

Concourse Syllabus Tool

Getting Started for San Jacinto College (SJC) Faculty

Overview of the Concourse Syllabus Tool

What is Concourse?

Concourse is an online centralized syllabus management system that integrates with the San Jacinto College Blackboard system. Templates are generated for each course and available with required content included and space provided for faculty to add information specific to their course.

Why Concourse?

Concourse provides the following benefits:

- Provides faculty with the ability to easily update their syllabi through their Blackboard course sites.
- Format is designed to be viewable on computer monitors and mobile devices.
- Concourse syllabus design is compliant with accessibility standards.
- Supports faculty ability to migrate content between semesters.
- Supports compliance with Texas Education Code Section 51.974 requiring internet access to course information.

Concourse Syllabus Tool Basics

The course syllabi in Concourse includes both faculty and institutional content. Faculty content is entered by the faculty through the Concourse integration with Blackboard. Institutional content is loaded from the integration with the Banner system. Discrepancies on content loaded from Banner or the content contained within the document, should be directed to the [Syllabus Feedback Form](#).

Content Added by Faculty

- Course materials information
- Course grading formula
- Course Policies
- Homework / Test Make-up Policy
- Attendance Policy
- Class Participation Policy
- Classroom Etiquette
- Student Support
- Additional Support and Encouragement
- Course Calendar

Content Added by San Jacinto College

- Course identifiers
- Course meeting times and location
- Course description
- Student Learning Outcomes (SLOs)
- Course materials statement
- College approved grade range
- Institutional policies

Accessing Syllabi

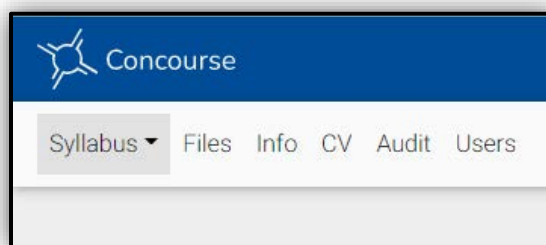
Faculty will access and edit their Concourse course syllabi through the Blackboard system. Faculty should expect syllabus access availability within 24 hours of being assigned to a course in Banner.

Outward Facing Syllabi

Beginning the spring semester 2023, syllabi will be outward facing and available for public viewing from the College website to ensure compliance with Texas Education Code Section 51.974. Faculty should consider this when editing the Faculty Contact Information and Calendar sections of their Concourse Syllabus. If faculty choose to include only San Jacinto College contact information on their Concourse syllabus, they should consider making additional information they share available in the Faculty Info section of their Blackboard course site or in a First Day Handout document.

Files and Curriculum Vitae (CV)

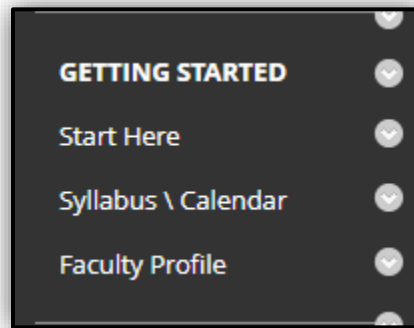
Faculty may choose to provide supplemental documents for their course within the Files section of Concourse. This may include a course calendar or a first day handout. Faculty should keep in mind these files will be outward facing and available for public viewing before they upload any additional files.



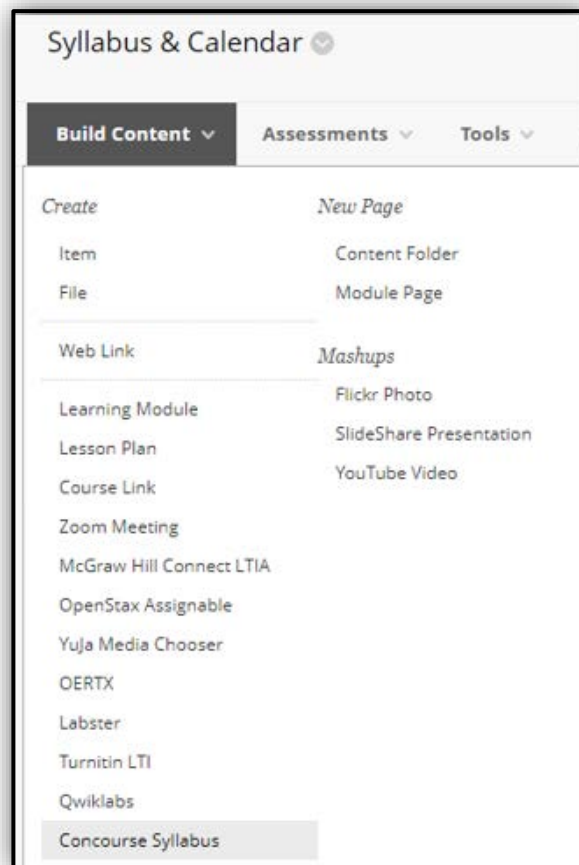
Creating a Course Syllabus using Concourse

Creating a new syllabus

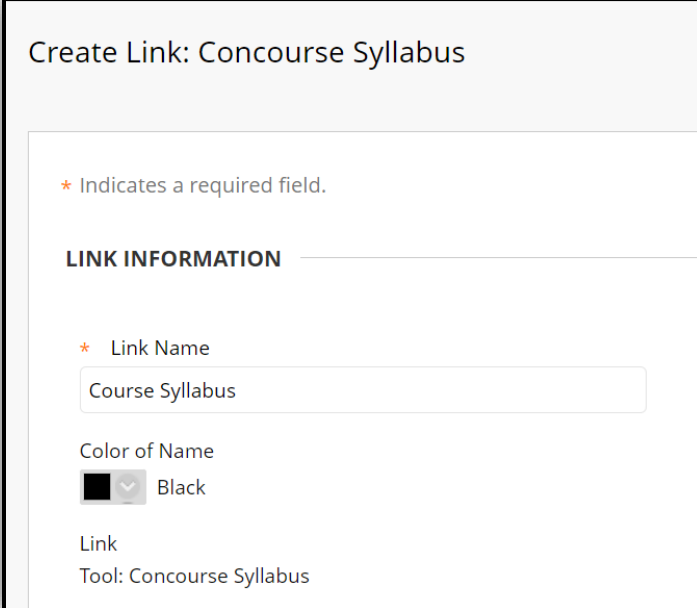
1. To access the Concourse Syllabus Tool, on the course menu click the Syllabus/Calendar link.



2. Scroll over to tools in the menu bar and click More Tools. Next, click Concourse Syllabus.



3. On the Create Link: Concourse Syllabus screen, enter a name for the course syllabus link, add a description, establish availability and tracking settings, and then click Submit.



Create Link: Concourse Syllabus

* Indicates a required field.

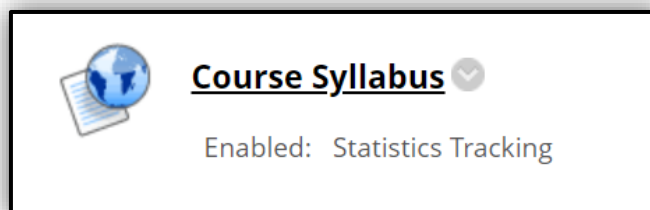
LINK INFORMATION

* Link Name
Course Syllabus

Color of Name
Black

Link
Tool: Concourse Syllabus

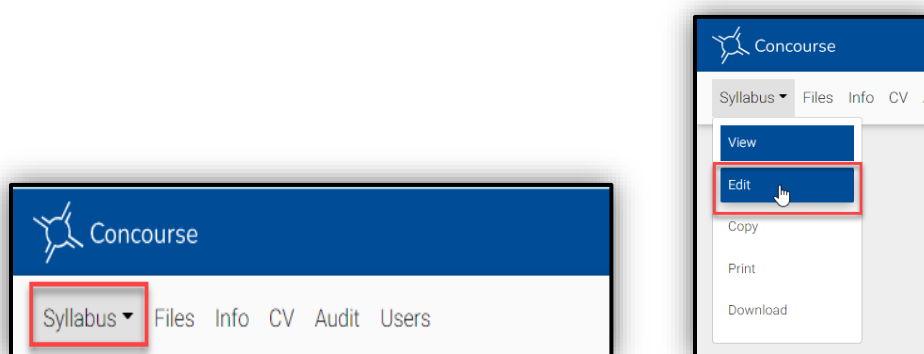
4. Once the link is created, click to access the syllabus in Concourse where you will edit the document. **Depending upon the number of content items in the course, you may need to scroll to locate the new link.** This link can be moved in the preferred order as needed.



**Note: This process only needs to be done once per course. Included in this document are steps to copy the syllabus.*

Editing a Course Syllabus using Concourse

1. To edit the Concourse syllabus, from the Concourse top menu, click to open the Syllabus to reveal additional menu options. Select Edit from the drop-down menu of options.

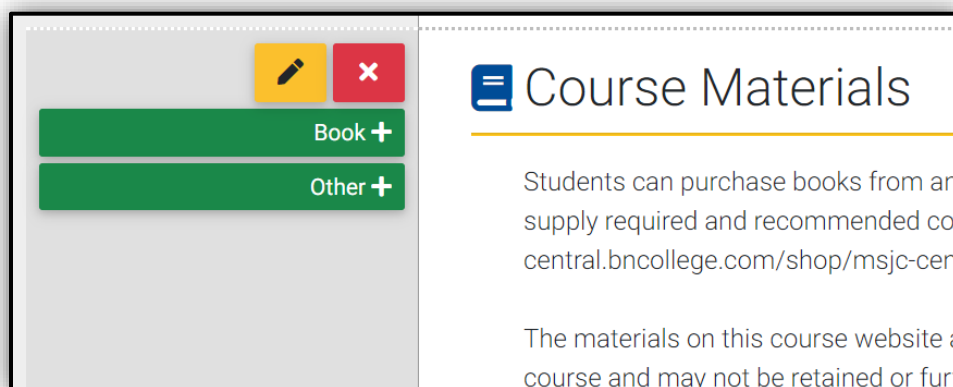


The pencil icon indicates a section that can be edited.

The red x icon will delete a section.

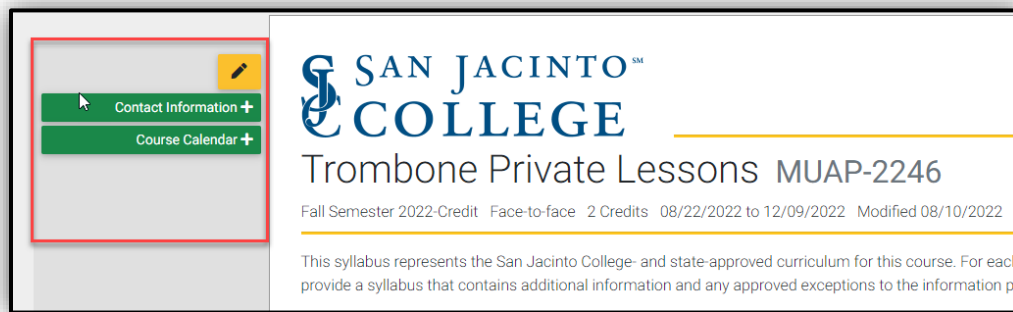
Note: Use caution to not remove default content. Deleting an item will remove it and any of its subitems.

The green + items indicate sections or sub-sections available to be added. In the example shown below, a Book sub-section should be added to the Course Materials content, to include the course materials information.

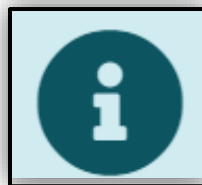


2. To the left of the Syllabus Heading there are Contact Information and Course Calendar sections that can be added to the syllabus. In this example we will add a Contact Information section.

Click to add Contact Information and a new dialog window will appear.



Note: If a dialog box has an information icon, this indicates a space for entering general information regarding the section. Clicking the Save button at the bottom of the dialog box will add specific subsections for information.



If the dialog box does not have an information icon, enter text directly into that section.

3. To continue the example, include any general information in this dialog box; to add the detailed Contact Entry Item, click the Save button at the bottom of the screen.

Edit Item: Contact Information

This notes field is for entering general information regarding contact information. 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

Comments
(only shown in editor)

Save Save & Notify Cancel

4. A Contact Entry section should become available within the general Contact Information section. To add, click the add Contact Entry.

Contact Entry +

Contact Information

5. An Edit Item: Contact Information Entry box will appear. Complete the form and click Save.

Edit Item: Contact Information Entry

[Copy From Profile](#)

Role (e.g. Instructor)

Title (e.g. Dr.)






First Name

Middle Name

Last Name

Suffix

[Save](#) [Save & Notify](#) [Cancel](#)

 	 Contact Information
Contact Entry +	
 	Professor: Dr. John Smith
Office Hours +	Email: john.smith@sjcd.edu
	Office: N.2.214
	Phone: 281-998-6150

Copy / Paste text from a Document

Users can copy text from documents, such as a previous syllabus, and paste it into the Concourse system. Text copied and pasted from Word should automatically adjust to the default size. If the pasted text does not match the rest of the syllabus, try using the text box editor features to adjust or switch to the HTML view and remove any HTML font size/style tags.

Adding Images to Concourse Syllabus

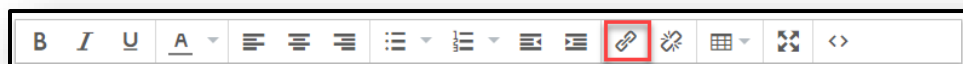
To add an image to the Concourse syllabus users will either link to an image on the web or link the image from the file section of Concourse.

Note: With links to an image on the web, if that website goes down or that image is removed from the site, the image link will be broken.

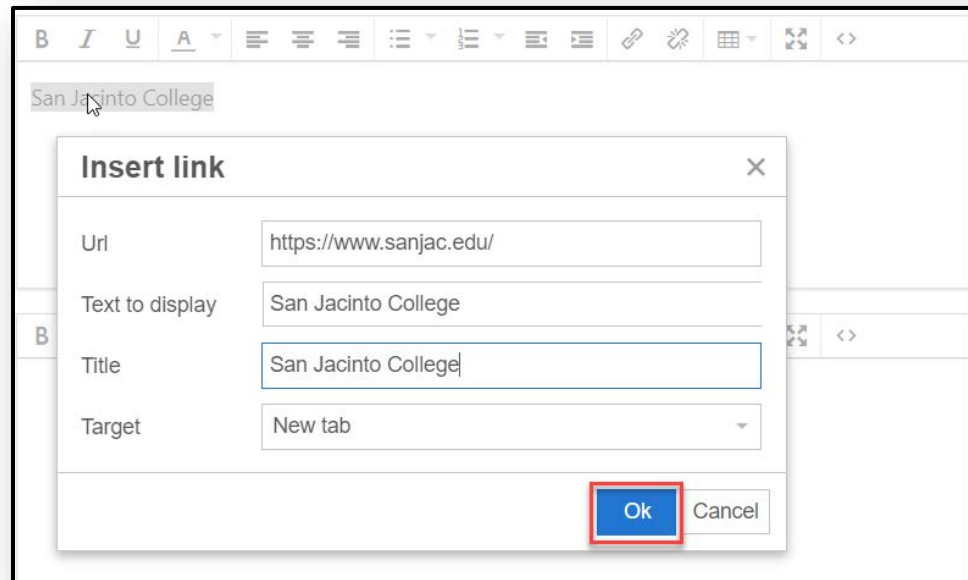
San Jacinto College users must adhere to copyright laws and licensing restrictions when adding images to their course syllabus. Additionally, all images added should be formatted to meet accessibility guidelines.

Adding Hyperlinks to Concourse Syllabus

To add an external link to a Concourse Syllabus, first add the text to hyperlink. Next, highlight that text and click the Insert/Edit Hyperlink button in the text editor features.



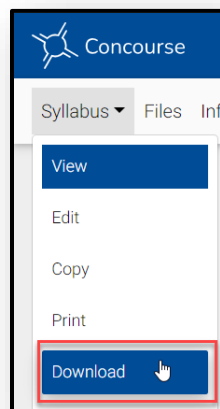
In the Insert link dialog window, paste the URL web address. Set target to open in a new tab. Click the ok button.



Download Backup Syllabus PDF

To download a PDF of a syllabus, open the Syllabus and from the Concourse top menu, select the Syllabus tab to reveal the drop-down menu. From the drop-down menu select Download option.

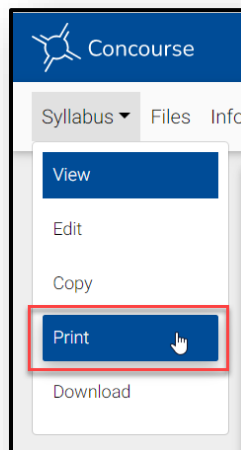
Note: If the Download option is not available, click on View to verify view mode is enabled.



Printing Syllabus

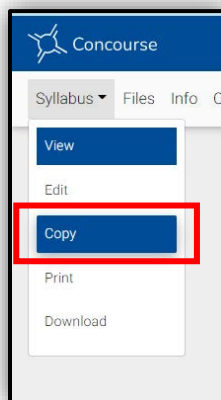
To print a copy of a Concourse Syllabus, Open the Syllabus and from the Concourse top menu select the Syllabus tab to reveal the drop-down menu. From the drop-down menu select Print option.

Note: If the Print option is not available, click on View to verify view mode is enabled.



Copying from a previous syllabus

1. To copy from a previously created Concourse syllabus, from the Concourse top menu, click to open the Syllabus and reveal additional menu options.
2. Select Copy from the drop-down menu of options.



3. Continue with the preferred copy option.



Copy From

The Copy From option allows the user to copy the syllabus from another course to the current course. Using this option brings the syllabus content into the present syllabus from another syllabus.

Copy To: One

The Copy To: One option allows the user to copy the syllabus from one course to another. Using this option copies the syllabus content from the present syllabus to another syllabus.

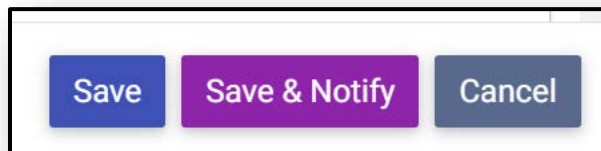
Copy To: Many

The Copy To: Many option allows the user to copy the syllabus content from one course to many courses. Using this option copies the syllabus content to many syllabi, where permissible.

Save and Save & Notify

Edits can be completed with either the Save or Save and Notify option. Saved edits will appear immediately. The last date modified will appear at the top of the syllabus.

- **SAVE:** Saves the content added and updates the syllabus.
- **SAVE AND NOTIFY:** Saves content, updates syllabus, and notifies students a change has been made. For example, if a new faculty took over a course mid-semester, syllabus contact information could be updated, and students notified of the update.



Concourse Syllabus Tool Support

Technical Questions

Faculty should report technical issues they experience accessing or editing Concourse syllabi to the Blackboard Support team at bbsupport@sjcd.edu

Training Questions

Faculty seeking additional training on the Concourse syllabus tool should schedule an appointment with their campus Instructional Designer by contacting them directly or using our Bookings link at [*Book an Appointment with a SJC Instructional Designer*](#).

Content Questions

Content used in the creation of the Concourse syllabi came from the San Jacinto College syllabi pulled from Banner / SOS and from the Banner SIS system.

Questions regarding division or department syllabi, or the content contained within the document, should be directed to Syllabus Management Committee at innovate@sjcd.edu.

Syllabus Feedback

Due to the size of our organization and the complexity of the syllabus tool settings, San Jacinto College recognizes the need to gather ongoing feedback about the syllabus and the Concourse syllabus tool. Faculty interested in providing feedback are encouraged to use the [Syllabus Feedback Form](#).

Frequently Asked Questions (FAQs)

Q. What is the process if I am scheduled to teach a course, but it is not available to me or in my list of syllabi?

A. Syllabi for a semester will be created in Concourse 4-6 weeks prior to the start of the semester. Changes and additions in Banner are sent to Concourse daily. You can expect to see the syllabus for your course 24 hours after a change has been made. If your course has been entered into Banner for over 24 hours and it's still not appearing, contact Blackboard Support (bbsupport@sjcd.edu).

Q. What is the deadline for editing my course syllabus?

A. To comply with Texas Education Code Section 51.974 requiring internet access to course information, syllabi should be updated no later than 7 days after the first day of the part of term. Additional guidance may be provided by your department chair or dean.

Q. Who should I contact for Concourse support?

A. For support options, review the [Concourse Syllabus Tool Support section](#) of this document.