Concourse: Template-Import Content from Existing Syllabus

Getting Started

Please use the official syllabus requirements which are available on the Academic Affairs webpage at http://www.blinn.edu/academic_affairs/Course_Syllabus_2012.pdf.

Hyperlinks to start Concourse: Syllabus/ CV database are located:

- On the Faculty/Staff web page – (Left Gray Bar) Click Access Syllabi & CV’s/ Click on
- On the MyBlinn>Employee Tab
- On the gray navigation bar at the bottom of Blinn home page

Step 1: Login

- Login to the Concourse Syllabus & CV database using your Blinn email username and password.
- A list of the instructor’s assigned courses / sections displays. Click on a Course title. (Blue type)

Step 2: Under Syllabus, select Import.
**Step 3:** Search for the syllabus you wish to copy. Click on Advanced, if needed to narrow search.

**Step 4:** Click on Import next to the Syllabus that you wish to copy.

**Step 5:** Click to place a check in the box next to the features you wish to copy. Click Next.

Click OK.
Step 6: The content you select will be imported into the new syllabus. Edit as needed.

Submit Syllabus for Review by Division

- Select AUDIT in Gray Menu bar.
- A new window will open. Click the Gray submit it button.
- The STATUS message will change to Submitted for Review.
- Click on Concourse in the Blue Bar to return to list of courses. Repeat with additional sections.