

SacCT

Tips and Tricks

HOW TO GUIDE

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

TIPS ON USING SACCT

The following items will help you navigate and use your SacCT courses more easily. From the set up of your internet browser to accessing additional options for icons on your course, these tips will help you be aware of different options in SacCT.

SacCT Browser Check

Make sure you complete this process before you begin using SacCT on your own computer. If you don't, and your browser is not compatible, results will be unpredictable. To check your browser:

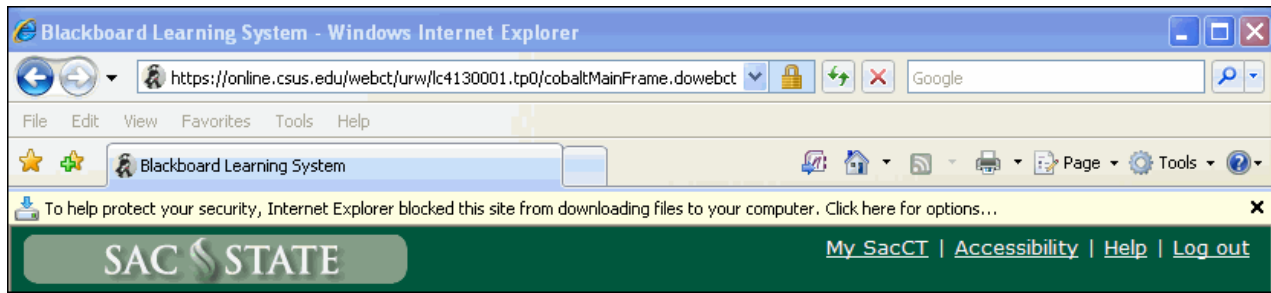
- step 1.* Open an internet browser and go to <https://online.csus.edu>
- step 2.* Click on the **SacCT Login** button.
- step 3.* Click the **Browser Check** link at the top of the SacCT Login username and password fields (the Browser Check is also available from your MySacCT page).
- step 4.* A new window will appear listing your **Browser Check Results**. If the scan found problems, click the problem area and follow the instructions. If you need help modifying your browser settings, scroll to the bottom of the Browser Checker window and adjust your browser settings as instructed.

Refer your students to these steps as well to ensure everyone is ready to use SacCT.

Problems Opening Documents in Internet Explorer

If you notice a problem opening documents posted in SacCT, it may be due to the security settings in Internet Explorer. With the typical security settings, a pale yellow error bar appears at the top of the Internet Explorer browser after you click the link to the document. The error states:

“To help protect your security, Internet Explorer blocked this site from downloading files to your computer. Click here for options...”



To download your file, follow the options listed on the SacCT PC Help page:
<http://www.csus.edu/SacCT/pchelp.stm#Enabledownload>.

SacCT Help

If you're working with SacCT and need help with something, don't forget to first check the "context-sensitive help" that is available in SacCT. Help that available through this option displays differently depending on where you are in SacCT. To access SacCT Help, click the Help link in the upper right corner of the SacCT window.

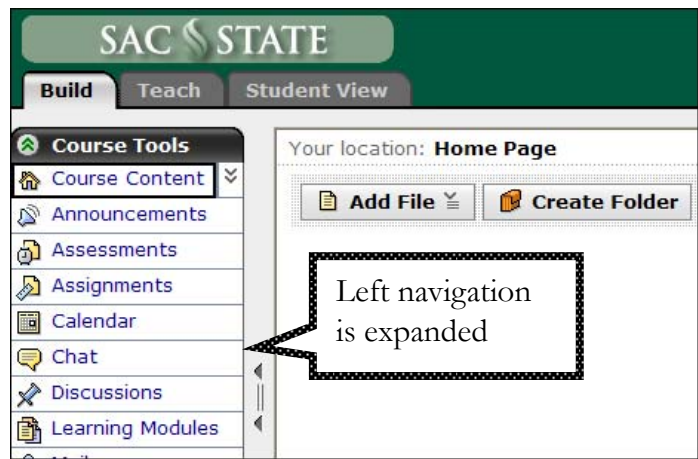
Do Not Use the Back Button

When navigating in SacCT, refrain from using your browser's Back button as this may cause unpredictable results. Always navigate by using the SacCT tool links or by using the navigational links called the breadcrumbs.



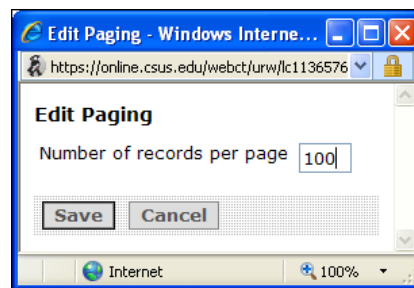
Expand the Left-hand Navigation Panel

If the left-hand navigational links menu collapses and just displays icons, you can always re-expand the menu to make navigation easier.



Set-up Paging Preferences

When working with the Grade Book, File Manager, Discussions and Mail tools, you'll notice that by default, the number of records shown on a page is 20. Set up paging preferences for each tool to change this. Look for the small page icon at the bottom of the window of the corresponding tool to change the preferences.



Look for the ActionLinks Menu

When you're trying to change a link name, icon, preferences, quiz property, etc... make sure you're on the Build tab, then look for the ActionLinks button next to the item. The ActionLinks button is a small, gray box located to the right of an item. Click the ActionLinks icon to display the menu.

