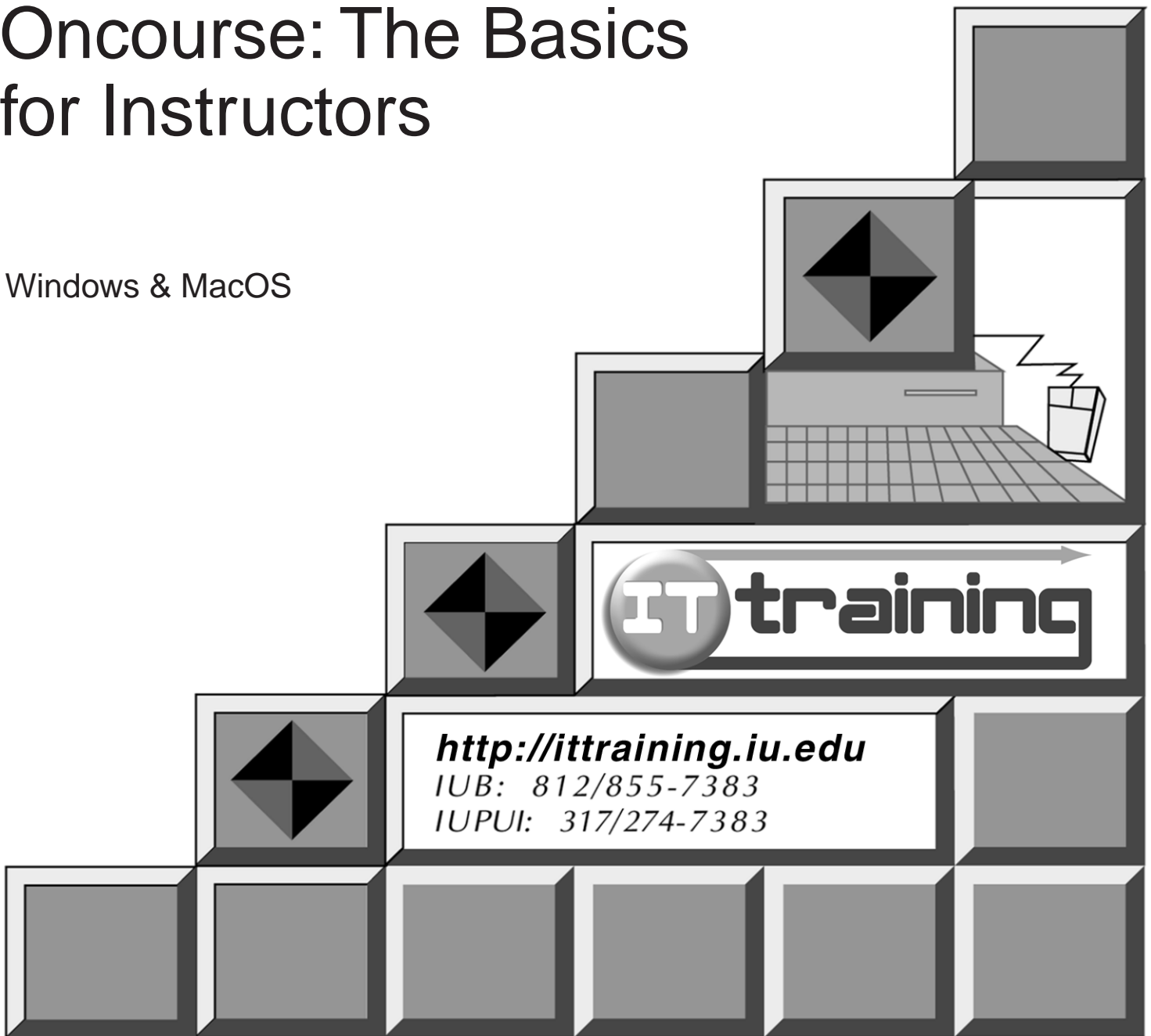


Oncourse: The Basics for Instructors

Windows & MacOS



About IT Training & Education

The University Information Technology Services (UITs) IT Training & Education program at Indiana University offers instructor-led computing workshops and self-study training resources to the Indiana University community and beyond. We deliver training to more than 30,000 participants annually across all Indiana University campuses. Our staff is comprised of enthusiastic professionals who enjoy developing and teaching computing workshops. We appreciate your feedback and use it to improve our workshops and expand our offerings. We have received several national awards for our materials and they are being used at universities across the country. Please keep your questions, comments and suggestions coming!

In Bloomington, contact us at ittraining@indiana.edu or call us at (812) 855-7383.

In Indianapolis, contact us at ittraining@iupui.edu or call us at (317) 274-7383.

For the most up-to-date information about workshops and schedules, visit us at:

<http://ittraining.iu.edu/>

Copyright 2003 - The Trustees of Indiana University

These materials are for personal use only and may not be copied or distributed. If you would like to use our materials for self-study or to teach others, please contact us at: IT Training & Education, 2711 East 10th Street, Bloomington, IN 47408-2671, phone: (812) 855-7383. All rights reserved.

The names of software products referred to in these materials are claimed as trademarks of their respective companies or trademark holders.

Contents

Welcome and Introduction	1	Opening the Word Document	20
What You Should Already Know	1	Saving for the Web in Word	21
What You Will Learn	1	Viewing and Using the Source Code.	22
What You Will Need to Use These Materials	1	Adding the Code in Oncourse	23
Getting Started	2	A Caution on Large Documents	23
Today’s Project	3	Deleting Content	24
About Oncourse	3	Creating a Schedule	25
Who Can Use Oncourse	3	Adding a Schedule Item	25
Using Oncourse as an Author	3	Adding Content to the General Settings Section	26
Features of Oncourse.	4	The Attachment Function	28
Getting Started in Oncourse	5	Assigning View Settings	28
Logging in to Oncourse	5	Exploring Advanced Settings	28
Getting Help	6	Saving a Schedule Item.	29
Logging In	7	Viewing the Schedule List	29
Understanding the Profile	8	Creating a Schedule Item with Advanced Settings	29
Editing My Courses	8	Using Advanced Settings to Redirect to a URL	30
Editing My Contact Information	10	Viewing the Course Schedule Calendar	31
Editing My Tools.	12	Course Schedule Calendar vs. “My Calendar”.	32
Entering a Course	14	Viewing Content as a Student	33
Being Listed and FERPA	14	Reviewing and Looking Ahead	34
Navigating in Oncourse	15	From Content to Community.	34
Creating a Syllabus.	15	Logging Out	35
Adding a Syllabus Item	16	Getting Individual Help	36
Using the Syllabus Item Editor.	17	Wrapping Up.	36
Adding Content.	17	Contributions to These Materials	37
Using Advanced Settings.	18	Appendix: Saving Word Documents as Filtered Web Pages . 38	
Viewing the Syllabus.	19	Viewing and Copying the Source Code	40
Using Information from Other Documents	19	Pasting the Source Code in Oncourse	41

Welcome and Introduction

Welcome to *Oncourse: The Basics for Instructors*. This workshop introduces the Oncourse system, a Web-based application designed to allow faculty and instructors to easily integrate the Web as a course management and communication tool.

What You Should Already Know

There are no prerequisites for this workshop. However, you should possess basic computing skills, including the ability to:

- Navigate through Web pages
- Open and close windows
- Open and save files

What You Will Learn

This workshop introduces two of the main authoring features of the Oncourse system. It is designed to present an overview of tools central to utilizing the Oncourse environment. This workshop will show you how to:

- Understand and update the User Profile
- Create syllabus items
- Create schedule items
- View a course in student mode

What You Will Need to Use These Materials

To complete this workshop successfully, you will be provided with:

- Internet Explorer, version 5.0 or above
- Microsoft Word
- A sample Oncourse account
- The exercise files: **C101.doc**, **an image file:**

<http://ittraining.iu.edu/workshops/onco/instructor000.gif>

NOTE: If you are working through these materials on your own, you can use your own Oncourse account and any Word document instead of the sample Oncourse account and the **C101.doc** file referred to in these materials. The image file is available online at the URL listed above.

Getting Started

These materials assume you will begin work from the desktop.

Logging On

In some instances, you may need to log on to your computer before starting. If you need assistance logging on, please consult your instructor.

Starting an Application

These materials assume that you are able to launch an application. If you need help starting an application, please ask your instructor.

Finding Help

If you have computer related questions not answered in these materials, you can look for the answers in the UITS Knowledge Base, located at:

<http://kb.iu.edu/>

Online Training

Want to learn more? IT Training Online makes more than 800 self-study IT courses available to the statewide Indiana University campus community. To find out more, go to:

<http://ittraining.iu.edu/online/>

Members of the general public can purchase access to these courses through the CLN Continuing Studies program at IUPUI. For more information, go to:

<http://www.cln.iupui.edu/>

Getting the Exercise Files

Most of our workshops use exercise files, listed at the bottom of page 1 of the materials. In our computer-equipped classroom, these files are located in the eclass folder, which is on your desktop. If you are using our materials in a different location, you can obtain the exercise files from our Web site at:

IUB: <http://ittraining.iu.edu/iub/materials/>
IUPUI: <http://ittraining.iu.edu/iupui/materials/>

Once you are logged on and have the needed files or the eclass folder on your desktop, you are ready to proceed with the rest of the workshop.

Today's Project

This workshop introduces the Oncourse environment to individuals with authoring privileges, primarily instructors and departmental support staff. These materials are designed to be used in a workshop environment in which participants use demonstration accounts to prepare a section of *Introduction to Chemistry* for teaching. A sample account, an image file, and a syllabus in MS Word have been provided. These instructions can also be used outside of the created exercises so that instructors can build content for their own classes.

About Oncourse

Oncourse is an online teaching and learning environment developed at IU for use by IU faculty, instructors and students. Using Oncourse, instructors can create a Web environment for any course without having to possess Web development skills. Since the application is Web based, it can be accessed from any computer in the world that has a properly configured Web browser. Oncourse is designed to complement in-class instruction as well as enable distance learning via the Internet. Perhaps best of all, Oncourse can be used by a range of users, from those with basic computing and Web skills to those with advanced knowledge of Web development.

Who Can Use Oncourse

Oncourse can be used by instructors, students and guests. Faculty members or instructors, as well as other individuals granted authoring privileges by them, have the ability to create and modify content for courses. Students interact with content provided to them. Oncourse allows instructors and students to share ideas, documents, and Web resources. The system also provides limited access to guests as allowed by course authors.

Using Oncourse as an Author

An *author* is anyone who can create and edit course content in the Oncourse environment. This can include faculty members, associate instructors and teaching assistants, as well as anyone else that has been given authoring privileges by another author. Generally, authoring rights are automatically granted to the *faculty or instructor of record*, the individual whose name is associated with a course in the registrar's office. This individual can then grant other individuals the rights to become an author for that class. In these materials, the term "author" will be used to refer to all users with authoring rights.

Features of Oncourse

Oncourse provides a flexible Web environment that allows instructors to make simple or complex content for one or more courses. A course can contain as little as a course syllabus or take advantage of some of the richer features that Oncourse offers, such as chat rooms, discussion forums, course mail, and tests and surveys. In addition, Oncourse makes it easy to incorporate work that has already been created, such as word processing documents or information provided at other Web locations, into a unified course environment.

Most instructors already have some way of providing students with information pertaining to classes, such as using paper copies of syllabi or assignments, or through personal Web pages. If an existing system works, a natural question to ask is “Why should I put in the time and effort to reproduce or incorporate that work in Oncourse?” Consider the following features of Oncourse when deciding whether or not it can enhance the teaching of a course:

- **Nearly 24 hour access:** Except for the scheduled maintenance times (5 A.M.-6 A.M. daily), students will always have access to course information.
- **Easy to find:** Students will always know where to find information since they will not need to remember a different Web address for each of their classes.
- **Easy to use:** Oncourse provides one intuitive interface for creating and accessing all of the Web content.
- **Easy to incorporate existing information:** Any existing electronic information, such as word processing documents, PowerPoint presentations or sophisticated Web pages, can be incorporated into the Oncourse environment.
- **Better contact with students:** Oncourse can be used to foster class-related communication through its course mail, discussion forums and chat rooms.
- **Registration automatically maintained:** Oncourse is dynamically updated with data from the registrar’s office, so instructors automatically see the list of courses they are currently teaching as well as a current roster for each of course. (The Fort Wayne campus does not yet have this feature.)
- **University Supported:** There are many Web-based teaching tools available to educators, and some are very good. However, Oncourse is fully supported by Indiana University, which means it is easy to find help for both pedagogical and technical questions and problems.
- **Responsive to Needs:** Unlike commercial Web-based tools, Oncourse was created and continues to be maintained by Indiana University so the environment can adapt to the needs of instructors and students.

Getting Started in Oncourse

Accessing and entering Oncourse can be done from any Web browser on a computer system with the necessary requirements. Instructors (authors), students and guests all enter the system in a similar way. Students and authors also have similar user rights and tools at the primary level, or the home page, of the system. This system home page provides general information about Oncourse to users and guests. From here users can get help, learn about Oncourse, search for users or courses, and log into Oncourse.

Let's see how to enter the system, edit tools and personalize information about our individualized accounts.

Logging in to Oncourse

Let's start by accessing the Oncourse home page.

Though both Internet Explorer and Netscape Navigator browsers, versions 5.x and higher, support Oncourse, Internet Explorer (IE) provides a more effective, stable environment for authors because of the way it supports the forms used by the items in Oncourse editors, so these materials are written for use with this browser.

1. Launch Internet Explorer.

To enter Oncourse, we need to direct our browser to the appropriate Web address.

2. To open a new location,

 File,  Open...

NOTE: In Netscape,  Open Page.

Note for Macintosh Users -  File,  Open Location...

You see the Open dialog box.

3. To enter the Web address for Oncourse, in the Open field, type:


oncourse.iu.edu 

You see the Oncourse home page:

Getting Help
[Instructor Resources](#)
[Student Resources](#)
[Oncourse Online Help](#)
[What is Oncourse?](#)
[UITS Support Center](#)

News and Information
[Oncourse News](#)
[The Oncourse Story](#)
[System Requirements](#)
[Development Process](#)
[Policies](#)

IU Links
[Indiana University](#)
[IT News at IU](#)
[University Information](#)
[Technology Services](#)

Log into Oncourse


oncourse.iu.edu

Oncourse uses IU Central Authentication Service (CAS). When you click "Login" you will be directed to the CAS login page. Upon successful login, you will be directed to your Oncourse profile.

Oncourse is available all hours except 5:00 - 6:00 a.m. daily (10:00 - 11:00 a.m. GMT).

Oncourse login will be unavailable from 9:00 p.m. August 16 until 11:00 a.m. August 17 - (2:00 a.m. - 4:00 p.m. August 18 G.M.T.). Click [here](#) for more information.

Guest Access
Course:
Guests can enter a course by entering the course code (e.g. CPT 299), the section number (e.g. V234), or a keyword (e.g. Math). [Advanced Search](#)

Search for Profiles
Name or Network ID:
Search for a User Profile by entering the user's name (e.g. last name) or Network ID (e.g. jsmith).

Copyright 1999-2002
The Trustees of Indiana University

This page provides lots of important information about Oncourse to both users and guests. Notices from administrators of Oncourse appear here. Users log into their own accounts from here while guests can browse to find information about users or courses, viewing information made available to them by authors.

Getting Help

This page also contains links to resources about Oncourse such as Online Help for Faculty and Students, Oncourse News, and general computing information. Of particular note are the first two links under the “Getting Help” section in the top left corner, “Instructor Resources” and “Student Resources.” The “Instructor Resources” link provides documents for getting started with Oncourse and information about receiving pedagogical and technical support, including the link to Instructor Training - Workshops & Printed Materials. At this link you will find printable copies of the most current materials for all of the Oncourse workshops offered through the IT Training & Education pro-

gram including this workshop. Instructors may wish to direct students to the “Student Resources” link, which contains basic user information including a printable “Getting Started with Oncourse: Student Guide.”

In addition the link to Policies discusses in detail how your course information is saved and emphasizes the individual responsibility that instructors bear for backing up both class data and grade data in a separate location away from the Oncourse server space.

Logging In

To actually begin using the Oncourse course management tools, you need to login.

1. To begin logging into Oncourse



NOTE: In IT Training & Education workshops you’ll log in using the Oncourse ID: username and password as directed by your instructor. If using these materials on your own, you’ll log in using your own Network ID: username and password.

You see the **CAS**, Central Authentication Service, web page:

A screenshot of the Indiana University Central Authentication Service (CAS) login page. The page features the university's logo at the top, followed by the text "INDIANA UNIVERSITY central authentication service". Below this is a prompt: "Please enter your username and password." There are two input fields: "Username:" and "Password:". A "login" button is positioned below the password field. At the bottom of the page, there is a list of three bullet points providing instructions and a link to "login.help". The footer includes the text "© 2002, The Trustees of Indiana University" and a small circular logo.

This service used by many IU services, such as Oncourse and OneStart, to globally authenticate your online presence. This will allow you to avoid having to retype your username and password every time you choose to activate a different service.

2. To enter the log in information, in the Network ID field type:

the appropriate user name

3. To enter the password, in the Password field type:

the appropriate password

NOTE: If you are using Internet Explorer (IE), you may receive a message concerning passwords. To prevent IE from remembering your password, No. You may also see a message about leaving a secure site. To move past this message, Yes.

You see your Oncourse Profile.

Understanding the Profile

The first screen displayed within Oncourse is your *profile*. The Profile serves as your home page within the Oncourse system and courses are accessed from this location. There are three categories of information in the user profile: *My Courses*, *My Contact Information*, and *My Tools*. In addition, at the upper right hand corner of the screen you see three links. As the text of the links implies, you access them to find **Help** on the current web page, provide **Suggestions** about Oncourse to the system administrators, and finally **Logout** of Oncourse.

Editing My Courses

The section titled **My Courses** contains links to courses for the current semester as well as for previous semesters. Users control which ones are displayed. Students see courses they are taking, while instructors see courses they are teaching. Individuals who are both taking and teaching classes will see them all here. Authors and students may choose to hide some or all courses by clicking the “Edit Course List” link.

NOTE: The Fort Wayne campus does not yet have automatic course generation. To use Oncourse, you will have to generate special accounts using the Account Management tools, for students and other participants in your classes. These special accounts enable access to all Oncourse features including discussion forums, chat rooms, course mail, and the File Manager. However, certain library resources or tools may not be accessible.


Semester Transitions

The faculty of record can access new courses several weeks before the beginning of each new semester. Normally, links to new classes appear in instructors' user profiles approximately six weeks before the beginning of the new semester, but the exact timing depends on when the department gets course information to the registrar's office. For more details on semester transitions, search for "Oncourse course availability" in the Indiana University Knowledge Base:

<http://kb.iu.edu/>

NOTE: In addition, there is further information about Oncourse that can be found in the Knowledge Base by typing the single keyword "Oncourse".

Using the Pencil Icon

The pencil icon () appears throughout the Oncourse environment and indicates areas that can be edited by the user. This icon is often associated with a "Create/Edit" link. Selecting the icon or the link will open an *editor*, a Web form used to add or edit data for a particular area of Oncourse. For example, from the user profile, the editor will allow users to edit contact information. Authors will see the pencil icon throughout the Oncourse environment. Other icons, used for adding, deleting, selecting or rearranging items, will be introduced as we use them in the course environment. However, we will navigate by using links when available.

Let's see how to edit course listings.

1. To view the Edit Course List editor,



You see a list of courses with checkboxes, some of them checked and some of them unchecked. All courses whose boxes are checked will be displayed in the list titled My Courses in your profile.

We won't alter the settings today.

2. To close the editor and return to the user profile,



You return to the user profile.

Editing My Contact Information

Initially, the contact information area contains only the name of the current user. Both authors and students can provide a variety of information to instructors, students and/or guest users. This is the only area that students have the ability to edit. In some situations, images of students may already be visible to authors.

Let's go ahead and personalize our contact information.

1. To edit the contact information,



You see the **Contact Information** Editor.

Using an Editor to Add Content

We saw an example of an editor when we saw where to change the courses listed in the profile. Editors are also used to publish information entered by an author to the Oncourse server. In many cases, authors simply type in information which will be added to the environment as *plain text*, text with no formatting. However, some information can be added using Web coding called *HTML, Hypertext Markup Language*.

Notice that the current editor has sections for two types of information, **Public Information**, viewable to all users, and **Protected Information**, which can be restricted. This option gives authors more control over what others see. This option is present in most areas of the system, ensuring authors a degree of privacy for their course content.

We'll add information to most fields of the profile.

1. Check to see that the following information is available in the Public Information section:

First name
Last Name

NOTE: If you are using a demonstration account, enter the information you have been provided for that account. If you are working with your own profile, enter your own information.

We've placed some photographs on the Web already, so we can include a web address that Oncourse will use to locate and display an image with our user profiles. Instructions for publishing your own digital photo to the Web using the File Manager are provided in the workshop *Oncourse: HTML & My Filemanager*.

2. To add an image, in the picture *URL* (Universal Resource Locator, otherwise referred to as the web address) section, type:

<http://ittraining.iu.edu/workshops/onco/instructor000.gif>

NOTE: If you are using a demonstration account, replace the three numbers (000) with your own demonstration account number. If working in a stand-alone environment, you can use the following web address:
<http://ittraining.iu.edu/workshops/onco/instructor000.gif>

3. To include additional information, in the "Work Phone" field, type an appropriate phone number. To enter a bogus phone number, type:

317-3878

Granting Access

In the profile, every user has control over his or her personal information. In the main course environment, authors can grant specific levels of access to various groups.

Most sections of Oncourse have three types of restrictions, including:

- **Faculty:** All faculty and staff at the University who are authors in Oncourse
- **Students:** All students at the University
- **Guests:** Anyone who does not have a faculty or student status

For today's workshop, we'll allow our protected information to be seen by all users.

1. To select all three types of users, as needed,

 the Faculty, Students, and Guests checkboxes

All three checkboxes should now be selected.

Submitting and Viewing Information

Since Oncourse is a Web-based environment, information is not saved until it is submitted or published to the Oncourse server. This is done by clicking buttons at the bottom of various editors. If information is not submitted, or a user is timed out while entering data, it will not appear in Oncourse. Likewise, if authors use the browser's back button to return to an editor, and then resubmit the information, it may appear twice.

Let's see how to submit and view our information.

1. To submit the information,



You now see the public information, including your image, name, position, department, and school, displayed. However, Oncourse users do not see their protected information in their own contact information, in part to save space on the profile page.

NOTE: Protected information is viewable to appropriate users in several locations, including the "Profile Search" in the "My Tools" section of the Profile page and by clicking the "profile" link next to a name in the class roster, to be covered later in the workshop.

Editing My Tools

The My Tools section contains tools that are not specific to any one course. These tools are available even if a user is not teaching or taking any classes for the current semester. The tools available for authors are the same as those available to students, with the exception of Authoring Tools, which are provided only to authors.

The tools provided here may vary by campus. The most common tools include those listed below:

- **My Filemanager:** Files and documents of any type (e.g., graphics, word processed files, etc.) can be saved to the Oncourse server using My Filemanager. Each file stored using My Filemanager is given a unique Web address so that it can be accessed directly from the Web. This storage can be used as a way to share files among members of the class by distributing the Web address rather than the whole file. Files can be kept in either public or private directories. However files kept in the private directory are available only to the profile owner. Instructions for accessing and using My Filemanager are provided in the workshop *Oncourse: HTML & My Filemanager*.
- **My Calendar:** Provides a display of all scheduled items that have been given due dates by instructors as well as personal entries added by the user.
- **My Bookmarks:** Provides a storage space for Web bookmarks that can be accessed from anywhere in the world. These bookmarks can be made available to other users and guests.
- **My Notebook:** Provides a virtual notepad where users can enter and save text or HTML notes.
- **Profile Search:** Allows a search for profiles of other Oncourse users.
- **Authoring Tools:** Provides access to all courses for which a user is listed as an author. Additional alterable settings for courses are available here.
- **Insite:** Provides a link to the Insite homepage, from which Web advising tools as well as other financial aid and registration resources can be accessed.
- **Campus Map:** Links to a searchable campus map.
- **Campus Emergency Site:** Provides information about weather-related campus closings.

Let's see how to hide campus specific information for one or more campuses.

1. To see the Edit Tools list,



You see a list of all available tools.

2. To hide campus specific tools for other campuses, as needed,



3. To accept these changes and hide unneeded tools,



You return to the Profile page.

Entering a Course

Now we are ready to enter into the heart of the Oncourse system: the course environment. Here we will create content for a chemistry class. We will add items for both a course syllabus and schedule. Then we'll view your course as a student.

All available courses appear as links on the Profile page. By default, classes should be *enabled*, which means that they are ready to accept information by an author. *Disabled* courses are not shown, but can be accessed by course authors through the Authoring Tools area. Courses may also be *hidden*, which means that they are visible to authors and students, but cannot be found by guest users in a course search.

We'll go ahead and enter into a course listed in the My Courses section.

1. To select a course to enter, in the My Courses section,

 [OC EP CHEM 000 Chemistry 101](#)

NOTE: Individuals will also see a campus code and section number associated with the class.

Being Listed and FERPA

When students or authors enter a new class for the first time, on most campuses they will be asked whether or not they want to be listed. If the student chooses to be listed, he or she will appear on the roster for other students to see and will not receive this message again. If the student wants to reverse this decision and become hidden again, he or she must ask the instructor (or another course author) to hide him or her.

This option is presented because of The Family Educational Rights and Privacy Act (FERPA). For further information about FERPA, see the Knowledge Base, keyword FERPA. This act affords students the right to conceal their names from other class participants by choosing NOT to be listed. If students choose not to be listed there are features of Oncourse, such as Oncourse Mail, Forums, Chat Rooms and Groups that will not be available to them. If students change their minds later in the semester they need to contact their instructor to change their listed status.

Let's choose to be listed and enter the class.

1. To be listed,



When entering a class, all users see the Course Announcements page. These announcements are modified by the author.

2. To proceed to the next screen,



You see a welcome screen and a note that tells you that you have authoring privileges. Links to the various areas of Oncourse appear as tabs across the top of the main viewing window.

Navigating in Oncourse

The navigation tabs remain at the top of the screen throughout the session and are used to move between sections of the environment. In addition, the upper right hand corner of the screen has a link to *help* features, a link which returns the user to the *profile*, and a link to *logout* of the Oncourse environment. Clicking on the help link from any section of Oncourse brings up information specific to that section. In addition, the Help menu provides an outline of Help topics as well as a search engine for specific queries. Help is also available from the main Oncourse page. Though users can navigate through some pages using the navigation tools available in the browser (such as the Back button), this is not recommended because it will sometimes result in the user experiencing a fairly broad variety of unexpected results from Oncourse.

We'll spend the rest of the workshop exploring the sections of Oncourse one by one.

Creating a Syllabus

Syllabus information can be added into Oncourse in several different ways; the most direct way is to type information manually into the Syllabus editor and submit it to the server. Content can be entered as plain text, or with formatting applied by the use of HTML. Content can also be added by cutting and pasting from a word processing document or from the source code of an HTML document. Additionally, the syllabus tab can be configured to take the user to an outside Web site; this action will be introduced in *Oncourse: HTML & My Filemanager*.

We will see how to add content directly. Then we will see how we can include HTML code from a Word document.

1. To access the Syllabus section, on the Oncourse toolbar,

 **Click** the Syllabus tab

You see a relatively blank page with a link called “Official Course Description.” This link provides the official course description, which comes automatically from the registrar’s office. The link for the official course description goes away when a syllabus item is created.

NOTE: Not all of IU’s campuses have data that comes automatically from the registrar’s office. If this is the case on your campus, the course description must be typed in manually when you request that the course be created.

To add new information to an empty class, or to revise current information, we need to use the Create/Edit feature, which appears in most sections of Oncourse.


2. To begin editing the syllabus,

 **Click** Create/Edit Syllabus

You see that there is currently nothing to edit, since the syllabus is blank.

Adding a Syllabus Item

Throughout Oncourse, content is usually added in individual pieces, called *items*. Though an entire syllabus could be added as one item, creating multiple items allows increased flexibility in organization and formatting. We will begin by adding just one item.

Let’s create our syllabus item. To do this, we will use the New Item icon (). This icon will appear throughout the environment and will always be used to add new items to a section.

1. To add a new item to the syllabus,

 **Click**  **New Item**

You see the **Syllabus Item** editor:

Syllabus Item Editor

GENERAL SETTINGS

Title

Format Smart Text HTML Plain Text [Important Copyright Information](#)

Content

Attachment Add / Delete Attachment (Changes to this syllabus item will be saved.)

Note: maximum file size is 3.0 MB. If you include an attachment, it may take a long time to submit the form depending on the size of the file and your connection speed.

Viewable By General Public Class Members

ADVANCED SETTINGS

Style

Using the Syllabus Item Editor

The Syllabus Item editor functions in a way similar to the Contact Information editor. Information is added to various fields in the form and then this data is submitted and published to the server. This editor, like most we will see, has two sections: *General Settings*, where content is added, and *Advanced Settings*, where various options that control information such as display date and format are located.

Adding Content

In this syllabus item we will provide some general information about the course, including the title of the section, its format, content, and view settings. Oncourse can interpret the added content as either Smart Text, HTML or as Plain Text. Smart text recognizes links and emoticons (smiley faces). Plain text does not recognize any formatting. Selecting the HTML options allows authors to mark up text (adding formatting such as bold, italics, lists and tables) by adding HTML code. We'll use smart text in the current example.

Let's start by adding the title.

1. To enter a title for this section, in the Title field, type:

General Course Information

For now, we'll just enter information using smart text. This format is selected by default.

2. Make sure the Smart Text option is selected.

We're ready to add our content.

3. To add the information, in the Content field, type:

Instructor: *Instructor Name*
Lectures: MWF 10:10 - 11
Location: Chem 311

The next item allows authors to add attachments to a syllabus item. We will discuss how to use attachments in the next workshop *Oncourse: Rosters, Groups & In Touch Tools*.

For each item on the syllabus, you can control who is able to see it.

We'll allow only our class to access this syllabus item.

4. Check to make sure the Class Members button is selected.

Using Advanced Settings

We can affect the look of the title for this syllabus item by using the style drop-down list. A *style* is a predefined collection of formatting attributes. By selecting one of the available options, Oncourse automatically applies the HTML code needed to display the title in the chosen format. For advanced users, additional formats can be added to this list.

We'll want to choose a style that makes the title of our section stand out.

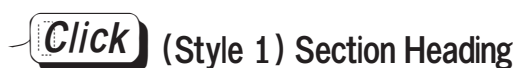
1. To see a list of the possible styles, on the Style drop-down menu,



Four pre-defined styles are available.

Since this is a new section, we will select the Section Heading style.

2. To select the Section Heading style,



3. To confirm our choices and create the section,



You are returned to the Syllabus Editor.

NOTE: If you leave this page before selecting OK, this section will not be added to the Syllabus section. If you want to edit this section after it is published, you should choose it from the list of Syllabus items rather than using the Back button on your browser's Menu bar. Using the Back button may result in the creation of multiple syllabus items.

Viewing the Syllabus

The new section is listed under Syllabus Items. Note that Oncourse displays two new buttons as well: Delete Selected Items and Rearrange Items.

We will explore these options later, but for now let's view our syllabus.

1. To view the syllabus,



NOTE: At the bottom of each Syllabus Item window, you'll see an underlined Syllabus link which is another way to refresh the view of the syllabus.

The syllabus appears as it would to students.

Using Information from Other Documents

Creating a number of individual syllabus items can be useful if course authors periodically rearrange or delete certain sections of the syllabus, but this method has several disadvantages. First, it requires lots of typing, and since many instructors have already composed complete syllabi for their courses in a word processing document, it is easier to paste this pre-existing information into one syllabus item. Also, without using HTML code, all syllabus items appear in plain text format, without the common formatting features of bold, italics, and different font sizes.

To get around that problem and to be able to incorporate the look and feel of your original syllabus in the Oncourse environment, we can retain the formatting of a document without manually adding HTML code by copying and pasting code from an HTML document.

We want to save a Word document using Word's "Save as Web page" option and then copy and paste the code into an item in the Oncourse syllabus editor. Word will reformat the document and add HTML code so that formatted text will look almost the same when viewed in a Web browser.

Let's start by adding a new item. Then we will open and copy information from an already created syllabus.

1. To begin creating a new item,



We see the Syllabus items editor displaying one syllabus item.

2. To add a new item to the syllabus,



3. To give the next section a title, in the Title field, type:

Syllabus

4. To have Oncourse read our HTML tags, in the Format section,



This button tells Oncourse that the content of the editor window is not to be rendered in text but instead to be treated as an HTML document. If HTML code is placed in the window with either the "Plain Text" or "Smart Text" buttons selected, the code itself will display, rather than the formatting indicated by the code.

Opening the Word Document

The syllabus for this chemistry class was composed in Microsoft Word. First we'll need to launch Word and open the original document.

1. Launch Microsoft Word using the start menu or desktop shortcut.

You see the Word application launch.

Our existing syllabus document is called **C101.doc**. Let's open it now.

2. To open an existing file, on the Menu bar,



You see the Open dialog box.

We need to specify the name and location of the file to open.

Setting the Location for Opening Your File

When the dialog box opens, it lists a default location from where the file will be opened. This location is displayed in the Look in field.


On a Windows PC, the Look in field is located at the top-left corner of the dialog box.

All of our exercise files are contained in the eclass folder, located on the desktop. We'll want to change our Look in location to this folder.

1. To move to the eclass folder, on the Look in drop-down list,



The eclass folder is now listed as the Look In location.

Note for Macintosh Users - On a Macintosh, the Look in field is above the list of visible folders and files, and is labelled "From:". To move to the desktop, press the key combination  + D. From there, you can move into the eclass folder.

2. To open the syllabus,



The **C101.doc** file opens in Word.

Saving for the Web in Word

As previously mentioned, Microsoft Word offers users the ability to save documents as Web pages. This feature enables the creation of Web documents without the author having to know any HTML.

Let's use this method to save this syllabus document as a Web page to retain the HTML content necessary to preserve our formatting.

1. To save for the Web in Word, on the Menu bar,



Word gives you the opportunity to change the title, location, and type of file as well as give the Web page a title.

Make sure the “Save as type” field at the bottom of the “Save As” window reads, “Web Page.” We’ll accept all of the default settings.

2. To finish saving,



You see the document as if it were being viewed in a Web browser.

Viewing and Using the Source Code

The document doesn’t look much different than it did before. It’s a bit wider on the screen, but the text looks the same. However, Word has reformatted this document to be an HTML file, which means HTML code has been added to the content. We need to select all the code and the text to maintain formatting in Oncourse.

Let’s see the code and copy it so we can paste it into our Syllabus item.

1. To view the code, on the Menu bar,



You see a new window open up using Microsoft’s Development Environment.

As we mentioned before, Word adds a great deal of code.

2. To select all the text, press:



3. To copy the text to the Clipboard, press:



Now we’re ready to close the source viewer and return to Oncourse.

4. Close the source viewer.
5. Exit Word.

Adding the Code in Oncourse

Now we can paste the code we need to preserve the formatting into our item window, save it, and view our syllabus.

1. Return to Oncourse.

You see the Item editor for “Syllabus.”

2. To place the cursor,



3. To paste the content, press:



The contents from the Word document are added.

4. To add the correct style to the section title,

Select the (Style 1) Section Heading

5. To accept these changes,



The syllabus item is saved and you are returned to the Syllabus Items editor.

A Caution on Large Documents

If you paste code from a very large document approaching five type-written pages of text into the Syllabus Editor, that document may be truncated in some cases, because some web browsers have limitations on the size of text areas. If the syllabus is truncated, there are several options available to correct the problem.

First, instead of using the “Save as Web Page” feature, you can save the Word document as a Filtered Web Page (available in Microsoft Word 2002). In the normal process of saving a document for the web, Word adds a large amount of extraneous Microsoft-specific coding, potentially pushing the file size past the threshold limit. Word 2002 allows you to save your Word document in a

filtered HTML format, greatly reducing the amount of code added to the file. For instructions on filtering code, see “Appendix: Saving Word Documents as Filtered Web Pages” on page 38.

If the text is still too long or if you do not have access to Word 2002, you can publish the syllabus on your Oncourse File Manager and re-direct the Syllabus tab to the published document. Re-directing tabs is explored in *Oncourse: HTML & My Filemanager*.

If you find that you need to edit your syllabus at some point in the future, we recommend that you edit the document in a word processor, then paste the code from the new document into the Syllabus Editor.

Deleting Content

The Syllabus Item editor allows authors to edit particular syllabus items, rearrange the order of items, or delete items altogether. Since we’ve added the entire syllabus in one item, we no longer need the first syllabus item with “General Course Information,” since that is included in the “Syllabus” item.

In order to delete a syllabus item, we need to select it and then click the Delete button.

1. To begin deleting the first syllabus item,

 the checkbox to the left of the pencil icon

Checking the box indicates that the item is selected.

2. To delete the selected item,

To ensure that you do not inadvertently delete a selection, Oncourse asks you to confirm your deletion.

3. To confirm the deletion,

 OK

The syllabus item is now permanently deleted.

4. To see the revised syllabus,

 the Syllabus tab

You see the syllabus with its formatting preserved.

Creating a Schedule

Now that we've learned the basics of how to use Oncourse's interface, we'll work with the Schedule section. This section can be used to list lectures, reading assignments, homework, and even provide links that point to additional information available on the Web. In addition, authors can attach files to any given schedule item.

We'll see how to create a basic assignment and redirect a schedule item to an external Web resource.

Adding a Schedule Item

Schedule items can be associated with various types of tasks or assignments and can combine text, URL's and attachments.

Let's go to the Schedule section of Oncourse and create a Schedule item for the first day of class.

1. To view the Schedule,

 the Schedule tab

You see a statement saying there are no scheduled items. You also see a link for a schedule calendar, which will display when items are due.

We'll start by adding an assignment.

2. To begin creating a new schedule item,

 Create/Edit Schedule

3. To add our first item,



You see the *Schedule Item* editor.

This editor contains many different fields, similar to those we saw in the Syllabus Item editor. These fields are divided into two main sections, General Settings and Advanced Settings.

Adding Content to the General Settings Section

Every item we add will have features set within General Settings. The process will be similar to that used to create syllabus items.

Creating an Assignment Category

Every assignment we create can be associated with a *category*, such as “Class Assignment,” “Exam Review,” or “Weekly Readings.” Since we have not created any schedule items yet, there are no categories available. Every new item category we create, however, will be available to us for future schedule items through the Category drop-down list.

Let’s create our first item category.

1. To add an item type, next to the Category drop-down list,



You see a prompt.

2. To enter the new Category name, type:

Class Assignments

Now that we have a new item category, let’s add a title, due date and some content for the assignment.

Assigning a Due Date

Unlike the Syllabus section, the Schedule section has optional due dates. When the assignment is given a due date, students can view their schedule in the form of a graphical *Schedule Calendar*, which combines all assignments from that course into one easy-to-read format. Although any schedule item will

appear in the user's *Schedule List* with or without a due date, only those items with assigned due dates appear in the calendar. Since students often use the calendar view, let's be sure to assign a due date to the item.

The default date setting that appears is one week in the future. However, the default setting for a new item is for it to have no due date, so we need to deselect the checkbox.

1. To have the due date appear,



The checkbox is empty, and the item will appear in the Schedule list and the Schedule calendar.

Adding an Appropriate Title

We need to enter an appropriate title for our schedule item, which will become the link that students will click to view details about the item.

1. To add a title, in the Title field, type:

C101: Getting Started

NOTE: It is always a good policy to include the class number at the beginning of the name of any schedule item. That way when anyone has multiple courses during any semester they will be able to differentiate between the items for those courses in their Profile on My Calendar.

We have the same format options that are in the Syllabus Item editor. For this assignment, we can keep the default setting of Smart Text.

Adding Text in the Content Field

For most schedule items, we need to add a description of the item in the Content field of the Schedule Item editor. Students can view these descriptions by clicking on the assignment title in the Schedule list.

For the first assignment, we'll ask our students to read a guide introducing them to the basic elements of the Oncourse environment.

1. To add instructions for the assignment, in the Content field, type:

Please review the “Getting Started with Oncourse: Student Guide,” located on the main Oncourse page under “Student Resources.”

When students click the assignment title, they will see this message.

The Attachment Function

Attachments, files that can be downloaded by the user, can be added to various types of items, such as Syllabus items, Schedule items, and mail messages. While only authors can place attachments in Syllabus and Schedule items, both authors and students can send attachments using Oncourse Mail. Most items in Oncourse can support multiple attachments. We will not be adding an attachment to a schedule item today.

Assigning View Settings

Again, these buttons will specify which group may view a specific schedule item. For today, we’ll allow the general public to see this item.

1. To select the proper viewing audience,

 the General Public radio button

Exploring Advanced Settings

Before we save and view this Schedule item, let’s look briefly at the remaining Advanced Settings features.

Starting/Ending Dates

These two options allow authors to control when a specific item appears in the schedule. For example, if an author has all necessary assignments created before a semester starts, certain items can be set to appear and disappear on specific dates. The default settings indicate that the item will be listed on the day of its creation and remain visible (with No End Date selected) for the whole semester.

Due Dates vs. End Dates

Due dates appear next to items, and indicate to the student when a particular task or assignment is due. *End dates* indicate to the instructor when that item will disappear completely from view on the schedule.

The Attributes Field

For advanced users, any valid HTML tags associated with the <a> tag can be entered. These may include a TARGET attribute, which will open a new browser window containing the content of a syllabus item, or an ONCLICK attribute, which can be used to execute a JavaScript event.

Saving a Schedule Item

Now that we've added all the content we need for our Schedule item, we need to save it and then see how it looks in the two available views, the regular Schedule view and the Calendar view.

1. To submit the schedule item,



You see one schedule item in the Schedule editor.

Viewing the Schedule List

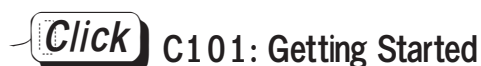
Let's look at the schedule now to see how it will appear to students.

1. To view the schedule,



You can view any schedule item by clicking on its title.

2. To see the details of this schedule item,



You see the text associated with this schedule item.

Creating a Schedule Item with Advanced Settings

Next we will create a second schedule item that will use some Advanced Settings to redirect students to an external Web resource, a chemistry writing guide.

Let's return to the Schedule editor to begin creating the item.

1. To view the Schedule editor,

 the Schedule tab

2. To begin creating a second item,

 Create/Edit Schedule

3. To add an item,

  New Item

You see the Schedule Item editor. We can assign this item to the “Class Assignments” category.

4. To assign the proper category, in the Category drop-down list,

   Class Assignments

5. To change the date,

   *a date two weeks in the future*

6. To have the date appear,

 the No due date checkbox

The checkbox should now be blank.

7. To add a title, in the Title field, type:

C101: Writing Guide for Chemistry

Using Advanced Settings to Redirect to a URL

In our first schedule item, we placed a description of the item in the Content field. Such a description is required for all schedule items unless a web address is entered in the URL field under Advanced Settings. When a user clicks the title of a schedule item with a complete Web address in the URL field, a Web

page will be loaded into the Oncourse environment, overriding any text in the Content field. Redirecting to a URL is a quick and easy way to give your students access to external Web resources.

We want students to be directed to the writing resource, so we need to enter the complete Web address in the URL field, including the standard opening, “http://”.

1. To redirect the Schedule item to an existing, external Web page, in the URL field, type:

`http://www.chem.orst.edu/writing/writingguide2000.htm`

The Schedule item will now be directed to this Web page.

We need to save the item before viewing it.

2. To submit the schedule item,



You see a second schedule item in the Schedule editor.

Viewing the Course Schedule Calendar

Now that we've created our second Schedule item, let's view the item in the Schedule calendar. We need to view the Schedule list to find the link to the Schedule calendar.

1. To view the Schedule list,



You see the two assignments in list form.

2. To switch to the Schedule calendar view,

 [View Schedule Calendar](#)

You see both assignments on the calendar, one due a week from now, the second due in two weeks. Notice that the Schedule calendar shows days beginning with the week of the first assignment and ending with the day of the last assignment.

We still have not checked to see if the schedule item will re-direct us to the external web resource.

3. To test the schedule item link, from the Schedule Calendar,

 [C101: Writing Guide for Chemistry](#)

You are redirected to the writing resource. Notice that the web page appears within the Oncourse environment.

4. To return to the Schedule list,

 the Schedule tab

You see the list of Schedule items.

5. To return to the Schedule calendar,

 [View Schedule Calendar](#)

You are returned to the Schedule calendar.

Course Schedule Calendar vs. “My Calendar”

We have seen how users can access the Schedule information from a particular course by viewing the Schedule calendar. Within any course, users can see schedule items for that course only. Assignments for all of a user’s courses can be viewed from the personal “My Calendar” feature, available on the user’s profile page under “My Tools.” Along with showing course assignments in blue text, the “My Calendar” tool allows users to add personal calendar items by clicking on a numerical date. These personal items appear in red. Many students use this combined calendar view, so to distinguish your assignments from those in students’ other courses, we recommend you attach the prefix of a course number to the title of all course assignments.

Viewing Content as a Student

The appearance of the Oncourse environment is slightly different for course authors, students, and guests. After making significant changes to the course, it can be helpful for authors to view the course in student mode to verify how the course content will look to their students. The “Switch to Student Mode” command is located in the “Tools” section of Oncourse.

Let’s enter into student mode now.

1. To access course Tools, on the Oncourse toolbar,



2. To view the course in Student mode, under “Authoring Tools,”



You see a warning about entering the student mode. It explains that you will not have authoring privileges as long as you are in student mode, and will have to re-enter the course to obtain authoring privileges.

3. To acknowledge the message and enter student mode,



You see the opening Course Announcements screen for the course, just as a student would.

4. To proceed to the next screen,



Let’s verify that the Syllabus and Schedule sections look the way you intended.

5. Explore the Syllabus and Schedule sections.

You see the Oncourse environment as a student would. Notice that within student mode all editing and authoring tools are removed.

NOTE: In order to regain our authoring privileges, we would need to exit the course, return to the profile page, and re-enter the course.

Reviewing and Looking Ahead

In this workshop, we have explored tools that enable instructors to make traditional paper documents such as syllabi and course schedules available to students in electronic or online form. This availability is particularly useful in distance learning situations and for students prone to losing paper assignments. In addition, instructors are given the flexibility to change requirements and schedule items mid-semester without distributing new documents. However, there are other environments that can give students online access to documents. What makes Oncourse unique and particularly powerful are the many built-in communication tools we explore in the next workshop, *Oncourse: Rosters, Groups & In Touch Tools*.

From Content to Community

Using built-in communication tools, instructors can create discussion forums and chat rooms, design assignments available to small groups, and open spaces for students to share electronic files, to mention only a few features. In addition, Oncourse provides a consistent environment and one set of tools across all of a student's classes, eliminating the need to bother with separate web addresses for each individual course.

Since we've only had time to view its most basic features, the Oncourse environment can seem rather limited and impersonal at first glance, so we encourage you to take advantage of the following free IT Training & Education PROSTEPS workshops and materials, available as PDFs for download from the Oncourse system home page, under Instructor Resources:

- *Oncourse: Rosters, Groups & In Touch Tools* will introduce you to Course Mail, Discussion Forums, Chat Rooms, assigning students to Groups and creating open spaces for students to share electronic files.
- *Oncourse: HTML & My Filemanager* will introduce you to features and techniques that allow you to store files in space that is available whenever you can access a Web browser, add your own personal style to the Oncourse environment by altering text and background color, link Oncourse tabs to external resources, and add customized tools to the environment.
- Another popular Oncourse tool is explored in *Oncourse: Gradebooks*. Using the Gradebook feature, you can grade and comment on mail messages and discussion forum postings quickly, and you can make grades available immediately to students.
- *Oncourse: Tests & Surveys* can help you design anonymous surveys, short out-of-class quizzes, even full-length examinations that students complete online in Oncourse. These tests can be graded manually, or you can design tests to be automatically corrected with the grades sent to a gradebook.

Logging Out

It's always a good idea to **log out** of Oncourse rather than simply closing the browser window, because Oncourse only keeps track of the time each user spends in the Oncourse environment if you log out. If you exit the browser no time will be recorded for the Oncourse session.

1. To log out of Oncourse, at the top right corner of any Oncourse web page,



You see a message indicating that you have ended your Oncourse session.



**Your Oncourse session has ended.
You must close ALL browser windows in order to completely logout
and prevent access to your Oncourse profile by others.**



If you would like to completely log out of the [Central Authentication System](#), click below:



[Oncourse Home Page](#)

Oncourse is supported by [University Information Technology Services \(UITS\)](#).

2. To prevent anyone else having access to your Oncourse session, without actually typing in a password, be sure to close the browser, as prompted by the screen.

Getting Individual Help

For pedagogical help in a more individualized manner with your academic courses in Oncourse, each campus has its own resources. For an online list of the appropriate campus resources from the main Oncourse home page, access the Instructor Resources then Pedagogical Support.

Please follow your workshop instructor's guidance as to whether you should follow the next written instructions to log off your computer.

Wrapping Up

Please follow your workshop instructor's guidance and take a few moments to fill out the workshop evaluation form.





We've reached the end of today's workshop. Before leaving, we need to properly end our session. To do this, we'll use the Start menu.

1. To begin to logoff using the Start menu,



2. To view the options for ending your session,



Note for Macintosh Users - To access commands to close a session,  the Apple menu,  Log Out..., or press the key combination  +  + Q.

You see several shut down options. Depending on the environment, you will select one of the following commands:

- **Shut Down:** The system will close all open files and applications. On a Windows PC, a message will be displayed when it is safe to turn off the computer and monitor. On a Macintosh, the computer turns itself off when finished.
- **Restart:** The system will close all open files and applications and then restart the computer. This reloads initial commands and the operating system.
- **Log On as a Different User** (Windows only): This command will log you off but leave the computer positioned at the Begin Logon dialog box so the next user can log on.

NOTE: In the IU Bloomington Student Technology Centers, the Log On as a Different User command is listed as “Log off *username*”. There is also a Logoff shortcut on the IUB and IUPUI STC desktops.

Your instructor will tell you which command to execute.

Thank you for participating in
Oncourse: The Basics for Instructors

Contributions to These Materials

Project Leader	<i>Rita Pavolka</i>
Development Team	<i>Rita Pavolka</i> <i>Nate Smith</i> <i>Lynne Dahmen</i> <i>Jeff Bardzell</i>
Editor	<i>Rita Pavolka</i>

Appendix: Saving Word Documents as Filtered Web Pages

We have seen that Microsoft Word has a feature allowing us to save a word processing document as a Web page. In the process of saving a document for the web, Word adds a large amount of extraneous Microsoft coding that enables Word to translate the Web document back into a Word document if necessary. The added code increases the file size and complexity of the Word document, and in Oncourse large files can be truncated if a document pasted into a text field approaches 32 Kb, between 5-6 typewritten pages of text.

Word 2002 gives users the option to save the Word document in a filtered HTML format, greatly reducing the amount of code added to the file and reducing the chance of truncation.

Let's see how to save a Word document as a filtered web page.

1. Launch Microsoft Word using the start menu.

You see the Word application launch.

Our existing syllabus document is called **C101.doc**. Let's open it now.

2. To open an existing file, on the Menu bar,



You see the Open dialog box.

We need to specify the name and location of the file to open.

Setting the Location for Opening Your File

When the dialog box opens, it already has a default location set for opening the file. This location is displayed in the Look in destination area in the top left of the dialog box.

Starting at the Desktop

We want to start at the desktop, since our exercise file folder, eclass, is located there.

1. On a PC, to move to the desktop,



Note for Macintosh Users - On a Macintosh, the Look in field is above the list of visible files and folders, and is labelled "From:". To move to the desktop, press the key combination  + D.

Your Look in field is now set to the desktop.

All of our exercise files are contained in the eclass folder, located on the desktop.

2. To open the eclass folder,



The eclass folder contents are now visible.

NOTE: You can also move directly to the eclass folder by using the Look in field's drop-down list of locations.

3. To open the syllabus,



The **C101.doc** file opens in Word.

Now we can save the file as a filtered Web document.

4. To begin saving for the Web, on the Menu bar,



You see the Save As dialogue box open, giving you the option to change the name, location, and type of file.

We want to change the file type to "Web Page, Filtered."

5. To change the file type, next to the “Save as type” field,



The file type is set to filter the extraneous Microsoft coding.

6. To save the file, press:



You see a warning dialogue box appear. We don't care about the formatting that will be lost.

7. To save anyway, press:



You see the document as a Web page, stretching across the whole screen and without page breaks.

Viewing and Copying the Source Code

The document has been translated into HTML code, but we are still seeing the document as it would appear in a Web browser. We need to display the HTML code so we can paste it into the Oncourse Syllabus editor.

1. To view the document in a Web browser, from the File menu,



You see the document open in the default browser.

Now we can reveal the document's HTML source code.

2. To view the source code, from the Internet Explorer View menu,



Your Web page source code is displayed using a simple text editor, Notepad.

We need to select all the code and copy it.

3. To select the code in Notepad, from the Edit menu,



The code is selected and ready to be copied.

4. To copy the code, from the Edit menu,



The source code is copied onto your clipboard.

5. Close the Notepad window and the Web page displaying the syllabus web page preview.
6. Exit Word.

Pasting the Source Code in Oncourse

Now that you have copied the filtered HTML code from the Word document, you are ready to paste the code into the Oncourse environment. For instructions on pasting text in Syllabus items, see “Adding the Code in Oncourse” on page 23.

Where to Go From Here

You can use the resources listed below to further build your computing skills.

Taking Other IT Training & Education Workshops

UITs IT Training & Education offers hands-on instructor-led computing workshops aimed at a variety of skill levels, covering a broad range of topics. We teach over 1,000 workshops on more than 70 topics every year! For more information, to see a detailed workshop schedule, or to register for a workshop, contact IT Training & Education:

Web: <http://ittraining.iu.edu/>

E-Mail: (IUB) ittraining@indiana.edu; (IUPUI) ittraining@iupui.edu

Phone: (IUB) 812/855-7383; (IUPUI) 317/274-7383

Getting Help from Online Resources

IT Training Online - Self-paced IT courses you can take on your computer

<http://ittraining.iu.edu/online>

UITs Support Center - 24 hour-a-day virtual consulting

(IUB) <http://ithelp.indiana.edu/>

(IUPUI) <http://www.iupui.edu/~support/>

UITs Knowledge Base - Searchable database of computing questions

<http://kb.iu.edu/>

UITs On-line Documentation and Publications

<http://ithelp.indiana.edu/pubs.html>

Getting Help from Support Staff

(IUB & IUPUI) Consultants at the UITs Student Technology Centers

(IUB) The Lindley Hall central consultant station

phone: 812/855-3802 (24 hours a day)

(IUB) The UITs Support Center is now in two locations:

IMU M084 and Main Library Undergraduate Circulation Desk

For current hours, go to: <http://www.indiana.edu/~itsc>

phone support: 812/855-6789; e-mail support: ithelp@indiana.edu

(IUPUI) The UITs Support Center in ES 2126

For current hours, go to: <http://www.iupui.edu/~support/>

phone support: 317/274-HELP (4357); e-mail support: support@iupui.edu
