

SacCT Basics

Activate Courses & Add Content

HOW TO GUIDE

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

ACTIVATE YOUR COURSES

SacCT is Sac State's learning management system used to deliver course materials online. If you wish to set up a SacCT course, the first step is to activate your courses for "SacCT" using the SacCT Self-Service method:

1. Create a SacLink account at: mysamlink.csus.edu
2. Log in to SacCT Self-Service, selfservice.csus.edu, with your SacLink Account.
3. Activate your courses in Self Service and Enroll Students.* Details on the self-service process can be found on our Support Website: www.csus.edu/sacct

**If courses do not appear in self-service, please contact your department to ensure you are listed as the instructor of record for the course needing activation.*

ADD CONTENT

Now that you have your course(s) activated in SacCT, you can begin to add content. As you start building your course, think about the structure of your course and how this should be reflected in how you design/layout your SacCT course areas and materials. Where should students start? How will they become oriented with your course? How and where will students find materials?

Add Structure through Course Menu

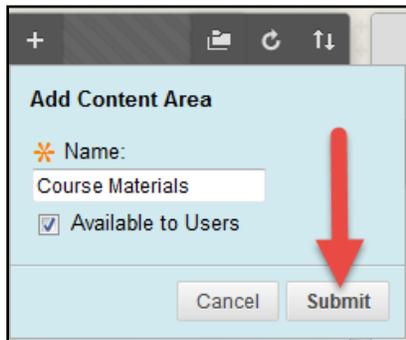
You can help define your course structure by editing the SacCT course menu that appears to the left of every course. This is the menu that your students will use to access the different areas of the course (it is similar to the navigation menu on a webpage). The course menu can have links to the following types of content:

- **Content Area:** pages that can contain a combination of SacCT content types (folders, items, assignments etc.) to help you organize and present course content to students.
- **Module Page:** page that contains predefined content, links or tools inside modules/boxes e.g. the Homepage is a module page and predefined content are "To do items" that generate every time content you post contains a due date
- **Blank Page:** use to create a page where you can add text, links, embed video/images (similar to a word document or a webpage) can be used to create a "Welcome" page to course or as appropriate.

- **Tool Link:** use to link students to tools used in your course such as the “Journals” area or their “My Grades” area.
- **Web Link:** use to link students to external websites.
- **Course Link:** use to link students to a folder, or other content area in course (think “shortcut”)
- **Sub header:** use to create “headers” in your course menu and organize menu links under appropriate header; this helps with readability of menu
- **Divider:** use to generate a horizontal divider that you can drag and drop between sections of your course menu to section off areas for organization

To edit your course menu please do the following:

1. Click the “+” button that appears at the top left of the course menu.
2. Choose to add one of the options from the list. In this example I will add a “**Content Area**”
3. Enter a title in the **Name** field to give the menu link a description and be sure to select the checkbox next to “**Available to Users**” to ensure menu link is visible and available to users from the course menu.
4. Click the **Submit** button.



5. The new course menu link will appear at the bottom of your course menu. You can drag and drop the new link to any location on your menu by placing your mouse to the left of the link until you see a cross-hair and move link up or down the menu.
6. Please see the [SacCT Quick Start manual](#)¹ for detailed steps regarding setting up your course and adding basic content.

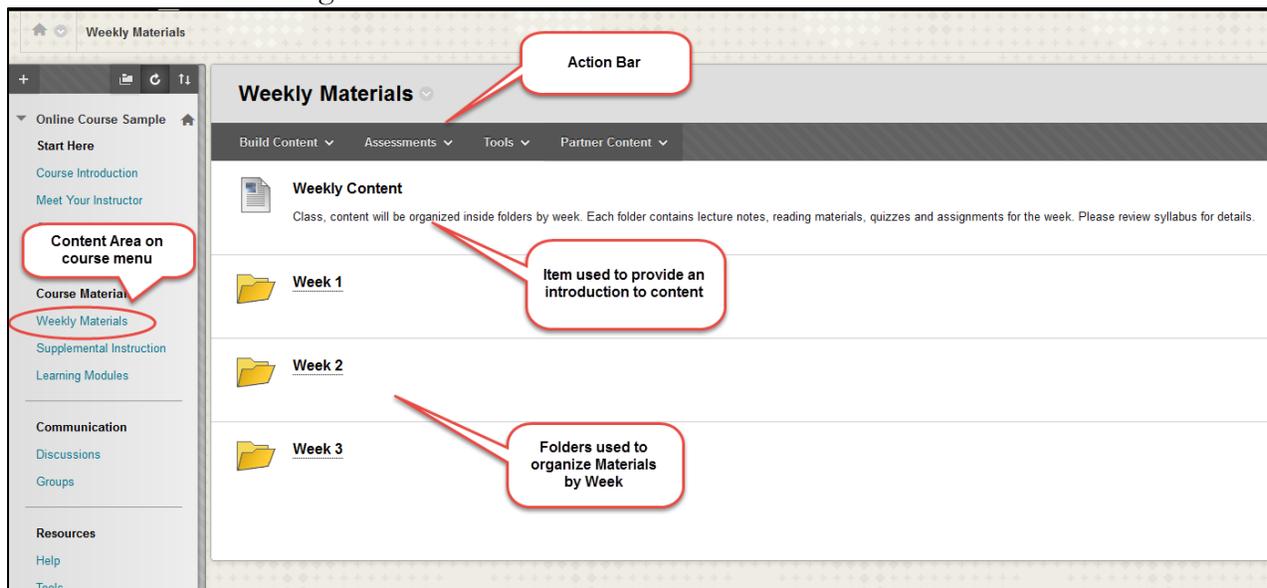
Add an Item, Folder, File or Learning Module

To add an item, folder, file or other content type to your course, you need to start in a Content area in SacCT. When you first activate your course, there is a default content area link on your course menu called “Content” or you can create your own by following instructions above. To add content:

1. Click on a content area from your course menu.

¹ SacCT Quick Start Manual: <http://www.csus.edu/sacct/faculty/sacct-quickstart.pdf>

2. The Content page is empty. From the Action Bar at the top, click the “**Build**” tab and select to add one of the following:
 - a. **Item**: use to create text elements on the content page to introduce users to the content on the page, to provide some context or to provide other relevant information. Items can be a combination of Text, links, images, embedded video, contain attachments and be formatted. Use the text box area to create the item.
 - b. **File**: use to upload files to the content page. Files can be a Syllabus in Word or PDF format, PowerPoint presentation lectures slides, or other files intended for download by students to use in course.
 - c. **Folder**: use this option to structure your content into folders. If you wish to deliver chunks of content by Week, adding folders to represent each week of the semester may be of value. You can also use folders to separate content by topic or unit. To add content into a folder, you need to add folders first and then click on the folder link to add the content within that folder.
 - d. **Learning Module**: Use this content type if you want to present content in a sequential order to your students.
3. Please see the [SacCT Quick Start manual](#)² for detailed steps regarding setting up your course and adding basic content.



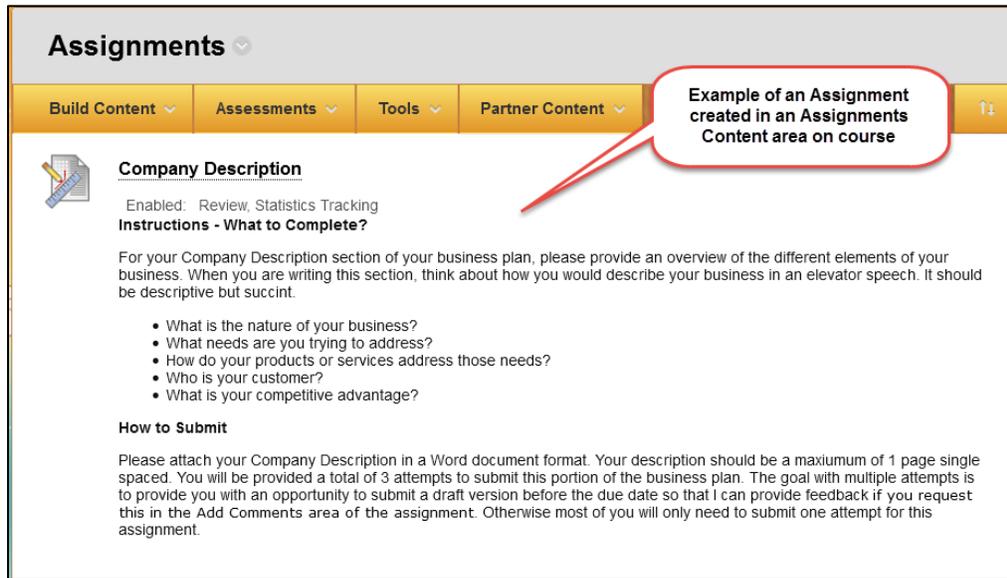
Adding Course Assessments

Two of the most used course assessments are in the form of Assignments and Tests. To add these:

1. From course menu, click on the content area where you wish to post an assessment.

² SacCT Quick Start Manual: <http://www.csus.edu/sacct/faculty/sacct-quickstart.pdf>

2. From the action bar, click on the **Assessments tab** and select the type of assessment you would like to work with:
 - a. **Assignment:** use to provide students with an electronic “drop box” for assignments such as essays, worksheets, term papers etc. Assignments can include instructions and attachments such as resource articles or anything to help student complete assignment. A column in the grade center is automatically created for assignments as you create these.



- b. **Test:** used to deliver formative or summative assessments in the form of multiple choice, true or false or other question type format. Publisher exams can also be imported into SacCT and delivered via the test feature. A grade center column is automatically generated in the grade center when you create a test.



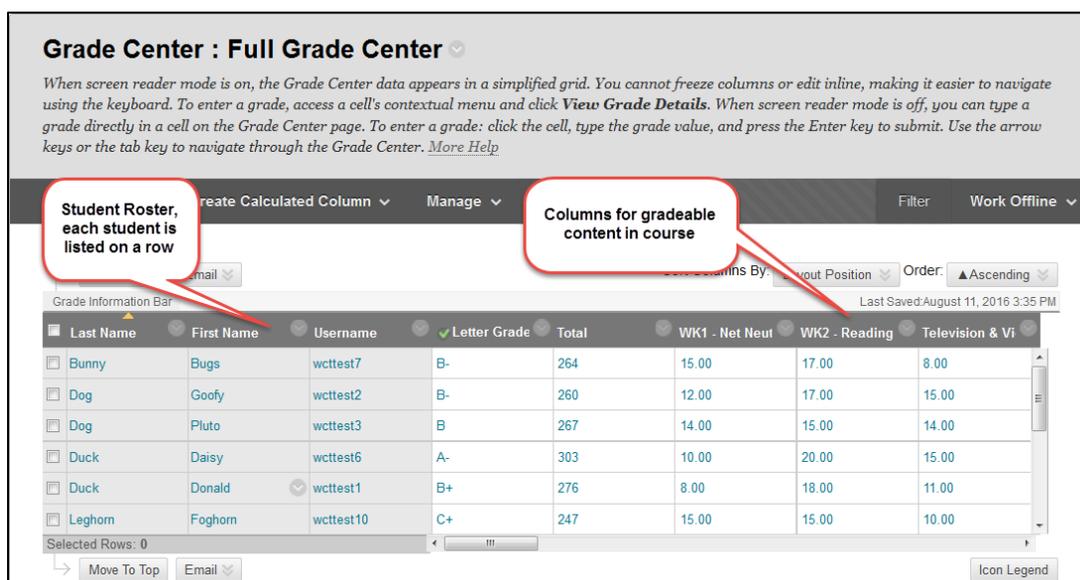
3. See the [Online Assignment](#)³ handout and [Tests](#)⁴ handout for step by step instructions on how to create this content.

³Assignments in SacCT: <http://www.csus.edu/sacct/faculty/sacct-assignments-instructors-sp17.pdf>

⁴ Tests in SacCT: <http://www.csus.edu/sacct/faculty/online-tests-bb9.pdf>

Grade Center

The grade center in SacCT consolidates all gradable course materials into a table that contains your student roster with students listed on rows and columns for each gradable content in your course such as tests, assignments, journals, discussions; anything that contains a score/point value attached that you would grade. Grade columns are created automatically for assignments, tests etc. as you create these. If you have content that you wish to track a grade for in SacCT but are not using a feature in SacCT to deliver that content (e.g. Participation Points, Extra Credit) you can use the “Create Column” feature in the Grade Center to create your own columns and assign point values and due dates as needed. Please see the **Grade Center** handouts located on our [SacCT Faculty Handouts](#)⁵ page for detailed information regarding the various grade center options and features.



Grade Center : Full Grade Center

*When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell's contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)*

Student Roster, each student is listed on a row

Columns for gradeable content in course

Last Name	First Name	Username	Letter Grade	Total	WK1 - Net Neut	WK2 - Reading	Television & Vi
Bunny	Bugs	wcttest7	B-	264	15.00	17.00	8.00
Dog	Goofy	wcttest2	B-	260	12.00	17.00	15.00
Dog	Pluto	wcttest3	B	267	14.00	15.00	14.00
Duck	Daisy	wcttest6	A-	303	10.00	20.00	15.00
Duck	Donald	wcttest1	B+	276	8.00	18.00	11.00
Leghorn	Foghorn	wcttest10	C+	247	15.00	15.00	10.00

Selected Rows: 0

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Preview Course in “Student Preview Mode”

The built in “Student Preview” function in SacCT allows you to enter student view from within any of your courses. The student preview button is located at the top right of your SacCT

course page and it looks like a grey eye:  and is helpful to understand how your students will experience your course.

Please see the [Student Preview quick guide](#)⁶ for step by step information on how to use this feature in SacCT. If your courses are combined, you would enter student preview mode from your Master Course.

⁵ SacCT Faculty Handouts: <http://www.csus.edu/sacct/faculty/docs.stm>

⁶ SacCT Student Preview: <http://www.csus.edu/sacct/faculty/sacct-student-preview.pdf>