

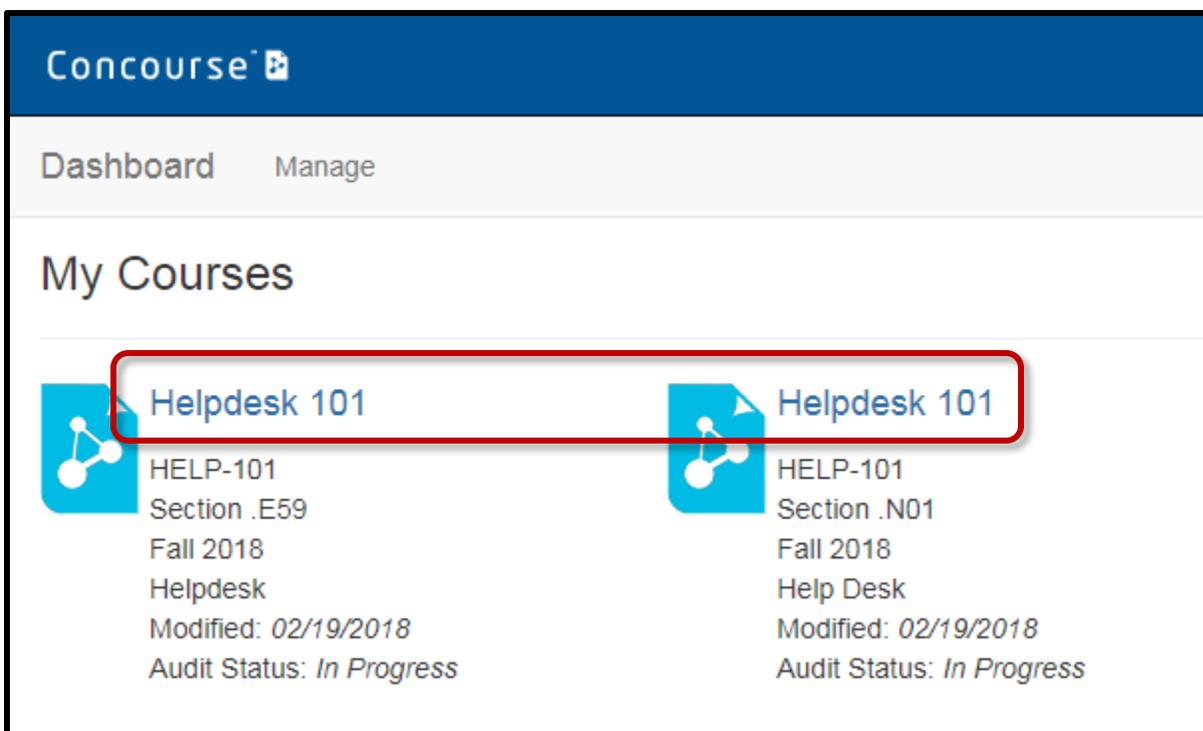
## An Introduction to Concourse

Concourse is an online cloud based syllabus management system. As we prepare for advising for the Fall 2018 semester, Concourse is the place where all Fall syllabi will be created, maintained, and made publicly available from. Instead of submitting a syllabus to a department administrative assistant, faculty will create their official course syllabi in Concourse.

1. To access Concourse, log into MyBucks <https://portal.bucks.edu> and click the Concourse icon under Apps for Employees. Concourse uses single sign on so an additional login is not required.



2. The courses that you are scheduled to teach will appear on the homepage of Concourse. You can click on the title of the course to view and make changes to its syllabus.



3. Some of the information contained on the syllabus such as Meeting Times, the College Grading System, and College Policies will automatically be retrieved from Colleague and other sources to maintain consistency and accuracy. Under the Syllabus menu at the top, you'll notice several options: **View**, **Edit**, **Import**, and **Print**.

- **View:** The default page when clicking on a syllabus title from Concourse's homepage. This is what your students will see when looking at the syllabus.
- **Edit:** Make changes to specific areas of the syllabus such as your contact information.
- **Import:** Pull information from other Concourse pages into your own syllabus. A search page will appear to help you find your specific content.
- **Print:** Print a copy of the syllabus for your records.

Concourse

Syllabus ▾ Files Info Audit

View  
Edit  
Import  
Print

Bucks County Community College • Newtown • Interco

**HELPDESK 101** HELP-101

Fall 2018 Section .N01 1 Credits 08/22/2018 to 12/13/2018 Modified 02/19

**Meeting Times**

- Wednesday from Aug 22, 2018 to Dec 13, 2018 from 8:25AM to 9:15AM in LIBR\*311

**Contact Information**

Instructor:

4. When editing the syllabus, there are several options available to you as noted below.



The **lock** icon indicates that the item is unable to be removed or edited.



The **plus** icon allows you to add sub-items to the category.



The **up arrow** icon allows you to re-order sub-items of a specific category.



The **down arrow** icon allows you to re-order sub-items of a specific category.



The **pencil** icon allows you to edit information within the category.



The **delete** icon allows you to remove entire categories or sub-items within the category.  
\* **Please note:** Be mindful when using the delete function as deleted items can be lost permanently.

5. When you edit items in your syllabus, you will have several options available to you.
  - The **Notes** section will allow you to type or copy and paste material from another document or website. Notes seems to strip formatting from pasted text (such as fonts, boldface, font sizes) to allow a more consistent look.
  - You can attach **Files** relevant to your course such as additional documents or pictures. Files must first be uploaded using the files manager. See **step 10** for more information.
  - You can enter **Comments** for yourself for future reference. These comments will NOT appear to your students; they will only appear in edit mode.
6. Click the **Save** button at the bottom when you have finished. You can safely ignore the Save & Notify button.

### Edit Item: Syllabus



This notes field is for entering general information regarding the syllabus. To add specific information, press save and then add the item that best suits your needs. You can always return here to edit general information at any time.

**Notes**

**B** ***I*** **U** **A** ▾           

**Files**

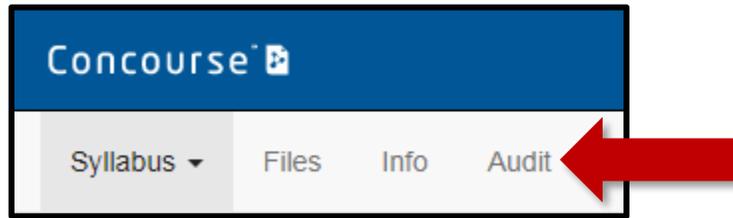
- Select file - ▾ **Attach**

**Comments**  
(only shown in editor)

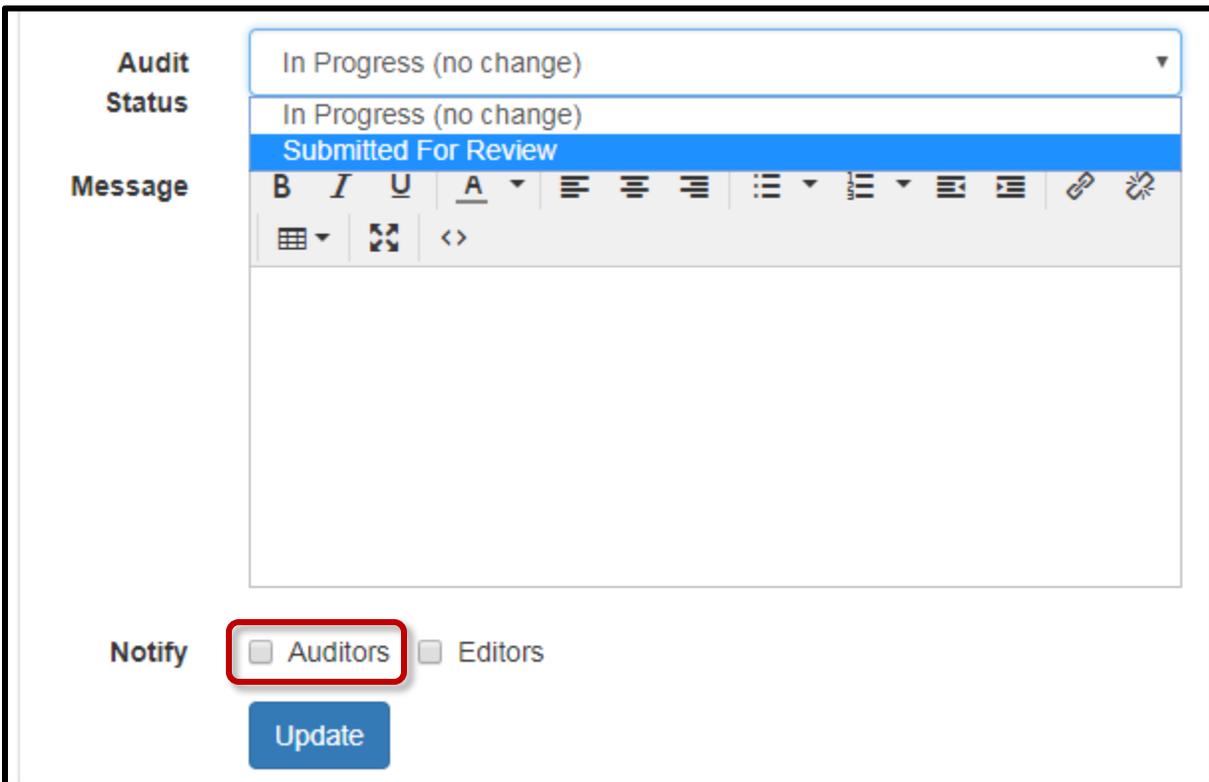
**B** ***I*** **U** **A** ▾           

**Save** **Save & Notify** **Cancel**

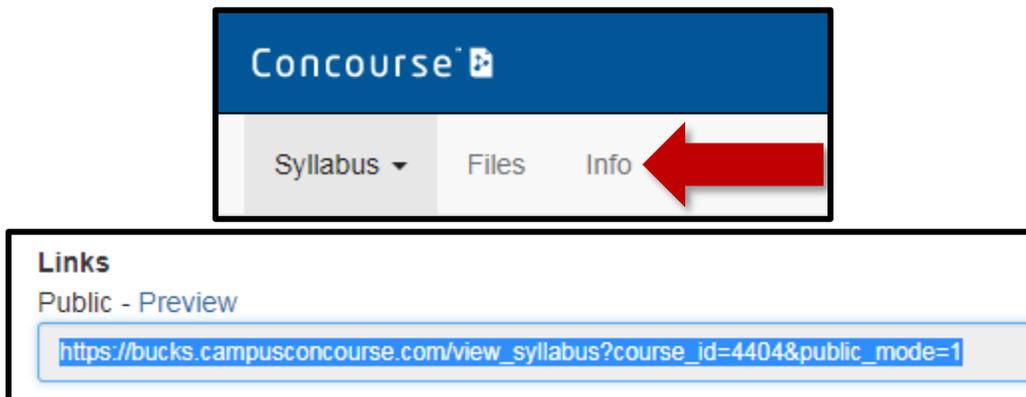
- When you have completed making changes to a syllabus, you can alert your department's administrative assistant by clicking **Audit**.



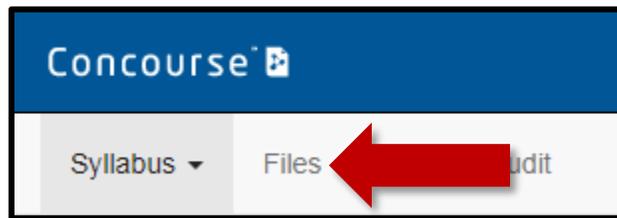
- Place a checkmark next to **Notify Auditors**. Change the Audit Status to **Submitted For Review** and click **Update** when you are finished.



- To share a link to your syllabus, click the **Info** option at the top. Copy and paste the link as needed.



10. You are given 100MB of storage on Concourse where you can save files. Click the **Files** option to see a list of your currently used space. You can also add new files here.



Add a New File

You are currently using 0.0% (0.03 MB) of your maximum 100 MB. The largest single file you can add is 99.97 MB.

Title  Description

Course Files

Title	Description	Filename	Size (MB)
<a href="#">Directory information</a>	phone extensions	<a href="#">new phone info.png</a>	0.03

11. To logout of Concourse, click the **Account** menu in the upper right corner, then click **Logout**.

