



OnCourse Lesson Plan Newsletter

November 2009

New Features!

Document Manager

OnCourse has released a new version of the Documents Manager module. New Features include: *Custom Folder, Better Sorting, Multiple File Uploading, and Inline File Editing.*

- ◆ The Document Manager is a dedicated area of storage space in OnCourse that can house your classroom documents of all different file types, including Microsoft Word/Excel/Powerpoint files, pictures, and videos.
- ◆ The files can be accessed from any Internet-connected computer, so that you won't have to e-mail documents to yourself, or use a jump drive to work on a file from different computers.
- ◆ The files can be linked to your Lesson Plans for your administrators to review, or to your homework for your students and guardians to download. They can also be linked to your Teacher Website.

To learn more about using the new features of the Document Manager you can download the *Documents User Guide* or watch an *overview video*.

Both of these resources can be found by clicking on the Help menu located in the top right corner of your OnCourse program.

****Reminder**** **SpEd Teachers!**

- ◆ A tab has been added to OnCourse to link the LA SPED Standards to your lesson plans.

OnCourse Support

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My Calendar

Use the "Calendar" feature to post important events and/or due dates for your students and parents.

- ◆ Click on "My Calendar" from the "Navigation Tree"
The calendar window will open.
- ◆ Click **Add Event** to add an event to your calendar

All homework assigned will appear in BOTH the lesson plan calendar and on the homework calendar

