

CONCOURSE




LOGGING IN

Single Sign On via MyBucks. Click on the Concourse logo in Employee Apps. You can also access a specific Concourse syllabus via the *Faculty Syllabus* link in Canvas once Canvas sections have been built.

DASHBOARD

You may see *Current Courses*, *Future Courses*, and *Past Courses* sections on the Dashboard.

FYI - Click on  at the top left of the screen to return to your Dashboard.

Click on the  button to de-clutter your Dashboard.

GENERAL INFO

The sections, called *items* in Concourse, match the requirements of the official college syllabus. If you do not yet have information for an item, then insert placeholder language, even if it is just *To Be Announced*. By the time the semester begins, you must have all information in place. **Do NOT delete items.**

EDITING A SYLLABUS

- 1) From the list of courses on your Dashboard, click on the course syllabus you wish to edit.
- 2) Click **Syllabus** in the upper left corner of the screen and select **Edit** from the dropdown menu.
- 3) The ITEM areas are displayed with a left-hand menu which indicates what you can/cannot do in that item;



Click on the **pencil icon** to edit the item.



Click on the **delete icon** to remove, depending on where the icon is placed, either the entire item or a sub-item. While you *may* be able to add the item or sub-item back in, anything contained in that item at the time you deleted it will NOT reappear. Be careful!



The **lock icon** indicates that the item is un-editable.



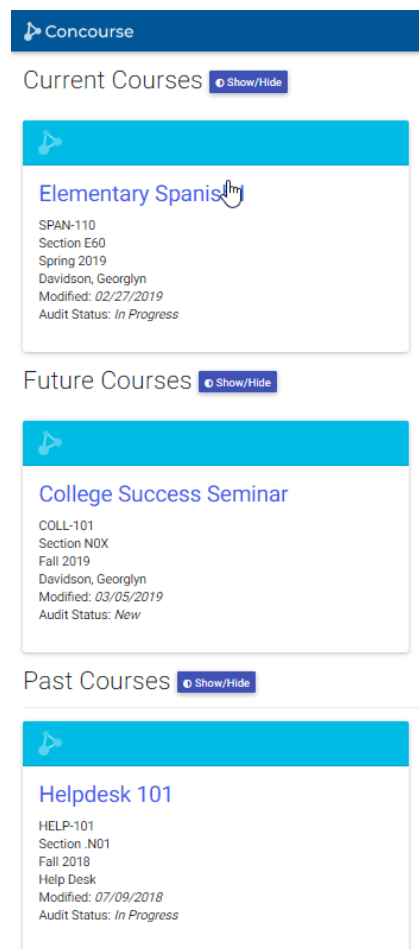
Click the **plus icon** to add sub-items to the item. Complete the appropriate fields.



The arrows allow you to reposition sub-items within an item.

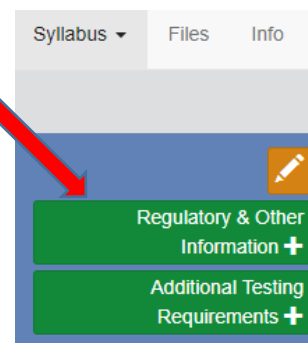


Click on the **Save** button to update an item you have been editing. Ignore the Save & Notify button.



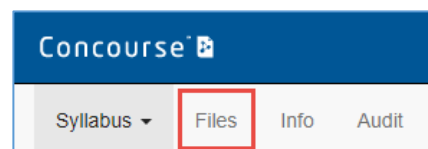
THINGS TO BE AWARE OF

- **For Face-to-Face courses:** do NOT add the two items pictured at the right, as they are only applicable to eLearning and hybrid courses.
- **For eLearning and Hybrid courses:** there are additional items that ***must be*** completed. They replace items formerly found in Course Manager. These items do not even appear in f2f course syllabi. Look for these sections:
 - Regulatory Information
 - instructional minutes and two compliance selections
 - Additional Testing requirements - two selections
 - Course Access (your choice tells students how to get started)
- **The yellow pencil edit icon at the top:** allows you to insert information that will appear right below the Header information on the page. This is an excellent place to insert the words “Sample Syllabus – Subject to Change” in big red font. When you have your final version, which will probably be closer to the actual start date of classes, you would then change the wording or simply remove this heading by clicking the red X.
- **For the Meeting Time item:** Meeting information is being brought in from Colleague. Unless you have additional/supplementary meeting information, leave this area alone. Just check it for accuracy. If inaccurate, contact your department A.A.
- **For the Contact Entry item:** there is no need to add another Contact Entry, just edit what is already there.
- **For the Materials item:** textbook information is being brought in from Colleague on a daily basis. That is why you are seeing the blue padlock icon. You do not and should not supply it. If there are supplementary materials that you want to indicate, then use the *Other* button to add that information. If not, this section can be ignored. If there are inaccuracies in your textbook information, contact your department A.A.
- **Follow the pre-supplied directions for all other items.**
- **If you see a course that does not belong to you:** If it is a change you are not already aware of, then contact your department to verify. Departments should then email Bucks Online, since instructors no longer associated with a course must be removed by hand from Concourse.

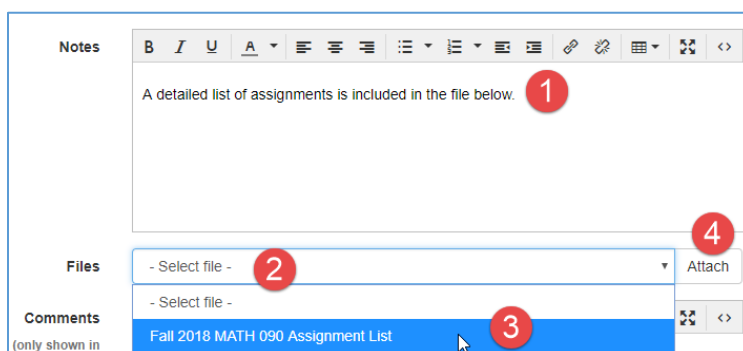


ADDING A FILE TO AN ITEM

In order to add a file to an item area (where available), the file must first be uploaded to Concourse. Click on Files at the top of the screen. Provide a descriptive title. Choose your file, then UPLOAD.

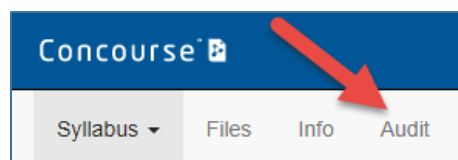


When you are **editing** the item area where you wish to include the file, include some information in the *Notes* section (1); drop down the *Select file* menu (2); click on the File (3), and **Attach** it (4). Save.



SUBMITTING YOUR SYLLABUS – eLearning & Hybrid Only

Once you have entered information into every item, there is one final step. Click on the Audit link at the top of the syllabus. Change the Audit Status from *In Progress* to *Submitted for review*. Below the text box, select the option to Notify the Auditor, then Click on **Update**. You are done. Remember you can make changes at any time and they will take effect immediately. Unless told otherwise, you do not need to resubmit.

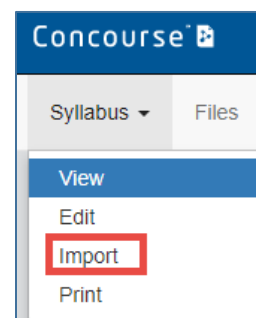


IMPORTING FROM ONE SYLLABUS TO ANOTHER

Content can be imported between current and past Concourse syllabi. 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.

To import syllabus content:

- 1) Go to the course you wish to bring content into and select **Syllabus > Import**.
- 2) Search for the course you wish to copy content from.
 - a. It may be helpful to search using the **+Advanced** button and placing your name in the Instructor field and perhaps selecting a specific session and year.
 - b. A list of courses will appear. You will only see Import buttons next to the courses you are allowed to import from.
 - c. Click on the **Import** button next to the appropriate course.
- 3) **Select** the item categories you wish to import and click **Next**.
- 4) Accept the confirmation and the selected items will be copied (in some cases, replacing) to your course.



FYI - Not all items can be imported. Files are not copied during the import process.

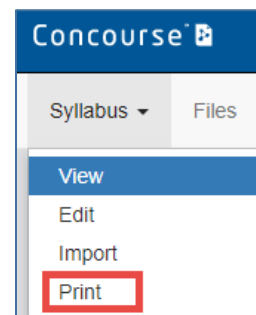
Caution: If an item category already exists on the destination syllabus, the **entire** item is replaced and **cannot be undone**. Be extremely careful when importing items that will overwrite existing syllabus content.

PRINTING YOUR SYLLABUS

From the Dashboard, select the course syllabus you wish to print. From the Syllabus menu select **Print**.

FYI - If you do not see the Print option, then chances are you are still in Edit mode. Return to View mode.

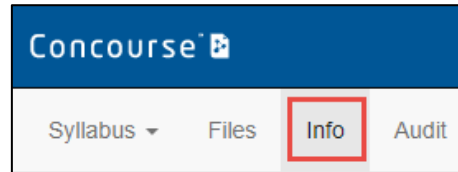
FYI – If, when attempting to print, you see information that should be hidden (for example the Regulatory Information on eLearning and hybrid syllabi), then use the link noted in the next section to open your syllabus in a DIFFERENT browser and print from that browser.



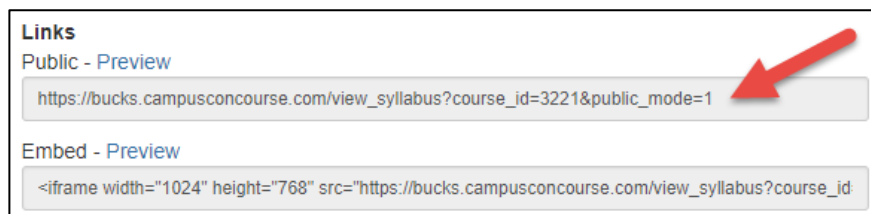
SHARING A LINK TO YOUR SYLLABUS

A Concourse syllabus will automatically appear in the left-hand menu of every Canvas course space. You can even click on that link to enter into Concourse edit mode for the syllabus.

Should you need to share a link to your syllabus with someone or insert a link to your syllabus into another course system, then select the course syllabus from the Dashboard. Click on the INFO link at the top.



The link to the URL appears on the right side of the page.



HINTS FOR PASTING TEXT FROM WORD

Some advanced formatting options (e.g. multiple fonts) may be removed upon pasting in order to maintain formatting consistency throughout the Concourse system.

While most content can be quickly and easily copied from Word into a Concourse syllabus, pasting complicated text formatting can sometimes produce some unexpected adjustments. Here are a few suggestions for making sure your content can be transferred smoothly while preserving most formatting.

- **Paste smaller blocks of text:** Sometimes large blocks of text with multiple types of formatting (tables, bullets, headings, etc.) may cause the text to display improperly. If you can paste the text in smaller blocks, it may allow the system to mimic the formatting more accurately.
- **Use the native formatting options of the text editor:** If you are pasting a block of text with sophisticated formatting, first simplify the text you are pasting by using *Word's Clear Formatting* tool. Highlight the text in the Word doc and then click on the tool. Paste the text into Concourse. Reinststate the formatting using the native options in the Concourse text editor. For example, you can use the justification, bullet, and table buttons to reapply formatting after the text has been copied.
- **Retype the information directly into the system:** the "hidden" formatting that is added to text when copied from Word will not interfere.
- **Format the HTML directly:** If you are familiar with HTML, use the HTML button in the Rich Text Editor.
- **Remove all formatting:** If you cannot get the pasted text to format correctly, try resaving the original document as a TXT file and then pasting the unformatted text directly.



Word's Clear Formatting Tool

HELP

Please contact Helpdesk at helpdesk@bucks.edu or 215-968-8191.

Concourse LibGuide: <https://bucks.libguides.com/HelpDeskFacultyStaff/concourse>