

Textbook Information

Federal law now requires that "when possible" textbook information for classes should be available at the time of registration. So if you know the book(s) that you will be requiring in your fall classes then please make this information available online via Courseworks. In addition to textbook information, if you have a preliminary syllabus (or a syllabus from the course given in the past that will be close to the syllabus that you will use) then please post it in Courseworks as well. To give students access to the syllabus, you will also have to make it "public" to members of the Columbia Community (ie to anyone with logged in with a UNI). The instructions to do these three things are below.

First, in Courseworks select "Next Semester" from the menu of "My Courses". Select the course that you would like to update.

Adding a Textbook

- Click on "Textbooks" link. On the Textbooks page click on "Add Textbooks" or "Import Textbooks". Use the latter if you have taught a course before and are using the same textbook as the previous class.
- Follow the directions on the Import or Add pages (they are straightforward). If you have used the book before, you will be able to easily import all of the book information.

Posting a Syllabus

- Click "Syllabus" in the left hand navigation bar. Click on " 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).

Shopping Period Access

To insure that non-registered students can view the homepage and syllabus for your course, you have to change the settings in Courseworks.

- In "Site Settings" select "Manage Access".
- You will now see a list of Courseworks pages in a box with two tabs. One tab is "Public" the other is "logged in". You have the option of making any pages you wish open to the general public or the Columbia community ("logged in" option). Select which you prefer.
- Some boxes will be automatically checked (Home, Syllabus and Textbook). If you wish to add any additional pages then check those boxes as well.
- Below the list, you will see select "Override inherited settings". Check this box.
- Below this box you will see two dates (a "start" and "end" date), you must either change these dates or remove them all together. If you leave these dates (which are from 2014) then the pages will not become public.
- Click "Update"