Using the Concourse Syllabus Tool

These instructions are the general instructions for faculty using the institutional template. If your department has a special template, please use the instructions provided to your department. If you don’t know whether your department has its own template or not, contact your department chair or the college instructional designer, Tiffani Reardon, at treardo2@kennesaw.edu.

Adding the Link to Your Course

1. In your Banner-fed course (actual semester courses—NOT shells or test courses), click “Content.”

2. On the left-hand side of the screen, create a module by clicking “Add a module…” and typing in the name of it.

3. Click “Existing Activities.”

5. Scroll down and click “Concourse Syllabus Tool.”

6. Click the arrow next to the new link, then click “Edit Properties In-Place.”

7. Click the first “Concourse Syllabus Tool,” then type a new name in the box.
Editing the Syllabus

1. In the top left corner, click the arrow next to “Syllabus.”

2. Click “Edit.”

3. To edit existing sections of the syllabus template, click the orange pencil next to it.
4. To add sections, click the green plus button for the section you want to add.

5. Some sections have pre-set subsections. To add a subsection, click the green plus section next to it.
Copying a Syllabus from One Course to Another

1. In the top left corner, click the arrow next to “Syllabus.”

2. Click “Import.”

3. In the search bar, search for the course you would like to copy from. The results will populate with all syllabi matching that search, but you will only be provided with an “Import” button for those that belong to you.
4. Click “Import.”

5. Check the boxes for all items you would like to copy to the new course syllabus. Then click “Import.”

6. Edit the syllabus as needed by following the instructions in the previous section.

When you have finished editing your syllabus, you can simply refresh the page. The syllabus will be updated to reflect your edited version. If you have any questions about how to use the Concourse syllabus template tool, please do not hesitate to contact your college instructional designer, Tiffani Reardon, at treardo2@kennesaw.edu

Instructions created by Tiffani Reardon, 8/1/2018