

Introduction

CourseWorks@Columbia is the University course management system. It allows instructors to develop and maintain course Web sites easily. With CourseWorks, you can distribute class materials, communicate with students, and promote online discussions. This guide will show you how to access CourseWorks, familiarize yourself with the navigation, and get started with common tasks like editing the course introduction page and creating your syllabus.

Accessing CourseWorks

You can access the CourseWorks login page at <http://courseworks.columbia.edu> (Fig. 1). You will be asked for your University Network ID (UNI) and password. These are the same credentials you use to log in to Columbia Web sites and to check your e-mail.

Note: CourseWorks is compatible with all Web browsers on any operating system, but works best with Internet Explorer on Windows. Some screens may vary slightly from these images depending on the browser that you are using, but the functionality will be essentially the same.

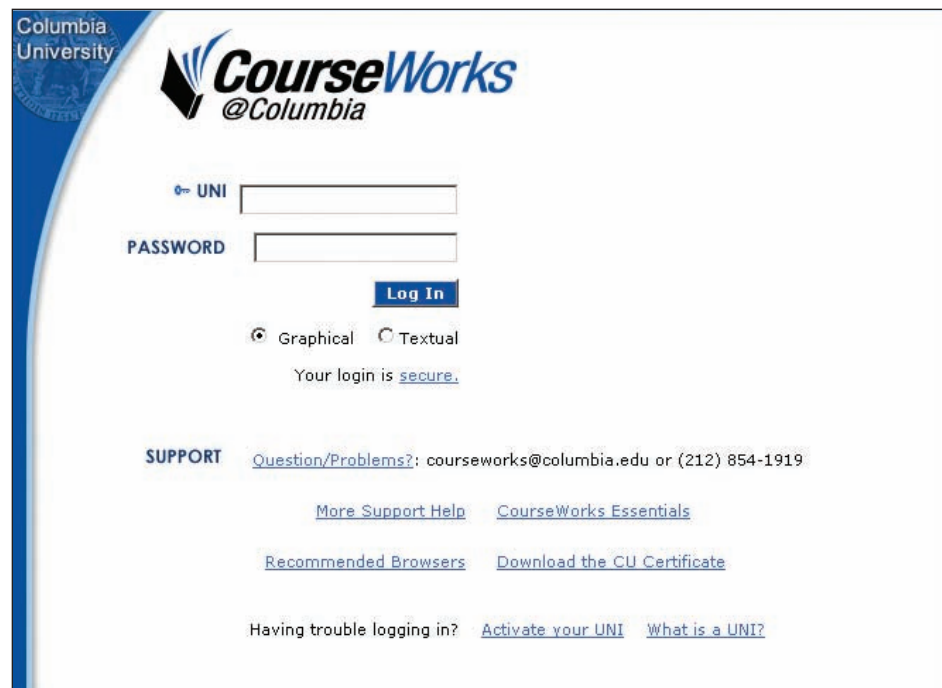
The screenshot shows the CourseWorks @Columbia login page. At the top left is the Columbia University logo. The main header features the CourseWorks @Columbia logo. Below the logo are two input fields: "UNI" and "PASSWORD". A blue "Log In" button is positioned below the password field. Underneath the button are two radio buttons: "Graphical" (selected) and "Textual". A security notice states "Your login is [secure](#)". A "SUPPORT" section follows, providing contact information: "Question/Problems?: courseworks@columbia.edu or (212) 854-1919". Below this are four links: "More Support Help", "CourseWorks Essentials", "Recommended Browsers", and "Download the CU Certificate". At the bottom, there is a link for "Having trouble logging in?" followed by "Activate your UNI" and "What is a UNI?".

Fig. 1: CourseWorks home page

Course Listings

Once you have logged in to CourseWorks, you will be taken to the “My Courses” page, (Fig. 2) where you will see a list of all of your courses organized by semester.

Note: If your course is missing from this list, please contact the CourseWorks administrators at courseworks@columbia.edu.

To view courses from previous semesters, select “Past Courses” in the navigation menu.

Course Number	Course Title	Students	Guest Accessible
COMM K4015.002.2006.3	SURVEY & ANALYSIS-COMMUN PRAC	1	Restricted
SPAN W3350.001.2006.3	HISPANIC CULTURES II: ENLIGHTENMENT THROUGH THE PRESENT	10	Restricted
SPAN W3349.001.2006.3	HISPANIC CULTURES I: FROM ISLAMIC SPAIN TO THE COLONIAL PERIOD	13	Student access
INAT U4595.001.2006.3	ECONOMICS FOR 1A	137	Restricted
SWED W1201.001.2006.3	INTERMEDIATE	4	Student

Click a course number to view its Course Introduction page. Fig. 2: Course Listings

The Course Introduction page

The first time you visit your course site, only the Intro, Library Reserves, and Settings options are available in the navigation menu. The “View as Student” button allows you to toggle between Instructor View and Student View so you can see what your site will look like to your students.

INTRODUCTION

General Course Information:
 SNDB A100.006 CourseWorks Information
 M W F 1:00-2:00
 308 Lewisohn

Instructor Information:
 John Teacher
 Office Address: 204 Butler
 Telephone Number: (212) 854-9058
 E-mail: johnTeacher@columbia.edu
 Office Hours: M W F 2:00-3:00

Click on the “My Courses” button to return to your course listings.

Toggle between Instructor View and Student View

Fig. 3: Course Introduction Page

General course information, including meeting times and instructor information is pre-filled with data from the University Registrar. Click on the blue “Edit Intro” button to make changes.

Modifying the Introduction Page

When you edit a course's Introduction page (Fig. 4), you will be provided with a number of text fields where you can modify course information, including information about yourself. You can also add a course overview, requirements, and other information.

Columbia University

SNDB A100.006 : CourseWorks Information (Spring 2003)

INTRO
LIB. RESERVES
SETTINGS
EDIT INTRO

Use this form to edit the intro for this course.

Introduction title

General Course Information:

Course Title: CourseWorks Information

1. Meeting Time: M W F 1:00-2:00

Meeting Place: 308 Lewisohn

2. Meeting Time:

Meeting Place:

This information will be pre-filled with data from the University Registrar, but the text fields can be edited.

Fig. 4: Modifying the Introduction page

Tip: The introduction title appears in bold at the top of the Intro page. It is a good place to include a course's full or extended title.

If you need to add additional instructors, such as co-instructors or teaching assistants, check the box next to "Add an additional instructor's information" and click "Submit" (Fig. 5).

Instructor Information:

Name: John Teacher

Title:

Address: 204 Butler

Telephone #: (212) 854-9068

Fax Number:

Optional:

E-mail: johnTeacher@columbia.edu

Office Hours: M W F 2:00-3:00

Check box to add an additional instructor's information

Submit

Add other instructors here

Click "Submit" to save changes

Fig. 5: Editing Instructor information

When you finish editing the Introduction page, click the "Submit" button at the bottom of the page to save your changes.

Customizing Your CourseWorks Site

The Settings section allows you to enable or disable other sections of the course site, such as the Syllabus and Class Files.

Enabling or Disabling Sections

Click on Settings in the navigation menu to visit the Settings page (Fig. 6), where you will see the list of CourseWorks sections that are available. Select the sections you want to enable and click "Save Changes" at the bottom of the page. The sections you have enabled will now appear in the navigation menu.

Note: The Library Reserves button links to the library site where you can request reserves for your course. If you do not use the library reserves, this button is not visible to students.

Note: If you disable a section, it will not appear in the navigation menu, but the section's content will not be deleted.

For more information on other sections, please refer to the other CourseWorks QuickStart guides.

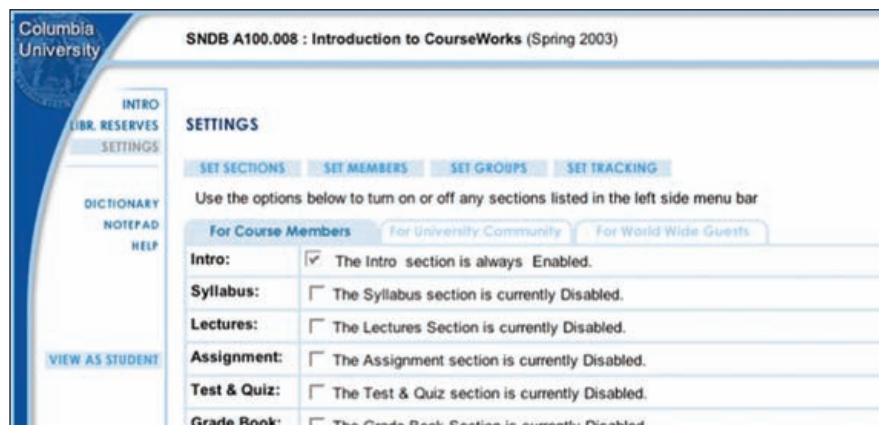


Fig. 6: Settings page

The next steps of this guide will help you set up your Syllabus section. To follow along, please enable the Syllabus section by selecting the appropriate checkbox and saving your changes at the bottom of the Settings page.

Working With Your Syllabus

The Syllabus section allows you to organize your course into sessions. A session is any discrete course segment that can represent class meetings, weeks, or topics. CourseWorks allows you to enter sessions one at a time (Fig. 7) or to automatically generate sessions for each meeting in a semester (Fig. 8). To begin, select “Create Session” from the top navigation bar.

Creating Individual Sessions

To create individual sessions, select the “Create Session” button. You can create one session at a time by selecting the month, day, and year, and clicking the “Insert” button. The session will then appear in the Syllabus section.

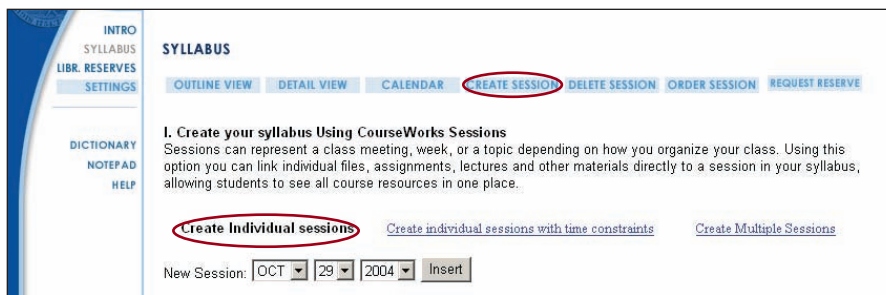


Fig. 7: Creating individual Sessions

Creating Multiple Sessions

If your class has regular meeting times, select “Create Multiple Sessions.” Select the dates for the first and last sessions and the days on which your class meets and click the “Create Sessions” button. After you confirm your changes, the sessions will be listed in the Syllabus.



Fig. 8: Creating multiple Sessions

Customize Your Syllabus Sessions

You can now enter content for each session. Click “Outline View” (Fig. 9) in the top navigation menu to view the list of sessions and select the one you wish to edit.

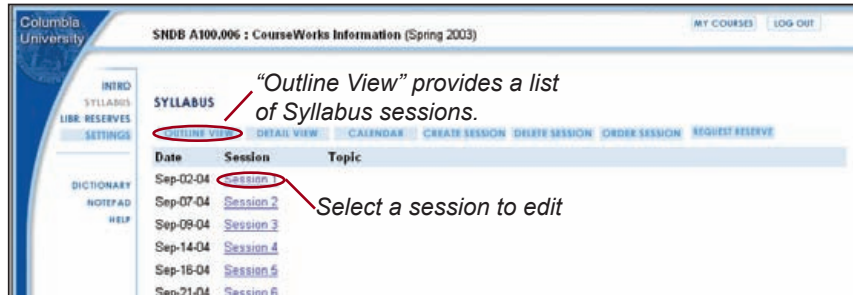


Fig. 9: Syllabus Outline View

You will see the date and title of the session and any content you have added. Click the “Edit Session” button next to the session title (Fig. 10).

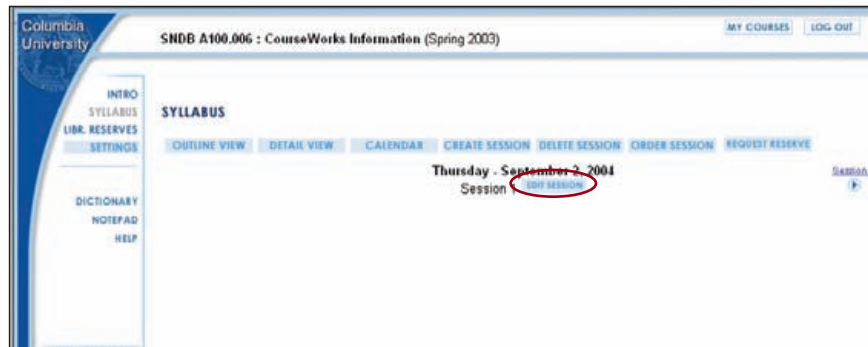


Fig. 10: Session content screen

Entering Session Information

Starting with the session topic, you can enter content to be included in the Syllabus section. Some suggestions are the class plan, assignments, and required or recommended readings, as well as links to other Web sites.

Thursday - September 2, 2004

Session 1

Topic: (This is required to be displayed in the Course Syllabus)

Class Plan

Note: These text formatting buttons are available only on Internet Explorer/Windows. Other browsers have more limited text-formatting functions.

Fig.11: Editing a Session

When you finish entering changes to your Syllabus session, click the "Submit" button at the bottom of the page to save your changes.

For more information:

To learn more about using other CourseWorks features, please consult the other CourseWorks Quick Start guides and check out the Frequently Asked Questions at <http://courseworks.columbia.edu/>.

Tip: You might want to include background information, readings, and links to media files.

If you have difficulty saving this information, make sure you have entered a Topic title.

Tip: If you are unable to edit the session title, go back to "My Courses," and click on the "Preferences" button. Select "Advanced Course Controls" from the indented menu. Make sure that the "Enable Session Naming" pulldown menu is set to "Yes."

CourseWorks Support:

E-mail: courseworks@columbia.edu
<http://courseworks.columbia.edu>

For general CourseWorks questions, please call the Columbia Center for New Media Teaching and Learning (CCNMTL):
(212) 854-9058

For CourseWorks technical support and troubleshooting, please call the CUIT Help Desk:
(212) 854-1919

Look for other CourseWorks QuickStart guides

<http://ccnmtl.columbia.edu/services/courseworks>

CourseWorks Syllabus Guide For Instructors

This document explains how to put your Syllabus online.

CourseWorks Migration Guide For Instructors

This document shows you how to migrate content from one course to another.

Access QuickStart Guide

Set up guest access for your CourseWorks site.

Discussion Board QuickStart Guide

Set up and use a discussion board with CourseWorks.

Class Files QuickStart Guide

This document covers the basics of using the class files section in CourseWorks.

Test & Quiz QuickStart Guide

Get the most out of the Test & Quiz section. This guide covers parts of the Gradebook section as well.

Settings QuickStart Guide

Learn to make the most of CourseWorks' features by customizing your settings.