



OnCourse Lesson Plan Newsletter

October 2009



Time Saver!!

Did you know that once you have the text editing box open, you can work from day-to-day and column-to-column?

- Click in a block to open the text editing box. Type in your lesson and homework and click **SAVE**.
- Link the GLEs that go with your lesson.
- Next, click on the tab called **Edit Plans/ Homework**
- Change the Days and/ or Columns by clicking on the drop-down box next to the day of the week or column.
- Type in your next lesson and click **SAVE**..... Continue to follow the same steps as above.
- Click **SAVE & CLOSE** after you are finished typing.

This should save you time instead of clicking **SAVE & CLOSE** after you've typed in each block.

Restoring Deleted Lesson Plans

To restore plans that have been deleted or changed:

- ◆ Open the block of the plan you want to restore.
 - ◆ Click on the **Undo Changes** tab.
- ◆ Scroll through the list to find the version you wish to restore.
 - ◆ Click the ***Restore these plans*** link.
 - ◆ Click **Save and Close**.

Lesson Plans have Disappeared or Showing the Incorrect Week

If your Lesson Plans are missing or showing the wrong week, this is due to your temporary internet files folder on your browser needed to be cleared. To clear your temporary internet files:

- ◆ From the Internet Explorer Toolbar, click **Tools** —> **Options**
 - ◆ Under the header **Browsing history**, click on the **Delete** button

Under the heading Temporary Internet Files, click on the Delete Files button

Click Yes —> Close —> OK

4000 Character Limit in Text Editor Box

When copying and pasting from Microsoft Word you may receive a message when trying to save the lesson that ***"You have exceeded the 4000 character limit!"***. It may also appear that you are nowhere close to 4000 characters. This is happening because Microsoft Word typically will copy a large amount of hidden characters due to the fact that it uses a different text formatting language. You can avoid this issue by clicking the ***"Past Plain Text"*** button on the OnCourse toolbar and reformatting the text in OnCourse.

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