



COLUMBIA LAW SCHOOL
• COURSEWEB •

Courseweb Publishing Manual

Fall/Spring Semesters
2008-2009

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COLUMBIA LAW SCHOOL

C O U R S E W E B

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Course Web Overview

The Law School Information Technology and Educational Technology Departments have created a simple to use and flexible course web page application. Posting of all materials and other functions are done using a web browser. Microsoft Internet Explorer allows more functionality for file display and downloading, but Netscape can be used effectively, as well. Most full time faculty and many adjunct faculty post materials using this system.

These are a few basic features of coursewebs:

- Faculty do not need to request a web page. One courseweb will be created automatically for each class, and the faculty member who is designated as the instructor (by Academic Services) will have rights to edit the web page.
- Faculty Assistants are automatically given access to coursewebs for all faculty they are assigned. Carloline Lukaszewski, Manager of Faculty Assistants, maintains the database on the assignments of faculty assistants to faculty.
- CLS students will automatically be given access to all Law School course web pages for those courses in which they are registered. The registration data maintained by Academic Services is used to control student access to a courseweb. When students add or drop a course the registration data for the courseweb will be updated within 24 hours.
- **IMPORTANT:** For all non CLS students registered in a Law School course, a form needs to be filled out (in person) at [Registration Services](#). If a student from another school at Columbia does not fill out the form, they will not be included in the Law School registration database. Student access to a courseweb is determined by the Law School [Registration Services](#) registration database.
- Faculty and faculty assistants can manage who has access to a courseweb. Faculty can give their TA edit or read rights to the web page through the "[Manage Access Control](#)" feature at the bottom left of the page.

- There is an import function to facilitate the transfer of files from previous semesters. See "[Importing Previous Semester's Courseweb Material](#)".
- Each folder that is created in the course web can be designated as "public" or "private". The course description folder is automatically public. Information about the course for prospective students or others outside the law school can be added in this folder. Any other folder can also be made "public" and the pages in the folder can be viewed by the outside world. Materials designated by the instructor as "public" can be viewed through the link available at:
<https://coursewebs.law.columbia.edu/coursewebs/classindex.nsf>
- All materials added to a course web (except the "Course Description") are designated as "private" by default. If materials are added in the default "private" mode, only students registered in the course will have access to them. Anyone else who has a Law School network account can be added to the course as a student or as a TA with authoring rights by using the "[Manage Access Control](#)" feature.
- A new feature in [Lawnet](#) that was made available for the Fall Semester 2004 was an online seating chart application. Students are able to sign up on the web through [Lawnet](#) to designate their seats in large classrooms.



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Training

Training is given by individual sessions in faculty offices as well as in group sessions in Case Lounge on the 7th floor in Greene Hall. Full-time faculty should contact Educational Technology (854-2400 or avrequest@law.columbia.edu) to arrange for an individual training session. The schedule for group sessions, open to everyone, is as follows:

| Date | Time |
|------------------------|-------------|
| 07/10/2008 (Thursday) | 11am - noon |
| 07/17/2008 (Thursday) | 2pm - 3pm |
| 08/06/2008 (Wednesday) | 2pm - 3pm |



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Publishing Policies and Support

Support for the Law School Coursewebs is provided by the Educational Technology Department and the Information Technology Department. Educational Technology will train full-time faculty in their offices and give group trainings as described above. Educational Technology also trains full-time faculty and faculty assistants on the use of the high speed scanner located in the Secretariat (7th floor Greene Hall). Please contact Educational Technology (854-2400 avrequest@law.columbia.edu) for individual training.

The IT ATG helpdesk will answer questions concerning the basic functionality of the courseweb application.

Faculty who are interested in using an application besides the courseweb should contact Brian Donnelly, (Director of Educational Technology 854-3198 donnelly@law.columbia.edu), to discuss the options available. The Law School has a limited number of sites that it can develop using the Lotus Quickplace application and those faculty who have been using Microsoft Front Page as an editor can continue to use it for course development purposes.

Columbia University makes available to faculty an application called "COURSEWORKS" and it is supported by Columbia Academic Computing and CCNMTL. The Law School registration data is not available to the Courseworks system. As a result, the Law School Educational Technology Department and the Law School Information Technology Department do not support (provide training or answer questions) for courseworks. Please see Appendix C for more information about this.



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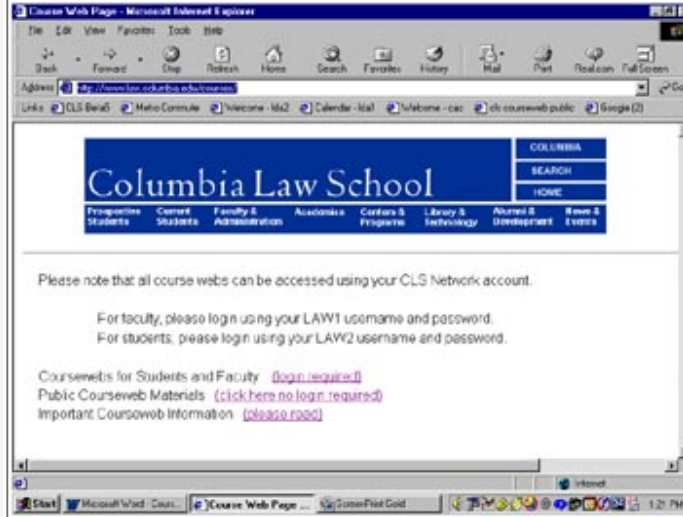
Address of a Courseweb

The address of a courseweb is:
<http://www.law.columbia.edu/courses>

Opening Screen

This is the opening screen to the courseweb system. It provides links for the "private" side for registered faculty/students and a link to the index page for the publicly available materials posted on coursewebs.

The link to "Important Courseweb Information" will give advice about access, formatting, downloading and other functions.





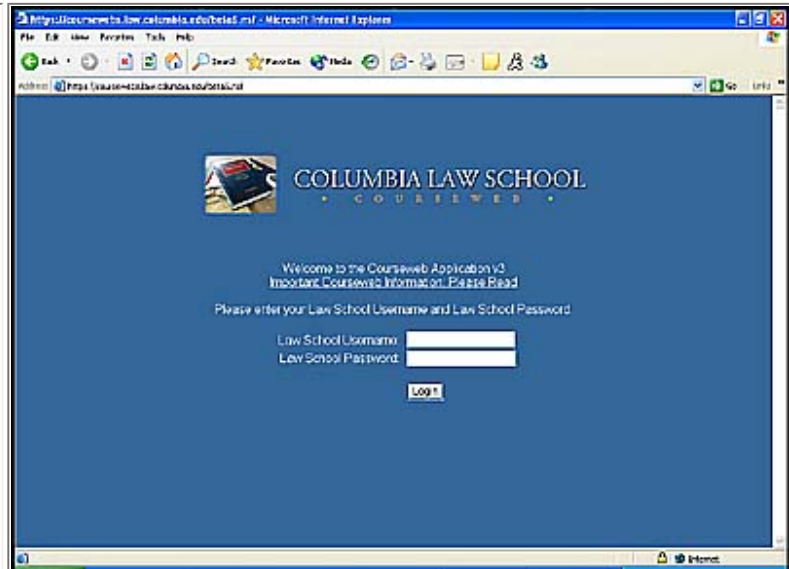
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When the link for students and faculty is clicked, the login screen appears:

Login

Use your LAW1 network login and network password (e.g. login: lbrown and password: *****) to login to the Course Web page. The convention for the network login is the first letter of your first name and the first five letters of your last name (there are some exceptions). This is the login and password that you normally use to log into the network from the computer in your office. If you are unsure of your LAW1 network login, contact the IT ATG Helpdesk (854-1370 or helpdesk@law.columbia.edu)





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Access to a Courseweb

All materials added to a course web page are designated as private by default. Only the "Course Description" is available to the public by default. Each folder can be designated as public through the yes/no drop down menu on the "Create Folder" feature.

| | Faculty | Faculty Assistant | Other Course Web Editor | Non CLS Person |
|---|----------------|---|---|---|
| View Courseweb Page | YES | Yes, Access granted through faculty account | Yes, Access granted through faculty account | Yes, view access through Public folders |
| Edit Courseweb Page | YES | Yes, Access granted through faculty account | Yes, Access granted through faculty account | NO |
| Participate in Discussion Group | YES | Yes, Access granted through faculty account | Yes, Access granted through faculty account | NO |
| Receive & Send Email to Mailing List | YES | Yes, Access granted through faculty account | Yes, Access granted through faculty account | NO |



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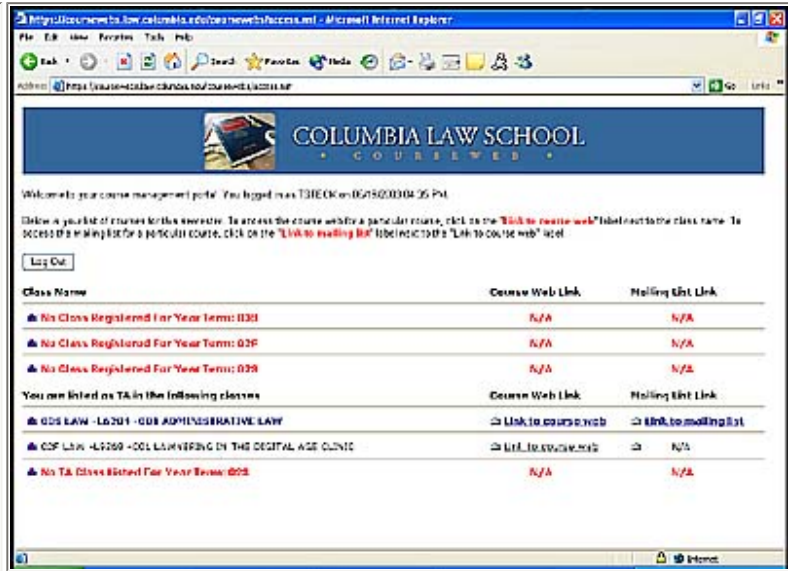
List of Courses

These are the links to the specific courses you are teaching for the Fall Semester, (highlighted in blue) and courses taught in the Spring semester are listed below.

(When students login they see a list of the courses they are registered for in the Fall Semester and those they took in the Spring Semester)

The link in the right hand column allows faculty to send a message to all students that are registered in the class

The link in the left hand column opens the courseweb template.





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Send a Message to the Entire Class

1. Click on the link that reads "Link to mailing list" which is next to the appropriate class number and name.
2. After the above window appears fill in the subject and message field.
3. Add an attachment if necessary by following the instructions on Page **, if no attachment needs to be added skip to Step 4.
4. Click on the Send button to send the message to the entire class.

The screenshot shows a web browser window titled "Welcome to Columbia Law School Mailing List Application - Microsoft Internet Explorer". The address bar shows the URL: https://equinox.law.columbia.edu/databases/webform.nsf/form?openformmail_00F_L9269_001@equinox.law.columbia.edu/donnelly. The page content includes a blue header with "Columbia Law School" and a warning message: "This application only delivers messages to the class mailing list. Please do not enter additional addresses in the 'To' field. Adding additional addresses in the 'To' field will prevent the application from delivering to all addresses, including the class mailing list. Please enter ONLY the E-Mail addresses listed in the class registration list in the 'From' field. Only those addresses will be granted permissions to send e-mails to the mailing list." Below the message are input fields for "To:" (containing "mail_00F_L9269_001@equinox.law.columbia.edu"), "From:" (containing "donnelly@law.columbia.edu"), and "Subject:". A large text area for "Message:" is also present. At the bottom, there is a "Browse" button and a taskbar showing the Start button, Microsoft Word, and the system clock at 2:05 PM.

The email address of student is the email address on record with the law school. The Law School IT Dept. maintains a list of email addresses for all students, and students need to contact the IT Dept. if they wish to receive the class email at another address.

Please note: When students receive an email from the list and a student replies to the message, everyone in the class will receive that reply.

If a student wishes to send an email directly to the faculty a separate email should be sent directly to the faculty and not through the list function. (see Appendix C Mailing List and Discussion Groups)



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Mailing List Log

A log is created in the courseweb of any email that is sent to the class email list. All messages that are sent to students using the "Link to Mailing List" feature in the courseweb and all messages from students in reply to the list will be listed in this log.

This feature allows faculty to know that an email message that was sent out to the entire class list has actually been received by student and it creates an archive of the email messages for the course.

To view the message log simply click on the "Mailing List Log" link on the left hand side of the courseweb located just below the Discussion links and above the Access Control links.





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Courseweb Template

When a courseweb is created there is no text or other content included. The page "Course Description" is included as the only standard element. Any text added to this page will be publicly available.

More folders or pages within folders called "items" can be created and named as desired.

The "new folder" is only a placeholder for content"

LAWYERING IN THE DIGITAL AGE CLINIC

INSTITUTIONAL & SOCIAL RESPONSIBILITY

cm_03F_L9209_001

Index: [Notes](#) [Expand](#) [Collapse](#)

[Course Description](#)

[New Folder](#)

Discussion

[All Comments View](#)

[By Category View](#)

[By Author View](#)

[Home List Log](#)

[Manage Access Control](#)

[View Access Control](#)

[Manage Discussion](#)

[New Item](#) [New Folder](#) [LAWA.NET](#) [Online Manual](#) [Logout](#)

Course Description

Learn how cutting edge lawyering is practiced. Begin your career knowing how to use technology to be the effective, creative lawyer you can be. Through hands-on experience, acquire contemporary lawyering skills working on real cases with real people in the most challenging practice environments in New York City. As those working in public interest law offices to leverage technology to level the playing field for their clients.

Computer and communications technologies are swiftly transforming the practice of law. Technology affect lawyers on two levels. First, it can assist lawyers to perform traditional lawyering activities. Second, the on integration of technology into the work of lawyers is changing the very nature of what lawyers do in important ways. One overarching goal of the Clinic is to provide a theoretical structure for understanding these changes. Another goal is to provide a practical setting for testing new ideas about the intersection of technology and practice.

Through the Clinic, you can play a real role in understanding, testing, and effectuating that transformation. Teams of clinic students will work on actual client matters, in either co-counsel arrangements with legal aid lawyers, or on independent matters we take. Your case work will provide a context for practicing the traditio and contemporary skills that are central to effective lawyering. At the same time, you will apply what you are learning about technology by assisting the public interest attorneys with whom you work to integrate techn into their work. Students will also study and experience the rewards and challenges of legal services/public interest lawyering.

Prof. Conrad Johnson and Mary March Zwick will provide the guidance and expansion necessary to ach



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Top Layer Toolbar

The "Top Layer" toolbar has five menu items to perform different functions.

- 1) **New Item**: Allows you to create a "New Item" section to be placed in a "Folder". It is equivalent to a "page" within a folder where you can add articles of text and file attachments. Subitems can also be created by clicking "New Item" when an item section is open. So, be sure that you are not in an open item section if you want the "New Item" to be created at the top level of the current "Folder" you are in.
- 2) **New Folder**: Allows you to create a "New Folder" in the top level of the Courseweb.
- 3) **LAWNET**: This links out to the "LAWNET" database. This application allows you to view your class list (including pictures of your students), and **create/edit your course descriptions** among other things.
- 4) **Online Manual**: Takes you to the "Online Manual" for Coursewebs where you may also download the manual in PDF format for printing.
- 5) **Logout**: Log out of the Courseweb.





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Edit Toolbar

The "Edit" toolbar has six menu items to perform different functions.

- 1) **Edit Document:** Allows you to edit the descriptions or content in "Folders" or "Folder Items". Make sure you have clicked on the appropriate "Folder" or "Folder Item" you want to edit, before you click on "Edit Document".
- 2) **New Folder:** Allows you to create a "New Item" section to be placed in a "Folder". It is equivalent to a "page" within a folder where you can add articles of text and file attachments. Subitems can also be created by clicking "New Item" when an item section is open. So, be sure that you are not in an open item section if you want the "New Item" to be created at the top level of the current "Folder" you are in.
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- 6) **Logout:** Log out of the Courseweb.





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Edit the Course Description

All coursewebs now have a course description automatically generated from the CLS curriculum guide. In order to edit the course description you must log into **LAWNET** and choose the button to "Submit Course Description".

Instructions on how to edit your course description follow. Once the course description has been changed, it will be reflected both in the courseweb AND in the curriculum guide that is available to the public on the CLS home page.

LAWYERING IN THE DIGITAL AGE CLINIC

INSTITUTIONAL & EMPLOYEE DEVELOPMENT

CLW_03F_L9209_001

Index: [Notes](#) [Expand](#) [Collapse](#)

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Discussion

[All Comments View](#)

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[Home List Log](#)

[Manage Access Control](#)

[View Access Control](#)

[Manage Discussion](#)

[New Item](#) [New Folder](#) [LAWNET](#) [Online Manual](#) [Logout](#)

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Learn how cutting edge lawyering is practiced. Begin your career knowing how to use technology to be the effective, creative lawyer you can be. Through hands-on experience, acquire contemporary lawyering skills working on real cases with real people in the most challenging practice environments in New York City. As those working in public interest law offices to leverage technology to level the playing field for their clients.

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Prof. Conrad Janison and Mary March Zwick will provide the guidance and expansion necessary to ach



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Lawnet Log in

The address of a courseweb is:
<http://www.law.columbia.edu/courses>

Opening Screen

Before you can edit the course description, you must log into lawnet. Use the same Law 1 username and password as the courseweb.

The screenshot shows the login interface for the Columbia Law School courseweb. At the top, there is a blue header with the text "Columbia Law School" and a small navigation menu on the right containing "IT Home", "Law School Home", and "Columbia Home". Below the header, the text "Please provide your Law School Username and Password." is displayed. There are two input fields: "Law School Username:" and "Law School Password:". Below these fields are two buttons: "Login" and "Cancel". At the bottom, there is a link: "For Course Web access please click [here](#)."



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Lawnet Opening Screen

The address of a courseweb is:
<http://www.law.columbia.edu/courses>

Once you log into lawnet the opening screen gives you several options including see your class lists with pictures of students.

To edit your course description click on the "Submit Course Description" link.



Please choose the service you wish to use in the menu on the top. If you don't see the option you want, then it is currently not available or not accessible for the users in your category.

Important: Make sure you click 'Logout' before you leave. Failure to do so may result in unauthorized viewing/modifying of your sensitive information by the people who use this workstation afterwards.



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Lawnet Course Listing

This is the listing of the courses recently taught

Click on the "Update" button in the right column to start the edit process the particular course.

Course Descriptions for Curriculum Guide

Courses taught by BRAD DONNELLY

| Section | Term | Units | Location/Day/Time | Published Flag | Description |
|---|------|-------|------------------------------|----------------|------------------------|
| LAWYERING IN THE DIGITAL AGE CLINIC, L9299 | | | | | |
| Section 1 | 03F | 7.0 | 0211L, 532 MTW 8:00am-5:00pm | ✓ Published | Update |
| LAWYERING IN THE DIGITAL AGE CLINIC, L9299 | | | | | |
| Section 1 | 04D | 7.0 | 0211L, 532 MTW 8:00am-5:00pm | ✓ Published | Update |

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Lawnet Course Description

Each course that is taught has its own course description. This level displays the information that is currently in the curriculum guide database.

Scroll to the bottom of the page to locate the "Unpublish" button.

Course Descriptions for Curriculum Guide

| |
|---|
| Course Title: NAVIGATING IN THE DIGITAL AGE CLINIC |
| Professor(s): MARY ZILACK, DEBORA DORNHELLY |
| Semester and Year: 03F |
| Course #: L 6000 Section 1 |
| Day/Time: THU 100pm-5:00pm Location: 302 UGBL |

LISTING INFORMATION

This course is listed in **Block Class Curriculum**

This Course is listed in following Categories: **Clinics**

DESCRIPTION

Learn how cutting edge lawyering is practiced. Design your career knowing how to use technology to be the most effective, creative lawyer you can be. Through hands-on experience, acquire contemporary lawyering skills while working on real cases with real people in the most challenging practice environments in New York City. Assist these workers in public interest law offices to leverage technology to level the playing field for their clients.

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Lawnet Unpublish Button

Click on the unpublish button. Once this is done follow the buttons at the bottom of each page to edit the description and then publish the description.

Once the edits have been published they will appear both in the courseweb AND in the curriculum guide available on the CLS home page.

**This course has been already published !
Before making any changes, please, unpublish the course by
pressing button below !**

Unpublish

[Back to the list](#) [Print](#) [Help](#) [Close](#)



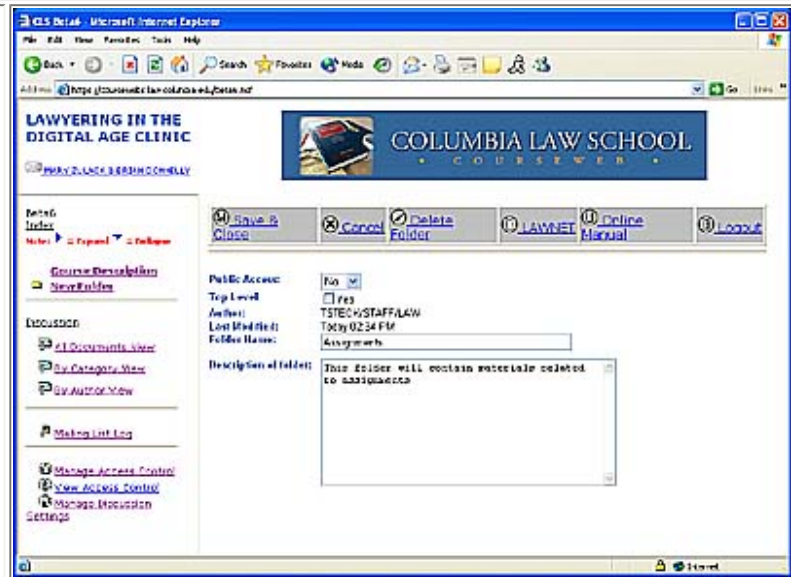
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Create/Edit a New Folder

One "New Folder" is included as a standard element.
To edit this folder:

1. Click on "Edit Document".
2. Set access rights to Public Access: yes or no.
3. Type a new name for the folder in the field for "Folder Name". In this case it is called "Assignments".
4. Enter a description for the materials you plan to put into the folder. You can either type in the words directly into the box or copy and paste from another document.
5. Click on the "Save & Close" button.



Additional folders can be created simply by clicking on the "New Folder" button in the top toolbar. Subfolders can also be created by clicking on "New Folder" when a folder is open. So, be sure that you are not in an open folder at the point when you click on "New Folder" if you want the folder to be created at the top level of the courseweb.



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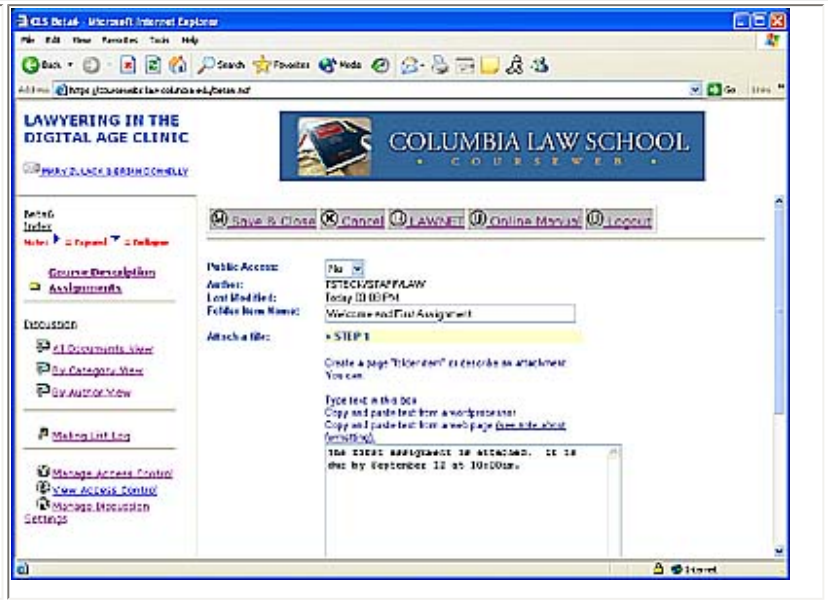
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Add a Folder Item

1. Click on the folder you wish to add materials
2. Click on "New Folder Item" button in top toolbar.
3. Type in the "Folder Item Name".
4. Enter the text of the page you want to create (or describe the attachments you will post).

You can either type in the words directly into the box or copy and paste from another document. (To add HTML into the box, see instructions below).

5. Add any attachments (see below for instructions).
6. Click on the "Done" button at the bottom of the page when you are finished.



A "Folder Item" is equivalent to a page. This program uses the standard metaphor of folders and "folder items". In effect, "Folder Items" are pages within folders. Use the "New Folder Item" to add a new page. To edit the page, use "Edit Document".

To avoid creating "FOLDERS" as subfolders or creating "FOLDER ITEMS" as subfolder items, be sure to click on the top level before creating a folder or a folder item.



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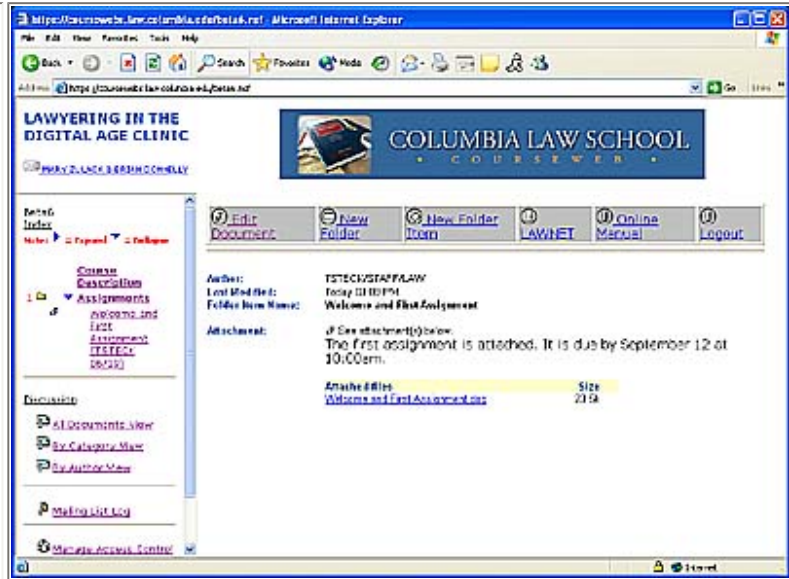
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Display of Attachments

When a file is attached to a page (folder Item), the attachment is indicated in two ways:

- paperclip symbol in the left hand frame
- A listing under the heading "Attached Files" in the main frame of the folder item

To read the attachments click on the file (blue highlighted text) and the file should open. Internet Explorer will open MS Word or Corel Wordperfect in the browser. Netscape will bring up a dialog box





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Open or Save Attachments in Netscape

When file is attached a Word or WordPerfect format and Netscape is used to open or download the file, a dialog box appears when the attachment is selected.

This dialog box has "save to disk" selected by default. To save the file just click OK.

To display the file using the word processor, click on the "open it" option and then OK. The file will open using the Word or WordPerfect program on the local computer.





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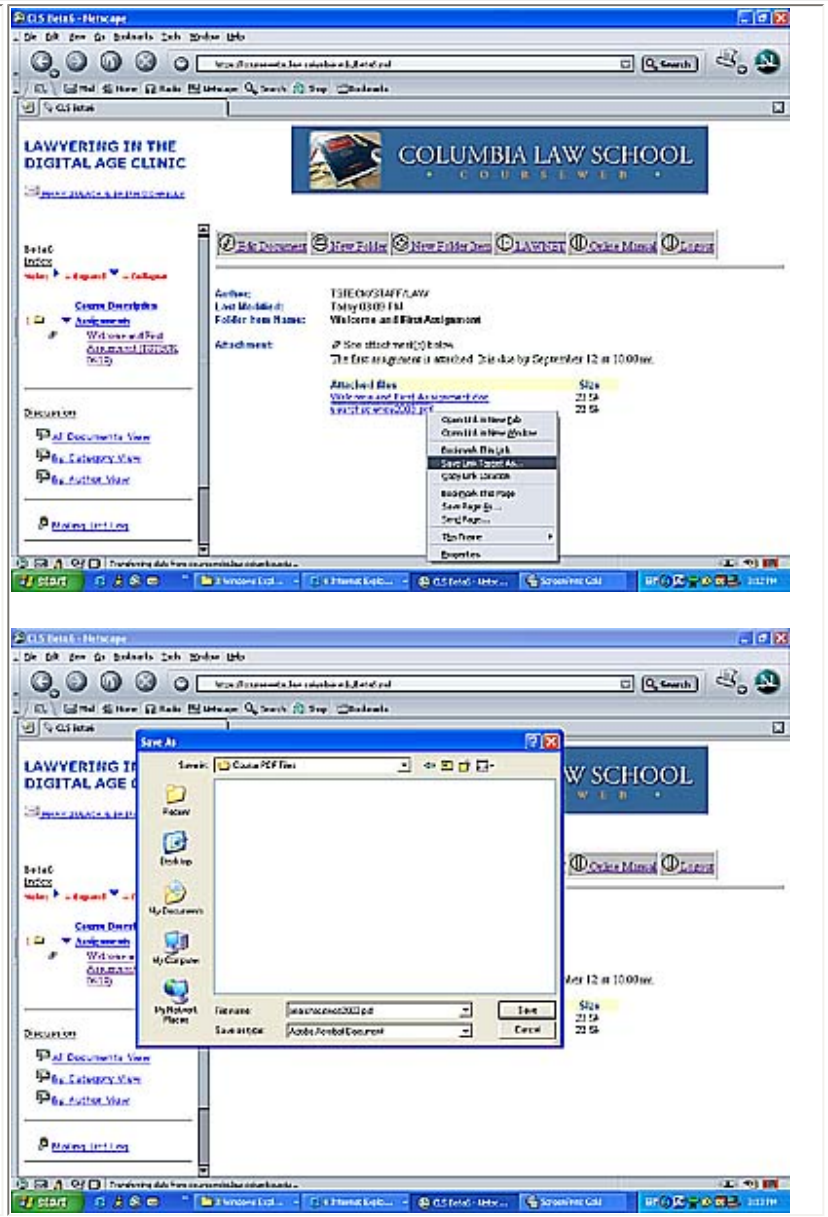
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Open or Save PDF files in Netscape

When a file in .PDF format (the adobe acrobat format), is attached, it does not display when the Netscape browser is used. (It will display using Internet Explorer). So, to access a file in .PDF format when using Netscape do the following:

1. With the cursor over the file, right click on the mouse.
2. The menu shown here will appear. Select "Save Link As".
3. When "Save Link As" is selected, the "Save As" dialog box will appear.
4. Select the path where the file should be saved (H: drive, C: drive, etc.) and click on the "Save" button at the bottom right hand side of the box.
5. Using Windows Explorer or the "My Computer" function in windows, select (double click) the file that was downloaded and it will launch in Adobe Acrobat.

TO AVOID THIS TROUBLE, USE Microsoft Internet Explorer to read PDF files.



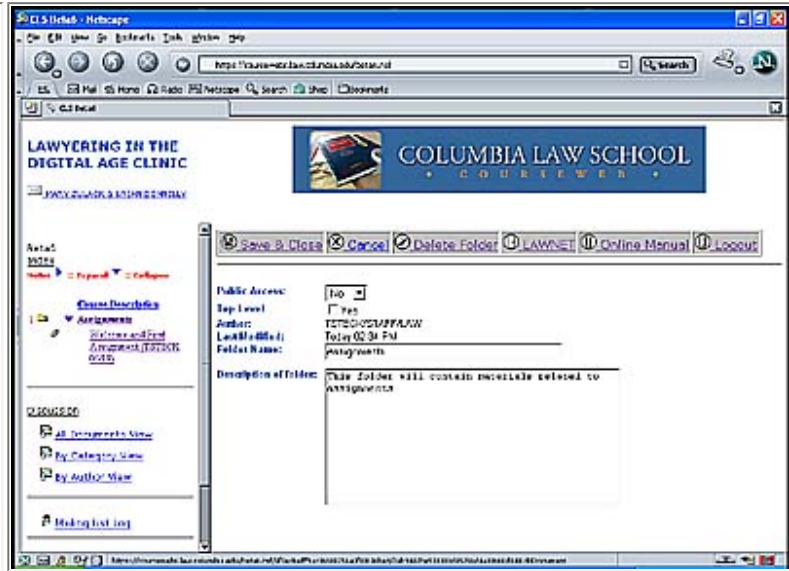


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Delete a Folder

1. Click on the folder you wish to delete
2. Click on the "Edit Document" button on the top toolbar
3. Click on the "Delete Folder" button on the top toolbar
4. Confirm the deletion and click on the "continue" button.



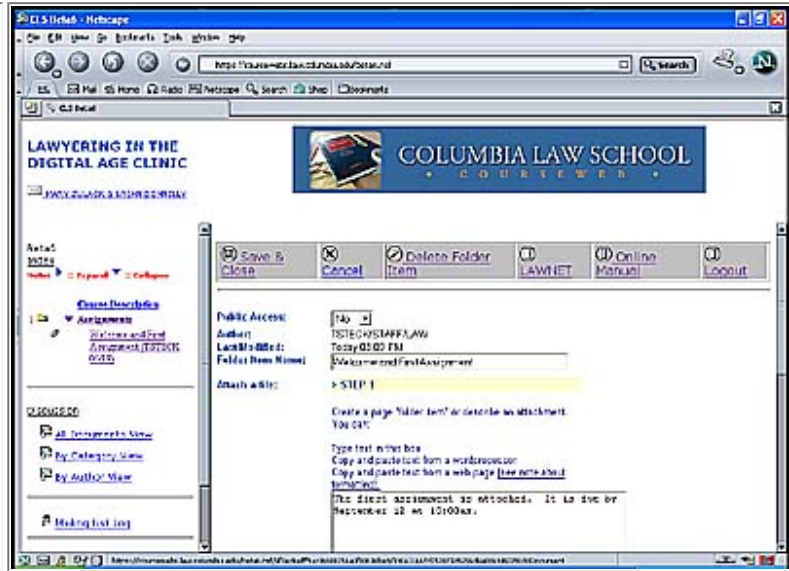


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Delete a Folder Item

1. Click on the Folder in which the materials are located
2. Click on the Folder item you wish to delete
3. Click on the "Delete Folder Item" button on the top toolbar
4. Confirm the deletion and click on the "Continue" button.



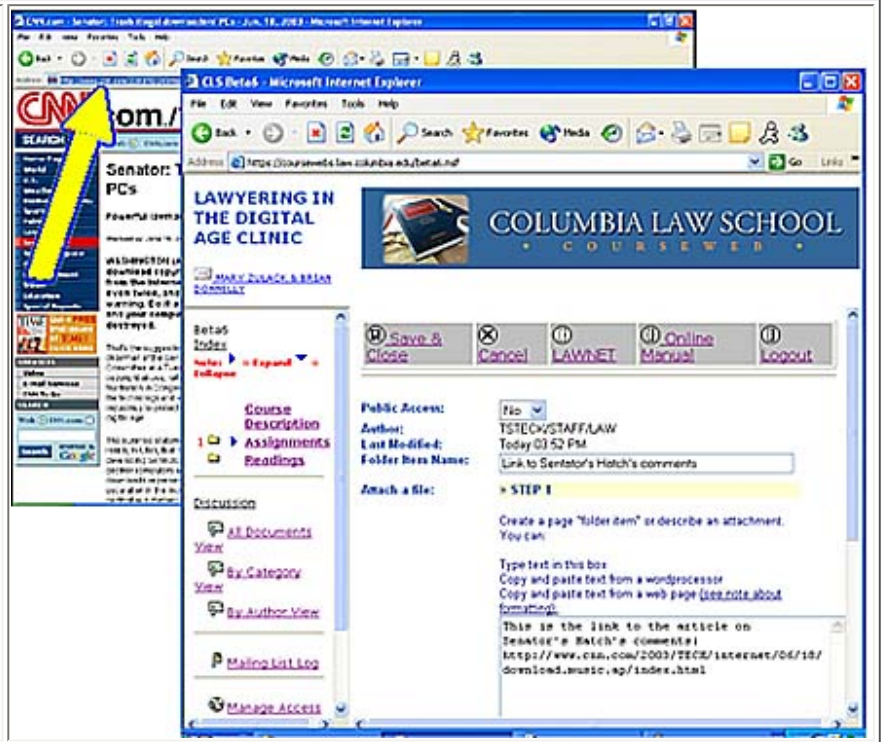


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Adding Links to a Page

1. With a separate browser open to the page you wish to create a link to, highlight the address/location of the page.
2. Go to the "edit menu" at the top right of the browser and select copy, or hit CTRL +C.
3. Go to the courseweb page you are editing and place your cursor in the text box.
4. To the "edit menu" at the top of the browser you are using for the courseweb and select "paste", or hit CTRL + V.





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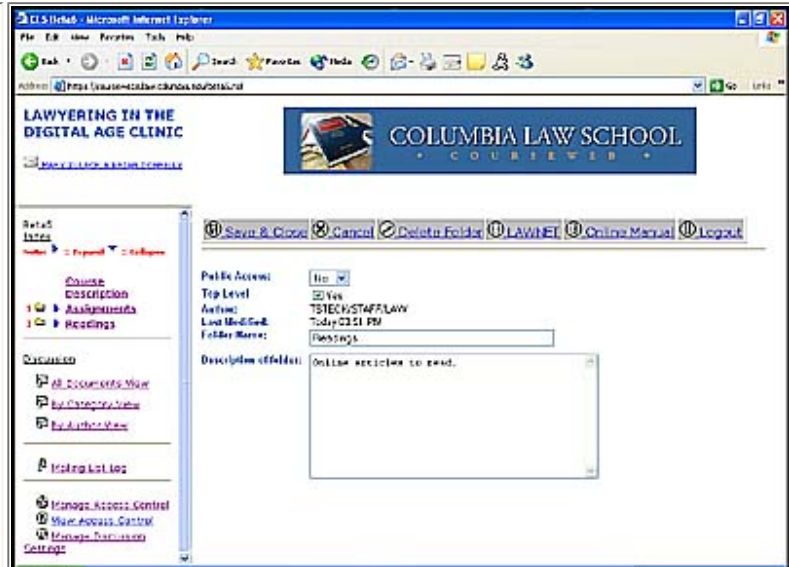
Moving a Folder to the Top

The "Course Description" folder will always be the first folder, however the order of all the other folders can be changed.

To move a folder to the top of the list:

1. Click on the folder
2. Click on Edit Document
3. Check the box "top level"
4. Click on "Save & Close"

The folder will now be the top folder on the list. This operation can be done one folder at a time to change the order of the folders. The "Top Level" checkbox should be checked only in the folder you wish to move to the top.

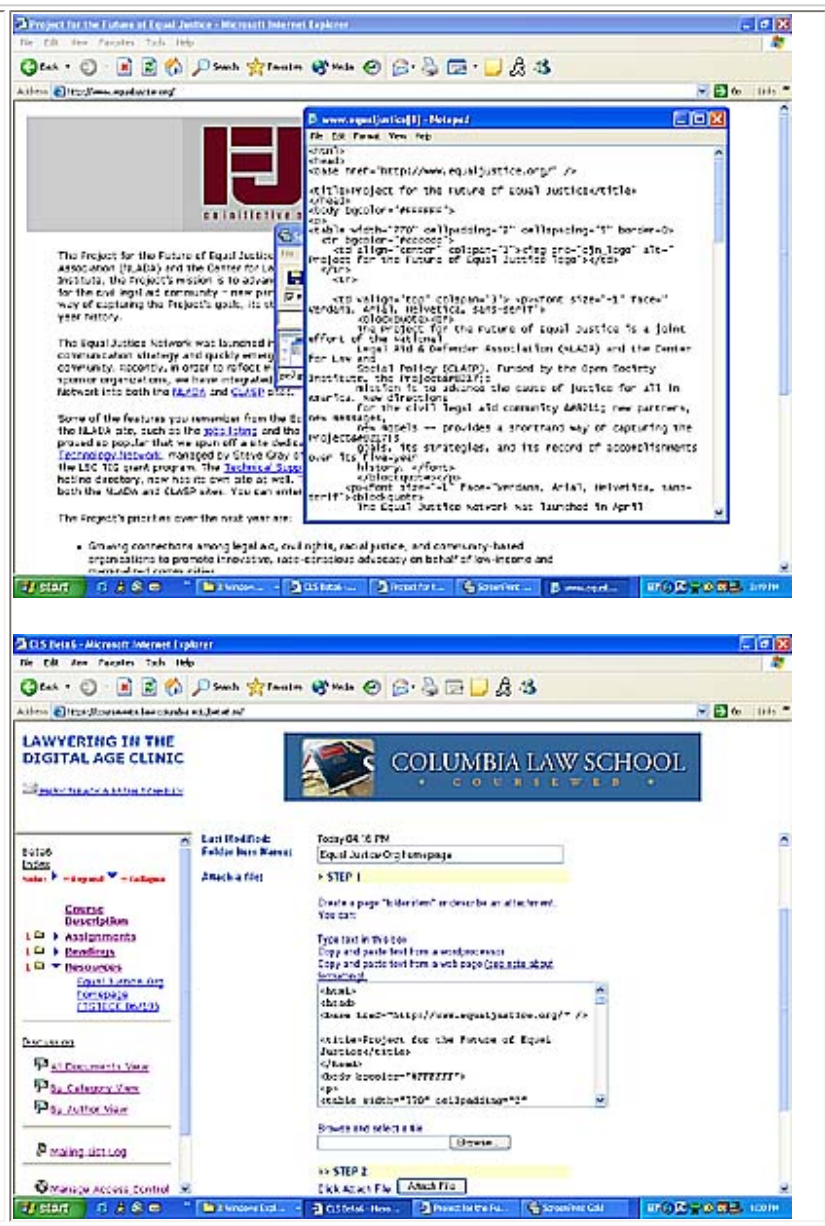


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Adding HTML from a Web Page

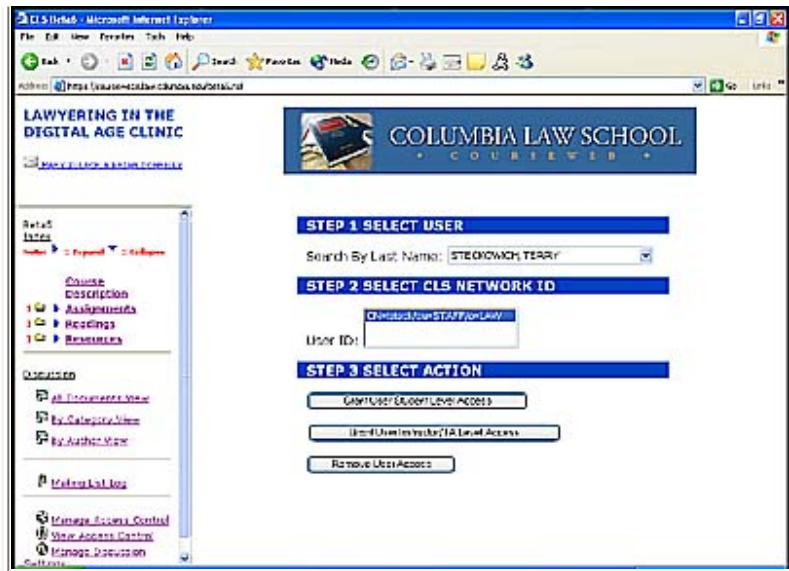
1. With a separate browser open to the page you wish to copy, click on "view" on the top right of the browser.
2. In Netscape select "view page source", in Explorer select "source".
3. The HTML code for the page will open in notepad in a separate window.
4. Go to the edit menu" at the top right of the notepad window and select, "select all" and then copy, or hit CTRL +C.
3. Go to the courseweb page you are editing and place your cursor in the text box.
4. To the "edit menu" at the top of the browser you are using for the courseweb and select "paste", or hit CTRL + V.
5. Put brackets around the HTML. Put an open bracket [before <HTML> and a close bracket] after </HTML>].



4. The name of the person selected will appear in the "User ID:" box, but it will not be highlighted.

5. Click on the text in the "User ID:" box to highlight it.

6. Click on the buttons below the "User ID:" box to grant student or instructor/TA level access.





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Mailing List and Discussion Group Links

Creation of both mailing lists and discussion groups is automatic. A link to each automatically appears on your course home page.

TO REMOVE THE DISCUSSION FEATURE FROM THE COURSEWEB ENTIRELY:

1. Click on “Manage Discussion Settings” at the bottom of the right hand index frame.
2. Click on the “Edit Preference” button.
3. Under the heading:

Do you wish to enable the discussion feature?

Select: “I do not want to enable the discussion feature”

4. Click on the “Save & Close” button and the discussion links will not appear.

The list of registered users for both mailing lists and discussion groups is dynamic, based on registration. In other words, the participants are updated according to the Academic Services database. As students register for a course with Academic Services, their names will automatically be added to that particular course mailing list. Likewise, if they drop the course Academic Services updates their database and the mailing list will automatically drop that student from that course mailing list.

Mailing List Specifics

As mentioned earlier, a mailing list is automatically created for every course. A link to your course’s mailing list will appear automatically on your course home page.

Currently, both faculty and students enrolled in the course will have access to the mailing list link. The mailing list cannot be subdivided into groups. In other words, if a faculty divides a 30-member class into 6 groups of 5 students, can the mailing list be divided into 6 sub-mailing lists? Unfortunately, the answer is no, not at this time. It will be a single mailing list of the entire class.

Threaded Discussion Specifics

A popular feature of a course web page is a threaded discussion. A threaded discussion is analogous to a series of e-mails posted in one central place so that all users can view all comments and follow-up comments together. A threaded discussion differs from e-mail because all messages are stored in one place, whereas with e-mail, a single message is sent to many recipients, and it ends up in several different places (i.e., the inbox of the recipient).

As mentioned earlier, discussion groups are automatically created for every course. A link to your course's discussion group will appear automatically on your course home page.

Some faculty members have voiced concern about having to respond to electronic discussions. Their concern is that they will involuntarily be pulled into the threaded discussion by responding to one question and then inevitably having to respond to a whole host of other questions. The faculty member is, of course, not obliged to participate in the threaded discussion. It is there in order to encourage student interaction, and can occur with or without faculty member participation (this occurs informally anyway). In this case, some faculty members have told their class members that they are free to use the threaded discussion, but that he or she won't be logging into it as a practice.



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Discussion Blank Template

All Coursewebs include a Discussion section by default. The Discussion section is initially a blank template. Messages can be posted and displayed as described in this section.

If you wish NOT to include a Discussion section in your courseweb click on “Manage Discussion Settings” (last link in the left hand frame) and choose “edit preference” and select “I do not want to enable the discussion feature” and this section will not be displayed to anyone

The screenshot shows a Microsoft Internet Explorer browser window displaying a courseweb page. The address bar shows the URL: https://coursewebs.law.columbia.edu/coursewebs/cw_00F_L4359_001.nsf. The page title is "LAWYERING IN THE DIGITAL AGE CLINIC". The header features the Columbia Law School logo and the text "COLUMBIA LAW SCHOOL COURSEWEB". The left-hand navigation menu includes links for "Discussion", "All Documents View", "By Category View", "By Author View", "Manage Access Control", "View Access Control", and "Manage Discussion Settings". The main content area has a "New Topic" button and a "Search" button. Below these, there is a section titled "All Documents View" containing two rows of document entries. Each entry includes a "View Previous 20 Messages" link, an "Expand List" button, a "Collapse List" button, and a "View Next 20 Messages" link.



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Posting a Message

1. Click on “New Topic”
2. Enter a subject for the message in the Subject box
3. Create a category if you wish to have the message begin a new category (or leave this blank)
4. Enter the text of the message in the “Comments” text box
5. Click on the “Save and Close” button on the top left of the page

The screenshot shows a Microsoft Internet Explorer browser window displaying a message posting form. The browser's address bar shows the URL: https://courseweb.law.columbia.edu/courseweb/cw_02F_LS269_001.nl. The page title is "LAWYERING IN THE DIGITAL AGE CLINIC". The form includes the following fields and options:

- From:** DUNNELLY/STAFF/LAW
- Date/Time:** Today 11:52 AM
- Subject:**
- Category:**
[Enter a new category](#)
- Attach a file:**
- Comments:**

On the left side of the page, there is a "Discussion" section with the following links:

- [All Documents](#)
- [View](#)
- [By Category](#)
- [View](#)
- [By Author](#)
- [View](#)

Below the "Discussion" section, there are several management links:

- [Manage Access Control](#)
- [View Access Control](#)
- [Manage Discussion Settings](#)



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Display of Posted Messages

When a message is posted it appears in the index page. The “Message Preview” shows the first 50 words of the message. To the left of the message text is the topic (text entered as the subject)

To display the entire message Click on the topic text (in this case “First Discussion Assignment Instructions”)

The “By Category View” will sort and display the messages by any categories that have been established. See Using Categories below.

The “By Author View” will sort and display messages according to the author. See [Display by Author below](#).

A **display by date view** is available in the "All Documents View". Simply click on the triagle next to the Date colum. It will toggle the display of the messages between first and last date.



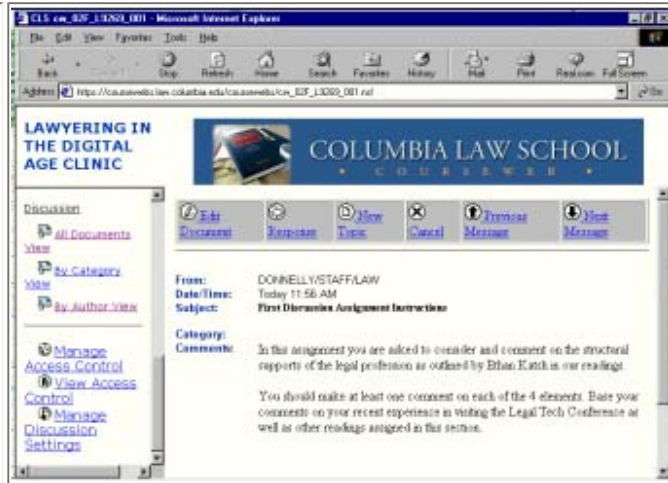


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Display of the Entire Message

After the text of the “topic” of a particular message is clicked on, the entire message will be displayed. (not the preview of the message) and the discussion editor/response menu appears.





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Discussion Editor/Response Menu

This menu give the options to edit the message (if you are the author of the message) and it gives the option of for others to respond to the message. A response to a message will create and a “thread” or a list of responses under the first message posted under a particular topic. (see Display of Responses below)





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Display of Responses

In the “All Documents View” the first message posted in a topic is displayed with the first 50 words of a posting in the “Message Preview” column.

Responses to the first message in a topic are displayed with the author and the subject line of a message. As more responses are posted they are listed in order below the first message.

The screenshot shows a Microsoft Internet Explorer browser window displaying a discussion forum page. The address bar shows the URL: https://courseweb101.columbia.edu/courseweb101_02F_1904_081.nsf. The page title is "LAWYERING IN THE DIGITAL AGE CLINIC" and it is associated with "CONRAD JOHNSON & MARY ZIMICK & BRIAN DONNELLY". The page features a navigation menu on the left with options like "Attachment in PDF format (DONNELLY 07/12)", "Readings", "Resources", "Link to proforio.net (DONNELLY 06/28)", and "New Folder". Below the navigation menu are "Discussion" options: "All Documents View", "By Category View", and "By Author View". There are also "Manage Access Control" options: "View Access Control" and "Manage Discussion Settings". The main content area displays a list of messages with columns for "Date", "Topic", and "Message Preview".

| Date | Topic | Message Preview |
|--------------|---|---|
| 07/12/2002 1 | 4th Element: Client Relationship (DONNELLY) | 4. There is a relationship between professionals and clients that is different from which exists between businesses and customers. The client is less able to avoid the work product because the client lacks the skill and knowledge of the profession and the client's interests and the public good are presumed to take precedence over the professional's self interest. . . |
| 07/12/2002 1 | 3rd Element: Profession Regulates Itself (DONNELLY) | 3. The profession regulates itself. Professional associations create a bond among those in the profession and add further support to the boundary line separating members from non-members. Associations allow members to share information, establish rules for the profession, and to emphasize a serious bond among members. |
| 07/12/2002 2 | 2nd Element: State Cooperation (DONNELLY) | 2. The state cooperates in protecting this informational boundary by holding people liable for "unauthorized practice of law" and by allowing the profession to regulate itself. State granted authority to exercise jurisdiction over an area of knowledge. |
| 07/12/2002 2 | 1st Element: Body of Knowledge (DONNELLY) | 1. The profession is identified with a theoretical body of knowledge. It is assumed academic training is required in order to master this information. |



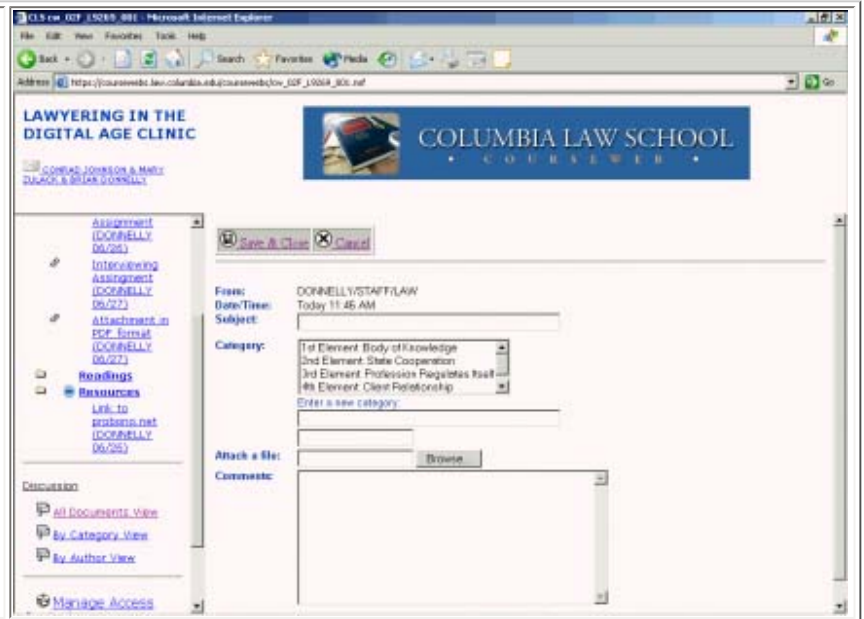
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Using Categories

When the “New Topic” button is clicked on to create a new posting, any category that was previously established will appear in the window next to “Category”. In this case 4 categories were previously created.

When posting a new message, the existing categories can be chosen (click once on the category and it will be highlighted and the message will be posed under that category), or a new category can be created by typing in the “Enter a new category” field.





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Display of Categories

When the “By Category View” is selected in the left hand frame, the messages are sorted and displayed according to the categories in the main frame.

The display of all messages is in an abbreviated format with only the “Topic” or subject lines displayed along with the name of the author in parenthesis.





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Display by Author

When the “By Author View” is selected in the left hand frame, the messages are sorted and displayed according to authors in the main frame.

The names of the authors are listed in bold. Underneath the names are the dates of the messages along with the “Topic” or subject line.

The authors names are the law school network IDs of the authors, not their full names. Encouraging students to write their names in the message is an option if the network ID does not closely match the name of the student.



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Display Messages by Date

A display by date view is available in the "All Documents View". Simply click on the triagle next to the Date colum. It will toggle the display of the messages between first and last date.

See also "[Display of Posted Messages](#)"



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Importing Previous Semester's Courseweb Material

Click on the link "Import Courseweb".

To move a folder to the top of the list:

1. Click on the folder
2. Click on Edit Document
3. Check the box "top level"
4. Click on "Save & Close"

The folder will now be the top folder on the list. This operation can be done one folder at a time to change the order of the folders. The "Top Level" checkbox should be checked only in the folder you wish to move to the top.

The screenshot shows a web browser window with the following elements:

- Browser Title:** CLS.cw_04F_19269_001 - Microsoft Internet Explorer
- Address Bar:** https://courseweb.law.columbia.edu/Courseweb/cw_04F_19269_001.nsf
- Page Header:** LAWYERING IN THE DIGITAL AGE CLINIC and COLUMBIA LAW SCHOOL COURSEWEB
- Navigation Links:** New Item, New Folder, LAWNET, Online Manual, Logout
- Main Content:** Spring Semester 2004 courseweb: http://quackface.law.columbia.edu/04. Description: Learn how cutting edge lawyering is practiced. Begin your career knowing how to use technology to be the most effective, creative lawyer you can be. Through hands-on experience, acquire contemporary lawyering skills while working on real cases with real people in the most challenging practice environments in New York City. Assist those working in public interest law offices to leverage technology to level the playing field for their clients.
- Left Sidebar:** cw_04F_19269_001, Index, Course Description, DISCUSSION (All Documents View, By Category View, By Author View), Mailing List Log, Manage Access Control, View Access Control, Manage Discussion, SETTINGS (Import Courseweb - highlighted with a red arrow)



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You will see a screen that displays the folders and folder items in the previous semester's courseweb. (If the course was taught during the Fall 2003 semester, that semester's courseweb will be displayed).

Select by checking the box next to the folder and item(s) that you wish to import into the Fall 2004 courseweb.

Note that the relationships between folders and folder items will be maintained. You should check the folder and the item. If you select an item only, it will move the folder as well.

Relationships between Folders and Items are maintained when imported

The folder "Assignments" and the items in the folder were selected from the list and now appear in the Fall 2004 Courseweb.





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To change the name of the folder "Assignments" click on the folder. Then "Edit Document", then fill out the **Folder Name:** field with the new folder name. In this case we are changing the name of the "Assignments" folder to "Class Plan & Schedule".

At this point any of the items such as "Assignment 1" of "Assignment 2" can be kept in this new folder and new items for the Fall Semester 2004 can be added to this newly re-named folder.

To add folder items to a folder see "[Add A Folder Item \(add a new page to a folder\)](#)"





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Appendix A: List of New Features Available for Fall 2004

1. The ability to Import materials from last semester's courseweb has been added. For instructions goto "[Importing Materials From Previous Semester's Courseweb](#)".

New Features Available for Fall 2003

1. Course descriptions are automatically posted in each courseweb. These descriptions are taken from the Lawnet database and the information needs to be edited within the Lawnet database. Each page in the courseweb has a new link to Lawnet in the [top layer toolbar](#). So, to edit the course description, follow the instructions in this manual. This is the same database that is used for the [curriculum guide](#) that is publicly available through the CLS home page. Any changes made to the course description will also be made to the curriculum guide, as well.

2. A log of all emails sent out through the courseweb email feature has been added. This log is an archive of all email sent out by faculty and any responses sent by students. A link to this log can be found on the left hand side of the courseweb below the Discussion links and above the Manage Access Control links.

3. A sort by date up/down triangle has been added to the all documents view of the in the Discussion section.

Short list of Fall 2002 Courseweb enhancements

1. Authors of the courseweb will have the ability **to turn on or off the discussion page**. If the feature is off, the space will be occupied by the manage access region. (See [Discussion Links Page](#))

2. Email links to the Professor are added to the upper left hand corner of the course web, under the Professor's name there is an icon that is automatically linked to the law school email address for example: professor@law.columbia.edu. If there is more than one professor each professor will receive a copy of the email.

3. A new option is included to move a folder to the top of the list (just below the course description). This will give some flexibility in the order folders are displayed. (See [Moving Folder to Top](#))

4. Attachments with spaces in the file name will automatically be trimmed. All white space will be deleted. File name Competing Visions of Federalism.wpd would become CompetingVisionsofFederalism.wpd. This avoids the problem of attaching files that have problems being displayed due to incompatible naming of the original file.

5. Secure all elements on the site to comply with https. (This will get rid of that vexing "you are about to view unsecured information" dialogue box.)

6. Create a searchable database of all courses on the public index page of <https://coursewebs.law.columbia.edu/coursewebs/classindex.nsf>