The CourseWork Quick Start Guide provides a graphically illustrated introduction to basic course site functions. You will learn how to locate your course Web site, how to explore the site's Student and Admin Views, and how to find further help.

Locating Your Course Web Site

1. Start your browser. Internet Explorer Version 4.0 or later or Netscape Communicator are both OK to use. Type the CourseWork Web site URL into the address or location box of your browser.

2. Once the CourseWork page appears, click the Login link.

3. A small login window may appear over your browser window. If so, type your SUNet ID and password.
Note
This is the Mac version of the Login window. The PC version has the same fields and buttons.

4. When you have successfully logged in to Coursework, your My Courses page appears. Click the name of your course to go to your course Web site.

Exploring Your Course Web Site

You are now on your course Web site’s homepage. There are several ways to move from page to page in your site. The methods described below will show you how to navigate to different areas of your site.

- Move from page to page in the Student View of your course site. To go to a page, click a button in the Navigation Bar.
Move from Student View to Admin View. There are two views for your site:

Student View - the Web pages that your students can see on your site.

Admin View - the Web pages that you use to add information to your site. Students cannot see these pages.

There is a corresponding Admin View page for each Student View page. For example, the student view for Announcement lists the announcements for your course that you want students to see. The Admin View of Announcements allows you to add and/or change an announcement about your course.

From the Student View page for Announcements, click Admin Announcements to go to the Admin View.

Access the Admin Views for other pages in your course Web site by clicking the Admin View Navigation Bar. Admin View allows you to add, edit or remove content. Click Student Announcements to return to Student View.
Note

Click on items in the "bread crumb trail" to jump to earlier pages. To go to a page like Course Homepage, click its name in the "bread crumb trail".

- Access course level administrative functions by clicking Admin Course. Course level administrative functions include adding or removing people from a course and turning self-registration on or off.

The Admin Course page for that course's Web site appears with a list of links to pages of course administration functions.

CourseWork Help

CourseWork offers a variety of help tools including Admin online help, a Student Guide, a Quick Start Guide, HelpSU, and Academic Computing support.

1. To access Admin online help, you must be in Admin View, which you can access by clicking Admin Course Homepage on your course homepage.
Note

If you are in Student View and click Help you will see the Student Guide.

2. When the Admin View appears, click the Help button.

3. When the Help Window appears, select a topic to get more information. This Quick Start Guide is always available through Admin Help.

On the bottom right of every CourseWork screen is the HelpSU link. Click it to display the help window. There you can fill in and submit a HelpSU form that will be sent to the CourseWork Help Team. You should get an answer to your problem within one business day.

For an individual consultation on using CourseWork, contact your Academic Technology Specialist (ATS). If your department has no ATS, please email <acomp-consult@lists.stanford.edu> to set up an appointment for a CourseWork consultation at the Academic Technology Lab (Meyer 181).

For More Information

For more information, please see the About CourseWork site at:

http://aboutcoursework.stanford.edu

The CourseWork Development Team will continue to improve the system based on feedback from students and instructors. If you have any suggestions for features that you would like in CourseWork, please let the team know by sending email to <kimwrth@stanford.edu>.