

Using Oncourse CL – Student Guide

Click on the links below to discover more information about the topic, or print out this document.


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Get Started!

How do I log in?

1. Use your internet browser to navigate to the following URL: <http://oncourse.iu.edu>.
2. Click  in the upper-right corner of the screen and log in with your IU username and pass phrase.

When you log in to Oncourse CL, it opens to the “My Workspace” page.

Once logged in to Oncourse CL, how do I get to my class?

- ★ Links to every class in which you are enrolled are listed in the red bar towards the top of the Oncourse CL “My Workspace” page. Click the link to go to that class site.
- ★ If your most current classes don’t show up on the red bar, click  to the right on the red bar and select your course from the list presented.

I am in Oncourse CL and I’ve chosen my class – now what?

The tools listed on the left side of an Oncourse CL class site have been set up by your instructor to suit the purposes of the class. The list will be different for different classes.

- To view the class syllabus and a link to print it out, click [Syllabus](#) .
- To access documents, presentations, etc. that the instructor has posted, click [Resources](#) .
- To check out course announcements, click [Announcements](#) .
- To view your grades in the online gradebook, click [Gradebook](#) .
- Need help? Click [Help](#) .

Oncourse CL FAQs

Where can I see who else is in my class? Click [Roster](#) .

How can I send my instructor a message? Click [Message Center](#) and then click [Compose Private Message](#) .

Where can I get more help with Oncourse CL?

- Consult the Knowledge Base at kb.iu.edu.
- Ask the consultants in the computer labs on campus.
- Call the IT Help Desk at 765-973-8375 (phone assistance available 24/7).

My Workspace is your space.

In My Workspace, **you** control the tools listed on the right of the screen. Possibilities? Here are some things you can do with these tools:

- In **My Workspace** [Resources](#) , you can upload and store up to 100MB of files. Store backups of papers and assignments or research and works in progress! Remember, no one but you can access these resources. [Using Oncourse CL Resources](#)
- **My Workspace** [Calendar](#) combines all the calendars for your other sites in one convenient spot. You can add your own personal items to the calendar--appointments, reminders, birthdays, dates—whatever. Print out the calendar in a readable PDF format to keep yourself on track. [Using Oncourse CL Calendar](#)
- **My Workspace** [Announcements](#) is a one-stop place to view announcements pulled from all your other sites. Handy!
- **My Workspace** [Preferences](#) lets you choose how you want to be notified. You can also change the order of the worksite links in the red bar, and you can control your privacy status for all sites. [Show/hide/order course sites](#)
- In **My Workspace** [Profile](#) you can personalize and control what information others in Oncourse CL see about you. You can designate a picture other than your “official” id one to display; you can use the WYSIWYG editor to put in a word or a paragraph of personal info. [Add a picture to your profile](#)

Get help with any tool by clicking  in the upper right part of the screen.