



## 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**.

Resources for Academic Deans, Assoc. Deans & Directors

canvas

Last Login Date Report by Course

- This report is found in the Deans/Associate Deans/Chairs Team
- Search tab has some filters where you can choose either course title or crn
- Results tab will list the results
- If you wish to see all the data make sure all filters are clear and view the Results & Data tab

Concourse

[Login to Audit Course Syllabi](#)

Use the Advanced Search option to limit the results

5. Select **Reports**.

Reports Admin Account Search

6. Select **View**.

Concourse

## Report Center

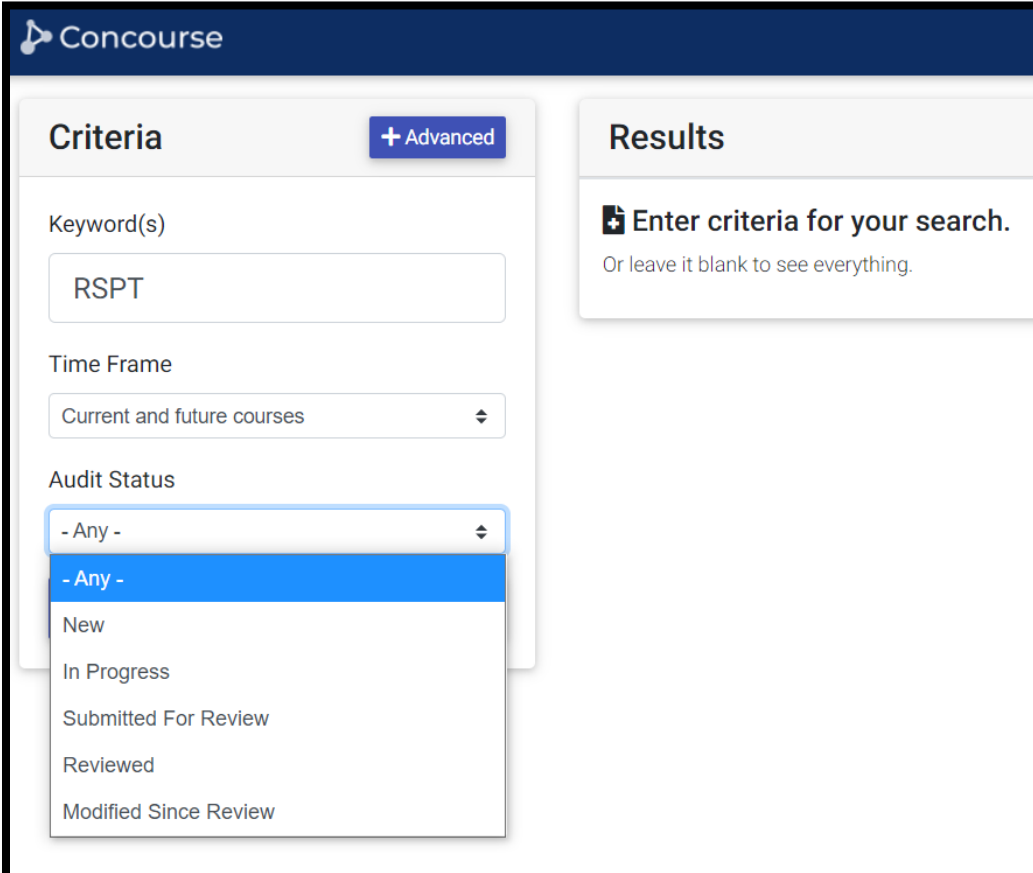
✓ Audit

Get a snapshot of the progress of courses throughout the audit process.

View >

For assistance contact the eLC at 972.881.5870 or [eLC@collin.edu](mailto:eLC@collin.edu)  
eLC faculty resources are available in Cougarweb  
<http://inside.collin.edu/elc/>

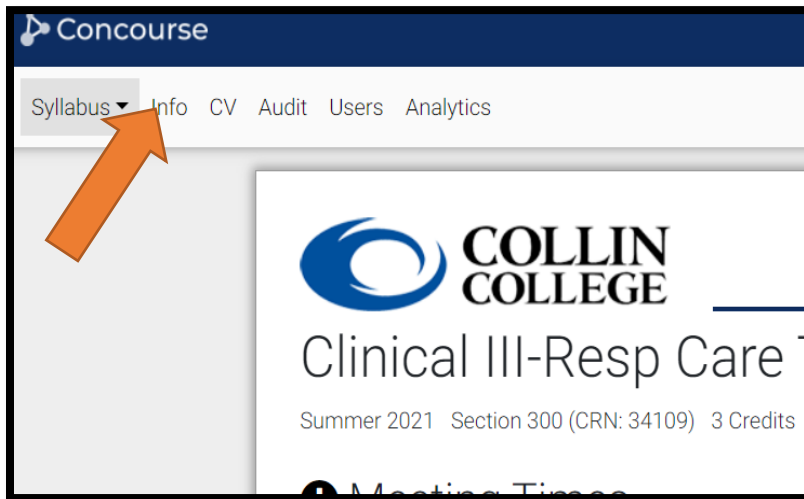
7. Enter your department call (ENGL, MATH, HIST, etc.)
8. Select **Current and future courses**, depending on when you are approving.
9. For *Audit Status*, select **Submitted for Review** which show syllabi for faculty have already entered the Concourse Syllabus and are awaiting your approval.
10. You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



The screenshot displays the Concourse search interface. On the left, the 'Criteria' section includes a text input for 'Keyword(s)' containing 'RSPT', a dropdown for 'Time Frame' set to 'Current and future courses', and a dropdown for 'Audit Status' with a menu open showing options: '- Any -', 'New', 'In Progress', 'Submitted For Review', 'Reviewed', and 'Modified Since Review'. A '+ Advanced' button is located in the top right of the criteria section. On the right, the 'Results' section contains a message: 'Enter criteria for your search. Or leave it blank to see everything.'

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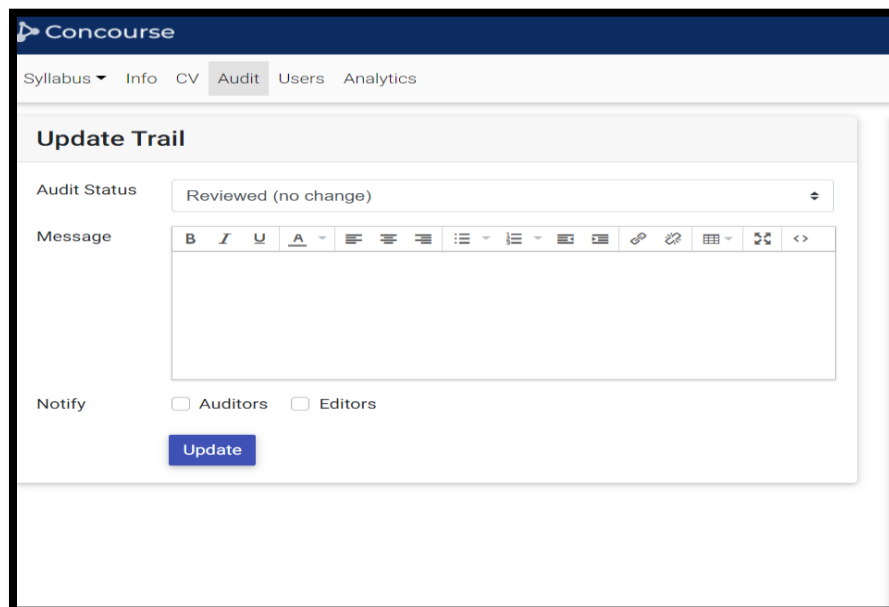
11. Click on a course and review the syllabus. After you review it, select **Audit**.



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.

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