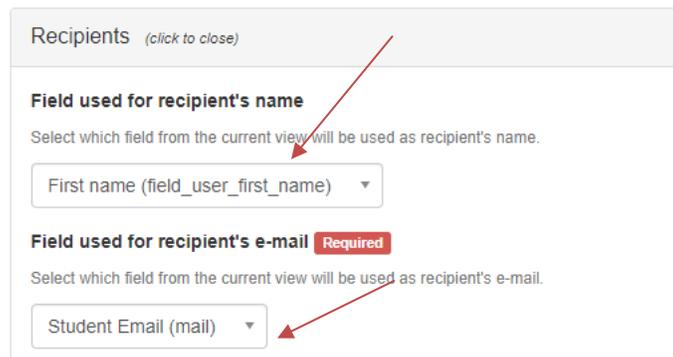
2 Check the box by all students' names you wish to email (for example, all students who have no placements)



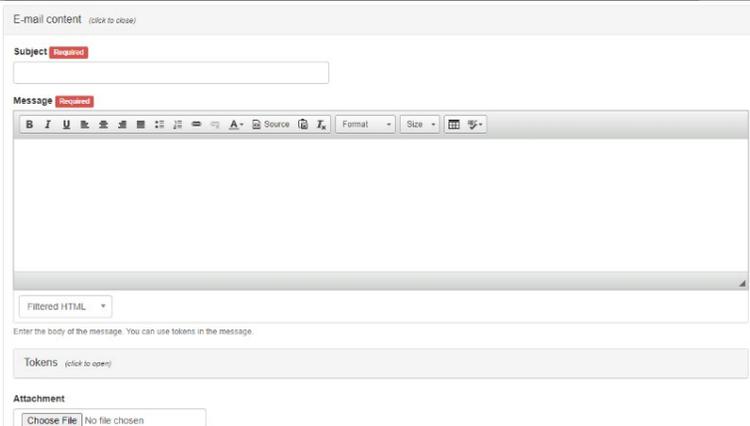
3 Click the **"Send Email"** button



4 In the Recipient window, make sure to select what to use as the recipient's name and what to use as the recipient's email.



5 Enter an appropriate subject and compose a message to your students. Use the formatting controls in the Message box as you choose. You may also attach files to your emails here. See an CICE Placement Reminder email template below to copy and paste at your convenience.



Click **"Next"** when you are ready to proceed.

6 Review the email for accuracy.

Click “Go back” to return to the setup page and make any edits.

If everything is correct, click “Send.”

All emails will be generated having a “from” address of *support@calstates4.com*, but all replies will be sent to **your** email address.

### Student Report

For — HUSR 999 (01), Demo HUSR Course

View: Student Forms Student Report

**From:** "CalState S4" <support@calstates4.com>

**To:** "Tuffy" <cice@csu.fullerton.edu>

**Subject:** CICE Registration Reminder

**Message:** Good morning students.  
Please complete the CICE Registration at your earliest convenience, as this step is required before you can begin accruing hours for this course.

**Headers:** Precedence: bulk

Go back Send Cancel

## CICE Placement Reminder Email Template

**Subject:** CICE Placement Reminder: Deadline XX/XX/XX

**Body:** Good afternoon students,

Please complete the CICE Placement as soon as possible at the following link:

<https://app.calstates4.com/fullerton/>

The deadline for this is XX/XX/XX. You may not begin accruing hours until you have completed the placement. Contact CICE on (657) 278-3746 if you have difficulty.

Best, <your name>