What is a Share?
The CourseWorks Shares tool is an effective way to decentralize content and display it across different courses. Shares are especially useful if you are teaching different sections of the same course and would like the content to be the same across each section’s site or if you teach the same course across semesters.

Getting Started
Begin by logging in to CourseWorks and clicking on “Manage Shares.” If you do not see the “Manage Shares” button, please contact courseworks@columbia.edu to have this feature activated for you. (Fig. 1)

Click the plus icon next to “Create a new share” (fig. 2) and provide a title (fig. 3a).

Select the newly created Share from the list that appears below the Edit or Delete Shares bar. You will then be prompted to add content to the newly created Share (Fig. 3b).

Fig. 1: Select “Manage Shares” from the main navigation.

Fig. 2: Begin by selecting “Create a new share”

Fig. 3a: Provide a title for the new Share. You can also choose to use content from an existing course here.

Fig. 3b: The list of all Shares is available underneath “Edit or Delete Shares.”
**Editing a Share**
The “General Share Information” (or “About”) page provides you with information about your Share, including the courses to which it is attached (Fig. 4).

From here, you can edit different sections (such as the syllabus, lectures, class files, etc.) as you would any CourseWorks site.

**Attaching Shares to Your Courses**
When you are ready to attach the “Share” to your course, click on the “Attach/Remove Share” link (Fig. 4b).

You can also add or remove instructors from the Share. To add an instructor, enter their UNI in the textbox provided and click on the “Add Instructor” button (Fig 4c).

**Adding Specific Sections**
This will take you to a screen that lists all of your courses. Find the course to which you would like to attach this Share and select the sections you would like to attach (I: Introduction, S: Syllabus, L: Lectures, A: Assignments, T: Test & Quiz, B: Bibliography, F: Class Files, D: Discussion) and click on the “Attach” button. If you are attaching a syllabus, be sure to select the session on which the Shares syllabus should begin.

To remove a Share from a course, click on the blue “Remove” button next to the course title.

**NOTE:** The course to which you are attaching the Share must have an activated Syllabus.

Once you attach a SHARE to a course, you will still need to go to that course’s CourseWorks site and activate the appropriate sections (such as the Syllabus, Lectures, Bibliography, etc.). Attaching a SHARE does not automatically activate those sections in the course site.
Checking Your Shares

To see what your content looks like on your CourseWorks site, return to your “My Courses” page and select the course to which you have attached the Share. Shared content will be highlighted with a grey box (which is not visible to students). To see how the site will look to students, click the “View as student” button in the main left-hand navigation.

Fig. 6: Shared content is highlighted in grey.

If you have trouble using Shares, contact the Center for New Media Teaching and Learning at ccnmtl@columbia.edu or (212) 854-9058 for assistance.

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 Help Desk: (212) 854-1919