INSTRUCTIONS FOR UPLOADING TO COURSEWORKS

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

Log in with your Uni and password.

Under “My Project / Active Project,” click Project Title “University_Seminars.”
Click “Uploads”
You will see a main folder “University_Seminars Resources”. Click the “Uploads” subfolder to view three sub-subfolders: Email List, Meetings, and Speaker’s Papers.

NOTE: Handouts, speaker’s notes, and announcements all go in the MEETINGS FOLDER. **Minutes and announcements are mandatory for every meeting.** Email lists should be updated once a year.
Click on the folder you want to add to (mostly this will be Meetings) and you'll see your seminar(s) subfolder listed underneath. You have to *also click this* to go into the subfolder before you upload any files.

For example, to add to the Meetings folder, the screen you upload to should look something like this:
To the right of your seminar subfolder, click the “Add” drop-down menu button. Select “Upload Files.”
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All documents should be uploaded as **Word files (.doc or .docx)**. Speaker’s papers may be pdf’s. Speaker’s Notes are often PowerPoint presentations.

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

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

**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 handouts, “sp” for speaker’s papers. For announcements use “a”**.
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.”
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Once your file is uploaded it should look something like this:
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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 to upload correct minutes.

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