



Concourse  
Syllabus

SYLLABUS & CV MANAGEMENT

# HANDBOOK

Faculty




SOUTH TEXAS  
COLLEGE

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## ACCESSING CONCOURSE

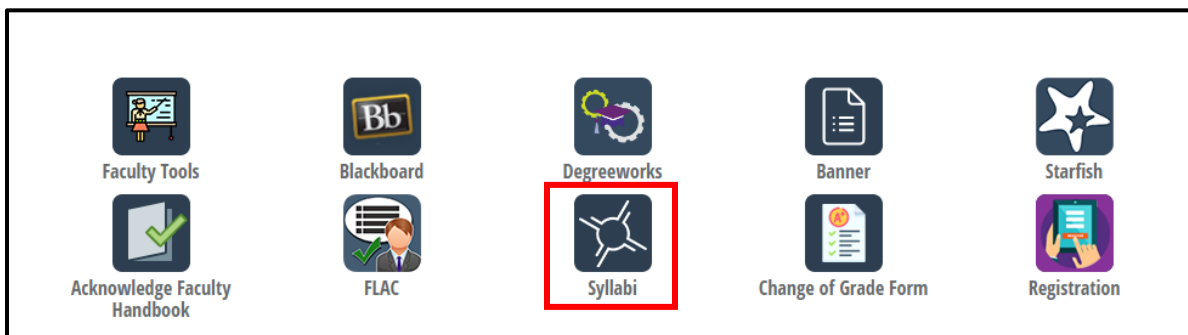
Recommended Browser: Chrome  or Firefox 

1. Log into JagNet at <https://jagnet.southtexascollege.edu> with your STC credentials.

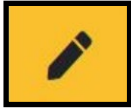


The screenshot shows the South Texas College login page. At the top is the college logo and name. Below is a "Sign in to your account" section with input fields for "Username" and "Password", and a "Sign In" button. There are links for "Forgot your password?" and "Need technical assistance? Call 956-872-2111". At the bottom, there is a disclaimer about the use of information systems and a reference to Texas Administrative Code 202.

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



## 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 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.

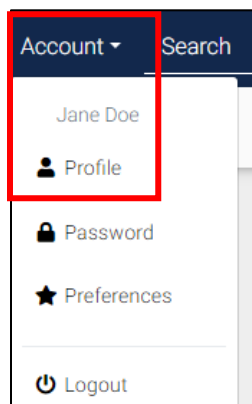
## ACCOUNT PROFILE

Each user in Concourse will have an account profile. Faculty 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.

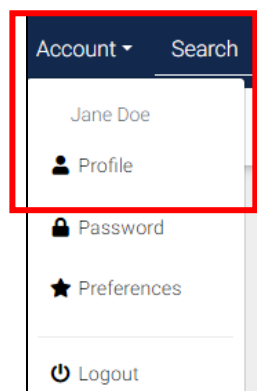
### Contact Information

Role	<input type="text" value="Instructor"/>
Title	<input type="text" value="e.g. Dr."/>
First Name	<input type="text" value="Sarah"/>
Middle Name	<input type="text"/>
Last Name	<input type="text" value="Acosta"/>
Suffix	<input type="text"/>
Office	<input type="text" value="Pecan A-120"/>
Phone	<input type="text" value="956-872-0000"/>
Website	<input type="text"/>

## CURRICULUM VITAE (CV)

Effective Fall 2022, the Concourse Syllabi Management application will be the source of CVs for faculty. This method will ensure efficiency in reporting and will house all content for HB2504 compliance in one area. Each faculty must complete their CV information through the **Profile** option. For future terms, only new faculty will be required to complete their CV. Current faculty have the ability to update their CV at any time.

1. Go to the **Account** field on the top right corner of the page and select **Profile**.



2. Complete the **Education** and **Experience** fields of the Curriculum Vitae. **Publications** is optional but encouraged if applicable. Dates, degree types and institution names should be included for **Education**. Location, dates and

teaching disciplines (including current assignments) should be included. Administrative positions related to higher education should be included in the **Experience** field and should include dates, titles and a short summary of duties.

The screenshot shows a form with three sections, each with a rich text editor toolbar. The **Education** section contains two entries: "Bachelors in Business Administration - University of Texas Pan American - May 2004" and "Masters in business administration - Texas A&M Kingsville - May 2008". The **Experience** section contains two entries: "South Texas College - Business Administration Department Chair - Spring 2021 - Current" and "South Texas College - Business Administration - Full-Time Professor - Fall 2018 - Current". The **Publications** section is currently empty.

3. Once completed, **SAVE** the content.

## 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.

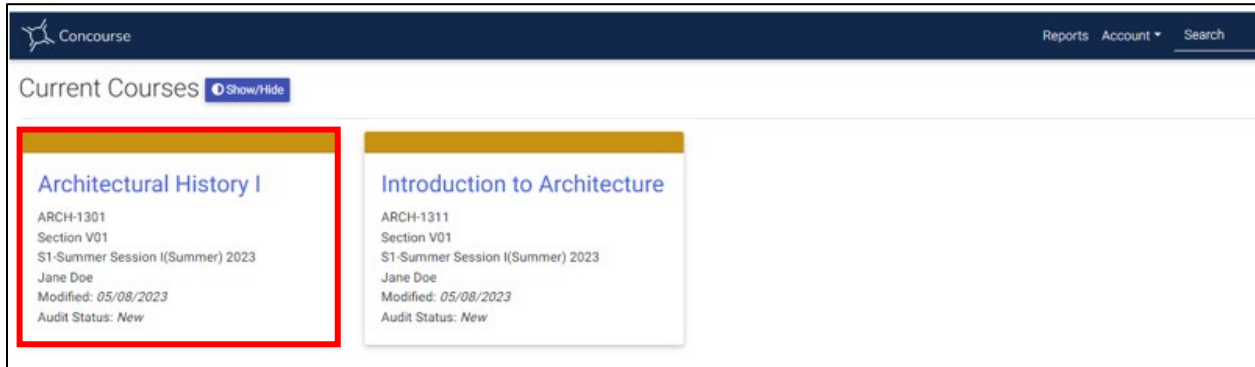
The screenshot shows the Concourse application dashboard. At the top, there is a "Concourse" logo and a "Current Courses" section with a "Show/Hide" button. Below this, there are two course cards. The first card is for "Architectural History I" (ARCH-1301, Section V01, S1-Summer Session I(Summer) 2023, Jane Doe, Modified: 05/08/2023, Audit Status: New). The second card is for "Introduction to Architecture" (ARCH-1311, Section V01, S1-Summer Session I(Summer) 2023, Jane Doe, Modified: 05/08/2023, Audit Status: New).

**Note:** If you are missing a course syllabus on your dashboard, contact the Curriculum Department at [syllabi@southtexascollege.edu](mailto:syllabi@southtexascollege.edu) for assistance. Please provide your name, A# and the CRN for the course section missing the syllabi.

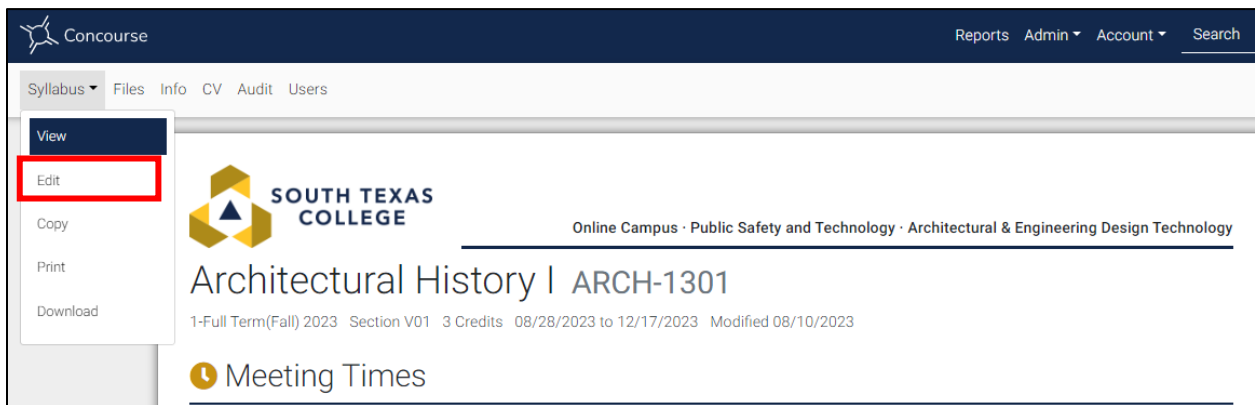
## Editing the Course Syllabi

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 faculty may be expected to complete/update, based on their role. 🗨️ **Note:** These are subject to change based on departmental requirements. Contact your department chair for any questions or concerns.

Item Category	Instructor Role
<b>Contact Information</b> <ul style="list-style-type: none"><li>• Contact Entry</li></ul>	✓
<b>Required Core Objectives</b>	Pre-Populated by Department Chair
<b>Core Objectives Matrix</b> <ul style="list-style-type: none"><li>• Matrix Entry</li></ul>	✓
<b>Course Requirements</b>	✓

Item Category	Instructor Role
<ul style="list-style-type: none"> <li>• Breakdown</li> <li>• Grading Criteria</li> </ul>	
<b>Assignments</b> <ul style="list-style-type: none"> <li>• Assignment Entry</li> </ul>	✓
<b>Textbooks &amp; Resources</b> <ul style="list-style-type: none"> <li>• Book</li> <li>• Other</li> </ul>	✓
<b>Instructor Expectations</b>	✓
<b>Topic Outline</b>	✓

- 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**.
- A pop-up box will appear where you can enter the content.
 

**Tip:** **Contact Information**, **Core Objectives Matrix**, **Course Requirements**, **Assignments** and **Textbooks & Resources** have sub-items that you may want to utilize.

Edit Item: Contact Information Entry x

Copy From Profile

Role  (e.g. Instructor)

Title  (e.g. Dr.)

First Name

Middle Name

Last Name

Suffix

Email

Office

Phone

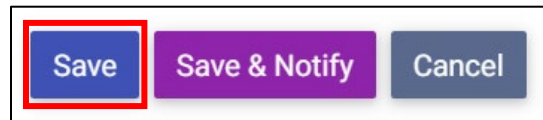
Website  (e.g. https://mysite.edu)

Notes   


B I U A [text-align icons] [list icons] [link icon] [table icon] [code icon]



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.



**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.

Edit Item: Assignment

**i** This notes field is for entering general information regarding assignments. 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

Assignment	POINTS
Presentation	200
Midterm	300
Final	400

4. Click **Save** to save and view your changes.

**☰** Assignments

Assignment	POINTS
Presentation	200
Midterm	300
Final	400

**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>.

### Copying Content

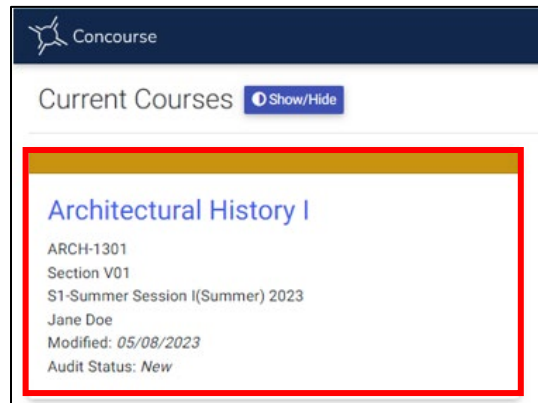
For faculty that teach multiple sections of the same course or who wish to copy content from a previous term's syllabus, Concourse's copy feature allows you to copy content from one syllabus to another. **Note:** You can only copy content you have access to edit.

Please note the following when using the copy feature:

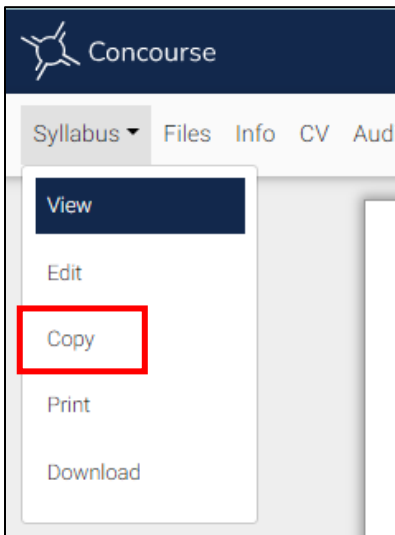
- Item copying works at the category level (e.g., contact information, course requirements, etc.). The item must be visible on the source syllabus and editable on the destination syllabus to complete the action.
- File attachments are not copied during the copy process.

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

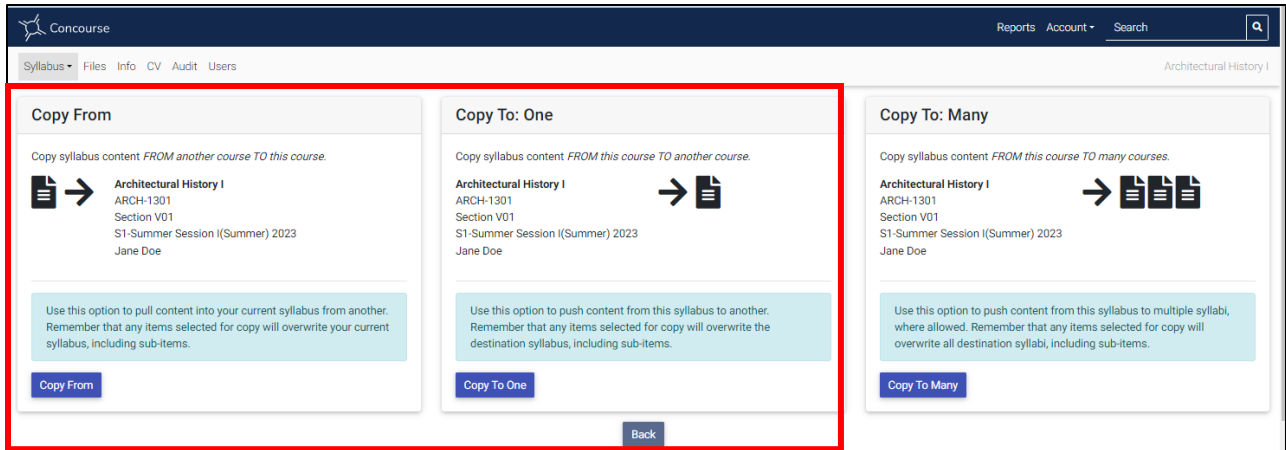
1. On your dashboard, click on the syllabus of the course you want to edit.



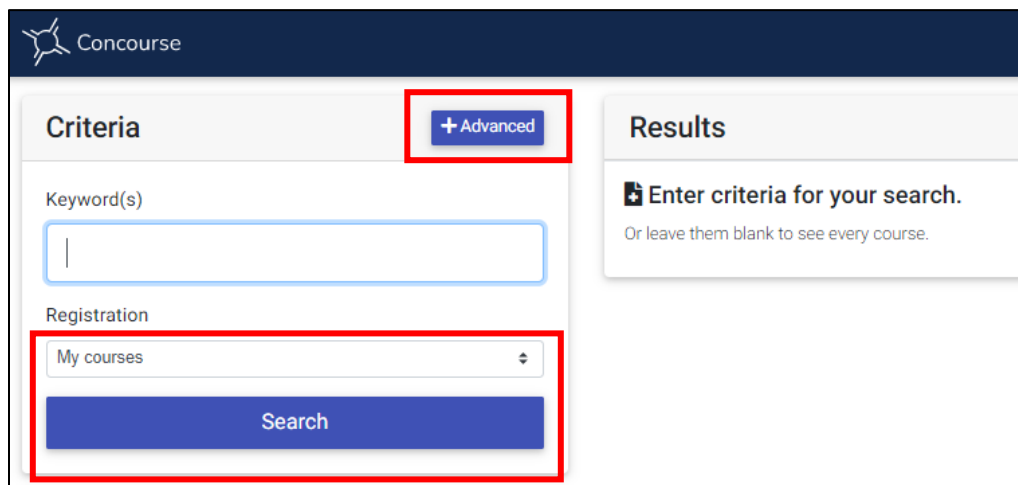
2. Go to **Syllabus > Copy**.



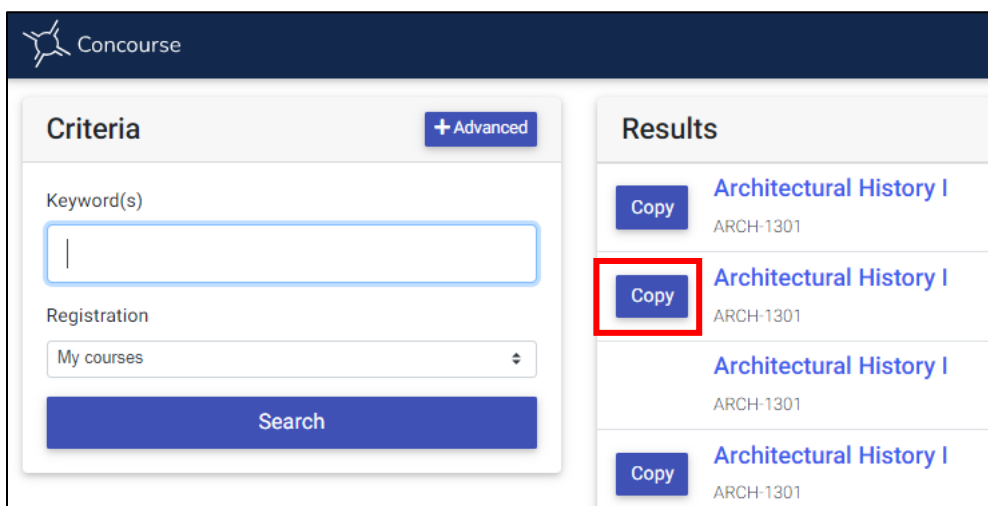
3. View the three options for copying content and select one of the options.
4. **Options 1 & 2:** Use the search criteria to locate the course you wish to copy content to or from (depending on the option you choose).



5. The **Advanced** criteria allows you search by course subject and number as well as past terms.



6. Click on **Copy** next to the course you want to copy to/from.



- The prompt will display the information of the syllabus and how the changes would take place. Select the item categories you wish to copy on the copy panel and click **Copy**.

Concourse

### Select Items

**From** → **To**

**Architectural History I**  
ARCH-1301  
Section V30  
S2-Summer Session II(Summer) 2023  
Jane Doe

**Architectural History I**  
ARCH-1301  
Section V01  
S1-Summer Session I(Summer) 2023  
Jane Doe

- Contact Information
- Course Requirements
- Textbooks & Resources
- Instructor Expectations
- Topic Outline

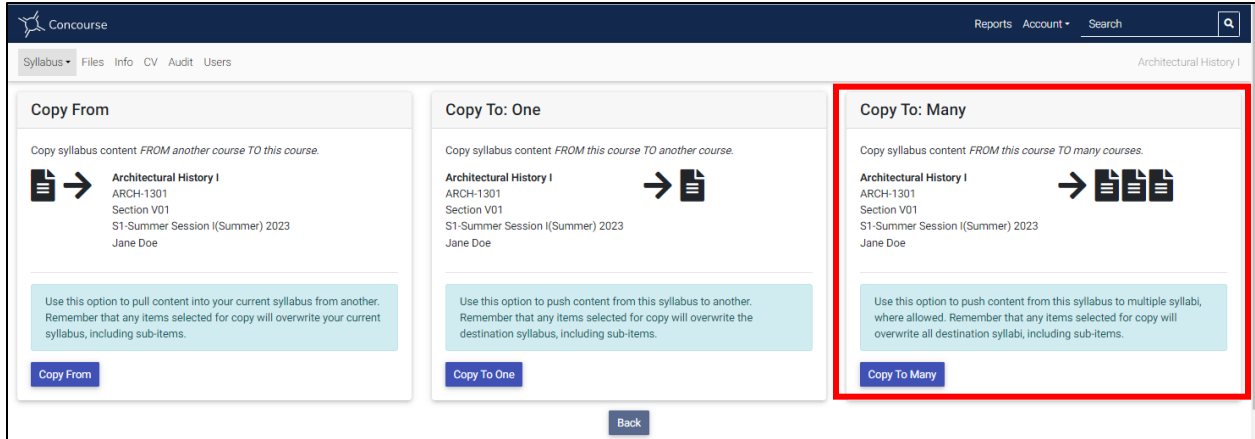
**Copy** **Back**

- A message will appear confirming the copy. Click **OK** to confirm and the selected items will be copied (in some cases, replaced) to your course syllabus.

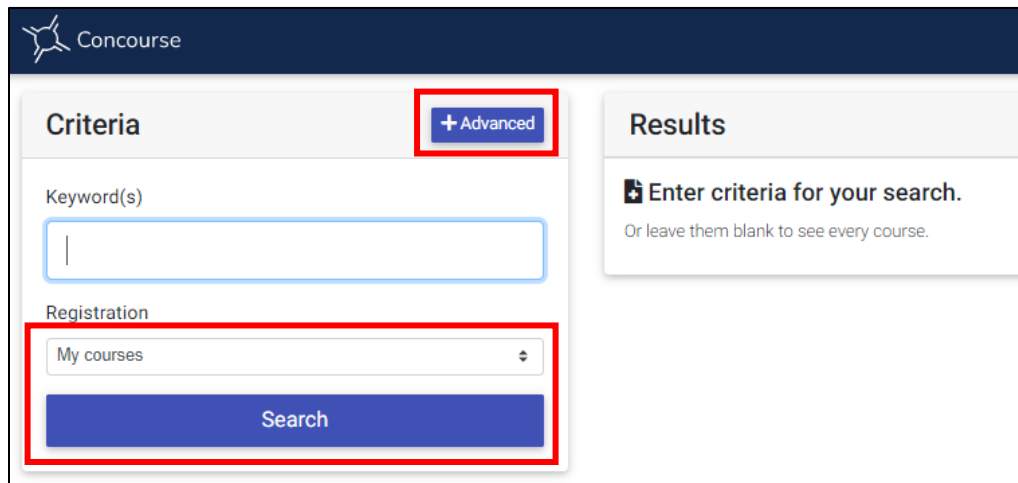
Copying items may replace existing ✕ content.

**OK** **Cancel**

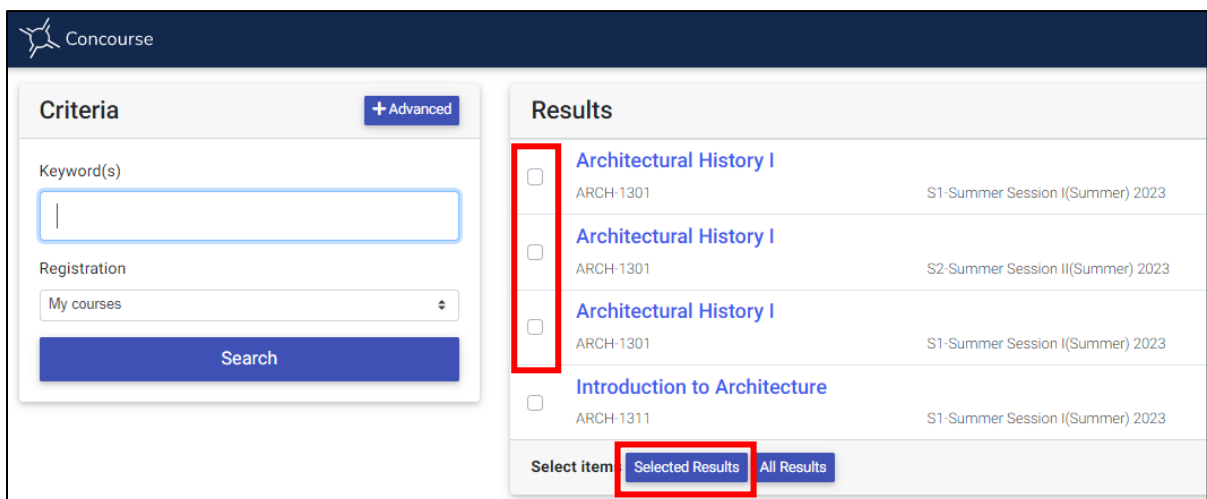
- Option 3:** To copy the syllabus content to more than one course section, click on **Copy to Many**.



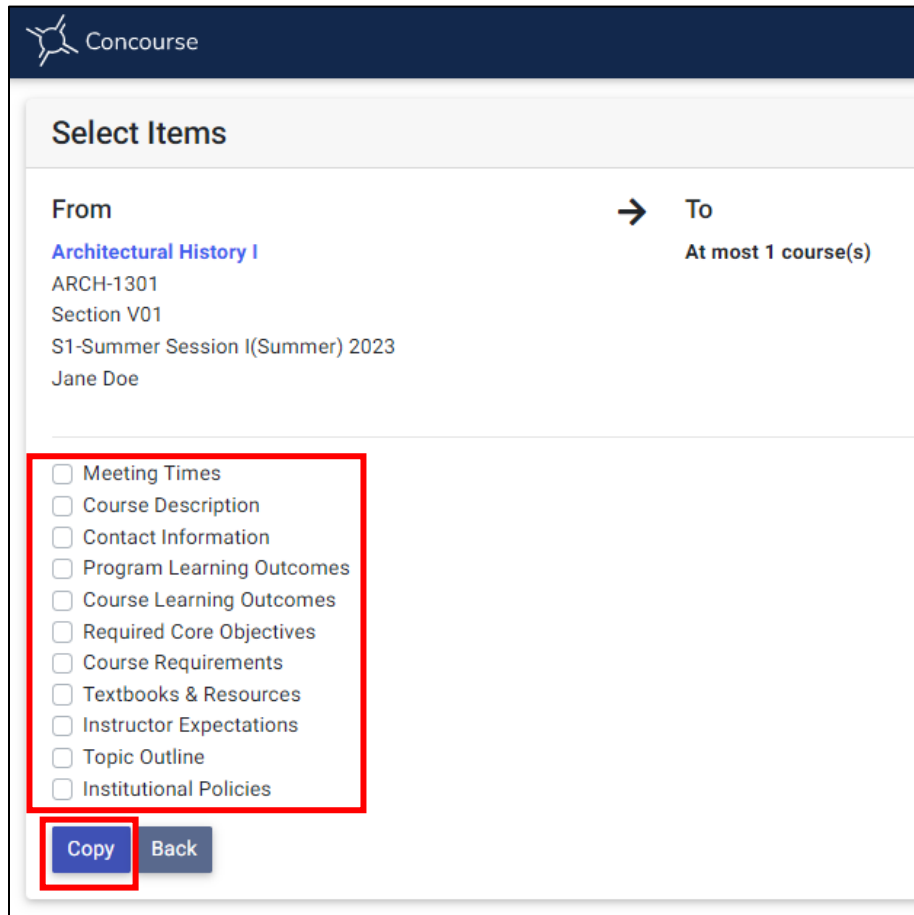
10. The **Advanced** criteria allows you search by course subject and number as well as past terms.



11. Select the syllabi you would like to copy to by click on the checkbox next to each one. Click on **Selected Results** at the bottom of the page.



12. The prompt will display the course you are copying from to the number of courses you are copying to. Select the item categories you wish to copy on the copy panel and click **Copy**. 🗨️ **Note:** Although all items are listed, the syllabi will only copy items that you have permission to edit.



The screenshot shows the 'Select Items' dialog box in Concourse. The 'From' section lists the source course: 'Architectural History I', 'ARCH-1301', 'Section V01', 'S1-Summer Session I(Summer) 2023', and 'Jane Doe'. The 'To' section indicates 'At most 1 course(s)'. A list of item categories is shown with checkboxes, all of which are currently unchecked. The 'Copy' button is highlighted with a red box.

**From** → **To**

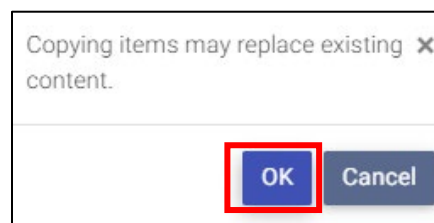
**Architectural History I**  
ARCH-1301  
Section V01  
S1-Summer Session I(Summer) 2023  
Jane Doe

At most 1 course(s)

- Meeting Times
- Course Description
- Contact Information
- Program Learning Outcomes
- Course Learning Outcomes
- Required Core Objectives
- Course Requirements
- Textbooks & Resources
- Instructor Expectations
- Topic Outline
- Institutional Policies

**Copy** Back

13. A message will appear confirming the copy. Click **OK** to confirm and the selected items will be copied (in some cases, replaced) to your course syllabus.



The screenshot shows a confirmation dialog box with the text 'Copying items may replace existing content.' and a close button (X). The 'OK' button is highlighted with a red box.

Copying items may replace existing content. X

**OK** Cancel

**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 copying items that will overwrite existing syllabus content.

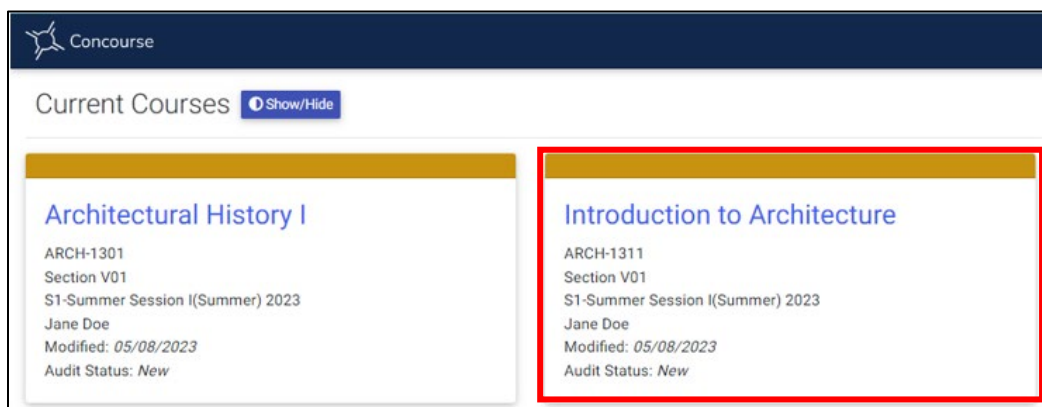
14. Once the copy is complete, the syllabus will display copied information. Verify and make adjustments as needed. 🦋 **Tip:** When copying content with dates, such as week-to-week assignments, be sure to go back and update your dates.

## DOWNLOADING COURSE SYLLABI

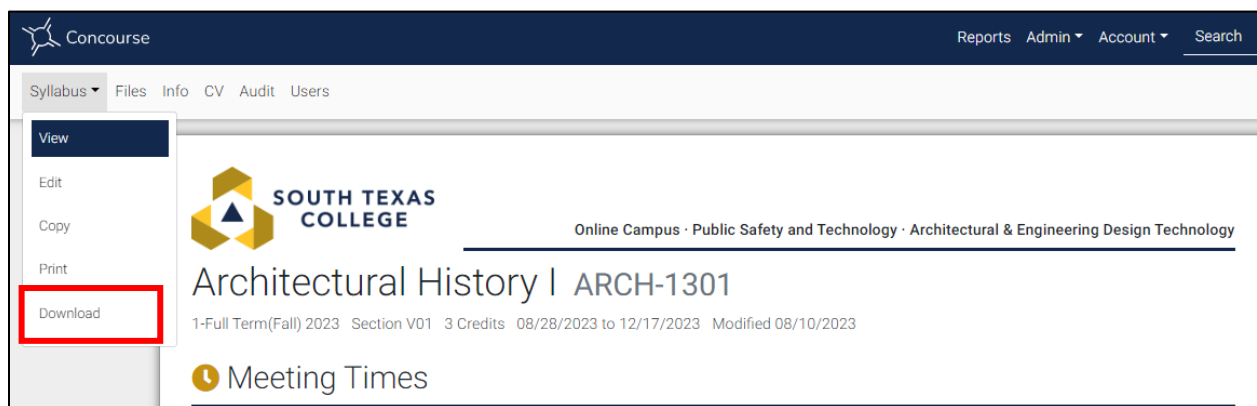
Once you complete your course syllabi, you may download them as a PDF file for distribution, either in class or by email. Students can also access their syllabi in the JagNet portal under the Student Apps. 🦋 **Note:** You must exit "Edit" mode and be in "View" mode to see the print options.

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**.

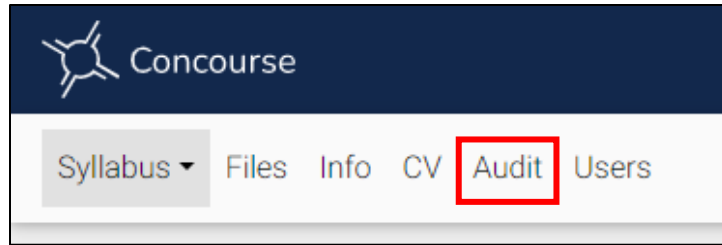


3. The file should download as a PDF file.

## SUBMISSION 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.





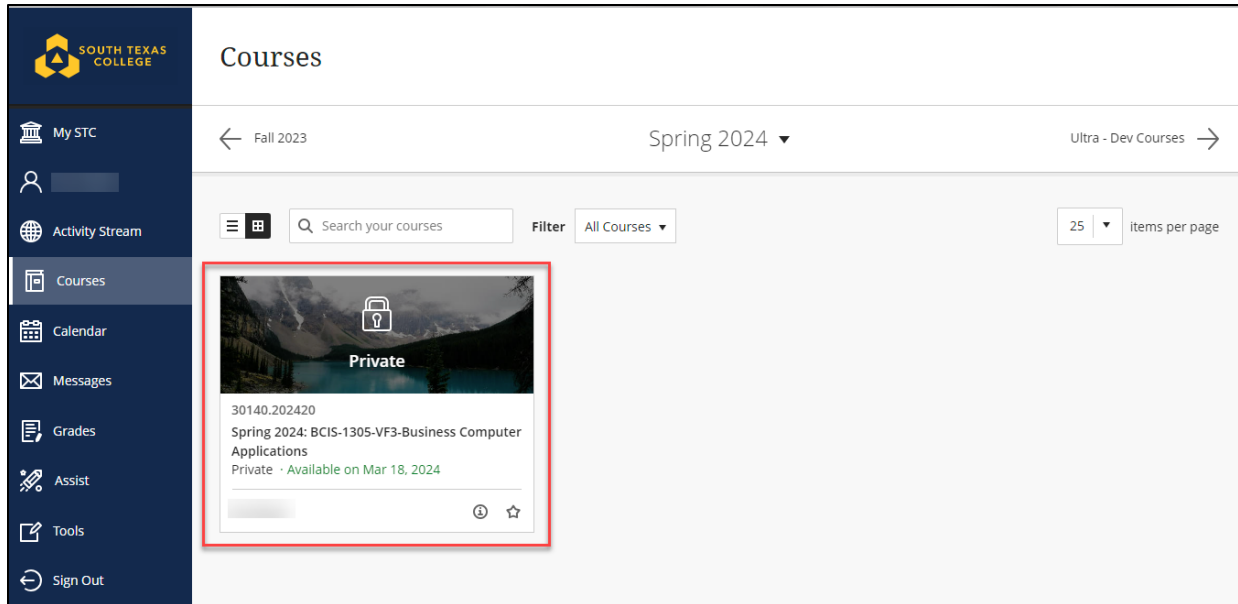
Select "Submitted for Review" from the audit status options and click on **Update**. This step is needed for each syllabus completed for each course taught.

A screenshot of the 'Update Trail' form in the Concourse application. The form has a title 'Update Trail' at the top. Below the title, there is a section for 'Audit Status' with a dropdown menu currently showing 'Submitted For Review'. Below that is a 'Message' section with a rich text editor toolbar and a text area. At the bottom, there is a 'Notify' section with two checkboxes: 'Auditors' and 'Editors'. The 'Update' button is located at the bottom left of the form and is highlighted with a red rectangular box.

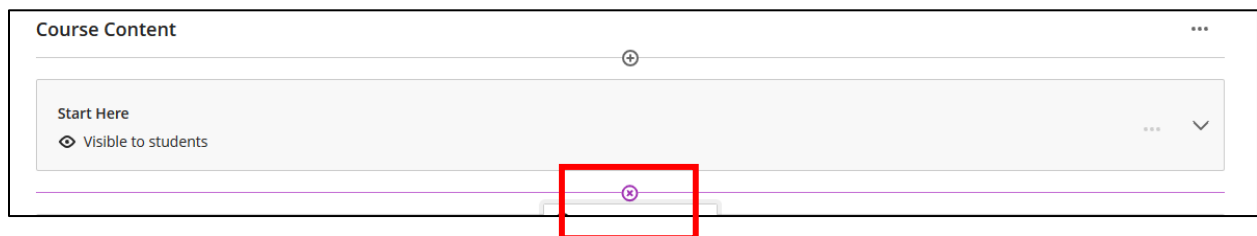
## SYLLABI in BLACKBOARD

Faculty can make the syllabi available to their students through the Blackboard console. The following steps will guide in adding the content to your navigation bar in the **Ultra** course view:

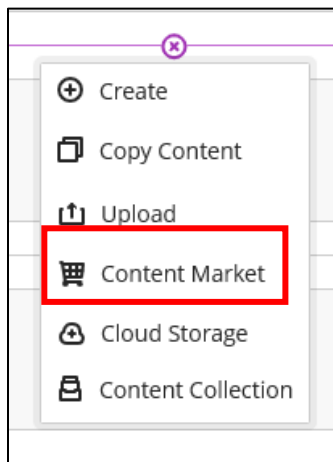
1. Log into your Blackboard account.
2. Select the course where you would like to add the **Concourse Syllabus** link.



3. Under the **“Start Here”** learning module select the **plus (+) sign**



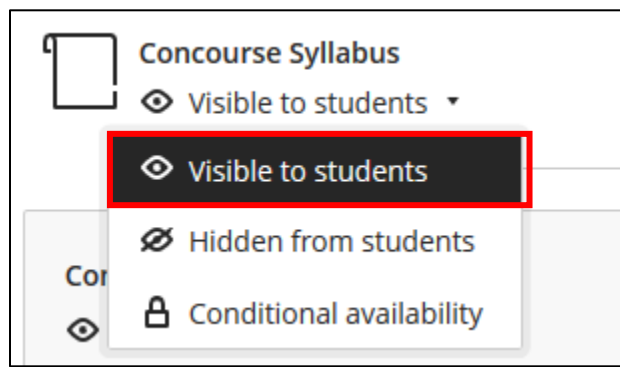
4. Select **“Content Market”**



5. Select the **plus (+) sign** under the Concourse Syllabus



6. Select “Visible to students”



## ADDITIONAL FEATURES

### Students Statistics

Faculty can access the user list and student statistics for each of their syllabus. Student Statistics will provide insight into syllabus views from students. Only faculty will be able to view this information.

To access this feature, click on the **Users** item at the top left corner of the application in the menu.

Concourse

Syllabus ▾ Files Info CV Aud **Users** Reports Account ▾ Search

Architectural History I

### Syllabus Access

7  
total views  
\*Includes guests and former registrants

### Student Statistics

0 registered    0 views    0% have viewed    0% since modified on 05/08/2023

### Course Users

User	Views	Last View	Viewed Since Modified	Group
Doe, Jane <small>stctest1@southtexascollege.edu</small>	6	09/23/2023 2:10 PM	Yes	Instructors

**Note:** If a student is listed on the syllabus that should not be, or if a student is missing, contact the Curriculum Department [syllabi@southtexascollege.edu](mailto:syllabi@southtexascollege.edu) to report the discrepancy.