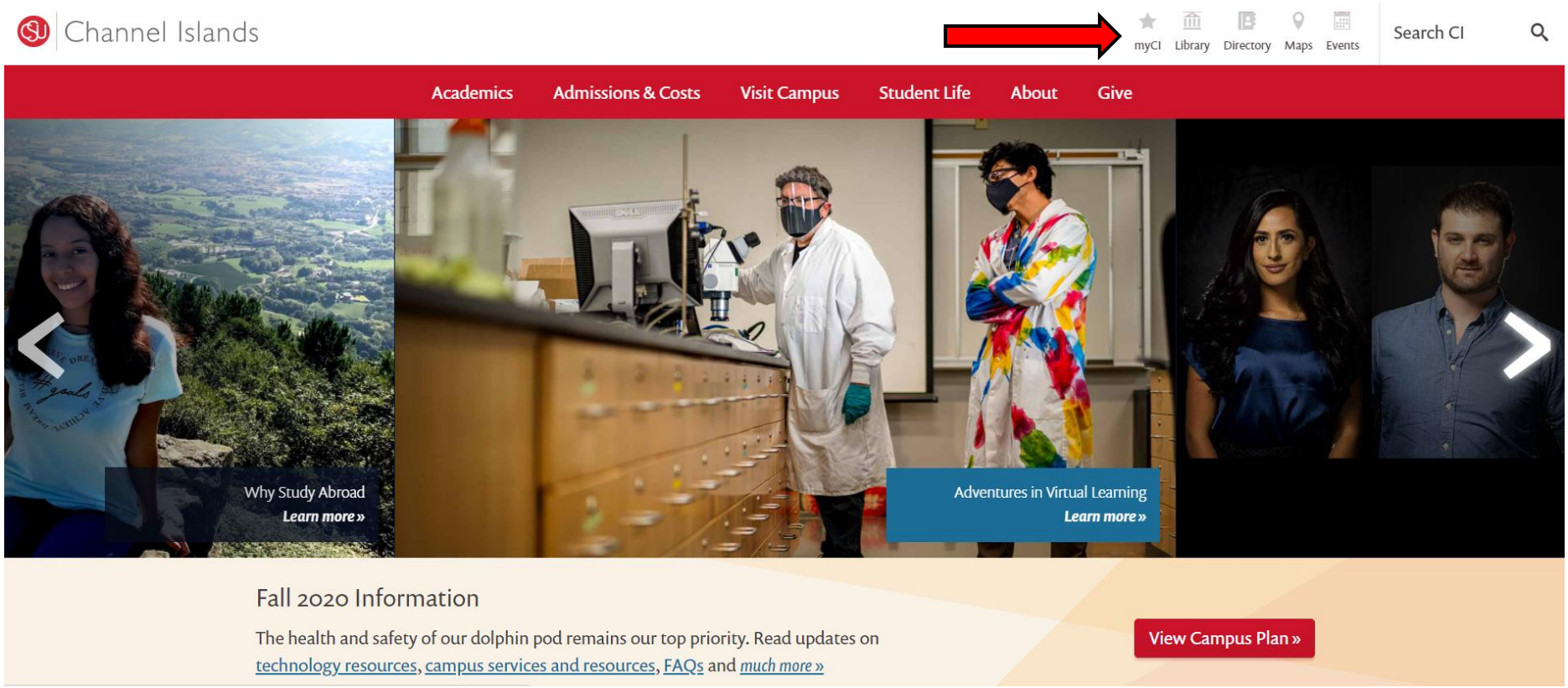
Faculty Overview of CSUCI SERVES

The Center for Community Engagement

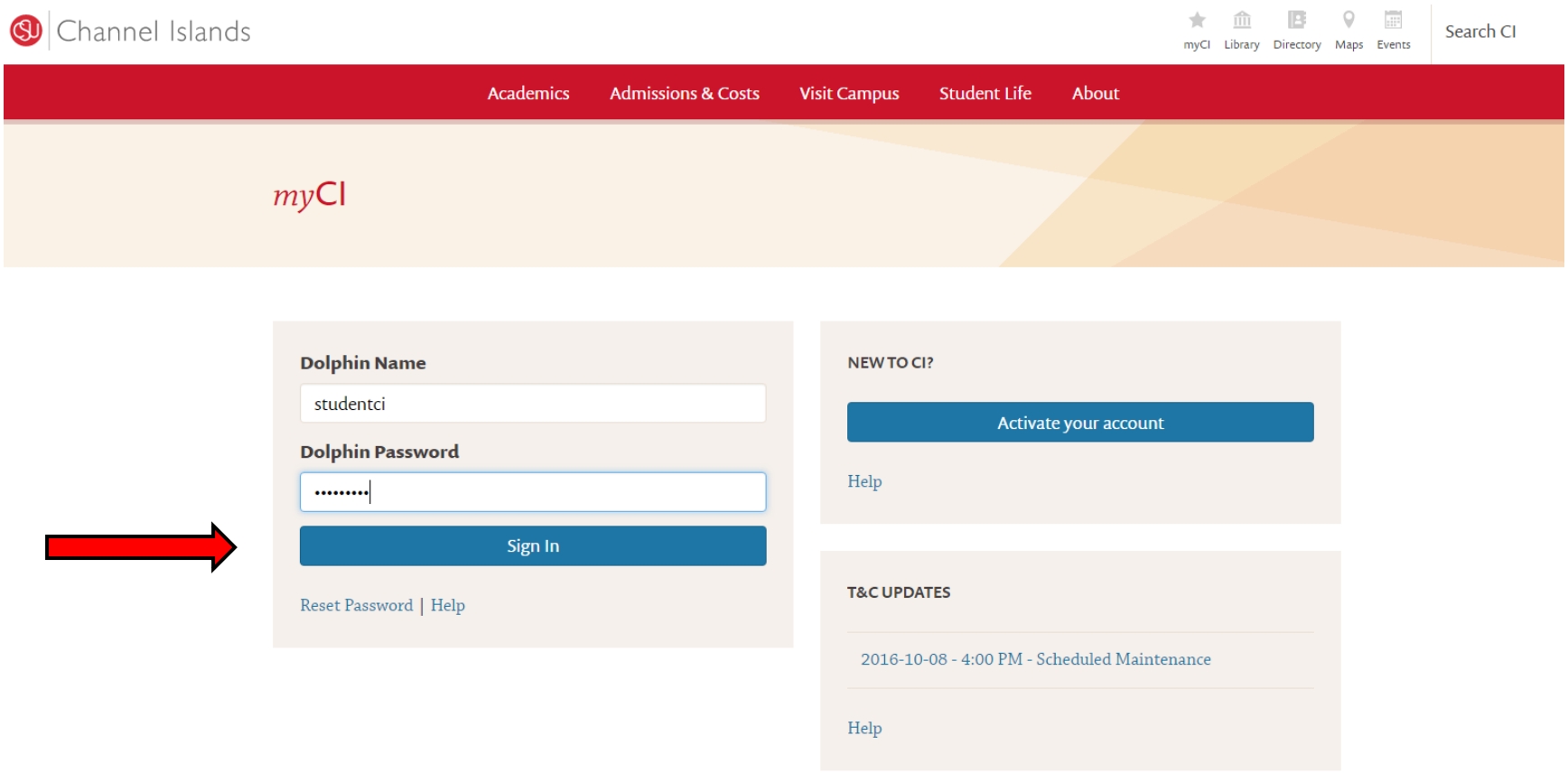
Channel Islands

Make sure you are using Google Chrome internet browser to be able to log in to CSUCI Serves.

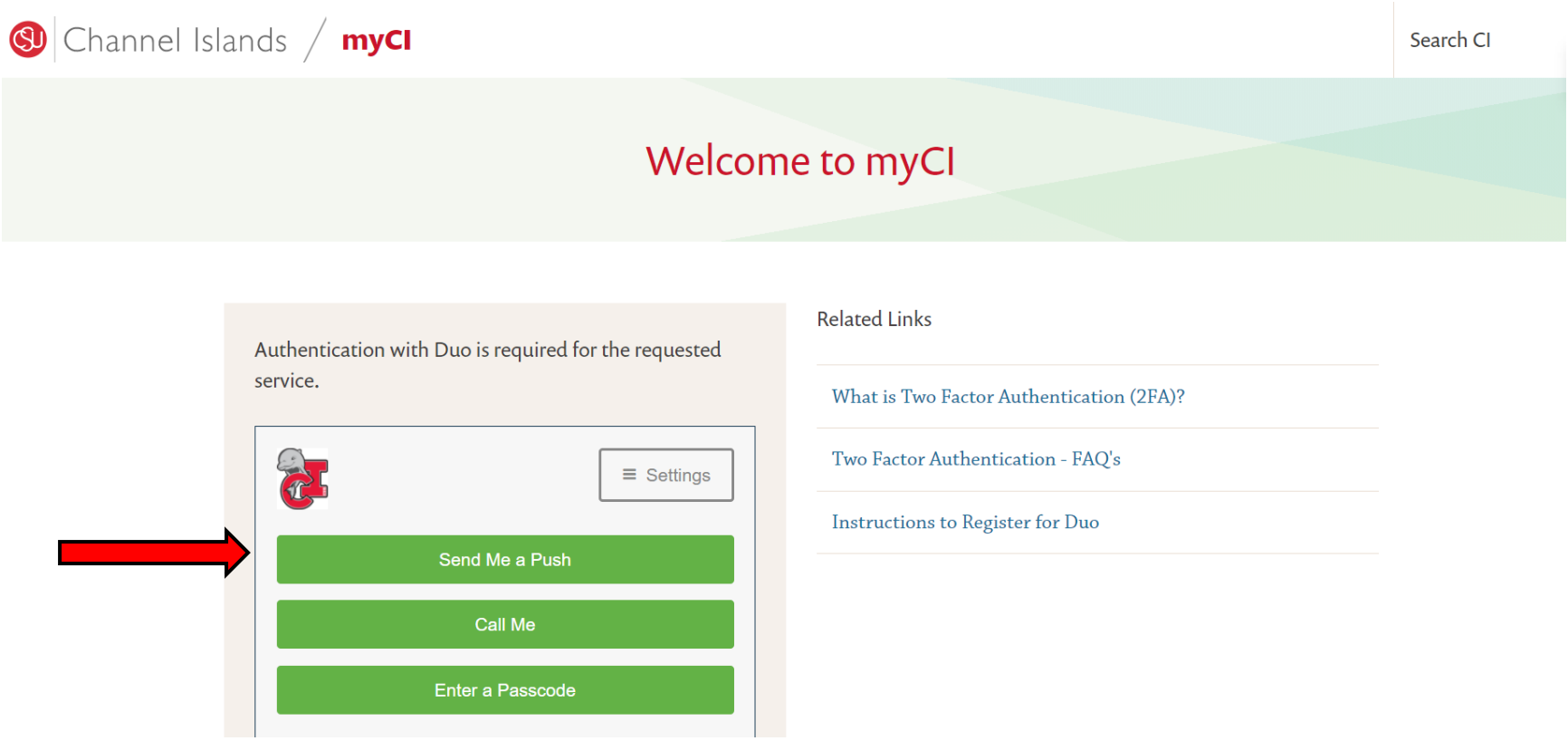
1. Start at the CSU Channel Islands homepage and click on MyCI to be able to log in to CSUCI Serves



2. Type in your Dolphin name and password. Click **SIGN IN.**



2. Select your preferred method for two-factor authentication.



3. Once you have signed in, **click** on the **CSUCI SERVES** tab located in your CSUCI Dashboard.

4. Click **STUDENT/FACULTY LOG IN.**

Student/Faculty Log In | Community Partner Log In

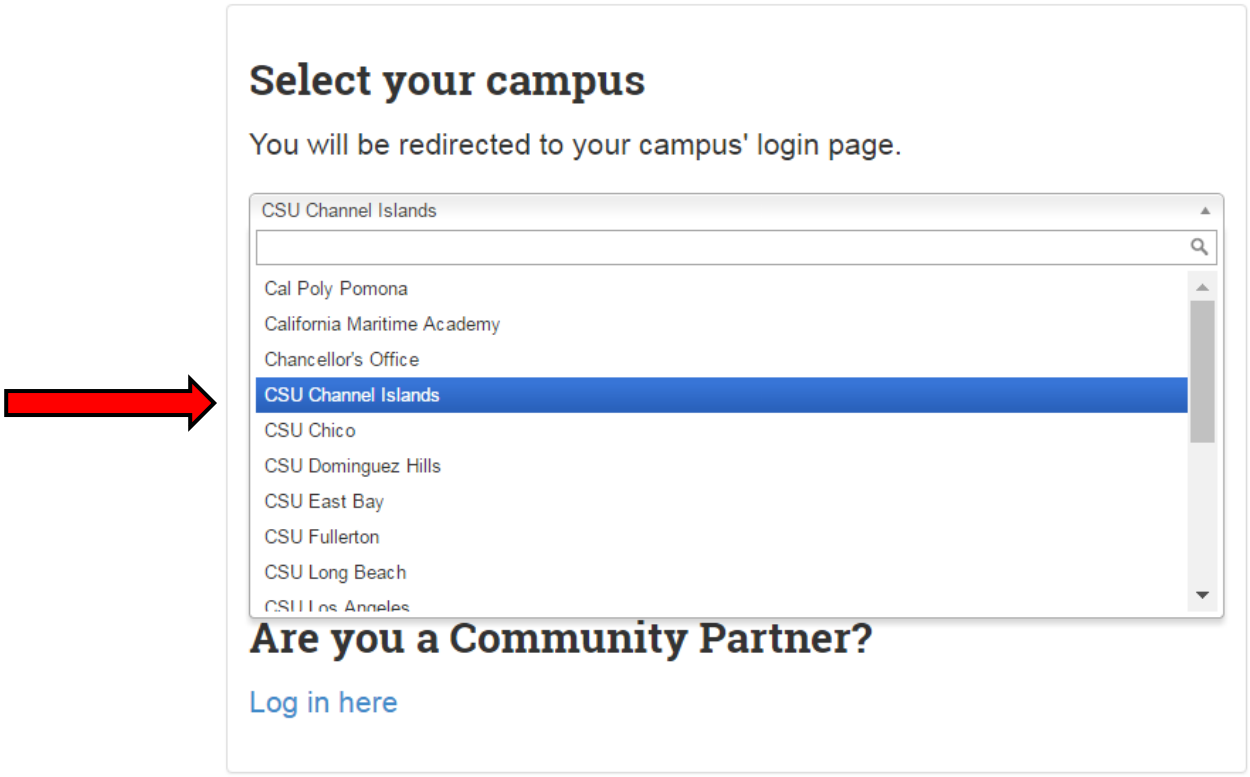
CSUCI SERVES

Welcome to the CSUCI SERVES Homepage!

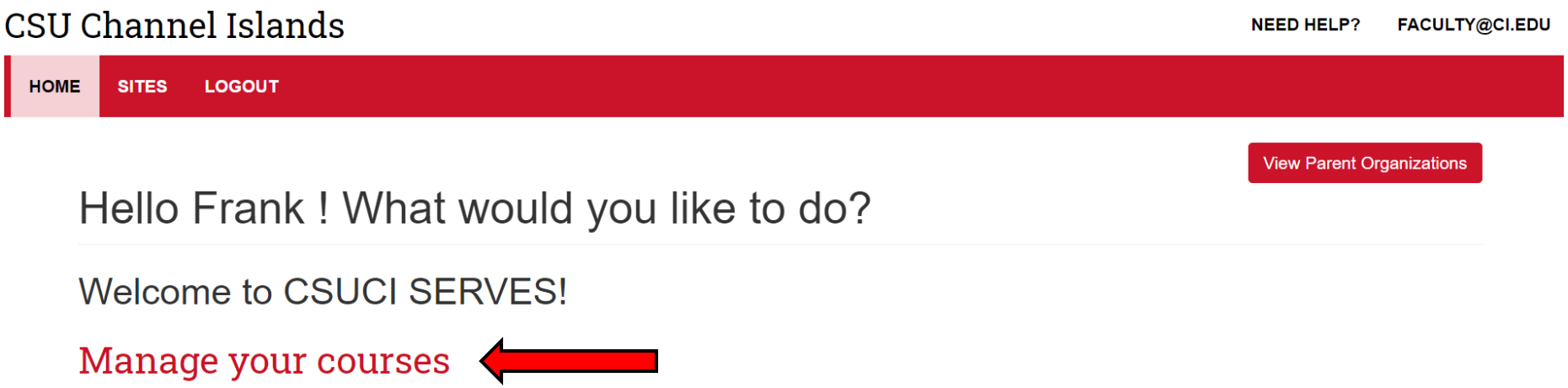
Browse over 85 service-learning sites at non-profit organizations, schools, and government agencies in the Ventura and Santa Barbara areas serving a wide range of community issues and needs. Click on the site pin to find organization details, potential service-learning projects and contact information for site supervisors.

Service-learning students: Please contact your site supervisor BEFORE logging in to register for your site.

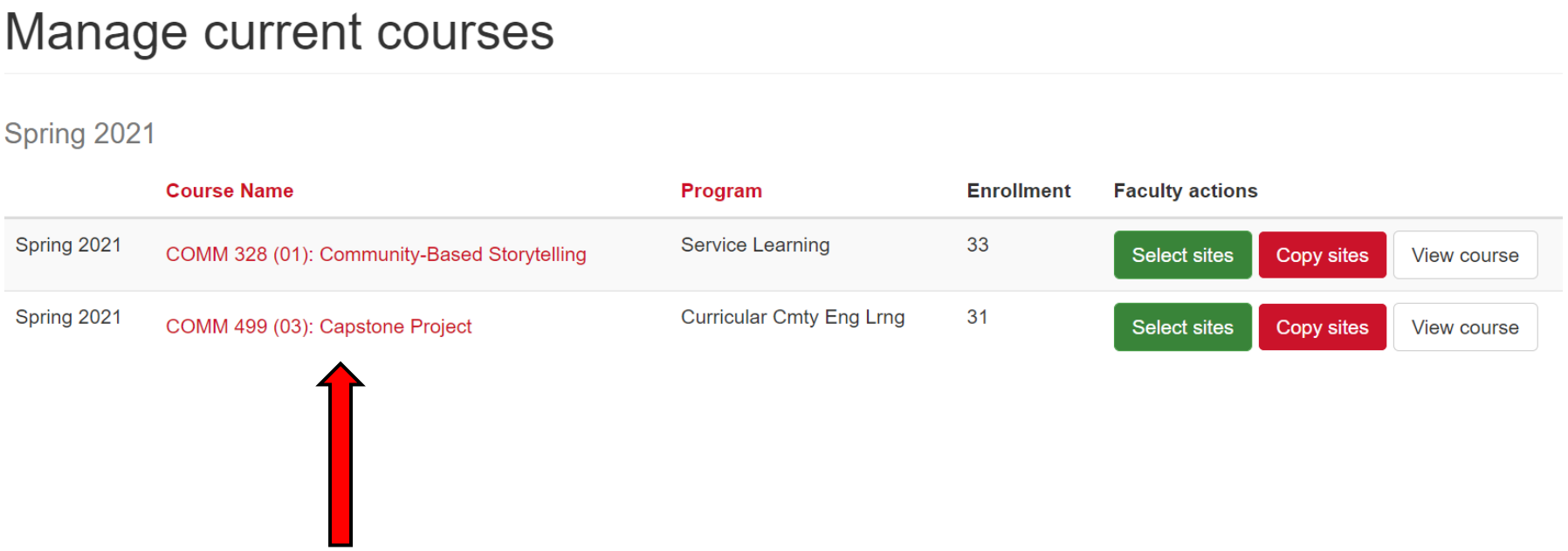
5. Choose CSU Channel Islands and click **LOG IN**.



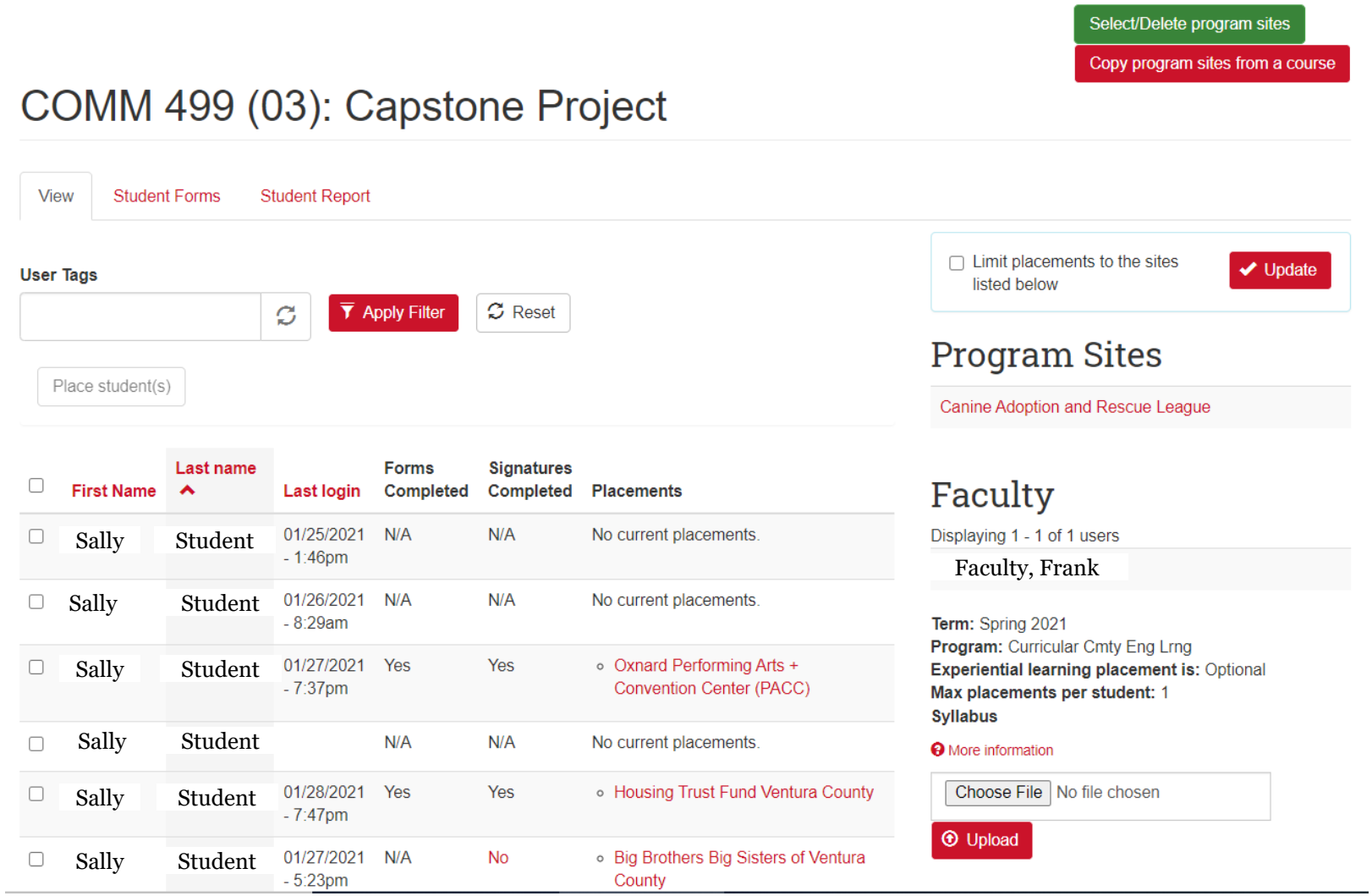
6. Click on **MANAGE YOUR COURSES.**



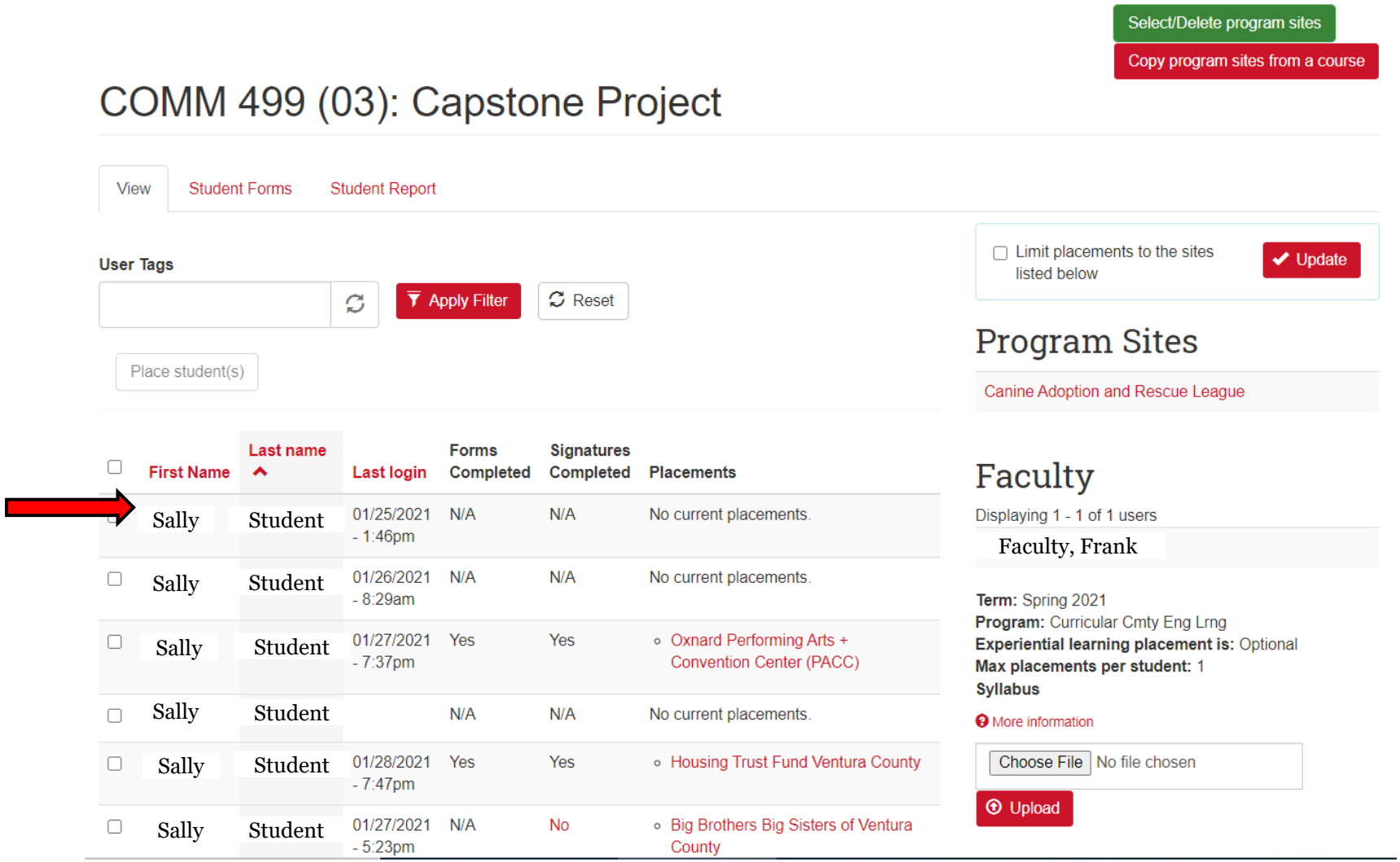
7. Click on your current **COURSE NAME.**



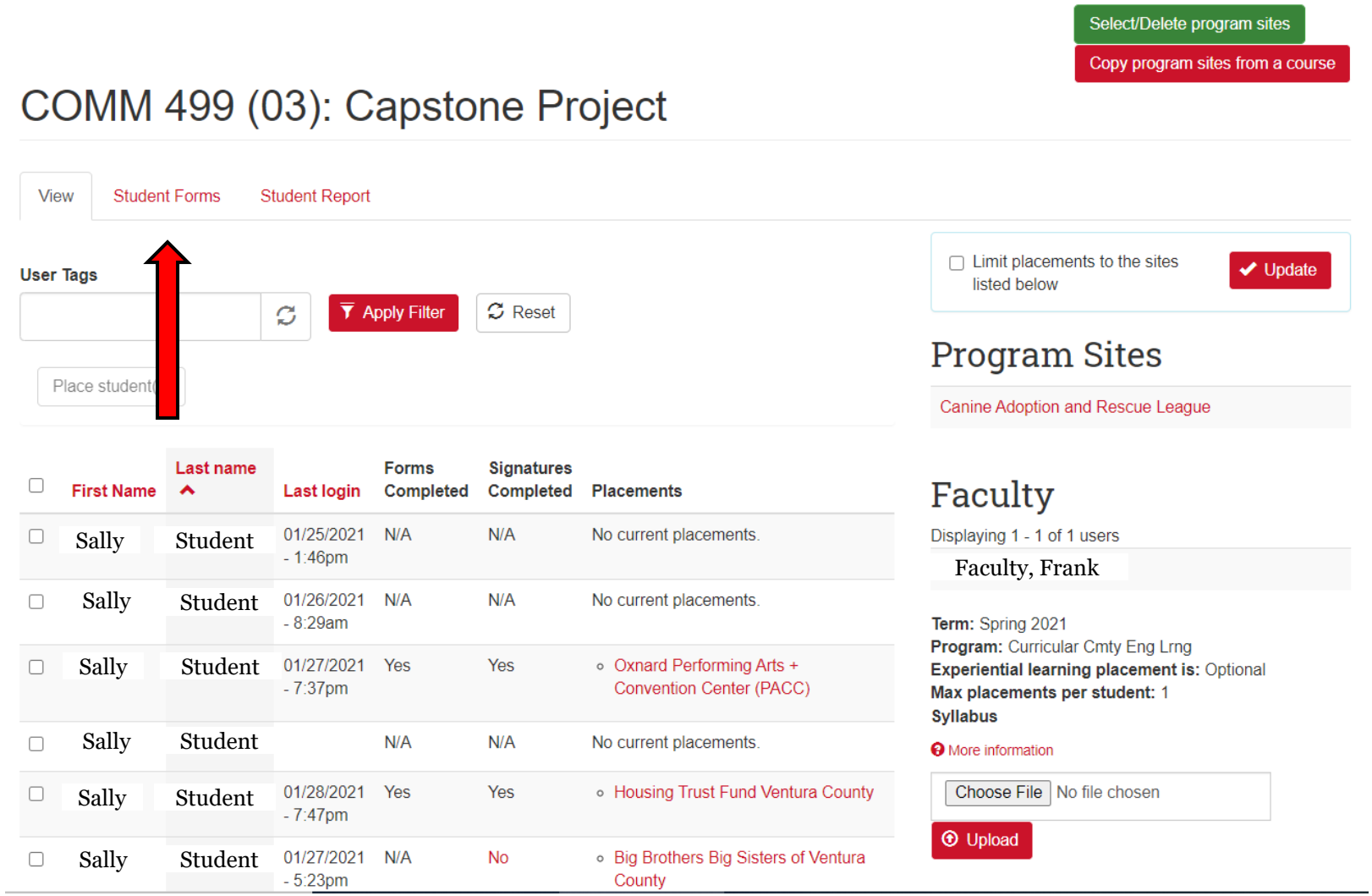
8. View your course information.



9. View each student's placement.



10. Click **STUDENT FORMS.**



11. View forms and site contact's information.

Student Placement Forms

For — COMM 499 (03): Capstone Project

View | Student Forms | Student Report

Placement	First name	Last name	Student E-mail	Forms	Program Site	Site Staff	Site Staff Email
#148653	Sally	Student	sally.student@myci.csuci.edu	◦ Release of Liability - COVID 19 ◦ CI Student Learning Plan **[1/1 completed]**	Oxnard Performing Arts + Convention Center (PACC)	Carolyn Mullin	director@oxnardpe
#148747	Sally	Student	sally.student@myci.csuci.edu	◦ Release of Liability - COVID 19 ◦ CI Student Learning Plan **[0/1 completed]**	Housing Trust Fund Ventura County	Joshua Varela	josh@housingtrust
#147780	Sally	Student	sally.student@myci.csuci.edu	N/A	Big Brothers Big Sisters of Ventura County	Danica Selvaggio	dselvaggio@bbsvc
#147467	Sally	Student	sally.student@myci.csuci.edu	N/A	Big Brothers Big Sisters of Ventura County	Danica Selvaggio	dselvaggio@bbsvc

11. Click **STUDENT REPORT.**

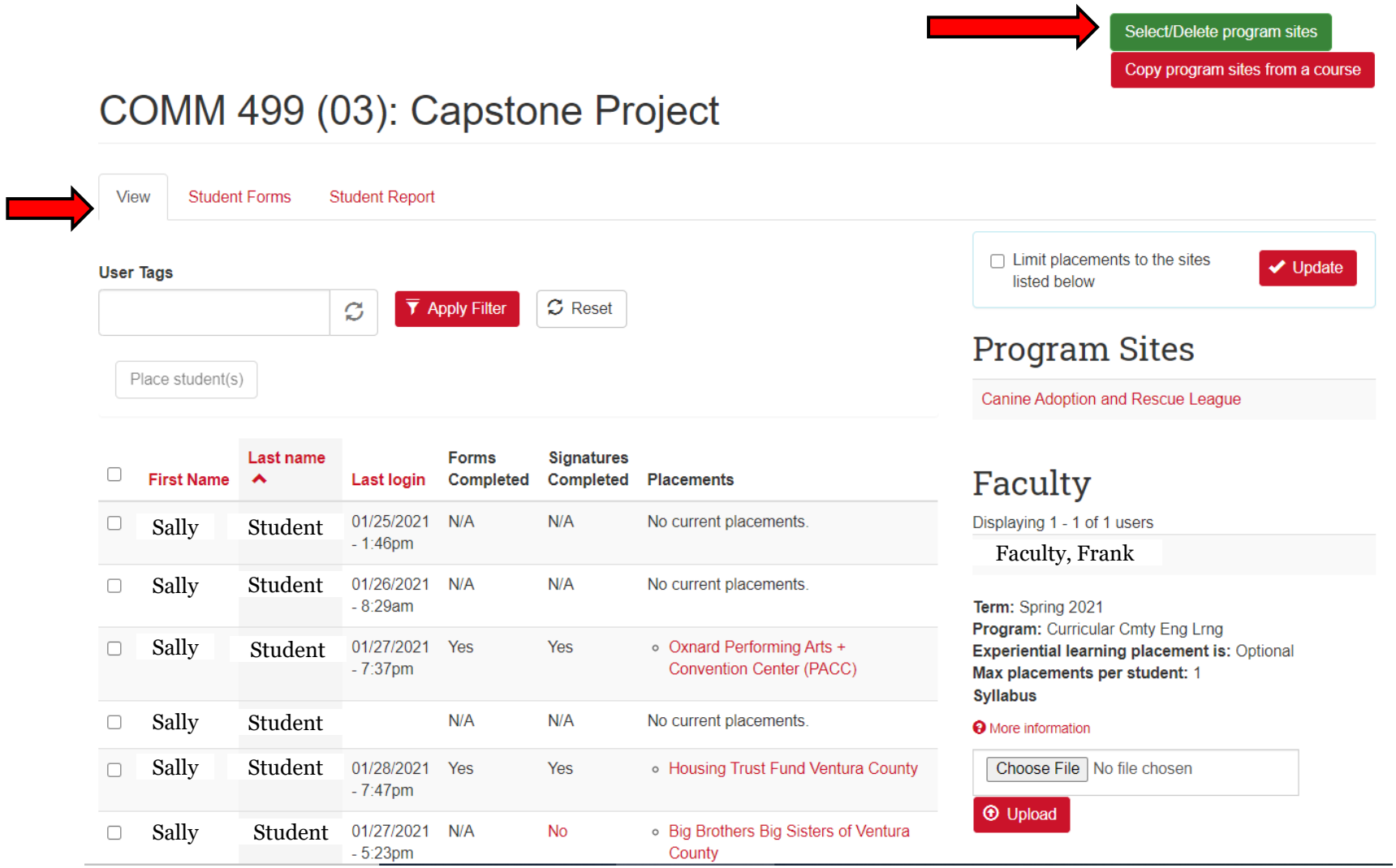
Student Report

For — COMM 499 (03): Capstone Project

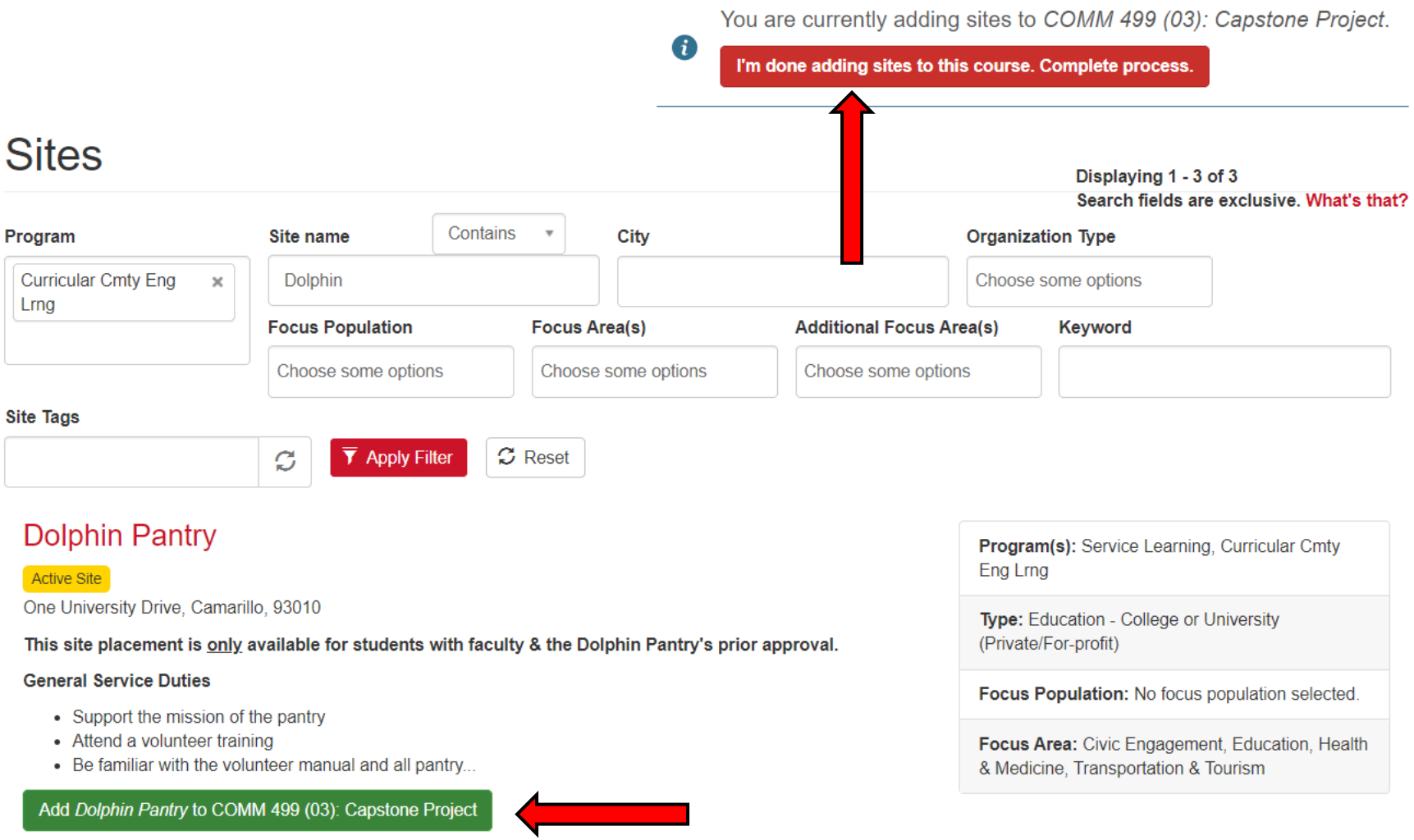
View | Student Forms | Student Report

First name	Last name	Student Email	Rid	Program Site	Opportunity	Site Staff	Estimated Hours	Reported Hours	Site Staff Email
Sally	Student	sally.student@myci.csuci.edu							
Sally	Student	sally.student@myci.csuci.edu							
Sally	Student	sally.student@myci.csuci.edu	148653	Oxnard Performing Arts + Convention Center (PACC)	none	Carolyn Mullin	40	none	director@oxnardperf
Sally	Student	sally.student@myci.csuci.edu							
Sally	Student	sally.student@myci.csuci.edu	148747	Housing Trust Fund Ventura County	Affordable Housing Research and Grant Writing Assistance	Joshua Varela	40	none	josh@housingtrustfu
Sally	Student	sally.student@myci.csuci.edu	147780	Big Brothers Big Sisters of Ventura	none	Danica Selvaggio	40	none	dselvaggio@bbsvc.o

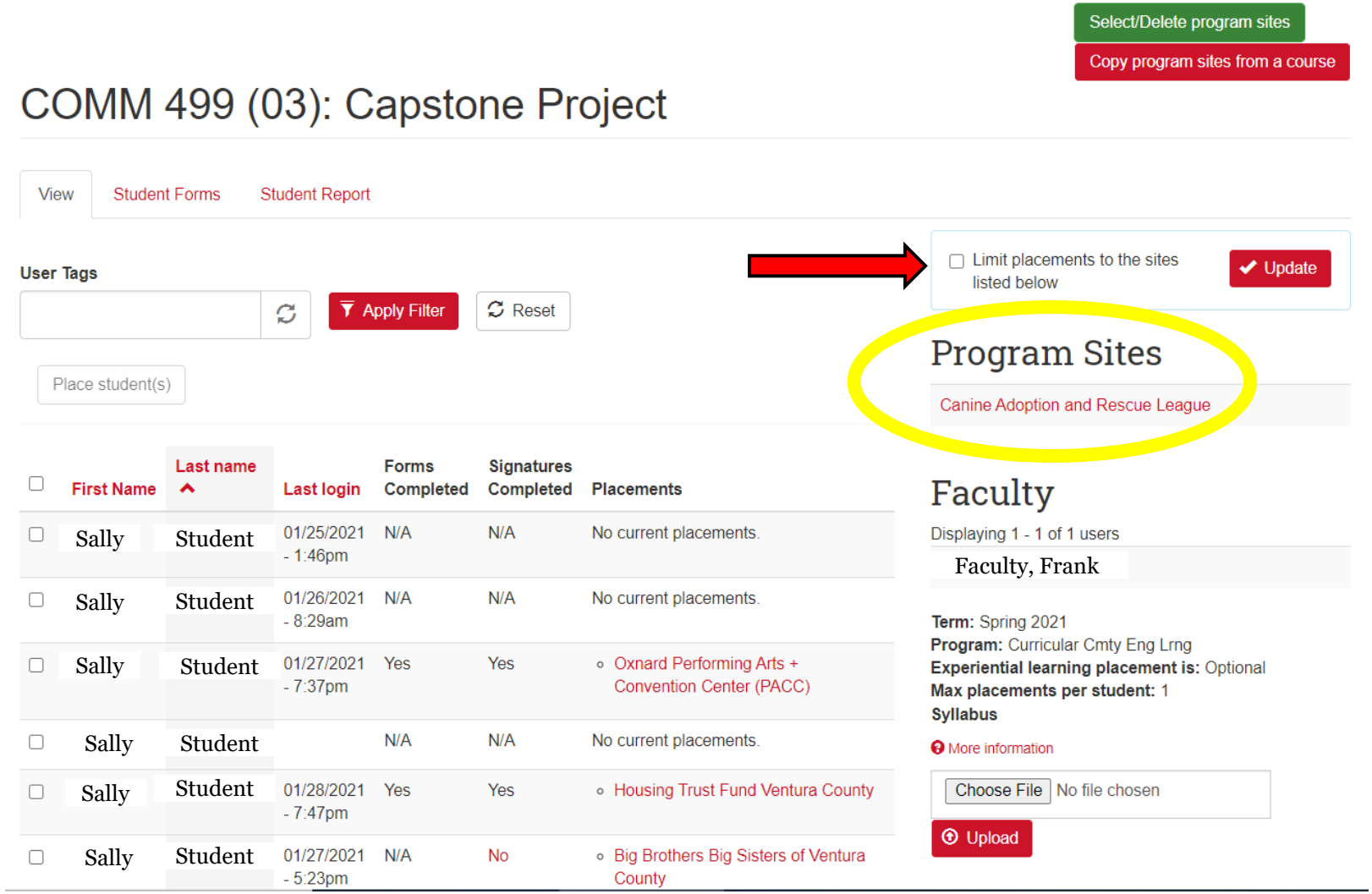
12. Click on **SELECT/DELETE PROGRAM SITES.**



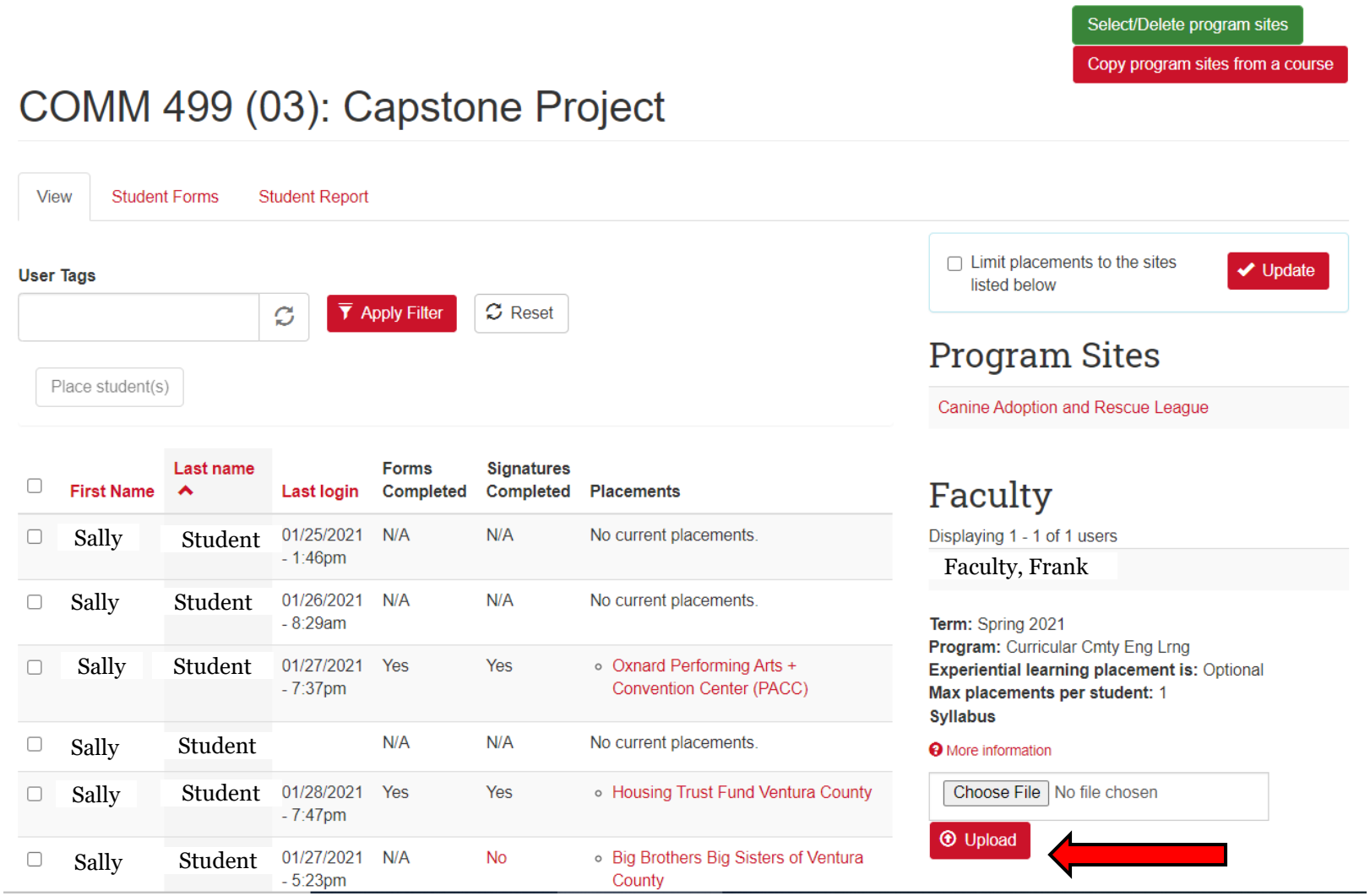
13. Search for a site.



14. Click the **CHECKBOX** to limit placements.



15. Option: Attach your syllabus



For questions, please email
ci.serves@csuci.edu