



# Concourse Syllabus - Faculty Instructions

Updated May 2022

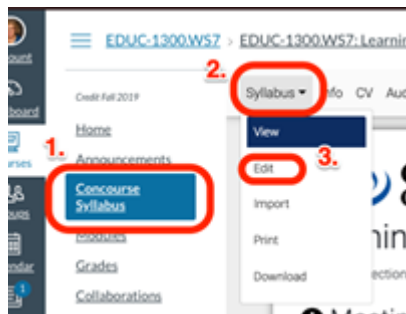


## Concourse Syllabus

- Your Concourse Syllabus is your official syllabus.
- Your Concourse Syllabus is automatically embedded inside every Canvas course.
- Do NOT create a separate syllabus in a Word document, PDF, or content page.
  - Your syllabus will be available to students in your Canvas course shell through the “Concourse Syllabus” link in the course navigation menu. You also have the option of providing a weblink to the syllabus if you’d like to share it with students before the first day of class.
  - Your Dean/ Associate Dean will access your syllabus through their Concourse dashboard.

## Accessing the Concourse Syllabus Tool

- Log into Canvas (accessible through CougarWeb on the Faculty Tab).
- Choose the class that you want to edit or update a syllabus.
  1. In the left-hand course navigation column, click on Concourse Syllabus.
  2. Click on the Syllabus tab in the top left corner.
  3. Select Edit from the drop-down menu. Clicking Edit will open all the elements of the syllabus in edit mode, enabling you to add or edit content.



## Editing Your Syllabus


Concourse supports rich text editing, so you can copy and paste formatted text from an external document like Word directly into the Concourse syllabus. This is especially useful if you are transferring an existing syllabus to Concourse. To start editing your syllabus in this manner, just click the pencil icon in the appropriate section, and copy and paste your text into the Notes box. Click Save when you are finished making your edits.




Each section has instructions for instructors in the **yellow** comments box. The comments are only viewable to the instructor in the syllabus edit mode and are there to help guide you; they will not be viewable to students.





When editing the syllabus, there are several options available to you:

: The delete icon allows you to remove a section of the syllabus.

*\*Note: Be mindful when using the delete function as deleted items are lost permanently.*

: The pencil icon allows free style text entry. You can type directly or copy and paste from another source like a word document using keyboard shortcut keys, ctrl+C to copy and ctrl+V to paste.

: The plus icon with the corresponding section name allows preformatted text entry. It organizes the information in a nice and neat format.

: The lock icon indicates that this section is locked and cannot be edited or removed.

*Helpful Hints:* In order to copy a table from Word to Concourse, make sure:

- You copy and paste one table at a time.
- If a table in Word spans two pages, either reformat so the complete table is one page before copying to Concourse ~ or ~ copy and paste each portion of the table separately.

## Viewing & Sharing the Syllabus

*While Editing:*

1. Click on the *Syllabus* tab in the top left corner.
2. Select *Edit* from the drop-down menu.

*Student View:*

1. Click on *Info* from the Concourse main menu
2. Next click on Public – Preview under Links from My Information window
  - a. This is what your students will see when they click on the Concourse Syllabus

*Helpful Hints:*

1. At the moment, there are both Syllabus and Concourse Syllabus available in your course navigation column. It is highly recommended that you disable the Syllabus link so as not to cause confusion for students.
2. Make sure you've cleaned up the Student View of your Course Navigation: Move the Concourse Syllabus link close to the top and disable any links that are not needed by your students.

Here are the instructions on how to manage your course navigation links: [How Do I manage course navigation links](#)

*Sharing Your Syllabus Before Class Begins*

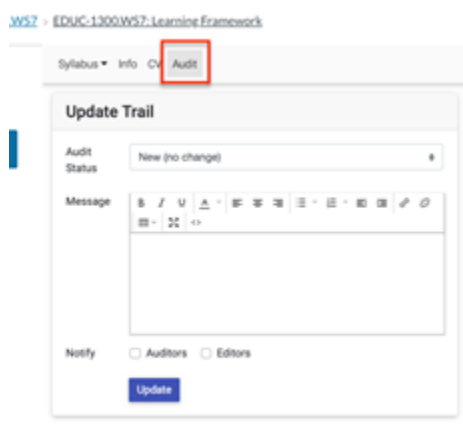
- Click on the *Info tab* (next to the Syllabus tab when editing your Concourse Syllabus).
- From the My Information box copy and paste the Public link.

Course Status



**Helpful Hint:** Publishing your course before the first day of class does not allow students access to course material, but it does allow you to use the Canvas Inbox to message all the students that are currently enrolled in your class. Along with providing the link to the syllabus, using the Canvas Inbox to communicate with your students assures you that you are communicating through the approved communication channels.

## Submitting the Syllabus to your Director or Associate Dean



Your Director or Associate Dean will review and approved syllabi within Concourse. There is NO need for emailing syllabi. When you have completed updating a syllabus for a class:

1. Click on the *Audit tab* (next to the Syllabus tab when editing your Concourse Syllabus).
2. Change Audit Status to *“Submitted for Review”*.
3. Add any notes; **do not** add a checkmark for Auditors. If you want a confirmation email add a checkmark next to Editors.
4. Click on Update to submit.

**PLEASE NOTE:** Concourse auto-generates notification emails to faculty when steps in the audit trail are completed. These emails include a link

for you to see the audit trail. Unfortunately, this link takes you directly to Concourse and asks for a username and password, which you do not have. Please disregard this link; you can always access the audit trail by clicking into the Concourse syllabus in your Canvas course, then clicking Audit up top. The audit trail will be on the right.

## Importing from One Syllabus to Another

You can use the import feature to copy syllabus content from one Concourse syllabus to another. This is helpful if you are teaching multiple sections of the same course within a semester as well as for importing content from one semester to the next.

1. Go to the class you want to copy your syllabus content *into*; Click on *Concourse Syllabus*.
2. Click on *Syllabus* tab and select *Copy*.
3. Click on *Copy From*.
4. Search for the course you wish to copy content from (you can search by your name); find the course in the search results list, and click on *Copy*.
5. Select the item categories you wish to import and click *Copy*.
6. Accept the confirmation and the selected items will be copied to your course.

## Additional Helpful Links:

- [How to Print the Syllabus](#)
- [Exposing CV Information in Concourse](#)
- [Creating a Weblink to Share the Concourse Syllabus](#)