Instructions for Uploading to CourseWorks

1. Go to: https://courseworks.columbia.edu/welcome/

2. Log in with your Uni and password.

3. Under “My Project / Active Project,” click Project Title “University_Seminars.”
4. Click the “Files and Resources” link in the left-hand menu.
5. You will see a main folder “University_Seminars Resources”. Click the “Uploads” subfolder to view Minutes, Announcements, and Speaker Papers folders.
Instructions for Uploading to CourseWorks

6. Shortcut to opening subfolders: Click on the folder you want to view. The location line will read as follows:

   Location: University_Seminars Resources / Uploads / (A) Minutes

7. The icon at the end will take you back up one level. Click University_Seminars Resources to return home.
8. To upload seminar Minutes, Announcements, and/or Speaker Papers, click the “Uploads” folder, select corresponding folder.
9. You’ll see your seminar(s) folder listed underneath. To the right of your seminar subfolder, click the “Add” drop-down menu button. Select “Upload Files.”
10. All documents should be uploaded as Word files (.doc or .docx). Speaker’s papers may include PowerPoint documents and pdf’s.

We do have a naming convention, and it’s very IMPORTANT that all files follow this convention. Failing to do so could DELAY rapporteur payment.

Example: 441.AY20132014.0125.m.doc

Letter at the end of the file name indicates file content, for instance, “m” in this example indicates minutes. Please note you can also upload speaker’s papers and handouts into the seminars’ subfolder provided that each file is labeled by content type, for example, “h” for hand outs, “sp” for speaker’s papers. For announcements use “a”.

The letters “AY” should always proceed the number format for the Annual Year (e.g. “AY20132014” = 2013-2014)

Seminar Number

MMDD (Meeting Date)
Select “Choose File” button to open file from your computer:
Instructions for Uploading to CourseWorks

Select “Add details for this item” ONLY if this is a DRAFT copy of the minutes. Type “DRAFT” in description box. If Final Draft, simply skip this step and press “Upload Files Now.”
Instructions for Uploading to CourseWorks

Once file is uploaded it should look like this:

![Image showing CourseWorks interface with files uploaded]

New CW/issue on Sakai.RI.COLUMBIA (2012.1-12000) - posttspan, set to EST.
11. If you need to upload Revised minutes, select the document you want to replace, click the Action drop down menu, and select “Remove.” Remove old minutes and then follow steps #10 - #12 to upload correct minutes.

**NEVER select “Upload New Version,” this option is unreliable.**