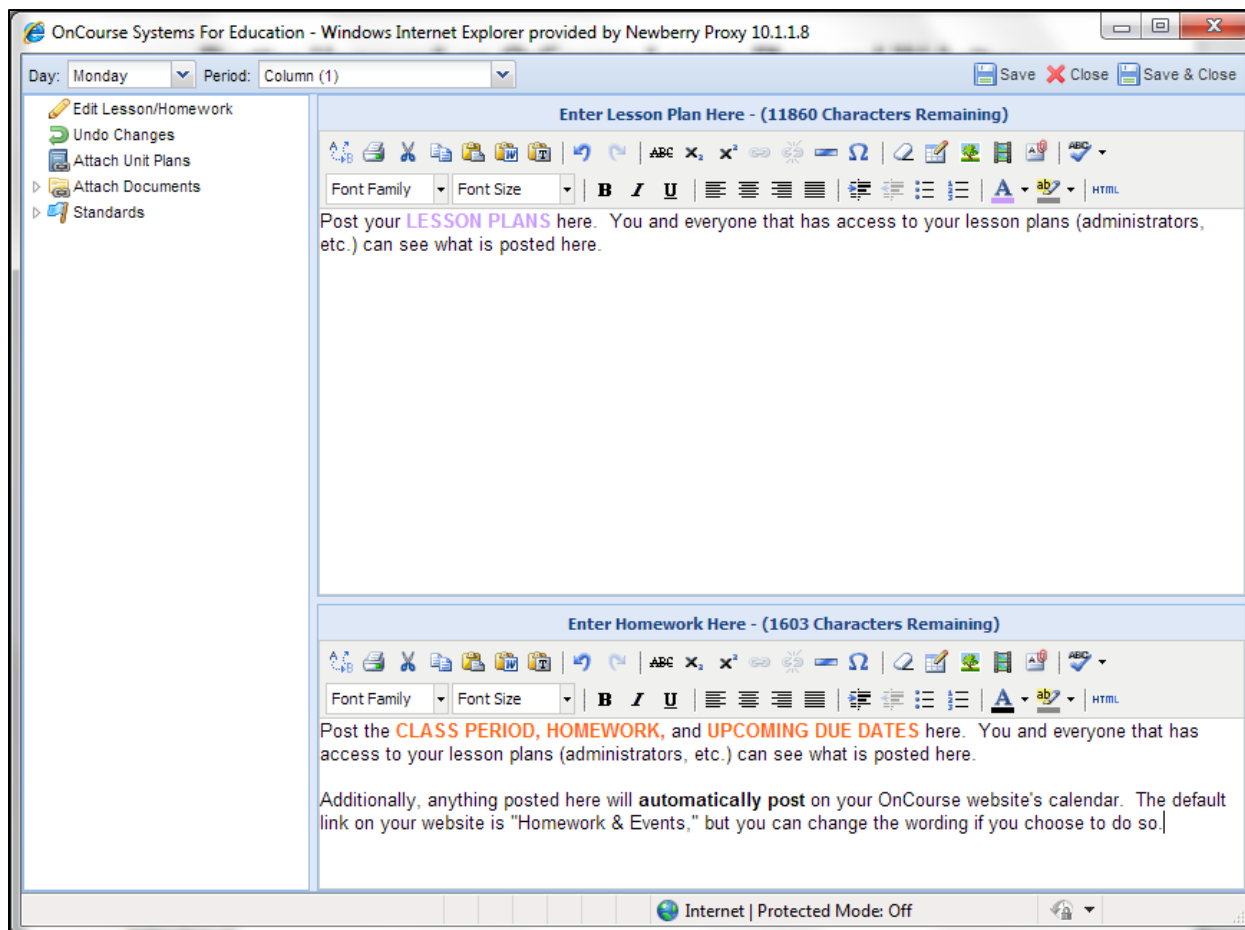# Posting Homework on your OnCourse Lesson Plan and Website

1. Post your lesson plans in the top box and the class period, homework assignments and upcoming due dates (tests, quizzes, projects, etc.) in the lower box.

2. Tell your students and their parents how to access homework and upcoming due dates. Here is a sample letter/email:

"Dear Students and Parents,

I post class updates, such as homework assignments, notes, and test dates onto my website. This information is automatically uploaded every afternoon. For instance, if your student has my class on Monday, information from class will be posted Monday afternoon.

To view class information:

1. Go to my webpage: http://www.oncoursesystems.com/school/view_webpage.asp?id=473759
2. Go to the "Homework & Events" link on the right side of the webpage.
3. Chose the "Homework" link on the day of the week in which you are interested, and view the box that is labeled with your student's class period (3A or 6B).
4. If you want to view any attachments such as notes in a PDF format, worksheets, etc. that I have uploaded, click on the paper clip icon at the bottom of your box. 📎

(You only have to type my website address once if you add the page to your "Favorites" list, or you can access my website through the Teacher Websites (OnCourse) button on Newberry High School's webpage.)"