Oncourse: Using Web Content, News & Wiki

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This document contains the following how to guides

- Site Setup: Setting up & Organizing a Site
- News: Adding, Editing & Deleting
- Web Content: Adding, Editing & Deleting
- Wiki: An Overview

We hope you find the information in the document to be useful.

For more information

For the latest Oncourse information and resources online, see:
http://oncourse.iu.edu/info

There you'll find recent announcements, a getting started guide, short online demonstrations, short "least-you-need-to-know" documents, self-study step-by-step materials, help documentation and more. You'll also find contact information for your campus teaching and learning center.
Site Setup: Setting up & Organizing a Site

Use Site Setup to revise or organize course or project site information.

Adding or Removing Tools Using the Edit Tools Link

For each site you can customize the list of available tools. You can add or remove tools using the Edit Tools link.

1. From the menubar on the left, **Click Site Setup**.

   The Site Setup tool opens. Across the top of the screen the following options appear. See Figure 1

   ![Figure 1](image1.png)

2. **Click the Edit Tools link**.
3. To add tools, **Check the checkboxes** next to the tools you wish to add to your site.
4. To remove tools, **Uncheck the checkboxes** next to the tools you wish to remove from your site.
5. **Click Continue**.
6. **Click Finish**.

Reordering, Hiding, or Disabling Tools

Tools can also be reordered or hidden by using the Reorder Tools link.

1. If necessary, from the menubar on the left, **Click Site Setup**.
2. **Click Page Order** in the list of tool options at the top of the screen.

   A list of tools active for your site appears. See Figure 2.

   ![Figure 2](image2.png)

3. To change the order of the tools, **Hover the mouse over the tool title**.
4. **Click and Drag the different tools** until they are in the order you want.
5. **Click Save** for the changes to take effect.
6. To remove a tool from the list of tools on the left of the Oncourse window, **Click the red X**.
   
   **Note**: The tools without a red X cannot be removed.
7. To hide a tool from normal users, **Click the yellow light bulb icon**.
   
   **Note**: It is not necessary to Click Save when hiding or disabling a tool.
8. To disable a tool for normal users, **Click the padlock icon**.
Adding a Participant to a Site and Assigning a Role

You may want to add guest speakers or others who are not a part of the official class roster. Be aware that the Registrar will not remove participants that you add using this method.

1. In Site Setup near the top of the screen, **Click Add Participants**.
2. In the Official Email Address or Username field, **Type the IU username or the username of an IU Guest Account (an email address)**.
3. Next, you must assign a role to the new participant(s).
   a. To assign all participants to the same role, **Verify that the Assign all participants to the same role radio button is selected.**
   b. To assign individual roles, **Click on the Assign each participant a role individually radio button.**
4. Next, you can select the status of the new site participants
   a. To allow new participants to use the site immediately, **Verify that the Active radio button is selected.**
   b. To prevent new participants from using the site until you change their status to Active, **Click on the Inactive radio button.**
5. **Click Continue.**
6. From the Choose a Role for Participants screen, **Select an appropriate role.**
7. **Click Continue.**
8. To notify the participant(s) that the site is available, **Select “Send Now - send an email now to users notifying them that the site is available”.**
9. **Click Continue.**
10. To confirm the adding of the participant(s), **Click Finish.**
    
    **Note:** To change permissions for a participant at a later time, go back to Site Setup and change the role of the participant.

Making the Site Hidden or Published

By default, the site is publically viewable by the participants.

1. On the Site Setup screen, near the top of the screen, **Click Manage Access.**
   On the Manage Access site you have three section with options: Site Status, Site Visibility, and Global Access.
   - Site Status allows you to choose whether your site is visible to participants or not.
     i. To open your site to participants, **Select Publish site.**
        A published site will appear as a tab and/or in the active sites list of each of your participants.
     ii. To hide your site from participants, **Select “Leave as Draft-accessible only to site maintainers”.**
        This can be helpful if you are building a site and don’t want participants to see the site and materials before you are ready.
   - Site Visibility allows you to choose whether your site will be listed in the public site list once it is published.
     i. To limit site visibility to only your site participants, **Select Private.**
     ii. To open your site description and any public announcements or content to anyone with access to IU’s site list, **Select “Display in public site list”.**
   - Global Access allows you to choose which users may join the site once it is published.
     i. If you want to control who has access to your site, **Select “Limited to whom I add manually, or through automatic roster updates”.**
     ii. If you want to open your site to more participants by allowing users to search for and join the site, **Select “Allow anyone to join the site with valid login id”.**
2. **Click Update.**

Editing a Site

You can edit your site description and the Site contact name for certain types of worksites.

1. To edit information about your site, **Click Edit Site Information.**
   You may choose a URL that allows you to quickly get to your site.
2. To do so, **Type a new alias in the Add Site URL text field.**
3. In the Description field, **Type the information that you wanted displayed in your site’s worksite Information box.**
4. **Type the appropriate information in the Site Contact Name and Site Contact Email fields.**
    
    **Note:** You also have the option to add a short description which will be displayed in publicly viewable list of sites and/or an image to use as an icon. To add an icon you must supply a URL for the image.
5. **Click Continue.**
6. To confirm, **Click Finish.**
   
   **Note:** You cannot delete a course site. Courses remain available in Oncourse for eight semesters. For information on how to hide or change the order of course sites, go to: [http://kb.iu.edu/data/arox.html](http://kb.iu.edu/data/arox.html).
Combining Course Sites

If the course you are teaching has several sections, you may want to combine each section into a single parent site so that you need to maintain only one syllabus, calendar, sets of materials, etc. However, it is best to combine course sites before adding content because content from individual sites is not automatically transferred to the parent site and all the tools in the individual sites are disabled.

1. To combine course sites, go into a site you wish to combine with others.
2. From the menubar on the left, Click Site Setup.
3. From the list of links near the top of the screen, Click Combine Rosters.
   Note: If you already have a parent site or sites, you will see a Choose a Destination heading. Under this heading are options for creating a new parent site or to merge the rosters into an existing parent site.
4. On the Combine Rosters screen, Click the checkboxes to select the sections you want to combine.
   Note: If you are combining sites from different campuses, you will be asked to choose a new name for the parent site.
5. Click Continue.
   Note: The site from which you accessed Site Setup is selected automatically. Also, sections that are combined into another parent site will be listed, but will have grayed-out checkboxes.
6. Click Finish.
   Note: The new site appears either as a new tab or as a new entry in the -more- drop-down list. The name of the new site includes a "C" to indicate that it's a combined section. If you no longer wish to see the individual sections, you can remove them from your tabs.
   Note: Once rosters have been combined into a parent site, the tools for the original sites are disabled. To import content from those sites, you will have to go to My Workspace and use Worksite Setup to add the tools that have content you want to import.

Importing Data from another Site

For any course or project site you create, you can import instructor-generated content (e.g., announcements, assignments, tool settings) from one or more other sites you own. Submitted materials, such as completed assignments, forum postings, or grades, cannot be imported using this method; you must download and save such material manually.

1. In the menubar on the left, Click Site Setup.
2. From the list of links near the top of the screen, Click Import from Site.
3. On the Import Data screen, Choose one of the following:
   • “I would like to replace my data” - Use this option if you want the imported data to overwrite the existing data. This method allows you to import Gradebook settings.
   • “I would like to merge my data” - Use this option if you want the imported data to merge with the existing data. This method does not import Gradebook settings.
   • “I would like to merge my user(s)” - Imported users will merge with existing users. This method only imports those users manually added to a site. It does not import users added to a site by the Office of the Registrar.
4. Select the box next to the site that contains the source data.
   If you merge data, you can choose more than one site. If you choose to replace data, you can only choose one site.
5. Click Continue.
6. Under the name of the site(s) you selected, Check the box next to each tool that contains source material you want to import.
   Note: If a box is grayed out, it means the corresponding tool is not available in that site.
7. Click Finish.
   Note: When you import Gradebook settings, it is possible to import an item with a Gradebook Item Point Value of less than or equal to zero; however, if you try to edit such an item, you will receive an error message.
News: Adding, Editing & Deleting

The news tool uses RSS to bring continuously updated remote content feeds to your worksite.

Adding a News Feed

The News tool can be used to automatically retrieve text-based documents and display them within an Oncourse site. Instead of providing links to web sites and asking participants to monitor those sites for new information, the News tool displays those updated items within Oncourse. To set up your worksite to display news, you must specify a URL pointing to an RSS news feed. An RSS news feed is a specially formatted list of news articles. You can find RSS feeds by using an Internet search engine (e.g., Google or Yahoo). Sites that distribute news in RSS format are called “news feeds.” The News tool is an RSS “news aggregator” (or “news reader”) that reads and displays text-based content from RSS news feeds, similar to how iTunes can pull in podcasts and allow you to listen to or view them. There are several common icons that indicate whether the site offers an RSS feed. See Figure 1.

![Figure 1](image1.png)

1. In the menubar to the left, Click Site Setup.
2. To edit the tools available, Click Edit Tools.
3. Select the checkbox in front of News.
4. Click Continue.
   The Add Multiple Tool Instances screen appears. See Figure 2.

![Figure 2](image2.png)

5. In the Title field, Enter a title.
   The suggested length is 15 characters or less, but it can be longer. The name will show at the left in the menubar.
   Note: You can add more than one News tool at any time to a single site. To lessen confusion, enter an appropriate title for each News tool. Each news feed will be listed as its own tool in the menubar.

6. In the URL Channel field, Enter the URL.
   Note: You can click the More News Tools? drop-down to select up to three additional news tools at a time that you would like to add. If you wish to add more you’ll have to repeat the steps until you’ve added a many as you need.

7. Click Continue.
8. Click Finish.

Editing a News Feed

A news feed can be easily edited using the options within a News tool.

1. From the menubar the left, Click the title of the feed you wish to edit.
2. On the upper left side of the News tool, Click Options.
3. Change the Title and URL fields as you wish.
4. To save your changes, Click Update Options.

Deleting a News Feed

You can remove a news feed you added to a site using the Site Setup tool.

1. From the menubar on the left, Click Site Setup.
2. Click Edit Tools.
3. From the list of tools, Uncheck the news feed you wish to delete.
4. Click Continue.
5. To finish removing the feed, Click Finish.
Web Content: Adding, Editing & Deleting

The Web Content tool allows the displaying of an external web site within Oncourse.

Adding a Web Content Tool

In Oncourse, you can display an web site within the main frame of Oncourse. It is possible to add multiple Web Content tools to a site, and each will be displayed as its own tool in the menubar in. The URL for any web site or web page can be used for this purpose. Oncourse displays the web site or page in its entirety within the main frame of the window.

1. Go to the web page you want to display in the Web content tool.
2. Copy the URL.
3. In the menubar on the left, Click Site Setup.
4. In the links at the top of the page, Click Edit Tools.
5. Click the checkbox in front of Web Content.
6. To proceed, Click Continue.

The Add Multiple Tool Instances screen appears. See Figure 1.

![Figure 1](image)

7. To name this tool, in the Title field, type the name for the web content page as desired. The suggested length is 15 characters or less, but it can be longer. The name will show at the left in the menubar.

*Note: You can add more than one Web Content tool at any time to a single site. To lessen confusion, enter an appropriate title for each Web Content tool. Each Web Content will be listed as its own tool in the menubar.*

Notice the Source field already includes http:// — which is also in the URL you copied. Before you paste the address into the field, you need to delete the existing content.

8. To clear the Source field, Press and drag http:// and press Delete.
9. To insert the URL for this tool, Right-click the URL field
10. Click paste.

*Note: To add more Web Content tools, use the More Web Content Tools? drop-down list.*

11. To move to the next step of the process, at the bottom of the form, Click Continue.

A confirmation screen summarizes changes that have been made to the tool set. Notice the new tool highlighted in red.

12. To finish the tool set modification, at the bottom of the screen, Click Finish.

You are returned to the Site Setup screen and in the menubar at the left, you see the new Web content tool, with the name that you have chosen for the tool.

Editing the Web Content tool

A Web Content tool can be easily edited using the options within the Web Content tool. Things you can edit include the tool and page name the frame height and the URL. In addition, you can choose to open the content in a new window, and show the browser toolbar.

1. To access the Web content tool, in the list of tools at the left, Click on the tool.
2. To see further options for this tool, in the gray bar at the top of the page, Click Options.
3. Make any desired changes to the options.
4. To save the changes, Click Update Options.

Deleting a Web Content Tool

You can remove a Web Content tool, you added to a site using the Site Setup tool.

1. From the menubar on the left, Click Site Setup.
2. Click Edit Tools.
3. From the list of tools, Uncheck the Web Content tool you wish to delete.
4. Click Continue.
5. To finish removing the tool, Click Finish.
Wiki: An Overview

Wiki is a tool for collaborative authoring within a course or project site.

Adding and Editing Wiki Pages

The Wiki tool has a single default page titled Home. You will want to edit this Home page to create the content you want. Additional Wiki pages are created by creating links to them from existing wiki pages. Editing and page creation are the same process. Participants with permissions to update can edit existing pages or create new ones.

1. In the menubar on the left, **Click Wiki**.
   
   *Note: You may have to add the Wiki tool from Site Setup, as it does not appear in the list by default. See Site Setup: Setting up and Organizing a Site for more information.*

2. To edit this page, **Click Edit**. See Figure 1.

3. To insert a link to a new page, **Click in the editing field**. See Figure 2.

4. Delete the default text.

5. Add your new text.
   
   You can create headings by adding h1 through h6 in front of any text. To bold items, put double underscore characters before and after the word(s) you want bold. To make something italicized, put double tilde characters before and after the word(s) you want italicized. See examples in Figure 2.

6. *Type the title of a new page and surround the title to be linked with square brackets in the form of [NewPageTitle].*
   
   *Note: For a new page, the name must be unique. You can create link to an existing page using its title in brackets.*

7. To save your changes, **Click Save**.
   
   Your new page name will become a link with a question mark (?) after it. The question mark indicates that the new page needs to be created. See Figure 3.
8. **Click the link with the question mark.**
   A new page has been created for you to edit. Once you add content to the new page, the question mark will disappear.

9. To edit this page, **Click Edit.** See Figure 1.

10. **Delete the default text.**

11. **Add your new text.**

12. **Click Save.**

### Understanding Wiki Permissions

Because of the collaborative intent of the Wiki tool, there is a different permissions structure for this tool than others in Oncourse.

1. **To access permission, Click Info.**
   Each page in the Wiki has its own permissions settings. To change permission settings for the entire Wiki (i.e. all Wiki pages), you must edit the site permissions. See Figure 4.

2. **To edit site permissions, Click edit site permissions.**

   The permissions available for the Wiki tool are as follows:
   - **Create:** Create a wiki page
   - **Read:** View a wiki page
   - **Edit:** Edit the contents of a wiki page
   - **Admin:** Edit the permissions of a wiki page, and restore older version of a wiki page
   - **Super Admin:** Access to all permissions

3. **Change the permissions** as you desire.

4. **Click Save.**
Understanding the Wiki History Tool

Due to the collaborative nature of wiki page creation and modification, site owners may want to see the evolution of a particular page – when it was created, and when and by whom subsequent modifications were made. On occasion, it may also be desirable to roll back a wiki page to a previous version, much like using the “undo” function in a word processing application.

1. To access the History view of a page, at the top of the Wiki page, Click History. See Figure 1.
   A table shows the history of any changes made to the current page. See Figure 6.

2. To see a side-by-side comparison of two versions, next to any version, Click Current in the “Compare to” column. See Figure 7.
   Note: Changes to the older version are highlighted in yellow, new content is highlighted in green, and deleted content is highlighted in red. By using this History tool, you can see exactly who made what changes to a particular page and when they made the changes.

3. To return to the History page, Click History.
4. To restore a previous version, next to the version you wish to use, Click Revert to this version.

Adding an External Link

Wiki pages allow you to create links to web pages. These pages will open in a new tab or window in the browser.

1. To add an external link from a Wiki page, Click Edit.
2. At the point you want to insert a link, Click in the editing field.
3. Type a description followed by the URL, for example:
   Visit the Indiana University Website, http://www.iu.edu
   Note: You must always include the http:// portion of the URL for the hyperlink to work properly.
4. Click Save.
Adding a link to a File in Resources

You can also add links to files located in the Resources tool.

1. To add a link from a Wiki page to site Resources, **Click Edit**.
2. At the point you want to insert the link, **Click in the editing field**.
3. In the tool bar above the editing field, **Click the Link icon**. See Figure 8.

   ![Figure 8](image)

   This will bring you to a list of files located in that site’s Resources folder.

4. To the right of the chosen file name, **Click Select**.
5. **Click Continue**.
   You will see the name of your file within some Wiki markup, for example:
   `{link:filename.doc|worksite:/filename.doc}`.
6. **Click Save**.

Monitoring Activity on a Page

To monitor the activity on a page, you can set up email notifications to alert you when someone has edited the page. Email notifications are sent to your authorized email address; see **Changing your authorized email address**.

1. **Navigate to the wiki page you want to watch**.
2. At the top of the page, **Click Watch**. See Figure 1.
3. To select your notification preferences, **Choose from the following**: (Figure 10)
   - Each time a page is changed in this wiki (or wiki sub-sections), send a separate email
   - Send me one email per day summarizing all changes in this wiki (or wiki sub-section)
   - Do not send me emails when pages changed in this wiki (or wiki sub-section)
   - (For wiki sub-sections only) Just do the same as for the main wiki notifications
4. **Click Save** to save your changes.

![Figure 10](image)