Friday June 19 CL and Other Quick Tips

- **New Training Resource** available through December 20: IU students, faculty, and staff have free access to the entire lynda.com e-learning library of over 650 video-based e-learning courses thanks to a pilot that will gauge interest in e-learning options. Your usage and feedback will determine whether these resources become a long-term part of IU's information technology package. Learn more and log on at [http://ittraining.iu.edu/lynda](http://ittraining.iu.edu/lynda).

- Did you know that you can create your course schedule within Oncourse’s Calendar tool? Students enrolled in multiple classes where the instructors choose to use the Calendar tool can see all of their course dates, as well as any personal entries they might add, in their My Workspace Calendar.
  - Add or delete fields to structure your calendar entries to fit your teaching and learning needs.
  - Specify the date, start and end times of an entry.
  - Create a recurring event (daily, weekly, monthly, or yearly).
  - Specify the type of event from a long list of choices.
  - Identify the location of the event.
  - Add attachments to provide additional information.

- Click Course Grade Options in the Gradebook and verify that you’re using the School grading scale, rather than the grading scale that is present in Oncourse by default.

- Before removing the Email Archive tool from your course’s menubar, be sure to open it and write down the e-mail address listed there. In the event that Oncourse is unexpectedly down and you need to communicate with all of the students in your course, this address will send your message to everyone in your roster. Keep in mind that this won’t work if the network is down, but could be quite helpful in alleviating concerns if you have an assignment or test coming up and Oncourse unexpectedly goes down.

- Be sure to check out the Nursing resources page developed by our library liaison, Randi Stocker. It includes News, help with CINAHL and other nursing databases, reference materials, EndNote tutorials, and more! [http://ulib.iupui.edu/subjectareas/nursing](http://ulib.iupui.edu/subjectareas/nursing)

Welcome back!

Cindy.

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