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.
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 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.

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.

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.

**The Course Introduction page**

Fig. 3: Course Introduction Page

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

Click a course number to view its Course Introduction page.

Fig. 2: Course Listings

"Edit Intro" to make changes to the Course Introduction page

Toggle between Instructor View and Student View
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.

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).

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.

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.
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.

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/](http://courseworks.columbia.edu/).
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.