



EDITING A CONCOURSE SYLLABUS

Tips to get your syllabus across the finish line

ACTIVATE AN ITEM



When you see this symbol, remember to "activate" the item before you fill it out.

Anytime you see this symbol, Concourse is giving you a general warning to activate the item so you can use it correctly. Most items on the syllabus require activation for proper use.

ADD AN ITEM OR A SUB-ITEM

Green buttons for adding anything new.

If you can remember green=new information, you'll be off to a GREAT start! Anytime you need to add something to the syllabus, use a green Item/Sub-item button to get started.

Outcomes +

Deliverables +

Additional Items +

Schedule +

EDIT EXISTING CONTENT

Yellow Pencil Button



Infographics are visual representations of data, making complex info easier to share and digest. When making your own, simply organize your images, charts, and text. Finally, cite your sources.

DELETE EXISTING CONTENT

Red "X" Button



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REORDER ITEMS



Use these arrows to reorder Sub-Items



The Up and Down arrows allow you to reorder existing subitems on your syllabus. For example, if you have multiple contact entries, you can move them into a hierarchical order after you've created them.

COPY A SYLLABUS

Three Ways to Copy. Unlimited Possibilities.

With three ways to copy syllabi, we can meet all of your sustainability needs on a term to term basis. Use the tips below to guide your own best practices:

When You Should Use Each Copy Option

<p>Y - Introduction to Physics PHYS-1100 Section 1 Summer 2017 Karia Burnim</p>	<p>Y - Introduction to Physics PHYS-1100 Section 1 Summer 2017 Karia Burnim</p>	<p>Y - Introduction to Physics PHYS-1100 Section 1 Summer 2017 Karia Burnim</p>
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Copy From: The start of a new term to copy over last semester's content.

Copy to One: It's your first semester using Concourse, you teach two sections of the same syllabus.

Copy to Many: You teach multiple sections of the same course, you need to copy an item onto all syllabi you teach (i.e. Contact Information)

A-La-Carte Ways to Copy

Pick and choose that you want to copy to other syllabi by checking the appropriate boxes. This is an excellent way to copy information you frequently use, such as Contact Information, to all appropriate syllabi at once.

- ☐ Meeting Times
- ☒ Contact Information
- ☐ Objectives
- ☒ Materials
- ☒ Evaluation
- ☒ Course Policies