

Concourse

Syllabus Management System

Faculty Reference Guide

Revised 5/7/18

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An Overview of Concourse

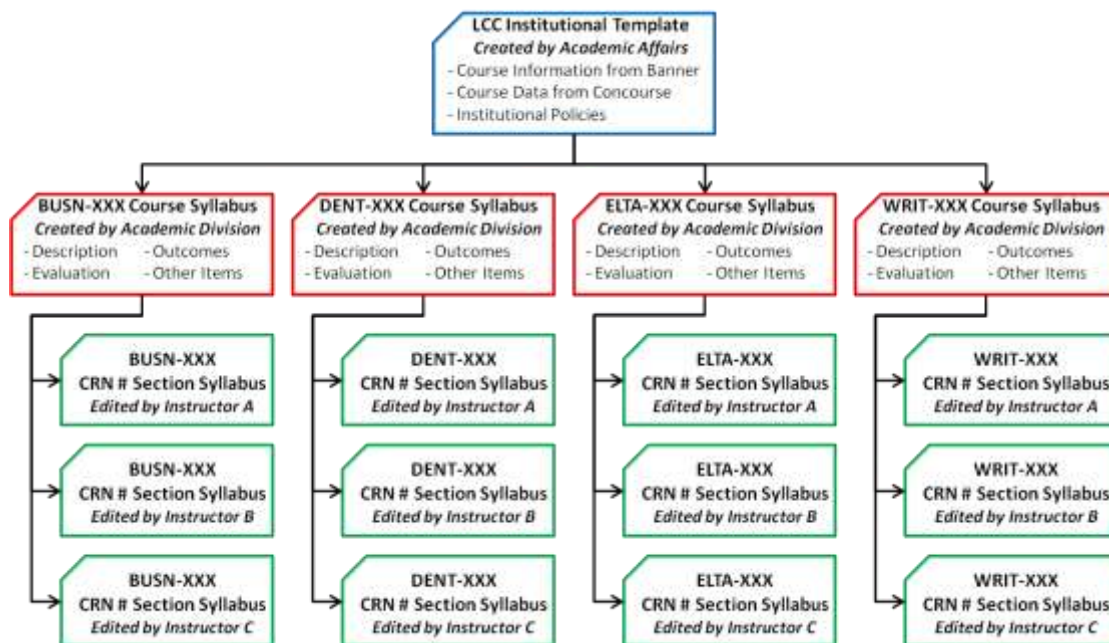
What Is Concourse?

Concourse is an online syllabus system that provides a common organization of course information. Concourse provides institutions with a standard way to display course syllabus information, review syllabus progress, and archive syllabi. Concourse is integrated with the LCC webpage to allow syllabi searches, and with Desire2Learn (D2L) for easy access, as well as being available through a Concourse website. Some features of the system include:

- **Consistent Structure:** It may look like a paper syllabus, but Concourse is an electronic repository. Breaking the syllabus down into its already standard categories makes reporting, reviewing, and searching possible.
- **Ability to Archive:** Easy access to historical syllabi for importing course information to current syllabi.
- **Easy Updates:** Making changes to your syllabus is as easy as editing in MS Word.
- **Ease of Access:** Concourse allows access to course information for review and evaluation.
- **Editable Syllabus Items:** With permissions, we can designate who has the ability to edit and view syllabus at a refined level. Instructors can modify their contact information, but aren't able to edit course descriptions or student learning outcomes.
- **Mobile Access:** Formatted for the small screen, Concourse makes it easy to have all your course information at your finger tips, anytime, anyplace, and on any mobile device.
- **Account Integration:** Faculty can access Concourse through D2L and myLCC.

The Parts of Concourse

The fundamental unit in Concourse is the institutional template , which refers to a syllabus that contains boilerplate language for all syllabi. The syllabus is layered, meaning, information is provided in layers by different sources. Some elements on the syllabus are generated behind the scenes through Banner feeds and in Concourse, and other elements are added by the instructor.



Course information is layered, meaning:

1. The basic syllabus layout, information for all college syllabi, is created in the LCC institutional template.
2. Information specific to the course, such as the information in the red box below, is entered on the course template by the academic divisions.
3. Faculty Members add the third layer, section specific information, as shown in the green box below.

🕒 Meeting Times

Lecture

Monday, Wednesday, 9:10 AM to 11:00 AM, A&S 1234

👤 Contact Information

Instructor: Jamie Stone

Email: stone23@lcc.edu
Office: GB 1234
Phone: (517) 483-1111

📖 Description

The basic orientation to the field of psychology, designed as a general survey and as preparation for advanced courses in the field. Topics include methods, nervous systems, intelligence, development, learning, memory, personality, abnormality, therapy, and social behavior. (F,Sp,Su)

Requisites

Prerequisite: Reading Level 5

Contact Hours

Lecture	64	Lab	0	Other	0	Total Hrs	64
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📋 Student Learning Outcomes

Upon successful completion of this course, students should be able to:

- A. Identify different types of research design
- B. Interpret the statistics reported in research projects and critically evaluate them
- C. Discuss the ethical implications of research projects.
- D. Describe the structure and function of cells in the nervous system
- E. Identify the primary structures in the nervous system and their corresponding functions
- F. Distinguish among the three major types of learning

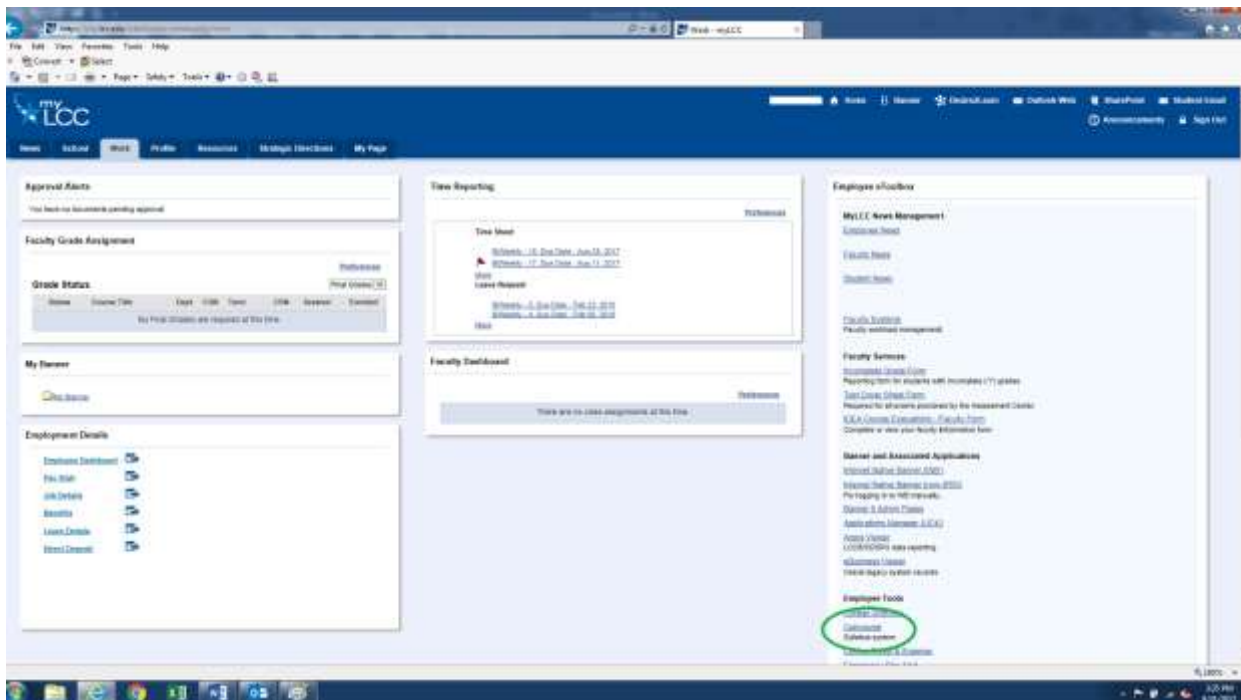
Every syllabus in Concourse contains the same headings in the same location on the document, as well as standardized course titles and division and department names. This allows LCC section syllabi to have the same look and feel across all divisions. The syllabi are archived which makes updating new section syllabi easier. Items, such as contact information, can be copied or imported to new section syllabi, so it doesn't need to be retyped each semester.

Section Syllabus

Approximately 2-3 weeks prior to the beginning of the semester, the section syllabi are created through a system-generated process. During this process, faculty are assigned to the syllabi for the courses they are scheduled to teach, with the necessary permissions to add information specific to their section. Faculty are required to update their section syllabus prior to their section start date shown in Banner.

Logging in to Concourse

LCC faculty and staff can access Concourse through myLCC, under the “Work” tab.



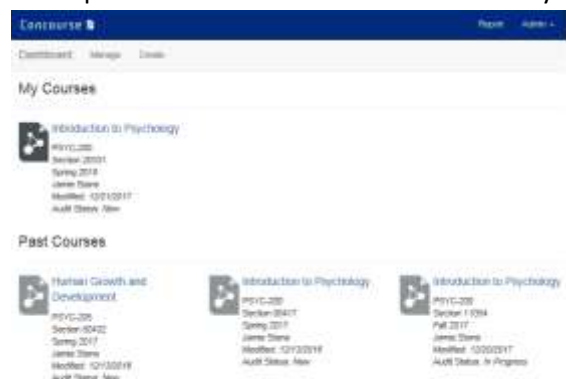
In addition, faculty and students are able to access Concourse through D2L.

Accessing and Editing Syllabi

Division and/or department staff will have access to update course information on the master course template. The purpose of this section is to familiarize you with the instructor's dashboard.

When you log in to Concourse, you will see your “dashboard,” the page that lists all of the courses for which you are registered. If courses are listed, it means you are either teaching the course(s), or you are registered as a student. This is an important distinction, because an instructor can only edit the syllabi for the courses they are teaching, not the syllabi of the courses that they are registered for as a student.

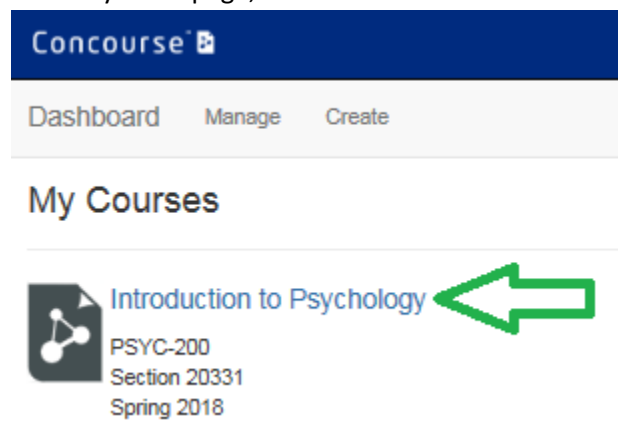
A sample of how a Concourse dashboard may look for an instructor is below:



Please note that the instructor's sections for which they are currently scheduled to teach appear in the “My Courses” section of the dashboard. Sections the instructor previously taught or for which they were registered as a student appear in the “Past Courses” section of the Concourse dashboard.

Open Syllabus Items for Editing

To edit a syllabus for a certain course or section, click on the title of the syllabus to be edited. This will open the actual syllabus page, where edits can be made to the various elements of the Concourse syllabus.



Editing the Syllabus Items

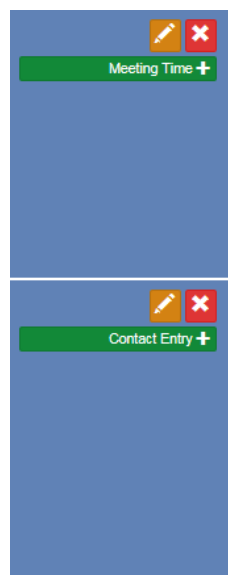
After opening the course, click on “Syllabus” in the top left corner, and select “Edit.” Clicking “Edit” will open all of the elements of the syllabus.



From there you can add your own text, graphics, links, etc.

Click on the plus icon  next to the name of the syllabus item, to enter the information.

Each item has “Comments” with notes for the instructor (comments are shown in the yellow box under each heading). These notes will alert you to important information regarding that part of the syllabus. The comments in a Concourse syllabus are only viewable to the editor in the syllabus edit mode; they will not be viewable to students.



Meeting Times

REQUIRED INFORMATION TO BE COMPLETED BY FACULTY IS OUTLINED BELOW.

To enter the delivery method, meeting days, and times, and other important information, click on "Meeting Time" to the left. If you are teaching an online section where the meeting times are arranged, you will not be able to select "Meeting Time," as this will force you to select start and end times. Instead, click on the pencil icon to the left. You can add information about arranged meeting times in the Notes section of the resulting dialogue window.

To copy and paste information from an existing syllabus, click on the pencil icon to the left and paste information into the "Notes" section.

Required information for each section syllabus is listed below:

- Delivery Method - Choose one or more: lab, lecture, online, hybrid, worksite, clinical, independent study, etc.
- Meeting Days and Times (including arranged time, if applicable)

Contact Information

REQUIRED INFORMATION TO BE COMPLETED BY FACULTY IS OUTLINED BELOW.

To enter contact information, click on "Contact Entry" to the left. To copy and paste information from an existing syllabus, click on the pencil icon to the left and paste information into the "Notes" section.

Required information for each section syllabus is listed below:


- Instructor Name
- Instructor LCC E-Mail Address
- Instructor Office Hours
- Instructor Office Location
- Instructor Office Phone Number
- Department and/or Division Phone Number

After you have clicked on the plus icon next to the syllabus item you wish to edit, the “Edit Item” box will appear. Use this area to edit the information for that part of the syllabus. Information can be entered manually into the syllabus, or can be copied and pasted from an existing document.

Click “Save” to keep the information. Click “Cancel” to leave without saving the changes.

The screenshot shows a web interface with a sidebar on the left containing several items: 'Course Topics +', 'Deliverables +', 'Meeting Time +', 'Contact Entry +', and 'Office Hours +'. Each item has a pencil icon and a red 'X' icon. The 'Meeting Time +' item is selected, and a modal dialog titled 'Edit Item: Meeting Time Entry' is open. The dialog contains the following fields and controls:

- Type:** A text input field with a placeholder '(e.g. Lecture)'.
- When:** A text input field with a placeholder '(e.g. Week #3)'. Below it is a button labeled 'Include Days and Times'.
- Location:** A text input field.
- Notes:** A large text area with a rich text editor toolbar above it. The toolbar includes buttons for Bold (B), Italic (I), Underline (U), Text Color (A), Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Table, and a code icon.
- Comments:** A text area with a rich text editor toolbar above it. The toolbar includes buttons for Bold (B), Italic (I), Underline (U), Text Color (A), Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Table, and a code icon. Below the text area is the text '(only shown in editor)'.
- Buttons:** At the bottom right of the dialog are two buttons: 'Save' (blue) and 'Cancel' (white).



After you’ve entered information and saved it, if you want to make revisions, click on the pencil icon  to open the item for revisions.

Copy and Paste into Concourse from External Document

Concourse supports rich text editing, so you can copy and paste formatted text from an external document directly into the Concourse syllabus. To do this, just paste your text into the appropriate rich text field within the “Edit Item” dialog box.

Add External Links to Your Syllabus

To add external links to your section syllabus in Concourse:

1. In the Edit box, highlight the word or phrase on the syllabus where you want the link to appear. For accessibility purposes, do not type the URL in the text of the syllabus.
2. Select the Insert/Edit Link icon  within the rich text editor.
3. Enter or paste the URL in the URL field.
4. Select New Tab in the Target field.
5. Click Ok.
6. If you need to change the hyperlink, highlight it and click the Insert/Edit link icon to make the revisions. To remove the link, highlight the hyperlink and click the Remove Link icon. 

Evaluation Criteria Ranges

Criteria: The criteria item in your syllabus includes the grading criteria and weight percentages that have been established for your course. Required criteria are identified in a shaded comments box in the Notes column. You must use the required criteria and percentages that have rolled into your section syllabus from the master course template to calculate students’ grades.

Criteria			
Type	Weight	Topic	Notes
Final Exam	10-25%		This is required
Papers	10-40%		Any form of writing. There must be at least one activity involving writing. Instructors must not award 40% of the grade to a single paper This is required
Projects	10-30%		Any form of assignment or activity This is required
Quizzes	20-50%		This is required

Criteria Weight Ranges: **If the percentage is a range, you must click on the pencil icon to identify the specific percentage weight you will use in your class. The specific percentage for your section must fall within the range identified for the course.** (i.e., If the range is 20-50%, you could enter 30%, but not anything lower than 20% or higher than 50%). If the range begins with 0%, it is not a required criteria, but you have the option to use it within the range specified. If you are not using that criteria, enter 0%.

Please verify that the sum of all your criteria weights equals 100%.

Add Tables to a Concourse Syllabus

Tables can be added to the section syllabi. To add a table:

1. Open the “Edit Item” dialog box for the item you would like the table to appear.
2. Click the down arrow next to the Table icon. Select Table, and choose the number of columns and rows by highlighting the cell boxes.
3. Once placed, you can click on the cells to enter information in the table. The table automatically adjusts in size and appearance as text is entered in the cells.
4. Use the table editor icons that appear above the table to add or remove rows or columns.
5. For accessibility purposes, highlight the top row in your table. Click on the down arrow next to the Table icon, select “Row”, and “Row Properties”. In the Row Properties box, change the Row Type to Header. Click Ok.

Additionally, tables may be copied from Word or Excel and pasted into the syllabus, although some formatting may be lost. If you do paste a table from Word or Excel, please identify the header row in the table as noted in step 5 above.

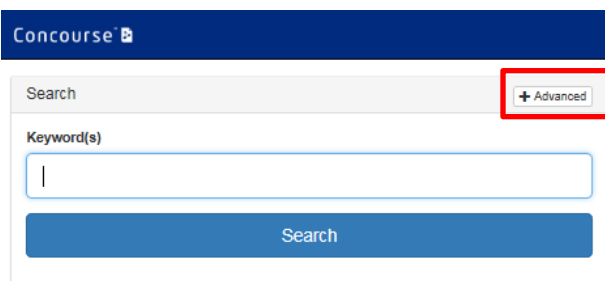
Import Content from Another Syllabus in Concourse

Concourse includes a tool that allows users to import content from one syllabus into another. This can be helpful for importing instructor-specific information. Note: the imported item(s) will overwrite any information that currently exists in the syllabus.

1. Open the syllabus that will receive the imported information.
2. Click on **Syllabus** in the upper left corner.
3. Select **Import**.



4. Click on the **Advanced** button.



5. Type your name in the **Instructor** text field and click **Search**.

Tip: Filling out additional fields will narrow down the search results further.

6. Select the **items** that you want to copy, from the previous syllabus and click **Import**.

Concourse

Which syllabus items would you like to import?

From	To
Introduction to Psychology	Introduction to Psychology
PSYC-200	PSYC-200
Section 11054	Section 11077
Fall 2017	Fall 2017

- ☐ Meeting Times
- ☒ Contact Information
- ☐ Materials
- ☐ Deliverables
- ☐ Evaluation
- ☐ Course Policies
- ☐ Additional Items
- ☐ Schedule

Import

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.

Caution: 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 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.

Files

Files are not copied during the import process.

Be careful! Any information that is on your current syllabus will be overwritten with the imported information, and this cannot be undone!

Who to Call for Assistance?

For assistance with technical issues, such as accessing your section syllabus in Desire2Learn or any other technical issues with the Concourse system in general, email or call the LCC Help Desk at lcc1@lcc.edu or (517) 483-5221.

For assistance with editing your Concourse syllabus, email or call the Center for Teaching Excellence at cte@star.lcc.edu (517) 483-1680.

For questions regarding division and department policies and procedures regarding syllabi, including the use of Concourse, please contact your division or department office.