Columbia Law School

Course Preparation Checklist
2021–2022

Task	Steps
JUNE	
The online curriculum guide is made public at law.columbia.edu/courses. This is how students will begin considering classes and exploring instructors in advance of pre-registration.	
Review and edit your course description	To assist students in their course selection, it is critical that instructors provide an overview of the course content and evaluation method. These course descriptions are published in the Curriculum Guide. Faculty are offered the opportunity to review and edit their course descriptions through LawNet. The Office of Registration Services has provided a guide to editing course descriptions in LawNet, and a tutorial video is available here.
Publish textbook information	Federal law requires textbook information to be made available to students in advance of pre-registration. Required and recommended textbook information should be posted to CourseWorks; see instructions here. For visiting professors not yet assigned a faculty assistant, please contact Dawn Moore at 212-854-2688 or dm3335@columbia.edu for assistance. *NOTE: Textbooks entered into CourseWorks will be automatically transmitted to the Columbia University Bookstore for ordering.*
JULY	
Students begin pre-registration. During pre-registration, students select their classes and instructors in order of preference in advance of the course selection lottery. The Office of Registration Services will run a lottery to determine class assignments based on preferences expressed during the pre-registration process. After assignments are made, provisional class rosters, wait lists, and seating charts will become available in LawNet.	
Secure Copyright Permissions	All copyrighted material, whether it be posted to CourseWorks, printed in course packs, or handed out in class, must be cleared prior to use. If you plan to utilize copyrighted materials in your course, please contact Dean Lance at 212-854-2687 or dlance@law.columbia.edu.
Familiarize yourself with CourseWorks	Begin to familiarize yourself with CourseWorks, Columbia's learning management system powered by Canvas. Login using your UNI and password to see your course(s) and begin to familiarize yourself with the

	system's tools, features, and settings. You can learn more [here](#). Your faculty assistant has been trained on the use of CourseWorks and can assist you in getting started as well as in posting materials on the course website throughout the semester.
Create and order course packs	If you wish to make a course pack (reader) available to students please email a single print-ready PDF file to clsprinting@law.columbia.edu or deliver a hard copy to the Secretariat (Room 711, Jerome Greene Hall). Course packs will be sold by the Columbia University Bookstore.
AUGUST	
Prepare your CourseWorks site	Prepare your CourseWorks site for the start of the semester. Upload relevant documents to the course website, configure assignments as appropriate, and use the tool to communicate with your class.
Familiarize yourself with Law School policies and procedures	Visit the [Faculty Resources website](#) to familiarize yourselves with the relevant Law School policies and procedures related to teaching, grading, etc.
Verify class location	The Office of Registration Services posts classroom assignments less than one week in advance of the start of classes. Log into [LawNet](#) to view your classroom assignment.
Determine A/V and recording needs	If you wish to have your class sessions recorded, or if you have been instructed to do so by the Office of Registration Services, which manages student disability accommodations, please contact avrequest@law.columbia.edu. The Audio/Visual Support team also supports classroom technology, including built-in computers, projectors, etc.
Attend New and Visiting Faculty Orientation	Prior to each semester, the Law School holds an orientation for new and visiting faculty who teach. The orientation provides an overview of various resources and administrative offices at Columbia Law School.