

SYLLABUS USER REFERENCE GUIDE

Contents

<u>Concourse Overview</u>	Page 2
<u>What is Concourse?</u>	Page 2
<u>Structure</u>	Page 2
<u>Section Syllabi</u>	Page 2
<u>Color Coding of Icons</u>	Page 3
<u>Logging in to Concourse</u>	Page 3
<u>Search Syllabi</u>	Page 7
<u>Select Syllabus</u>	Page 7
<u>Develop or Edit a Syllabus</u>	Page 8
<u>Editing Syllabus Items</u>	Page 14
<u>Moving Items within a Category</u>	Page 14
<u>Copy and Paste to Concourse from External Documents</u>	Page 15
<u>Add External Links to Your Syllabus</u>	Page 15
<u>Add Tables to Concourse</u>	Page 19
<u>Import Content from another Concourse Syllabus</u>	Page 20
<u>Sharing Your Syllabus</u>	Page 24
<u>Viewing Statistics</u>	Page 27
<u>Who to Contact for Help</u>	Page 27

Concourse Overview

What is Concourse?

Concourse is an online syllabus system that provides common organization of course information. Concourse provides a standard way for the college to display course syllabus information and review and archive syllabi. Concourse is fully integrated into D2L for easy access.

Structure:

Course information is layered. This means:

1. The basic syllabus layout including college-wide policies, is created in the KC institutional template.
2. Information specific to the course, such as student learning outcomes is entered on the course template by the academic divisions.
3. Faculty members add the third layer, section specific information...such as office hours and contact info

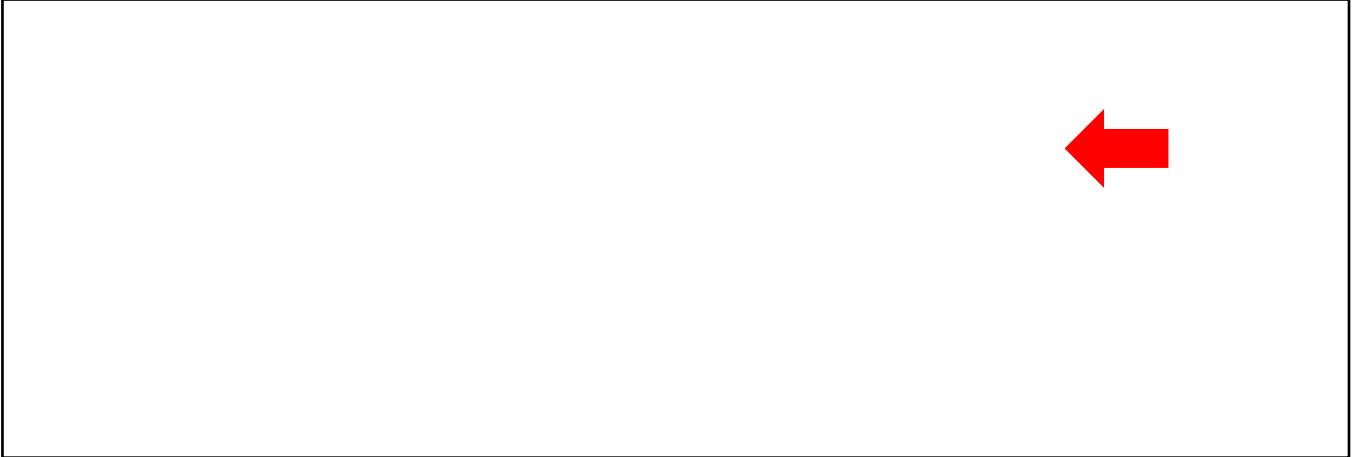
Every syllabus in Concourse contains the same headings in the same location on the document, as well as standardized course titles. This allows KC syllabi to have the same look and feel across the entire college. The syllabi are archived which makes updating new section syllabi easier. Items, such as contact information, can be copied to new section syllabi, so it does not need to be retyped each semester.

Section Syllabi:

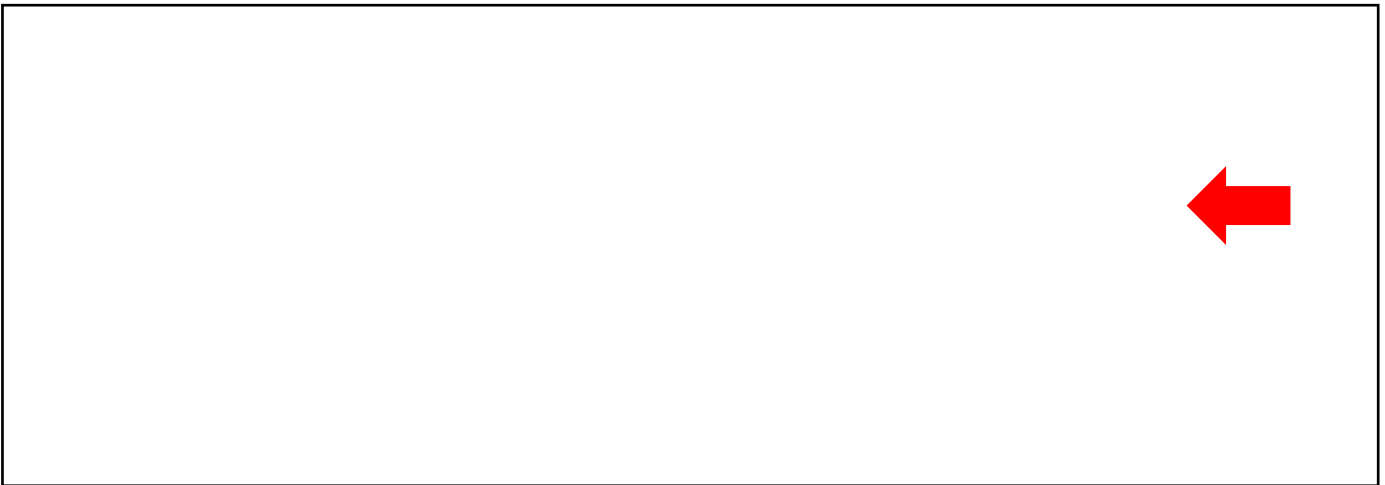
Approximately 30 days prior to the beginning of the semester, the section syllabi are created through IT and Concourse. During this process, faculty are assigned to the course syllabi templates for the courses they are scheduled to teach, with the necessary permissions to add information specific to their sections. This allows for syllabi to be updated prior to the start of the semester.

Color Coding of Icons:

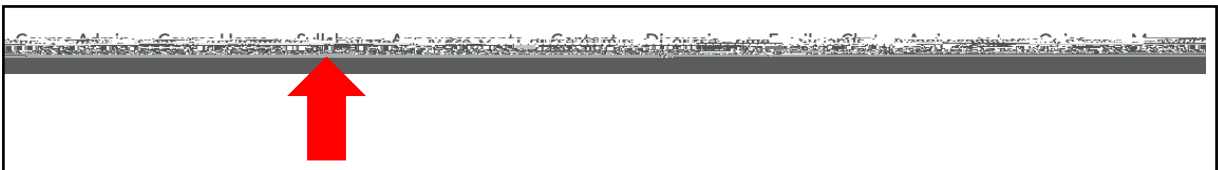
- You will see a drop down list of courses.



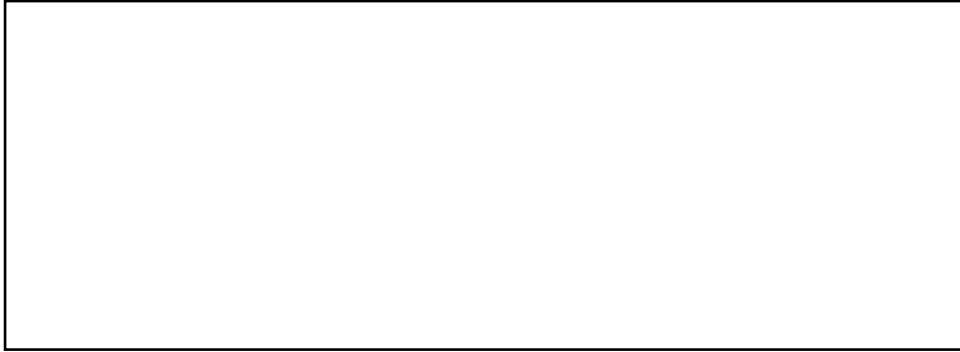
- From this list, locate and click on the course you are working on.



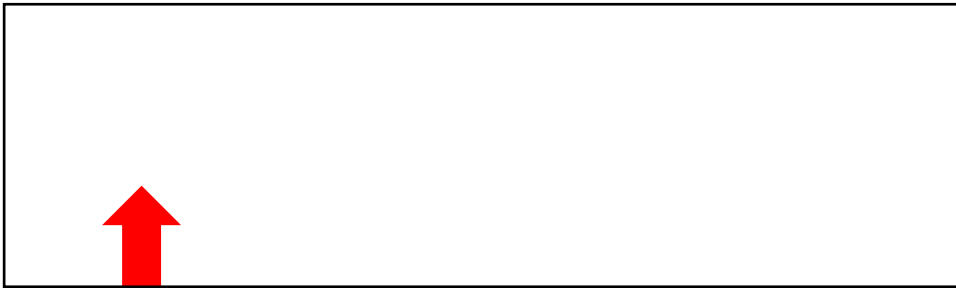
- In the Navigation Bar at the top of the page, click the _____ link.



- A screen may open with the following error message. Ignore this message and move to the next instruction.



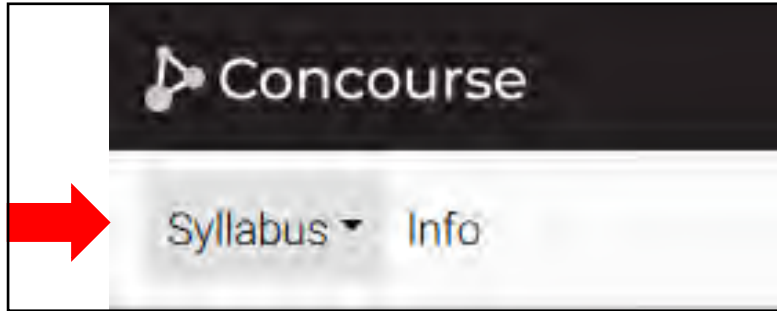
- Click on the _____ icon in the ribbon at the top, left of the screen.



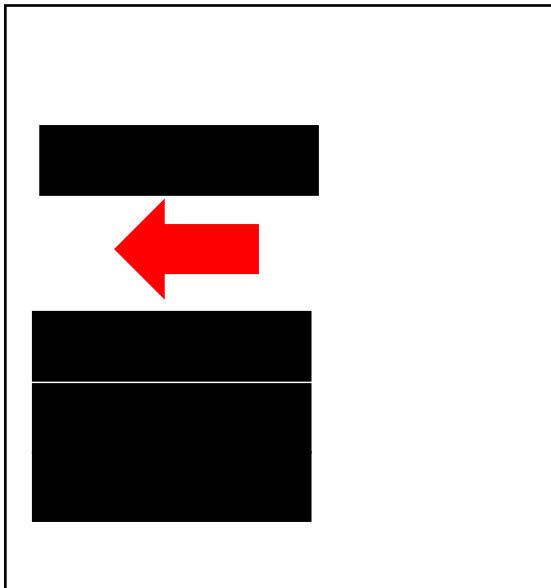
- A screen will open that shows your current courses. Click on one of the _____ or move to the next instruction to search for a course.



- When your syllabus opens, it is in view mode. Click on _____ in the top left corner.



- Click on ____.

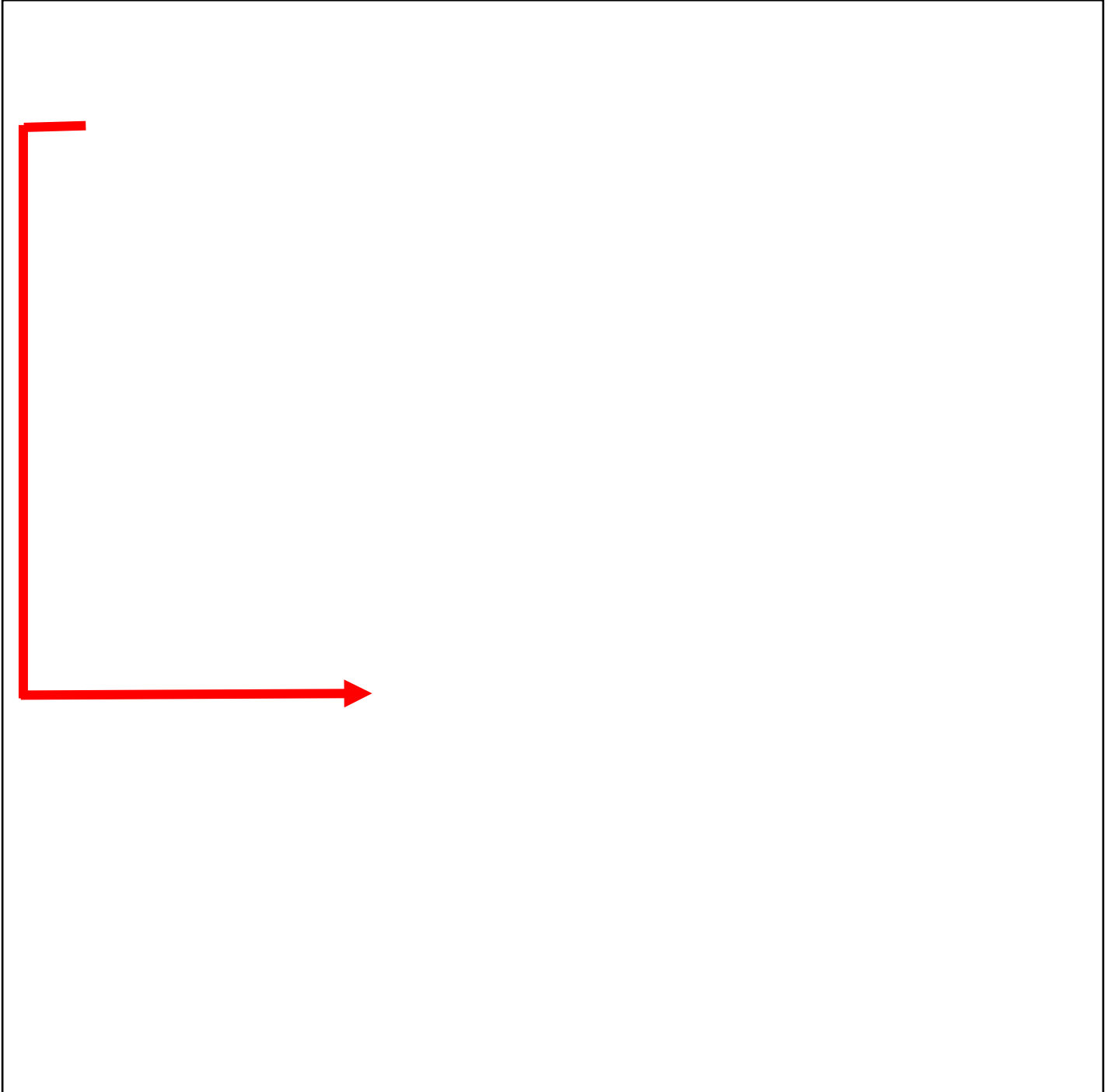


When you select edit for your syllabus, you will see all of the items along the top left. The location of these items already exists. Once you select a topic to add/edit, it will move to its actual location on the syllabus.



If you do not click on a green item, it will not appear in your syllabus: example of credit hour audit.

- Begin by clicking on a category to the left with a plus sign. A box will open up. Here you can copy and paste your information.



•

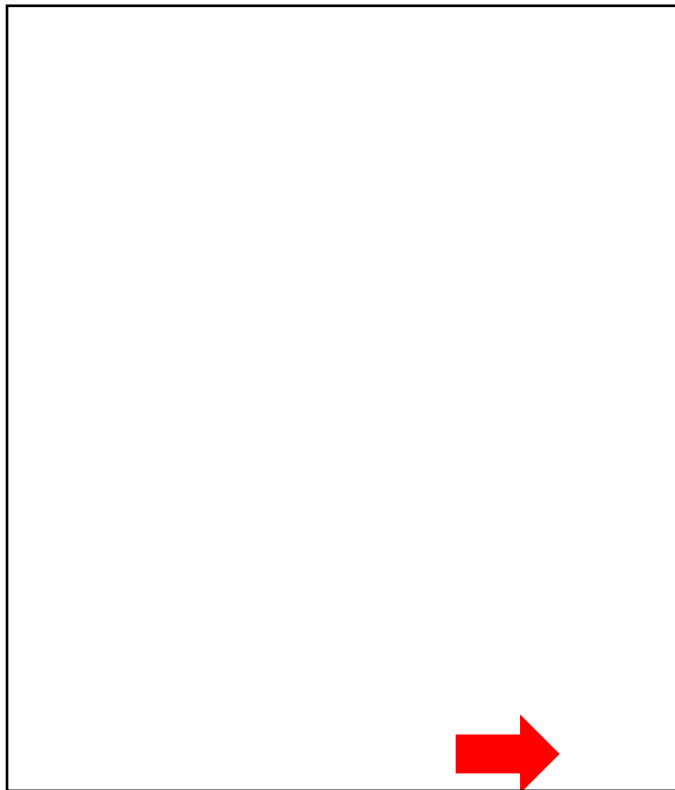
Some categories have layers of materials. Once you click on the green box, you may see the blue box. Click ____ as in previous example. Then items will move into the correct location and show an additional green box:



- Click on the newly placed green box.



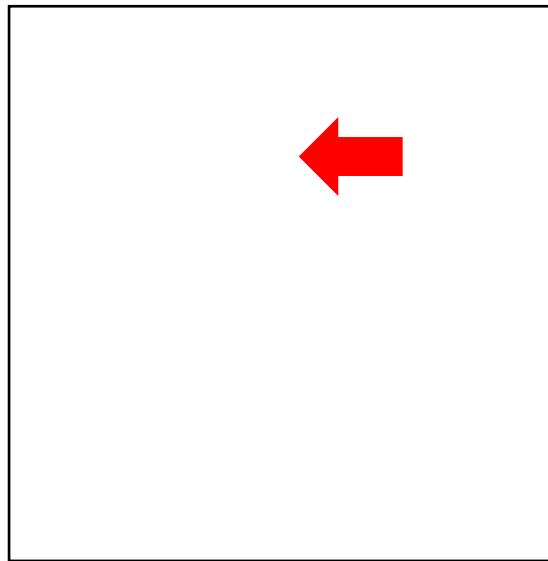
You can then enter information. Click ____ when finished.



- Complete these steps until all the sections of the syllabus are complete.
- If you choose not to add something at this time, do not click on the category. It will not show up on the syllabus unless you click on it. For example, one of the areas we plan to begin including on syllabi is the credit hour audit information. You can ignore this category for now as this information will be added at the course-level at a later time.



- To see the syllabus as the students will see it, click on _____ and _____



- If you realize there is an error in something you have entered, click on the _____ in the category that needs editing.



This will allow you to correct any errors, make changes, or add additional information. Remember to always click ____ at the bottom of the page in order to finish the process.



Moving Items within a Category

- Any items that have blue arrows allow you to move items within the category. Click on the blue arrows to rearrange the order.



Notice that where Attendance Policy was the first item in the list, clicking on the blue down arrow has moved it to second on the list.



Copy and Paste to Concourse from External Document

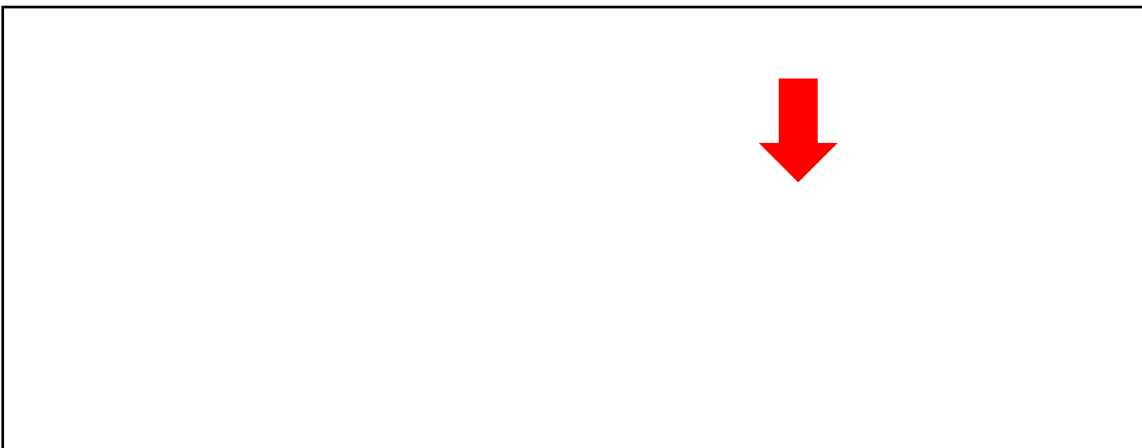
- Highlight and copy the item, open up the correct location. Click _____.

Add External Links to Your Syllabus

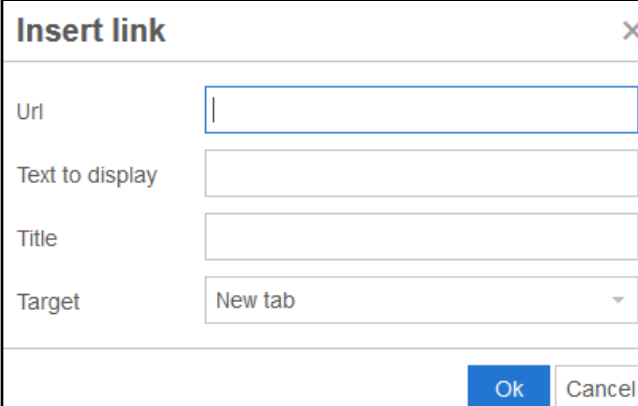
- Locate and copy the link you would like to include.



- Click on the ___ icon.

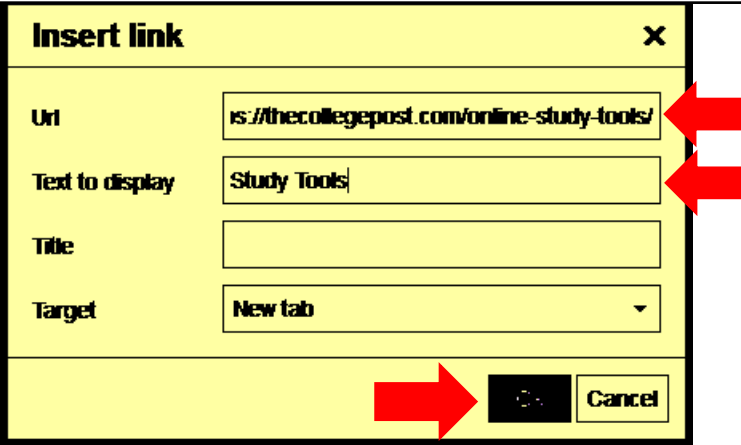


- The following box will open:



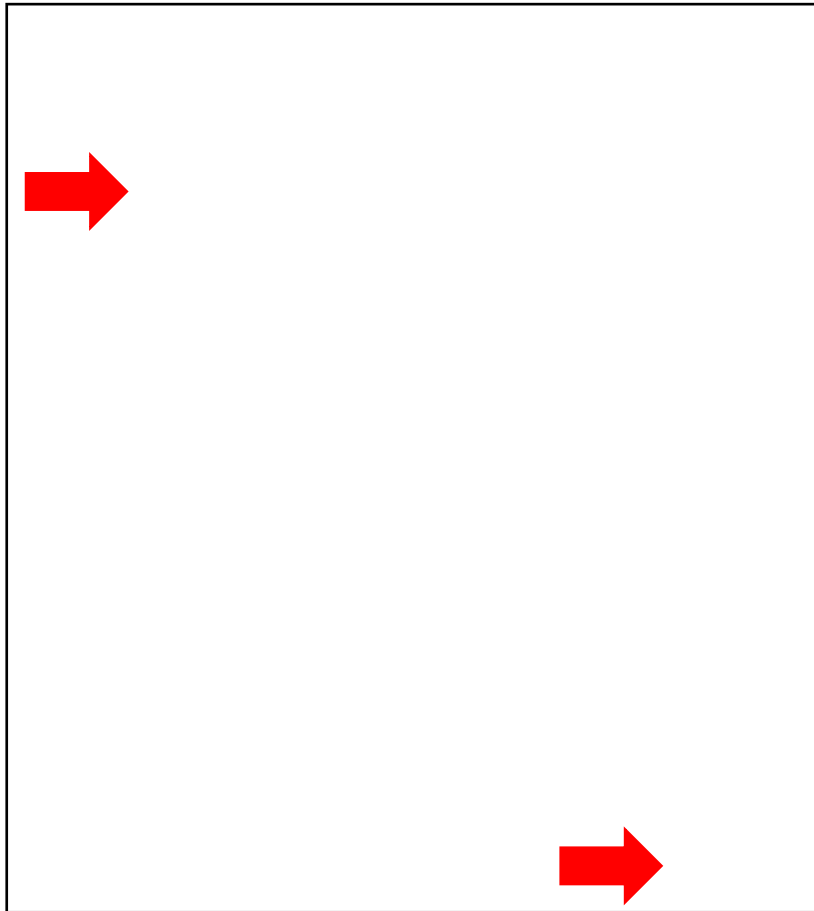
The image shows a dialog box titled "Insert link" with a close button (X) in the top right corner. It contains four input fields: "Uri" (empty), "Text to display" (empty), "Title" (empty), and "Target" (set to "New tab"). At the bottom right, there are "Ok" and "Cancel" buttons.

- Paste the URL in the ___ space. You can add click in the _____ box if you would like the link to have a title. Then click ___

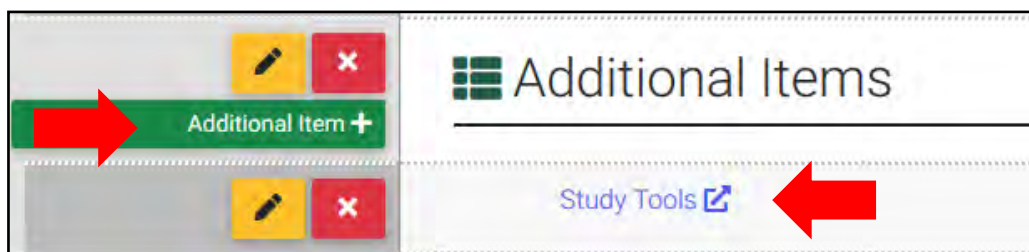


The image shows the same "Insert link" dialog box, but with a yellow background and red arrows pointing to the input fields. The "Uri" field contains the text "is://thecollegepost.com/online-study-tools/", the "Text to display" field contains "Study Tools", and the "Target" field is set to "New tab". The "Ok" button is highlighted with a red arrow.

- You will see that your link is now in the box. Click _____

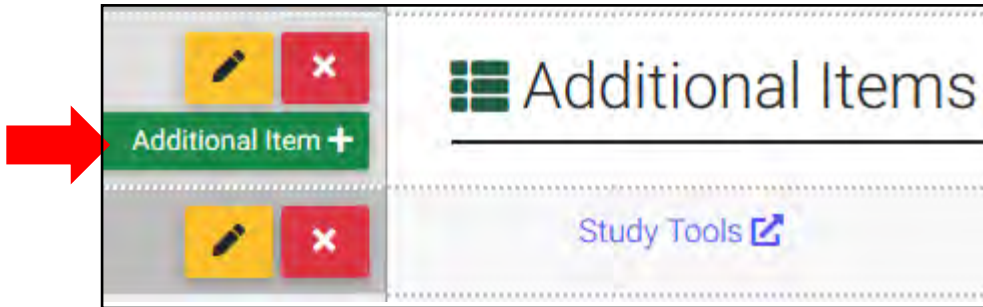


- You will see that the link is now in the category. If you would like to add more information, click on the box with the _____.



Add Tables to Concourse

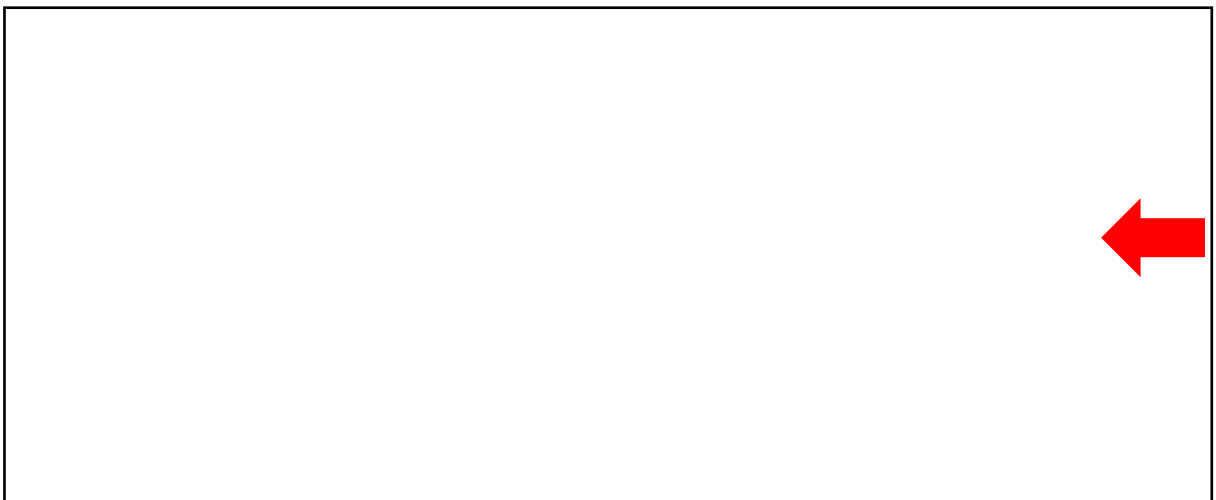
- The easiest way to add table to a section is to create the table in Concourse.
- Open the section where you would like to add a table and click the _____.



- The Edit Item box will open. Click on the ____ icon.



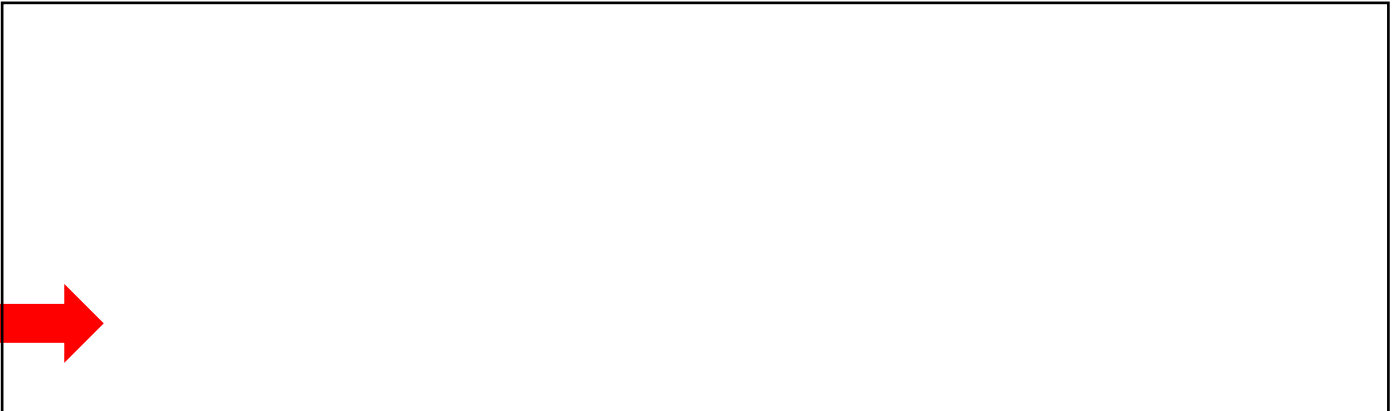
- The table option will open. This functions just like the table in Microsoft Word documents.



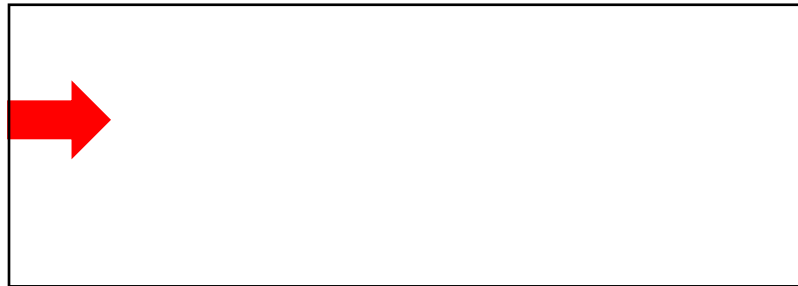
- When you finish creating the table and entering information. Click _____ at the bottom of the page.

*Note: You are able to copy and paste a table from another document; however, the formatting does

- On the resulting ____ page, click the _____ button at the bottom of the _____ option.



- In the _____ box, search the course you would like to copy into your destination syllabus. The Registrations drop-down is defaulted to search _____. Therefore, if you are only searching your own courses, you can select _____ without typing in any keywords, and all of your syllabi will populate in the _____.
- If you choose to type in keywords, click _____, and the syllabi fitting that criteria will populate in the _____ box.
- In the _____ the course you are currently in will not have a _____ as an option next to it.



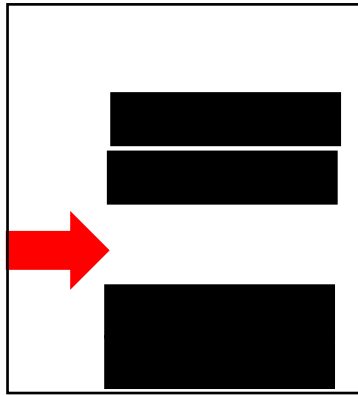
- Once you have found the desired syllabus, click on the **Copy** button next to the syllabus title.



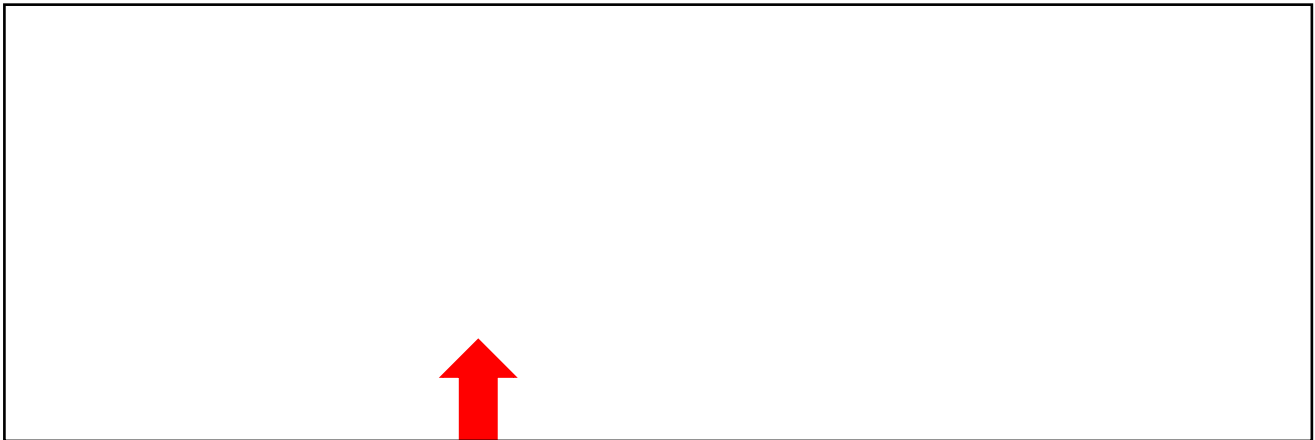
Copy To: One

If you plan on using **Copy To**, follow these steps:

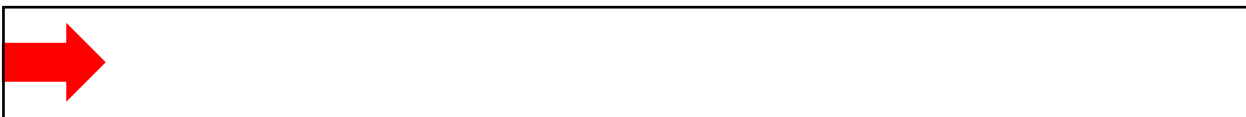
- Go to your originating syllabus, and select ____ in your Syllabus drop-down menu.



- On the resulting **Copy** page, click the **Copy To One** button at the bottom of the **Copy To: One** option.

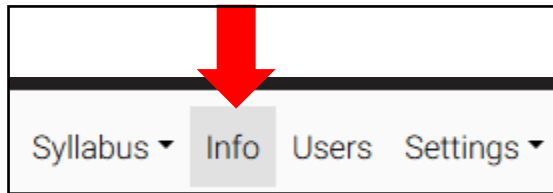


- In the _____ box, search the course you would like to copy into your destination syllabus. The Registrations drop-down is defaulted to search _____. Therefore, if you are only searching your own courses, you can select _____ without typing in any keywords, and all of your syllabi will populate in the _____.
- Once you have found the desired syllabus, click on the **Copy** button next to the syllabus title.



Alternate Option 1: Provide a link:

- Locate the syllabus. Click on the ___ button.



- Copy the _____ link.



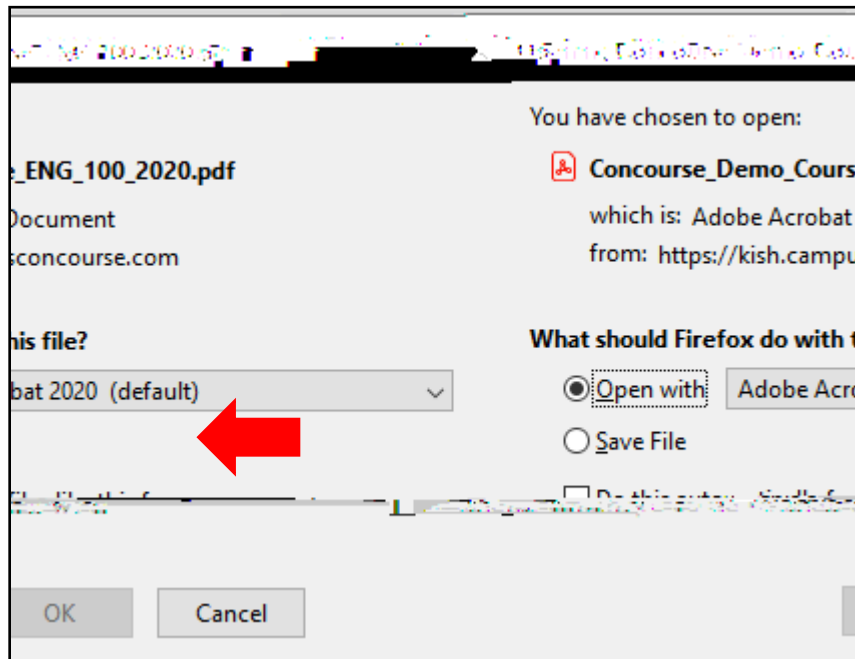
- Paste the link into your student communication.

Alternate Option 2: PDF:

- Again, the best way to share your syllabus with students is to have them access it through D2L/BrightSpace. This will guarantee that the students are referencing the most up to date version of the syllabus.
- If you would like to provide a PDF version to your students, open the syllabus and click the _____ button.

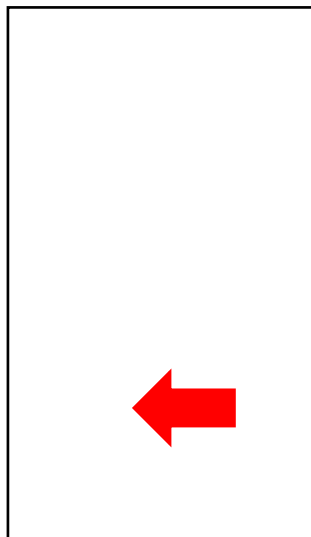


- The following screen will open. You can save the file and provide it to your students.



Option 3: Print:

- Again, the best way to share your syllabus with students is to have them access it through D2L/BrightSpace. This will guarantee that the students are referencing the most up to date version of the syllabus.
- If you would like to provide a printed version to your students, open the syllabus and click the _____ button.



- Your printer screen will open, and you can print the document.