The new Courses@Brown search tool will allow faculty to advertise courses they are teaching on the courses of their colleagues. To get started, navigate to https://cab.brown.edu and log in using the Sign In link in the upper right corner. Before you begin the advertising process, it’s recommended that you notify your colleagues of your plan. There is no system notification to them that you’ve selected their courses for advertising.
Once logged in, select a term and search for the course you would like to advertise on. You can use the keyword search to look for a word in the title or description, the instructor’s last name, or you may enter the subject code. In this example, I’ve entered ‘africana’ for Fall 2016. Then click the Find Courses button. From the Search Results, click the panel of the course you wish to tag and the course details will display. Note -- you will only be able to advertise in a semester in which you’re teaching.
Use the scroll bar in the course details section to scroll to the bottom of the page. Click the Advertise Here button.
You will be prompted to choose your course. If you’re teaching more than one, select it from the pick list and click OK. Again -- you will only be able to advertise in a semester in which you’re teaching.
You will get a confirmation message and a note that it may take 30 minutes for the change to be processed. Click OK to close the alert box.
Once the data has been updated, if you search for your colleague’s course again, you will see that your course is now advertised in the “Have you Considered?” section so students can see that the courses may have a connection.
If you decide to “unadvertise” your course, navigate to the course details on your course and click the X Stop Advertising link for the select course. Select OK and confirm the changes on the alert boxes. It may take up to 30 minutes for the database to refresh.
If your advertised course is removed by your colleague, you will NOT be able to choose that course again for tagging. Conversely, if you want to remove a colleague’s course from being advertised on your course, your colleague will not be able to tag your course again.