



Introduction

The Settings page allows you to manage accessibility to sections of your course, add and delete class members, assign students into groups, and track overall usage of your site.

Click **SETTINGS** on the left-side navigation bar to access the Set Sections screen.



“Set Sections”: Managing Course Accessibility

You can control which sections of your course website you want your students to access.

- Check the appropriate section boxes. In the example at the left, all the sections are checked.
- Click “Save Changes” when you’re ready to submit your changes.
- After you click the “Save Changes” button, the menu bar will be updated to reflect your changes.

Though any sections that are unchecked will be removed from the menu bar, the content contained within the disabled sections will be retained. The content will be visible if and when the section is enabled again.

You may enable or disable course sections at any time. Just return to the Settings section and place checkmarks by the sections you want your students to see.



“Set Members”: Adding and Deleting Course Members

The Set Members section allows you to add new members with a valid CU UNI to your class roster as well as control on an individual level which sections you want them to be able to edit. For example, some faculty members might wish to allow TAs to edit the Test & Quiz section or allow students to edit the Syllabus section.

Adding a New Member:

- Select **SETTINGS**, then click **SET MEMBERS**.
- Type the new class member’s UNI in the “Enter User Name” field (e.g., if the new member’s Columbia e-mail address is abc123@columbia.edu, then enter “abc123”).

- Select the new member's status (Instructor, Teaching Assistant, Student, Shadow/Auditor) from the drop-down menu.
- Click the "Add User" button and confirm the addition on the confirmation page.

Deleting Members

- In the Set Members panel, click the **REMOVE** button next to the name of the member you wish to remove.



"Set Members": Managing Individual Edit Access

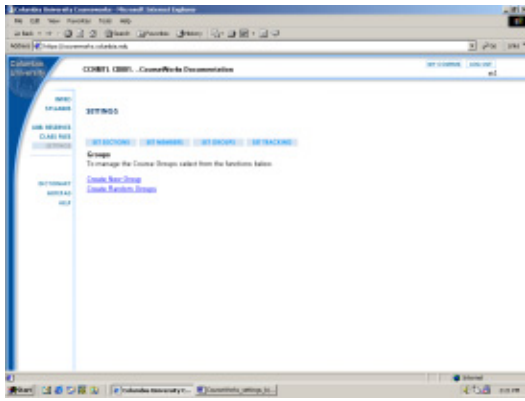
You can control edit permissions for your course on an individual basis.

- In the Set Members panel, you will see a listing of course members in the Student Panel section. Next to the name of each member are the sections of the site for which the member has edit permissions.
- Check/Uncheck the as required. Click Update Permissions when you're finished updating.
- Remember, checking these boxes does not determine read access, rather it allows the course member to read and *edit* the course's content.



"Set Groups": Creating a New Group

- Click **SET GROUPS** at the top of the Settings section.
- Click the "Create New Group" link.
- Type a group name in the Group Title text box.
- Check the names of the class members you wish to include in this group.
- Select faculty permission at the bottom of the screen.
- Click Create Group when you're finished. You will be returned to the same screen and a confirmation message will be displayed at the top of the page. (You may continue to create groups).
- Click **CURRENT GROUPS** to see the groups in your class.
- You can edit groups by clicking the "Edit Existing Groups" link in the Set Groups panel of the Settings section.
- When you create a group, a folder will appear in the Class Files section and a discussion category will appear in the Discussion section. Only group members of that group and faculty can have access to materials in those folders.



“Set Groups”: Random Groups

- In the Set Groups panel, click the “Create Random Groups” link.
- Type a group name in the Group Title text box (e.g. if you want to create groups that will collaborate on a paper, type “Paper Group”).
- Select the number of groups you wish to create. CourseWorks will divide the class members into the number of specified groups as evenly as possible.
- Select faculty permission.
- Click “Create Group” when you’re finished. CourseWorks will display the groups and their members (e.g. “Paper Group 1, Paper Group 2,...”).
- You can edit your new groups by clicking the “Edit Existing Groups” link in the Set Groups panel.
- Click [CURRENT GROUPS](#) to see a listing of the groups in your class.



“Set Tracking”

CourseWorks enables you to monitor usage of your course website as well as view usage statistics.

- Click [SET TRACKING](#) at the top of the Settings section.
- Click the “Enable Student Tracking” link. You will see general information on usage of your course website.
- To view usage statistics by site section, select the appropriate section (Intro, Syllabus, Lectures, etc.) from the drop-down menu and click the View Details button.
- To view usage statistics by member, select the appropriate name from the drop-down menu and click the “View Details” button. CourseWorks displays the number of visits that the selected member had for each section of the course.
- The tracking feature is disabled by default. You must enable tracking to begin recording usage data. No data will be collected until this feature is enabled for your course site.

