

SacCT Faculty Guide

SacCT is an environment that provides an online course management system for the development of Web-based, Web-enhanced, and Web-assisted courses.

HOW TO GET HELP

- Ask a Consultant
(<http://www.csus.edu/webct/support.stm>)
- Submit a Faculty Problem Form
(http://www.csus.edu/webct/question_form.stm)
- Email web-courses@csus.edu
- Call ATCS at (916) 278-3370, AIRC 3005
- 1on1 Help @ ATCS on Thursdays 1-4 pm in ARC 3005
- See Frequently Ask Questions
(http://www.csus.edu/webct/faculty/faq_faculty.stm)
- View SacCT Instructor Tutorials
(<http://www.csus.edu/webct/faculty/sacct-tutorials.stm>)
- See PC Help (<http://www.csus.edu/webct/pchelp.stm>)
or Mac Help (<http://www.csus.edu/webct/machelp.stm>)

CONSULTANTS

ATCS <http://www.csus.edu/atcs/>
 Yazmín Vera, yvera@csus.edu, x82762
 Esther Hattingh, estherh@csus.edu, x87637
 Matthew Kay, mkay@csus.edu, x85222
 Monica Range, rangem@csus.edu, x87994
 Raymond Piña, rapina@csus.edu, x86803 (Manager)

FACULTY RESOURCES

<http://www.csus.edu/webct/faculty/>

SACCT SITE

<http://online.csus.edu>

<http://www.csus.edu/atcs/quikrefsite/>

7/23/09 QuikRef Site

LOGIN

SacLink and SacCT

http://www.csus.edu/webct/samlink_webct.stm

Login

Login ID (SacLink name: i.e. ab123)
 Password (SacLink password)

Login Problems

University Helpdesk ARC 2005
helpdesk@csus.edu
<http://www.csus.edu/irt/helpdesk/contact.stm>

Starting SacCT

Open Browser → <http://online.csus.edu> →
 Click *SacCT Login* → Type SacLink Login
 (i.e., ab123) → Type SacLink password →
 Click *Login* → Click course name.
 Log off by clicking *Log Out*, then close Browser.

CREATING A COURSE

New course request

http://www.csus.edu/webct/webct_account.stm

New banner for the course

<http://www.csus.edu/atcs/tools/banners/>

Training

<http://www.csus.edu/training/>

SacCT Training Manuals

<http://www.csus.edu/webct/faculty/docs.stm>

MANAGING YOUR COURSE

Adding Students

http://www.csus.edu/webct/add_students_form.stm

Course Change Request (change or deletion)

http://www.csus.edu/webct/change_form.stm

Guest Accounts

http://www.csus.edu/webct/guest_form.stm

SYSTEM CHECK

<http://online.csus.edu> → click the *Login* button → Click *Browser Check* under the "SacCT Login" title.

PROBLEM REPORTING

http://www.csus.edu/webct/question_form.stm

SACCT FEATURE REQUEST

<http://online.csus.edu> → In the left menu, "Forms" →
 Click *Request a Feature*.

STUDENT RESOURCES

<http://www.csus.edu/webct/student/>