

Fall 2020

Information for faculty about the online “shopping period” process

During the first two weeks of the semester, undergraduate students are able to visit classes for which they are not registered, so that they can learn more about the class content and format and make informed course choices. **For the Fall 2020 term, this “shopping period” will be conducted online only, in order to help support and manage the de-densification of classrooms.** The online shopping period process will be arranged for all A&S courses. The instructions below explain how the process will work, how faculty can be sure their courses are open to prospective students, and how faculty can opt out of the shopping period and close their courses to prospective students, as appropriate.

When students view a course in Vergil, they will see a link to the course’s CourseWorks site. CourseWorks sites can be opened during the first two weeks of classes in order to allow students who are not yet officially enrolled in the course to attend class meetings. The CourseWorks sites for all A&S courses will be set to be open in this way.

**In preparation for the semester, before classes begin, faculty should set up all of the Zoom links for class meetings within the CourseWorks site in the “Zoom Class Sessions” tool.** In “Zoom Class Sessions,” click on the “Schedule a New Meeting” button in the top-right corner, and then create individual links for each meeting or use the “recurring meeting” option. (Note: If you create Zoom class session links directly in your Zoom account, rather than within the CourseWorks site, students will not be able to access the Zoom meetings unless you give each student the link and password.)

CourseWorks sites have settings that determine who can view information on a CourseWorks site (“audience”) and how much they can view (“scope”).

- There are three possible audience settings:
  - “Course”: Only students whose names appear on the course roster
  - “Institution”: Any Columbia affiliate logged into CourseWorks with a Columbia uni
  - “Public”: Anyone with the link to the course site
  - **During the “shopping period,” CourseWorks sites will be set to “Institution.”** After the change-of-program period ends, CourseWorks sites will be reset to “Course.”
- There are two possible “scope” settings:
  - Visitors to the site can see only the “Syllabus” tool.
  - Visitors to the site can see the “entire” course on CourseWorks, including the “Zoom Class Sessions” toll. (The word entire is in quotation marks because a few areas of the CourseWorks site will not be visible – those sections that contain personal information about students enrolled in the class.)
  - **During the “shopping period,” CourseWorks sites will be set to show the “entire” course to any Columbia affiliate who logs into the site.**

If a faculty member does not wish to allow students to attend classes before being officially enrolled in the course, the faculty member can change the CourseWorks settings manually, as follows:

1. In the CourseWorks site, navigate to “Settings” in the left-hand menu.
2. Scroll down to “Visibility,” select “Course,” then click “Update Course Details.”
3. Only the “Syllabus” section of CourseWorks will be available then.