Oncourse Quick Start Guide: For Students

Created By: IT Training

PLEASE NOTE: This is designed to provide a basic introduction to the Oncourse tools most frequently used in courses.

This document contains the following how-to guides:

- Getting Started with Oncourse
- Assignments 2, Completing an Assignment
- Making Oncourse Your Own
- Using the Messages Tool
- Using Resources in Oncourse

We hope you find the information in the document to be useful.

For more information

For the latest Oncourse information and resources online, add:
http://oncourse.iu.edu/info
to your list of favorites/bookmarks.

There you'll find recent announcements, a getting started guide, short online demonstrations, short "least-you-need-to-know" documents, self-study step-by-step materials, help documentation and more. You'll also find contact information for your campus teaching and learning center.

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Getting Started with Oncourse, For Students

This is a quick introduction to Oncourse for students.

Getting There

Any supported browser is the starting point for entry.

1. **Open a Web browser**, such as Internet Explorer or Firefox.
2. **Type** http://oncourse.iu.edu **in the address bar.**

Finding Help

On the left side of the main Oncourse page (Figure 1) there are links to help resources.

1. **Click Training & Support.**
   Of particular interest on this page are the links for Oncourse Tips, Feature demonstrations (which are 2-4 minute video tutorials) and Least You Need to Know documents.
2. **Click Help.**
   a. In the upper left frame, **Type a search term** and **Click Search.**
   b. In the lower left frame, **Click the + sign** to see topics, and then **Click the topic of interest**.
   c. In the right frame, **Click the links** to access help documents and videos listed above.

   Note: The link for Help and the Feature Demos are also available after you are logged into Oncourse.

Figure 1

Logging In

You now need to login to Oncourse.

1. In the upper right corner of the screen, **Click the Login button**.
2. **Enter your username and your passphrase.**
3. **Click login**.
   Logging in successfully takes you to **My Workspace**, your personal area in Oncourse.

Exploring Tabs

The sites to which you belong are displayed as tabs across the top of the screen (Figure 2). If you belong to more sites than can be displayed as tabs, the additional sites can be accessed by clicking - more -.

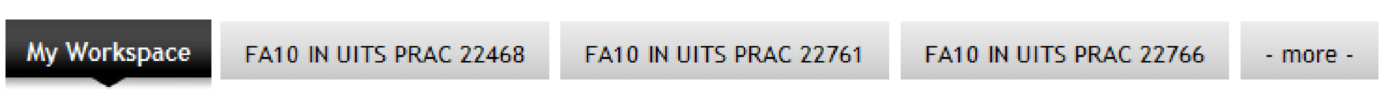

Figure 2

1. To enter a specific site, **Click a site tab**.
2. To return to My Workspace, **Click My Workspace.**
3. To see additional sites, on the far right, **Click - more -**.

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Oncourse: Assignments 2, Completing an Assignment

Students can complete an assignment in multiple ways. Always check with the course instructor for the method used in each course. This document shows how to use the Assignments 2 tool.

Viewing the Assignment List in Assignments 2

The Assignments 2 tool displays a list of assignments the instructor has posted.

*Note: If you see the **Assignments** tool listed instead see the document Oncourse: Completing An Assignment.*

1. From the tools on the left, **Click Assignments 2**, you will see a list of assignments
   *Note: On the **Assignment List** screen, a check box under the **Completed** column displays a completion status.*
2. To see the details of a particular assignment, under the title of that assignment, **Click View Details and Submit**.
   *Note: If an instructor is accepting late submissions and the assignment is past due, its **Due** date will be marked by **(Late)**.*

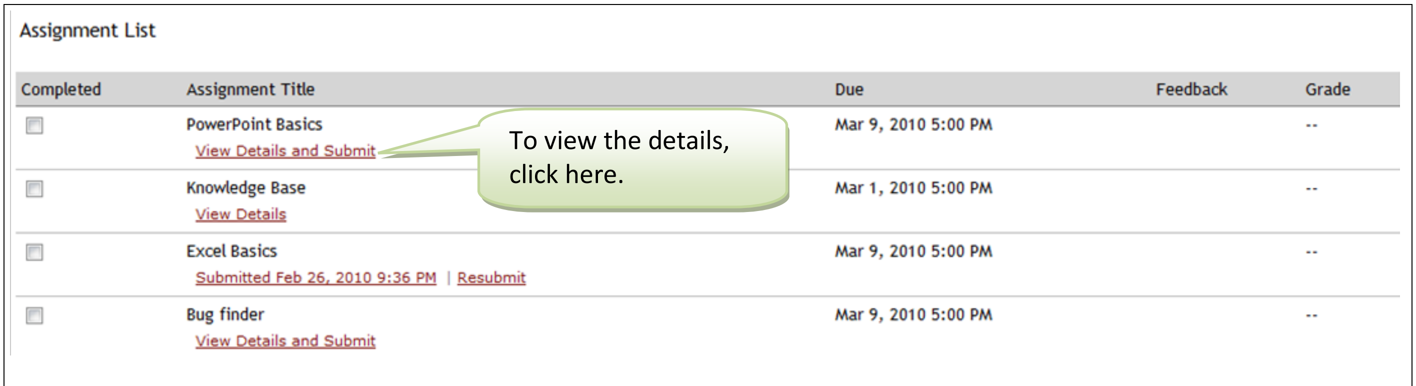

Figure 1

The screen displays the assignment's details at the top, as well as any instructions or attachments, as shown in **Figure 2**.

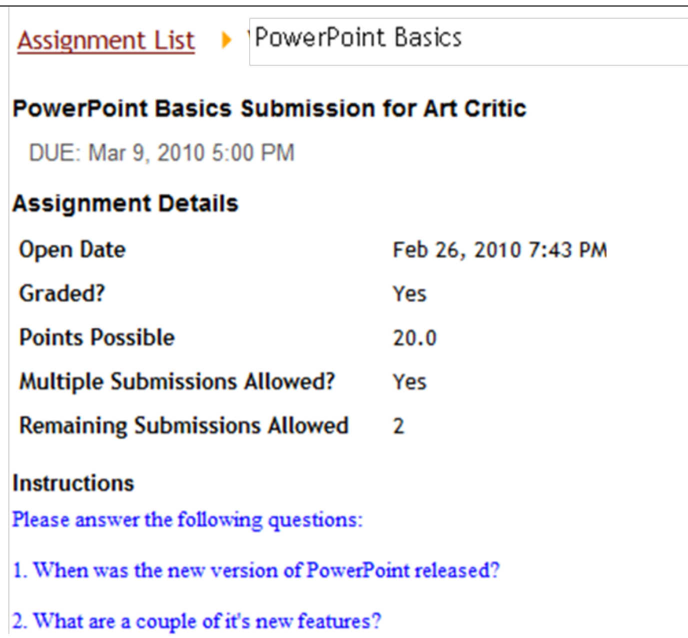

Figure 2

3. Optionally, to view an attachment (if available), **Click the attachment name** under **Attachments**.

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Using the Text Box

The instructor may allow you to submit your assignment via a text box. To be sure you don't lose any work; you should type your response in another application, such as Word and then paste your assignment into the text box.

Figure 3

1. Under **Submission Text**, **Click the Paste icon** in the text box toolbar.
2. Or **Click the Paste from Word icon**.
   When clicking the **Paste from Word icon**, the **Paste from Word dialog box** opens.
   a. In the Paste from Word dialog box, **Click in the text area**.
   b. **Press Ctrl + v**.
   c. **Click OK**.

Adding Attachments

The instructor may also expect you to submit your assignment by attaching one or more files. You can attach any file for an assignment. You can add any number of attachments, and they can be any combination of local files, web sites, and items stored in Resources.

Adding Attachments from a Computer:

1. To attach a file, **Click Add Attachments.**
   You will see the **Add a File Attachment** dialog box. This allows for three situations:
   - **Upload local file** - A file that is on your local computer
   - **URL (link to website)** – A file or page in an external Web site
   - **Select a resource** – An item stored in the Resources folders in **My Workspace**

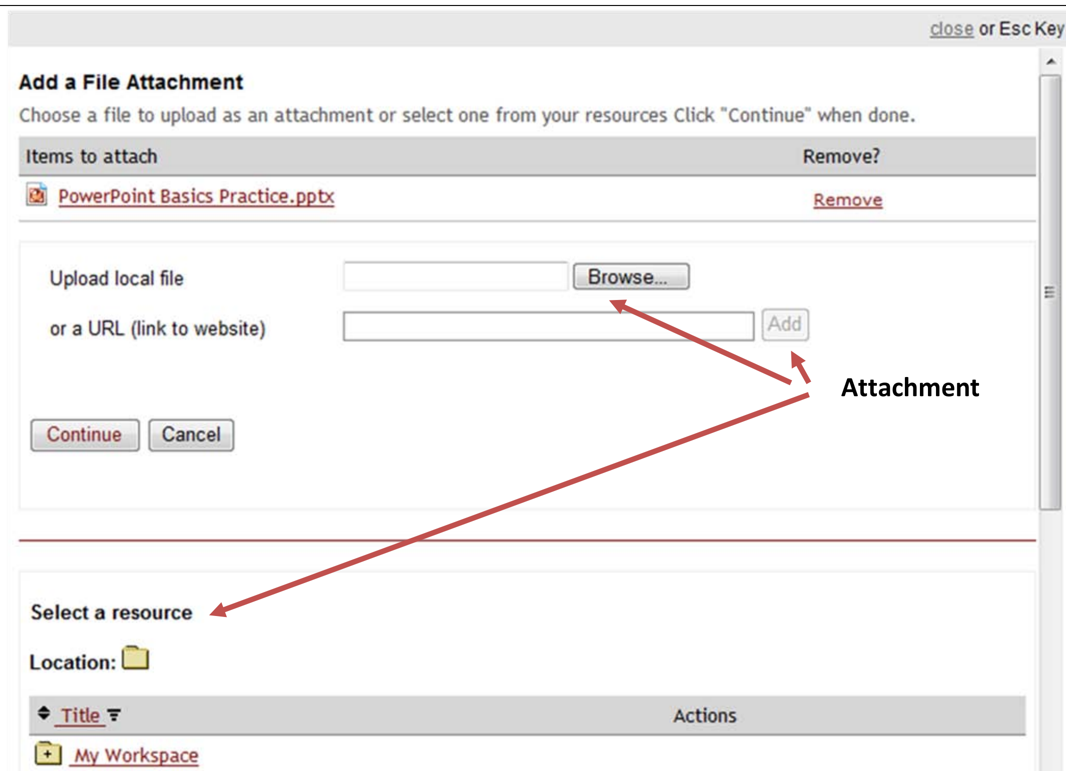

Figure 4

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Uploading a local file:

2. To search for and upload a file, next to **Upload local file**, **Click Browse**…
3. **Navigate to the location of the file** you wish to use.
4. To select and upload the file, **Double-click the file name**.
5. To finish attaching the file and return to the **Assignment Submission Form**, **Click Continue**.

Attaching a URL:

1. To attach a URL, under the URL (link to website), **Type the URL** in the box provided.
2. You don't need to include the **http://** when typing the URL.
3. **Click Add**.
4. To finish attaching the URL and return to the **Assignment Submission Form**, **Click Continue**.

Adding an Item from Resources:

5. **Open the folder** that contains the file you want to attach.
6. Under **Select a resource**, **Click Attach a copy** next to the file you want to add.
7. To finish attaching the file and return to the **Assignment Submission Form**, **Click Continue**.
   *Note: Once a file has been added to **Resources**, it becomes readily available for attachment to other objects in Oncourse, such as announcements, private messages, and assignments. You can attach a file from one of your other sites, including **My Workspace** area, provided the file's **Availability and Access** properties are set to **This file is publicly viewable**. To browse for files in other sites, click the **Show other sites** link.*

Submitting the Assignment

Buttons at the bottom of the screen allow you to submit, preview, save a draft of your work, or cancel out of the screen without saving any work.

1. To make the submission available, **Click Submit→ Click Yes, Continue** in a new dialog box.
   *Note: To view the submission, without posting it, **Click Preview**,*

   *Note: To save your work, then return later to revise and finish, **Click Save and Exit**,*

   *Note: To return to the **Assignment List** screen without saving your work, **Click Cancel →Click Yes** in a new dialog box.*

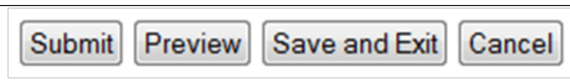

Figure 5

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Making Oncourse Your Own, For Students

Personalize your Oncourse environment with these steps to modify the look and function of some features

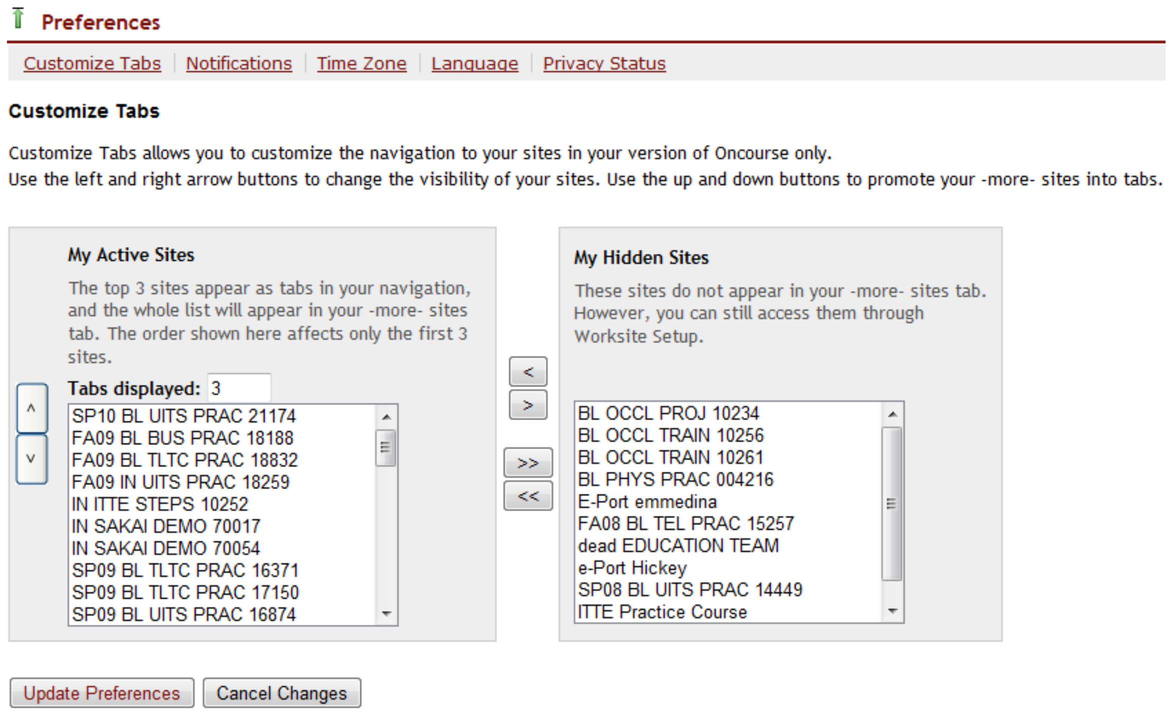

Figure 1

Rearranging Tab Positions

The number and order of the course and project site tabs can be customized so that they are positioned most conveniently for you.

1. **Click My Workspace**.
2. In the navigation pane at the left of the screen, **Click Preferences.**
3. Near the top of the screen, **Click the Customize Tabs link**, if necessary.

You can control the number of tabs that appear across the top the screen. Sites in addition to the number you choose to display can be accessed by using the - more - tab. Only the order of those sites appearing in tabs can be altered.

4. If necessary**, Type the number of tabs you want visible in the Tabs display textbox**.
5. In the **My Active Sites** list on the left, **Click a site you would like to re-order.**
   Note: You can use Ctrl+Click [Mac:Command+Click] to select multiple sites.
6. To move the item in the list, **Click an arrow button up or down as desired**.
7. To save the changes, at the bottom of the screen, **Click Update Preferences.**
   Note: You may need to click a tool on the left side of the window in order to view the changes to the tabs.

Setting Notification Preferences

Choose how you receive email notifications of site activity. For new Announcements, Resources, Syllabus items you are choosing how you receive low priority notifications. High priority notifications from these tools are always sent to your email. Fore new Email Archive, Matrices and Wizards notification you are choosing how you receive all notifications.

1. **Click My Workspace**.
2. From the list of tools to the left, **Click Preferences**.
3. Near the top of the screen, **Click the Notifications link**.
   The options for each type of notification are:
   - To receive each notification separately.
   - To receive one email per day summarizing the notifications.
   - To not receive a notification.
4. For each type of Notification, **Choose the option you desire**.
5. When you have set all of your options as desired, at the bottom of the screen, **Click Update Preferences**.

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Setting Privacy Status

Set your visibility (and communication capability) with others in a site.

1. **Click My Workspace**.
2. From the list of tools to the left, **Click Preferences**.
3. Near the top, **Click the Privacy Status link**.
4. To change your privacy status for a particular site, in the Choose a site drop-down list, **Select the appropriate site**.
5. Set your privacy status preference to the appropriate option of either:
   - **Remain hidden in this site**.
   - **Make me visible in this site.**
6. **Click Update**.
7. To change your privacy status for all your sites at once **Click the button** for the appropriate option of either:
   - **Show Me in All Sites**.
   - **Hide Me in All Sites**.

Editing Your Profile

The Profile tool can have institutionally or individually provided information about any user in the system. You can edit your Profile information, control access, and include personal images or institutionally provided images.

1. **Click My Workspace**.
2. From the list of tools on the left, **Click Profile**.

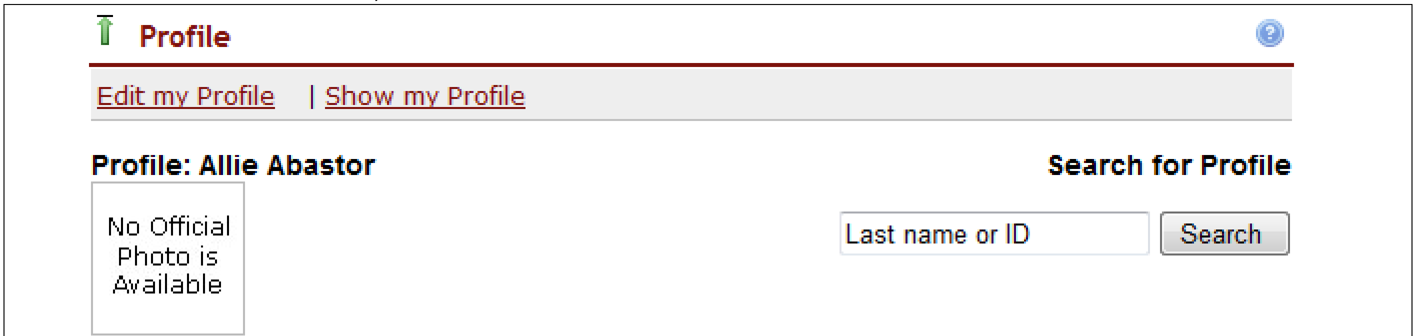

Figure 2

3. At the top of the page, **Click the Edit my Profile link**.
4. **Edit, add, hide or reveal information using the fields and text tool**.
   If you want to add a picture to your profile you must put it in My Resources or another web-accessible location.
   a. Next to Picture, **Click Use Picture URL:**
   b. In the corresponding field, **Enter the URL for your image file**.
5. At the bottom of the screen, **Click Save**.

Searching for Profiles

When you are logged into Oncourse you may search for another user's profile, using this tool to obtain any information a user has made public

1. **Click My Workspace**.
2. In the list of tools to the left, **Click Profile**.
3. In the Search for Profile field, at the right of the screen, **Type the person's last name or username**.
4. **Click Search**.
5. **Click a Name from the results of the search**.
6. If necessary, to allow content that wasn't securely delivered to display, **Click No.**
7. To return to your own profile, at the top of the screen, **Click the Show my Profile link**.

Adjusting the Time Zone

Select your time zone for tools such as Schedule.

1. **Click My Workspace**.
2. In the list of tools to the left, **Click Preferences**.
3. At the top of the screen, **Click the Time Zone link**.
4. In the Time Zone list **Find and Select your time zone.**
5. To complete your selection, at the bottom of the screen, **Click Update Preferences**.

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Oncourse: Using the Messages Tool

The Messages Tool allows participants to read, send and organize messages within a site.

Sending a Message

The Messages tool allows site participants to communicate using internal course mail. A copy may also be sent outside Oncourse to the recipients' email addresses.

1. From the list of tools to the left, **Click Messages**.

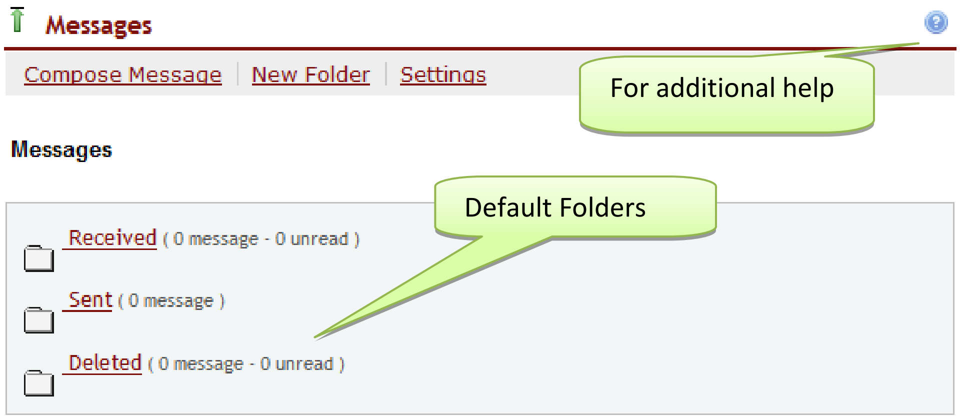

Figure 1

2. To start to compose a message, near the top of the screen, **Click Compose Message**.

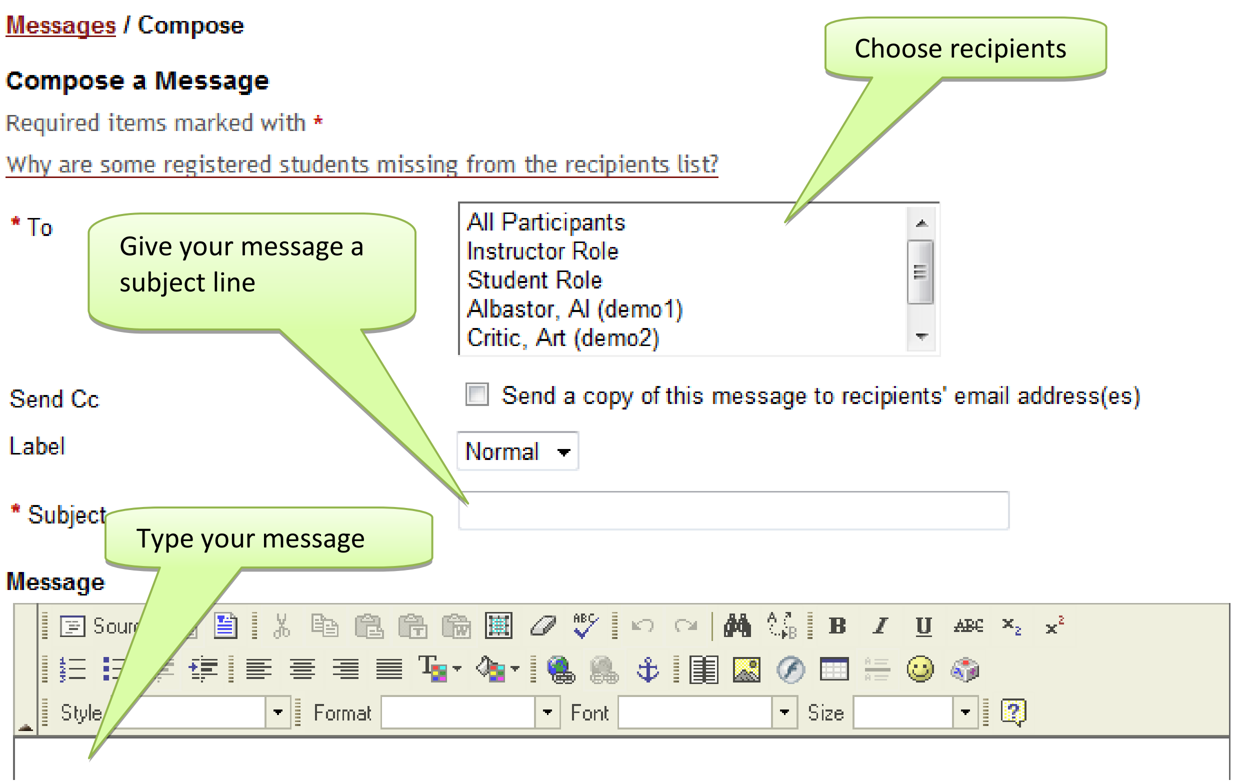

Figure 2

3. In the To field, **Click the recipient's name or the group name**.
   Note: You can use Ctrl+Click [Mac: Command+Click] to select multiple recipients.
4. To send a copy of the message to the recipients' email addresses, **Click the Send Cc checkbox.**
   Note: Instructors or site owners may choose to turn this option off. If you are an Instructor or owner you can turn this feature off under the Settings link on the main Messages screen.
5. In the Subject field, **type a subject.**
6. **Type the message text.**

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7. If you wish to attach a file to the message, see the section Adding an Attachment below**.**
8. **Click Send.**
   A copy of the message will be saved in your Sent folder in Messages.
   Note: If you have several courses, you may want to view messages waiting to be read from My Workspace, which is the default site when you log into Oncourse. You can also look in the Messages tool for each of your individual course sites to view unread messages.

Adding an Attachment

Additional resources may be attached to messages. Resources may be attached by uploading a file from your computer, linking to a web site or by attaching a file already stored in this sites or another sites Resources tool.

1. Verify that you are on the Compose a Message screen.
2. To add an attachment, **Click Add Attachments**.
   You see the Add Attachment form. This allows for three situations:
   - **Upload local file** - A file that is on the user's local computer
   - **URL (link to web site)** – A file or page in an external Web site
   - **Select a resource** – Can be any item that is stored in Resources – either in this site or another site

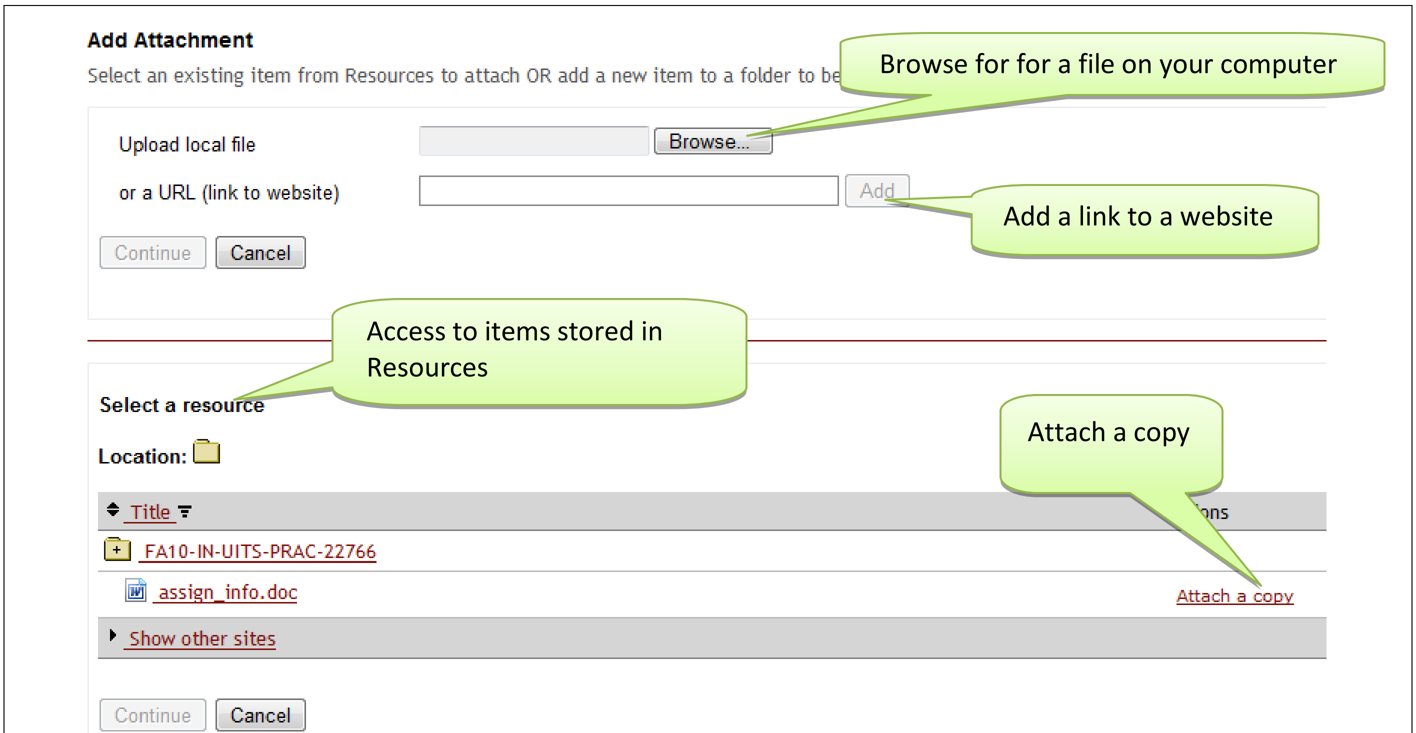

Figure 2

3. If you wish to add an attachment from your computer, such as a picture, word document, sound, or other file, **Click Browse.**
   The **Choose File to Upload** window opens.
   a. **Double-click the file** of your choice.
      A gray bar added to the top of the screen labeled **Items to attach** shows what has been selected for attachment. You can select multiple items to attach.
   b. To add additional attachments, **Repeat the previous two steps**
4. If you wish to add an item already stored in Resources, under the ***Select a resource section***, to open the folder, to the left of the folder name, **Click the folder icon**.
   *Note: To access **Resources** for other sites such as **My Workspace**, **Click the link for Show other sites**.*
   c. **Scroll**, if necessary, to see the files inside the folder.
   d. To select the file for attachment to the announcement, to the right of the file name, **Click Attach a copy** link.
      A gray bar added to the top of the screen labeled **Items to attach** shows what has been selected for attachment. You can select multiple items to attach.
5. To finish the selection process, **Click Continue**.
   You are returned to the Compose a Message screen.

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6. To send the message, **Click Send**.

Reading Messages

Messages are held in the Received folder in the Messages tool by default.

1. To open the Received folder, **Click the Received link**
2. To open a message, **Click the message subject link**

Replying to Messages

Both above and below a message are buttons that allow the reader to reply to the sender, reply to all recipients of the message, or to forward the message to someone else.

1. **Click Reply.**
   The message automatically includes the sender as a recipient, but additional recipients can also be added at this point.
2. **Proceed as with Sending Messages above.**

Adding Folders

The Messages tool includes 3 default folders: Received, Sent and Deleted. You can create additional folders to hold messages of a similar topic.

1. At the top of the Messages tool, **Click the New Folder link.**
2. **Type a folder name → Click Add.**

Moving Messages

You can organize your messages by moving them to folders.

1. If necessary, from the list of tools to the left, **Click Messages.**
2. **Click on the name of the folder where the messages you want to move are located.**
3. **Click the checkbox(es) for the message or messages you wish to move.**
4. Above the message list, **Click Move** above the list of messages.
5. **Click the radio button for a folder.**
6. **Click Move Messages.**

Deleting Messages

Messages may be removed from any of the folders in the Messages tool. Removed messages are kept in the Deleted folder.

1. From the list of tools to the left, **Click Messages,** if necessary
2. **Click on the name of the folder where the messages you want to delete are located.**
3. **Click the checkbox(es) for the message or messages.**
4. **Click Delete** above the list of messages.

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Oncourse: Using Resources, For Students

How to store and organize your files in My Workspace and access files made available to you in other sites

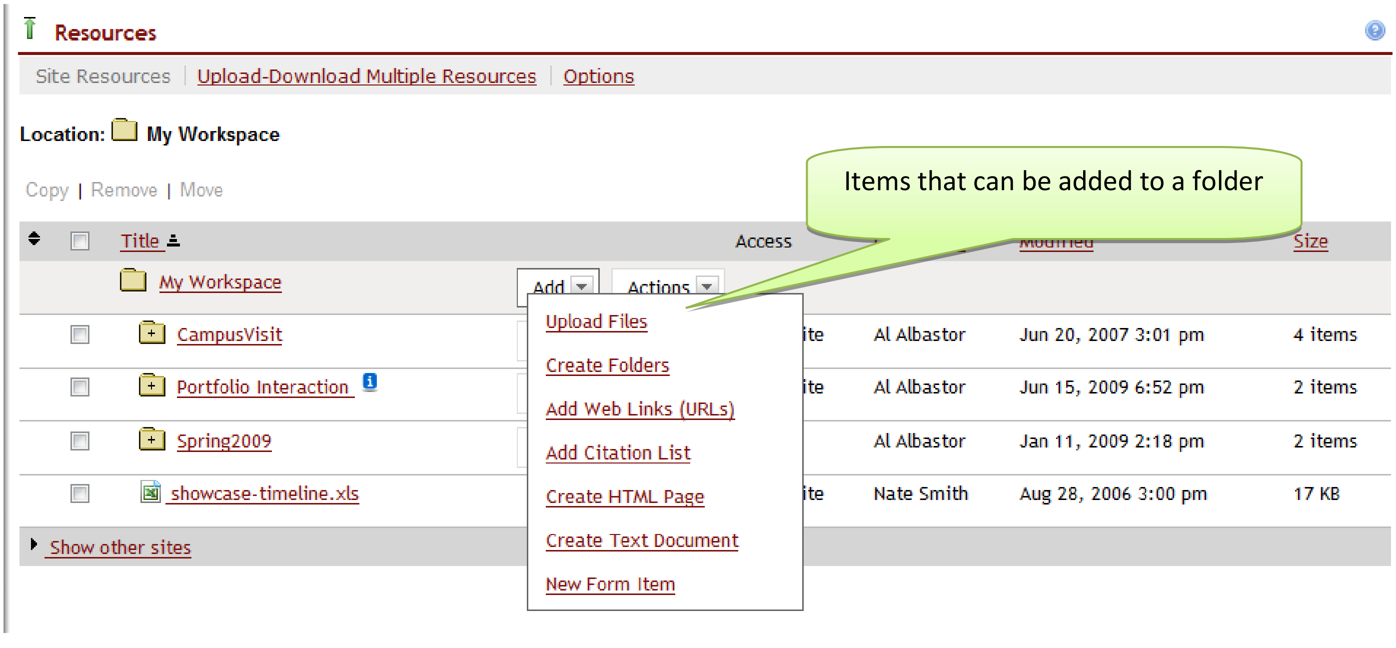

Figure 1

Adding folders to My Resources

Creating folders to hold files of a similar topic makes items easy to find and makes the tool work more efficiently.

1. In the list of tools to the navigation pane at the left of the page, **Click Resources**.
2. To the right of the My Workspace folder, **Click Add**.
3. In the list of items to add, **Click Create Folders**.
4. In the new folder window, **Type a name for the folder**.
5. To add other folders, **Click the Add Another Folder link**.
6. To complete the addition of the folder(s), at the bottom of the screen, **Click Create Folders Now**.

Adding files to My Resources

Storing files in My Resources means that the items are available to you anywhere you can connect to the internet.

1. In My Workspace, **Click Resources**.
2. To the right of the folder where you want to add a file, **Click Add**.
3. In the list of items to add, **Click Upload Files**.
4. **Click Browse**.
5. **Navigate to the file's location on your computer**.
6. To select the file, **Double-click on the file**.
7. **Click Upload Files Now**.

Adding a URL to My Resources

Items other than files can be added to Resources. These items include URLs, HTML pages and Text Documents. The process for adding each of these is similar but the exact steps vary.

1. To the right of a folder, **Click Add**.
2. In the Add drop-down list, **Click Add Web Links (URLs)**.
3. In the Web Address (URL) field, **Type the desired URL beginning with http://**.
4. In the Website Name field, **Type a meaningful name**.
5. Click **Add Web Links Now**.

Retrieving Files from a Site

In order to make changes to a file you first need to download the file. Downloading files is the same whether you are in My Workspace Resources or another site's Resources.

1. **Go to the site where the file was stored**.
2. **Click a site's Resources tool**.

3. **Right-click [Mac: Control-click]** the name of a Resource item.
4. Click **Save Target As…** (in Internet Explorer) or **Click Save Link As…** (in Firefox).
   Note: Once you make changes to the file, remember to upload the new version to Resources as covered in Adding Files above.

Sharing Files in My Resources with Others

Any item stored in the Resources tool has a unique URL. Sharing a file with someone else requires that the file be made publicly accessible and that the file's URL be provided to the recipient.

1. **Find the folder or file you wish to make public**.
2. To the right of its name, from the Actions menu, **Click Edit Details**.

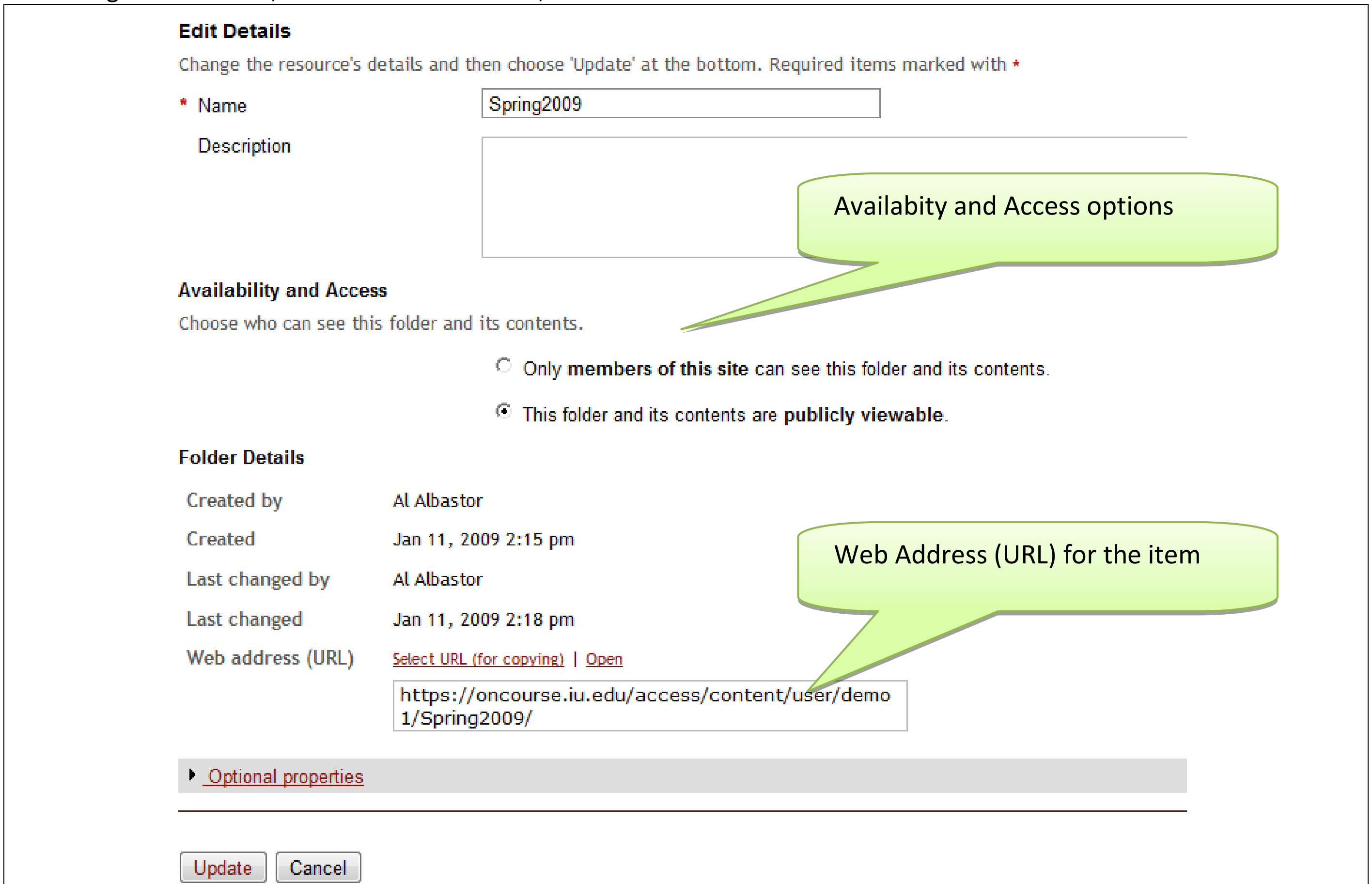

Figure 2

3. Under Availability and Access, Select the option that will make the file or folder publicly viewable.
4. **Click Update**.
5. Next to the item to which you want to link, from the Actions menu, **Click Edit Details**.
6. Next to Web Address (URL), **highlight the URL of the item**.
7. **Copy the URL**.
8. **Paste it in an email message you've composed**.

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