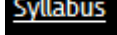








## Using Oncourse CL for Students

- **How do I log in?**
  - You can login to Oncourse by going to one of the following URLs:
    - <http://oncourse.iu.edu>
    - <http://www.ius.edu> then select Oncourse
  - Click the CAS Login button (upper-right corner of the screen).
- **Once logged into Oncourse CL, how do I get to my class?**
  - The My Workspace page lists all the classes for which you are registered in any given semester. To enter a class, click on the appropriate tab on the top of the page. If you do not see your course listed in the tabs, click in the "more" box.

### So I am in Oncourse CL and I've chosen my class, now what?

- To access your syllabus, click the Syllabus link. 
- To send an email message, click the Messages link. 
- To check course announcements, click the Announcements link. 
- To access attachments, documents, and files, an instructor has posted, try clicking the Resources link. (Otherwise, contact the instructor.) 
- To access course assignments, click the Assignment link. 
- To view the online gradebook, click on Gradebook link. 
- Need help? Click the Help link to get to the help information. 

### Rearrange Your Tab Display View

From the My Workspace area, click on the Preferences link and then on the "customize tabs" link (found in the Preferences toolbar). 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.

## Having problems using Oncourse from Home? Configure your Computer's Settings

### Instructions for WinXP with Service Pack 2

Step 1: Clear your browser's cache

Step 2: Change your browser settings

#### **Step 1** To clear your computer's cache, do the following:

Open IE and click on Tools/Internet Options.

**IE 7 users should click on the Tools button in the Tab toolbar of the IE window and then click on the Internet Options link.**

General tab (temporary internet file) click on the button to Delete Files

Click to Delete all offline content.

Click OK and then click OK again

#### **Step 2** To change your browser settings:

In IE, go to Tools/Internet options

**IE 7 users should click on the Tools button in the Tab toolbar of the IE window and then click on the Internet Options link.**

Under the Privacy section, hit the settings button

Under the **pop-up** area, add oncourse.iu.edu, iu.edu, onestart.iu.edu, iupui.edu

In that same area, make sure your security settings are set to medium

Click the Security Tab

Click on Internet and then the Custom Level option

In the security settings window that will appear, scroll to the downloads section (past all the ActiveX options) and make sure the options for **Automatic Prompting for File Downloads** and **File Download** are set to **ENABLE**.

Click on the General Tab

Under the Temporary Internet Files section, click on the settings button-- Check for newer versions of stored pages needs to be set to **every visit to the page**.

Click on OK and then OK again

Go to Start/Control Panel/Folder Options (if your settings are in category view, select the appearance and themes option and then folder options). On the View Tab, scroll to Hidden Files and Folders SECTION-- **uncheck** hide extensions for known file types.

Click on OK.

Now close your browser. Open a new IE browser and login to Oncourse.