Getting Started with CourseWork for Instructors

1. Open a web browser (PC users: Internet Explorer 6.x, Firefox 1.x and up. Mac users: Firefox 1.x and up).
2. Go to http://coursework.stanford.edu
3. Click the Login button located on the upper right-hand corner of the screen.
4. If you have not already authenticated via Stanford WebAuth (i.e., WebLogin), you will be prompted to enter your SUNet ID and password. You will then see a directing URL. Click on this URL to access CourseWork.
   NOTE: If you have already authenticated via Stanford WebAuth, you will see the directing URL without having to enter your SUNet ID and password.

My Workspace

After logging into CourseWork, you will automatically be taken to your own private space called My Workspace. It is the first tab on the left-hand side of the site navigation bar. This is the space where the CourseWork support team may post important messages. Additionally, this space may be used to do the following:
• **Announcements** - view announcements from all of your sites
• **Membership** - join CourseWork sites that grant access to Stanford members/affiliates without needing to register in Axess
• **Preferences** - customize which course tabs show up on the horizontal navigation bar and choose how you would like to be notified of new or changed items (e.g., announcements, materials) on sites to which you belong
• **Schedule** - view an integrated calendar for all sites in which you participate

If you are an instructor or staff member, the following capabilities are available to you in My Workspace:

• **Materials** - store course-related documents prior to being published to a specific course
• **Worksite Setup** - set up CourseWork sites

**Overview of the User Interface (UI)**

A. **Site Navigation** – CourseWork sites are laid out as a row of individual tabs along the top of the page, starting with My Workspace. Sites are ordered from left to right, first by term in ascending order, then alphabetically by course subject area. Course names follow the convention of Term-SubjectArea-Course#-Section# (e.g., F07-CEE-199-03). Course sites not displayed on the course site navigation bar may be found by clicking the **My Active Sites** tab to the right.

NOTE: To trim down the list of viewable sites on the course site navigation bar, go to the Preferences tool in your My Workspace site, click on Customize Tabs, then move the courses that you do not wish to see to **Sites not visible in Tabs**.

B. **Tool Navigation** – Along the left side of the page is a column of tools that you can use within a specific CourseWork site, always starting with Homepage.

C. **Tool Content** – Content will appear in a frame to the right of the Tool Navigation bar.
Navigation

CourseWork v5 is designed to function independently of your web browser’s buttons. When you are working with a tool and you want to return to a previous screen or step, scroll to the bottom of the Tool Content frame and click the Back or Cancel button. To restart the tool, click the Reset button at the top of the frame. Do not click the back button in your web browser.

A. **Reset Button** – returns to the starting point of the Tool Content frame, cancels current actions and collapses all folders.

B. **Expand/Collapse All Folders Button** – displays or hides all content in current Location.

C. **Expand/Collapse Individual Folder Button** – displays or hides content in one particular folder in current Location.

D. **Folder Title** – changes the display to show only the items in a particular folder.
E. **Location Link** – returns view to selected folder

F. **Up Level Button** – returns display to the folder one level higher

G. **Administrative Links (Instructional Staff only)** – allows instructional staff to customize tools and edit content

**Adding or Removing Tools**

1. Go to the desired course site and click **Site Info** in the left navigation bar.
2. Click the **Edit Tools** link at the top of the Site Info page.
3. To add a tool to your course site, check the box next to the name of the tool.

4. To remove a tool from your course site, uncheck the box next to the name of the tool.
5. Click **Continue**.
6. Click **Finish**.

**Managing Access to a Course Site**

1. Go to the desired course site and click **Site Info** in the left navigation bar.
2. Click the **Manage Access** link at the top of the Site Info page.

3. A site is published by default, which means the site is available to site participants and is added to the public Search Sites list on the gateway page of CourseWork. If you want to make it unavailable to all except instructional staff, uncheck the box next to **Publish Site**.
4. To allow anyone from the Stanford community to add themselves to your course site, check the box next to “Site can be joined by anyone with a valid SUNet ID” and choose the role given to those participants in the drop-down menu. Student is the default role, but you can change the role to Guest, if you prefer. The Student and Guest roles have the same permissions.

5. Click Update.

Adding Participants to a Course Site

1. Go to the desired course site and click Site Info in the left navigation bar.
2. Click the Add Participants link at the top of the Site Info page.

3. In the SUNet ID(s) field, type the SUNet ID of the participant you want to add. You can enter several SUNet IDs at a time by typing each on a separate line. Note that a SUNet ID is a 3-8 character ID for the Stanford Computing Network, not to be confused with an email address or university ID number.
4. You can look up SUNet IDs using [Stanford.Who](#). If you start on the Stanford.Who page for the public, be sure to select “Search in Stanford view” so you can see the SUNet ID field.

5. Select whether you will “Assign all participants to the same role” or “Assign each participant a role individually”.

6. Click Continue.

7. Select the role(s) for the new participant(s). A description of the permissions for each role is provided.

8. Click Continue.

9. Select whether to send email notification to the new participant(s).

10. Click Continue.

11. Click Finish.

12. To allow participants to add themselves to your course site, follow the instructions in the Managing Access to a Course Site section of this guide.

### Adding/Managing Course Materials

You can add materials such as PDF files, Word documents, PowerPoint presentations, graphics, audio and video files, links to external web sites, and more in Materials. You can also organize these files by creating nested folders, moving and reordering items. You can even set up folders to allow students to add materials to share with the class.

**To add items in Materials:**

1. Go to the desired course site and click Materials in the left navigation bar.

2. Hover your cursor over the Add drop-down menu to the right of the folder in which you would like to add materials. Choose whether you want to upload a file, create a folder, add a web link, create an HTML page, or create a simple text document. Click on your desired selection.
3. For this example, uploading files will be shown. Click the **Browse** button to navigate and choose the desired file by clicking Open or double-clicking on the file name.

4. Optional: Enter a Display Name for the file in the available text box. By default, the file name is used for the Display Name.

5. Click the **Add details for this item** link in order to add a description and set the copyright status, availability and access for the file.
6. Select a copyright status from the drop-down menu. If you aren’t sure what selection to make, click on More Info next to the drop-down menu to access Stanford’s Copyright & Fair Use website. Check the Copyright Alert box if you would like viewers to be notified of the copyright status.

7. Choose whether to display the file to all members of the site, display to public (available in the Search Sites list on the gateway page), or display to selected groups only (sections).

8. If you would like to hide the file from student view, select the radio button next to Hide this item. You can also set specific dates for release and retraction of materials, if desired. The default is to show the item immediately.

9. If you would like to add additional files, click the Add Another File link.

10. If you would like to notify all members of the site that new material has been added, select High - All Participants from the Email Notification drop-down menu. (The default for Email Notification is None.)

11. Click the Upload Files Now button when you are finished adding files. Please note there is a 40 MB upload limit for the SUM of all the files you are uploading at a time.

To remove items from Materials:
1. Go to the desired course site and click **Materials** in the left navigation bar.
2. Check the box next to the desired item(s). You can remove multiple items at a time.
3. Click the **Remove** link above the list of materials.

4. Alternatively, you can hover your cursor over the **Actions** drop-down menu to the right of an item and click **Remove**. This will only remove an individual item. Checking the selection box first is not required when using the Actions menu.
5. Click the **Remove** button on the confirmation page.

**To move items within Materials:**

1. Go to the desired course site and click **Materials** in the left navigation bar.
2. Check the box next to the desired item(s). You can move multiple items at a time.
3. Click the **Move** link above the list of materials.
4. Alternatively, you can hover your cursor over the Actions drop-down menu to the right of an item and click **Move**. This will only move an individual item. Checking the selection box first is not required when using the Actions menu.

5. Next, either click the **Paste** icon next to the folder in which you would like to move the item(s) or choose **Paste Moved Items** from that folder's Actions menu.

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**Adding Announcements**
1. Go to the desired course site and click Announcements in the left navigation bar.
2. Click the Add link at the top of the Announcements page.
3. Enter an Announcement Title.
4. Use the text editor to create the Announcement Body.
5. Choose whether to display the announcement to the public (on the gateway Search Sites page), to all site participants, or to selected groups (sections).
6. You can hide the announcement from students initially, in order to release it at a later time, or set specific dates to show the announcement. The default setting is to show the announcement immediately.

7. If you want to attach a file to the announcement, click the Add Attachments button.

   - To attach a file from your local hard drive, click on the Browse button to navigate to the desired file.
   - To attach a file in your Materials folder, click the Attach a Copy link next to the desired file.
   - Click Continue.

8. If you want to send an email copy of the announcement to site participants, make sure High – All Participants is selected in the Email Notification drop-down menu. This is the default setting.

9. Click the Add Announcement button to post the announcement.

Using the Drop Box
The drop box is a private folder that can only be seen by the student and the course instructor(s). This space is often used for students to submit assignments and for instructors to give feedback to students.

**To access/download files in a student’s drop box:**

1. Go to the desired course site and click **Drop Box** in the left navigation bar.
2. To open a student’s folder and view the contents, click the plus sign on the folder.

   NOTE: See the [Navigation](#) section of this guide if you would like further help with folder navigation.

3. Click on the name of the item you want to view or download. Depending on your browser settings and the particular item type, the item may automatically open in a new browser window, automatically download to your hard drive, or ask you where to save the file.

**To add items to a student’s drop box folder:**

1. Go to the desired course site and click **Drop Box** in the left navigation bar.
2. To open a student’s folder and view the contents, click the plus sign on the folder.

   NOTE: See the [Navigation](#) section of this guide if you would like further help with folder navigation.

3. Hover your cursor over the Add drop-down menu to the right of the folder in which you would like to add items. Choose whether you want to upload a file, create a folder, add a web link, create an HTML page, or create a simple text document. Click on your desired selection.
4. For this example, uploading files will be shown. Click the **Browse** button to navigate and choose the desired file by clicking Open or double-clicking on the file name.

5. Optional: Enter a Display Name for the file in the available text box. By default, the file name is used for the Display Name.

6. Optional: Click the **Add details for this item** link in order to add a description and set the copyright status (if needed).

7. If you would like to add additional files, click the **Add Another File** link.

8. Click the **Upload Files Now** button when you are finished adding files. Please note there is a 40 MB upload limit for the SUM of all the files you are uploading at a time.