How to Add a Concourse Link to a Content Module

Open Concourse (https://blinn.campusconcourse.com)

1. In the course list locate the course title of the course with the syllabus. Click on the course title to display the course Syllabus page.
2. Click on Info in the gray navigation bar to open the Course information page.

3. Locate the My Information section on the right.
4. Under the Links section locate the Public - Preview link address.
5. Select to highlight the Public – Preview link address text.
6. Right-click and copy the link address to your computer’s clip board.

To create a new (Syllabus) module

7. Select Content from the course navigation bar.
8. Select Table of Contents.
9. Click in the Add a module text box to activate the box.
10. Type/enter the desired module title in the Add a Module box. For a syllabus module the title might be Syllabus or Syllabus/Orientation.
11. Press Enter on your keyboard. The module displays.
12. Click on the module title to open the module.
To create a new topic (add Syllabus link to module)

13. Select Content from the course navigation bar.

14. Locate the module where you want to add the syllabus (Syllabus Module)

15. Select the New drop down button.

16. Select the Create a Link option.

The New Link dialog box displays.

Enter a title of ‘Click Here to view Course Syllabus’ (or any title you desire).

17. In the URL text box delete the http:// text.

18. Right-click and paste the Concourse syllabus link (you copied this to your clipboard in step 4).

19. If you do not have the address on your clipboard – maximize the Concourse window and copy the link again (Step 5 & 6). (Make sure that your link does not display with http://https:// in the URL – just https:// belongs in the address)

20. Type the Title * such as – Click Here to View the Course Syllabus. Students see this text as the link they click on.

21. Check the Open as External Resource checkbox.

22. Click the Create button.

23. Test your link.