

NEW Courseworks

As you may know, Columbia transitioned to a new Courseworks (known as "Sakai" at other universities) over the summer. The home page for NEW Courseworks is <https://newcourseworks.columbia.edu/welcome/> and you can log in to the system from that page.

It is a relatively simple program to use that will allow you to post your syllabus, assignments, answer sheets, to contact students by email (either individually or in groups), etc like the old Courseworks. You can find most of the info you need to use the system by following the "Faculty" link on the home page. There are many new features of the New Courseworks, so you might want to take a few minutes to explore the features. If you find a feature that you think would be of wide interest to other members of the department then please let me know and I can add it to this memo of basic instructions.

Below I have given you the instructions for the most common tasks in Courseworks. Please note that your TAs have been told that they must learn to use it, so they should be able to assist you. If your TA tells you that he or she does not know how to use it then please tell your TA to go take a workshop – they are offered all the time by the center for new media at Columbia and are also part of the TA orientation organized by GSAS.

Enabling Sections of Courseworks

Log in and select the course that you would like to work on (if you do not see the course then check "Next Semester" courses). The first thing that you need to do in New Courseworks is to choose what features you would like to use for your class. At a minimum, I would suggest that you choose "Syllabus", "Assignments" and "Mailtool". Here is how you choose the features:

- On the left hand side of the page you will see "Site Settings" – click on it.
- You will then see a menu of links reading left to right under the title "Site Settings". In order the links are "Edit Tools", "Page Order", "Add Participants", "Manage Groups", "Manage Access" and "Import from Site".
- Click on "Edit Tools". You will now see a long list of possible features that you can have on your Courseworks site. The "Home" page is listed first and is always activated. You may activate a page by simply checking the box next to the page name. For example, if you wish to be able to post assignments then click on the box next to "Assignments". Some of these are familiar to you from the old version of Courseworks (such as "Assignments" and "Files and Resources") whereas others are new (such as "Chat Room" and "Polls"). Select whichever features that you would like.
- In addition to the very basic tools mentioned above, the following tools look quite helpful: "Roster" (to view the facebook of your class); "Announcements"; "Calendar", "Files and Resources"; and "Gradebook".

- Once you have made your selections click "Continue" and you will be asked to confirm those selections. Once confirmed you will be back on the "Site Settings" main page.
- One new feature in New Courseworks is the ability to change the order of your pages. If you select "Page Order" you will be taken to a page that allows you to rearrange the order of your selected pages. Be sure to save any changes that you make before leaving this page.

Adding your TA to the course

- On the "Site Settings" page, you will find the link "Add Participants" in the menu immediately following the "Page Order" link. Click on it.
- You will see a box in which you can enter the UNI(s) of your TAs. Simply enter each TAs UNI in this box on a separate line.
- Below the box in the "Participant Roles" section, you will specify that the added UNIs below to teaching assistants. The "Participant Status" is active. When your done click "Continue".
- You will then be shown a page listing the names of your TAs. If the names are correct then click on "Finish".

Facebook

- If you would like to view the students in your class then in "Site Settings" be sure to include "Roster" in your selected pages.
- Click on the "Roster" link. You will then be shown the class roster (names and emails). To see the pictures click on the "Pictures" link in the menu at the top of the page.

Posting a Syllabus

- Click "Syllabus" in the left hand navigation bar.
- Click on "Create/Edit" in the navigation bar under the Syllabus heading. This will take you to a list of "syllabus items".
- Click on "Add". You will then see a box that you may copy and paste text into. However, if you would like to simply upload your syllabus (recommended) then scroll to the bottom of the page. Below the box you will see "Attachments". Click on the "Add Attachments" link and it enable you to upload your syllabus directly.
- After selecting your syllabus, click on "Post".
- You will return to the "syllabus items" page. Click on "Update" to return to the main syllabus page. Your syllabus should now appear there (as either a block of text or as an attachment).

Editing the Home Page

On the home page for your class, click on the "Edit" link directly below the title of your class. You can use that link to add or change information on your intro page. Unlike in the old Courseworks, there do not appear to be "preset" fields for you to enter information (such as office hours, course prerequisites etc). There appears to be a single box in which you can enter all of the information. I would recommend that you post on this page (at a minimum) the following information:

- Your office hours and contact information
- The office hours and contact information of your TAs.
- Course Pre-requisites
- Recitation times and locations
- You should also make the links to your TAs emails are active. Click on the "show/hide" link next to the heading "Teaching Assistant Information". The names of your TAs should appear below (assuming that you have added them to your site). Check the boxes next to their names.
- At the bottom of this page, you will see that you can include some information on the home page (such as announcements or the calendar) if you have selected these items for your site. Make sure that the features that you would like are included on the home page.
- When you are done click "Save".

Migrate Content

To migrate content from a previous class that you have taught at Columbia you will have to log in to Old Courseworks (!).

- In the left hand navigation bar select "Migrate Content" and you will be taken to a list of courses that you have taught at Columbia.
- On the top of the page click on "New Migration" in the menu bar so that you can migrate content from old Courseworks to new.
- In the left hand column select the course that you would like to migrate content from and in the right hand column select the destination course. Note that your course information is listed as course number, section number, year taught, semester taught. At the bottom of the page, click on "Migrate Content to NCW".
- You will then be shown a list of sections of your old Courseworks page. Select the sections that you would like to migrate to New Courseworks and click on "Copy Sections".
- Once you have migrated all of the content that you want from your old sites, you can log out of old Courseworks.

Files and Resources

I would like to highlight two changes in the "Files and Resources" section of New Courseworks.

How to Hide a Folder (or file)

- To hide a file or folder click on the "Actions" link next to the folder (file) name.
- Select "Edit Details" from the menu.
- Scroll down to the middle of the page and you will see a button next to "Hide this folder and its contents". Click the button and hit "Update" at the bottom of the page.
- According to the website, by hiding the folder you will be hiding the folder AND its contents (this had been a bug in the old courseworks).

How to Make Subfolders and Move Content Between Folders

- In the New Courseworks you can make subfolders to better organize the files for your class. For example, I have a folder titled "Class Handouts". In the old Courseworks, that file contained all of the class handouts in alphabetical order which made it difficult to find things. In the New Courseworks, you can create subfolders within a given folder. So now I can organize my handouts by topic within the general handouts folder. To create a subfolder simply click on the "Add" link next to the folder and select "Create Folder".
- To move files from one folder or subfolder to another simply check the box next to the name of the file and select "Move" from the top of the page. Then click on the clipboard icon next to the destination folder.

Making Sections of the Courseworks Page Guest Accessible

There are three ways to make all or part of your Courseworks site available to individuals not registered for the class. The three types of guest access for individuals with Columbia UNIs are: 1) any individual can view the site ONLY during the first two weeks of classes (the "shopping period"; 2) only those individuals that you manually added and this can be for the entire semester and; 3) any individual can "self join" your class and view the site. Below are the instructions for each of these possibilities.

Shopping Period Access

The default in the system is that anyone with a UNI can view the homepage, the textbook information and the syllabus for any class during the first two weeks of the semester. If you would like to make more of your site (such as assignments or files) available during these first two weeks to non-registered students then you will have to override the default.

- In "Site Settings" select "Manage Access"
- Scroll down to the section on "Shopping Period Access" and select "Override inherited settings".
- In the "Show Tools" box, select the sections of your site that you would like to make public.
- Click "Update"

Manually Added Individuals

If there are non-registered individuals that you would like to have access to your site for the entire semester, then you will add those individuals similar to how you added your TAs.

- On the "Site Settings" page, you will find the link "Add Participants" in the menu immediately following the "Page Order" link. Click on it.
- You will see a box in which you can enter the UNI(s) these individuals
- Below the box in the "Participant Roles" section, you will specify that the added UNIs below to "Auditor". The "Participant Status" is active. When your done click "Continue".
- You will then be shown a page listing the names. If the names are correct then click on "Finish".

Global Access

If you would like non-registered individuals to be able to view your site then you may also allow them to "self join" the course. You can still regulate which pages of your site these individuals see by using the "Permissions" on the individual pages. See below for info on "Permissions".

- In "Site Settings" select "Manage Access"
- Scroll down to the section on "Global Access" and select "Allow anyone to join the site with valid login id".
- Click "Update"

"Metatools"

Let me highlight two tools that can be used on many of the individual pages in New Courseworks.

"Reset"

If you would like to return to the main page of a feature then simply click on the arrows next to the title of the page. For example, if you are in "Files and Resources" and have only one file open. To return to the list of all files you can simply click on the arrows next to the title "Files and Resources". By doing so you will return to the main page of "Files and Resources".

"Permissions"

You will notice that the word "Permissions" appears at the top of most (perhaps all) pages. If you click on "Permissions" you will get a table which lists all of the functions associated with that page. The table will also indicate who can do what. On most pages, all class participants can "Read Resources" but only you, your teaching assistants and staff assistants can edit, delete, post etc. If you would like to change any of these permissions then you would do so in this table.

My Workspace

On the "My Courses" page you will see a link for "My Workspace" in the left hand navigation bar. These are tools that you can use to organize your own work or work that you do not want students to see. For example, you can upload an exam in the "Files and Resources" section. There are also collaborative worksites listed under "Membership". I do not know how to create such sites (it is very easy to join one) but I am sure that there is documentation available on the New Courseworks website.