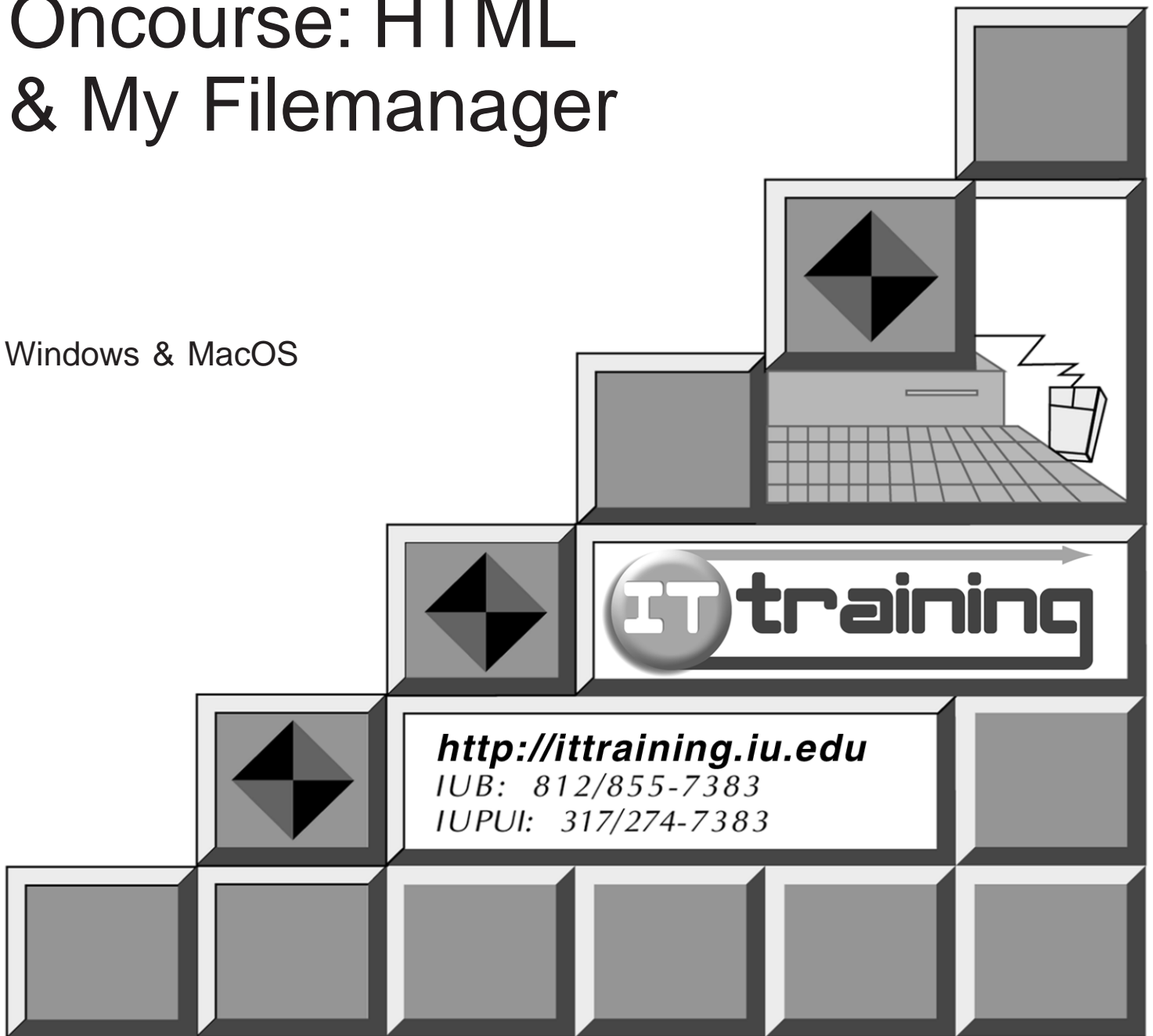


# Oncourse: HTML & My Filemanager

Windows & MacOS



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# Welcome and Introduction

Welcome to *Oncourse: HTML & My Filemanager*.

## What You Should Already Know

You should have already attended *Oncourse: The Basics for Instructors* or have the equivalent skills. Specifically, you should be able to:

- Navigate the Oncourse environment
- Create a syllabus and schedule
- Create discussion forums and chat rooms
- Upload attachments
- Activate and use Course Mail

## What You Will Learn

This workshop introduces more advanced topics for Oncourse and provides hands-on practice with how to:

- Work with the My Filemanager storage space
- Redirect a navigation tab
- Export and import course settings
- Use HTML to add formatting
- Use HTML to alter background and text colors
- Create tools

## What You Will Need to Use these Materials

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

- Internet Explorer version 5.0 or higher
- An account for Oncourse
- The exercise files: **handbook.ppt**, **syllabus.html**, **Bus376\_Fall02.asp**

---

# 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

In order to explore some advanced features of Oncourse, we will be course authors for a sample Business class. We will upload course materials to the My Filemanager space and practice some basic file management skills. Next we'll import content into our class from another Oncourse class, then use basic HTML to personalize and enhance the class environment. We will also see how to add a PowerPoint presentation as a tool and finally how to backup our work.

---

## 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?](#)  
[UIITS 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 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).

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#### 4. 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:

**INDIANA UNIVERSITY**  
*central authentication service*

Please enter your username and password.

Username:

Password:

- To access protected services, you will need to establish your IU authentication.
- For security reasons, you will need to close your web browser when you finish using services that require authentication.
- If you need assistance, view [login.help](#)

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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.

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

*the appropriate user name*

6.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.

From here, we'll move Oncourse's *My Filemanager*, the storage tool associated with Oncourse.

---

## Using My Filemanager

My Filemanager in Oncourse can be used as an “anytime, anywhere” storage space for documents, files, and images. As long as you can get to the Internet through a web browser you will be able to get to the files in the My Filemanager storage space, by default 100 mg.

### Opening My Filemanager

The My Filemanager can be accessed through your Oncourse account profile as we will do today, or by opening the My Filemanager server directly. Either way you will see the same folders and files. Let's discuss the direct method of access first.

### Accessing the My Filemanager URL and Portfolio

Even though My Filemanager looks as if it is a part of Oncourse and can be accessed through the profile in Oncourse as we did today, in reality it is a stand-alone application that can be accessed at:

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

When a file is added to the My Filemanager, the basic web address, URL, for the file location will adopt the following format:

<http://portfolio.iu.edu/userid/filename.xxx>

NOTE: The userid is the user's Network ID and the filename will be replaced with the name of the uploaded file.

For example, if Izzy Teacher uploaded a picture of herself, **izzy.gif**, the URL would be:

<http://portfolio.iu.edu/iteacher/izzy.gif>

## Accessing My Filemanager from the Profile Page

Let's open the My Filemanager tool now.

1. To open My Filemanager, in the My Tools section of the User Profile,



The My Filemanager tool window opens.

## Directories in My Filemanager

The My Filemanager area contains two directories:

- **Private Directory:** Use this directory for storing personal items that do not need to be shared with others. These items are only accessible through the My Filemanager storage space interface.
- **Public Directory:** Use this directory for storing items that need to be shared with other users or files that will serve as hyperlinks within Oncourse.

The public directory is a useful place to save resource files that will be available as:

- links within various areas of Oncourse
- attachments (for example, in a schedule item)
- shared information for other instructors or students

NOTE: Although you can use the My Filemanager storage space to save attachments sent by students and then make their corrected documents accessible for their review, drop boxes and group spaces may be more useful for that purpose.

So by saving class resources in the Public Directory, authors can create links between items and tools in a particular course and the resource file in the directory or refer to attachments in the directory.

NOTE: Remember that items in Oncourse can usually be accessed by selecting either a link or the pencil icon. Whenever possible, we will identify items by their links.

We'll be working with the Public Directory today, which is currently selected.

## Creating Folders

Though files can be uploaded directly into the Public Directory, it is useful to create folders to keep things organized. Folders can be created within both the public or private directories.

We'll want to create two new folders in our Public Directory.

1. To create a new folder,

 the New Folder icon

A Javascript box opens, asking you to name the new folder.

2. To name the folder, in the Name field, type:

lectures 

You return to the My Filemanager window and the new folder appears.

Let's create a second folder for documents.

3. To create an additional folder,

 the New Folder icon

4. To name the folder, in the Name field, type:

documents 

Now we're ready to upload files.

## Uploading Files

Files can be uploaded into a directory or folder in two different ways, either one at a time, or by adding several items to an Upload list and then uploading them all at once. We'll be using the second method today since we want to quickly upload two files.

Oncourse provides a wizard that guides you through the process of uploading files step by step. We'll use the wizard to upload a PowerPoint presentation, **handbook.ppt**, and a syllabus, **syllabus.html**, into our folders.

It is important to note that this syllabus has no associated graphics--it just has basic course information. If it had images, these graphics would also need to be uploaded.

1. To upload a file into a folder,



The My Filemanager - File Upload Wizard opens.

Now we'll use the Browse feature to find our first file, **handbook.ppt**.

2. To search for the file,



The Choose file dialog box opens and we now need to locate the file.

3. Move to the eclass folder.

NOTE: In Netscape Navigator, you will need to choose "All Files" from the Files of Type drop-down list in order to see the correct file.

4. To select the first file,



You return to the File Upload Wizard and the name of the file is now in the text box.

We now need to add this file to the Upload List.

5. To add the file,



Now we can add the second file.

6. To add the second file,



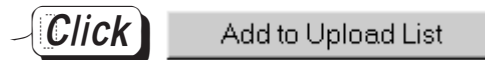
7. To select the second file,



You return to the Upload Wizard and the name of the file is now in the text box.

We now need to add this file to the Upload List.

8. To add the file,



Since both files are on our Upload list, we can now perform the upload.

9. To upload the files,



When the upload is successful, a message indicating that the file upload is complete appears. This page also provides the URLs needed to access or link to the files from elsewhere, even within Oncourse.

10. To return to My Filemanager,



## Renaming Files

Once files are in My Filemanager, they may need to be renamed.

To see how the renaming feature works, we'll change the name of **handbook.ppt** to **lecture1.ppt**. Remember that many actions in Oncourse require two steps. First, a user must choose an item by selecting a checkbox, and then he or she must select a function such as Delete, Rename, or Move.

We will indicate the file to be renamed by selecting the appropriate checkbox.

1. To choose the file,

 the handbook.ppt checkbox

2. To begin renaming it,

 the Rename icon

You will see a table with a blank text box. This is where we'll enter the new name.

3. To rename the file, in the New Filename field, type:

**lecture1.ppt**

NOTE: While you are in Oncourse the extensions are not added automatically so remember to add the correct extensions to the filenames.

4. To accept the new name for the file,

## Moving a File

Once files are in the My Filemanager storage space, they can be moved between folders as well as between directories (public and private). To see how this works, we'll move the syllabus file, **syllabus.html**, from the lectures folder to the documents folder.

We first need to locate and identify the file we want to move.

1. To select the file, in the lectures folder,

 the checkbox for syllabus.html

2. To move the file,

 the Move icon

Now we need to locate the destination location.

3. To move to the documents folder,

 Parent folder,  documents

4. To move the file,

You see the file **syllabus.html** has been removed from the lectures folder.

Before we leave the My Filemanager space, let's verify the move we just made.

5. To view the contents of the documents folder,

 Parent folder,  documents

The documents folder opens and you see the moved file, **syllabus.html**.

## Exiting My Filemanager

Now that we are done manipulating our files, we can exit My Filemanager and return to our User Profile.

1. To close the My Filemanager storage space,

 the Oncourse Profile icon

You return to your User Profile.

NOTE: You don't want to select the Exit option this time. It will take you out of Oncourse and to the Portfolio home page.

---

# Using Authoring Tools

In our first workshop, *Oncourse: The Basics for Instructors*, we saw how to use the basic features of the Oncourse system. There are also more advanced features which allow users more control over content, behavior, and formatting. Many of these are available as Authoring Tools.

In today's workshop we'll be using several of them to import a pre-existing course and to add content to our current course, to create backup copies of its content, and to explore how to control other aspects of the course such as redirecting a tab to outside resources, changing the display, and controlling who sees the course.


Authoring Tools can be accessed from either the Oncourse Profile or from within a specific course. Today, we'll access them from within our Business course.

## Accessing Authoring Tools

Now let's see how to access the Authoring tools for a particular class.

1. To enter a class, in the My Courses section,



NOTE: Depending on the current defaults, you may see the FERPA message about being listed in the course at this point. If so,  the Listed button.

2. To move to the class itself,



You are now inside the course.

The course is currently empty. We'll want to view Authoring Tools.

3. To move to the Tools area, on the Oncourse toolbar,



4. To view Authoring Tools,

 [Authoring Tools](#)

NOTE: Authoring Tools can also be accessed directly through the My Profile page. When it is accessed in this way, the author must choose the appropriate course by selecting the correct semester and class. If a class is disabled, it must be accessed in this way.

## Understanding General Course Settings

The General Course Settings area of Authoring Tools gives an author the ability to redirect a course, combine rosters, and hide or disable courses.

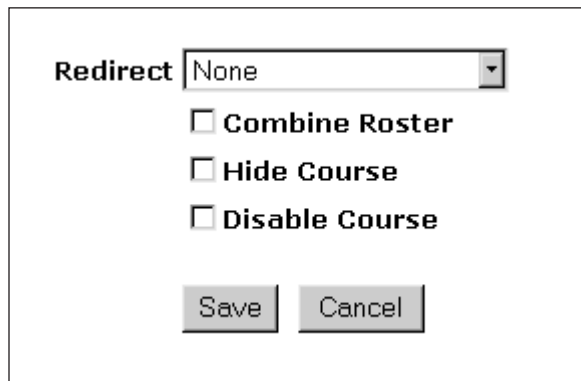
Let's view these settings.

1. To view these options,

 [General Course Settings](#)

Here authors can add a new name or description for the class, which would replace the standard name and description available from the registrar (where available). The description would only be accessible by students if no syllabus items were created. Authors can also change the name of the instructor, though this is automatically updated by the registrar.

The General Course Settings editor also has the following options:



The screenshot shows a form with the following elements:

- Redirect**: A dropdown menu currently set to "None".
- Combine Roster**
- Hide Course**
- Disable Course**
- 
-

If a course is *redirected*, students still see it listed in the “My Courses” area of their profile, but are taken to either another section of the class or to a Web site outside of the Oncourse environment. They will lose access to other Oncourse courses and tools.

Rosters can be *combined* for courses with more than one section. This should be done with caution. For further description of how this feature works, see “Appendix 3: Combining Courses” on page 36.

A *hidden* course is only accessible from the profiles of users who are listed on the roster for the course and cannot be found by a general search.

A *disabled* course will not show up in any Oncourse searches or user profiles; only the person designated as the “Faculty of Record” for that course will be able to see it from his or her Authoring Tools menu. If an author wants to make a course accessible to students or other authors, it must be enabled.

We will not alter these settings today.

2. To return to Authoring Tools,



You are returned to the Authoring Tools menu.

## Importing Course Settings

It is a good idea to keep backup copies of a class before and after major changes are made in case errors occur while manipulating course content. In addition instructors may teach more than one section of a particular course or teach particular courses in rotation. Sometimes there is standard course material that must be used by all instructors of a particular class. For all of these situations, Oncourse’s export and import features provide a method both for saving content for later use and for providing content for use by other instructors.

One can import all of the items created by another author, or just items of a particular type. No content related to communication tools, such as mail messages, forum postings, or contents of drop boxes can be imported. An import can also import advanced property settings which determine features such as notification of student activity on Oncourse mail and both the background color and fonts that are used.

The format for a course file is an active server page. An *active server page(.asp)* file can contain any combination of HTML, scripting, and calls to components. This data file can be imported later by the same or different authors. Oncourse.asp files are only usable within the Oncourse system.

Since our class is currently empty, we will import information created by another author. The import feature provides an opportunity for authors to select what types of information will be imported. At the end of the workshop we will see how to export our data.

1. To begin importing,



The **Import Course Settings** dialog box opens:

**Import Course Settings**  
2002-1-OC-EPBL-BUS-031

1. **Select the file to import from ...**
2. **Select the import mode ...**  
 Add  Replace  
Note: Selecting replace will delete all existing information for the selected items.
3. **Select the items you want to import ...**  
 Users  Schedule  Course Tools  
 Groups  Chat Rooms  Tests & Surveys  
 Announcements  Discussion Forums  Advanced Data Settings  
 Syllabus  Other In Touch Tools  
 Drop Boxes  Group Spaces
4.  OR   
Note: Only press once and please be patient. It may take a long time to import your data depending on the size and the number of your attachment files. Please allow additional time for the server to copy your files.

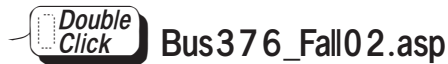
We need to locate the file we need in the eclass folder.

2. To browse for the file,



3. Move to the eclass folder.

4. To select the correct file,



NOTE: In Netscape, you will need to select “All files” from the Files of Type drop-down list.

You return to the Import Course Setting dialog box and you see the file path displayed in the Select File field.

## Selecting the Import Options

We have two options for how we want to import this information:

- **Add**-- the import will append all information in the import file to the current information in the class.
- **Replace**--the import will erase the information that is currently in the course and replace it with the information in the selected file. Be cautious if you use this option.

NOTE: In general, you will not want to replace users. Instead, delete unwanted users in the current class and add users. If users are replaced, and the instructor of the imported class is different than the current author, the current author will be replaced and the class will not appear in the list of “My Courses” in the profile. If this happens, the class can only be accessed by the faculty of record through their Authoring Tools. Once the course is accessed, the imported author can be deleted and the correct author added.

We want to add the information from **Bus376\_Fall02.asp**.

1. Make sure the “Add” radio button is selected.

Oncourse also gives authors a choice of which parts of the content in the **Bus376\_Fall02.asp** file to import and use in the current semester’s course. The author can choose to import all of the items listed or only one or two of them.

We want to choose several items.

2. To add the appropriate information, select the checkboxes for the items listed below:

- Drop Boxes
- Chat Rooms
- Discussion Forums
- Other In Touch Tools
- Course Tools
- Advanced Data Settings

3. To add the data,



You see a list of imported data records.

4. To verify the import,



Now we're ready to view the added information.

5. Review the additions by exploring the class environment.

Now we're ready to add additional content of our own. We'll return to see how to use additional Authoring tools later in class.

---

## About HTML in Oncourse

At a basic level, authors do not need to know any HTML or understand exactly how it works in order to effectively use Oncourse. However, Oncourse has an open environment where instructors can augment parts of the application by inserting HTML tags in certain Oncourse editors so that a particular course can have a more personalized and sophisticated appearance. Using HTML to enhance a standard course page can add visual interest as well as functional flexibility. Therefore, we will be introducing several specific types of tags that are most helpful for adding more personalized content within Oncourse. These include tags that add formatting to text, tags that control the background color displayed within a course, and tags that will instruct Oncourse to open additional content in a separate browser window.

HTML tags can be added to text throughout the Oncourse system wherever a formatting option is available. Some items which accept HTML include syllabus items, course announcements, and schedule items.

### What is HTML?

*HTML* stands for **H**yper**T**ext **M**arkup **L**anguage and it is the code used to format Web pages. Most tags in HTML are called *closed container tags* because one tag is placed at the beginning of a section of text to turn the formatting on, and another related tag is added at the end of the section to turn the formatting off. For a table of basic HTML tags, see "Appendix 1: Basic HTML Tags" on page 34.

For example, you can italicize text using the following HTML code:

```
<i>text</i>
```

NOTE: As HTML continues to develop as a language, recommendations change. It is currently recommended that lower case letters be used in tags.

## Adding Tags to Content

HTML tags affect the format of a section of text they surround. To practice how to use HTML tags to format text, let's add a Course Announcement and use some basic tags to format it.

Course Announcements are created from the In Touch area.

1. To view the In Touch area,

 the In Touch tab

2. To create a new announcement item,

 Create/Edit Course Announcements

  New Item

We need to choose HTML format.

3. To select HTML format,

 the HTML radio button

Let's add a heading tag as well as some italics to our message.

4. To add content, in the Notice field, type:

```
<h3>Welcome to Business 376!</h3>  
Please buy the book<i>  Business Theory  </i>before  
class.
```

We'll leave the view settings on the default, "Class Members."

We'll also leave the time of the announcement, one week, as it is.

5. To create the announcement,



The announcement appears in the Course Announcements list. Let's view the announcement as it will appear to students.

6. To view the announcement,



You see the message displayed with formatting.

## Using HTML to Add Links within a Schedule Item

In *Oncourse: The Basics for Instructors* we learned how to redirect a Schedule item to an external Web site using the URL field in Advanced Settings. We can also use an HTML link tag (`<a href></a>`) in the Content field of a Schedule item to create a clickable hypertext link which can connect users to a Web resource, a file published on the My Filemanager space, or another area of the Oncourse environment.

Today we will create a schedule item with a hypertext link to an external business management resource that we locate through a popular search engine called google. First we'll open a second browser window, access google, and search a business management resources. Then we'll copy the exact URL (or shortcut) to a business management resource and paste this link into the Content field of a new Schedule item in Oncourse.

1. To access the link to google.com from the browser menu,



You see a new duplicate window.

2. To begin moving to google, from the browser menu,



3. To move to the new location, type:



You see the google search engine home page.

4. To find a selection of business management references, in the search field, type:

**business management**

5. To select a link that interests you,



6. To copy the shortcut, from the drop-down menu,



NOTE: If you are using Netscape Navigator, Click Copy Link Location.

Although invisible, the shortcut is now copied onto your clipboard.

Next, we need to create a new Schedule item in which we will paste the link to the business management reference.

7. To close the extra browser window, in the upper right-hand corner,



You see the Oncourse environment again.

8. To move to the Schedule area,



9. To begin creating a new Schedule item,



You see the Schedule Item editor. We need to create a new category and title the Schedule item.

10. To begin creating a new category, to the right of the Category field,



11. To name the new category, in the prompt box, type:

Class References

12. To insure that the item will appear in the Schedule list,



The box should now be unchecked.

13. To title the Schedule item, in the Title field, type:

**Bus 376: Week 1 Assignment**

We are now ready to begin adding HTML code in the Content field.

14. To select HTML format,



Now we are ready to add HTML code into the Content field.

The syntax for the link tag is:

```
<a href="URL">Link Text</a>
```

Let's see how this works.

15. To begin writing the HTML code, in the Content field, type:

Please read the assignment and then visit the  
<a  href="" >  Business Management Reference</a>

Now let's use a keyboard shortcut to paste the shortcut to the Business Management Reference.

16. To position the cursor, in the link tag,



17. To paste the shortcut, press:



You see something like:

```
Please read the assignment and then visit the <a href="http://www.ioma.com/">Business Management Reference</a>
```

Sometimes the URL that you are saving may be very complex. By saving the shortcut, instead of typing the URL manually, you do not have to worry about making typos in the URL.

Now we're ready to save the item and view the results.

18. To save the Schedule item,



Now we can view the Schedule item.

19. To see the Schedule list,



20. To see the content of the Schedule item,



You see the Schedule item with a hypertext link to the Discussion Forum.

21. To test the link,



You see the related reference. Notice the linked page is shown within the Oncourse environment so that it is easy to move back to the course content.

## Using Attributes with Tags

Some tags can accept additional information within them. For example, the body tag (<body></body>) defines the beginning and end of a Web page and this tag can contain information about page settings, such as indicating a back-

ground color or image or instructing the browser to open a new window. These added definitions are *attributes*. By placing attributes within the body tag, authors can define additional information for a course in Oncourse. This background color will affect all course tabs except the Welcome and Syllabus tabs.

For example, if a user wants to set the background color to peach, the opening body tag would look like:

```
<body style="background-color:#000066">
```

These types of attributes can be entered in various Advanced Settings areas of editors throughout Oncourse. The table below lists two basic types of attributes and their function:

HTML Attribute	Action Performed
body style="background-color:color"	Sets background color for a page or section
target="_blank"	Opens a new browser window

## Setting Color Values

The color of text, links, and the background of a Web page can be set by identifying specific colors. However, colors used on the Web should be *Web safe colors*, a collection of 216 colors that will look the same in any browser. Each of these colors can be represented by a unique, six-character *hexadecimal code* that tells the browser which color to apply to elements of the page such as text, links, or the page background. The hexadecimal codes for various colors would need to replace the word "color" as outlined in the tags above.

Some examples of basic colors and their values include:

Color	Hexidecimal Code
white	#ffffff
black	#000000
dark blue	#000066
bright yellow	#ffff00
peach	#ff9966
aqua	#33ffff

In addition, many browsers will accept simple colors as words. For example, if you wanted blue text on a red background, you could write:

```
<body style="background-color:aqua">
```

Currently, most current browsers recognize 16 named colors. To learn more about these colors, see “Appendix 2: Color Hexadecimal Values” on page 35.

We’ll see how to use these values in order to change the background color for our class.

## Altering the Background Color

Now that we’ve discussed some of the ways in which we can use HTML to alter settings, let’s see how to change the background color for our class. We’ll make the background pink.

Changes to the background are made in the Advanced course property editor.

1. Return to Authoring Tools.
2. To enter the Advanced course property editor,

 [Advanced Course Property Editor](#)

3. To add a new property item,

  New Item

Now we need to add the *Key Value*, which will tell Oncourse what part of the course information we want to alter. As we mentioned earlier, when we want to change display features such as the color of the background, we need to put additional information in the body tag. So, in the Key field, we want to designate this tag.

4. To indicate the type of tag, in the Key field, type:

**body\_tag**

Now we need to add the color information and the additional tag information.

5. To add the code, in the Value field, type:

```
<body Space style="background-color:#ffcccc;">
```

In this example we have chosen a pink background color.

6. To accept these changes,



You return to the Advanced Course Property editor.

7. To return to Authoring Tools,



8. Review the changes in the course.

Now we'll work with some other advanced features located in Authoring Tools.

---

## Redirecting a Tab to an External URL

If an instructor already has a Web site for a course and wants to continue to use this material, it can be easily accessed from within Oncourse. This can be done by redirecting one of the section tabs, such as the Syllabus tab, so that it points to a different URL. Redirecting tabs allows authors to incorporate existing materials while still taking advantage of other features of Oncourse.

We'll see how to redirect a tab by creating a link to a syllabus that has already been created and published. This feature is located in the Tab URL editor.

1. Return to Tools, Authoring Tools.

2. To view the Tab URL editor,



The Tab URL Editor opens.

Now we need to add the appropriate URL to the Syllabus Button field. This will be the address of our file in the My Filemanager space.

3. To add the URL, in the Syllabus redirect field, type:

**`http://portfolio.iu.edu/yourusername/documents/syllabus.html`**

An author for a course can redirect any of the tabs to different locations by repeating this step with other URLs.

4. To save this change,



Now let's see how this works.

5. To test the redirect,



The new syllabus is displayed within the Oncourse environment.

## Removing a Redirect

A redirect can easily be removed by returning to the Tab URL editor following the steps outlined above and then removing the URL from the redirect field.

---

## Creating a Tool

The Tools section provides tools for both authors and students including links to the Gradebook, the Test and Survey Tool, and Insite. Some tools, such as Authoring Tools and Switch to Student Mode, are available only to course authors.

Whether a class is completely online or primarily in a classroom, Oncourse can facilitate distribution of additional class or lecture materials so that anyone with Web access can obtain this information. To facilitate exchange of information, we will provide access to the PowerPoint presentation we loaded into our My Filemanager space. To do this, we'll add a new tool and create a link to **lecture1.ppt**.

We need to view our Tools section

1. To view the Tools section,



You see the Tools currently associated with this class.

We'll start by moving to the Create/Edit Tools editor.

2. To begin adding a new tool,



3. To add a tool,



The **Tool Item Editor** opens:

The screenshot shows a dialog box titled "Tool Item Editor". It is divided into two sections: "GENERAL SETTINGS" and "ADVANCED SETTINGS".

**GENERAL SETTINGS**

- Category:** A dropdown menu with the text "Select a category or click + to create a new category." and a plus sign icon.
- Title:** A text input field.
- URL:** A text input field.
- Description:** A text input field.
- Viewable By:** Two radio button options: "General Public" (unselected) and "ALL Class Members" (selected).

**ADVANCED SETTINGS**

- Attributes:** A text input field.
- Author Only:** Two radio button options: "Yes" (unselected) and "No" (selected).

At the bottom of the dialog box are two buttons: "OK" and "Cancel".

## Using General Settings

This dialog box, like many in Oncourse, is divided into areas for General and Advanced settings.

We'll start by defining some General settings. We first need to create a category for this new tool. This will have Oncourse create a separate section for our added tool.

1. To begin adding a category, next to the Category field,



A JavaScript window opens.

We'll name this category "Lectures".

2. To name the category, in the Name field, type:

Lectures

You return to the Tool Item Editor and the new category is selected in the Category field.

Now we'll add our new tool to this category.

3. To name the tool, in the Title field, type:

### Lecture 1: Employee Handbooks

Now we need to create the link with our file in the My Filemanager space.

4. To add the URL, in the URL field, type:

<http://portfolio.iu.edu/yourusername/lectures/lecture1.ppt>

The URL appears.

We'll want to add a brief description so users will now what this tool does.

5. To add a description, in the Description field, type:

**Review a PowerPoint presentation about standards for Employee Handbooks.**

As with most items, we need to specify who can use this tool.

This tool should already be set to be only visible to students.

6. Make sure the "ALL Class Members" checkbox is selected.

## Adding Attribute Options

Now let's explore some of the advanced settings for this tool. These settings give instructors greater control over the function and display of a new tool.

As mentioned above, the use of certain HTML tags allows greater flexibility and control over the Oncourse environment. One such tag, the *target tag*, is used in the Oncourse environment to direct the browser to open a file or Web site in a specific location, such as in a new browser window.

We want our PowerPoint presentation to open in a new window, so we'll add the necessary target tag.

1. To add the target attribute, in the Attributes field, type:

**target= "\_blank"**

With this setting defined, the PowerPoint presentation will automatically appear in a new browser window.

We could have this icon only available to authors of the class, which would require that we select the "yes" option. However, we'll make it available to students, too, so we will want to keep the default, "no" option.

2. In the Authors Only area, make sure the No radio button is selected.

We're ready to complete the tool and save it to the server.

3. To finish creating the tool,



4. To return to the Tools window and view the new tool,



You return to the Tools page and the new tool should now appear in a new category called Lectures.

Let's check the link to make sure it works.

5. To test the tool,

 Lecture 1: Employee Handbook

The PowerPoint presentation should open in a new browser window.

NOTE: In Netscape, you will be prompted to open the file and the PowerPoint application will be launched. To see the show, you would then want to view it from within PowerPoint. When you were done, you would close the application and the browser and return to Oncourse.

Since we now know the link works, we can close the browser window.

6. Close the browser window.

---

## Exporting Course Settings

We have now finished working with our class content. Before we finish, let's see how to export the data for this course, since we've made some changes.

We need to return to the Authoring Tools section.

1. Return to Tools, Authoring Tools.
2. To access the export settings,


 Export Course Settings

The File Download dialog box opens and the selection for "Save this file to disk" is selected. This is the option we want.

3. To save the file,



NOTE: In Netscape, you will need to choose Save File.

*Note for Macintosh Users* - On a Macintosh, Internet Explorer may display an "Unhandled File Type Message", if so,  Save File as... and continue.

You see the Save As dialog box.

We need to specify where to save the file and what to call it.

## Setting the Location and Filename


When the dialog box opens, it lists a default location for saving the file. On a PC, this location is displayed in the Save in field at the top-left corner of the dialog box.

We want to move to the eclass folder, which is where we will save our file.

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



The eclass folder is now listed as the Save in location.

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

Now that we have specified the Save in location, we need to specify the filename.

Let’s make sure that the filename is highlighted first.

2. If the filename is not highlighted,



We’ll want to name the file and give the date of the save so we know exactly when the data was exported.

3. To name the file, type:

**BUS376\_date**

The file type for the file we are saving is .asp and this extension will automatically be added to the filename.

**Note for Macintosh Users** - You will want to add the “.asp” extension when you save the file.

4. To save the file,



The file is saved and you return to the Faculty Tools Menu.

5. Close the download box.

Now we're ready to exit out of Oncourse.

6. To exit the course, and Oncourse,



NOTE: Remember that if you do not exit out of Oncourse, the total time spent on Oncourse will not be recorded accurately in Course Statistics. This can be important to students if they are required by their course instructor to spend a certain amount of time on Oncourse.

7. Close the browser.

---

## 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: HTML & My Filemanager***

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## Contributions to These Materials

Project Leader	<i>Rita Pavolka</i>
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Editor	<i>Rita Pavolka</i>

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# Appendix 1: Basic HTML Tags

The following tables illustrate some basic HTML tags that can be used to add formatting and functionality to a course environment.

Text Formatting Tags	Use
<code>&lt;h1&gt;... &lt;/h1&gt;</code>	First level heading (also h2, h3, h4, h5, h6)
<code>&lt;br /&gt;</code>	Starts a new line without inserting a blank line
<code>&lt;hr /&gt;</code>	Inserts a horizontal rule (straight line)

Text Highlighting Tags	Use
<code>&lt;b&gt;... &lt;/b&gt;</code>	Bold
<code>&lt;i&gt;... &lt;/i&gt;</code>	Italic
<code>&lt;u&gt;... &lt;/u&gt;</code>	Underlined

List Tags	Use
<code>&lt;li&gt;... &lt;/li&gt;</code>	Identifies a list item (for <code>&lt;ul&gt;</code> and <code>&lt;ol&gt;</code> lists)
<code>&lt;dl&gt;... &lt;/dl&gt;</code>	Encloses a glossary-type list (uses <code>&lt;dt&gt;</code> and <code>&lt;dd&gt;</code> )
<code>&lt;ol&gt;... &lt;/ol&gt;</code>	Encloses a ordered-type, or numbered, list (uses <code>&lt;li&gt;</code> )
<code>&lt;ul&gt;... &lt;/ul&gt;</code>	Encloses an unordered-type, or bulleted, list (uses <code>&lt;li&gt;</code> )

Linking Tags	Use
<code>&lt;a href="http://www.server.edu/file-path/file.html"&gt;...&lt;/a&gt;</code>	Link to another webpage - may be on the same or a different website.

Graphics/Image Tags	Use
<code>&lt;img src="filename.gif" /&gt;</code> or <code>&lt;img src="filename.jpg" /&gt;</code>	Place an image file on a Web page. Two common image file types are .gif and .jpg.

---

## Appendix 2: Color Hexadecimal Values

The following table provides the color names and hexadecimal values for sixteen web-safe colors. The name can be used in place of indicating the hexadecimal (Hex) value both in the source code and in various Dreamweaver color fields.

Color Name	Color Hex Value
Black	#000000
Maroon	#800000
Green	#008000
Navy	#000080
Olive	#808000
Purple	#800080
Teal	#008080
Gray	#808080
Red	#ff0000
Lime	#00ff00
Blue	#0000ff
Yellow	#ffff00
Fuchsia	#ff00ff
Aqua	#00ffff
Silver	#c0c0c0
White	#ffffff

---

## Appendix 3: Combining Courses

Instructors who teach many sections of the same course may want to consider redirecting one section or course or combining rosters. These actions, available in the General course settings, are not easy to “undo” and should be considered permanent actions. It is recommended that authors consult Oncourse support before undertaking a course redirect or combining rosters.

Due to the permanent nature of these changes, it is not possible to demonstrate these features in this workshop, but the following information is provided as a reference.

### Redirecting to Another Section

The instructor or author for a course can create a parent-child relationship between multiple sections of the same course by combining them into a single online environment. This way the author only needs to maintain one section and students from all sections can interact and share the same information. The easiest way to do this is to choose one of the sections as the parent or primary section and then redirect all of the other child or secondary sections to it. Only the instructor for the courses being combined can perform this operation.

To combine sections, the author will need to log into each section of the course that is not the primary or parent section and using the Tools, General Course Settings link, modify its redirect property so that it points to the primary section. However, instead of selecting “Add external URL,” the instructor should choose a different section of the class as the destination for the redirect.

### Combining the Roster and Gradebooks

When redirecting a section, the instructor can choose either to combine all the students into a single roster or to keep the section rosters independent. If the instructor chooses to keep the section rosters separate, the students in the combined sections will share the same syllabus and schedule, however they will not share the In Touch and Tool features of Oncourse.

NOTE: Only rosters that are combined to a common section will share the use of Chat Rooms, Course Mail, and Discussion Forums.

When the rosters for multiple classes are combined, students will have access to the same In Touch and Tools features as well as the Syllabus and Schedule. And the author will need to manage only one roster, and one section’s Gradebook(s) and Test and Survey tools when rosters are combined. To combine the course rosters, make sure to mark the checkbox next to “Combine Roster” when redirecting sections to a parent section.

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# 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](mailto:ittraining@indiana.edu); (IUPUI) [ittraining@iupui.edu](mailto: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](mailto: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](mailto:support@iupui.edu)

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