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.
Selecting the Template

By default, Concourse will select the institutional template. For courses with departmental or program templates, please change to the correct template by following these instructions.

1. Refresh the page or click “Content.”

2. Click on your new Concourse link.

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

4. Click “Import.”

5. In the search box, type in the name of the template. Then click “Search.”
6. Next to the correct template, click “Import.”

7. Check the boxes for all items, then click “Import.”

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**Import Guidelines**

**General**

Item importing works at the category level (e.g. Contact Information, Description, etc.). The item must be visible on the source syllabus and editable on the destination syllabus to complete the action.

*Cautions:* If an item category already exists on the destination syllabus, the entire item (including its children) will be replaced and cannot be undone. Therefore be extremely careful when importing items that will overwrite existing syllabus content.

**Permissions**

If the item selected for import already exists on the destination syllabus, its permissions will match that of the existing item. If the item is new to the destination syllabus, it will inherit the permissions of the main syllabus item.

**Templates**

The import feature is not available in template courses. Items can be imported from templates, but they will not be linked, simply copied.
Editing Your Syllabus

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

2. Click “Edit.”

3. In the edit screen, there may be highlighted notes for you to read and take into account as you build your syllabus. These notes are often from your department or program chair and are, in some cases, mandatory.

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

6. 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

If you created your syllabus for one course using the a template, you can then copy that syllabus to all other sections (and future sections) without having to first import the template. The template will automatically be applied as long as you choose a syllabus which used it in the first place.

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.

Instructions created by Tiffani Reardon, 8/1/2018