How to Guide

How Can I Add a Test Student to My Course?

Instructors can add a test student to each course in SacCT via a utility in the Course Tools menu. Follow the steps below to add a test student to the system and then to each course you teach.

Add the Test Student Account

**step 1.** Open your web browser and navigate to [http://online.csus.edu/](http://online.csus.edu/)

**step 2.** Click the SacCT Login button

**step 3.** Enter your saclink username and password and click Login.

**step 4.** Open a course where you are an instructor.

**step 5.** Select the Course Tools link from the Course Management menu.

**step 6.** Click Add Test Student.

**step 7.** If the test student account does not yet exist on the system, you are asked to create it, as shown in the screen image below.
**a.** To add the new account, accept the Username as shown, which will add an “_s” at the end of your SacCT ID. The name of the account is always “Test Student”.

**b.** Enter a password for the new account and then enter the password again to confirm. Be sure to write down the password for your account.

**c.** Click the **Enroll** checkbox.

**d.** Click the **Submit** button. The account is created and added to the course as a student.

**step 8.** If your test student account already exists, but the test student account is not enrolled in this course, you are shown a button to enroll your test student account to the current course (see image below). In this case, click the **Enroll Test Student** button.
**step 9.** If the test student account already exists and is enrolled in the course, you can click a button to unenroll the test student account from the course, as shown below.

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**USING THE TEST ACCOUNT**

Once you have added the test student account to your course, login to SacCT through the main SacCT support website [http://online.csus.edu/](http://online.csus.edu/) using the test student account login ID and password.
Please note: You cannot login with a test student account or guest account from the My Sac State portal (https://my.csus.edu/). Thus, ensure you are using the correct login page, http://online.csus.edu/.

- The best way to use the account is to use two different Web browsers (e.g., Internet Explorer and Firefox, or Safari and Firefox). Login to the course as the instructor in one browser and then login to the same course as your test student account in the other browser.
- This test student account is tied to an individual instructor and can be added to any course for that instructor. Do not share the password with others because they will gain access to ALL the courses associated with this test account.
- For courses with multiple instructors, if more than one instructor wants to have a test student account in a course, each instructor needs to use this tool to create a personal test student account for the course.
- An instructor can create only one test student account.