

OnCourse Lesson Plan Newsletter

December 2008



Tips & Tricks

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.

Teacher Website Image Manager

The image manager allows you to import clip art, pictures and digital photos into your website. You can use the image manager to change the size and positioning of the image in your site.

- From the Website Editor Toolbar, click on the **Image Manager** icon.
 - Browse your computer for an image by clicking on the **Browse Server** button.
 - Click on the **Browse** button at the bottom of the window.
 - Browse to the location of the file you would like to upload.
 - Highlight the file and click on **Open**.
 - In the Browse line, you will see the path of the file you selected.
 - Click **Upload** to upload image to your image folder.
 - Once the file is listed in the image folder, click on that file name.
 - You will return to the **Image Properties** screen. The name of the image you selected to upload is in the URL line.
 - When finished customizing image properties, click **OK**.

Editing Image Properties

- You can change the width and/or height to fit the space by right clicking on the image you would like to Edit.
- When you change the width, the height will automatically resize to keep the proportions of the image.
- Use Border, HSpace, VSpace and Align to position image in your page.
 - Click **OK** when finished.

Reminder

If you're copying from a Word document to the OnCourse text editing box, try right clicking and select **Paste Plain Text** option..

OnCourse Support

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