



Introduction

You can set up your CourseWorks site so that anyone who is not a member of the class can access the basic content in the site. This is called guest access. It can be helpful if your department needs a link to your course web site so students can “shop” for classes.

Class members should access your site by logging in through the regular CourseWorks log in page at <http://courseworks.columbia.edu>

Guests can access your site using a URL specific to the class.



How do the sites differ?

The two images at left depict how the site differs for a class member and a guest.

- The first image, which shows the faculty member view, has links to all the sections that are activated in the site.
- The second image, which shows the guest view, does not include links to the following sections: Test/Quiz, Gradebook, Class Files, Discussion, and Class Email.

Note that there is no UNI in the upper right corner because the guest has not logged in to the course.

Therefore, be sure that you do not supply the guest URL to your students – they might miss out on valuable course information because they won't know to log in.



How To Set Up World Access

After you log in, click **SETTINGS** on the left-side navigation bar to display the list of sections.

Toward the bottom of the screen is the following:

Allow guest access: The guest access option is Enabled.

Click the box to enable guest access, and make a note of the URL directly above it. The guest URL is generated as follows:
https://courseworks.columbia.edu/cms/outview/coursecenter.cfm?no=DEPTX5555_section_year_semester

Guest users will still need to download the security certificate (available at <http://courseworks.columbia.edu>) in order to access your site.

