Just in time for the new school term – here’s an updated CL One Liners for your reference!

My Workspace
- Change course tab order and courses listed in red band through Preferences: Customize Tabs
- Change hidden/listed settings for individual or all courses through Preferences: Privacy Status
- Specify preferred e-mail address through Account
- Add photo and specify contact information in Profile

Home Page
- Add/change course description or welcome in Worksite Information options
- Change number of announcements, displayed text, and currency of announcements in Recent Announcements options
- Specify whether chat messages display on home page
- Check for new messages and forum topic postings

Syllabus
- Redirect tool to syllabus with required components stored in folder with your course content on J: drive

Roster
- View hidden/listed privacy status
- View Profiles by clicking on linked name
- View official photo or user-added Profile photos
- Review Group membership (must have created at least one group first)
- Sort by groups; review unassigned individuals

Site Setup
- Remove unused tools from menubar
- Reorder menubar tool; recommendation for IUSON: 1st Home, 2nd Syllabus
- Updated site contact and e-mail
- Add Site Stats; stats are loaded during the night after the tool is added to a course
- Create and manage groups
- Import from other sites
- Combine rosters

Resources
- Store documents, Web links for student access
- Organize in folders
- Create citation lists. For instructions, see https://kb.iu.edu/data/avcd.html
- Drag and drop resources by setting up WebDAV through Upload-Download Multiple Resources
- Avoid spaces and special characters in filenames

Library Resources
- Create an E-Shelf for course readings or access course reserves:
  http://www.ulib.iupui.edu/research/metasearch/help/oncourse
• Search library databases or IUCAT
• Check Citation Linker to see if e-access is provided through our libraries

Original Test and Survey
• Specify test access periods
• Send auto-graded test scores directly to gradebook (must be done each semester!)
• Control number of times a test can be submitted (not accessed)
• Randomize questions and/or create a test “pool” from which you draw a specified number of items
• Avoid use of special characters that HTML also uses such as less than and greater than symbols
• Create a test bank then print tests to be delivered on paper; to print an entire test, go to Preview Test
• To limit access to test items after a course is finished, disable tests

Gradebook
• Sequence by labeling items as ABC, or 01, 02, 03; default sequence: due date, numerically, alphabetically
• Confirm grade scale each semester through Course Grade Options
• Grade on percentages, points, or letter grades, but assignment to be included in grade calculation MUST be in POINTS
• Add non-calculating gradebook items
• Create categories for organization or weighting
• Assign gradebook items to categories (categories are not calculated in course grades)

Post’Em
• Create multiple gradebooks
• Use combinations of numeric and alphanumeric data

Messages
• Manage messages: keep only unprocessed mail inReceived folder
• Receive Oncourse messages in via e-mail; change Message Settings’ Auto Forward Messages option
• In Message Settings, remove ability to also send new messages to external e-mail address (this does not affect the user’s choice to auto-forward received messages)

Forums
• Create Topics in Forums; forums without topics cannot be posted to
• Reorganize topics and forums into desired sequence
• Restrict a topic to a group: create group, change topic settings, deselect “Student”, select new created group
• Grade postings: first create gradebook entry; then grade

Announcements
• Specify start and stop dates to keep important information “at the forefront”
• Change home page options to control display of announcements
• Are accessible through the Announcements tool
• Add a “course is in development” message until first day of classes or you are ready for students to work in course

Email Archive
• Record address to use when you need to reach all participants in your course but Oncourse is inaccessible
• Otherwise, it is generally recommended that you do not use this tool

Web Content
• Rename “Web Content” tool to “Course Content” for consistency across IUSON courses
• Set Course Content to allow both “Open in new window?” and “If opening in new window, show browser toolbar?”
Menubar

- Review course as a student; click Exit student view to return to authoring mode

Other

- Request a practice course site to “work ahead” in your course development when the semester isn’t available yet
- Request a project site for group collaboration (testing tool and library tool aren’t available for project sites)
- Academic and practice course sites are in the two-year access cycle; Fall 06 is the oldest currently accessible semester
- Wondering how to assign roles and privileges they have? Review https://oncoursehelp.iu.edu/helptool/doc/arbu

Find previous Quick Tips, Condensed Tips: One Liners, Oncourse Communications Primer, and the New Semester Checklist, as well as unique PowerPoint templates or the IUSON Photo Gallery, on Web by Design: http://www.iupui.edu/~webtrain/iuson_resources.html Login with your Network ID and password.

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