

Canvas

How Do I Roll Over My Concourse Syllabus?

After you have entered a syllabus for a course, you can roll over the content from one term to the next in Concourse. By rolling over, you will save yourself time keying in items that don't change from one course to the next, such as the Course Description and Outcomes. For things that may change, like Meeting Times or Schedule, you can import from a prior term and then edit the information.

1. Log in to [Connections](#), click on the **Faculty** tab, and click on **Concourse Syllabus Generator** in the **WSBT Faculty Course Information** channel. Concourse will open in a pop-up window.



2. Under **My Courses**, click on the title of the course for the syllabus you are preparing.

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Concourse Report Account Search

View Manage Register

My Courses

			Audit Status	Last Modified
	Designing an Online Course- Part I	EDTC-5820 F1 2013	Section W1 Portman, Teri A.	New 02/08/2013
	Designing an Online Course-Part II	EDTC-5825 F2 2013	Section W1 Portman, Teri A.	New 02/08/2013

Past Courses

3. Once in syllabus, click on the **Syllabus** menu and choose **Import** from the drop-down.

Concourse Report Account Search

Syllabus Info Audit Users Settings Designing an Online Course- Part I

- > View
- > Edit
- > **Import**
- > Print

WEBSTER UNIVERSITY • WEBSTER GROVES, MO • SCHOOL OF EDUCATION • MULTIDISCIPLINARY EDUC

Webster UNIVERSITY **DESIGNING AN ONLINE COURSE- PART I**

EDTC-5820 Section W1
2 Credits F1 2013
08/26/2013 to 10/18/2013 Modified 02/08/2013

4. Click **Advanced** to expand your search options.

Concourse Report Account Search

Search


Keyword(s)

Advanced

Results

Enter criteria for your search.
Or leave it blank to see everything.

5. Enter your last name in the **Instructor** field, and the **Session** (e.g., SU) and **Year** (e.g., 2013) of the past syllabus that you want to import.

Concourse 

Search

Keyword(s)

➔ **Advanced**

Keyword Mode

Course Title

Subject **Number**

Campus

School

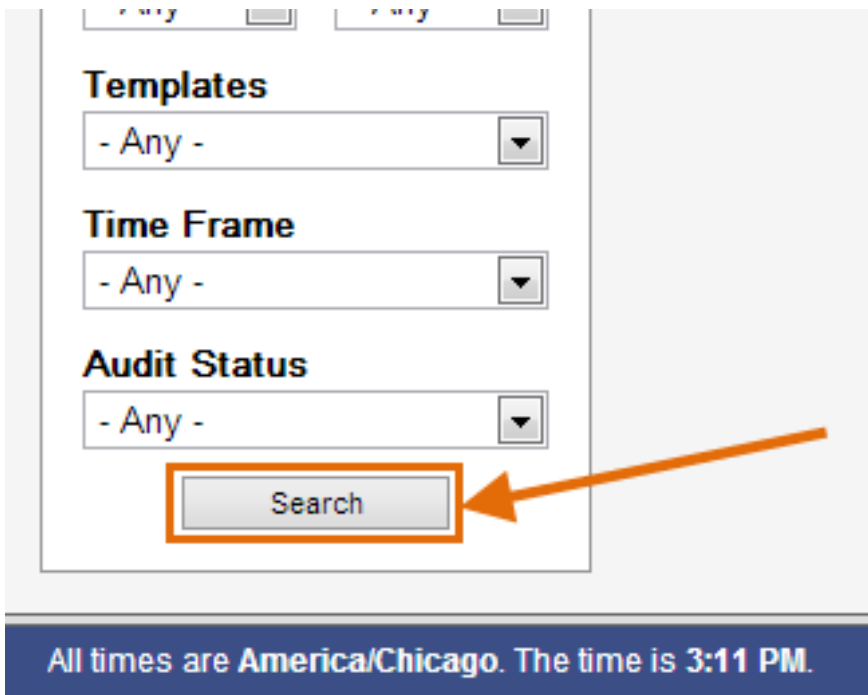
Department

Instructor

Session **Year**

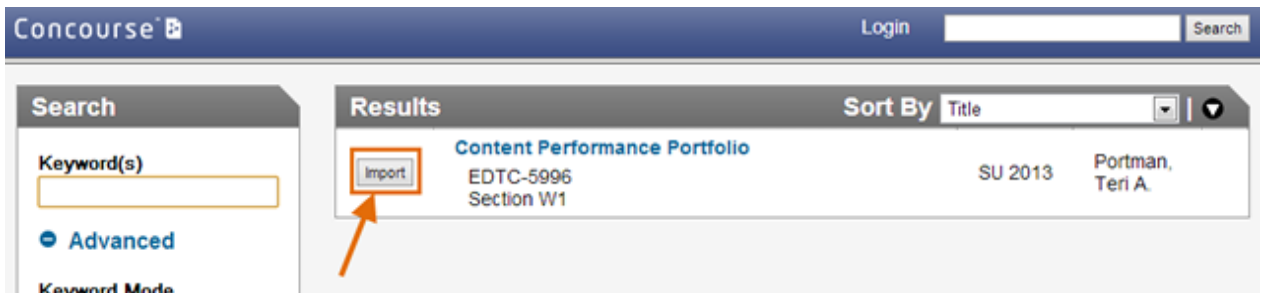
6. Then scroll down and click the **Search** button.

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A screenshot of the Canvas search interface. It features three filter sections: 'Templates' with a dropdown menu set to '- Any -', 'Time Frame' with a dropdown menu set to '- Any -', and 'Audit Status' with a dropdown menu set to '- Any -'. Below these filters is a 'Search' button, which is highlighted with an orange rectangular border. An orange arrow points from the right side of the image towards the 'Search' button. At the bottom of the interface, a blue banner displays the text: 'All times are America/Chicago. The time is 3:11 PM.'

7. Click the **Import** button to the left of the course from which you want to import syllabus content.



A screenshot of the Canvas search results page. The top navigation bar includes the 'Concourse' logo, a 'Login' field, and a 'Search' button. The main content area is divided into a 'Search' sidebar and a 'Results' section. The 'Search' sidebar contains a 'Keyword(s)' input field, an 'Advanced' toggle, and a 'Keyword Mode' label. The 'Results' section shows a search result for 'Content Performance Portfolio' with details: 'EDTC-5996 Section W1', 'SU 2013', and 'Portman, Teri A.'. An 'Import' button is located to the left of the result title and is highlighted with an orange rectangular border. An orange arrow points from the left side of the image towards the 'Import' button. The 'Results' section also includes a 'Sort By' dropdown menu set to 'Title'.

8. Check the boxes next to the items that you want to import and then click the **Next** button.

Canvas

The screenshot shows the 'Concourse' interface. On the left, under 'Which syllabus items would you like to', there is a table with 'From' and 'To' columns. The 'From' column contains 'Content Performance Portfolio' and the 'To' column contains 'Designing an Online Course- Part I'. Below this table are three checked checkboxes: 'Description', 'Outcomes', and 'Institutional Policies'. A 'Next' button is highlighted with an orange box and an arrow pointing to it from the right. On the right side, the 'Import Guidelines' section is visible, containing sections for 'General', 'Sections', 'Permissions', 'Templates', and 'Files'. The 'General' section includes a 'Caution' about replacing existing content.

Note: As Concourse states: "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."

9. The screen will reload with your syllabus, including the imported content. Go to the **Syllabus** menu and choose **Edit** to make changes for the new term.

The screenshot shows the 'Concourse' interface with the 'Syllabus' menu open. The 'Edit' option is highlighted with an orange box and an arrow pointing to it from the left. The main content area shows the syllabus for 'DESIGNING AN ONLINE COURSE- PART I' at Webster University. The syllabus details include: EDTC-5820, 2 Credits, 08/26/2013 to 10/18/2013, Section W1, F1 2013, Modified 08/08/2013.

Unique solution ID: #1261

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Last update: 2013-08-12 09:11