Getting Started with Oncourse

What is Oncourse?
Oncourse takes your classroom to the Web, letting you participate in class from anywhere — your modem-equipped home or workplace computer, your IU residence, any Student Technology Center on campus, or anywhere else in the world that has Web access.

You might use Oncourse for chatting with classmates, checking the class syllabus, asking your instructor questions, sharing information with the class, turning in assignments, taking tests and surveys, or checking your grades.

Your User Profile (home page) gives you a central place to keep track of your classes, store your class notes and favorite URLs, find links to campus maps and helpful Web sites, and search for fellow Oncourse users by name.

Oncourse is available around the clock, except during scheduled daily maintenance from 5-6am.

New features for Spring 2001
The development team has implemented the following enhancements as a direct result of requests from faculty, staff, and students who use Oncourse.

You can share a suggestion by completing the Oncourse Suggestion Form. Click the link at the top of your User Profile after logging into Oncourse.

File Manager size more than doubles — File Manager now has more than double the storage space. To accommodate the steady increase in Oncourse-related work, File Manager has been expanded from 40MB to 100MB.

New Group schedule items and tools — The “Groups” feature introduced in Fall 2000 has been integrated into the Schedule items, In Touch and Tool functions for Spring 2001. Course instructors may assign viewing rights to specific groups, as well as to the entire class and general public. This new feature allows groups to have their own Schedule Items, In Touch features and Tools.

Course Mail enhancement — As a result of continued efforts to improve Course Mail, you can now treat unread mail the same as read mail; for example, you can move a message in your Inbox to a different mail folder before reading it.

Library Tool Wizard — The new Library Tool Wizard allows your instructors to add links to different libraries on your campus.

Import tests and surveys — Course instructors will be able to import and export tests and surveys from previous semesters into Oncourse using the export/import menu options under the Faculty Tools menu.
Before you start

Computing basics
It is assumed that you know the basics of using a Windows, Macintosh, or Unix desktop computer.

A computer
Following are the system requirements for accessing Oncourse. All the computers in the Student Technology Centers on all campuses are capable of connecting to Oncourse.

<table>
<thead>
<tr>
<th>Windows minimum requirements</th>
<th>Macintosh minimum requirements</th>
</tr>
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<tbody>
<tr>
<td>Pentium 90</td>
<td>Power PC 6100</td>
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<tr>
<td>Windows 95/98</td>
<td>MacOS System 7</td>
</tr>
<tr>
<td>or NT 4.0</td>
<td>32 MB RAM</td>
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<tr>
<td>32 MB RAM</td>
<td>28.8 MB modem or Internet connection</td>
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A Web browser
Oncourse is Web-based, so you’ll need a Web browser to view it. Use at least version 4.0 of either Microsoft Internet Explorer or Netscape Navigator. Both are available from the following sources:

- **The IUware CD** (http://www.indiana.edu/~dssl/software/iuwarecd/) is available for purchase at IUB and IUPUI Bookstores for $5 plus tax. At IUPUI, it is also available at the School of Medicine Library and the University Library Circulation Desk. In order to purchase IUware, you must have your IU identification and be prepared to sign a license agreement.

- **IUware Online** (http://iuware.indiana.edu/) — is available through a direct or modem connection to the IUB or IUPUI networks. It is not available from other campuses.

Non-IU Internet service provider
If you use an Internet service provider other than IU, such as America Online, you will not be able to use resources that are limited by licensing to access from the IU campus network, such as the online Encyclopedia Britannica. IU communications software is available on IUware.

NT Domain or Star Accounts
To use Oncourse, you’ll need your NT Domain account or a Star Account.

NT Domain Accounts
All faculty, staff, and students on all campuses (except Ft. Wayne) receive Network IDs and NT Domain accounts when they start at IU. Your Network ID is your electronic identity (username and password) at IU. You will use your NT Domain account to access Oncourse. If you didn’t go through Orientation (where Network IDs are automatically assigned to students), you can generate your own Network ID as follows:

**Creating a Network ID at IUPUI:**
1. Using a Web browser, go to http://support.iupui.edu/forms
2. Select “Create Your Network ID,” then “Student Network ID Services then “Activating an IUPUI Network Student ID.” Follow the screen prompts to accept the network terms.
3. Provide your student ID number and registration PIN (personal identification number) when prompted. If you don’t know your PIN, go to the Office of the Registrar in CA 133 for help. Be sure to take your photo ID.

**Creating a Network ID at IUB:**
1. Go to a Windows NT workstation in any UITS Student Technology Center and at the login prompt, type the word “account.”
2. The Network ID Starter Kit starts up. Follow the instructions on the screen, providing your nine-digit student ID number and your four-digit registration PIN (personal identification number). If you don’t know your PIN, go to the Office of the Registrar in Franklin Hall 100 for help. Be sure to take your photo ID.

The Network ID Starter Kit is available M-F 8am-9pm, and Saturday 9am-2pm. If you
have any trouble using the Starter Kit, bring a photo ID to the UITS Support Center, IMU M084 (M-F 8am-5pm).

Other campuses
Check with your campus computing support center.

Star Accounts
If you are not enrolled in a course for which a faculty member wants to give you access, or if you’re on the Ft. Wayne campus, you may be assigned a “Star Account” — an account in which your username is followed by an asterisk.

Your password
If you can’t remember your NT Domain password, take a photo ID to your campus computing support center. For security reasons, your password cannot be changed over the phone.

If your instructor has provided you a Star Account and you can’t remember the password, ask your instructor to contact his/her departmental Oncourse administrator to have the password reset.

Logging in
To log into Oncourse, do the following:

1. Start your Web browser.

2. Open a Web page and in the address field, type http://oncourse.iu.edu/.

   Note: Save this address in your Bookmarks or Favorites list so you won’t have to type it again.

3. On the Oncourse home page, select an IU campus by clicking its button.

4. On the campus page, in the “Username” and “Password” boxes, enter your NT Domain (or Star Account) username and password, then click “Log In.”

   Note: Enter only your username in the Username field (e.g., jdoe), not your full e-mail address (e.g., jdoe@iu.edu).

Note: Type your username and password carefully, making sure the Caps Lock key is not engaged. Do not save your password if prompted. Doing so might allow others to access your account.

5. You may see a warning about an insecure document.

   Note: This message is for your information and need not cause concern. Oncourse uses a security protocol to protect your username and password when you log in. Once you are logged in, the security system is no longer needed. Most recent browsers send warning messages when you enter or leave secure sites.

   Click “OK.” After a brief pause, your User Profile page appears.

If you have problems logging in, try again, making sure you have selected the right campus. If you still have problems, see “Troubleshooting” at the end of this guide.

Your User Profile
Your User Profile is your home page in Oncourse. There you’ll find the following types of information:

Contact Information
At the top of the page is your contact information, which at first includes just your name. To add information about yourself and determine who can view that information, click “Create/Edit Contact Information.”

My Courses
Under “My Courses” is a list of hyperlinks to the courses you’re enrolled in this semester. To go to a course, click its hyperlink.
Note: If you’re not registered for a class this semester, when you click on My Courses, you will see a gray banner that says “You Are Not Listed In Any Spring 2001 Classes.”

Note: It takes about three days for the Registrar’s data to get entered into Oncourse. If you have registered within the last three days, you may not see your classes. Try again later.

Log into Another Semester
Use this option to log into a different semester. Click the link to the other semester, click “Continue,” and your User Profile will appear, reflecting the other semester.

My Tools
Under My Tools you may find:

- My Bookmarks — Store your Web bookmarks here so you can access them from anywhere and share them with fellow students and faculty.

- My Notebook — Store text and HTML files for quick access and to share with others.

- My File Manager — Store Oncourse-related files of any type (e.g., graphics, word processed files, etc.). You have 100 MB of storage space. To protect your files, remember to exit File Manager when you’re done.

- Insite — This link provides access to Insite (Indiana Student Information Transaction Environment), where you can view your schedule, admission status, bursar statement, financial aid information, and transcript. You can also check course offerings and get online advising through IUcare, as well as change your address and student PIN.

- Weather Announcements — Find campus-specific weather and emergency information.

- Campus Map — View a map of your campus.

- Computing Links — Find campus-specific links to computing information.

- Oncourse Profile Search — Look for the Profiles of other Oncourse users.

- Change Oncourse Password — Change your Star Account password occasionally to protect your account (visible to Star Account users only).

Announcements
When you first log into your course, you will see a screen where your instructor may add course announcements. If no announcements are posted, you will see the message “There are no course announcements.”

Navigating courses
When you click a course hyperlink (under “My Courses” on your Profile page), the Web page for that course opens. Here’s what you can do if your instructor has chosen these tools:

- Syllabus
  Read the course description, objectives, faculty contact information, office hours, class meeting times, required texts, and grading policies.

- Schedule
  View lectures, homework, quizzes, tests, other assignments, and tasks you need to complete. To learn more about an item, click its title.

- Class
  To view a graphical version of the course schedule, click “View Schedule Calendar.” To return to the list version, click “View Schedule List.”

View a roster of class participants, with hyperlinks to their User Profiles.
Your instructor can establish electronic groups—such as study or research teams—for easier communication among class participants. Group names appear in the lists of addresses for Oncourse mail and discussion forums. To view a list of groups for a class, select “Show Groups.”

**Special notice students:** In order to comply with the Family Educational Rights and Privacy Act (FERPA), IUB and IUPUI students will be responsible for indicating whether they wish to be “listed” on class rosters visible by other students. By selecting to be listed, you will be able to enjoy the full functionality of Oncourse. Students choosing to remain unlisted will have limited communication abilities within Oncourse.

Communicate with your classmates and your instructor, either individually or in groups, using tools that could include Course Mail, discussion forums, and chat rooms, depending on how your instructor set up your course.

**Discussion forums**
Unread forum items are marked with a closed envelope so that you can quickly tell which are new. Items that have been read show an open envelope. You can collapse and expand a discussion thread by clicking the plus or minus sign next to the discussion topic, or by clicking the “Expand All” and “Collapse All” buttons. You can read quickly through a list of messages by clicking “Previous” or “Next.”

**Course Mail**
You can sort both your read and unread Course Mail into folders. Folders are listed in the left frame and the list of the messages within a folder appears in the right middle frame.

Unread messages appear in the message list in bold and are marked with a closed envelope. Read messages are marked with an open envelope. All messages have a checkbox that can be used to move the message to a folder. Messages with attachments are identified by an icon. **To create a mail folder**, click “Create/Edit Folder,” click “Add Folder,” enter a name for your folder, and click “OK.”

**To move a message to another folder,** click to place a checkmark in the checkbox next to the message you want to move, then click “Move Selected.” From the drop-down window select a target folder, then click “Move Now.”

When you click a folder name you’ll see instructions for how to read, delete, and move messages in the right bottom frame. All new messages are automatically delivered to the Inbox folder.

**Receive daily notifications at another e-mail address** whenever you have unread Course Mail in your Inbox. To set this preference, in the left window, click “Course Mail,” then click “Change Preference.” In the Internet Address box, enter your full e-mail address (e.g., jdoe@iu.edu), then click “Save Preference.” Once a day at midnight, you’ll receive notification via e-mail that you have unread messages in your Oncourse Inbox for that class.

**Note:** You must repeat these steps for each of your Oncourse courses you would like to receive notification for.

**Tools** You’ll find course tools set up by your instructor by clicking the Tools button. These tools could include your grade report, encyclopedias, maps, dictionaries, links to the University Libraries, online periodicals, Web sites, government data, etc. You can also get to your User Profile from here.

Your instructor may set up tests and surveys that you can take online. To take an online test or survey, do the following:

1. From the Tools menu, click “Oncourse Tests and Surveys (Student).”

2. On the Test Tool page, you’ll see links for
taking a new test and for reviewing work on a previous test. Click the appropriate link or button.

3. The “Take Test or Survey” or “Review Test or Survey” page appears. Click on the “Take Test or Survey” icon or link, then select the test or survey you wish to take from the list.

4. If your instructor set a time limit for your test, you will see a dialog box telling you how much time you have available to complete your answers. Click OK to begin.

5. Reply to each question according to the type of question.
   - For multiple-choice and true/false questions, click the radio button next to the correct option.
   - For fill-in-the-blank, short answer, and essay questions, enter text into the box.
   - For matching questions, choose the correct options from the pull-down menus.
   - Once you have finished answering the questions, click “Send.”

**Note:** Your instructor may have set restrictions on when, where, or how many times you can take the test. If you’re trying to take the test in a way that is not permitted, you will see an error message with a brief explanation. Click “OK” and check back with your instructor for details.

**Note:** Multiple-choice, true/false, fill-in-the-blank and matching questions are graded automatically. Short answers and essays are sent to the instructor to be graded later. Your instructor may have set up the test to show you a page of results as soon as you finish your test. This “instant results” page displays your score only for automatically graded questions. If your test includes short answers or essays, your “instant results” score will not be a complete reflection of your performance.

**Getting help**

If you need help with Oncourse, try these resources in this order:

1. Click the Oncourse Online Help.
2. Go to the online help for students at http://oncourse.iupui.edu/help/studenthelp.html.
4. Take an Oncourse class. View the UITS Education Program class catalog at http://iuep.iu.edu/cat/oncourse.shtml or call (317) 274-7383 (IUPUI) or (812)855-7383 (IUB).
5. Ask a classmate.
6. Ask your instructor.
7. Ask a consultant in a Student Technology Center.
8. Contact your campus computing center.

**Note:** When contacting a support center via e-mail, either use your regular e-mail system (rather than your browser’s mailer) or include your contact information in the text of your mes-
sage. Otherwise, support center staff will not be able to contact you to help with your problem.

IUPUI: ES 2129, M-Th 8am-10pm, Fri. 8am-5pm, Sat. 9am-3pm, (317)274-4357, e-mail: support@iupui.edu

IUB: IMU M084, M-Fri. 8am-5pm.
Phone support at (812)855-6789 available M-Th 8am-9pm, Fri. 8am-5pm, Sat. 10am-2pm, Sun. 1pm-9pm, e-mail: ithelp@indiana.edu

All campuses: You’ll find a full list of campus support centers in the IU Knowledge Base at http://kb.indiana.edu/data/abxl.html.

Troubleshooting
If you have trouble logging into Oncourse, check the following before you call for help:

1. **Synchronize your passwords.** If you’re sure you’re using the correct username and password and you still can’t log in, and you registered more than three days ago, your passwords may be out of sync. To synchronize your Network ID password with your NT Domain password, do the following:

   At **IUPUI**, run the WebPass utility at http://webpass.iupui.edu/.

   Follow the instructions on the screen, then wait an hour or two before attempting to log in.

   At **IUB**, do the following:

   A. Log into your e-mail account on a Shakespeare system.

   B. At the Pine Main Menu, press S (for “Setup”), then N (for “Newpassword”).

   C. From the list of options, press A (for “change all of your active accounts”) then press Return.

   D. Follow the instructions on the screen, then wait ten minutes or so before attempting to log in.

2. Make sure you are registered. If you still can’t log in, contact the Office of the Registrar on your campus.

This guide was produced by the UITS Communications and Planning Office. You can find a copy of “Getting Started with Oncourse: Student Guide,” online at http://oncourse.iupui.edu/help/studentguide.html.