Concourse: Template-Import Content from Existing Syllabus

Getting Started

**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 [Concourse Syllabus Management System](#)
- 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 for the course you want to import into**. (Blue type)

![My Courses](image)

**Step 2:** Under Syllabus, select Import.
**Step 3:** Search for the syllabus you wish to copy from. 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 from. Click Next.

Click OK.
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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.