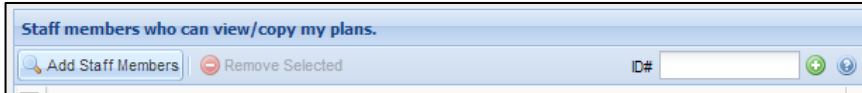
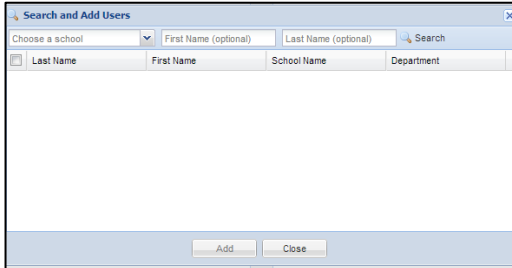


SHARING ONCOURSE LESSON PLANS

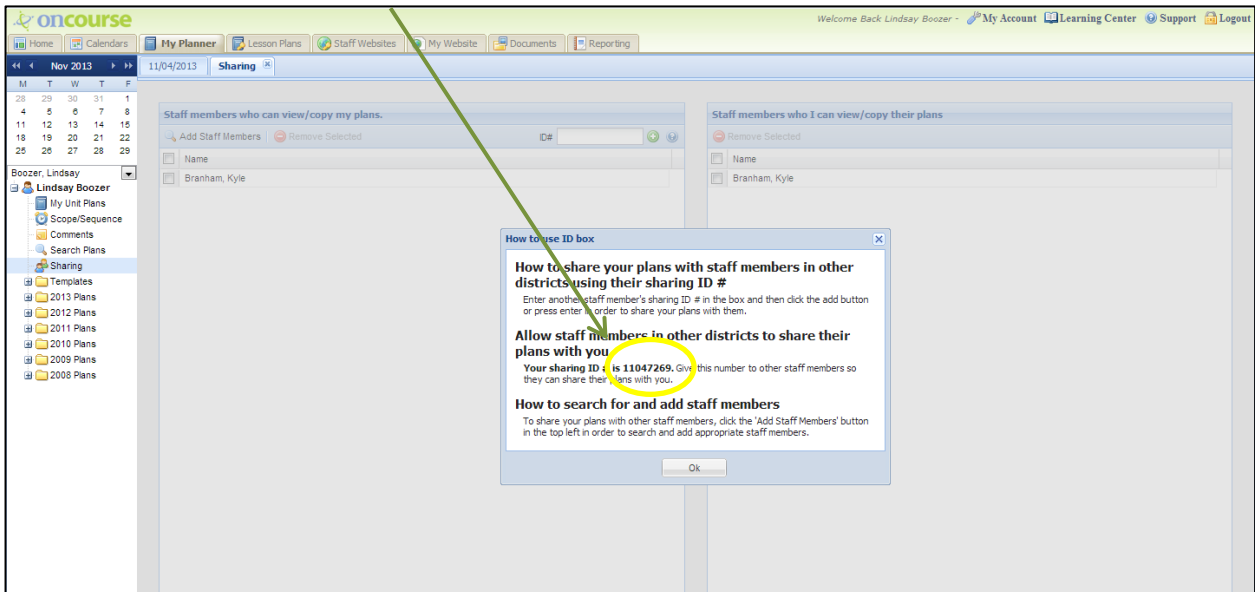
1. Click on “Sharing.”
2. To give someone in the district access to your lesson plans, click on “Add Staff Members.”



Select that person’s school, click on the person, and click on “Add.”



3. If you want to share your lesson plans with someone who uses OnCourse but works outside of the district, they will need your Sharing ID #. To find out what your Sharing ID # is, click on the question mark that is beside the green plus side and look in the second paragraph on this screen under “Allow staff members...”



How to use ID box

How to share your plans with staff members in other districts using their sharing ID #

Enter another staff member's sharing ID # in the box and then click the add button or press enter in order to share your plans with them.

Allow staff members in other districts to share their plans with you

Your sharing ID # is 11047269. Give this number to other staff members so they can share their plans with you.

How to search for and add staff members

To share your plans with other staff members, click the 'Add Staff Members' button in the top left in order to search and add appropriate staff members.

Ok

“Sharing is Caring.”

