

# Build Your Own Oncourse CL How-To Guide

Created By: IT Training & Education

*PLEASE NOTE: This is the Oncourse CL Quick-Start: for Students. It is designed to provide a basic introduction to the Oncourse CL tools most frequently used in courses.*

This document contains the following how-to guides:

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

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

For more information

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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.

# Getting Started with Oncourse CL, For Students

A quick introduction to Oncourse CL

## 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 Tips to Make Oncourse work for you, 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 → **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

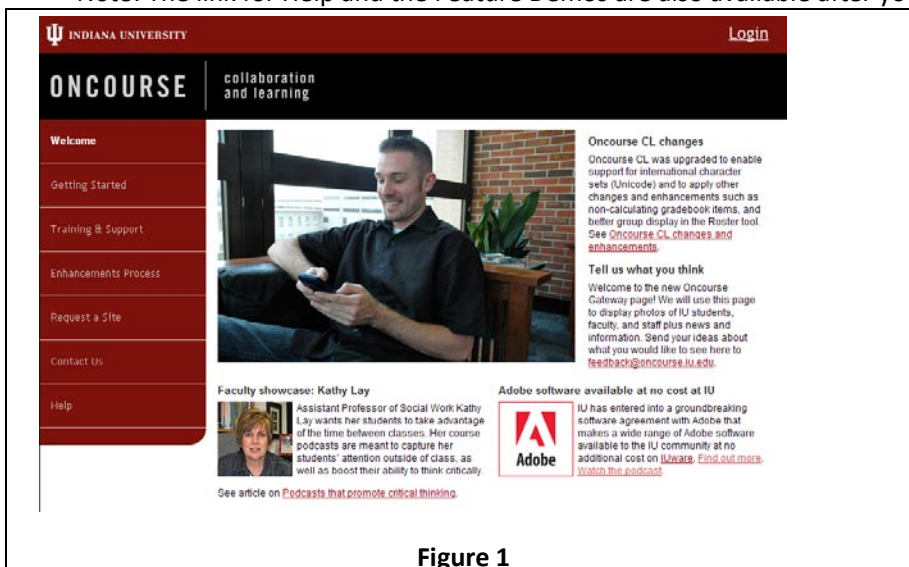


Figure 1

## Logging In

You now need to login to Oncourse CL.

1. In the upper right corner of the screen, **Click the Login link**
2. **Enter your username** → **Enter your passphrase** → **Click login**

Logging in successfully takes you to My Workspace, your personal area in Oncourse CL.

## 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 -

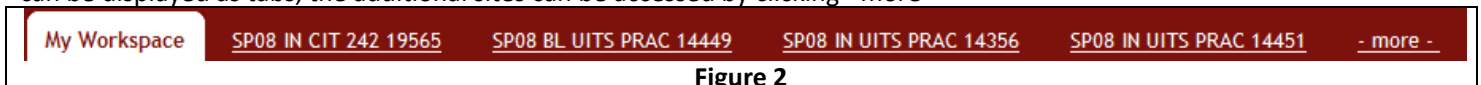


Figure 2

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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# Completing an Assignment, For Students

Are you completing an assignment online? See how to use the form provided by your instructor to submit your work

## View Assignments

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

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

The list of posted assignments displays, showing status, open date and due date.

2. To see the details of an assignment, **Click the name of the assignment.**

The screen displays the assignment's details at the top, as well as any instructions or attachments.

3. To view an attachment, **Click the attachment name**

## Using the Text Box

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



1. In the textbox toolbar (Figure 1), **Click one of the paste icons OR**

If pasting using the Paste icon the text appears in the text box. 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 box**
- b. **Press Ctrl + v**
- c. **Click OK**

## Add Attachments

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The instructor may also expect you to turn in your assignment by attaching one or more files.

1. **Click Add Attachments**
2. **Click Browse**
3. **Locate the file on your computer**
4. **Double-click the filename**
5. To return to the Assignment Submission Form, **Click Continue**

## Submit the Assignment

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

1. **Click Submit**

An alert message appears warning that submitted assignments cannot be modified and offering the opportunity to save a draft or to continue with submission.

2. **Click Submit again**

The Submission Confirmation screen shows details of your submission.

3. **Click OK**

You are returned to the Assignment List.

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# Making Oncourse CL Your Own, For Students

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

## Rearranging Tab Positions

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Change the order of course and project site tabs 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**
4. In *the Sites visible in Tabs list* on the left, **Click a site you would like to re-order**
5. To move the item in the list, **Click an arrow button up or down as desired.**

The first four or five sites will appear as tabs across the top of the screen, the remainder will be visible when - more - is clicked. Only the order of those sites appearing in tabs can be altered.

6. To save the changes, at the bottom of the screen, **Click Update Preferences**

## Setting Notification Preferences

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Choose how you receive email notifications of site activity (new Announcements, Resources, Syllabus items, and Email Archive messages) when the instructor has sent them as low priority.

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**, if necessary
4. For each type of Notification, **Click Send me each low priority notification separately**  
or *Click Send me one email per day summarizing all low priority notifications*  
or *Click Do not send me low priority notifications*
5. When you have set all of your options as desired, **Click Update Preferences** at the bottom of the screen.

## Setting Privacy Status

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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. Under *Please set your privacy status preference* **Click Remain hidden in this site**  
or *Make me visible in this site*
6. **Click Update**
7. To change your privacy status for all your sites at once **Click Show Me in All Sites**  
or *Hide Me in All Sites*

## Editing Your Profile

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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**
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**

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## Searching for Profiles

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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. To return to your own profile, at the top of the screen, **Click the Show my Profile link**

## Adjusting the Time Zone

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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, **Click Update Preferences** at the bottom of the screen

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# Using the Messages Tool, For Students

How to read, send, and organize messages for your sites in Oncourse CL

## Composing Messages

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. Instructors may choose to turn this option off.

1. From the tool list on the left, **Click the Messages Tool**
2. **Click the Compose Message link**
3. From the *To Recipients list*, **Select the recipients**
4. In the *Subject field*, **Type a subject for the message**
5. In the *Message textbox*, **Type your message**
6. If you wish to add an attachment, such as a picture, word document, sound, or other file, **Click Add Attachment**
  - a. **Click Browse**
  - b. **Select the file → Click Open**

The file will appear in a list at the top of the screen.
  - c. To add additional attachments, **Repeat the previous two steps**
7. **Click Continue → Click Send**

The Messages screen appears. A copy of the message is saved in your Sent folder.

**Figure 1**

## 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 Composing Messages above**

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## Adding Folders

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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

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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 check box(es) for the message or messages you wish to move**
4. Above the message list, **Click Move**
5. **Click the radio button for a folder**
6. **Click Move Messages**

## Deleting Messages

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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 check box(es) for the message or messages**
4. **Click Delete** above the list of messages

# Using Resources in Oncourse CL, For Students

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

## Adding folders to My Resources

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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 left navigation pane at the left of the page, **Click Resources**
2. To the right of the *My Workspace Resources 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

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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** → **Navigate to the file's location on your computer**
5. To select the file, **Double-click on the file**
6. **Click Upload Files Now**

## Adding a URL to My Resources

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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

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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...** (Internet Explorer) or **Click Save Link As...** (Firefox)

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

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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**
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** → **Paste it in an email message you've composed**

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