

# 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](http://www.csus.edu/webct/question_form.stm))
- Email [web-courses@csus.edu](mailto: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](http://www.csus.edu/webct/faculty/faq_faculty.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/>  
 Monica Range, [rangem@csus.edu](mailto:rangem@csus.edu), x87994  
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 Raymond Piña, [rapina@csus.edu](mailto:rapina@csus.edu), x86803 (Manager)

## FACULTY RESOURCES

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

## SACCT SITE

<http://online.csus.edu>

## LOGIN

### SacLink and SacCT

[http://www.csus.edu/webct/samlink\\_webct.stm](http://www.csus.edu/webct/samlink_webct.stm)

### Login

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

Password (SacLink password)

### Login Problems

<http://www.csus.edu/uccs/helpdesk/contact.stm>

University Helpdesk ARC 2005

[helpdesk@csus.edu](mailto:helpdesk@csus.edu)

### 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](http://www.csus.edu/webct/webct_account.stm)

### New banner for the course

<http://www.csus.edu/online/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](http://www.csus.edu/webct/add_students_form.stm)

### Course Change Request (change or deletion)

[http://www.csus.edu/webct/change\\_form.stm](http://www.csus.edu/webct/change_form.stm)

### Guest Accounts

[http://www.csus.edu/webct/guest\\_form.stm](http://www.csus.edu/webct/guest_form.stm)

## SYSTEM CHECK

<http://online.csus.edu> → Scroll to *New to SacCT?* →

Click *system and browser*

## PROBLEM REPORTING

[http://www.csus.edu/webct/question\\_form.stm](http://www.csus.edu/webct/question_form.stm)

## SACCT FEATURE REQUEST

<http://online.csus.edu> → Scroll to bottom of page →

Click *Feature Request*.

## STUDENT RESOURCES

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