

OnCourse Lesson Plan Newsletter

September 2009



NEW!

Help/Support

“How-to Videos”

Check out the great “**How-to Videos**” posted by OnCourse to help you take advantage of all the wonderful features of the program.

Click on **Help** in the top right corner of the program.

You can also view/print user manuals for the lesson planner and teacher website.

OnCourse offers an outstanding **Support** via email for further assistance if needed.

Update Your Teacher Website

One of the bonuses of OnCourse is the communication available through online posting of class information and students’ homework assignments.

Other Ideas to Include:

Rules and procedures, supplies needed, volunteer opportunities, info about field trips, post vocabulary words, favorite websites, class projects, student of the week, and a photo gallery.

More website tips to come.....

View Teacher Websites by Schools

<http://www.tangischools.org/onclickschools.html>

Editing Your Template

You can customize your existing template to meet the current school year’s schedule.

1. Click on “**Templates**” from the “**Navigation Tree**” located on the left side of the screen.
2. Select the template that you would like to edit.
3. Add or remove columns by clicking on the “**Settings**” button on the main toolbar. The percentages typed under each column number **must** add up to 100%
4. **Column Header**—Click in the header row above each column to edit the name of your subjects.
5. **Editing Your Lesson Plan Block**—Click in the first block to open the **Text Editing Box**, edit your text.

If all the information that you typed in the first block can be applied throughout all blocks, you can use the copy and paste buttons on the moving toolbar. You can also copy and paste columns and/or rows using the appropriate floating toolbars.

TPSS OnCourse Support

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