# Concourse Training Materials

HOW TO LOGIN AND ACCESS

Canvas

- Login to Canvas.
- Enter your course shell and click on the Concourse Syllabus link in your list of links on the left. The master syllabus template will appear with your course information.

MyBarton Portal

- Login to MyBarton Portal
- Select the Faculty Tab in the menu bar.
- Click on the Concourse Syllabus link on the left hand Online Faculty Services Box.
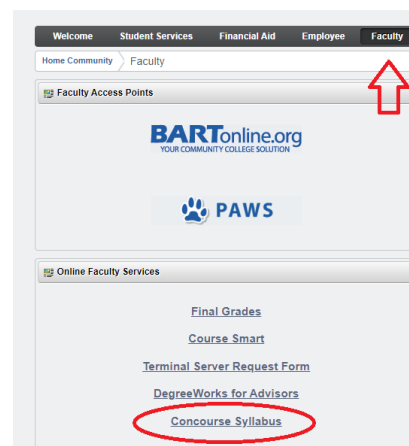
EDITING A SYLLABUS

1) Click Syllabus in the upper left corner of the screen and select **Edit** from the dropdown.
2) The ITEM areas are displayed with a left-hand menu which indicates what you can/cannot do in that item:

	Click on the pencil icon to edit the item.
	Click on the delete icon to remove either the entire item or a sub-item. While you may be able to add the item or sub-item back in, anything contained in that item at the time you delete it, will NOT reappear. Be careful when deleting.
	Click the plus icon to add sub-items to the item. Complete the appropriate fields.
	The lock icon indicates that the item is un-editable.
	The arrows allow you to reposition sub-items within an item.

ADDING A FILE TO AN ITEM

In order to add a file to an item area (where available), the file must first be uploaded to Concourse. Click on Files at the top of the screen. Provide a descriptive title. Choose your file, then UPLOAD.
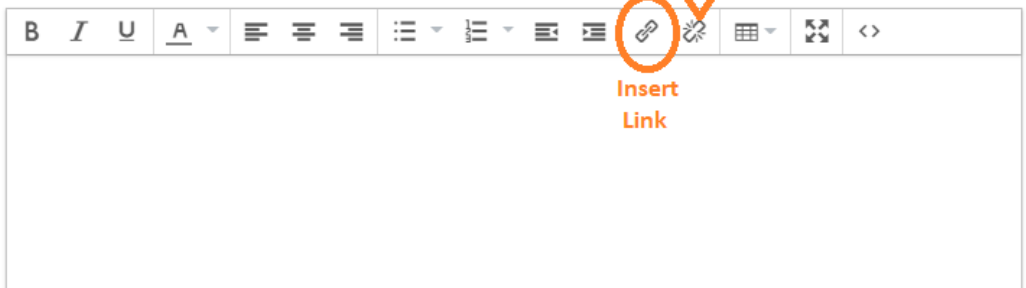
When you are editing the item area where you wish to include the file, include some information in the Notes section (1); drop down the Select file menu (2); click on the File (3), and Attach it (4). Save.

ADDING EXTERNAL LINKS TO YOUR SYLLABUS

1) Under the **Edit icon** (pencil), use the hyperlink button for accessibility purposes. Do not copy and paste the URL in the text editor as it may not link.

2) Follow the prompts in the Insert Link field.
3) Select **OK.**
   NOTE: To change the hyperlink, highlight it and click the Insert/Edit link icon to make revisions. To remove the link, highlight the hyperlink and click the Remove Link icon.

GRADING METHODS SECTION – SCALE AND CRITERIA

Under Grading Methods, you can enter your grading scale and a criteria area such as weighted grades.

Breakdown is the Grading Scale.

1) First click on the **Breakdown +** link and you can name your Grading Scale in the Notes. Select **Save**.

2) Click on the **Breakdown Entry +** link to start entering your grading scale. Under the Grade box but the letter grade and the Range is your range of grades. For example A in Grade and 90 -100 in Range. Select **Save**.
3) Repeat Step 2 in order to enter your entire scale.
4) To view how students will view this area, go to the top and select **View** from **Syllabus dropdown**.

Criterion is your items that you are assessing in your course. For example if you have 20% Exams and 30% Homework and 50% Projects, you can list these items under the Criterion.

1) Click the **Criteria+** to name your Criteria or explain in detail under the Notes. Select **Save**.
2) Click on the **Criterion+** link to start entering your categories. Select Save upon entering.
3) Repeat Step 2 to enter your remaining categories.
4) To view how students will view this area, go to the top and select **View** from **Syllabus dropdown.**

IMPORTING FROM ONE SYLLABUS TO ANOTHER

Content can be imported between current and past Concourse syllabi. This is helpful if you are teaching multiple sections of the same course within a semester as well as for importing content from one semester to the next.

To import syllabus content:

1) Go to the course you wish to bring content into and select Syllabus > Import.
2) Search for the course you wish to copy content from.
   a. It may be helpful to search using the +Advanced button and placing your name in the Instructor field and perhaps selecting a specific session and year.
   b. A list of courses will appear. You will only see Import buttons next to the courses you are allowed to import from.
   c. Click on the Import button next to the appropriate course.
3) Select the item categories you wish to import and click Next.
4) Accept the confirmation and the selected items will be copied (in some cases, replacing) to your course.

FYI - Not all items can be imported. Files are not copied during the import process.

Caution: If an item category already exists on the destination syllabus, the entire item is replaced and cannot be undone. Be extremely careful when importing items that will overwrite existing syllabus content.

SHARING A LINK TO YOUR SYLLABUS

A concourse syllabus will automatically appear in the left-hand menu of every canvas course space. If you would like to share your syllabus with someone or insert a link to your syllabus from an external website, click on the Info link at the top. The link and embed codes appear on the right.
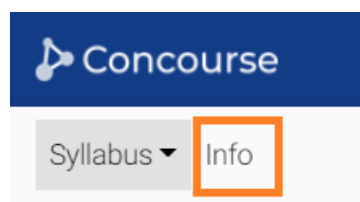
Links

Public - Preview

https://bartonccc.campusconcourse.com/view_syllabus

Embed - Preview

<iframe width="1024" height="768" src="https://bartoncc

PRINTING YOUR SYLLABUS

From the Dashboard, select the course syllabus you wish to print. From the Syllabus menu select Print.

- If you do not see the Print option, then chances are you are still in Edit mode. Return to View mode.
- If, when attempting to print, you see information that should be hidden (for example the Regulatory Information on eLearning and hybrid syllabi), then use the link noted in the next section to open your syllabus in a DIFFERENT browser and print from that browser
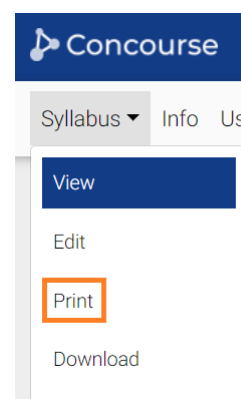

HINTS FOR PASTING TEXT FROM WORD

Some advanced formatting options (e.g. multiple fonts) may be removed upon pasting in order to maintain formatting consistency throughout the Concourse system.

While most content can be quickly and easily copied from Word into a Concourse syllabus, pasting complicated text formatting can sometimes produce some unexpected adjustments.

Here are a few suggestions for making sure your content can be transferred smoothly while preserving most formatting.

- Paste smaller blocks of text: Sometimes large blocks of text with multiple types of formatting (tables, bullets, headings, etc.) may cause the text to display improperly. If you can paste the text in smaller blocks, it may allow the system to mimic the formatting more accurately.

- Use the native formatting options of the text editor: If you are pasting a block of text with sophisticated formatting, first simplify the text you are pasting by using Word's Clear Formatting tool. Highlight the text in the Word doc and then click on the tool. Paste the text into Concourse. Reinstate the formatting using the native options in the Concourse text editor. For example, you can use the justification, bullet, and table buttons to reapply formatting after the text has been copied.
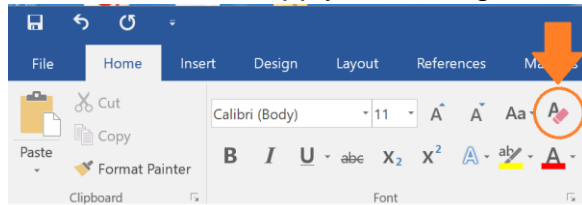
- Retype the information directly into the system: the "hidden" formatting that is added to text when copied from Word will not interfere.
- Format the HTML directly: If you are familiar with HTML, use the HTML button in the Rich Text Editor.
- Remove all formatting: If you cannot get the pasted text to format correctly, try resaving the original document as a TXT file and then pasting the unformatted text directly.

NEED ASSISTANCE?

Please contact the Concourse Helpdesk at concourse@bartonccc.edu