ONboard Implementation Guide

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# ONboard Implementation Guide

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ONboard Overview

The McGraw-Hill ONboard™ Series for Advanced Placement® is an online, interactive program designed to help incoming AP students build the background knowledge and skills they need to succeed in their upcoming AP coursework and beyond. Available in the Connect platform, each product contains 8 to 10 hours of content designed and created with a team of experienced AP teachers and experts, and features:

- **Videos, Animations, & Interactivities** to address different learning styles and keep students engaged.
- **Check Points & Quizzes** that offer immediate feedback to gauge student understanding.
- **A Pre-Test and Comprehensive Final Assessment** to provide robust reporting that will show growth and help identify knowledge gaps.

ONboard can be purchased for an entire class or by individual students, and can be accessed from any Internet-connected computer. It’s appropriate for all students as an introduction or review of core topics, *no matter which textbook* will be used in the course.

The ONboard modules are designed as pre-course work and make a perfect summer or beginning-of-the-year assignment. In addition, students can review the modules throughout the school year to refresh their skills as needed.

**ONboard is available for the following AP Courses**
- AP Biology
- AP Chemistry
- AP Economics (Micro or Macro)
- AP English Language and Composition
- AP Environmental Science
- AP European History
- AP Human Geography
- AP Psychology
- AP United States Government and Politics
- AP United States History
- AP World History
ONboard Components

ONboard consists of 8 to 10 hours of content, divided into three sections.

**Section 1: A Pre-Test** helps set a base score for the skills students will learn and improve upon while using ONboard.

Robust reporting allows teachers to view areas of strength and weakness.
Section 2: The interactive modules consisting of groups of submodules, teach the skills and background knowledge that students will need to succeed in their AP courses. We recommend that students complete the submodules sequentially, as the skills and content build upon one another.

Each submodule contains a variety of self-check assessments, including multiple-choice, drag-and-drop (A), and short-answer questions.

Each submodule ends with a short quiz. Students can repeat the quiz. The score (A) is for student use only; it will not be reported to the teacher. Students receive a completion grade (100%) for completing a submodule.
Section 3: A Final Comprehensive Assessment exam allows students to see how far they’ve progressed in the skills and knowledge needed for the course. It may also point to areas in which they may need further study. Multiple teacher reports provide highly useful information.
The Teacher Experience

If you need assistance in logging into and navigating Connect, or setting up your course, read the Connect Guide for ONboard.

Viewing ONboard Contents

The ONboard contents are pre-assigned and will show up in your assignments list on the section home page. You can see all of the assignments and the list of submodules if you expand the assignment list in the assignment tab. Assignments are the Pre-Test (A), the modules (B) and their submodules (C), and the Comprehensive Assessment (D).
You can access and view the Table of Contents under **Onboard Contents (A)** under the **Library** tab (B). Please note that if you create an assignment from this Library tab by clicking on the Interactive Modules header you will be responsible for checking and possibly changing point values for each assignment. ONboard works best when students work through the pre-assigned tests and interactive modules.
Assigning ONboard in Connect

Making Assignments

All modules, pre-test, and comprehensive review are already assigned, and will show up as assigned on your section overview page. While it is possible to modify the assignment, for best results, we recommend that you have students work through all of the pre-assigned tests and modules in the assigned order. If you have multiple AP classes and need to add a section, use the duplicate section function explained in the Connect Guide for ONboard to ensure all assignments are copied correctly.
Assignments also appear under assignments (A) in the library tab, under the heading Interactive Modules.
Changing Assignment Due Dates
The first year you use ONboard, the due dates will be automatically set to just before the date of the AP exam. In subsequent years, you will want to update the due dates to correspond to the new school year. To modify the due dates, select the assignment(s) you would like to change by clicking the box (A). You can set separate due dates for each assignment, or select all and make all assignments due on the same date. If using ONboard as a summer assignment, you may want to have students complete all assignments before class begins.

Once you have selected the assignments to modify, click on the assignment options button (B) and select manage dates (C).
In the **manage dates** page, you can also change assignment dates all at the same time (in bulk — A) or individually (B).

If making the start dates and due dates of the tests and submodules the same (in bulk), click on edit (A) to modify the dates.
Then enter your desired dates and times (A), and click save (B).

To modify the dates for individual assignments, go Modify Assignment Dates Individually in the ONboard Connect Advanced Guide.

Enabling Answers in the Pret-Test and Comprehensive Assessment
If you would like for your students to be able to view the correct answers to the Pre-Test and Comprehensive Assignment after they have submitted them, you’ll want to modify the assignment settings. To do this, click on the assignment name (A) to open the assignment.
In the assignment view, click on the **policies tab (A)** to edit the policies,

then click on **view & edit policies (B)**.
Next, click on **expand advanced settings (A)**,

and click on **edit (B)** in the feedback section.
We suggest that you choose to show **total scores before the due date, and all detailed feedback after the due date** (A) from the dropdown menu.

You will then want to select **Hold feedback until** (B) and choose a convenient time, such as **1 hour after the due date and time** (C).
Once you have selected your parameters, click **apply to this assignment only** (A).

When this is complete, click **review & assign** (B), and then assign on the next page.

While your students can benefit from ONboard content at any time, it’s best to have students complete the modules BEFORE the course begins.
Teacher Reports

Teachers have several reports available to track student progress. However, the nature of ONboard renders some reports more useful than others. The reports in Connect are best used to see scores and detailed information from the Pre-Test and Comprehensive Assessment. Because students receive a completion grade of 100% for completing the interactive submodules, the reporting for those components is limited.

Reports can be accessed in two ways: by using the drop-down menu under the Performance tab (A),

or by clicking on Reports under the Performance tab (A), and then clicking the name of the report in the report types page (B).
Assignment results
The Pre-Test and Comprehensive Assessment will produce a percentage and point score that accurately reflects student performance.

Choose the assignment results you want to see by clicking on the assignment title (i.e., Pre-Test or Interactive Module) to highlight (A), or select all (B) for a complete overview. Then click view report (C).
This example is for the **Pre-Test (A)**. Student names or codes are listed (B) beside their percentage scores (C). You can also see the total points available (D) or review the section average (E).

Click on the students’ names to see their performance for all assignments (F).
Because the interactive modules are only accessed through Connect but are not built in Connect, the Assignment Results report can track only submodule completion (A) by the posting of a score (B)—which varies by course (i.e. Government submodules are worth 10 points each and World History submodules are worth 20 points each. The combined score of the submodules is roughly 1/3 of the total points available in the course). This does not relate to the student’s score on the final quiz or on self-check assessment items within the submodules. It is only a signal that the submodule has been submitted/completed by the student. If a submodule has not been submitted/completed, no score will be displayed (C).

Note that the Pre-Test score for student 4 is highlighted red (D). This is how Connect lets you know at a glance that a student may be at risk. However, you should not be alarmed if a student has a low Pre-Test score.
Student Performance Report

View scores and submodule completeness on a student-by-student basis. Remember, submitted/completed submodules will show a score which does not reflect student performance on the final quiz or on any assessment tools throughout the submodule. Because the interactive modules are only accessed through Connect but are not built in Connect, the score is only a signal that the submodule has been submitted/completed by the student. Click on the blue student score (A) to see how the student answered each question in the Pre-Test or Comprehensive Assessment (B).

The Student Performance report also allows you to view submodules in progress (A), by clicking on the Assignments in progress tab (B). In progress means that the student has started the submodule, but has not yet completed the final quiz.
Assignment Statistics Report
This report is useful to analyze results of the Pre-Test and Comprehensive Assessment. It should not be used for the interactive submodules. You can see average scores across attempts (A); the mean, the highest, and lowest score (B); and the number of student attempts (C). As with some other reports, you can export the data to an Excel document (D) if necessary.
Item Analysis Report
This report allows teachers to analyze each question on the Pre-Test and Comprehensive Assessment (A) to determine areas in which students are struggling. It should not be used for the interactive submodules. You can see the average scores for each question (B) and how each student scored on that question by clicking the plus sign (C) to open the list. Student scores on questions with only one correct answer will be either 0.00% (D) if they answered this specific question incorrectly or 100% (E) if they answered the question correctly. Students will receive partial credit (and a partial percentage score, such as 80%) for questions with multiple correct answers or multiple parts.
Category Analysis Report
This report allows teachers to analyze the categories of questions on the Pre-Test and/or the Comprehensive Assessment (A) to determine areas in which students are struggling. It should not be used for the interactive submodules. You can sort by question type (B), questions with or without stimuli (noted as “image question” (C) although the stimulus may be text or a visual), by module name (topic — D), or by submodule name (subtopic — E). Once you have selected your category (or categories), click on View report.
This snapshot of the Category Analysis shows how you can view the questions by subtopic (or submodule name). This can help you narrow in on skills or concepts that you may want to reinforce in class.

<table>
<thead>
<tr>
<th>Subtopic</th>
<th>Questions</th>
<th>Students submitted</th>
<th>Category score (best assignment attempt)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP Science Practices</td>
<td>5</td>
<td>0/1</td>
<td>0.00%</td>
</tr>
<tr>
<td>Acid and Base Reactions</td>
<td>5</td>
<td>0/1</td>
<td>0.00%</td>
</tr>
<tr>
<td>Atomic Structure and Electron Configuration</td>
<td>5</td>
<td>0/1</td>
<td>0.00%</td>
</tr>
<tr>
<td>Avogadro's Number and Conversions and Calculations</td>
<td>5</td>
<td>0/1</td>
<td>0.00%</td>
</tr>
<tr>
<td>Bonding</td>
<td>5</td>
<td>0/1</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

- Drag the compound to the correct column to classify it by type: 0/1 0.00%
- Which of the following are true? Check all: 0/1 0.00%
- Which of these are true concerning a molecule: 0/1 0.00%
- Which of these compounds can have resonance: 0/1 0.00%
- Which of these molecules would have a: 0/1 0.00%
**At-Risk Student Report**
This provides a snapshot of a class, and helps teachers assess which students are at risk of falling behind. This report looks for patterns of online student activity to determine engagement levels.

**Guidance for Students**
To help your students understand the ONboard components and the assignments in Connect, we suggest that you distribute the following section, “ONboard Guide for Students.” It is designed to explain ONboard to students, and walks them through everything they will experience while completing the program.

ONboard is part of the McGraw-Hill AP Advantage, which also includes the Connect course support program and the SCOREboard adaptive AP Test Prep program. For more information, visit www.mheonline.com/advancedplacement/
The McGraw-Hill ONboard™ Series for Advanced Placement* is an online, interactive program designed to help you build the background knowledge and skills you need to succeed in your upcoming AP coursework and beyond. Each product contains 8 to 10 hours of content designed and created with a team of experienced AP teachers and experts, and features:

- **Videos, Animations, & Interactivities** to address different learning styles
- **Check Points & Quizzes** that offer immediate feedback to gauge your understanding.
- **A Pre-Test and Comprehensive Final Assessment** to provide robust reporting that will show growth and help identify knowledge gaps.

ONboard can be accessed from any Internet-connected computer. It’s appropriate for all students as an introduction or review of core skills and topics, *no matter which textbook* will be used in the course.

The ONboard modules are designed as pre-course work, and make a perfect summer or beginning-of-the-year assignment. You can proceed through the course at your own pace, but we recommend you complete the submodules in the order assigned, as the skills and content in each submodule build upon each other. In addition, you can review the modules throughout the school year to refresh your skills as needed.
**ONboard Components**

ONboard consists of 8 to 10 hours of content, divided into three sections.

**Section 1:** A Pre-Test (A) helps set a base score for the skills you will learn and improve upon while using ONboard.

**Section 2:** The interactive modules (B) consisting of groups of submodules (C) teach the skills and background knowledge that you will need to succeed in your AP course. We recommend that you complete the submodules sequentially, as the skills and content build upon one another.

**Section 3:** A Comprehensive Assessment exam (D) allows you to see how far you’ve progressed in the skills and knowledge needed for the course. It may also point to areas in which you may need further study. All of this is highly useful information for both you and your teacher.
All of the ONboard components are listed in your assignment list. To access the components, simply click on the section name (A) under **my courses** in your Connect account.

To view all of the submodules, click **expand all (A)** on your full assignment list.
Pre-Test

The ONboard program begins with a Pre-Test, which is designed to test the base level of your skills and background knowledge. Don’t be discouraged if you get a low score on the Pre-Test. You’ll learn all you need to know to earn a higher score on the Comprehensive Assessment in the interactive submodules.

You have only one chance to complete the Pre-Test, but you can save your progress and continue later by clicking on save & exit (A) if you are interrupted while taking the test.

Use the next button (B) to advance from question to question; the prev (for previous) button (C) allows you to return to a question. Click submit assignment (D) only when you have completed the entire Pre-Test.
Some questions will be grouped together (A) and relate to visual or textual stimuli, such as a map, graph, or text passage. Use the pop-up button (B) to bring up the information you need to answer the grouped questions (C). You can print a question or a group of questions with the related visual or text passage by clicking the printer icon (D) at the top of the page.

When you submit your test for grading, you'll immediately see your score (A) and which questions you answered correctly or incorrectly.
On your assignment list, the pre-test will now appear as **complete** (A), and you can click on **see report** (B) to view each question and your answers again. Your teacher may give you access to view the correct answers after submitting the assignment. These will appear in your report.

If you click on the **Performance** tab (A), you can see reports that will show your overall performance.
When reviewing your overall performance, keep a few things in mind. Your scores for the Pre-Test and the Comprehensive Assessment reflect the number of questions you answered correctly (A). For the interactive submodules, however, you will receive a completion grade. Once you have completed the final quiz in each submodule and submitted it, a score of 100% will appear in your overall performance section (B). If you do not complete the submodule by the due date, your score will be 0. The points received for completing each submodule vary per course but generally make up 1/3 of your entire ONboard score.

Your teacher will also see the scores in your overall performance section as well as any submodules that are in progress.
Interactive Modules
The core of ONboard is a series of interactive modules (A), each containing several submodules (B). These modules and submodules appear in your assignment list. The skills and content in the submodules build upon each other, so it's important to work sequentially through the submodules as assigned.

To access a submodule, you should simply click on the title in blue (C), such as “Basic Map Skills.”
Submodules
The submodules contain various types of slides.

Animation is used to present content and teach skills.

Periodically, you will see multiple-choice question slides to check your progress.
Which of the following could have caused the movement from Point A to Point B in the graph?

A. The price of cookies increased from $6 to $10.
B. The price of cookies decreased from $10 to $6.
C. The cost of producing cookies decreased.
D. The cost of producing cookies increased.
E. Everyone in the country went on a diet.
Sometimes content is presented in pop-up boxes. You should click on the boxes to see (and sometimes hear) additional information.

Drag-and-drop slides are interactive ways to test your knowledge.
In some courses, you’ll be able to type short passages, thesis statements, or answers to short-answer questions in a fill-in box.

All courses feature Launch slides that connect to videos, interactive maps, or other activities.
Each submodule ends with a final 5- to 10-question quiz. The continue bar allows you to move on to subsequent questions within the quiz.

At the end of each quiz, you’ll be given a score. This is for your benefit only, and you can retake the quizzes as often as you like. Your quiz scores will not be reported to your teacher.

You can repeat slides and easily navigate within each submodule by clicking on the slide numbers at the top (A) or by using the Previous or Next buttons (B) at the bottom. If you need to leave a submodule unfinished, simply click Save/Exit (C), and go back to the assignment page.
Once the final quiz is completed, submodule status (A) will change to submitted (B). Any submodule that has been started but is incomplete will be listed as in progress (C).

To go back into the submodule, simply click on the submodule title (D) and you’ll be taken back to the exact slide where you left off. You can repeat the submodules as many times as you wish (E).
Comprehensive Assessment

Once you have completed all of the submodules, you can take the Final Comprehensive Assessment (A). Like the Pre-Test, you will have only one chance (B) to take the Final Comprehensive Assessment.

This assessment is skills-based, and it provides your teacher with data on the skills or background knowledge areas in which you may be struggling.
The Comprehensive Assessment functions in the same way as the Pre-Test, including having questions grouped with an image or reading passage that can be printed.

Once you have completed the Final Comprehensive Assessment, you have completed ONboard! While the tests are limited to one attempt only, you have unlimited access to the interactive submodules. Feel free to go back and review topics or skills as you encounter them in your AP course. Your teacher may also have suggestions for ways to use ONboard to further improve some important skills or background knowledge.
McGraw-Hill Connect is a digital teaching and learning environment that saves students and teachers time while improving student performance. Connect offers a variety of assignment types, robust reports, and an eBook (if one is part of your course).

**Signing In**
You should have already received a welcome email from McGraw-Hill Online Implementation containing your instructor login information. Below is information on how to access your account for the first time.

Sign in via the website:  [connect.mheducation.com](http://connect.mheducation.com)
User Name: your school email address
Password: Password1

Start by going to the **Sign In (A)** portion of the home screen and logging in with the credentials that have been provided to you.

After you sign in, you will see the **my courses** page. It is here that all of the AP, Honors & Electives courses (books/programs) your school has purchased from McGraw-Hill will appear. Now that you’ve logged in, let’s learn a little bit about how to navigate Connect.
Navigating Connect

The my courses page is the first page you see when you sign in to your Connect account. Use this page to manage your courses and sections. Each course area contains a list of sections you have created. If you do not see the sections, click the blue circle (A) next to the course name to reveal the course sections and options. From this page you can open a section (B), set registration dates to limit when students can register for the class (C), view the student roster (D), quickly access a section’s performance reports (E), access the Section Options menu (F), or access the Course Options menu (G). The Section Options menu allows you to access the Student Registration Sheet; edit section details; share, copy, or duplicate a section; see which colleagues you’ve shared sections with; or delete a section. From the Course Options menu you can edit the course title, set registration dates, duplicate a course, delete a course, or add a new section to the course. You can find more information about the Section Options and the Course Options in the ONboard Connect Advanced Guide.
Clicking on the title of a Section will open the Section. The Section Home page helps you deliver and manage your assignments and provides a snapshot of your section. The course and section name are listed at the top right of the page (A). Tabs to the left allow you to easily access the Library and Performance reports (B). Use the Switch sections and My Courses options (C) located just below the section name to switch sections or to return to your list of courses. Click on Section Overview (D) to see quick statistics of the assignments in your section, including number of assignments, assignment categories, assignment status, and default assignment settings. You can switch to “student view” (E) to see what your students see and take assignments from a student's perspective. Clicking Add assignment (F) is the easiest method of creating additional assignments, as well as accessing the available content and assignment types for your course.

The Library (A) provides access to the resources available for your course, including assignments that have been made (B) any files you have uploaded (C). Clicking on Bank (D) will allow you to access the question banks used in the Pre-Test and Comprehensive Assessment. Pre-Made Assignment Collections (E) give you access to all of the items that have been pre-made for this course, including the Pre-Test, Comprehensive Assessment, and Interactive Modules.
Click the **Performance** tab and select **Reports (A)** to see all available reports based on your section and course data. There is nothing you need to do to set up data collection in Connect reports.
Course Creation

Overview: Starting to Use Your Course
If you have only one section, or class, you can move on to the STUDENT REGISTRATION INFORMATION section of this User Guide. If you have multiple classes, follow the directions that follow on how to create multiple Connect sections.

Changing your Course Name and Time Zone
Your Course name and time zone will be set up by McGraw-Hill Online Implementation. If this information is incorrect, click on the Course Options button and select Edit title / time zone (A).

When you click Edit title / time zone, this screen pops up. Here you can easily update your course name and time zone. Click save to update your account with your changes. After you click save a confirmation screen will pop up that indicates that your course details have been successfully updated.
Updating Registration Information
If you forget to set start and end dates for your course sections, there is a quick and easy way to update this information. Click the **no dates set (A)** link under **registration info** for the section that needs to be updated.

This screen will pop up, and you can update your course with the correct dates (A). Click **apply (B)** to save the changes.
Adding a Section
If you have more than one section, or class, you will need to add these additional sections to your course. When using ONboard, you will want to “duplicate section” so that all of the pre-assigned materials are copied to the new section.

In the section options (A) drop-down menu for your Master Class, select duplicate section (B).

When you click duplicate section, this screen will pop up. Type in the name of the new section, and click continue to new section. This will add the new, duplicate section with all of the pre-assigned materials to your course.

You will then receive student registration info and a new section web address for students in the duplicated section.
Student Registration Information

Getting Your Students Started
In your my courses page, click on the Section Options button (A) for the section in which you want to register students, and select Registration Sheet (B).

Customized student registration instructions will open with the section's specific web address (A). You can edit this web address to make it shorter and easier to remember (B). You may want to print a handout for your students, or copy and paste your section-specific web address into your syllabus for your students to access. You will have one unique web address for each section created in Connect. Repeat the above process for each section.
When students visit your section-specific web address, they verify the course and section information, and click **Register Now (A)** to get started.

Students will enter their school email address (A) and click **Submit (B)** to begin creating their account.
Next, students will enter the registration code (in ALL capital letters) (A) provided by you or the school administrator.

If your student already has an account, registration is finished. If your student doesn’t have an account, he or she can create one by filling in your information (A) and clicking Complete My Registration (B). The information students fill in on this form will populate your roster.
After completing the registration process, students click **Go to Connect Now**, which will populate your section's roster and provide your student with access to your course and section.

![Image of Connect registration complete](image)

**Best Practices**
- If students change sections, simply provide them with the web address of the new section, have them click **Register Now**, and follow the prompts. Connect will recognize their account and allow them to easily register in the new section.

**Course Management**

**Managing Your Roster**
Your section roster displays each student’s name, email address, and account status. You’ll also see the number of active students in that section. **Active** means students have access to the course. From your my courses page, next to the section whose roster you want to access, click the roster icon (A).
Your roster will look something like this. When you arrive at this screen, check the status of each student. There are two possible account statuses: licensed and inactive. Licensed means the student is registered for the course and is an active student in the course. Inactive means the student is no longer a member of the course.

If you click the students’ names from the roster, you can view their email and account status. You can also change their status from active to inactive (A). If you change a student to inactive, you can only view his or her grade report; he or she cannot take assignments. Click save (C) when you are done making edits in this section.

To remove a student from your roster, click delete this student (B). Note that this cannot be undone.

Best Practices
• Compare this roster to the roster from your school, and make sure the number of active students and student names are the same on both rosters. If a student is registered in the wrong section, or multiple sections, you can change the student’s status to inactive, or delete the student altogether.
Modify Assignment Dates Individually

To modify the due dates, select the assignment you would like to change by clicking in the box next to the assignment name (A). You can set separate due dates for each assignment, or select all and make all assignments due on the same date. If using ONboard as a summer assignment, you may want to have students complete all assignments before class begins.

Once you have selected the assignments to modify, click the assignment options button (B) and select Manage Dates (C).
Then click on the **individually** tab (A) on the next screen. The assignments will appear in alphabetical order (B) and **not** in the order in which they appear in the submodules. Set the due dates as best fits your plan. Once you’ve selected all of your start and due dates, click **save** to submit your changes.

Your new due dates will appear on your assignment overview page (A).
Course Options
From the Course Options menu (A) on the My Courses page, you can edit the course title, set registration dates, duplicate a course, delete a course, or add a new section to the course. Let’s look at each of these items individually.

Edit Title / Time Zone
Your Course name and time zone will be set up by McGraw-Hill Online Implementation. If this information is incorrect, click on the Course Options button and select Edit title / time zone (A).

When you click Edit title / time zone, this screen pops up. Here you can easily update your course name and time zone. Click save to update your account with your changes. After you click save a confirmation screen will pop up that indicates that your course details have been successfully updated.
Set Registration Dates
Using the Course Options menu, you can set registration dates for all sections of a course at one time. Click the Set Registration Dates (A) link from the Course Options menu.

This screen will pop up, and you can update your course with the correct dates (A). To set a different date for each section, click Specific Sections (B). Click apply (C) to save the changes.
**Duplicate Course**

The **Duplicate Course** option (A) allows you to duplicate a course in its entirety. This option will duplicate all sections and all assignments associated with the course. This option may be useful when you plan to use ONboard for a new school year and plan to have the same sections and assignments.

After clicking Duplicate Course, a popup window will allow you to change the name of the duplicated course, and the name of each duplicated section within the course.
**Delete Course**

The **Delete Course** option (A) allows you to delete an entire course. This will remove all sections associated with the course, along with the assignments and any student data. Because this action is irreversibly, use this option judiciously.

![Delete Course Image]

**Add Section**

The **Add Section** option (A) allows you to create additional sections for your course. Note that a section added this way will not have the pre-test, interactive modules, and comprehensive assessment pre-assigned for students. It is recommended that you instead duplicate a section when you want to add a section in order to maintain these features.

![Add Section Image]
Section Options
The Section Options menu (A) allows you to access the Student Registration Sheet; edit section details; share, copy, or duplicate a section; see which colleagues you’ve shared sections with; or delete a section. Let’s look at each of these items individually.

Registration Sheet
See Getting Your Students Started.

Edit Section Details
The Edit Section Details option (A) allows you to update information about your section.
After clicking on Section Options you will see a popup window. Here you can change the section name (A) or modify the Section Web Address (B) so it is easier for students to remember.

**Share Section**
The **Share Section** option (A) allows you to share a section with a colleague. Sharing a section allows you to replicate your section for other teachers and to retain control over assignment editing, due dates and policies. Changes you make to your section will apply to the shared versions of that section. Changes made to the shared versions of the section will not affect the original.
After clicking on Share Section, enter the email addresses of colleagues with whom you want to share the section (A). You can enter or copy and paste up to 200 email addresses. Click Find colleagues (B). Choose how many times you want to share the section with each instructor (C) and select which permissions apply (D). Click Share (E). Note that the default number of sections and default permissions will apply if you choose not to change them.

When you’ve shared a section, you will see the share icon (A) next to the section title on your My Courses page.
View Sections and Colleagues
The View Sections and Colleagues option (A) allows you to manage the sections you have shared with other teachers.

Using this option you can adjust what other teachers can edit in shared assignments (A) or stop sharing individual assignments within the section (B).
Duplicate Section
See Adding a Section.

Copy Section
The Copy Section option (A) allows you to send a copy of a section to a colleague. This copies section will have all of the same assignments and due dates you have set in your section, but unlike a shared section there is no connection to the original course. In other words, any changes you make in your section will not appear in the copied section.

After selecting copy, enter the email address of the colleague to whom you wish to copy the section (A) and click Find Colleagues (B). Verify that you have found the correct teacher (C) and click Copy (D) to send the section. The copied section will appear in your colleague’s Connect account with a banner that says “NEW” and a message indicating that you have copied the section.
**Delete Section**
The **Delete Section** option (A) allows you to delete an entire section. This will remove all assignments and any student data in the section. Because this action is irreversibly, use this option judiciously.

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