2026 OnCourse Teacher Webpages

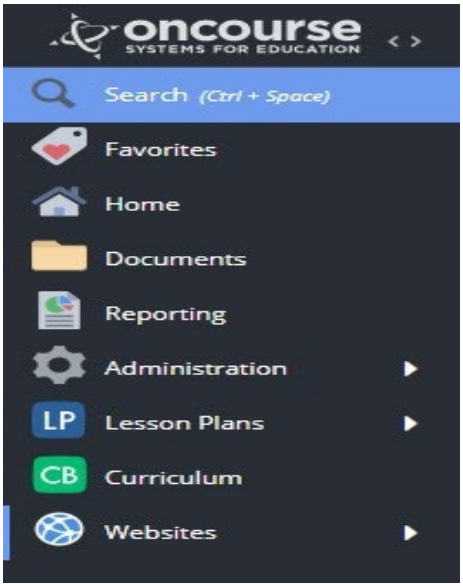
– Vanessa Small & Jodie Moorhead

I. Log in to OnCourse (https://www.oncoursesystems.com)

"Log Me Into" from the homepage

a. Username – same as your email

b. Password – see Jodie

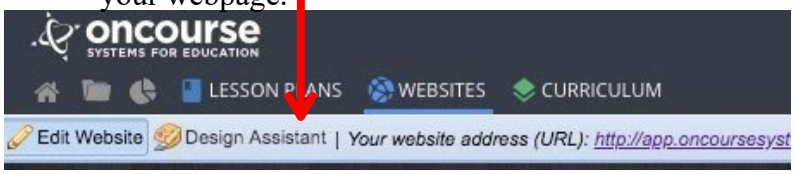


II. Making your Teacher Page

a. On the homepage of OnCourse, click the tab at the top, "Websites".

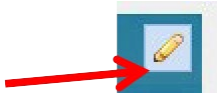
b. Then click "My Website".

c. Next, look at the top of the page. Click on the "Design Assistant" to choose the "Theme" and your webpage.



"Header"

d. To edit the pages, click on the pencil.



- You can change fonts and colors just as you would if you were using a Word Document.
- Avoid clutter (be organized and neat). Use readable fonts and colors.
- Be professional. No items of personal nature. You can tell about yourself, but no links to your favorite websites, sports teams, etc.
- Check for spelling and grammar errors. This is the first line of contact for a lot of people (parents, the community, people moving here, etc.).

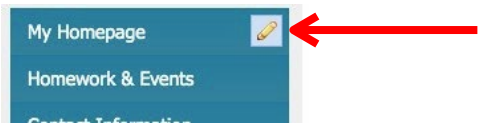
III. Customizing Your Page

a. Fill in all of the information possible in the *Home Page* section.

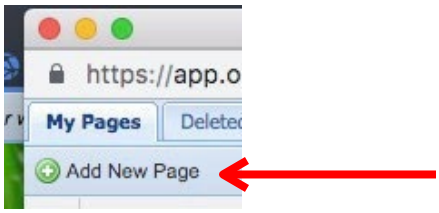
- Make sure your name is present somewhere on this page.
- Be sure to include your Remind code(s).
- Also, be sure to include information for parents about what you will be

covering (either for the week or for the unit you are currently on).
- You can include homework assignments, projects, quizzes, and/or test dates.

b. You can also create sub–pages.
- Click on the pencil on the sidebar (above where it says "My Homepage").



- This will bring up the menu for your subpages.
- Click "+ Add New Page" to create a subpage.



- You can make subpages for each class or class period you teach.
- After you make the page, you have the ability to make it viewable to all users.
- To do this, click the eyeball until it is colored (not black and white).



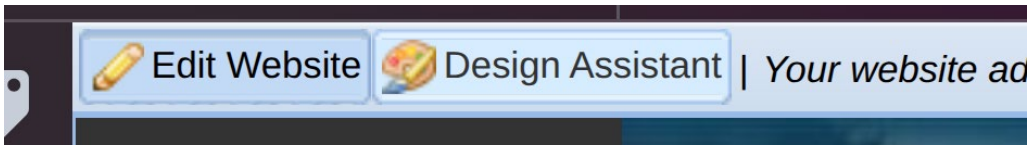
- You can also drag the subpages into the order you prefer by dragging the name of the subpage to the order you prefer.
- To delete a subpage, click the red circle with a minus sign in it (next to the eyeball).

c. Don't create too many subpages under one heading. Divide them by theme, etc.

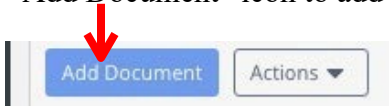
d. Types of Subpages You Can Add
- Contact Information
- Class Syllabus
- Week at a Glance (Weekly Due Dates, Tests, Announcements, etc.)
- Daily Class Schedule
- Class Rules & Policies
- Calendar Page
- Content Space (Normal Webpage)
- External Link
- Photo Gallery Page

IV. <u>Adding Documents & Making Linkable Text</u>

a. To add a document as a link, you first need to upload documents.
- First, you need to upload documents to your Google Drive.
- Next, you have to add the documents to your OnCourse account.
  - ➢ First, click on the folder icon located at the top of the OnCourse page.

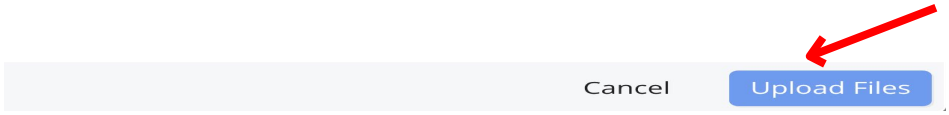


- Next, click your folder located on the left–hand side of the screen (Last Name, First Name)
- Next, click the "Add Document" icon to add documents to your account.



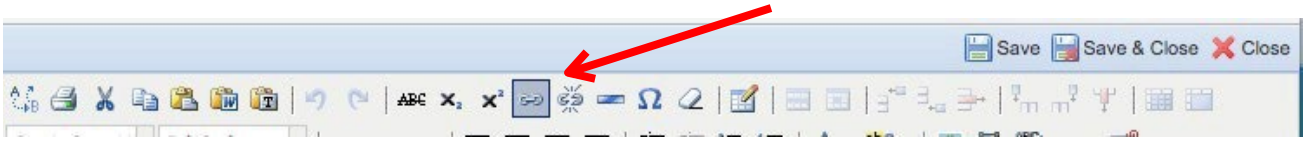
- Click the My Computer Icon to access your documents saved in your Google account.



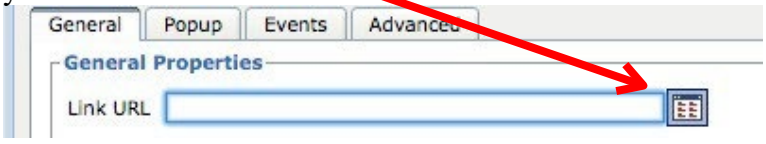


b. Once you have documents in your Google Drive account, you can make clickable links that will allow people to download documents from your webpage.

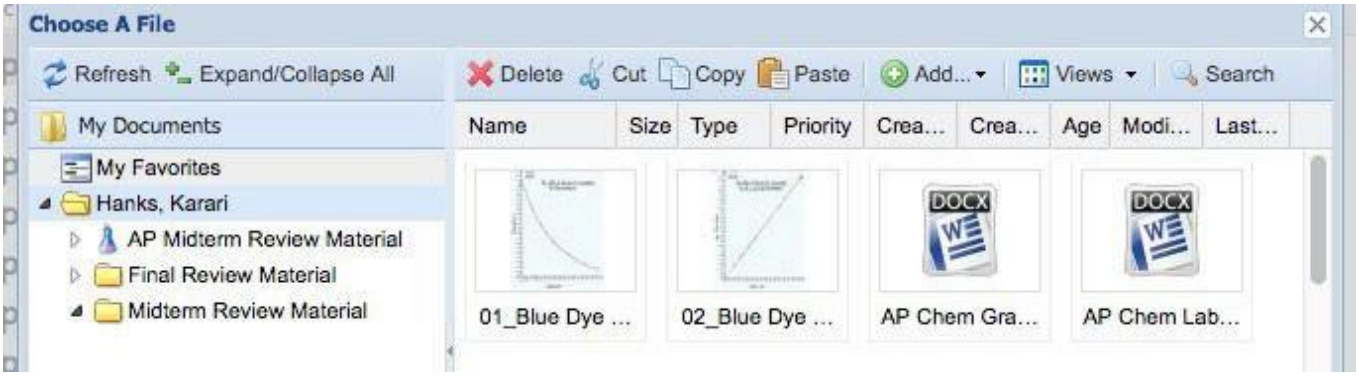
- Once you have text in a subpage or main page, you need to be in the edit mode of pages (after you have clicked the pencil icon).
- Highlight the text that you want to activate as a hyperlink.



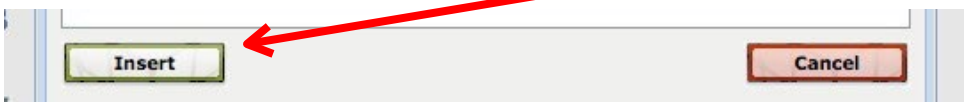
- Once highlighted, click the 'chain link' at the top of the edit page.
- Next, click the button to look up your documents that have been saved your OnCourse account.



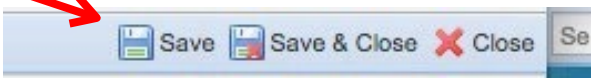
- Once in the document folder click your folder where you have your documents saved and choose the desired document.


Choose A File
Refresh
Expand/Collapse All
Delete
Cut
Copy
Paste
Add...
Views
Search
My Documents
My Favorites
Hanks, Karari
AP Midterm Review Material
Final Review Material
Midterm Review Material
Name
Size
Type
Priority
Crea...
Crea...
Age
Modi...
Last...
01_Blue Dye ...
02_Blue Dye ...
AP Chem Gra...
AP Chem Lab...

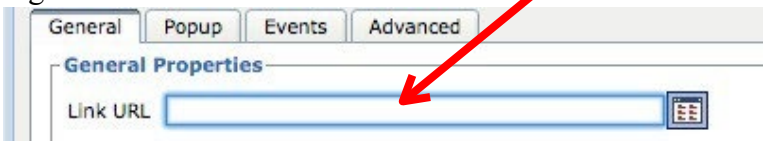
- After you have selected the file you want, you need to click “Insert” button.



- You now just have to hit “Save”, and you have an active link that users can click on to get to a document.



- You can also have the user go to an external website by copying and pasting the URL for the link you want in the ‘Link URL’ space instead of clicking the button to search for documents.



V. Resources

a. If you have any questions, contact me (karari.hanks@mcschools.net, x1279) or Jodie (jodie.moorhead@mcschools.net), or you can call OnCourse Technical Support at 1.800.899.7204.