Concourse

Syllabus Editors Documentation
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Adding an Item

1. Select the “Edit” link from the “Syllabus” drop-down menu.

2. Scroll to the item on the syllabus you would like to add.

3. Select the green add button. You will be prompted for different information depending on what item you added.

4. Select “Save.”
Deleting an Item

1. Select the “Edit” link from the “Syllabus” drop-down menu.

2. Scroll to the item of the syllabus you would like to delete.

3. Select the red “X” next to the item. Caution: Since syllabus items can be grouped and nested, removing an item will also remove any children nested within that item.

4. Select “Ok” from the confirmation pop-up.

Unable to delete an item? That item may be locked by your institution. Each institution is different and will have different locked items. Check with your administrator if you are unsure of why you cannot edit an item on your syllabus.
Editing an Item

1. Select the “Edit” link from the “Syllabus” drop-down menu.

2. Scroll to the item of the syllabus you would like to edit.

3. Select the yellow pencil button.

4. Edit the item as needed.
5. Select “Save.”

Edit Item: Additional Item

This notes field is for entering general information regarding additional syllabus items. 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

Be sure to remember the final exam will be held on May 5th.

Files

- Select file -

Comments

Unable to edit an item? That item may be locked by your institution. Each institution is different and will have different locked items. Check with your administrator if you are unsure of why you cannot edit an item on your syllabus.
**Edit Item Menu Overview**

**Attaching a file:** Here you can attach files to a specific item. For example, if you wanted to include detailed grading criteria you could attach a document that explains this. You could also attach images to an item through the attach file option.

**Comments:** You can also add comments that can only be viewed by you. These could be helpful if you have a TA assisting you with your course and you would like them to fill in certain information in the syllabus. Or if you would like to create reminders to yourself for future semesters.

**Save vs. Save and Notify:** Once you edit an item you can choose to save, which will not notify any students of a change, or save and notify. If you select the save and notify option you will be asked to enter a message to students that will be sent to them via email.
Importing from Another Syllabus

1. Go to the course syllabus you would like to import to. Select the "Import" link from the "Syllabus" drop-down menu.

2. Search for the course you would like to import from and click "Import".

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**Meeting Times**

- **Lecture**
  - Monday, Thursday, 2:00 PM to 3:50 PM, Bolton Hall 201

- **Lecture**
  - Tuesday, Friday, 10:00 AM to 11:50 AM, Warren 101
3. First confirm the Import From and Import To is correct. Then select the items you would like to import. Select "Import".

Note: Certain items may not be available for import. You can only import items that you can view on the "From" syllabus AND edit on the "To" syllabus.

Caution. If the item already exists on the "To" syllabus, importing will replace the entire contents of the item, including any children items. Be sure to read through the Import Guidelines for more information.
Reordering an Item

1. Select the “Edit” link from the “Syllabus” drop-down menu.

2. Scroll to the item of the syllabus you would like to move.

3. Select the blue arrow button to move the item. Depending upon the category, number, and position of the item, the arrow will be pointing up, down, or not shown. Items can only be reordered within the same category. Item categories (e.g. Outcomes) are not reorderable as this is determined by the institution.

4. Reorder the item as needed.
Rich Text Editing

Copy/Paste from Microsoft Word

1. Select the “Edit” box from the “Syllabus” dropdown menu.

2. Scroll to the item of the syllabus you would like to add the Microsoft Word text to.

3. Select the yellow pencil button.

4. Paste the text into the edit item dialog box.

Inserting a Table

Placing tables is easy with Concourse. Tables can be placed in all fields supporting rich text editing. To do so, open the Edit Item dialog box for the item you would like the table. Then, click the Table button that appears in the rich text toolbar.

From there, you can choose the dimensions of your new table, or modify the size and appearance of an existing table. Once placed, you can click on the cells to continue making adjustments, like adding or removing rows.
Inserting External Links

1. Type the word, phrase, or URL you would like to have a link to within any rich text editor.
2. Highlight the text you would like to make a link and hit the Insert/Edit Link button in the rich text toolbar.

3. Enter the URL as well as indicate how you would like the link to react when clicked.
4. Click Insert.