De Anza College
Institute of Community and Civic Engagement

Community Partner Community Links Manual
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Introduction

The Institute of Community and Civic Engagement advances education for democracy with full participation of all of our communities as its core value.

Community Links is an online database management system and an easy to use interface for members of De Anza College and community organizations, interested in partnering for service learning opportunities.

Community Links will connect De Anza’s students, faculty and staff with community partners. You will be able to login to the database to post description of your community service learning project, including its purposes and any specific activities or tasks that the participant will be expected to perform. Also you can identify any risks that may be associated with the project. Community Links will contain both campus and off-campus community resources and will include orientation and training information.

Faculty, students and community organizations can enter and review current and upcoming service opportunities.

Community Service Learning Program (CSL) is a form of experiential education in which students apply knowledge, skills, critical thinking and good judgment to address genuine community needs. CSL can be required or can be attached as additional credit in G.E. courses from all disciplines at De Anza College.

Objectives of the Manual

The manual gives step by step instructions for Community Partners to access the Community Links database to help students participate in community service learning or an internship program. The manual helps you to do the following tasks:

- Create your profile through ICCE staff
- Create Community Partners profile
- Enter and review current and upcoming service opportunities.
- Add new projects
- Communicate with students and faculty

Recommendation

Please allot at least an hour of your time to use this manual and learn to use Community Links database. We have learned that the more you play with it the more empowered you will feel to use it and by the next 2 quarters, you will be a pro yourself. We can help you troubleshoot during the office hours mentioned below or you may also email/call us with your inquiries.
Office Hours

Monday through Thursday
9:30a.m - 4:30p.m

Friday
9:30am.-12:30p.m.

For More Information contact:

Email: communityengagement@deanza.edu

Phone: 408.849.8349

408 864.5381

Website: www.deanza.edu/communityengagement
Access to your Home Page

The manual gives step by step instructions for the community partners to log in to the database to post and find out about community service learning projects. The community partners can match students to needs, review program goals as they set clear criteria to match students with projects.

1. Creating Profile through ICCE Staff

To access Community Links go to http://www.deanza.edu/communityengagement/ and click on “COMMUNITY LINKS - LOG IN” located on the bottom of the page. It takes you to the following screen. Enter username and password.

Note: You need to create username and password through ICCE staff to access Community Links. User name and password will be given to each community partner once they have submitted their Community Service Learning Profile. Once you have created username and password enter the details to access the database.
Once you are able to log in you can see the following “Welcome” home page.

The above page shows the project you are involved for current quarter, how many students have signed up for that project, and the total number of students who can sign up for that particular project.

All tools or action items for community partners are located on the far left side of the screen. The descriptions of the main links are defined below:

- **Control Panel Main Page:** This is the “Home Page”.
- **Community Service Learning Projects:** Under “Add projects” you can see this link which helps you in adding new project to the database.
- **Community Partners Profile:** You can update, edit information pertaining to Community Partners Profile, password information and contact information.
- **Course/Project Matches:** You can view current CSL course list and match projects.
- **Roster/Evaluations:** To search potential community service learning opportunities by organization and by answering queries.
- **Service Report:**
  - **Communication Manager:** Community Partners can communicate with faculty and students registered for that particular course through e-mail.

Community Organizations can enter and review current and upcoming service opportunities. If you want to make changes to description of your community service learning project including its purpose and any specific activities you need to click on the title of your project.

For example, in the above page if you click on “Choices for Children” you can see the following page, which allows you to edit information.
2. **Class Project Match Status:** Shows your current classes.

3. **SLPro News:** You can see bulletins posted by ICCE staff.
Update Your Profile

You can update, edit your password and contact information.

1. If you want to update your profile click on “My Profile” located on the top right corner of the page. You can see the following page.

2. You can change your password by clicking on “Change Password”. Click on “Update Profile” to apply any changes to your profile.
You can update community partner’s profile any time you want. Click on the link “Community Partners Profile” located on the left panel of home page. You can see the following screen. Update required fields and click on “Save Changes” located on the bottom of the page to apply changes.
Adding Community Service Learning Projects

You can add or create a new service learning project to include in the database.

1. Click on “Community Services Learning Project” located on the left panel of home page. You can see the tabs of community service learning project details to create your community service learning project.
2. Enter the project title, project purpose, and the dates. Enter all the required information and then click on “Next”. The system will take you to “Availability” tab as shown below. Enter the necessary information.

3. Now click on “Next” to go to Orientations tab. Choose the type of orientation you would like to use and then enter date, time and place of orientation. Click on “Save Changes”.
4. Now you are on **Detail** tab. Enter information regarding your project such as specific tasks, service location and address, known project risks. Click on “**Save Changes**” once you are done entering all the information which takes you to **Requirements** tab.

5. You need to check or list the requirements of your project and click on “**Next**”, which takes you to the tab **Service Areas**.
6. Under *Service Areas* tab check all the fields relevant to your project, click on “Next” or “Save Changes” to go to *Options* tab.
7. Answer the questions and when you are done click on “Finish.” Once you are done click on “Create Service Learning Project” to create your new project.
Course/ Project Matches

You can review the proposed and confirmed class/project matches when you click on this link located on the left panel of home page.

Review Class/Project Matches

Navigate: Home > View Matches

Review the proposed and confirmed class/project matches below.

<table>
<thead>
<tr>
<th>Session</th>
<th>Community Service Learning Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter 2009</td>
<td>Choices for Children - Play n' Learn Activities &amp; PTRAC</td>
</tr>
</tbody>
</table>

Choices for Children - Play n' Learn Activities & PTRAC
Project Sign-up Limit: 20

<table>
<thead>
<tr>
<th>Slots</th>
<th>Action</th>
<th>Class</th>
<th>Requested By</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td></td>
<td>ECON 360 - American Government and Politics</td>
<td>Bob Stackwell</td>
</tr>
<tr>
<td>40</td>
<td></td>
<td>ED 50 (015) - Foundations of Early Childhood Education</td>
<td>Molly Verges</td>
</tr>
<tr>
<td>40</td>
<td></td>
<td>ED 50 (015) - Foundation in early childhood education</td>
<td>Falehan Zarghami</td>
</tr>
<tr>
<td>40</td>
<td></td>
<td>ED 50 (015) - Foundation in Early Childhood Education</td>
<td>Meysa Cruz</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>VMST 505 (01) - Women of color in the USA</td>
<td>Marlon Winters</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>ED 12 (016) - Child Family and Community Interrelationships</td>
<td>Falehan Zarghami</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>ED 12 (017) - Child Family and Community Interrelationships</td>
<td>Falehan Zarghami</td>
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<tr>
<td>10</td>
<td></td>
<td>ED 12 (017) - Child Family and Community Interrelationships</td>
<td>Falehan Zarghami</td>
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<tr>
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<td></td>
<td>ED 12 (017) - Child Family and Community Interrelationships</td>
<td>Falehan Zarghami</td>
</tr>
</tbody>
</table>

You can review the details of particular project by clicking on it.
Service Report

You can check the students and their service hours by clicking on “Service Report” on the left panel of home page.

Click on “Generate Report” to see the hours completed by individuals. The sample page is shown below.
### Community Partners Management

Navigate: [Home] > [Service Report Options] > [Service Report]

#### Choices for Children - Play n' Learn Activities & PTRAC (Jan 5, 2009 to Mar 27, 2009)

<table>
<thead>
<tr>
<th>Date</th>
<th>Participant</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 9, 2009</td>
<td>Saneesh Sipra</td>
<td>4.00</td>
</tr>
<tr>
<td>Jan 10, 2009</td>
<td>Suchitha Kamlal</td>
<td>4.00</td>
</tr>
<tr>
<td>Jan 10, 2009</td>
<td>Sandhya Rao</td>
<td>4.00</td>
</tr>
<tr>
<td>Jan 10, 2009</td>
<td>Kamela Poyen</td>
<td>4.00</td>
</tr>
<tr>
<td>Jan 10, 2009</td>
<td>Supama Saha</td>
<td>4.00</td>
</tr>
<tr>
<td>Jan 10, 2009</td>
<td>Kamela Poyen</td>
<td>4.00</td>
</tr>
<tr>
<td>Jan 11, 2009</td>
<td>Gesita Kanapaladdy</td>
<td>4.00</td>
</tr>
<tr>
<td>Jan 11, 2009</td>
<td>Kamalali Choudhary</td>
<td>4.00</td>
</tr>
<tr>
<td>Jan 11, 2009</td>
<td>Chamali Panda</td>
<td>4.00</td>
</tr>
<tr>
<td>Jan 11, 2009</td>
<td>Ilanohari Subats</td>
<td>4.00</td>
</tr>
<tr>
<td>Jan 11, 2009</td>
<td>Hensoo Wang</td>
<td>4.00</td>
</tr>
<tr>
<td>Jan 11, 2009</td>
<td>Huix Ren</td>
<td>4.00</td>
</tr>
<tr>
<td>Jan 11, 2009</td>
<td>Gesmyne Bell</td>
<td>4.00</td>
</tr>
<tr>
<td>Jan 16, 2009</td>
<td>Chamali Panda</td>
<td>4.00</td>
</tr>
<tr>
<td>Jan 16, 2009</td>
<td>Lin Syiba Choung</td>
<td>4.00</td>
</tr>
<tr>
<td>Jan 17, 2009</td>
<td>ware Louise Temlado</td>
<td>4.00</td>
</tr>
<tr>
<td>Jan 17, 2009</td>
<td>Usha Kupmeshi</td>
<td>4.00</td>
</tr>
<tr>
<td>Jan 19, 2009</td>
<td>qiong Chen</td>
<td>4.00</td>
</tr>
<tr>
<td>Jan 19, 2009</td>
<td>Xiu Yan Liao</td>
<td>4.00</td>
</tr>
<tr>
<td>Jan 19, 2009</td>
<td>Wening Hu</td>
<td>4.00</td>
</tr>
<tr>
<td>Jan 18, 2009</td>
<td>Yanzhao Wu</td>
<td>4.00</td>
</tr>
<tr>
<td>Jan 22, 2009</td>
<td>Gesmyne Bell</td>
<td>4.00</td>
</tr>
</tbody>
</table>

Total: 88.00

Service Report Total: 88.00
Communication Manager

Community Partners can communicate with students and faculty directly through this link. When you click on the link “Communication Manager” on home page you can see the following screen.

1. Check the boxes to communicate with people you wish and click on “Next”.

2. You can see a screen with number of recipients for that particular project. You can view and modify recipient list. You can send a message to whole group by clicking on “New Message”.

   ![Communication Manager Screen](image_url)
3. When you click on “New Message” the following screen will appear. You can send message to the whole group. You can attach files if you want with your e-mail.
Copy Projects

You search for projects that you would like to copy to a future date/time. Click on the link “Copy Projects” located on the left panel of the home page. You can see the screen shown below.

1. Choose the session that you would like to copy the projects from and click on “Search”. You can see the projects that you can copy as shown below.
2. Choose the project you want to copy and click on “Select Projects”. The following message appears on the screen.

3. Click on “Click Here” to finish copying projects.

   Note: Please note the following timeline to copy your projects.

   - For the fall quarter, by the first week of September
   - For the winter quarter, by the first week of December
   - For the spring quarter, the first week of March

4. Click on “Log Out” located on the top of the page to exit.
Confirming Student Service Learning Hours

Confirm the service hours completed by each student by going to Roster/Evaluation. Click on the link “Roster/Evaluation” located on the left panel of the home page. You can see the screen shown below. Click on “Completed” as shown below.

Community Service Learning Project Roster / Evaluations
Navigate: Home > Roster

<table>
<thead>
<tr>
<th>Name</th>
<th>Time</th>
<th>Start Date</th>
<th>Completed</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berg, Alex <a href="mailto:manunbound2@aim.com">manunbound2@aim.com</a></td>
<td>4h 0m</td>
<td>04/20/09</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Fushiki, Ikko <a href="mailto:ifushiki@yahoo.com">ifushiki@yahoo.com</a></td>
<td>0h 0m</td>
<td>04/15/09</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nguyen, Terry <a href="mailto:terry.deanza32@yahoo.com">terry.deanza32@yahoo.com</a></td>
<td>12h 0m</td>
<td>04/12/09</td>
<td></td>
<td></td>
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<tr>
<td>Venkatnarayyan, Padmavati <a href="mailto:srpadma007@gmail.com">srpadma007@gmail.com</a></td>
<td>12h 0m</td>
<td>04/16/09</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>