

# SacCT – Self Enroll Courses

## Supplemental Instruction SI Courses in SacCT

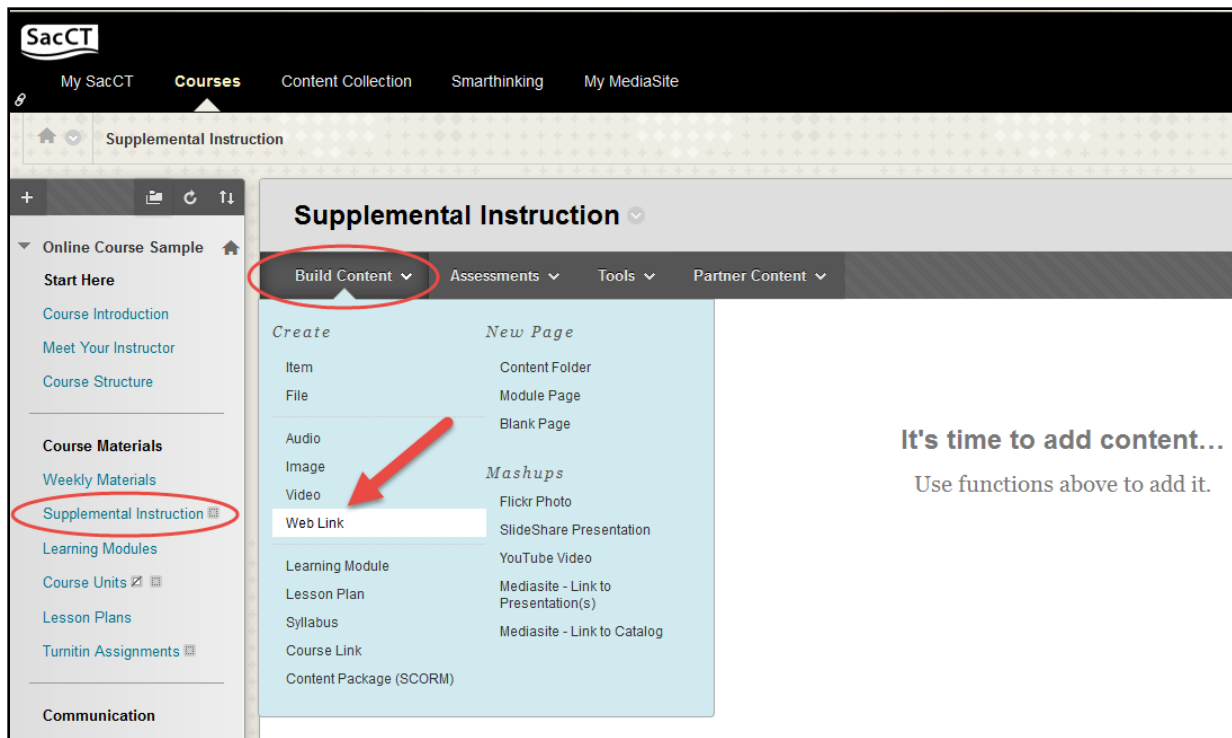
### HOW TO GUIDE FOR FACULTY

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

### HOW TO ADD WEBLINKS TO SI SELF ENROLL COURSES IN SACCT

This guide covers how to create a Web Link to a Self-Enroll Supplemental Instruction SI course in your SacCT course. The web link will be used by your students to self-enroll into the SI course(s) that are associated to your course in SacCT. The SI self-enroll URL's (web addresses) and the passcodes for the SI Course self-enrollment process will be provided to you by the [PARC](#) staff who oversee the delivery/development of Supplemental Instruction at Sac State. To get started:

1. Login to SacCT by going to [sacct.csus.edu](http://sacct.csus.edu) and enter your SacLink username and password.
2. Under the **My Courses** tab click on the SacCT course link name that you wish to work in.
3. From your course menu, click on the link to an existing content area where you would like to place the web link to the self-enroll SI course.
  - a. Alternately you can create a direct Web Link on your course menu that points to SI course or create a new content area called “Supplemental Instruction” for example and create a Web Link in that content area. To add a new content area or web link directly on your course menu, click the “+” add button on top left of course menu and select “**Content Area**” or “**Web Link**”.
  - b. Another option is to add the web link into an existing “Week 1” folder or an Introduction area in the course so that students see the self-enroll SI course link at the beginning of the course.
4. In this example I have set up a “Supplemental Instruction” **Content Area** in my course where I will post the web link to the SI self-enroll course for my students to access. To get started, I click on the “Supplemental Instruction” link on my course menu.
5. Once in the Content area, click the **Build Content** menu and select “**Web Link**”.




6. The **Create Web Link** page displays. Please enter the following information:
  - a. **Name:** enter a title for the web link e.g. SI Course - Self Enroll Link
  - b. **URL:** enter the Self-Enroll SI Course URL you were provided by PARC staff or your department.
  - c. In the **Description** text box provide some instructions for your students regarding how they will use this web link. Students will see this information below the web link.

## Create Web Link

A Web Link is a shortcut to a Web resource. Add a Web Link to a Content Area to provide a quick access point to relevant materials. [More Help](#)

\* Indicates a required field. Cancel

### WEB LINK INFORMATION

\* Name  

\* URL    
 For example, <http://www.myschool.edu/>

This link is to a Tool Provider. [What's a Tool Provider?](#)

### DESCRIPTION

Text  
 For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Class, please use this web link to self-enroll into the SI course for this class. |

Path: p Words: 15

- d. **Web Link options:** choose “Yes” to open link in new window.
- e. Under **Standard Options:** select “Yes” to make the link available to students. If you wish to have the link display during a specific time frame please specify the date and times otherwise leave these blank.

### WEB LINK OPTIONS



Open in New Window  Yes  No



### STANDARD OPTIONS

Permit Users to View this Content  Yes  No


Track Number of Views  Yes  No

Select Date and Time Restrictions

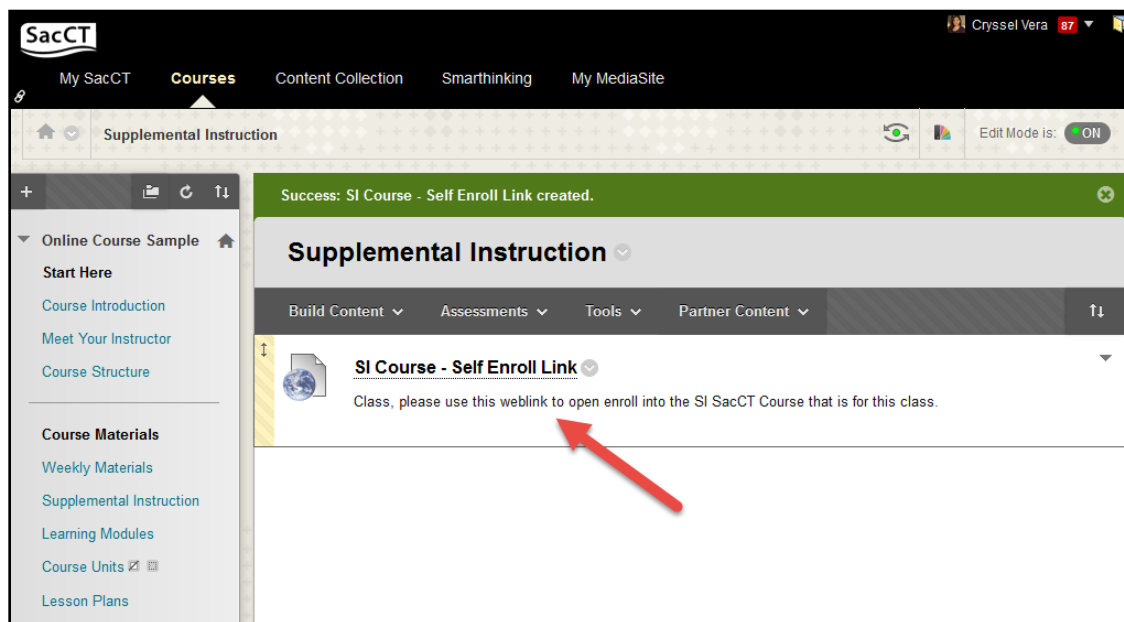
Display After      
 Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until      
 Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Click **Submit** to proceed. Click **Cancel** to go back.

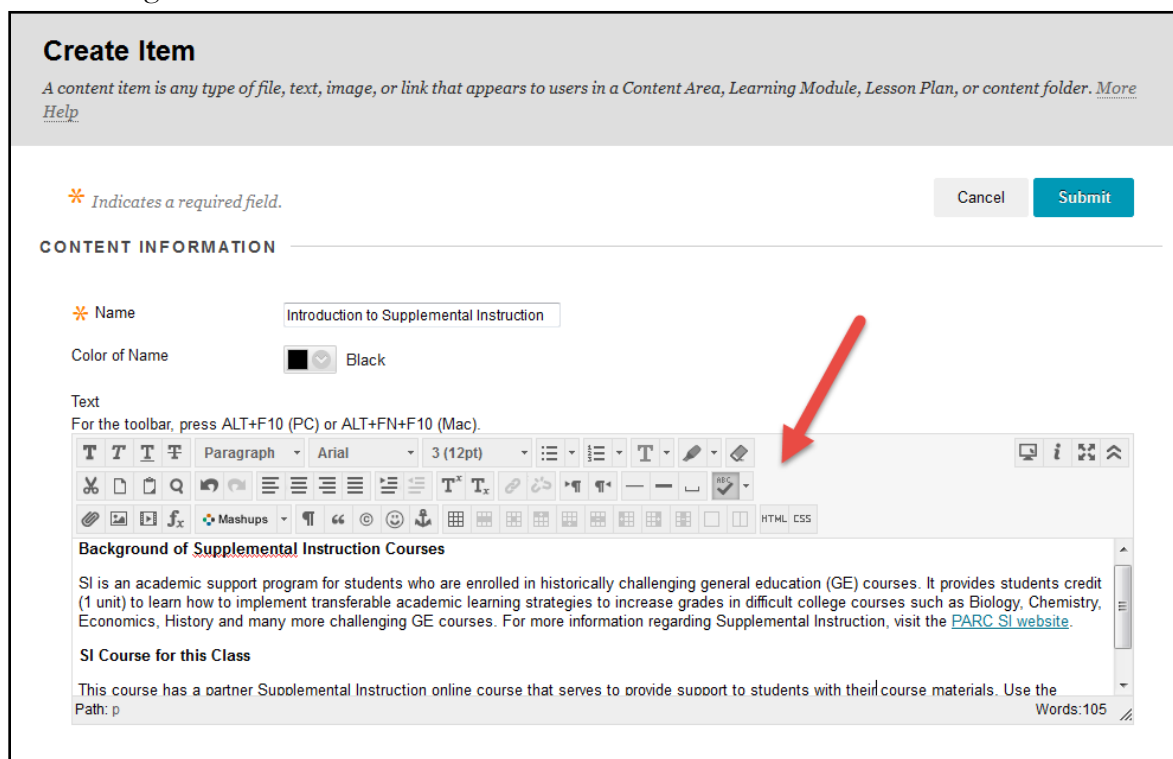
Cancel  

7. Click the **Submit** button.
8. You will be taken back to the Content Area and your Web Link should appear on the page.

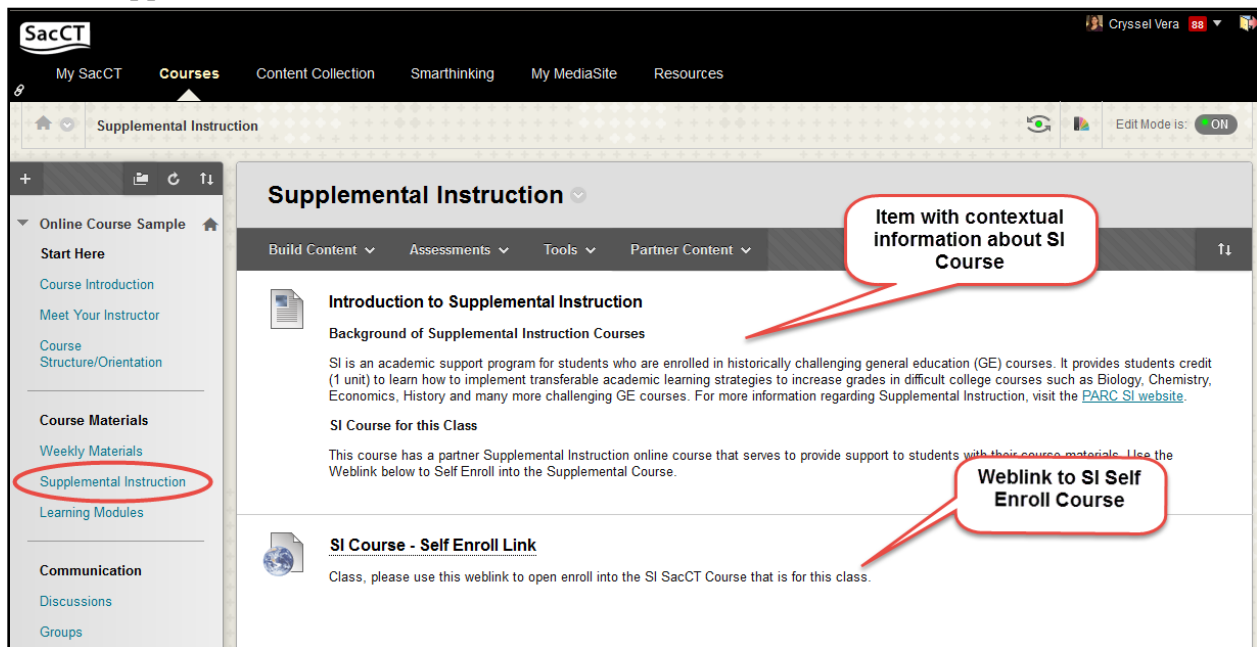


You may also want to add an **Item** to the content area where you have placed the Web Link to the SI course, in order to provide some contextual information regarding how your students should use this link, and why they may want to enroll in an SI course etc.

9. To add an item, click on the **Build** menu, select “**Item**” and enter a title for the item and a description in the Item text box area. You can add links, text, images, and attach documents to items if you deem appropriate. Click the **Submit** button to save your changes.



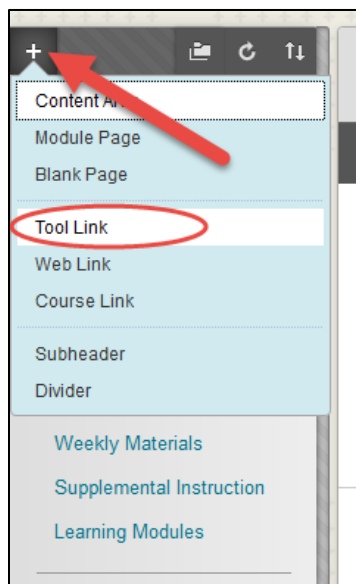
10. Below is an example of a Content area created for “Supplemental Instruction” that includes at **Item** at the top of the page that provides an introduction to students about the “Supplemental Instruction” Web Link to be used for this course.



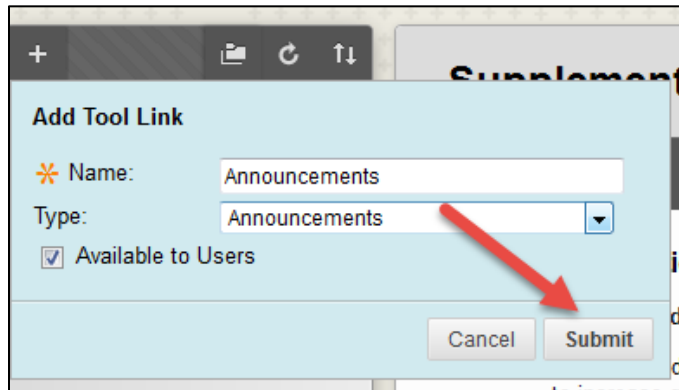
## Create an Announcement to Post SI Course Link

You can also create an announcement in your SacCT course where you provide students with the SI course Self Enroll Link. We will start by adding the announcements tool link to your course menu and then create the announcement that includes the SI course link. To get started:

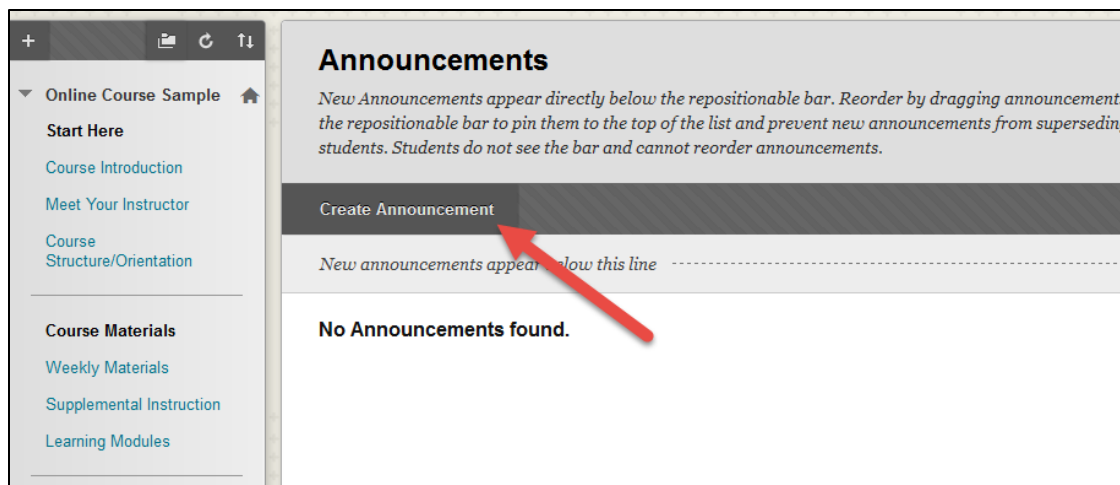
1. From your course menu, click on the “+” add button that appears at the top left of course menu.
2. From list of options select “**Tool Link**”



3. The **Add Tool Link** box displays. In the **Name** field type “Announcements” (this is the name that will appear in the course menu for your students to use to get to announcements) and from the drop down list make sure the “Announcements” option is selected.
4. Make sure the “**Available to Users**” checkbox is selected if you want to ensure the link is visible from the course menu to students. Click the **Submit** button.



5. The link to the **Announcements** tool will now be available on your course menu (Move the link up or down the menu where you would like to place it). Click on the Announcements link.
6. The Announcements page displays. Click the **Create Announcement** button to get started.



7. On the Create Announcement page do the following:
  - a. In the **Subject** field enter a title for your announcement e.g. “Supplemental Instruction Course Information”.
  - b. In the **Message** text box, compose your announcement message that will contain the URL to be used by students to self-enroll into the SI course. Include the URL, select the URL and click on the “chain” button on formatting toolbar to make the URL link clickable.

## Create Announcement

New Announcements appear directly below the repositionable bar and can be dragged to new positions to modify the order.

[More Help](#)

\* Indicates a required field.

Cancel Submit

### ANNOUNCEMENT INFORMATION

\* Subject Supplemental Instruction Course Information - Self Enroll w/ Black

Message  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Hi Class,  
Please use the URL (link) below to Self Enroll into the associated Supplemental Instruction course for this class. Please let me know if you have any questions.  
SI Course Self Enroll Link: [https://sacct.csus.edu/webapps/blackboard/execute/courseMain?course\\_id=42699\\_1](https://sacct.csus.edu/webapps/blackboard/execute/courseMain?course_id=42699_1)

Path: p > span Words:41

- c. The Insert/Edit link window will display. In the **Link Path** field, paste the SI Course Self Enroll URL. **Please make sure that URL contains no spaces.** These URL's have underscores no blanks between characters. Copy the URL exactly as it was provided to you.
- d. In the **Target** field select to "Open in New Window" so that URL page opens in another window/tab. Click the **Insert** button.

Insert/Edit Link - Mozilla Firefox

https://sacct.csus.edu/webapps/vtbe-tinymce/tiny\_mce/plugins/advlink/link.jsp?name=message&text&strCourseId=DEP\_2015\_ATCS\_OnlineCourseSMPL&course\_id=\_28903\_1&isFileUploads=true&isContentLinking=t

General

Link Path <https://sacct.csus.edu/webapps/blackboard/execute>

Browse My Computer Browse Content Collection

When attaching a file from your computer, you must first submit the content item so the file is assigned a permanent URL.

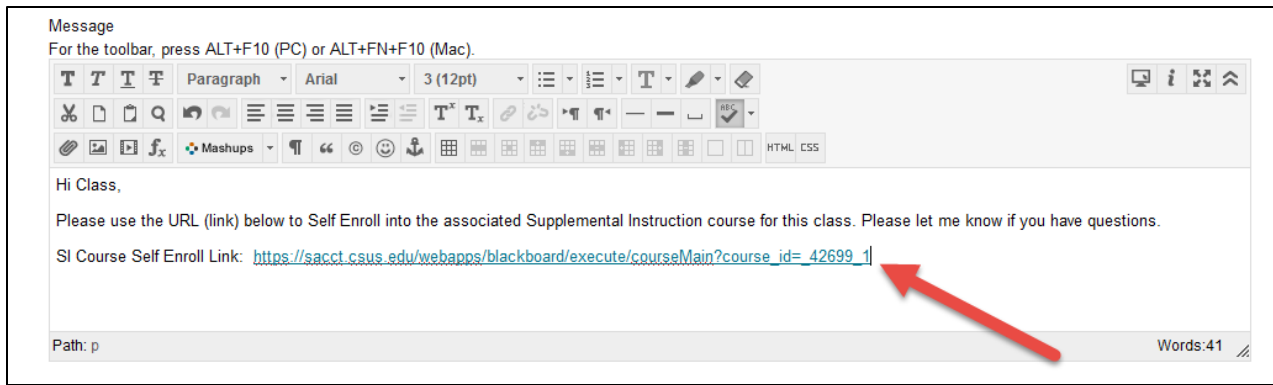
Target Open in New Window (\_blank)

Title

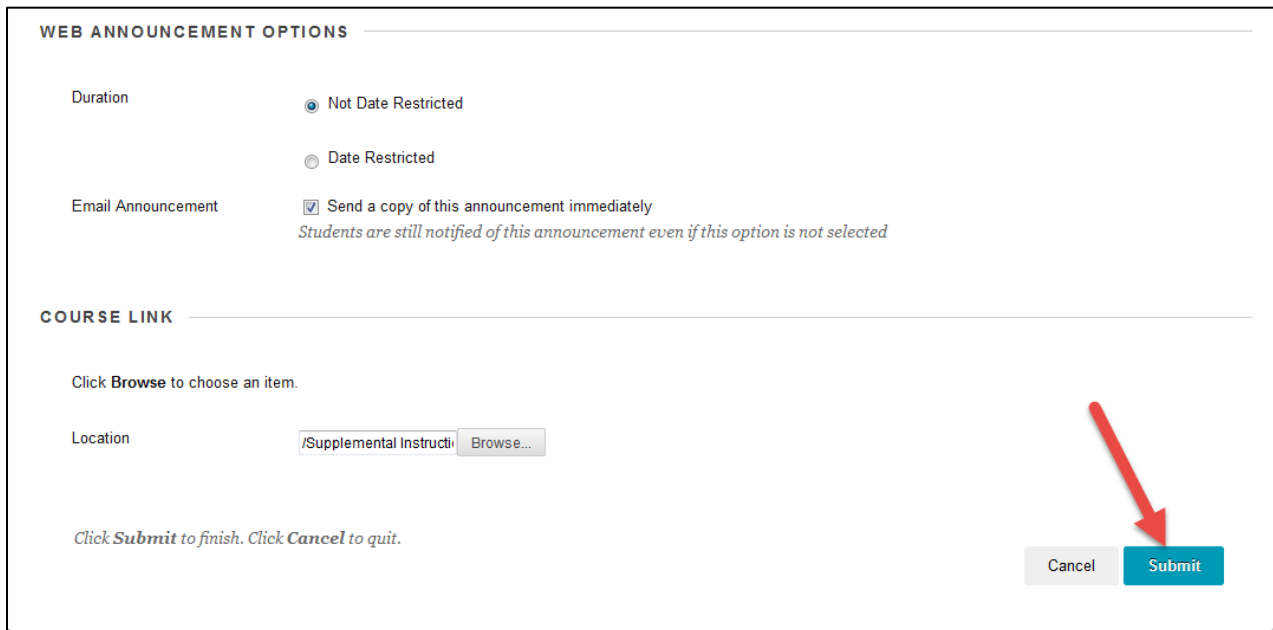
Class -- Not Set --

Cancel Insert

- e. You will be taken back to the Create Announcement page where you will now see the URL is a live link.



- f. In the Web Announcement Options section, select **“Not Date Restricted”** if you would like this announcement to be available indefinitely, otherwise click the date restricted option and specify amount of time for announcement to be available.
- g. Select **Email Announcement** checkbox for an announcement copy to be sent to students’ SacLink Email.
- h. Under **Course Link** area you have the option to browse for an area of the course that you would like to link to from the announcement. Use the browse button to select the area of the course you want to point students to if needed.
- i. Click the **Submit** button.



- 8. Your announcement will now display on the Announcements page and your students can see it from the announcements link on course menu.



The screenshot shows the SacCT interface. The top navigation bar includes 'My SacCT', 'Courses', 'Content Collection', 'Smarthinking', and 'Resources'. The 'Courses' menu is expanded, showing 'Announcements' circled in red. The main content area displays an announcement titled 'Supplemental Instruction Course Information - Self Enroll with Link'. The announcement text includes a URL: [https://sacct.csus.edu/webapps/blackboard/execute/courseMain?course\\_id=42699\\_1](https://sacct.csus.edu/webapps/blackboard/execute/courseMain?course_id=42699_1). A red callout box points to this URL with the text: 'Student clicks on this URL to self enroll into SI course'.

9. You can pin this announcement to the top of the announcements page by dragging the announcement above the repositionable bar that appears on this page.

This screenshot shows the same announcement as above, but with a repositionable bar at the bottom. The bar is a horizontal line with a dashed line below it. A red callout box points to the bar with the text: 'Pin Announcements to top of page by dragging them above this repositionable bar.' Above the bar, there is a green success message: 'Success: Announcement created. Email was successfully sent to all Course users.'

## Resources

- **SacCT Faculty Resources:** <http://www.csus.edu/sacct/faculty/index.stm>
- **SacCT Handouts:** <http://www.csus.edu/sacct/faculty/docs.stm>
- **SacCT FAQ's:** <http://www.csus.edu/sacct/faculty/faq-instructors.stm>

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## Getting Help

Academic Technology and Creative Services

Email: [web-courses@csus.edu](mailto:web-courses@csus.edu)

Phone: (916) 278-3370

Office: AIRC 3005

Website: [www.csus.edu/atcs](http://www.csus.edu/atcs)

Peer and Academic Resource Center PARC: <http://www.csus.edu/parc/>