

To Give Students Permission to Test

Note: In order to do this, you should be on campus, or use All Access. All Access can even be set up for you Android device, Mac, iPad or iPhone. If you have trouble with these instructions, please call 801.957.5555.

From An Emporium computer:

Navigate to the web address: vxenwilb.slcc.int

Put in your SLCC username and password
Select "SLCCI" from the drop down (you don't want to be a student!)

Select a browser of your choosing ("Internet Explorer SLCC School Work" is fine)

Accept the agreement

From Home (or somewhere other than SLCC):

Navigate to the SLCC website: slcc.edu

Hover on Faculty & Staff, go down and click on All Access.

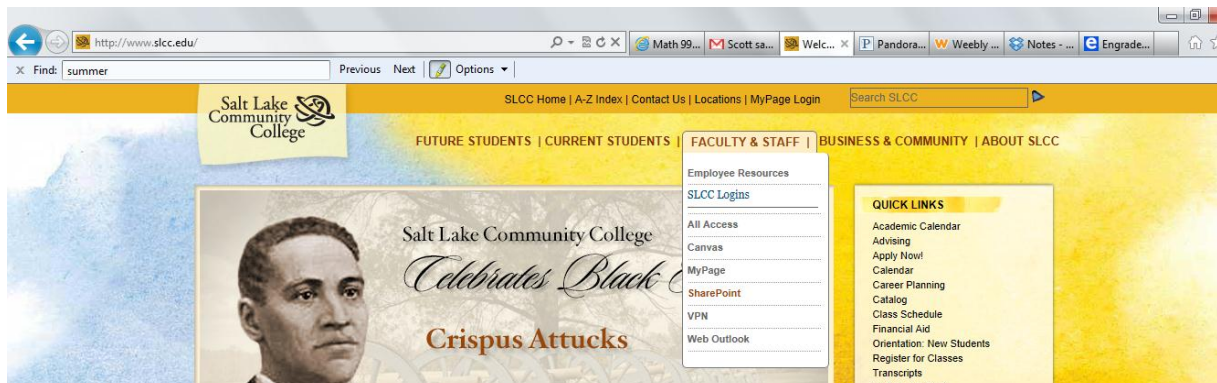
Put in your SLCC username and password, and login.

If this is your first time on your computer, you will need to install the Citrix applications. So run and install as necessary. If help is needed, install instructions are found at the bottom of that webpage.

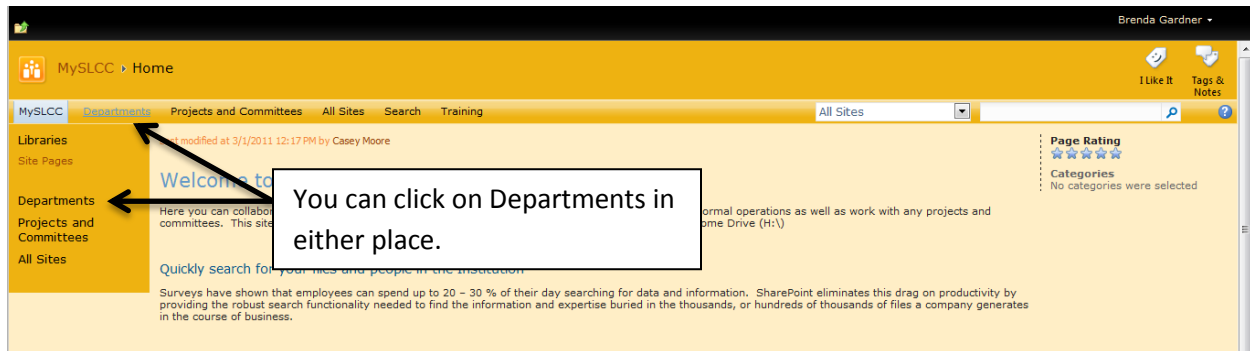
Once logged in, select a browser of your choosing ("Internet Explorer SLCC School Work" is fine)

Accept the agreement

1. Go to <http://slcc.edu>. Choose Faculty & Staff > Sharepoint



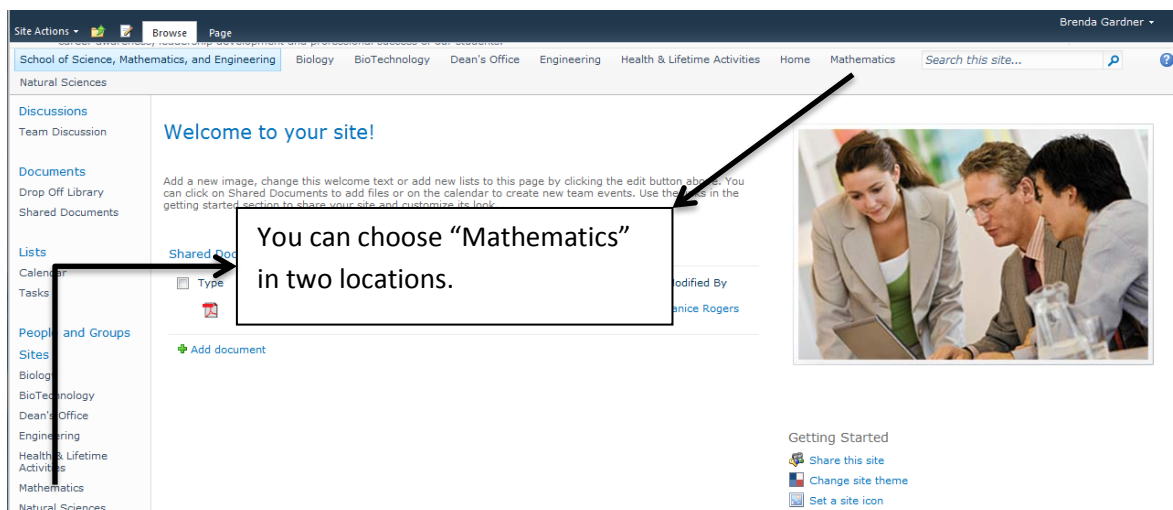
2. Click on “Departments”



3. Scroll Down to find “School of Science, Mathematics, and Engineering”



4. Click on “Mathematics”



5. Choose the “CPMA Summer 2013” from Lists

SLCC Mathematics Department SharePoint site

Salt Lake Community College Mathematics Department

Libraries

- Site Pages
- Shared Documents
- Challenge Exams
- Assessment
- Final Exam Objectives
- Math Department Handbook
- Department Minutes
- Testing Center/DRC
- Developmental Math Tests
- Department Final Exams
- CPMA
- Lists**
- Calendar
- Tasks
- CPMA Summer 2013

Shared Documents

Type	Name	Modified	Modified By
Document	HW Coversheet S_12	4/19/2012 7:06 PM	Yulia Danilova
Document	HW Reqs S_12	12/2/2011 1:27 PM	Suzanne Mozdy
Document	Incomplete I Grade Contracts_Blank_Form	12/12/2012 1:17 PM	Yvette Evans
Document	Math 1060 examples of reflective writing	1/5/2012 3:28 PM	Kathy Eppler
Document	office hours	6/3/2013 10:41 AM	Suzanne Mozdy
Document	SLCC Math Syllabus Content	4/19/2013 3:12 PM	Ronald McKay
Document	Tenure Evaluation Committee Selection Tips	5/1/2012 10:47 AM	Brenda Santistevan
Document	Tenure Evaluation Dossier Design Tips	5/1/2012 10:46 AM	Brenda Santistevan

Getting Started

- Share this site
- Change site theme
- Set a site icon
- Customize the Quick Launch

6. This is a worksheet that you can sort by instructor, student name, etc

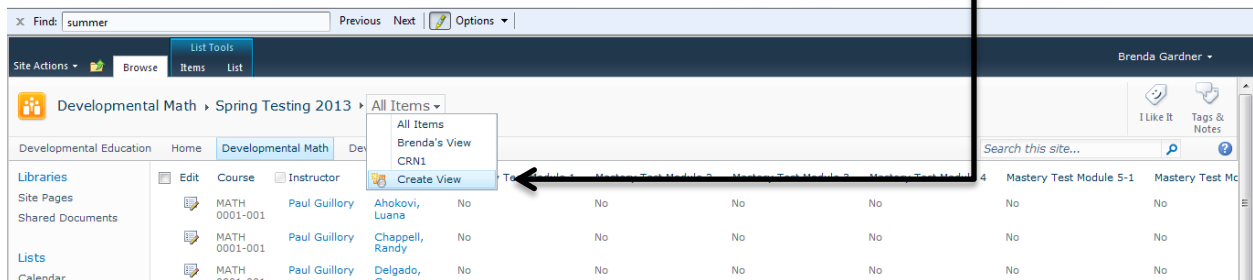
Edit	Course	Instructor	Student	Mastery Test Module 1	Mastery Test Module 2	Mastery Test Module 3	Mastery Test Module 4	Mastery Test Module 5-1	Mastery Test Module 5-2
	A on Top		Ahokovi, Luana	No	No	No	No	No	No
	Z on Top		Chappell, Randy	No	No	No	No	No	No
	Clear Filter from Instructor		Delgado, Greg	No	No	No	No	No	No
	Ahmed Kergaye		Esseba, Rachel	No	No	No	No	No	No
	Amanda Mitchell		Euan, Sabrina	No	No	No	No	No	No
	Brenda Gardner		Farnsworth, Cody	No	No	No	No	No	No
	Cam Mosher		Hyde, Melissa	No	No	No	No	No	No
	Candace Wignall		Knight, Teya	No	No	No	No	No	No
	Carla Kulinsky								
	Carleen Mumaw								
	Caryl Pozza								
	Charlie Hemming								
	Daniel Kiser								

7. You can now find your students and change their default “no” to a “yes” for the Module they are ready to test on. See below for instructions on creating a “nicer” view of the database.

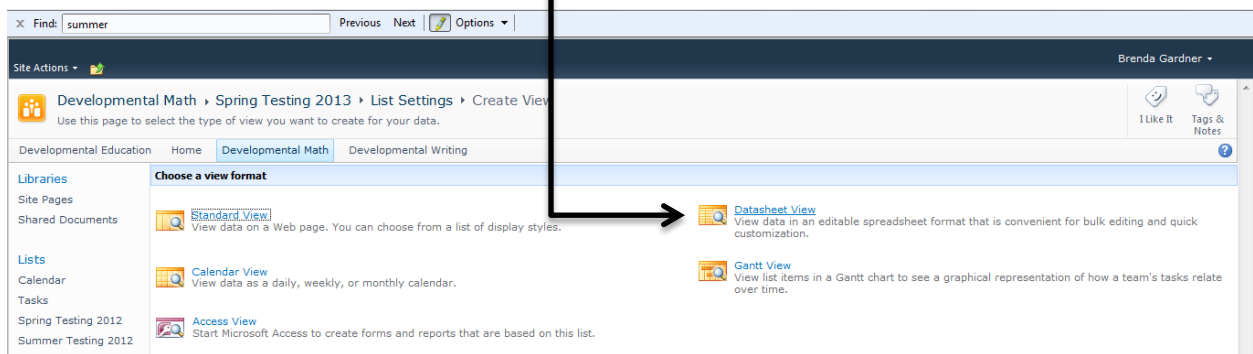
To create your own view

You can do this so that you only see your assigned students

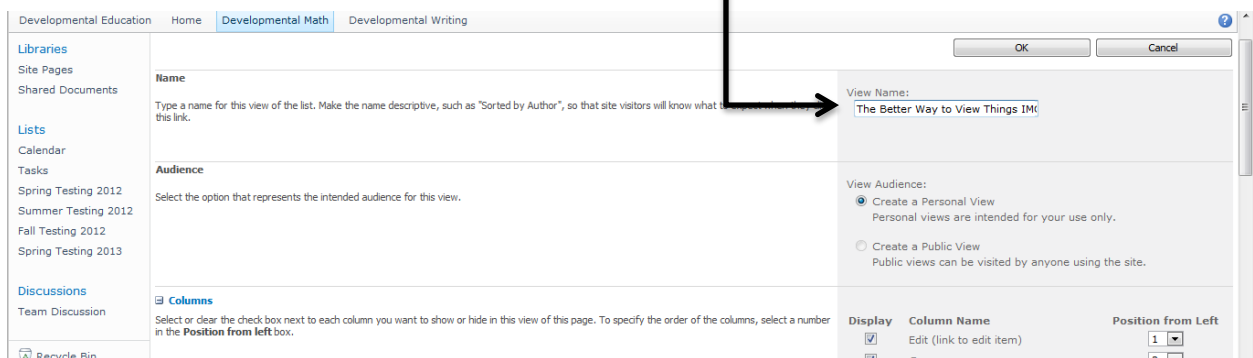
1. Click on the drop down menu "All Items" and Choose "Create View"



2. Click on Datasheet View



3. Type in a Name for your customized view



4. You can change the order of what you see under “Columns”. The Mastery tests by default are not in order, so you may want to change the order of them here.

Site Actions | Columns | Select or clear the check box next to each column you want to show or hide in this view of this page. To specify the order of the columns, select a number in the **Position from left** box.

Display	Column Name	Position from Left
<input checked="" type="checkbox"/>	Edit (link to edit item)	1
<input checked="" type="checkbox"/>	Course	2
<input checked="" type="checkbox"/>	Instructor	3
<input checked="" type="checkbox"/>	Student (linked to item with edit menu)	4
<input checked="" type="checkbox"/>	Mastery Test Module 1	5
<input checked="" type="checkbox"/>	Mastery Test Module 2	6
<input checked="" type="checkbox"/>	Mastery Test Module 3	7
<input checked="" type="checkbox"/>	Mastery Test Module 4	8
<input checked="" type="checkbox"/>	Mastery Test Module 5-1	9
<input checked="" type="checkbox"/>	Mastery Test Module 6	10
<input checked="" type="checkbox"/>	Mastery Test Module 7	11
<input checked="" type="checkbox"/>	Mastery Test Module 8-1	12
<input checked="" type="checkbox"/>	Mastery Test Module 9	13
<input checked="" type="checkbox"/>	Mastery Test Module 10	14
<input checked="" type="checkbox"/>	Mastery Test Module 11	15
<input checked="" type="checkbox"/>	Mastery Test Module 12	16
<input checked="" type="checkbox"/>	Mastery Test Module 5-2	17
<input checked="" type="checkbox"/>	Mastery Test Module 8-2	18
<input type="checkbox"/>	Attachments	19
<input type="checkbox"/>	Content Type	20

Notice that Module 5-2 doesn't appear until after Module 12. I suggest positioning 5-2 as Position "10" and 8-2 as Position "14"

5. Scrolling further down the page, you can find the “Filter”. This is where you can specify what you want to see in your rows. I suggest choosing the filter based on your students. To do this, select the filter, Choose “Instructor”, keep “is equal to” and then type in your name.

Filter | Show all of the items in this view, or display a subset of the items by using filters. To filter on a column based on the current date or the current user of the site, type [Today] or [Me] as the column value. Use indexed columns in the first clause in order to speed up your view. Filters are particularly important for lists containing 5,000 or more items because they allow you to work with large lists more efficiently. [Learn about filtering items.](#)

☐ Show all items in this view
☒ Show items only when the following is true:
 Show the items when column
 Instructor is equal to Brenda Gardner
☐ And ☒ Or
 When column
 None is equal to

6. Click “OK” at the bottom of the page.

You should now see just your students in a “pretty” checkbox format. Next time you come back to sharepoint, just pick your customized view. You can always go back to the full worksheet if you are giving permission to a student that is not yours.

Developmental Math | Spring Testing 2013 | Brenda's View

Course	Instructor	Student	Mastery Test Module 1	Mastery Test Module 2	Mastery Test Module 3	Mastery Test Module 4	Mastery Test Module 5-1	M
MATH 0001-006	Brenda Gardner	Champion, Christine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MATH 0001-006	Brenda Gardner	Drumm, James	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MATH 0001-006	Brenda Gardner	Helgren, Keegan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MATH 0001-006	Brenda Gardner	Lam, Andrew	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MATH 0001-006	Brenda Gardner	Libby, Dannie	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MATH 0001-006	Brenda Gardner	Marshall, Matthew	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MATH 0001-006	Brenda Gardner	Rodriguez, Kenya	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MATH 0001-006	Brenda Gardner	Winters, Valentino	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MATH 0002-006	Brenda Gardner	Aparcana, Patricia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MATH 0002-006	Brenda Gardner	Belker, Derek	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MATH 0002-006	Brenda Gardner	Gunther, Ingrid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

1. Click on a new row (*the star on the left hand column). The new row should be highlighted.