



# OnCourse Lesson Plan Newsletter

March 2009

## HYPERLINK MANAGER



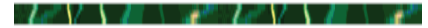
### Attach a Web link to Your Lesson Plan

- ~ Open the lesson plan editor by clicking on a lesson plan block.
  - ~ Click on the hyperlink manger icon
- ~ Enter the website address in the **URL box**.
- ~ In the **Link text box**, type a short name for what you would like to call your link.
  - Ex. Discovery Channel
  - ~ Click **OK**
  - ~ Click **Save & Close**

### Columns are Pushed Out Too Wide

If you have a long line of text with several words separated by commas, without any space after each comma (example: word,word,word,word,word,word,word,), the line cannot wrap and it forces the column out too wide. Please add a space after each comma and/or period and the columns will size properly. Be sure that all website links are inserted using the Hyperlink Manager.

## TIPS & TRICKS



### Exporting Lesson Plans to

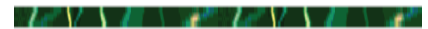
#### Word

- ~ From your Lesson Planner, click on the **Print Preview** button
  - ~ Click on the **Word** button
  - ~ Click **Open**
- ~ Save document to your hard drive

### How to Print a List of

#### Standards

- ~ Open the lesson by clicking on the lesson plan box.
  - ~ Click on the **Standards tab** above the lesson plan editor.
    - ~ Select a Standard
    - ~ Select a **grade level**
  - ~ Right click on the page
    - ~ Select **Print**



### OnCourse Support

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