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ACCESSING CONCOURSE

Recommended Browser: Chrome ☀ or Firefox 🍃

1. Log into JagNet at [https://jagnet.southtexascollege.edu](https://jagnet.southtexascollege.edu) with your STC credentials.

![JagNet login screen]

2. Scroll down to Faculty Apps and click on the Syllabi icon.

![Faculty Apps image]
DEFINITION OF ICONS

**Edit** - Select the pencil icon next to the syllabus item category you wish to edit.

**Delete** - Selecting this icon will result in that item being deleted from your syllabus. **Caution**: Be very careful. Deleted information cannot be retrieved!

**Add** - Selecting this icon will let you add an item to a predetermined location.

**Linked Item** - This icon indicates the item is linked to another template. Linked items can only be removed or edited by an administrator. Contact the Curriculum & Student Learning Department for further information.

**Sub-items** - The blue arrows that appear next to the editing pencil icon allow you to reorder your sub-items within a syllabus item category.

ACCOUNT PROFILE

Each user in Concourse will have an account profile. Instructors may update their account profile to include additional information, such as office location or phone.

Completing the account profile will allow you to import your contact information into your course syllabi.

The following steps outline how to update your account profile:

1. On the top right corner of the navigation bar, click on **Account** and select **Profile**.
2. Complete the fields under the Contact Information area and Save your information.

![Contact Information](image)

**COURSE SYLLABI**

Feed processing will be used to generate the course syllabi for each course section offered prior to each term. Upon logging into the Concourse application, you should see your course syllabi on your dashboard.

![Concourse](image)

*Note*: If you are missing a course syllabus on your dashboard, contact the Office of Curriculum & Student Learning at syllabi@southtexascollege.edu for assistance. Please provide your name, A# and the CRN for the course section missing the syllabi.

**Editing the Course Syllabi**

The following steps outline how to edit the course syllabus and how to add content.
1. Click on the course you would like to edit.

2. Click on the drop-down Syllabus menu and select Edit.

3. The item list will appear. The following table indicates the items instructors may be expected to complete/update. **Note:** These are subject to change based on departmental requirements. Contact your department chair for any questions or concerns.

<table>
<thead>
<tr>
<th>Item Category</th>
<th>Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contact Information</strong></td>
<td></td>
</tr>
<tr>
<td>• Contact Entry</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Required Core Objectives</strong></td>
<td>Pre-Populated by Department Chair</td>
</tr>
<tr>
<td><strong>Core Objectives Matrix</strong></td>
<td></td>
</tr>
<tr>
<td>• Matrix Entry</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Course Requirements</strong></td>
<td></td>
</tr>
<tr>
<td>• Breakdown</td>
<td>✓</td>
</tr>
<tr>
<td>• Grading Criteria</td>
<td></td>
</tr>
</tbody>
</table>
4. To add an item to the course syllabus, click on the icon next to the item you wish to add. In this example, we are adding **Contact Information**.

5. A pop-up box will appear where you can enter the content. 
   *Note: **Contact Information**, **Core Objectives Matrix**, **Course Requirements**, **Assignments** and **Textbooks & Resources** have sub-items that you may want to utilize.*
6. Once you enter the content, click on the Save button to save and view your changes. You can also use the Copy from Profile button if you have previously set up your account profile.

![Save, Save & Notify, Cancel buttons]

- **Note**: Some items may have Comment boxes. Information added to Comment boxes are only visible to the editor of the syllabus and not the viewers.

**Managing Content Within the Syllabus**

**Copying Text from a Word Document into Concourse Syllabus**

Concourse supports rich text editing, so you may directly copy and paste formatted text from Word.

To do this, just paste your text into any rich text field (bold, bullets, color, indenting, etc.) within the edit item dialog.

- **Note**: If you are copying from a PDF file, the format may not transfer correctly or may inadvertently create a shaded table. It is recommended to copy text from a Word file and not a PDF.

**Adding a Table**

Tables can be utilized for certain components of the syllabus, such as week-by-week assignments and grading. The following steps outline how to add a table:

1. Click on the icon next to the item you wish to edit.
2. Click the New Table icon on the editor interface.
3. From there, you can choose the qualities of your new table, or modify the size and appearance of an existing table. Once placed, you can right click on the cells to continue making adjustments, such as adding or removing rows.
4. Click **Save** to save and view your changes.

```
<table>
<thead>
<tr>
<th>Assignment</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presentation</td>
<td>200</td>
</tr>
<tr>
<td>Midterm</td>
<td>300</td>
</tr>
<tr>
<td>Final</td>
<td>400</td>
</tr>
</tbody>
</table>
```

**Note:** When copying and pasting tables from programs like Word or Excel into Concourse, the resulting pasted tables will automatically contain borders in Concourse.

**ADA Accessibility**

While the Concourse application does have the ability to add colored font, South Texas College strongly discourages the use of this practice due to potential ADA accessibility issues. Utilizing color font may impact the contrast of the document. For more information regarding Accessibility, please visit [https://admin.southtexascollege.edu/pr/web/guidelines.html](https://admin.southtexascollege.edu/pr/web/guidelines.html). If the color font is a necessity, please contact Johnny Gonzalez, Distance Learning Assistive Technology Specialist at 956-872-3404 or Will Collins, Digital Services Manager, at 872-2592 for assistance regarding potential ADA accessibility issues, prior to the use of color font.
IMPORTING (COPYING) CONTENT

For instructors that teach multiple sections of the same course or who wish to import content from a previous term’s syllabus, Concourse’s import feature allows you to import (copy) content from one syllabus to another. **Note:** You can only import content you have access to edit.

Please note the following when using the import feature:

- Item importing works at the category level (e.g. contact information, course requirements, etc.). The item must be visible on the source syllabus and editable on the destination syllabus to complete the action. Only item categories that meet this criteria will be listed in the import panel.
- File attachments are not copied during the import process.

The following steps will guide you through the process of importing (copying) content:

1. On your dashboard, click on the syllabus of the course you want to edit.

2. Go to **Syllabus > Import**
3. Use the search criteria to locate the course you wish to copy content from and click **Import** next to the course. The **Advanced** criteria allows you to search by course subject and number as well as past terms.

4. The prompt will display the course you are importing from to the course you are importing to. Select the item categories you wish to import on the import panel and click **Import**.
5. A message will appear confirming the import. Click **OK** to confirm and the selected items will be copied (in some cases, replaced) to your course syllabus.

   ![Importing items may overwrite existing data. Do you want to continue?]

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

6. Once the import is complete, the syllabus will display imported information. Verify and make adjustments as needed. **Note:** When copying content with dates, such as week-to-week assignments, be sure to go back and update your dates.

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**DOWNLOADING COURSE SYLLABI**

Once you complete your course syllabi, you may download them as a PDF file for distribution, either in class or by email. Students can also access their syllabi in the JagNet portal under the Student Apps. **Note:** You must exit “Edit” mode and be in “View” mode to see the print options.

To download the course syllabus:

1. Click on the course syllabus you wish to download from your dashboard.
2. Click on the drop-down Syllabus menu and select Download.

3. The file should download as a PDF file.

**COMPLETION OF COURSE SYLLABI**

Once you complete your course syllabus, you’ll need to submit for review. On the menu bar, click on the Audit link.

Select “Submitted for Review” from the audit status options and click on Update. This step is needed for each syllabus completed for each course taught.
For instructors teaching online courses, you can make the syllabi available to your students through the Blackboard console. The following steps will guide in adding the content to your navigation bar:

1. Log into blackboard and select the course you want to add the syllabus to. Under the **Build Content** menu, select “Concourse Syllabus”.

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**BLACKBOARD SYLLABI**

For instructors teaching online courses, you can make the syllabi available to your students through the Blackboard console. The following steps will guide in adding the content to your navigation bar:

1. Log into blackboard and select the course you want to add the syllabus to. Under the **Build Content** menu, select “Concourse Syllabus”.

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2. Enter a name for the content box, such as “Syllabus” and click on Submit.

3. The content item will be added. Feel free to move the item up/down on your list.

4. When the student clicks on the “Syllabi” link, the Concourse Syllabi application will load the syllabus.