Custom Message Areas and Vocabulary Terms

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Site Safety
Smart Statistics

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Custom Vocabulary for Campuses

S4 gives you the ability to add campus-specific options to certain drop-down lists. Below is a brief description of each Vocabulary

Log Entry Category — when creating a new log entry you can specify a category so that it becomes easier to look at a subset of log entries later in a log entry report.

Opportunity Types & Opportunity Tags — Students can search the opportunities list by type or by tags, if you have assigned specific categories you want students to look through.

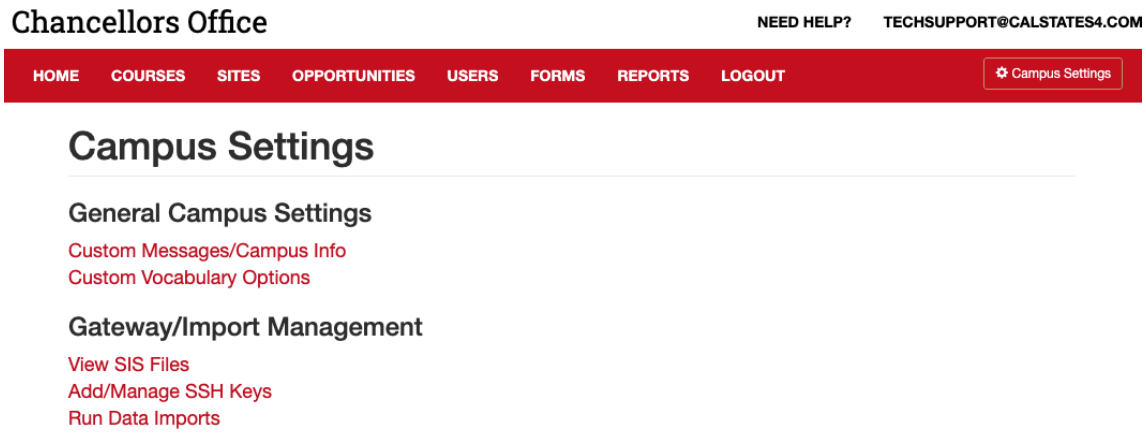
Site Status/flag — used to tag Parent/Program sites that have a special status (e.g. Contract Pending)

Site Special Requirements — quick checkbox of requirement that can be used to make sure students are made aware of any standard requirements at particular site

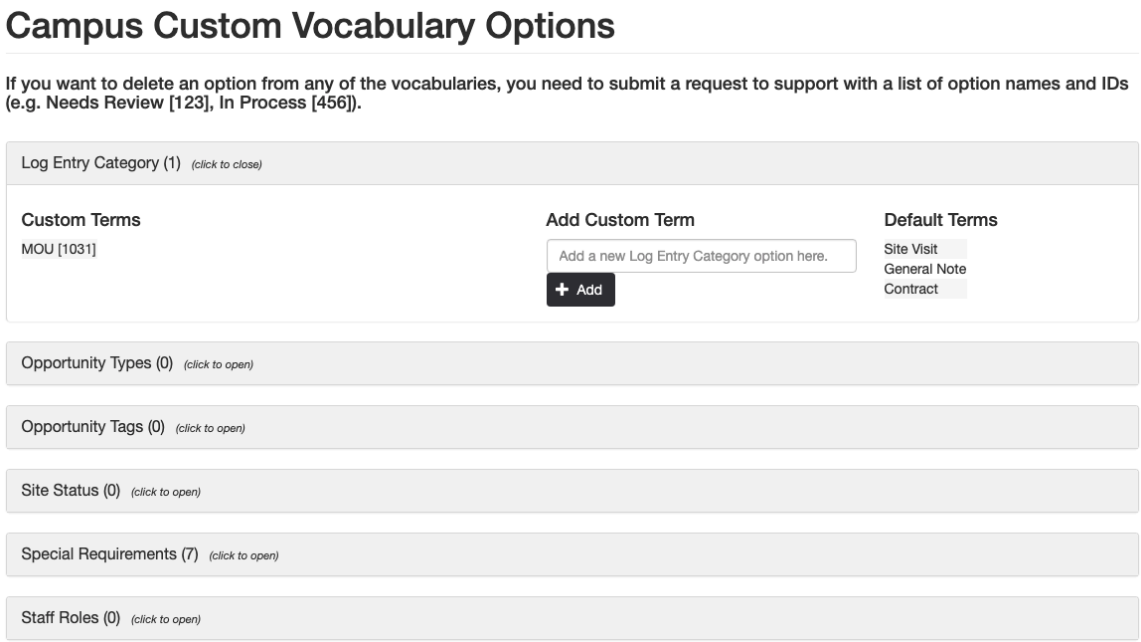
Staff Roles — these labels will be used for site staff of your community partners.

View Custom Vocabularies

To view or manage your lists and see default values click the ⚙ **Campus Settings** button in the upper right corner under your login name (requires Keymaster role), and then on the **Campus Settings** page click **Custom Vocabulary Options** under General Campus Settings.

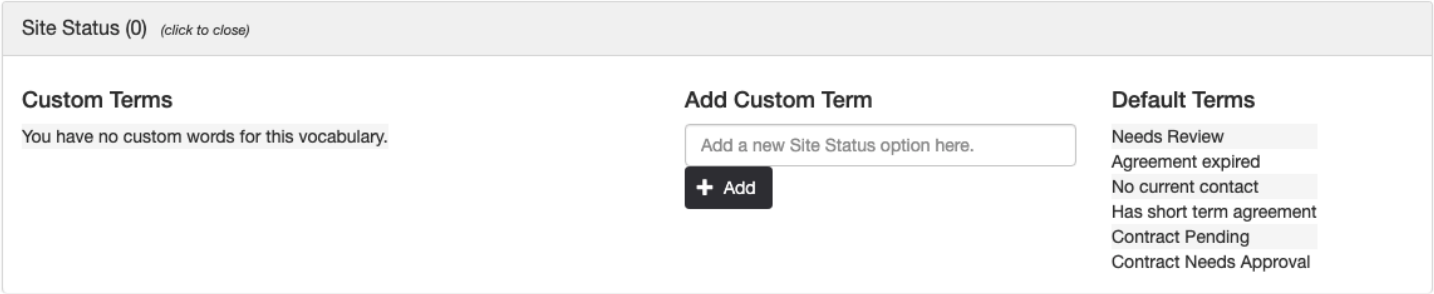


To view a Vocabulary list click on it's name. You will see a number in parentheses which details how many custom terms you have in that vocabulary. When you open up the list you will have your campus custom terms on the left, an add custom term form in the middle and a list of default terms on the right. Numbers in brackets [] are the Term ID which can be used for troubleshooting or manually importing data.



Adding a Custom Value

Click on the Vocabulary name to open that section. Existing custom values will be on the left, the form to add a new value in the middle and the default values on the right. To add a new custom value type it exactly as you want it to show up in the drop-down, and then click ➕ **Add**. The page will refresh and the new value will show on the left under **Custom Terms**. Reload any pages with the list to see the new option now available to select.

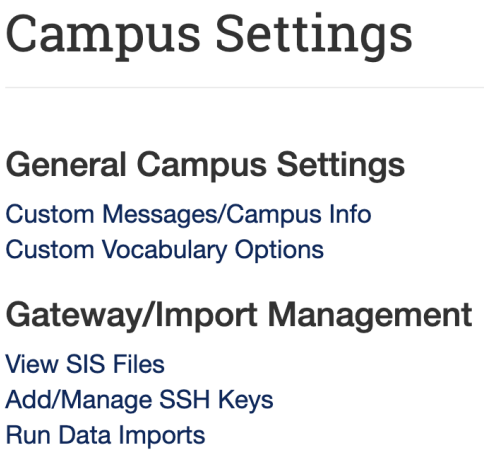


Campus-level messages

You have control over many areas of messaging in your campus instance. In some cases those areas are customizable by campus, and in other cases they are customizable by program. With the current available roles, you will only have access to these customizations if you have the **Keymaster** role. See also: [Slides of Customizable areas]

All campus-level customization is accessible by clicking on **Campus Settings** in the upper right of the main menu, which will take you to a page with several options:

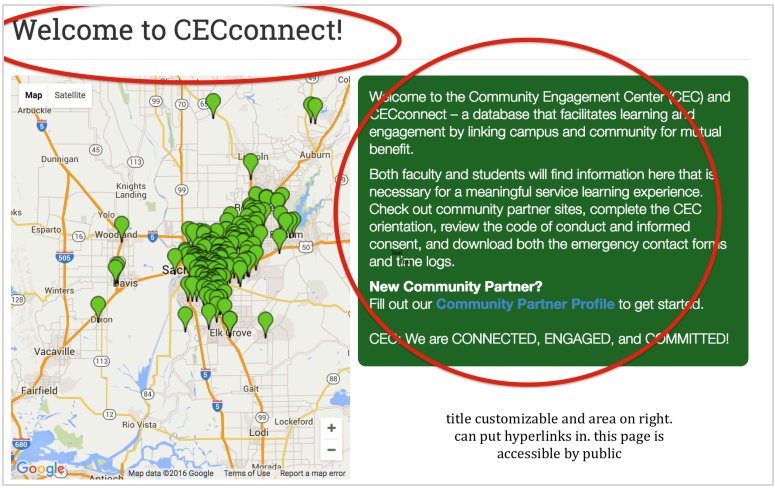
- **General Campus Settings** — these links will take you to all of the campus-level customization options
- Gateway/Import Management — these links allow you to review and manage your data imports. These links will not be covered in this Help Doc, but you can always learn more about [Manually Importing Data].



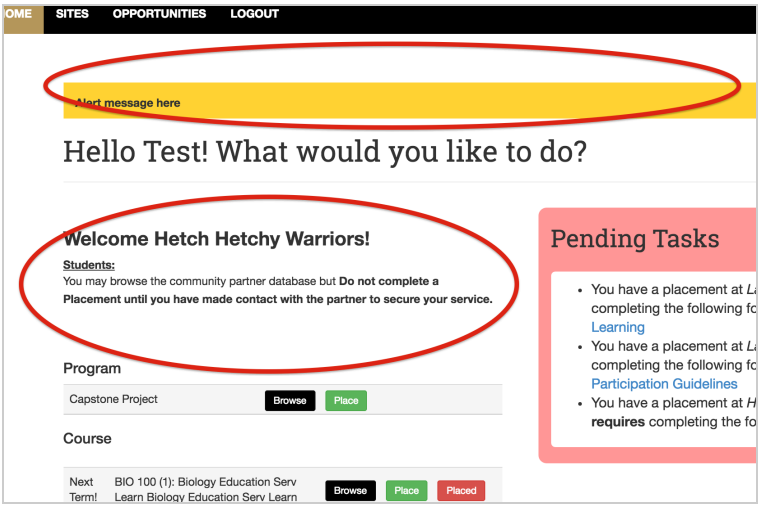
Home Page

There are four home page message areas that you can change. These are campus messages, but not program specific messages. The are where you change any of these messages is the same.

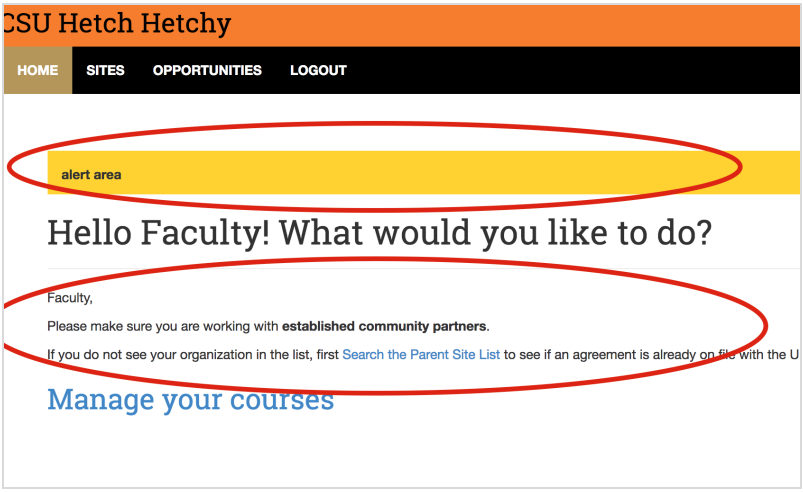
1. Home page of campus (e.g. app.calstates4.com/csutraining)



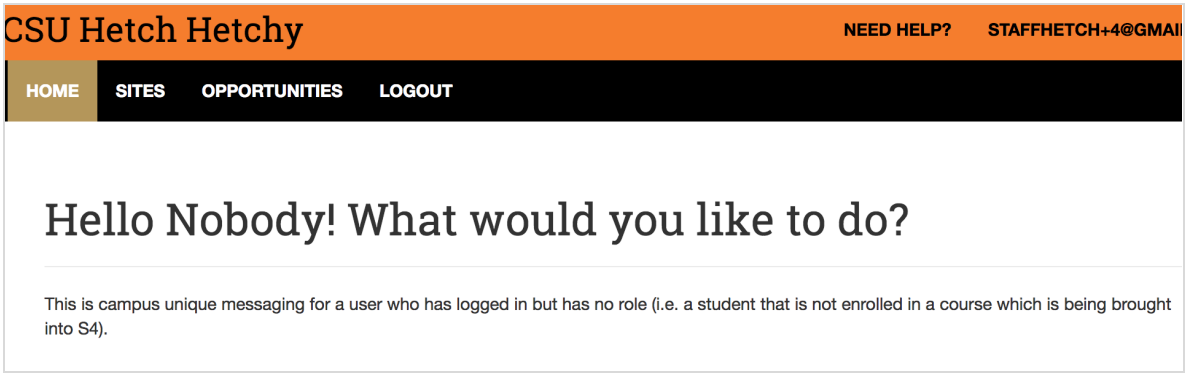
2. Home page for Students



3. Home Page for Faculty

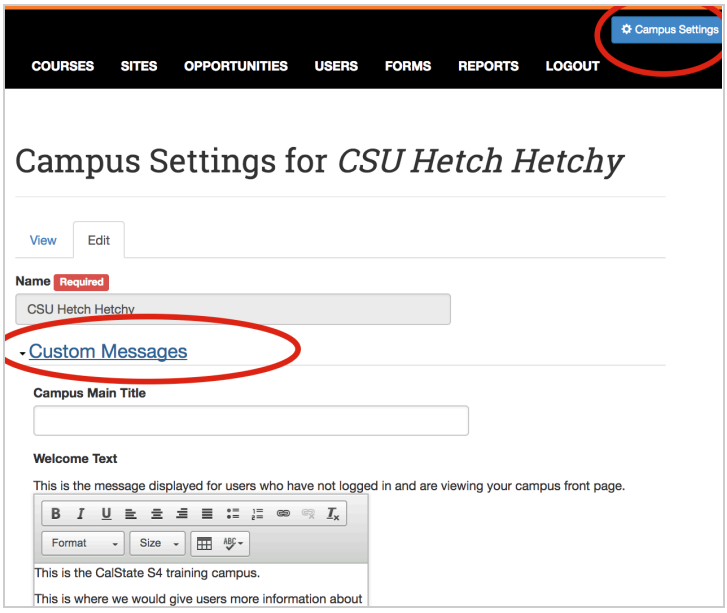


4. Home page of campus users with no assigned role (i.e. we do not know their role on campus but they logged in with their campus user account)



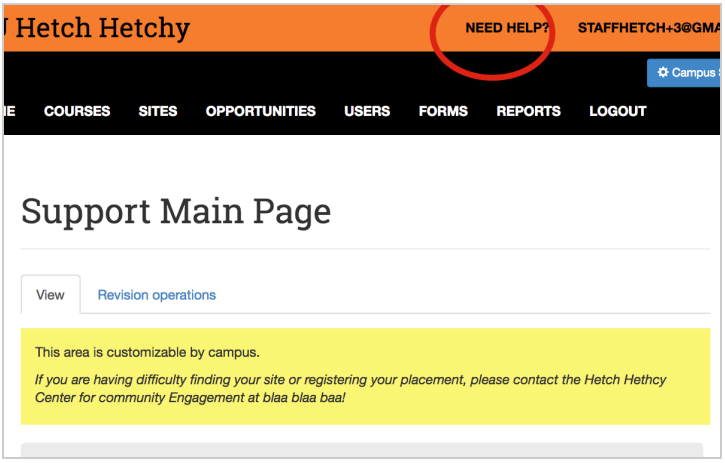
For any of these messages:

–Campus settings in upper right hand corner
–Select “Custom Messages/Campus Info”
–Add or edit the messages in the proper field
–Save



Need Help?

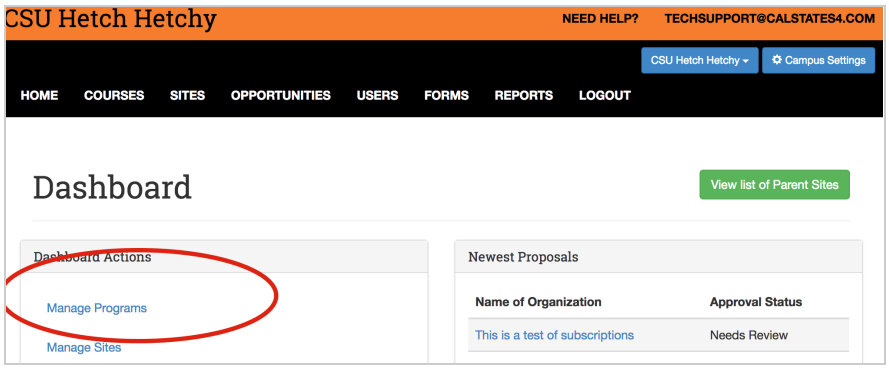
A bright yellow notification message at the top of "Need Help?" area can be a good way to direct students to the proper campus or program channels if they are having issues.

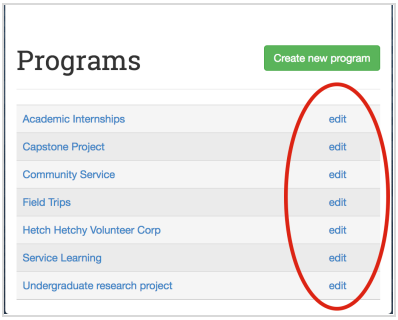


This setting can also be found within the "Campus Settings" tab, under the "Custom Messages" subtab.

Program Messages

Areas customizable specifically by program are found in the "Manage Programs" section of your site, reachable from your staff homepage dashboard, then select edit on the Program.





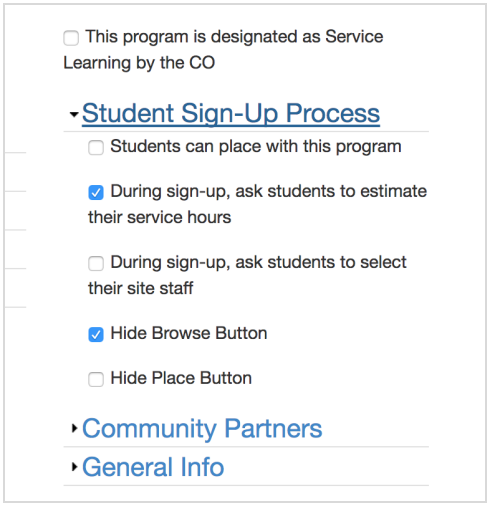
The following custom messages and actions for programs are available:

Place a program-specific notification on the top of student views when they are:

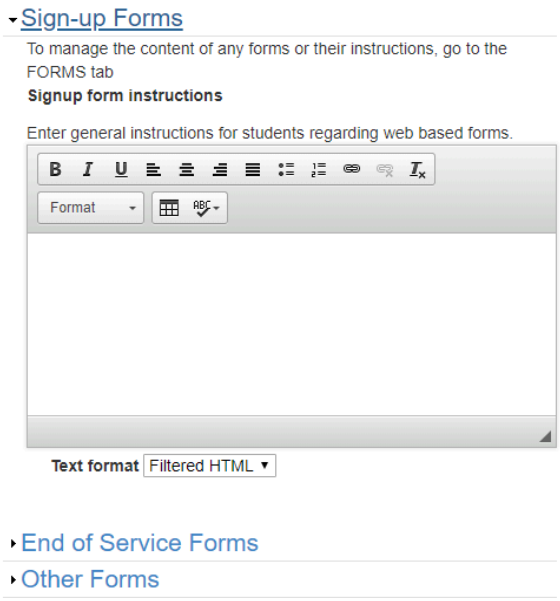
–Browsing the sites associated with their course
–Browsing opportunities associated with their course
–Placing by site
–Placing by opportunity
You can have a different message in each one of these views.

Customization of the placement process for a program

On right hand side is subtab "Student Sign-Up Process."
Through a simple checkbox you can



–Allow students to place as part of a program instead of course*
–Ask students to estimate service hours during signup
–Ask students to identify their site staff during signup
–Hide or show the Browse button next to program courses.
–Hide or show the Place button next to program courses.



Sign-up Forms
Write a general message with instructions for students regarding web based forms.

End of Service Forms
Write a general message with instructions for students regarding end of service forms.

Other Forms
Write a general message with instructions that will accompany any form that is not associated with a specific type.

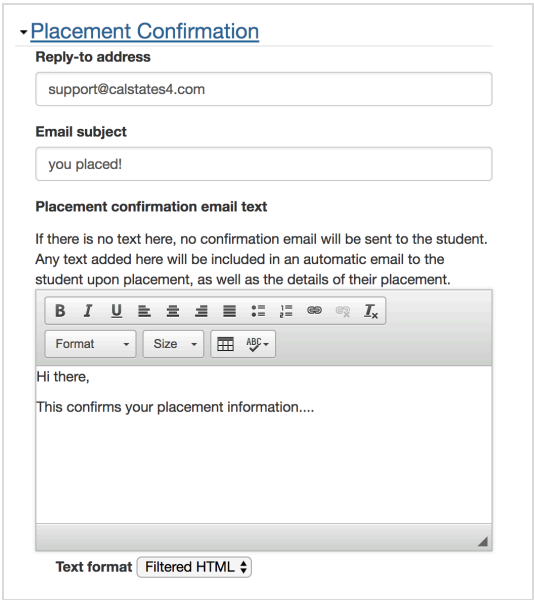
***Note**: the first checkbox option "students can place as part of this program" is not often used, because students are generally placing as part of their course. Contact S4 before checking this box, if you are not sure exactly what checking this box will do.*

Placement notification email

Manage Programs → edit Program → Notification Messages → Placement Confirmation
Note: if the email text field is empty, <u>NO EMAIL WILL BE SENT!</u>

If you enter any text into the box provided, then an email will automatically be sent to the student who has been placed. In addition the information you provide in the text area, it will also send them the details of their placement record.

***Note:** the Reply-to-address is the address that would be used if the student hits "reply" in the email they receive. The actual address of the email is from the S4 mail host and can't be changed.*



Form Submission email notifications

In any form, you can set up email notifications to occur when the form has been submitted.
Those emails can be set up in a variety of different ways, and can include such exciting options as:

- ➔ emailing a confirmation to the submitter
- ➔ emailing the faculty member of the student
- ➔ emailing the site supervisor
- ➔ requesting a second signature on the form
- ➔ emailing a third party email address identified in the form itself
- ➔ emailing different people based on some of the selections within the form itself.

The settings for form emails are set up in the form itself, as a subtab under the **Configure Form** tab. For more information on form emails see Forms documents on the CalState S4 support site.