

Textbook Information

Federal law mandates that “when possible” textbook information for classes should be available at the time of registration. Therefore, if you know the book(s) that you will be requiring in your fall and/or spring courses, please make this information available online via Courseworks. Similarly, if you have a preliminary syllabus (or a syllabus from a previous semester which is applicable to the course), please post this information on Courseworks as well. To give students access to course information such as the syllabus or reading list, please remember to post this information as “public” to members of the Columbia community (i.e. to anyone logged in with a UNI).

Instructions for Listing Syllabi and Textbook Information on Courseworks:

- **How to Post Textbook/Reading List Information:**
 - Click on the “Textbooks” link
 - On the Textbooks page, click on “Add Textbooks” or “Import Textbooks”
 - Use the latter if you are using the same textbook/reading list from the previous class (i.e. you will easily be able to import this information)
 - Follow the directions prompted on the “Import” or “Add” page (i.e. they are straightforward)

- **How to Post a Syllabus:**
 - Click “Syllabus” on the navigation bar located on the left-hand side of the screen
 - Click on “Edit” in the navigation bar under the Syllabus heading
 - This takes you to a list of “Syllabus Items”
 - Click on “Add”
 - A user dialog box will appear where you may copy and paste text
 - However, it is recommended that you scroll down to the bottom of the page and simply upload your syllabus via the “Attachments” heading
 - Below the dialog box for copying and pasting your syllabus will be an “Attachments” heading
 - Click on the “Add Attachments” link and upload your syllabus
 - Once you’ve selected your syllabus, click “Post”
 - Afterwards, you will be redirected to the “Syllabus Items” page
 - Click on “Update” to return to the main syllabus page
 - Your syllabus will either appear as a block of text if you copied/pasted it or as an attachment if you uploaded it

- **How to Make Course Info Accessible to Non-Registered Students:**
 - To ensure that non-registered students can view the homepage and syllabus for your course, you must adjust the settings in Courseworks
 - Under “Site Settings” select “Manage Access”
 - You will now see a list of Courseworks pages in a box with two tabs
 - One tab is list as “Public” and the other is listed as “Logged In”

- You have the option to make any pages you wish open to the general public or the Columbia community (i.e. via the “logged in” option)
 - Select whichever you prefer
 - Some pages will automatically be checked (i.e. Home, Syllabus, and Textbook) and if you would like to include additional pages then check those boxes as well
- At the bottom of this list, you will also see a heading labelled “Override Inherited Settings” and you must check this box
- Below the “Override Inherited Settings” box, you will see two dates (i.e. “start” and “end” date) and you must either set these dates or remove them altogether
 - If you leave these dates on their current setting (i.e. 2014) then the pages you have listed will not become public
- Lastly, click “Update” once you’ve completed the following steps mentioned above