Approving Concourse Syllabi

Once faculty complete their Concourse syllabi, they must "submit for review" through their Canvas shell. Directors will either change the status to "Reviewed" or change the status back to "In Progress" for faculty to make needed changes.

1. Log into **CougarWeb**.
2. Hover over the **My Workplace** tab.
3. Click **Reporting**.

4. Click **Login to Audit Course Syllabus**.

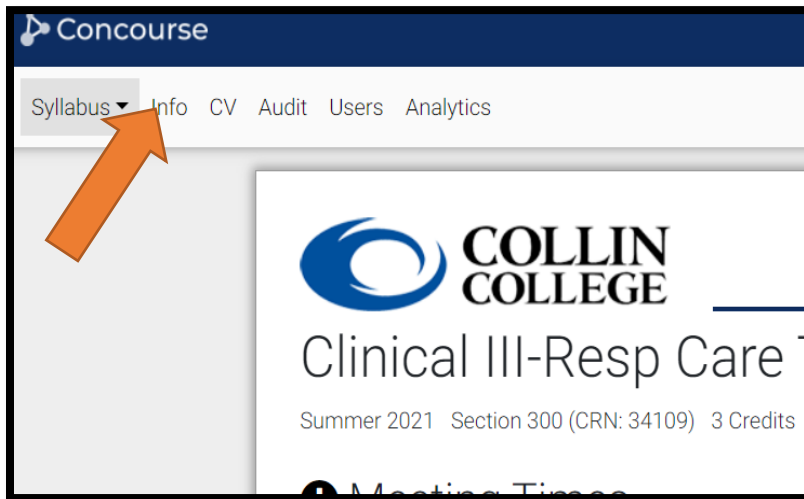5. Select **Reports.**

6. Select **View**.
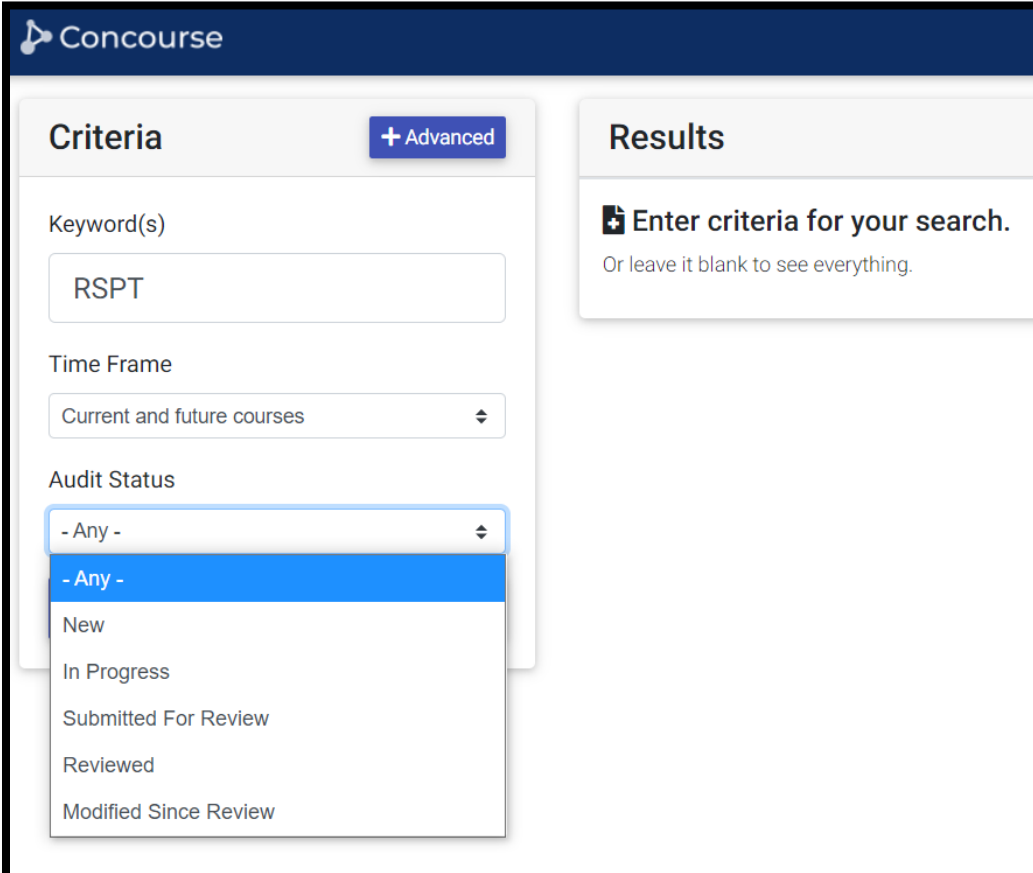
7. Enter your department call (ENGL, MATH, HIST, etc.)
8. Select **Current and future courses,** depending on when you are approving.
9. For *Audit Status*, select **Submitted for Review** which show syllabi for faculty have already entered the Concourse Syllabus and are awaiting your approval.
10. You may select **In Progress** to view courses where faculty may still be working on the Concourse syllabus or perhaps they have not started.

11. Click on a course and review the syllabus. After you review it, select **Audit**.

12. If you don't need the instructor to make changes, select **Reviewed**.
13. If you have recommended changes, change the status to **In Progress** and let the instructor know of the changes needed.
    a. It is recommended that you email the instructor with recommended changes.
    b. Faculty will need to **Submit for Review** again for you to approve the changes.
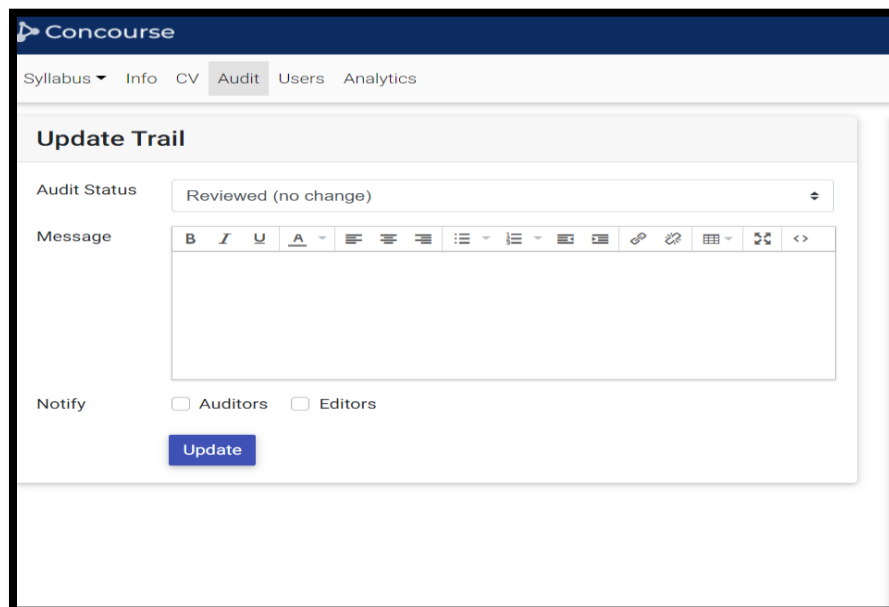
14. Do not select **notify auditors** as this will generate an email to all approvers at the college.