

Concourse Reference Sheet for Faculty – Albany State University

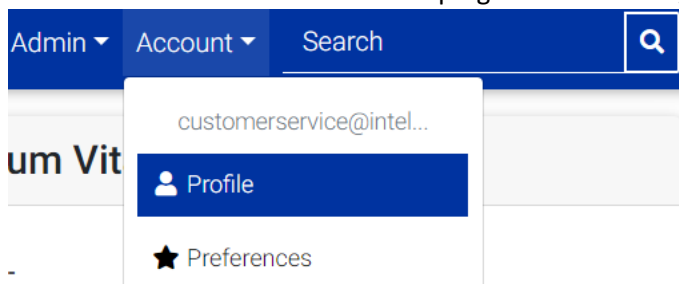
This quick reference sheet is meant to assist you as you complete your portion of your syllabi in the Concourse Syllabus platform. Each item below is editable by faculty, and each has a slightly different procedure for filling it out. Follow the instructions and screenshots below for the best results in completing your syllabi.

Instructor

Option 1: Using the Copy from Profile button

The Concourse system allows you to store your contact information and other relevant information in your account profile. After doing so, you can add this information to any syllabus with just a few clicks!

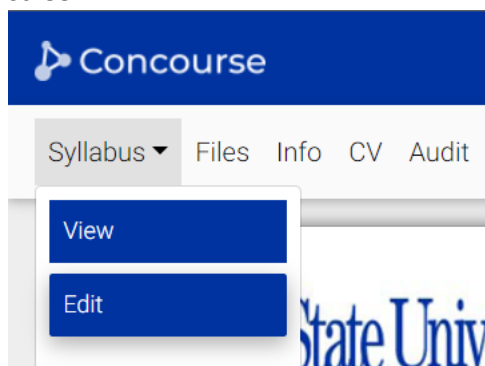
1. Click on the **Account** menu at the top right of the screen, then select **Profile** from the dropdown.



2. The left side of the next screen provides a number of fields that can be filled in with your data – your role, title, name, office location, and different contact information. Your email address is already part of your profile and therefore does not appear as a fillable field. Complete the appropriate fields here based on university policies and recommendations. Then click Save at the bottom of the left column.

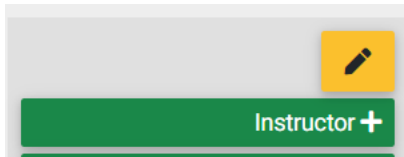
A screenshot of the Concourse profile form. It features two input fields: 'Phone' and 'Website'. Below these fields is a blue 'Save' button. The form is part of a larger page with a light gray sidebar on the left.

3. From any of your syllabi, choose the **Edit** option from the **Syllabus** menu at the top left of your screen.

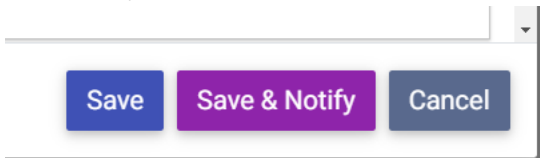


4. Now click the green **Instructor+** button

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1. You can leave general notes about your course policies in the **Notes** field on the first screen. Otherwise, click **Save**.

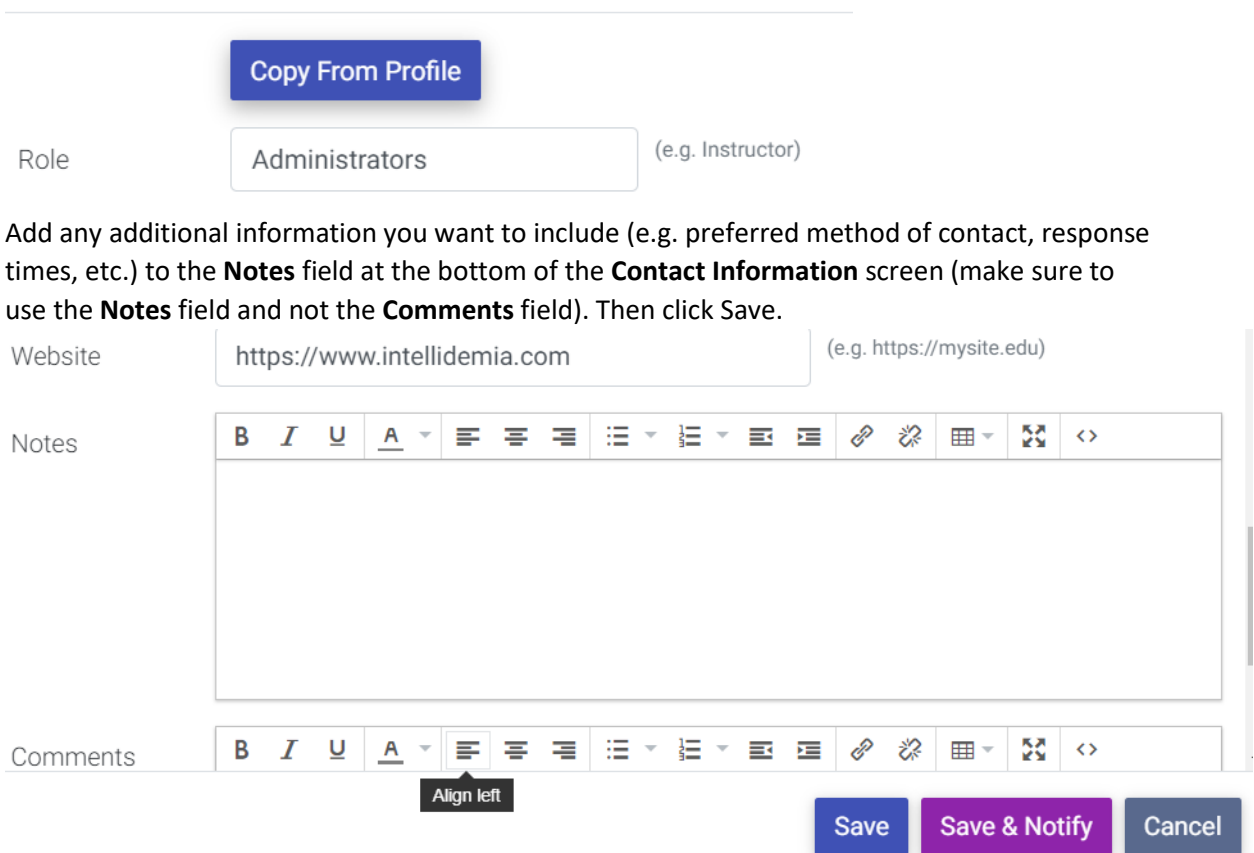


5. Scroll down to the **Instructor** item on your syllabus. You will now see a green button that says **Contact Entry+**. Click it.



- At the top of the next screen, click the **Copy from Profile** button. You will then see the information from your profile appear in the corresponding fields.

Edit Item: Contact Information Entry



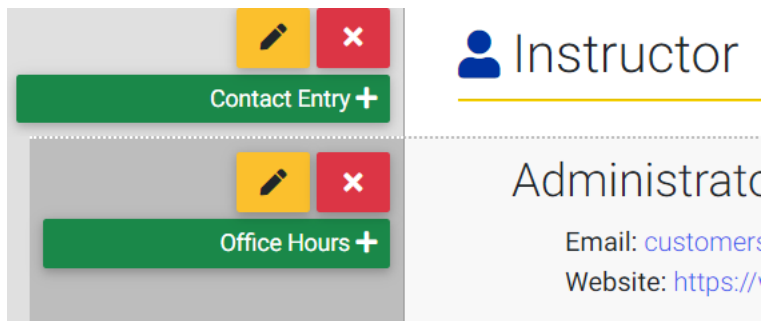
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Option 2: Direct Manual Entry

1. Follow steps 3-6 from Option 1
2. Instead of clicking the **Copy from Profile** button, type the relevant information into the fields here as you would in Step 2 from Option 1
3. Complete Step 8 from Option 1

After using either of the above options to add your contact information, you can then add Office Hours.

1. You will now see a green **Office Hours+** button under the **Instructor** item on your syllabus. Click it.



2. On the next screen, you have several options for adding office hours:
 - a. You can use the **When** field to provide general information about office hours availability, e.g. “Immediately after class” or “By appointment.”
 - b. If you click the **Include Days and Times** button, you will be given the option to select specific days and add start and end times.

Days ☐ Su ☐ Mo ☐ Tu ☐ We ☐ Th ☐ Fr ☐ Sa

Start Time (e.g. 2:30pm or 14:30)

End Time

- c. You can add location information to the **Location** field, e.g. “My office,” “Zoom,” etc.
 - d. The **Notes** field can be used to provide other instructions or general information about office hours.
3. After completing the appropriate fields, click **Save**.

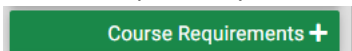
A screenshot of the bottom part of the form. It features a rich text editor with various icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, table, and code. Below the editor is a 'Save' button, a 'Save & Notify' button, and a 'Cancel' button. A tooltip 'Align left' is visible over the text alignment icons in the editor.

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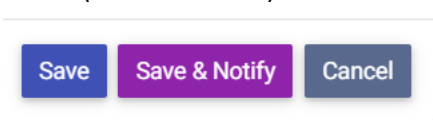
Course Requirements

This section is for books and other materials your students will need for class.

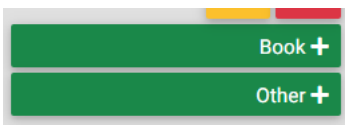
1. From the Edit view in Concourse (see above), click on the green **Course Requirements+** button near the top left of your screen.



2. On the resulting screen, you can type general notes about your course requirements in the **Notes** (not Comments) field. Otherwise, just click the **Save** button at the bottom right.



3. You now have two new green buttons beside the Course Requirements item to add additional sub-items – **Book+** for books and **Other+** for any other type of material.



4. If you click on the **Books+** button, you will get a fillable form that allows you to add all of the relevant information specifically for textbooks. Not all fields are required, but you will have the ability to add everything students need to know to ensure they get the right textbook.
 - a. The **Optional** box, if checked, will add the notation Optional to the book listing
 - b. The **Notes** field can be used to provide general information, e.g. if the book will be used in other courses and should not be sold back at the end of the semester.

Edit Item: Book ×

Title	<input type="text"/>
Author	<input type="text"/>
Publisher	<input type="text"/>
Edition	<input type="text"/>
ISBN	<input type="text"/>
Optional	<input type="checkbox"/>
Availability	<input type="text"/> (e.g. Campus Bookstore)
Price	<input type="text"/>
Notes	<div><div>B <i>I</i> <u>U</u> <u>A</u> </div><div></div></div>

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

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5. The **Other+** button will open a similar form with fewer fields and more flexibility so that you can include basically any document, tool, safety equipment, etc. students will need for the class.

Edit Item: Other Material

Type

Details

B *I* U A ▾ ▮ ▮ ▮ ▮ ▮ ▮ ▮ ▮ ▮ ▮ ▮ ▮ ▮ ▮ ▮ ▮ <>

Optional

☐

Availability

(e.g. Department Library)

Price

Notes

B *I* U A ▾ ▮ ▮ ▮ ▮ ▮ ▮ ▮ ▮ ▮ ▮ ▮ ▮ ▮ ▮ ▮ ▮ <>

Comments

B *I* U A ▾ ▮ ▮ ▮ ▮ ▮ ▮ ▮ ▮ ▮ ▮ ▮ ▮ ▮ ▮ ▮ ▮ <>

Save

Save & Notify

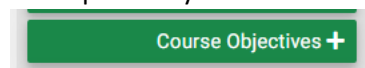
Cancel

6. You can add as many of either item type as needed. Click the **Save** button after each one to be returned to the main syllabus editing screen.

Course Objectives












This section should include the course objectives for your course as designated by ASU

1. From the Edit view in Concourse (see above), click on the green **Course Objectives+** button near the top left of your screen.



2. The Course Objectives item does not have sub-items. On the resulting screen, you should add the objectives for your course to the **Objectives box**. You can use the toolbar at the top to format them in a bulleted or numbered list, if desired.


Objectives

B *I* U A           

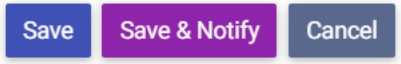
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3. You can use the **Notes** field to provide additional, general information about your course's objectives.

Notes



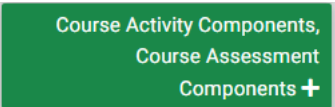
4. After adding all information, click the **Save** button.



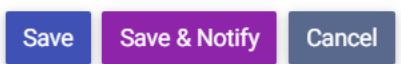
Course Activity Component, Course Assessment Component

This item is for listing activities and assessments for your course and providing general information about them. The schedule for activities and assignments is provided in a separate area.

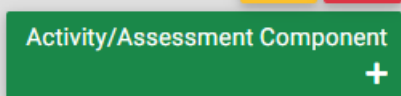
1. From the Edit view in Concourse (see above), click on the green **Course Activity Components, Course Assessment Components+** button.



2. You can leave general notes about activities and assessments in the **Notes** field on the first screen. Otherwise, click **Save**.



3. You now have a new green button beside the Course Activities item called **Activity/Assessment+**. Click on this button to start adding activities and assessments.



4. The sub-item includes several fields.
 - a. **Type** and **Name** will be combined in the header for the subitem with a colon between them (e.g. Test: Units 1 and 2).
 - b. **Details** and **Notes** will be displayed as text with a line return between the contents of the two boxes.

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[illegible]

Test: Units 1 and 2

This text will appear first.

This text will be appear after a line break, creating a natural separation between the two blocks of information.

- When you finish adding an item, click Save. You can repeat this process as many times as necessary.

Course Schedule

The Course Schedule item is your opportunity to provide a week-by-week or class-by-class plan for the semester, including readings, assignments, and other relevant information.

1. From the Edit view in Concourse (see above), click on the green Course Schedule+ button near the top left of your screen.

[Course Schedule +](#)

2. You can leave general notes about the schedule in the Notes field on the first screen. Otherwise, click Save.

[Save](#) [Save & Notify](#) [Cancel](#)

3. You now have a new green button labeled **Schedule Entry+** beside the Course Schedule item. Click it to begin building out your schedule.


[Schedule Entry +](#)

4. The next page provides a fillable form that will create a row in a three-column table.
 - a. **Type, When, Include Date and Times** (if used), and **Location** will appear in the first cell
 - b. If you click the **Include Date and Time** button, it will open a date and time interface. If you choose to use this option, all fields must be completed.
 - c. **Topic** will appear in the second cell and is a plain-text field

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- d. **Notes** will appear in the third column. This field is in an HTML editor and can include significant text, formatted as you see fit. See the screenshot for some potential types of information to add here.

Edit Item: Schedule Entry

Type	<input type="text" value="Lecture"/>	(e.g. Lab)
When	<input type="text" value="Week 1"/>	(e.g. Week #3)
	<button>Remove Date and Times</button>	
Date	<input type="text" value="2021-12-14"/> 	(e.g. 2021-02-21)
Start Time	<input type="text" value="2:30PM"/>	(e.g. 2:30pm or 14:30)
End Time	<input type="text" value="4:30PM"/>	
Location	<input type="text" value="A-117"/>	
Topic	<input type="text" value="Chapter 1"/>	
Notes	<div> B I U A ▾ ≡ ≡ ≡ ☰ ▾ ☷ ▾ ☳ ☴ 🔗 💡 📅 ▾ 🔄 <> </div> Readings and <u>preparation</u> In-class activities Assignments due Additional information	

When	Topic	Notes
<div> <div></div> <div></div> </div> <p> Lecture Week 1 12/14/2021 2:30 PM - 4:30 PM A-117 </p>	Chapter 1	Readings and preparation In-class activities Assignments due Additional information

5. When you've provided all pertinent information for this row, click **Save**.

[Save](#) [Save & Notify](#) [Cancel](#)

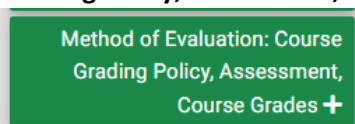
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- You can repeat this process as many times as needed to create a full semester schedule.
Please note: this may feel time consuming until you get into the rhythm of building a schedule this way. However:
 - You can copy and paste information from an existing calendar into the Notes field.
 - Once you've created a calendar in Concourse, you can copy it to other syllabi both during this semester and in future semesters and just adjust information (e.g. dates) as necessary. In the long term, this will be a big time saver!

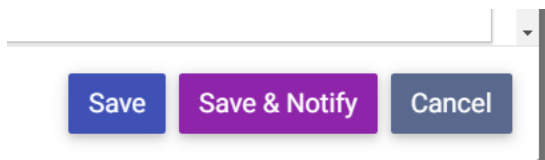
Method of Evaluation

The Method of Evaluation item includes two separate sub-items: one to provide your grading scale, and another to provide information on how the final grade is calculated for your course.

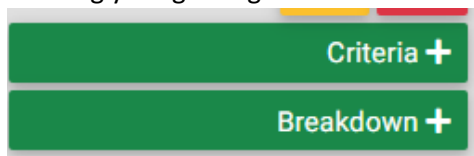
- From the Edit view in Concourse (see above), click on the green **Method of Evaluation: Course Grading Policy, Assessment, Course Grades+** button near the top left of your screen.



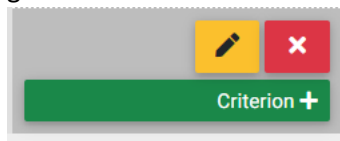
- You can leave general notes about grades in the **Notes** field on the first screen. Otherwise, click **Save**.



- You now have two new green buttons beside the Method of Evaluation item to add additional sub-items. **Criteria+** is for providing grade calculation information, and **Breakdown+** is for creating your grading scale.



- When you click the **Criteria+** button, you'll be presented with another Notes screen. If you want to leave general notes about grade calculation, go ahead and do so in this space. Otherwise, click **Save**.
- You'll now see another green button labeled **Criterion+**. Click that button to start creating your grade calculation table.



- You now have a fillable form that will create a row in a four-column table. Whatever you enter in each field is exactly what will display. Enter the type of assignment or assignments for the row (e.g. Exam 1 or Exams), a weight in either percentage or points form (20% or 200 Points), a topic (if desired), and any notes you'd like to include (e.g. if doing a line for all exams, include the number of exams and the percentage per exam).

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Edit Item: Evaluation Criterion Entry

✕

Type

Exams

(e.g. Exams)

Weight

60%

(e.g. 20%)

Topic

Three chapters each

Notes

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Four exams, each worth 15% of the final grade for a total of 60%

Type	Weight	Topic	Notes
Exams	60%	Three chapters each	Four exams, each worth 15% of the final grade for a total of 60%

- Repeat as many times as it takes to complete the table and provide a thorough overview of how grades are calculated.
- Now click the **Breakdown+** button. You can leave general notes on the grading scale (e.g. I do not round grades) in the Notes section of the resulting screen. Otherwise, just click Save.

Breakdown +

9. You'll see a new item called Breakdown Entry+. Click there to begin creating your grading scale.

Breakdown Entry +

10. You now have a fillable form that will create a row in a three-column table. Whatever you enter in each field is exactly what will display. Enter the letter grade (e.g. A or A+ or P or S), the range for that grade (90 to 100 or 89.5 to 100 or any variation thereof), and any notes you'd like to provide about that grade in the course (what it takes to earn that grade, etc.). Then click Save.

Grade	<input type="text" value="A"/>	(e.g. A+)
Range	<input type="text" value="90 to 100"/>	(e.g. 95 to 100)
Notes	<div><div><div>B</div><div><i>I</i></div><div><u>U</u></div><div><u>A</u> ▼</div><div>≡</div><div>≡</div><div>≡</div><div>:≡ ▼</div><div>≡ ▼</div><div>≡</div><div>≡</div><div></div><div></div><div></div><div></div><div></div></div><div>Receiving an A in this class requires...and indicates...</div></div>	

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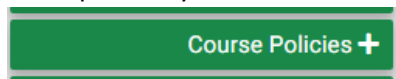
Grade	Range	Notes
A	90 to 100	Receiving an A in this class requires...and indicates...

11. Repeat this process until you've provided the full grading scale for your course.

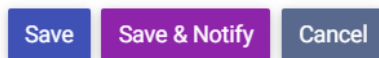
Course Policy

The Course Policy item is your place to provide your specific policies for your course.

2. From the Edit view in Concourse (see above), click on the green **Course Policies+** button near the top left of your screen.



3. You can leave general notes about your course policies in the **Notes** field on the first screen. Otherwise, click **Save**.



4. You now have a new green button called **Course Policy+**. Click this item to add a course policy.



5. The next screen has several fields. **Type** will be used as the header for the Policy item. **Details** and **Notes** are both text fields that will appear as typed with a line break between them. When you've added all the information you want to include for a policy, click **Save**.

Edit Item: Course Policy Entry

Type: (e.g. Collaboration)

Details:

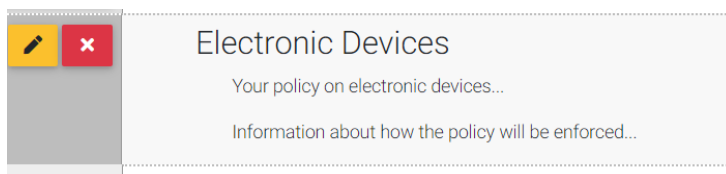
B I U A [text formatting icons]

Your policy on electronic devices...

Notes:

B I U A [text formatting icons]

Information about how the policy will be enforced...



6. Repeat as many times as necessary to add all relevant policies for your course.