

Making Oncourse Your Own, For Students

Personalize your Oncourse environment with these steps to modify the look and function of some features

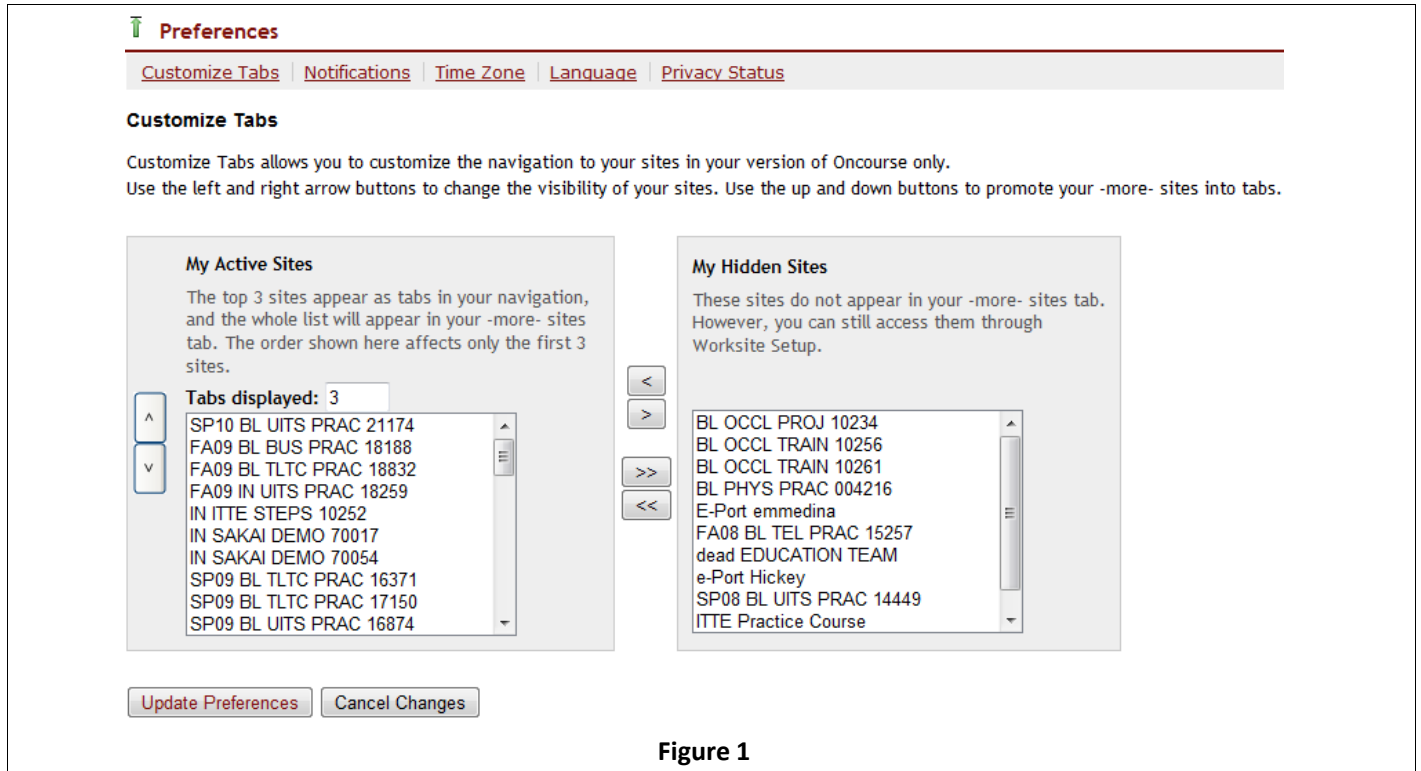


Figure 1

Rearranging Tab Positions

The number and order of the course and project site tabs can be customized so that they are positioned most conveniently for you.

1. **Click My Workspace.**
2. In the navigation pane at the left of the screen, **Click Preferences.**
3. Near the top of the screen, **Click the Customize Tabs link**, if necessary.

You can control the number of tabs that appear across the top the screen. Sites in addition to the number you choose to display can be accessed by using the - more - tab. Only the order of those sites appearing in tabs can be altered.

4. If necessary, **Type the number of tabs you want visible in the Tabs display textbox.**
5. In the **My Active Sites** list on the left, **Click a site you would like to re-order.**
Note: You can use Ctrl+Click [Mac:Command+Click] to select multiple sites.
6. To move the item in the list, **Click an arrow button up or down as desired.**
7. To save the changes, at the bottom of the screen, **Click Update Preferences.**

Note: You may need to click a tool on the left side of the window in order to view the changes to the tabs.

Setting Notification Preferences

Choose how you receive email notifications of site activity. For new Announcements, Resources, Syllabus items you are choosing how you receive low priority notifications. High priority notifications from these tools are always sent to your email. For new Email Archive, Matrices and Wizards notification you are choosing how you receive all notifications.

1. **Click My Workspace.**
2. From the list of tools to the left, **Click Preferences.**
3. Near the top of the screen, **Click the Notifications link.**

The options for each type of notification are:

- To receive each notification separately.
- To receive one email per day summarizing the notifications.
- To not receive a notification.

4. For each type of Notification, **Choose the option you desire.**
5. When you have set all of your options as desired, at the bottom of the screen, **Click Update Preferences.**

Setting Privacy Status

Set your visibility (and communication capability) with others in a site.

1. **Click My Workspace.**
2. From the list of tools to the left, **Click Preferences.**
3. Near the top, **Click the Privacy Status link.**
4. To change your privacy status for a particular site, in the Choose a site drop-down list, **Select the appropriate site.**
5. Set your privacy status preference to the appropriate option of either:
 - **Remain hidden in this site.**
 - **Make me visible in this site.**
6. **Click Update.**
7. To change your privacy status for all your sites at once **Click the button** for the appropriate option of either:
 - **Show Me in All Sites.**
 - **Hide Me in All Sites.**

Editing Your Profile

The Profile tool can have institutionally or individually provided information about any user in the system. You can edit your Profile information, control access, and include personal images or institutionally provided images.

1. **Click My Workspace.**
2. From the list of tools on the left, **Click Profile.**



3. At the top of the page, **Click the Edit my Profile link.**
4. **Edit, add, hide or reveal information using the fields and text tool.**
 - a. Next to Picture, **Click Use Picture URL:**
 - b. In the corresponding field, **Enter the URL for your image file.**
5. At the bottom of the screen, **Click Save.**

Searching for Profiles

When you are logged into Oncourse you may search for another user's profile, using this tool to obtain any information a user has made public

1. **Click My Workspace.**
2. In the list of tools to the left, **Click Profile.**
3. In the Search for Profile field, at the right of the screen, **Type the person's last name or username.**
4. **Click Search.**
5. **Click a Name from the results of the search.**
6. If necessary, to allow content that wasn't securely delivered to display, **Click No.**
7. To return to your own profile, at the top of the screen, **Click the Show my Profile link.**

Adjusting the Time Zone

Select your time zone for tools such as Schedule.

1. **Click My Workspace.**
2. In the list of tools to the left, **Click Preferences.**
3. At the top of the screen, **Click the Time Zone link.**
4. In the Time Zone list **Find and Select your time zone.**
5. To complete your selection, at the bottom of the screen, **Click Update Preferences.**