

**MONROE**  
CITY SCHOOLS

# OnCourse for All

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# It is easy to find OnCourse...



SEARCH



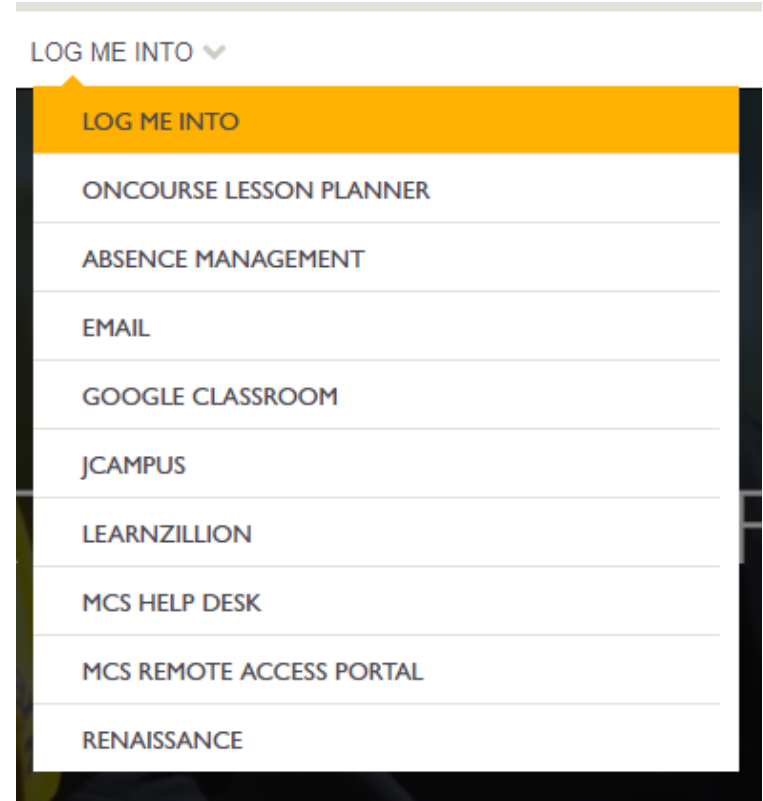
[MENU](#) ▾ [SCHOOLS](#) ▾ [I AM](#) ▾ [I'M LOOKING FOR](#) ▾ [LOG ME INTO](#) ▾



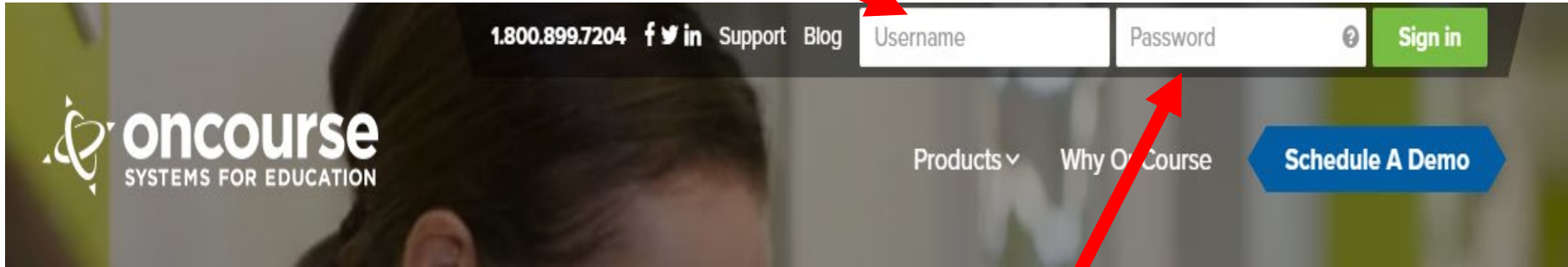
FOUNDATION FOR THE FUTURE

# Just go to “mcschools.net” and find the “Log Me Into” menu!

- The Log Me Into menu is along the top of the page
- It contains quick access to all of the programs that teachers sign into on a frequent basis
- OnCourse is the first one listed
- Your log-in for OnCourse is...
  - Username - official MCS email address
  - Password - first time is “monroe17”
- It will require you to change your password the first time - PLEASE remember it and make it secure
- It can be reset, but I am not always available to do so!



Username - firstname.lastname@mcschools.net



Password - first time is "monroe17" and then what you change it to

Click  and you are on your way!

The screenshot displays the OnCourse Default interface. At the top, there is a header bar with "OnCourse Default" on the left and "New Page" and "Reset Layout" on the right. Below the header, there is a navigation bar with "Add Content" and "Options" buttons. The main content area is divided into two panels. The left panel, titled "Announcements", contains the text "You have no current announcements." The right panel, titled "My Programs", contains a list of program categories with icons and descriptions:

- HOME** Your personal dashboard; add widgets to create a custom layout.
- DOCUMENTS** Upload, organize, and store your documents.
- REPORTING** Access your library of OnCourse reports for exporting or printing.
- LESSON PLANS**
  - My Planner** Create, submit and archive your weekly lessons.
  - Calendars** Manage events on school and website calendars.
- WEBSITES**
  - My Website** Create and maintain your own website.
- CURRICULUM** Access curriculum and shared resources.

- From the “OnCourse Default,” you can customize a lot of things!
- Under “Add Content” you can select widgets to be on your homepage.
  - Featured
  - General
  - News Feeds
- Under the “Options” feature you can change the layout.

# What are the main features?

**My Programs**

- HOME** Your personal dashboard; add widgets to create a custom layout.
- DOCUMENTS** Upload, organize, and store your documents.
- REPORTING** Access your library of OnCourse reports for exporting or printing.
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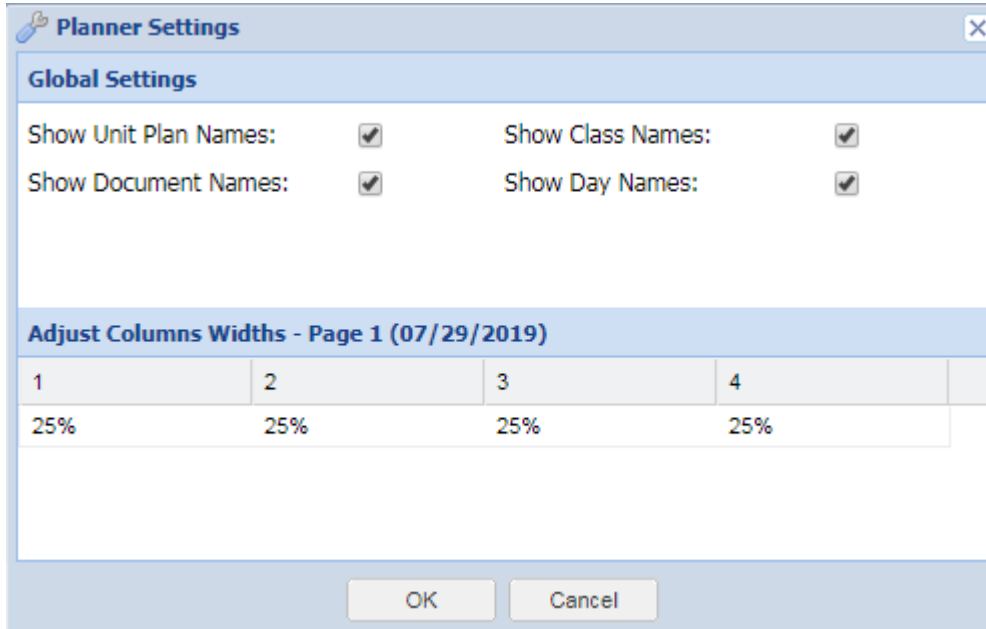
- The main things you are going to be concerned with are:
  - Lesson Plans
  - My Website
  - Reporting
  - Documents - a cloud to store materials
- Lesson plans must be submitted by the deadline given by your principal - different principals have different deadlines
- You will be required to maintain a teacher website that is already linked on the new MCS webpages for your school

# Lesson Plans

- You will pick the week for your plans from the calendar
- The current week will show by default
- Weekly view is default, but you do have other options - this is fully customizable for you
- You can even select a template for your lesson plans and just fill in the details
- You can also customize your template - we will look at that

The screenshot displays a software interface for creating lesson plans. At the top, a calendar for July 2019 is shown, with the date 07/29/2019 highlighted. Below the calendar, a toolbar includes options for 'Page 1', 'Weekly View', and 'Load from template...'. A sidebar on the left contains a 'Today' button, a 'Change user...' dropdown, and a list of navigation options: 'Jodie Demoteach', 'Unit Plans', 'Scope/Sequence', 'Comments', 'Search Plans', 'Sharing', 'Curriculum Portal', and 'Templates'. The main area shows a grid for lesson plans, with the current date 'Mon 07/29' and 'Tue 07/30' visible on the left side.

# Customizing Your Layout



**Planner Settings**

**Global Settings**

Show Unit Plan Names:  Show Class Names:   
Show Document Names:  Show Day Names:

**Adjust Columns Widths - Page 1 (07/29/2019)**

1	2	3	4
25%	25%	25%	25%

OK Cancel

- If you don't need four columns, select the "Settings" button and this box will appear
- Change the percentages in the columns to meet your needs - place a "0" to make the column disappear, but the the columns have to total 100%
- The rest I would leave as is



# I have selected the MCS Jr/Sr Template in this example

To customize a template for your use, click on the “Templates” option in the menu and then select “Add New Template”. It will ask you to rename it. Then click in the square you want to customize. The box will open and you can make your changes. Hit save and close... and you are done!

Page 1 Weekly View Load from template... Settings Print Export Bump Plans Post Plans

Math	ELA
<b>Opening Activity:</b>	<b>Opening Activity:</b>
<b>Procedure:</b>	<b>Procedure:</b>
<b>Closure:</b>	<b>Closure:</b>
<b>Evaluation:</b> Test, Class participation, Creative writing, Home learning, Worksheets, Monitoring, Other:	<b>Evaluation:</b> Test, Class participation, Creative writing, Home learning, Worksheets, Monitoring, Other:
<b>Accommodations:</b> One-to-One tutoring, Preferential seating, Centers, Repeat instructions, Variety of directions, Peer tutoring/reading, Sm. group instructions, See 504/IEP Plan, Other (list):	<b>Accommodations:</b> One-to-One tutoring, Preferential seating, Centers, Repeat instructions, Variety of directions, Peer tutoring/reading, Sm. group instructions, See 504/IEP Plan, Other (list):
<b>Materials/Resources:</b> Teacher's Edition Page, Student Text Page, Workbook Page, Worksheet(s), Overhead, VCR/DVD, Computer, Tape recorder, Other (list):	<b>Materials/Resources:</b> Teacher's Edition Page, Student Text Page, Workbook Page, Worksheet(s), Overhead, VCR/DVD, Computer, Tape recorder, Other (list):
<b>Duty:</b> Yes No	<b>Duty:</b> Yes No
<b>Alternate location:</b>	<b>Alternate location:</b>
<b>Objectives/GLEs/CC Activities:</b>	<b>Objectives/GLEs/CC Activities:</b>

Mon 07/29

# Entering Your Lesson Plans

1. Click in the box you in which you wish to enter plans.
2. It opens just like Microsoft Word, basically.
3. Edit as you would any document.
4. Remove any item you are not required to include in your plans.
5. You can actually attach documents from your OnCourse “drive”. This is usually not a requirement, but it sure makes life easier to have everything together.
6. You can select your standards that are attached to that lesson, too.
7. Your principal will determine what you MUST have on your lesson plan, but as a whole the district is looking more for annotations in the teachers’ guides.

**YOU CANNOT EFFECTIVELY TEACH A LESSON IF YOU HAVE NOT LOOKED THROUGH THE MATERIAL AND YOU DIG INTO IT!**

Day: Monday Period: Math

Save Close Save & Close

Enter Lesson Plan Here

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**Opening Activity:**

**Procedure:**

**Closure:**

**Evaluation:** Test, Class participation, Creative writing, Home learning, Worksheets, Monitoring, Other:

**Accommodations:** One-to-One tutoring, Preferential seating, Centers, Repeat instructions, Variety of directions, Peer tutoring/reading, Sim. group instructions, See 504/IEP Plan, Other (list):

**Materials/Resources:** Teacher's Edition Page, Student Text Page, Workbook Page, Worksheet(s), Overhead, VCR/DVD, Computer, Tape recorder, Other (list):

**Duty:** Yes No

**Alternate location:** Math Lab

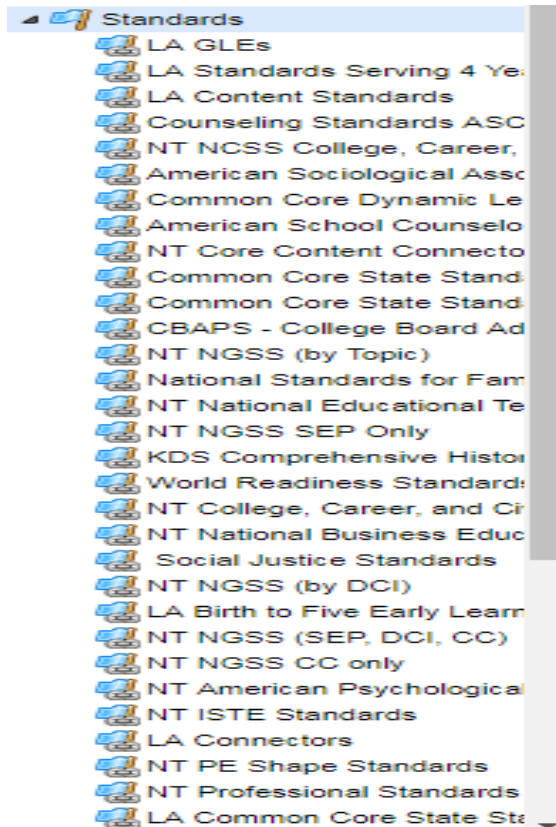
**Objectives/GLEs/CC Activities:**

Duty on Cafeteria Line - First Lunch Shift

Enter Homework Here

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# To Add Standards to a Lesson Plan...



- Inside your lesson plan editor, click on the “Standards” link.
- Depending on the subject, you will select one of the categories from the list
- Click the + sign and it will add that standard to your lesson plan
- Once you have entered standards, you will see at the bottom of the plan



**Arts: Theatre**

[Back To Content Areas](#)  Grade Level:

**TH.5-8.TH-CE - [Standard]** - Students develop creative expression through the application of knowledge, ideas, communication skills, organizational abilities, and imagination.

- + 0x **TH.5-8.TH-CE-M1 - [Benchmark]** - Demonstrate self-expression and various emotions individually and in groups;
- + 0x **TH.5-8.TH-CE-M2 - [Benchmark]** - Demonstrate role playing individually and in interpersonal situations;
- + 0x **TH.5-8.TH-CE-M3 - [Benchmark]** - Demonstrate physical and emotional traits appropriate to a variety of roles and characters;
- + 0x **TH.5-8.TH-CE-M4 - [Benchmark]** - Create improvisations and scripted scenes based on personal experience, imagination, literature, and history;
- + 0x **TH.5-8.TH-CE-M5 - [Benchmark]** - Compare/contrast and demonstrate various performance methods and styles;
- + 0x **TH.5-8.TH-CE-M6 - [Benchmark]** - Engage in individual and collaborative use of technical dimensions of the dramatic form such as theatrical space, scenery, set design, costuming, and make-up.

# The Student's Favorite Word - Homework!

- Assigning homework in OnCourse is easy!
- Make sure to put any homework assignment in the space “Enter Homework Here”
- It will automatically appear on your Teacher Calendar that is part of your OnCourse Website
- You can attach a document, image, video clip, etc.
- The little “house” icon in the image below means homework is included in the lesson plan



Enter Lesson Plan Here

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**Opening Activity:**

**Procedure:**

**Closure:**

**Evaluation:** Test, Class participation, Creative writing, Home learning, Worksheets, Monitoring, Other:

**Accommodations:** One-to-One tutoring, Preferential seating, Centers, Repeat instructions, Variety of directions, Peer tutoring/reading, Sm. group instructions, See 504/IEP Plan, Other (list):

**Materials/Resources:** Teacher's Edition Page, Student Text Page, Workbook Page, Worksheet(s), Overhead, VCR/DVD, Computer, Tape recorder, Other (list):

**Duty:** Yes No

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**Objectives/GLEs/CC Activities:**

Duty on Cafeteria Line - First Lunch Shift

Enter Homework Here

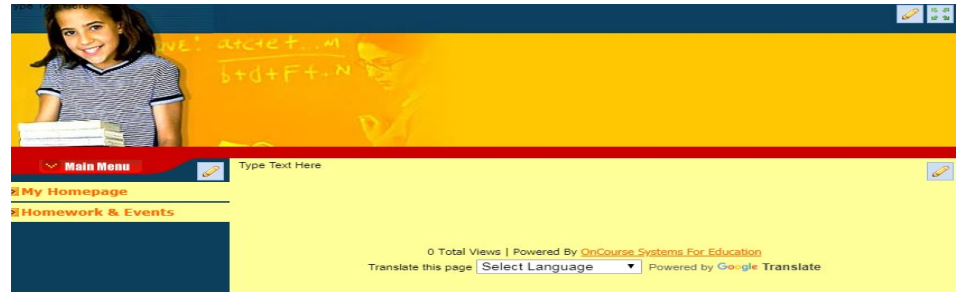
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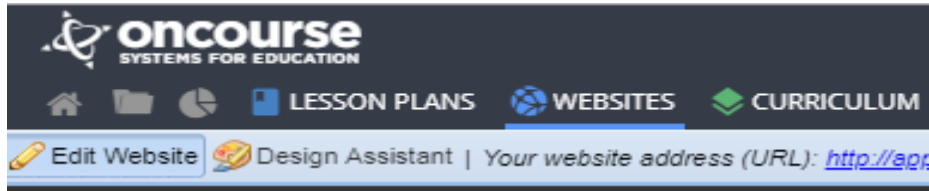
Homework tonight!

# Teacher Webpages in OnCourse

- Each teacher is responsible for maintaining a “teacher web page” in Oncourse
- Parents check the pages frequently, so make sure it is updated and professional at all times
- You can make it as elaborate as you wish, but it **must** contain at least:
  - A welcome message
  - Daily schedule
  - Contact information
  - Class expectations on learning, behavior, etc.

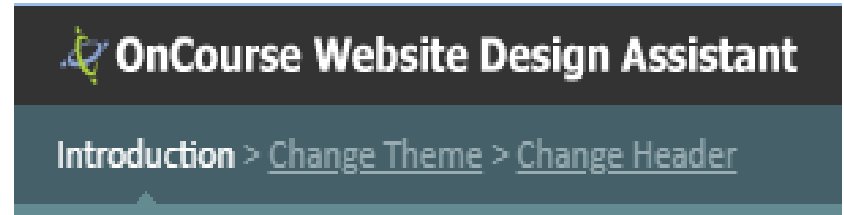
The first time your page will look like the image to the right. Let's look at how to customize this page now!





By clicking on the “Design Assistant” link, you can change the theme of your page.

“Change Theme” - changes overall layout  
“Change Header” - allows you to change the banner

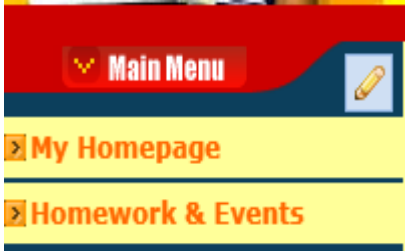


**If you see the pencil, you can edit that section!**

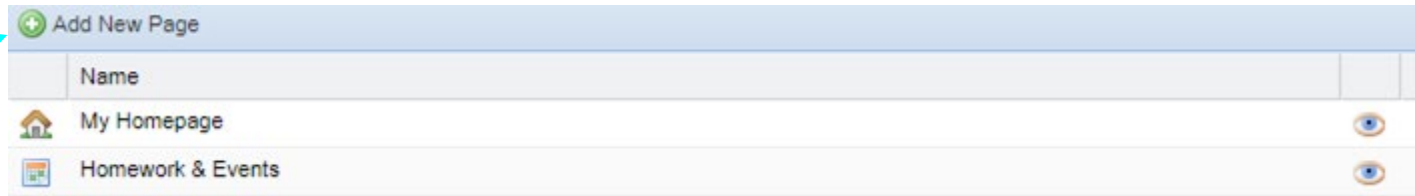


# Adding Pages To Your Website

To add a page to your site, and automatically the menu, click the pencil by main menu. You will see...



Click on the “Add New Page” plus sign

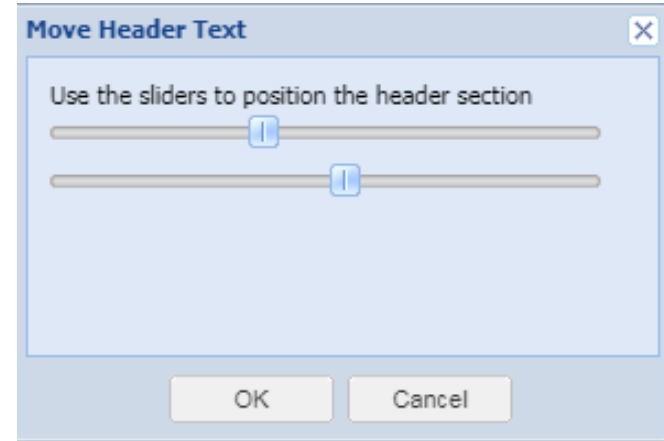
A screenshot of the 'Add New Page' form. It has a blue header with the title 'Add New Page'. Below the header are four input fields: 'Name:', 'Website Link:', 'Page Views:', and 'Published'. The 'Page Views' field contains the number '0'. At the bottom of the form is a 'Save Page' button.

- Name your page
- If it is going to link to a website, copy and paste the URL in “Website Link”
- Once published, you can see how many times people have viewed the page
- Check the box next to “Published” to make it available to the public
- Finally, click “Save Page” at the bottom
- In the menu above, notice the full-color eyeballs. That means a page is public and viewable.
- To hide a page, click the eyeball and it will turn gray. It is now hidden!
- Any pages you add can be deleted, but you cannot delete default pages!



# Centering a Header on Any Page

- On the top right corner of the header, you will see the image to the right
- When you click the green arrows, you will see the slider box seen at the bottom right
- The top slider adjusts left-right
- The bottom slider adjusts up-down
- It may take some “playing” to get it the way you want it





# Basic Rules of Web Pages

- Always check spelling!
- Never use slang language!
- Be professional!
- This is the place to relay information regarding your class.
- No “parking lot talk”! - In other words, no gossip or venting!
- Always have signed, written permission on file for students in any photograph/video on your site.
- Pictures should be professional. This includes pictures of you!
- Never use light type on a light background! It is hard to read!

Is this hard to read??? I rest my case!

**When it comes to your web page...**

**If you have to think about whether something is appropriate or not...**

**JUST SAY “NO!”**