QUICK REFERENCE SHEET FOR CSL PROFESSORS
A Step-by-Step Guide to your Community Engagement Navigator Account

The *Community Engagement Navigator* is a database tool for our programs, streamlined with VirtuO services. As a Community Service Learning (CSL) professor, your navigator account will allow you to register courses with the program, to view and approve placements, and to view students' timesheets and evaluations.

A) Creating an account on the Navigator:

Each CSL professor must create an account on the Community Engagement Navigator. It is a quick 3 steps process:

1) Log-in to your VirtuO account or click here.
2) Once connected, select the tab for '*Applications*' on the top right of the page, and click '*Community Engagement Navigator*'. Your account will automatically be created. Please note that there may be a delay before your account is activated.
3) Contact the CSL staff by e-mail (servingothers@uottawa.ca) to get started!

B) Registering a CSL course:

Once your account is active, you can register or repost a course with CSL as early as one-year in advance. Make sure to follow the Centre's sessional registration deadlines, which are set to ensure Placement Officers (P.O.) can find quality placements for your course in the months leading to its start.

IMPORTANT: Register your courses by the sessional deadlines set by the Centre!		
For Fall courses: June 20th	For Winter courses: November 1st	For Spring/Summer courses: March 20

To register a course that you have never registered before:
1) From the horizontal toolbar on your Navigator, scroll over '*Courses*' and click on '*New*'.
2) Enter all of your course information as indicated. Consider the following:
   a. **Course Description:** Details on course content are indispensable for matching placements.
   b. **Expected # of Students:** Provide the number of students expected in the course and the number of desired CSL positions. Note that placements are capped at 40% of students in the course.
   c. **Assignment:** Provide a description of the reflective assignment students will be expected to complete along with their CSL placement, and a description of the alternative for non-CSL students. Refer to the Professor Handbook for CSL for CSL assignment ideas on the Centre's website.
   d. **Start/End Apply Date:** Your P.O. will enter the standardized dates for the given semester.
3) Click '*Save*' on the left-hand toolbar.
4) You will be contacted by a P.O. to discuss details such as the course syllabus, learning objectives, and placement opportunities. Excellent communication with your P.O. is key to a successful CSL course!
5) Repeat these steps for each course you would like to register and for each semester.

To repost a course you registered on the Navigator for a past semester:
1) From the horizontal toolbar on your navigator, scroll over 'Courses' and click 'Search'.
2) Select the last semester for which you offered this CSL course in the past (ex. Winter 2015). Click 'Search'.

3) All the placements that were matched with your course during that specific semester will appear. Click on the course code in the 'Course code' column.
4) The course description for this specific course will appear. Select 'Repost Course' on the left-hand toolbar.
5) In the scroll-down menu next to 'New Session', select the semester for which you wish to offer the CSL program and enter the course section in the box below.
6) Click on 'Repost' on the left-hand toolbar.
7) Review the information posted on this page and when satisfied, click 'Save' on the left-hand toolbar.
8) Repeat these steps for each course you wish to repost.

C) Viewing and Approving Placements for Your Course:

Once your course is registered, your P.O. will begin contacting partners and confirming placement opportunities.

Your P.O. will match potential placements to your course based on learning objectives and community needs. You should review each placement and its related Community Partner carefully to ensure that it is suitable for your course. It is always up to the professor's discretion to approve or decline a placement.

To view, approve or decline placements:
1) From the horizontal toolbar, scroll over '*Courses*' and select '*Search*'.
2) Select the session for the course you would like to view placements for. If you have more than one CSL course for that semester, enter the course code as well. Click '*Search*'.
3) You now have a table listing all of the placements that have been matched to your course. Click on any placement title to open a new window with the placement details, including description and qualifications.
   a. To view details of the affiliated organization, select '*Community Partner*' from the left-hand toolbar.
4) Based on your decision, use the checkboxes in the left-most column of your course table to select placements, and then choose '*Approve*' or '*Decline*' from the left-hand toolbar.
5) Note that there can be more than one position for a given placement. For example, you may be offered three recreation assistant positions from one Community Partner. If you would like to approve one of these positions, and reject the others, select '*View Positions Details*', from the right-most column of the table.
   a. Checkmark the desired positions and click '*Approve*' or '*Decline*' on the left-hand toolbar.
6) Contact your P.O. to give your impressions on the placement selection. Your feedback is always appreciated. For example, when declining placements, it is helpful if you explain what it is you did not like about them.

D) Viewing the Course Summary and Student Timesheets:

Once your students have selected placements, the '*Timesheets*' function offers a great summary of the CSL component of your course. It displays which students are matched to which placements, and how many hours they log. CSL students must keep an online timesheet of their hours, which are verified by their supervisor. We recommend that professors check the summary occasionally and remind students about deadlines to submit approved timesheets.

To view students' timesheets:
1) From the horizontal toolbar, scroll over '*Timesheets*' and select '*search*'.
2) Select the session and course code, and click '*Search*'.
3) The summary table will show you the number of hours logged by each student under '*Hours to be approved*' and the number of '*Hours Approved*' or '*Hours Declined*' by their supervisor.
4) To view a student's detailed log, find their name and click on '*View Timesheet*' in the right-hand column.
5) At the end of the semester, refer to the '*Hours Approved*' column to verify whether or not each student has completed the required CSL hours. Contact your P.O. if you have any concerns.

E) Viewing Student Evaluations:
CSL placement supervisors must complete a short online evaluation of their volunteers' performance.

To view your students' evaluations:
1) From the horizontal toolbar, scroll over '*Evaluations*' and select '*search*'.
2) Select the semester and course code, and click '*Search*'.
3) The results summary table will display the list of students and evaluation details. Check under the '*Status*' to see whether an evaluation is marked '*completed*'. If nothing is written, the evaluation has not been completed.
4) To view a student's detailed evaluation, find their name and click on '*View Evaluation*' in the right-hand column.
5) At the end of the semester, refer to students' individual evaluations to verify that their placement was completed satisfactorily according to their supervisor. Contact your P.O. if you have any concerns.

Questions? Contact the Centre, or your Placement Officer:

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