



KISHWAUKEE COLLEGE

SYLLABUS USER REFERENCE GUIDE



Concourse
Superior Syllabus Management

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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.

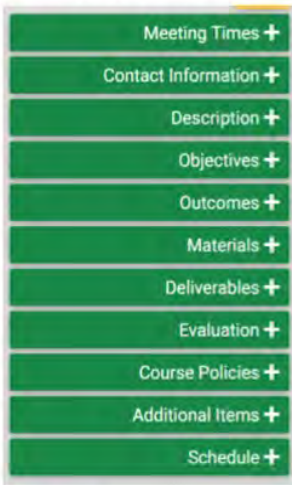
Section Syllabi:

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:

Editing Buttons

Add Items and Sub-Items



Concourse

Move Sub-Items



Edit Items and Sub-Items



Delete Items and Sub-Items



Information is linked to another level of the syllabus. Changes may need to be done at the course-level or institution-level.

Information cannot be entered on this page. Click save to enter information.

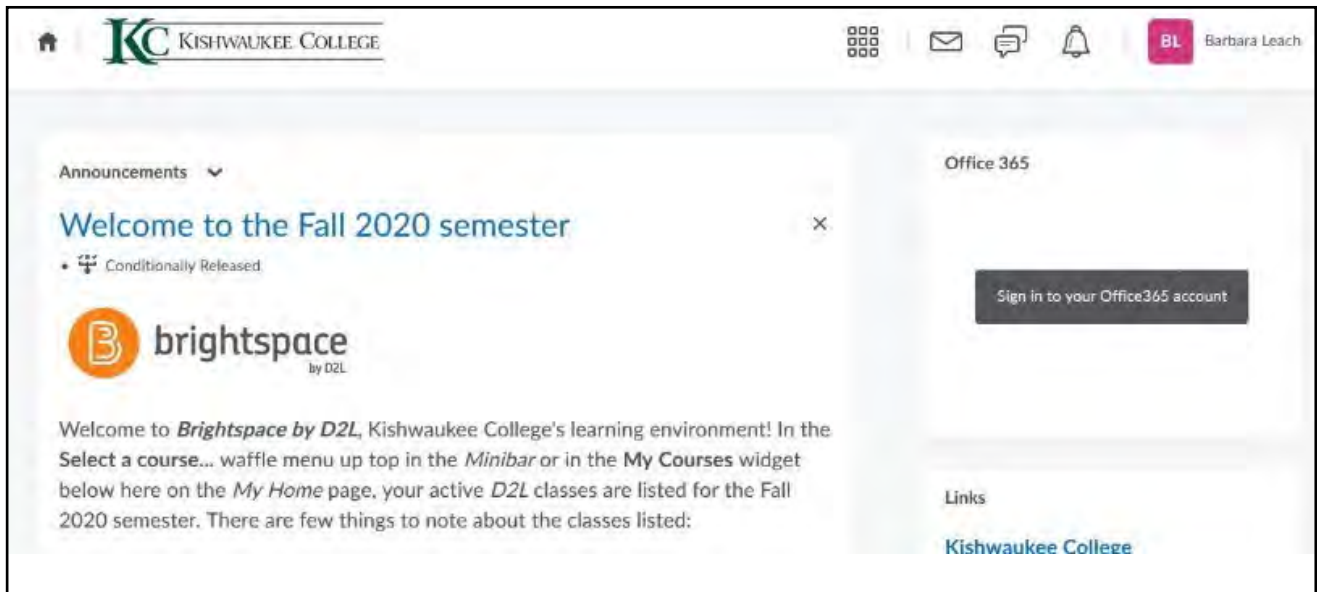


Logging in to Concourse

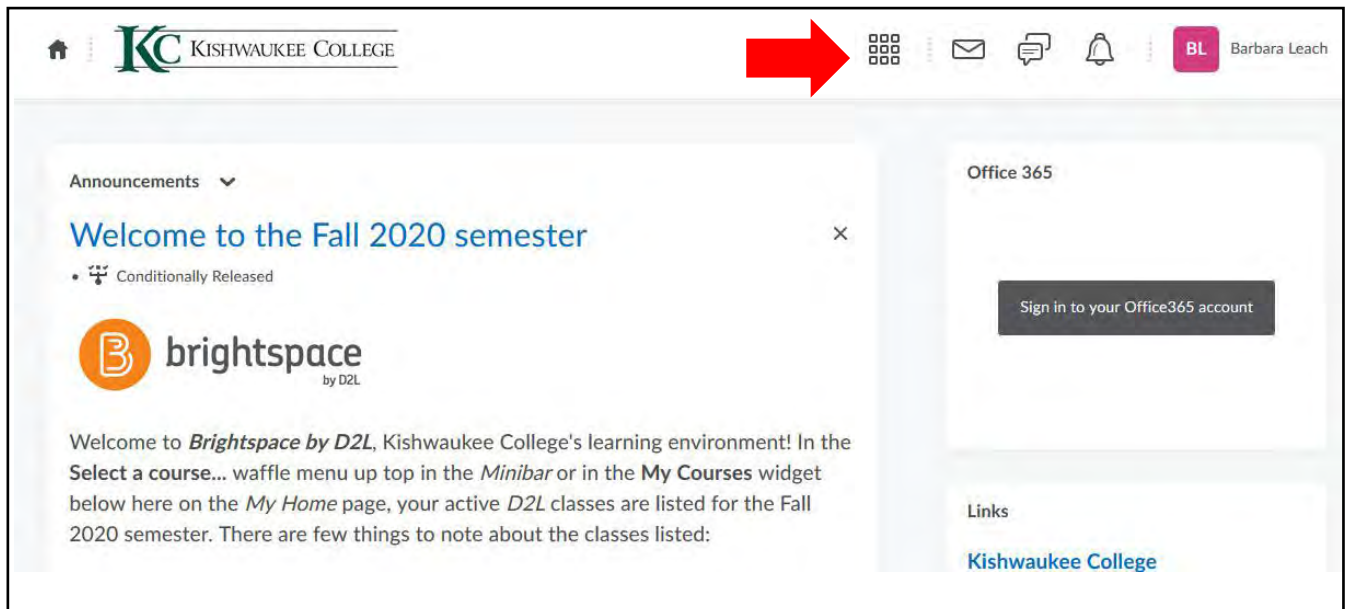
Once full implementation has occurred, faculty members will simply open the course in D2L and make changes.

- From the myKC portal page, click on the **MyD2L Home** link.

- The D2L/Brightspace home page will open.



- To access Concourse syllabi, click on the Select a Course icon (the waffle icon).



- You will see a drop down list of courses.

The screenshot shows the top navigation bar of the Brightspace LMS. On the left is the Kishwaukee College logo and name. On the right are icons for home, email, chat, and notifications, along with a user profile for Barbara Leach. A dropdown menu is open, listing three courses: 'BETA648 - D2L Course Shell Sandbox - BETA648', 'OTC 101 - Online Teaching Commons - OTC-101-1001', and 'D2L 101 - Instructor Resource Center - D2L-101-1001'. A red arrow points to the first course in the list.

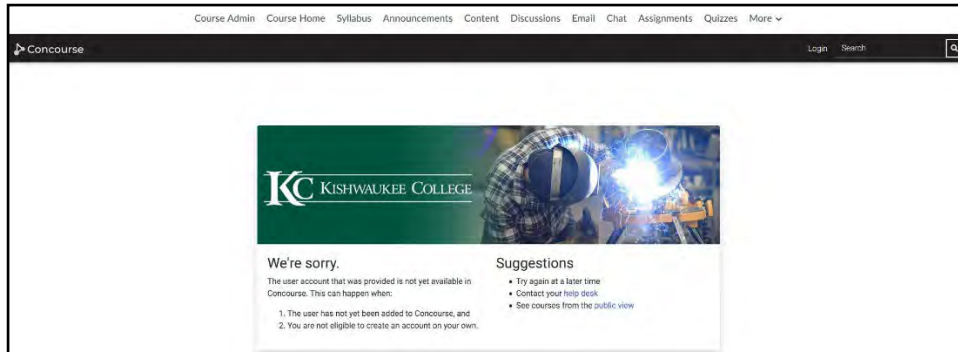
- From this list, locate and click on the course you are working on.

This screenshot is identical to the previous one, but the red arrow now points to the second course in the dropdown menu: 'OTC 101 - Online Teaching Commons - OTC-101-1001'.

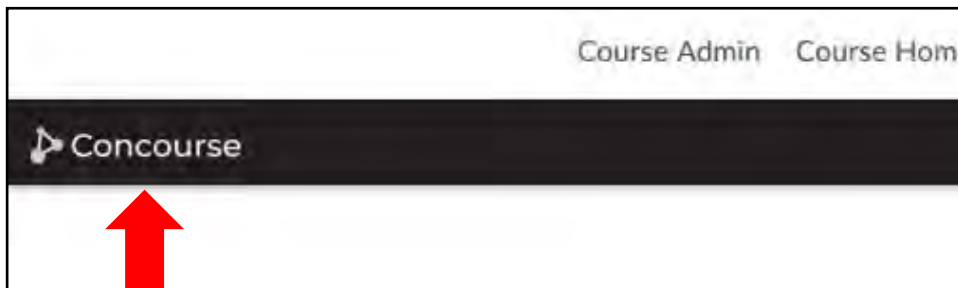
- In the Navigation Bar at the top of the page, click the [Syllabus](#) link.

The screenshot shows a horizontal navigation bar with the following links: 'Course Admin', 'Course Home', 'Syllabus', 'Announcements', 'Content', 'Discussions', 'Email', 'Chat', 'Assignments', 'Quizzes', and 'More'. A red arrow points directly to the 'Syllabus' link.

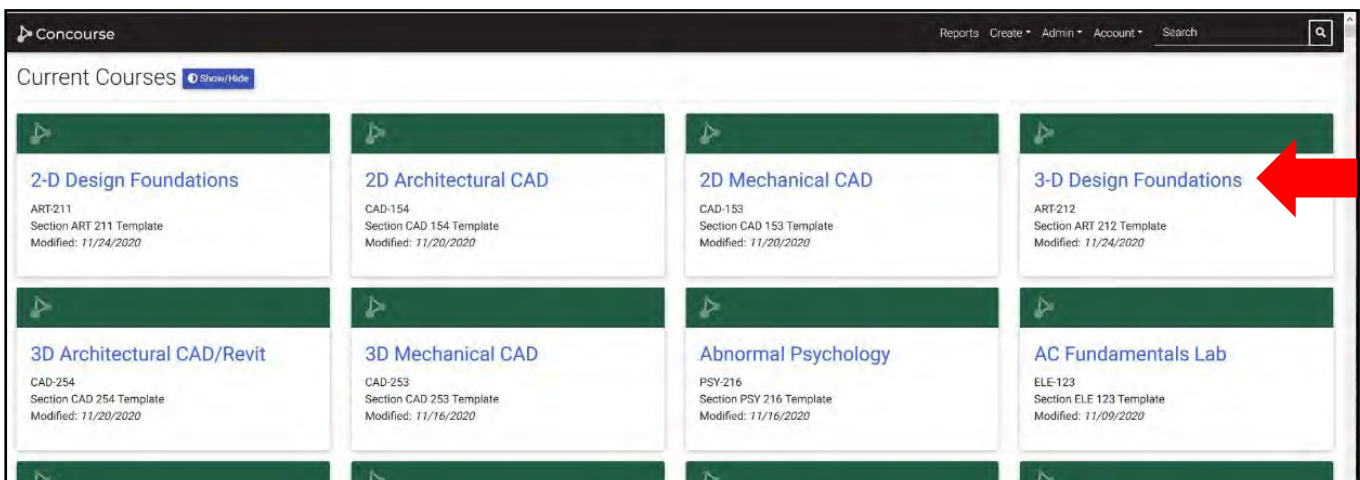
- A screen may open with the following error message. Ignore this message and move to the next instruction.



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

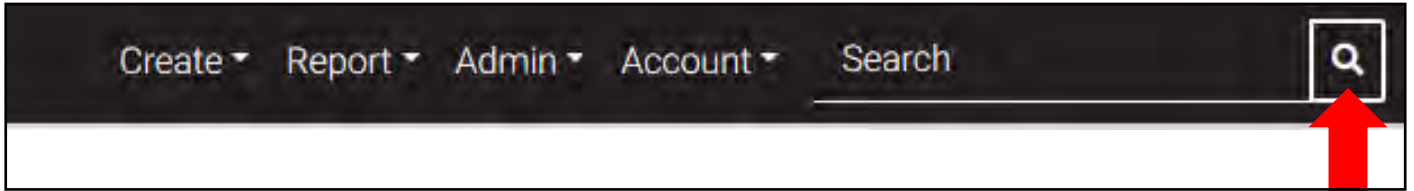


- A screen will open that shows your current courses. Click on one of the **blue, course titles** or move to the next instruction to search for a course.

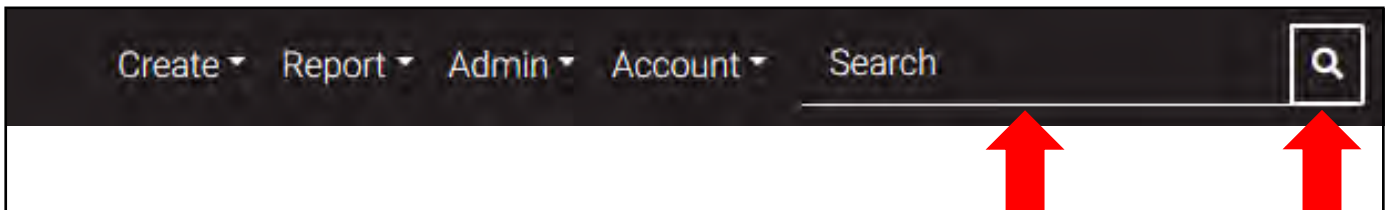


Search Syllabi

- If you need to locate a syllabus by searching, at the top right of the screen, you will see a **Search** command.



- Type in the first few words of your course title or the three letter department and three digit number (ACC 122) and click **Enter** or the **magnifying glass**.



- Scroll down the page until you find your course and specific section. It will have your name assigned to it.

| | | | | |
|--|---------|----------------|--------------|-----------------|
| Introduction to Psychology | PSY-102 | 3009 2020-2021 | Section 3009 | Instructor Name |
| Introduction to Psychology | PSY-102 | 3010 2020-2021 | Section 3010 | Instructor Name |
| Introduction to Psychology | PSY-102 | 3011 2020-2021 | Section 3011 | Instructor Name |

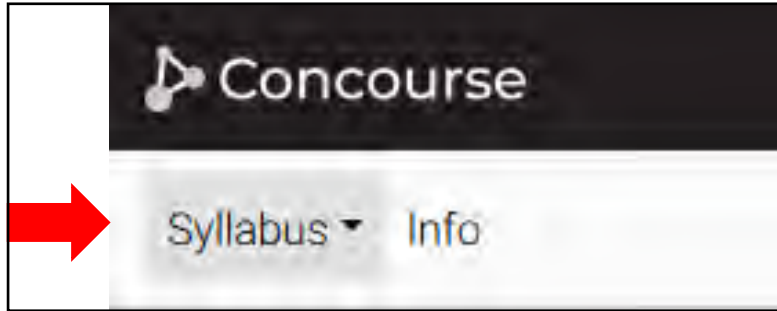
Select Syllabus

- Click on the ***course name with the correct section number***.

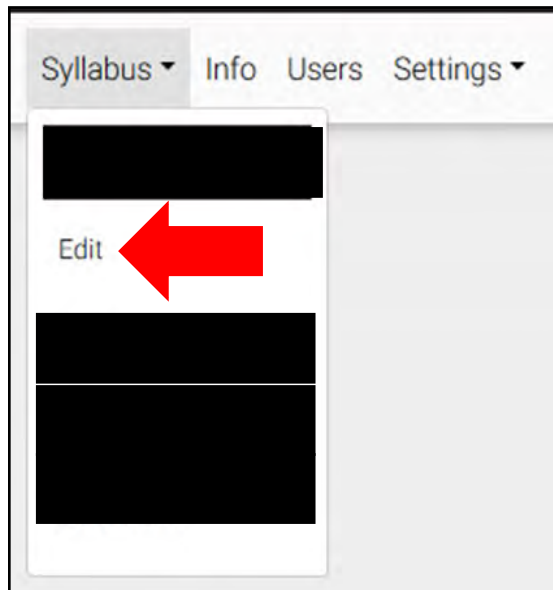
| | | | | |
|---|----------------|----------------|--------------------------|-----------------|
| PSY-102 | 3014 2020-2021 | Section 3014 | Instructor Name | |
| Introduction to the Visual Arts | ART-282 | 2020 | Section ART 282 Template | |
| Intro to the Visual Arts | ART-282 | 3001 2020-2021 | Section 3001 | Instructor Name |
| Intro to the Visual Arts | ART-282 | 3003 2020-2021 | Section 3003 | Instructor Name |
| Intro to the Visual Arts | ART-282 | 3002 2020-2021 | Section 3002 | Instructor Name |

Develop or Edit Syllabus

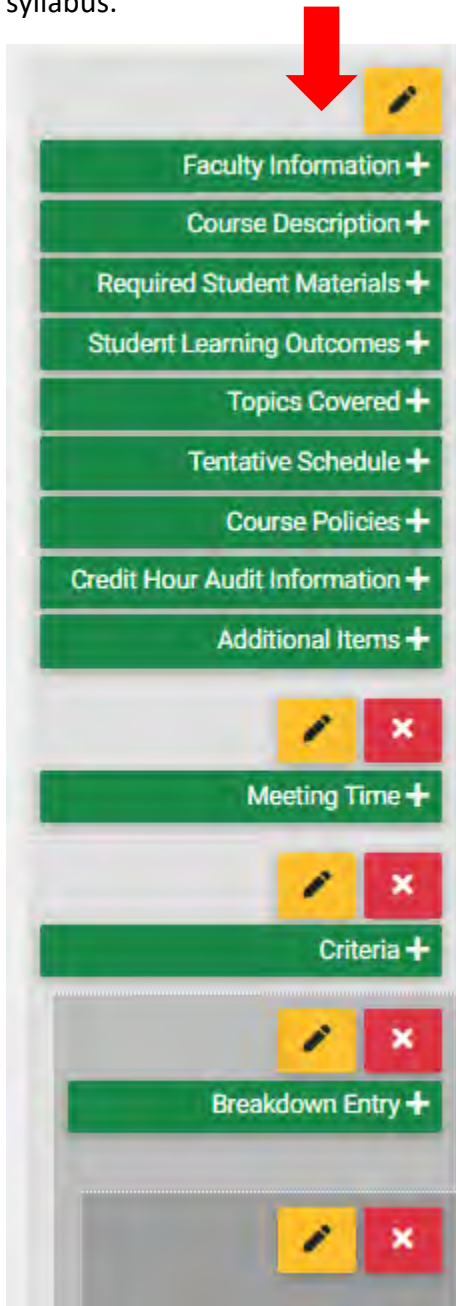
- When your syllabus opens, it is in view mode. Click on **Syllabus** in the top left corner.



- Click on **Edit**.



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.

The screenshot displays the Kishwaukee Institutional Template interface. On the left, a vertical menu contains several green buttons with white plus signs, each representing a different section of the template: Faculty Information, Course Description, Required Student Materials, Student Learning Outcomes, Topics Covered, Tentative Schedule, Course Policies, Credit Hour Audit Information, and Additional Items. Below these are buttons for Meeting Time, Criteria, and Breakdown Entry, each with edit and delete icons. The main content area features the Kishwaukee College (KC) logo, the title 'Kishwaukee Institutional Template', and a sub-header 'Section Meeting Information'. A checkmark indicates that 'Student Grading, Assessment, and Evaluation' is active. A 'Breakdown' table is visible with columns for Grade, Range, and Notes. A red arrow originates from the 'Faculty Information' button in the menu and points to a zoomed-in view of the menu items shown in the bottom right of the screenshot.

Other · Adult Education · Other

Kishwaukee Institutional Template

2020 Section Institutional Template 11/01/2022 to 11/01/2032 Modified 10/19/2023

Section Meeting Information


✓ Student Grading, Assessment, and Evaluation


Breakdown

| Grade | Range | Notes |
|-------|-------|--|
| | | Grade reports will not be mailed. Please check myKish_Kishwaukee College Self-Service Student Planning_Academics_Grades. |


- Faculty Information +
- Course Description +
- Required Student Materials +
- Student Learning Outcomes +
- Topics Covered +
- Tentative Schedule +
- Course Policies +
- Credit Hour Audit Information +
- Additional Items +

- Some items contain a blue box instructing you to click save for more detail. Data does not get entered here. Click **Save**. Categories within the header will open. Click on one of those headers to fill in information.



 This notes field is for entering general information regarding course materials. 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.

Edit Item: Faculty Contact Information ✕


 This notes field is for entering general information regarding faculty contact information. 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 [align icons] [list icons] [link icon] [unlink icon] [table icon] [code icon] <>

Comments
(only shown in editor)

B I U A [align icons] [list icons] [link icon] [unlink icon] [table icon] [code icon] <>

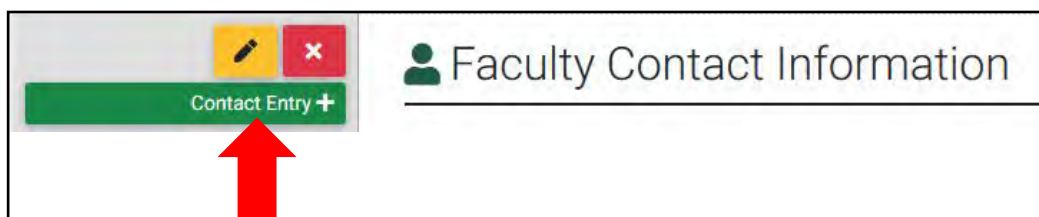


Save **Cancel**

Some categories have layers of materials. Once you click on the green box, you may see the blue box. Click **Save** 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 **Save** when finished.

Edit Item: Contact Information Entry

[Copy From Profile](#)

Role (e.g. Instructor)

Title (e.g. Dr.)

First Name

Middle Name

Last Name

Suffix

Email

Office

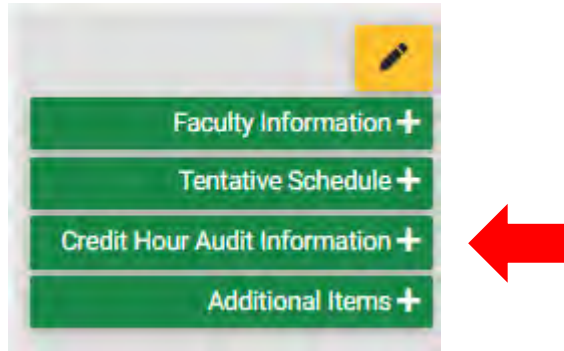
Phone

Website (e.g. https://mysite.edu)

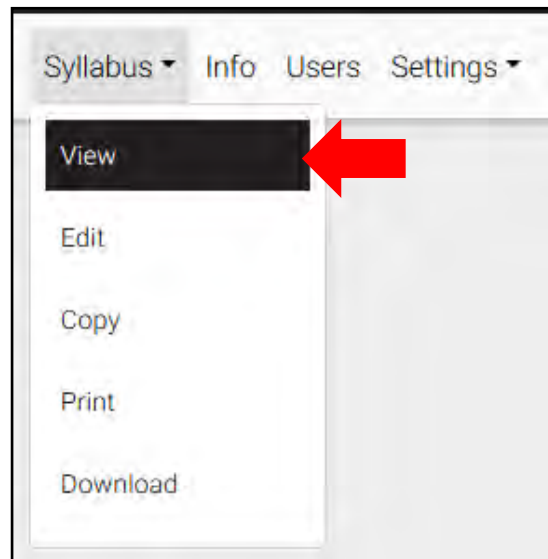
Notes
 B I U A -

Save **Cancel**

- 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 **Syllabus** and **View**.



Editing Syllabus Items

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

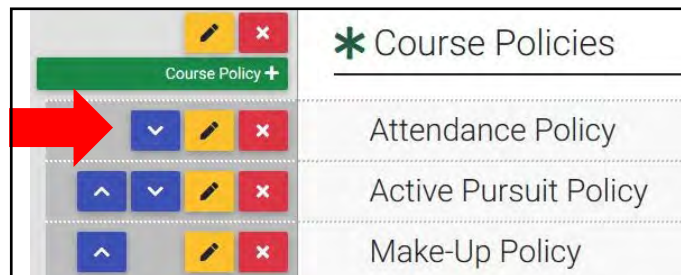


This will allow you to correct any errors, make changes, or add additional information. Remember to always click **Save** at the bottom of the page in order to finish the process.

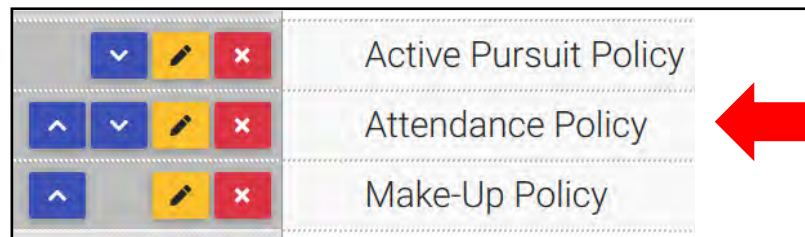


Moving Items within a Category

- 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.

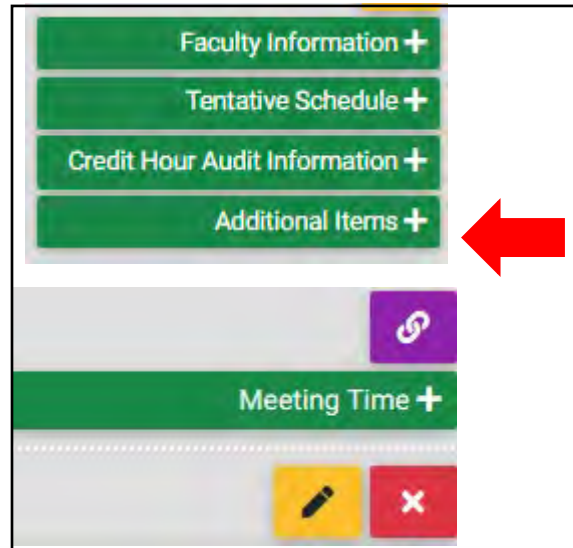


Copy and Paste to Concourse from External Document

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

Add External Links to Your Syllabus

- Locate and copy the link you would like to include.
- Open the section where you would like to include the link by clicking on the ***green section box***.



- The edit item screen will open.

Edit Item: Additional Item Entry

Label

Details

Notes

Comments
(only shown in editor)

Save Cancel

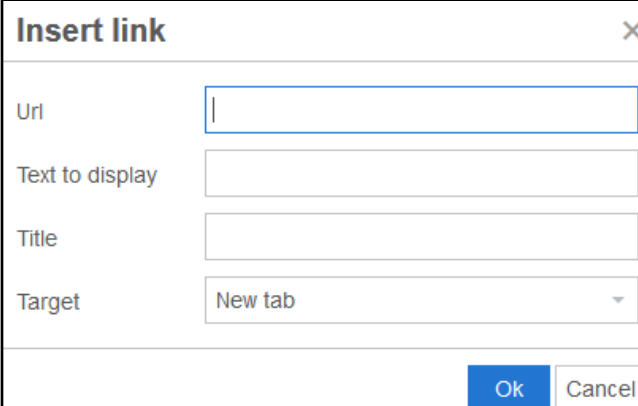
- Click on the **Link** icon.

Edit Item: Additional Item Entry

Label

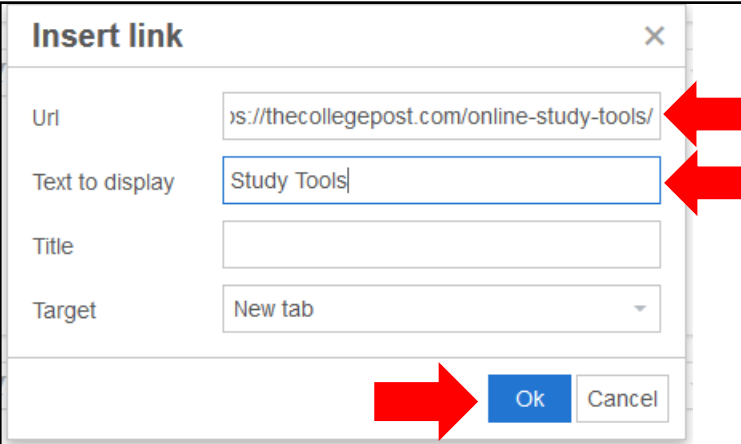
Details

- The following box will open:



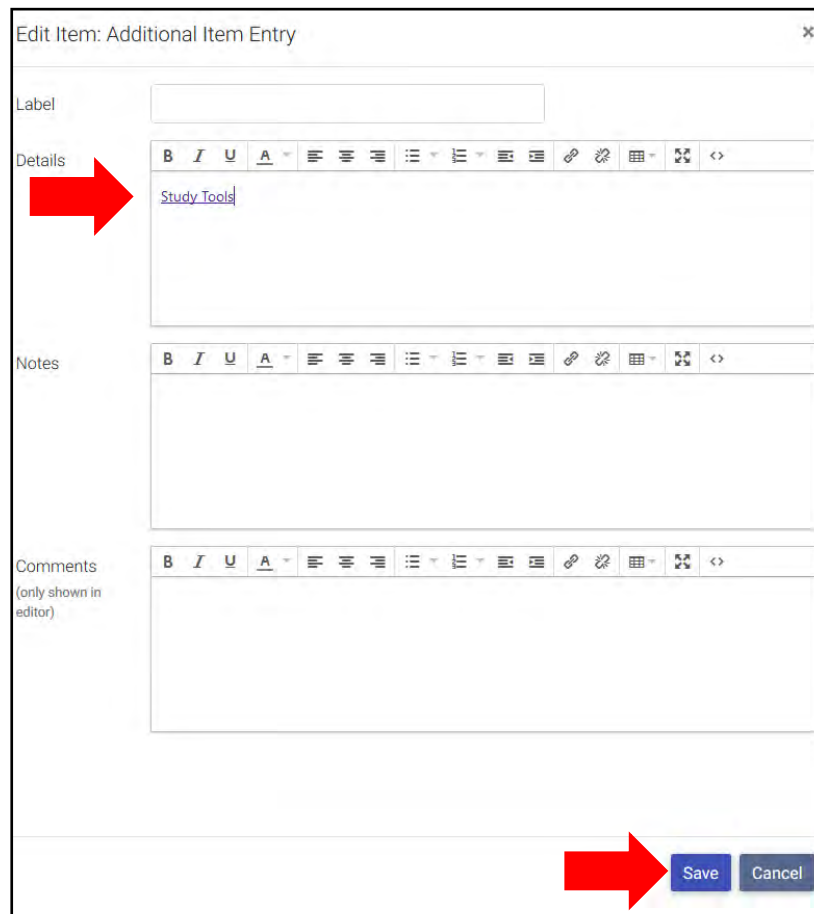
The image shows a dialog box titled "Insert link" with a close button (X) in the top right corner. It contains four input fields: "Uri" (empty), "Text to display" (empty), "Title" (empty), and "Target" (set to "New tab"). At the bottom right, there are two buttons: "Ok" (highlighted in blue) and "Cancel".

- Paste the URL in the **URL** space. You can add click in the **text to display** box if you would like the link to have a title. Then click **OK**.



The image shows the same "Insert link" dialog box, but now with content. The "Uri" field contains "https://thecollegepost.com/online-study-tools/". The "Text to display" field contains "Study Tools". The "Target" field is still "New tab". The "Ok" button is highlighted in blue. Three red arrows point to the "Uri" field, the "Text to display" field, and the "Ok" button.

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



Edit Item: Additional Item Entry

Label

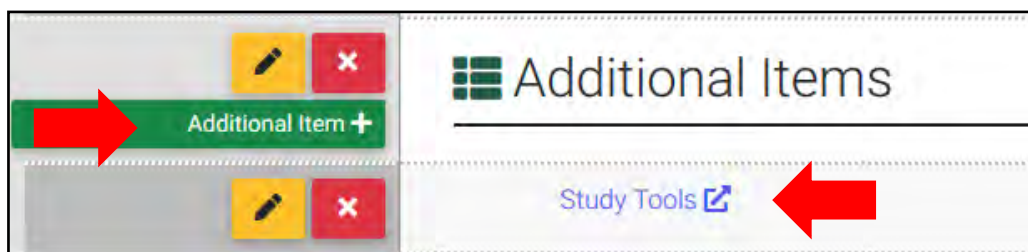
Details

Notes

Comments
(only shown in editor)

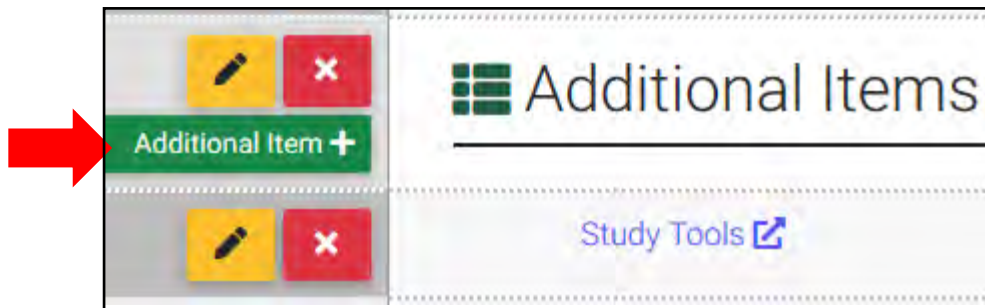
Save Cancel

- 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 ***green + sign***.

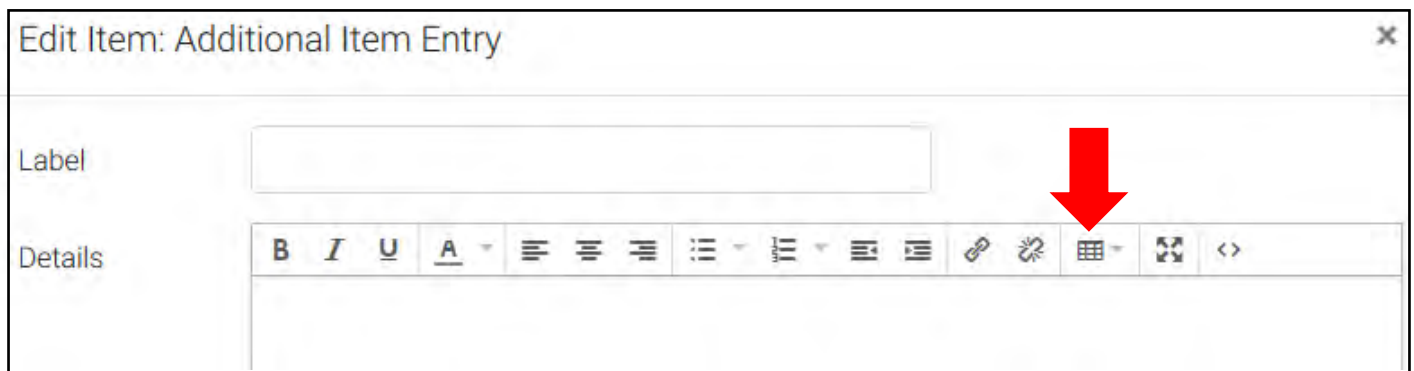


Add Tables to Concourse

- 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 **green + sign**.



- The Edit Item box will open. Click on the **Table** 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 **Save** at the bottom of the page.



*Note: You are able to copy and paste a table from another document; however, the formatting does not always copy well. If this becomes a concern for you, please contact Barbara Leach.

Import Content from another Concourse Syllabus

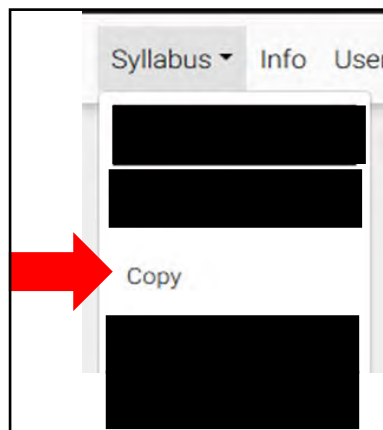
Note: You can only copy content between the same item category. For example, you can copy a "Meeting Times" item on the originating syllabus to the "Meeting Times" item on your destination syllabus, but you would not be able to copy "Meeting Times" to the "Contact Information" item.

Note: This feature overwrites any existing item content in the destination syllabus item.

Copy From

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

- Go to your destination syllabus, and select **Copy** in your Syllabus drop-down menu (reference the image above).



- On the resulting **Copy** page, click the **Copy From** button at the bottom of the **Copy From** option.

The screenshot shows three panels for copying syllabus content. The first panel, 'Copy From', is selected and has a red arrow pointing to its 'Copy From' button. It contains the text: 'Copy syllabus content FROM another course TO this course.' Below this is a list of course details: 'Concourse Demo Course', 'ENG-100', 'Section DEMO 101 Section Demo', and 'Barbara Leach'. A light blue box explains: 'Use this option to pull content into your current syllabus from another. Remember that any items selected for copy will overwrite your current syllabus, including sub-items.' The second panel, 'Copy To: One', has the text: 'Copy syllabus content FROM this course TO another course.' and a similar explanation: 'Use this option to push content from this syllabus to another. Remember that any items selected for copy will overwrite the destination syllabus, including sub-items.' The third panel, 'Copy To: Many', has the text: 'Copy syllabus content FROM this course TO many courses.' and an explanation: 'Use this option to push content from this syllabus to multiple syllabi, where allowed. Remember that any items selected for copy will overwrite all destination syllabi, including sub-items.' A 'Back' button is located at the bottom center.

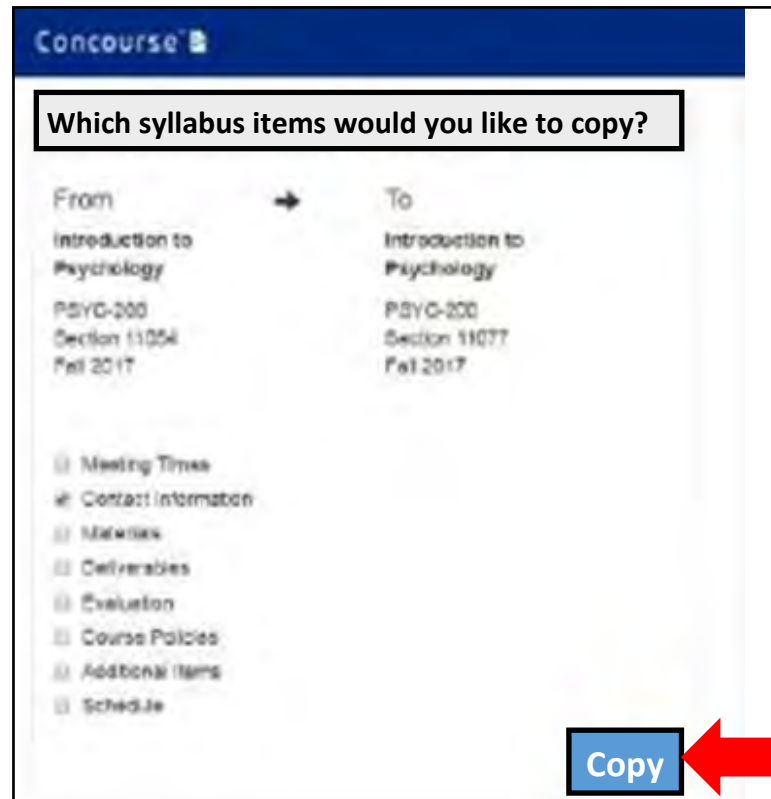
- In the **Criteria** box, search the course you would like to copy into your destination syllabus. The Registrations drop-down is defaulted to search **My Courses**. Therefore, if you are only searching your own courses, you can select **Search** without typing in any keywords, and all of your syllabi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

The screenshot shows a search interface with two main sections: 'Criteria' and 'Results'. The 'Criteria' section has a '+ Advanced' button, a 'Keyword(s)' input field with a red arrow pointing to it, a 'Registration' dropdown menu set to 'My courses', and a 'Search' button. The 'Results' section contains the text: 'Enter criteria for your search. Or leave it blank to see everything.'

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

The screenshot shows a syllabus entry for 'Small Engine Maintenance and Repair'. A red arrow points to a blue 'Copy' button on the left. The syllabus title is 'Small Engine Maintenance and Repair'. Below the title, the course code 'DPT-199' is on the left and the year '2020' is in the center. On the right side, the text 'Section DPT 199 Template' is visible.

- The **Select Items** page will open. Check all of the applicable item boxes you wish to copy into your destination syllabus and click **Copy**. (This section will be updated with a more legible screenshot once available.)

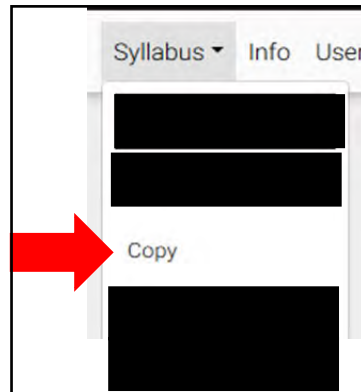


- A pop-up window will appear stating, "Copying items may overwrite existing data. Do you want to continue?" with the options to click **OK** or **Cancel**. Click **OK** to trigger the copy process. *Important note: If you select an item for copying, and the item already exists on your destination syllabus, it will be permanently overwritten; this action is irreversible. Therefore, be extremely careful when copying items that will overwrite existing syllabus content.
- Your destination syllabus will load with all changes you made. As a best practice, always review all changes you made.

Copy To: One

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

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



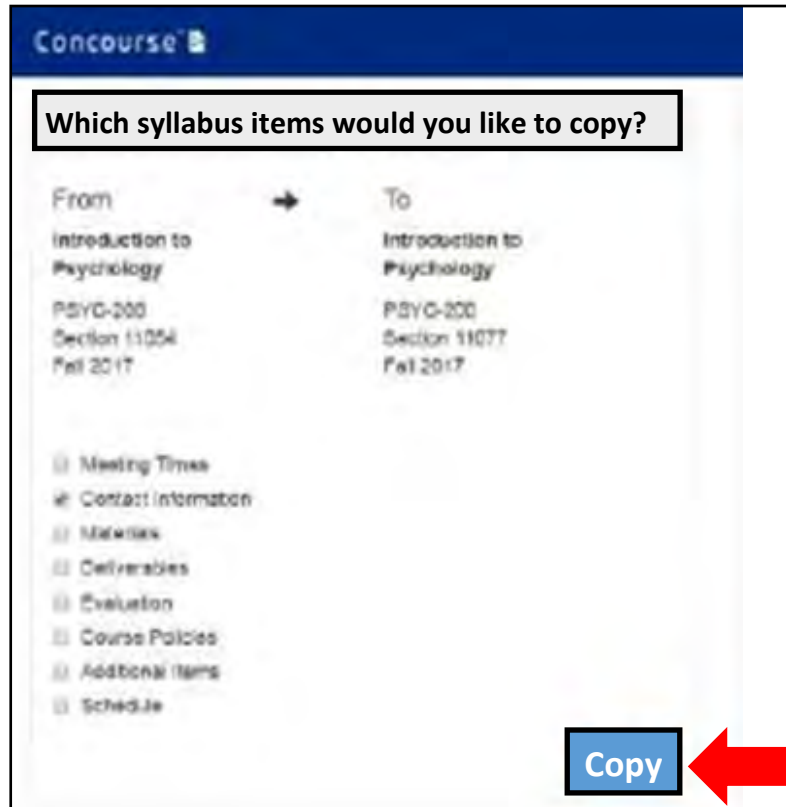
- On the resulting **Copy** page, click the **Copy To One** button at the bottom of the **Copy To: One** option.



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



- On the resulting **Select Items** page, check all of the applicable item boxes you wish to copy into your destination syllabus and click **Copy**. (This section will be updated with a more legible screenshot once available.)



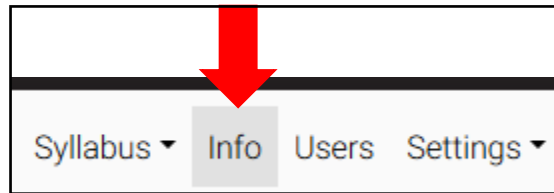
- A pop-up window will appear stating, “Copying items may overwrite existing data. Do you want to continue?” with the options to click **OK** or **Cancel**. Click **OK** to trigger the copy process. Important note: If you select an item for copying, and the item already exists on your destination syllabus, it will be permanently overwritten; this action is irreversible. Therefore, be extremely careful when copying items that will overwrite existing syllabus content.
- Your destination syllabus will load with all changes you made. As a best practice, always review all changes you made.

Sharing Your Syllabus

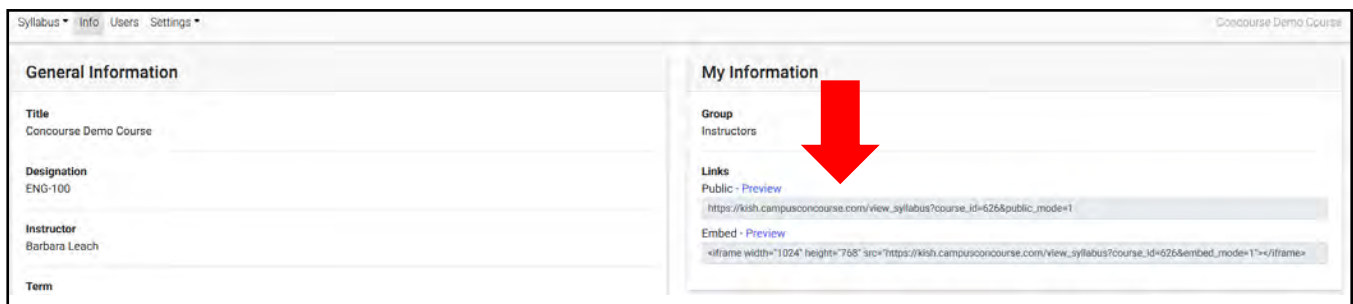
- First Choice: The best way to share your syllabus with students is to have them access it through D2L/BrightSpace. This will guarantee that the students are referencing the most up to date version of the syllabus. Students will simply click on the syllabus link in their course shell.
- If your course does not use D2L, you have several options to provide access to your students.

➤ Alternate Option 1: Provide a link:

- Locate the syllabus. Click on the **Info** button.



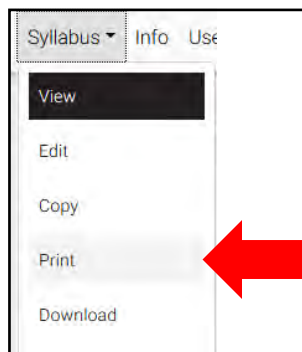
- Copy the **Public** link.



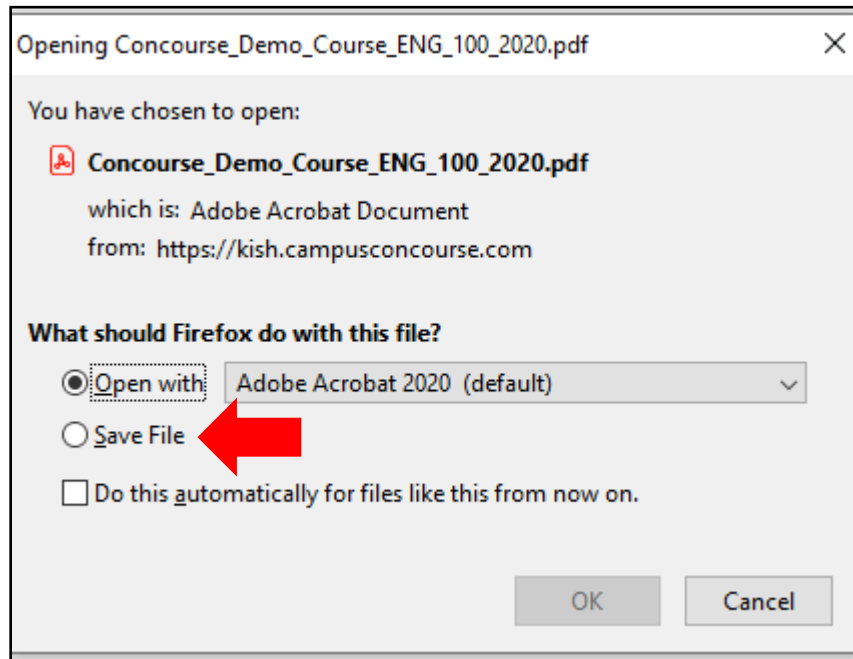
- Paste the link into your student communication.

➤ 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 **Download** button.

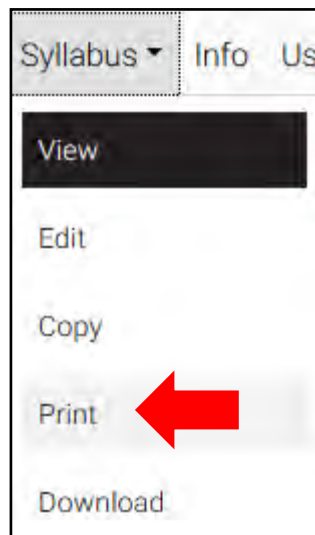


- The following screen will open. You can save the file and provide it to your students.



➤ Option 3: Print:

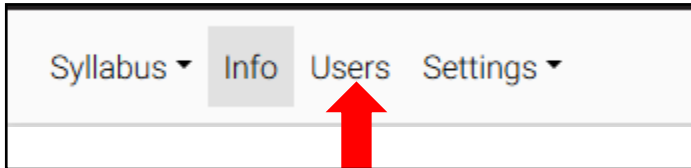
- Again, the best way to share your syllabus with students is to have them access it through D2L/BrightSpace. This will guarantee that the students are referencing the most up to date version of the syllabus.
- If you would like to provide a printed version to your students, open the syllabus and click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



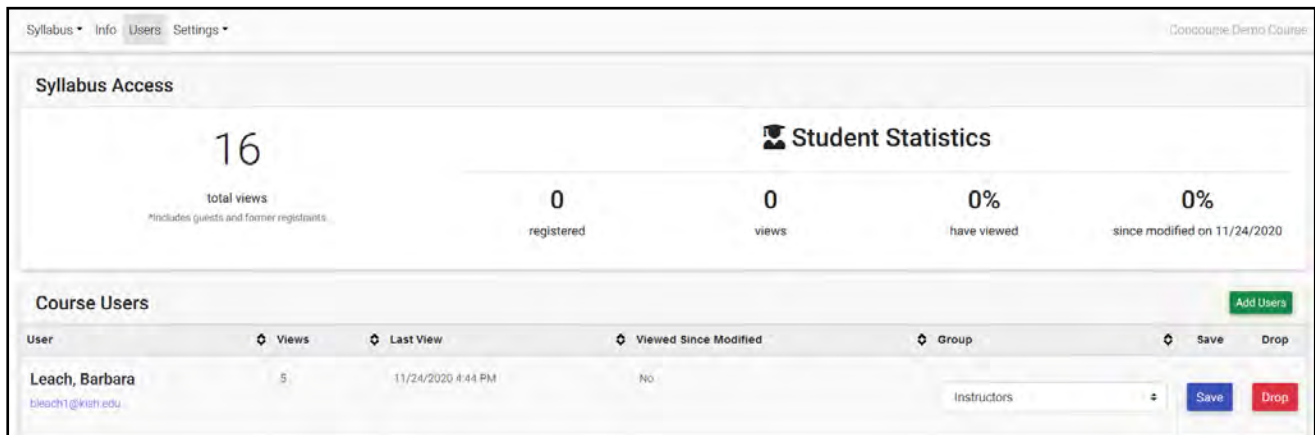
- Your printer screen will open, and you can print the document.

Viewing Statistics

- Open one of your syllabi and click on Users.



- The screen below will show student statistics on syllabus usage.



Who to Contact for Help?

- For questions about Concourse software and your syllabi, contact:

Kim Jordal
kjordal@kish.edu

- For questions about D2L/Brightspace, contact:

Brian Magnuson
bmagnuson@kish.edu