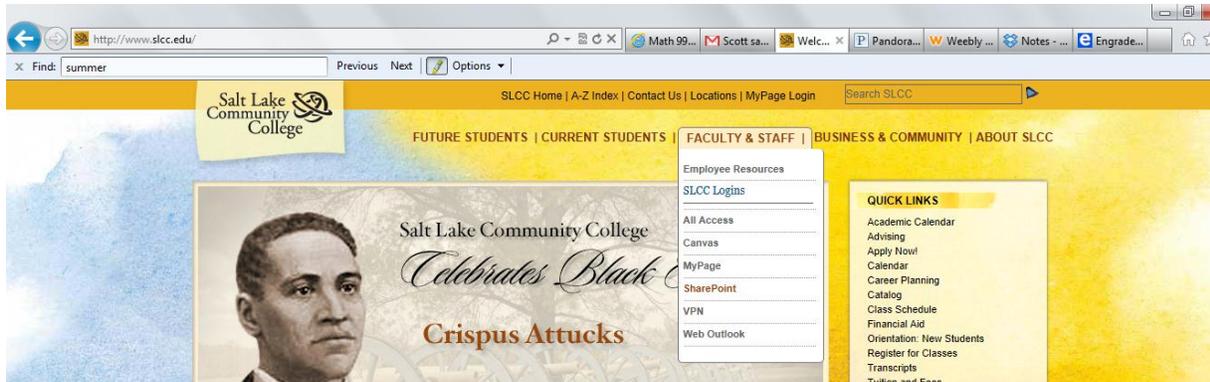


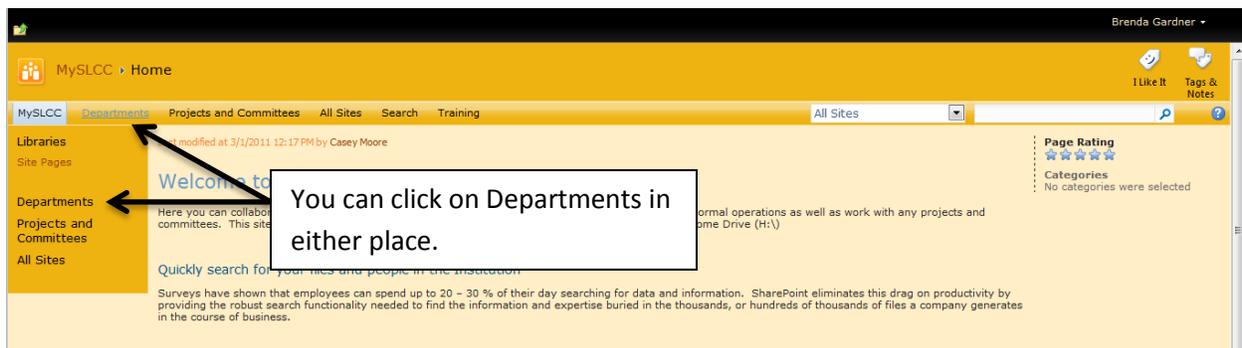
To Give Students Permission to Test

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 do not know how to use all access, please call 801.957.5555 to get set up.

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



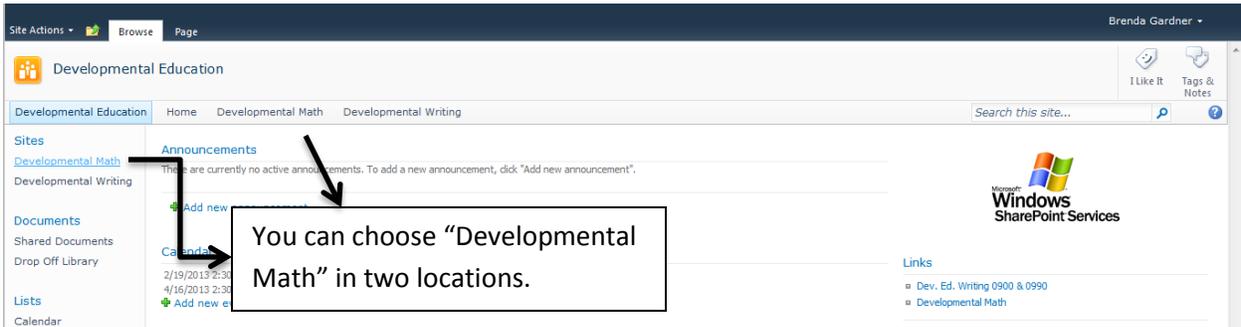
1. Click on “Departments”



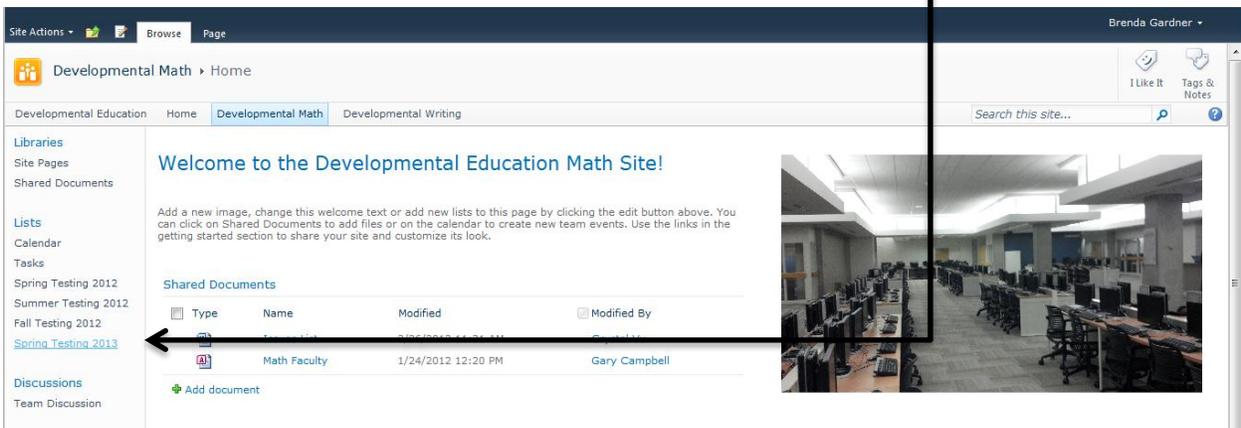
2. Scroll Down to find “Developmental Education”



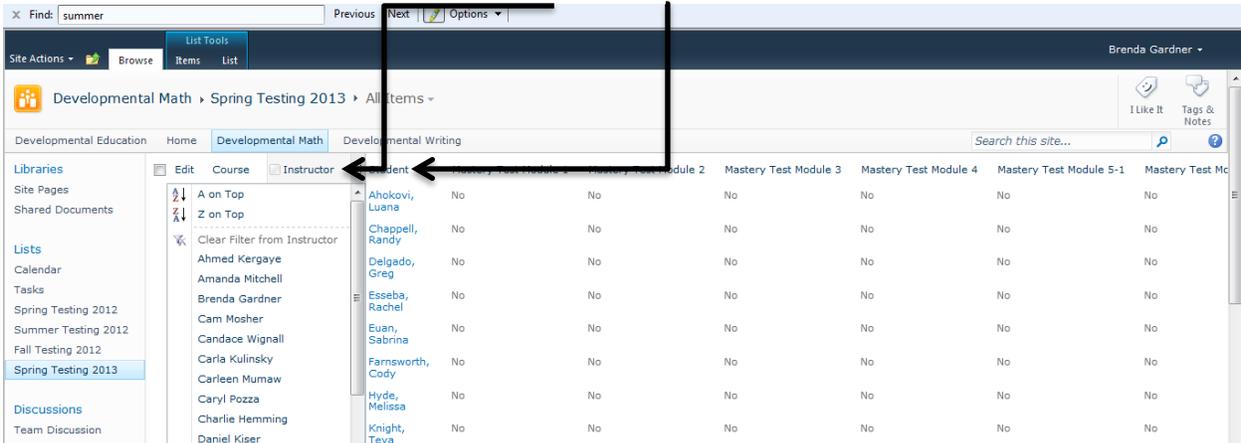
3. Click on “Developmental Math”



4. Find the current semester from the list on the left hand side



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

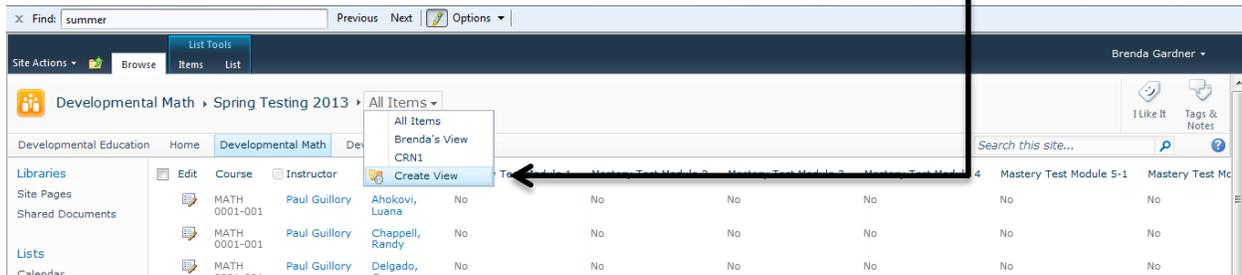


5. You can now find your students and change their default “no” to a “yes” for the Module they are ready to test on

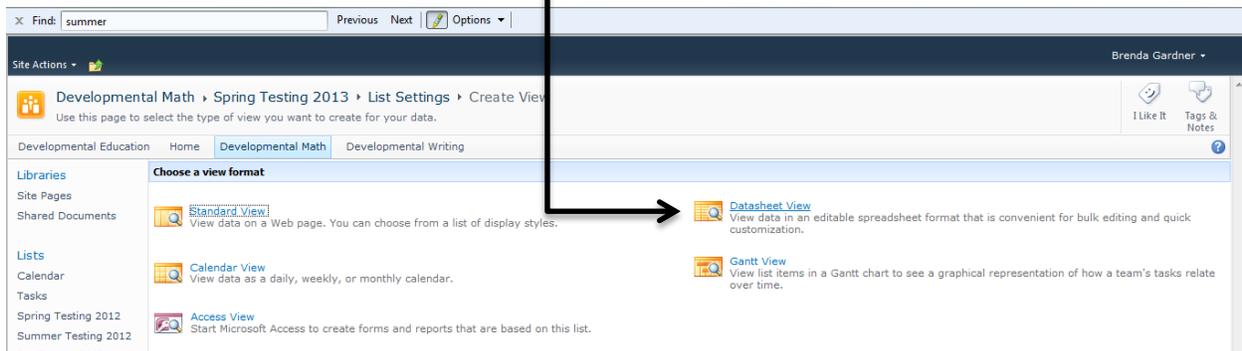
To create your own view

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



- 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 Brenda Gardner

Team Discussion

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"

- 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

- 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

Developmental Education Home Developmental Math Developmental Writing

Search this site...

Libraries	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
Site Pages	MATH 0001-006	Brenda Gardner	Champion, Christine	<input type="checkbox"/>					
Shared Documents	MATH 0001-006	Brenda Gardner	Drumm, James	<input type="checkbox"/>					
	MATH 0001-006	Brenda Gardner	Helgren, Keegan	<input type="checkbox"/>					
Lists	MATH 0001-006	Brenda Gardner	Lam, Andrew	<input type="checkbox"/>					
Calendar	MATH 0001-006	Brenda Gardner	Libby, Dannie	<input type="checkbox"/>					
Tasks	MATH 0001-006	Brenda Gardner	Marshall, Matthew	<input type="checkbox"/>					
Spring Testing 2012	MATH 0001-006	Brenda Gardner	Rodriguez, Kenya	<input type="checkbox"/>					
Summer Testing 2012	MATH 0001-006	Brenda Gardner	Winters, Valentino	<input type="checkbox"/>					
Fall Testing 2012	MATH 0002-006	Brenda Gardner	Aparcana, Patricia	<input type="checkbox"/>					
Spring Testing 2013	MATH 0002-006	Brenda Gardner	Belker, Derek	<input type="checkbox"/>					
	MATH 0002-006	Brenda Gardner	Gunther, Ingrid	<input type="checkbox"/>					

Adding Students to Sharepoint

If you need to add a student to the class (he/she doesn't show up in your list because they added after the file was created), do the following

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

Spring Testing 2012	MATH 0001-006	Brenda Gardner	Rodriguez, Kenya	<input type="checkbox"/>					
Summer Testing 2012	MATH 0001-006	Brenda Gardner	Winters, Valentino	<input type="checkbox"/>					
Fall Testing 2012	MATH 0002-006	Brenda Gardner	Aparcana, Patricia	<input type="checkbox"/>					
Spring Testing 2013	MATH 0002-006	Brenda Gardner	Belker, Derek	<input type="checkbox"/>					
Discussions	MATH 0002-006	Brenda Gardner	Gunther, Ingrid	<input type="checkbox"/>					
Team Discussion	MATH 0002-006	Brenda Gardner	Harrelson, Laura	<input type="checkbox"/>					
	*			<input type="checkbox"/>					

2. Click in the Course and choose the correct option.

Summer Testing 2012	MATH 0002-006	Brenda Gardner	Aparcana, Patricia	<input type="checkbox"/>					
Fall Testing 2012	MATH 0002-006	Brenda Gardner	Belker, Derek	<input type="checkbox"/>					
Spring Testing 2013	MATH 0002-006	Brenda Gardner	Gunther, Ingrid	<input type="checkbox"/>					
Discussions	MATH 0002-006	Brenda Gardner	Harrelson, Laura	<input type="checkbox"/>					
Team Discussion	M			<input type="checkbox"/>					
	MATH 0001-006			<input type="checkbox"/>					
	MATH 0002-006			<input type="checkbox"/>					

3. Likewise, choose yourself as the instructor.

Spring Testing 2012	MATH 0001-006	Brenda Gardner	Winters, Valentino	<input type="checkbox"/>					
Summer Testing 2012	MATH 0002-006	Brenda Gardner	Aparcana, Patricia	<input type="checkbox"/>					
Fall Testing 2012	MATH 0002-006	Brenda Gardner	Belker, Derek	<input type="checkbox"/>					
Spring Testing 2013	MATH 0002-006	Brenda Gardner	Gunther, Ingrid	<input type="checkbox"/>					
Discussions	MATH 0002-006	Brenda Gardner	Harrelson, Laura	<input type="checkbox"/>					
Team Discussion	MATH 0001-006	Brenda Gardner		<input type="checkbox"/>					
	*			<input type="checkbox"/>					

4. Type in the Student's Name (Last, First)

Discussions	MATH 0002-006	Brenda Gardner	Gunther, Ingrid	<input type="checkbox"/>					
Team Discussion	MATH 0002-006	Brenda Gardner	Harrelson, Laura	<input type="checkbox"/>					
	*	MATH 0001-006	Brenda Gardner	Student, New	<input type="checkbox"/>				