

CourseWorks Quick Start

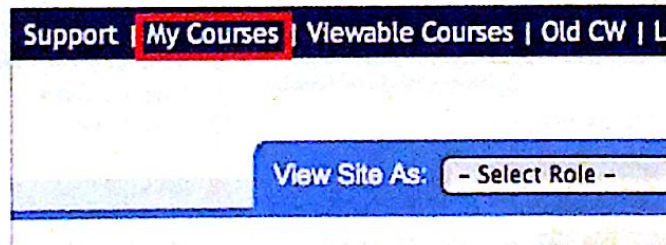
Introduction

CourseWorks (aka "Sakai") is the university's new course management system, which allows instructors to develop and maintain course Web sites. With CourseWorks, instructors can distribute class materials, communicate with students, and promote online discussions. This guide will show you how to access CourseWorks, familiarize yourself with the navigation, and get started with common tasks like editing the course introduction page and creating your syllabus.

Accessing New CourseWorks

You can access your course sites at <http://courseworks.columbia.edu>. Once you click Login you will be asked for your University Network ID (UNI) and password. These are the same credentials you use to log in to Columbia Web sites and to check your email.

Once logged in, you will see links to any course sites you're associated with. You can access this view at any time from clicking My Courses on the upper right (fig. 1)



(Figure 1. My Courses)

NB: CourseWorks runs best in the Firefox browser, but the functionality should be consistent when using any modern browser.

Help Documentation

You will also notice a link to the Support module next to the My Courses link (Fig. 2). Here you will find a great deal of information for the specific tools and features not covered in this document, integrated announcement panel and calendar for all your courses, and edit your preferences.