

Oncourse CL FAQs

Where can I see my course roster in my class?

- From the course you wish to view, click on the “Roster” link.
- To print the roster, click on the printer icon (be sure to select the Show Official Photo IDs link if you would like photos included).
- To save a copy of the roster, click on the Export CSV button.
- Class members are also visible in the “Site Setup” link for that class.

How can I send an e-mail message to my students?

- Click on “Messages” in the navigation menu and then click on the “Compose Message” link.
- From the course to which you wish to send the message, click on the “Email Archive” link. Copy the email address (the long name ending in @oncourse.iu.edu) and paste it into the “To” field of your regular IUS email program (Outlook). This will send a message to everyone in the class and store a copy in the “Email Archive” area.

How can I post an announcement to my class?

- From the class for which you wish to post the announcement, click on the “Announcements” link. Click on the “Add link”, type in your subject and the message, click on the “Add Announcement” button to post the announcement.

How can I add/remove site tools from the menu?

- From the class for which you wish to edit the tools listed on the menu, click on the “Site Setup” link. Click on the “Edit Tools” link and then uncheck (or check) the box in front of the tool(s) you wish to remove (or add). Click on the “Continue” button and then click “Finish” to complete the process.
- Because you are able to remove site tools, some students will see fewer or extra tools in their menu. This is not a problem unless the tool you added/deleted does not appear/disappear.

How do I navigate within the tools and from one to another?

- Never use your browser’s BACK button! To refresh a tool (like Assignments, etc.) click on the refresh arrows (↻). **Always refresh the tool if you have made any changes.**
- To move from one tool to another, use the navigation menu on the left-side of the screen.

How do I go from one class to another?

- Click on the title of the class you wish to enter by clicking on the appropriate tab at the top of the screen (which may require using the "more" dropdown box).
- If you are navigating from one class to another in the same session (i.e. you did not log out or get disconnected), Oncourse remembers what tool you were in and will take you back to that tool.

How do I create my gradebook?

- From the course for which you wish to create the gradebook, click on the "Gradebook" link.
 - To add assignments, click on the "Add assignment" link. Fill in the "title" and "assignment point value" fields. Click on the "Submit" button.
 - To change the grading options (from percentage to point; +/-; P/F), click on the "Grade options" link. Choose the grade type by clicking the dropdown box then click the "Change grade type" button. To finish, click the "Save" button.
 - To make grades NOT be visible to individual students, uncheck the box in front of "Display assignment grades to students."
- Be sure to refresh the gradebook tool by clicking the refresh arrows (🔄).
- If you are using the "Test & Surveys" tool and will have grades automatically sent to the gradebook, do **not** preload those assignments into the gradebook. Oncourse will automatically create test assignments from the Test & Survey.

How do I rearrange the sites listing in my default tab viewer?

- From the My Workspace area, click on the "preferences" link and then on the "customize tabs" link. In the "Sites visible in Tabs" window, click on the class you wish to have display and then click on the up arrow. Continue clicking on the arrow until the class is where you want it to be-- the first four classes listed will display on the tab toolbar. Click on the UPDATE PREFERENCES button to save your changes.