How to Link a Concourse Syllabus to D2L’s News Item and/or Content Module

How to Add a Syllabus Link to a D2L News Item
Open Concourse (https://blinn.campusconcourse.com)
1. Click on the blue course name. (Syllabus opens)
2. Click on Info in the gray navigation bar.
3. Locate the My Information section on the right.
4. Under the Links section locate the Public link address.
5. Select to highlight the Public – Preview link.
6. Right-click and copy the link address to your computer’s clip board.
7. Start D2L. Click on the course/section you wish to embed the link into.
8. In the News widget drop down list click on New News Item.
10. Enter a title of Course Syllabus in the Headline text box.
11. On the News Item’s Content editor’s HTML toolbar click on the Link icon (Insert Quicklink)
12. The Insert Quicklink > Course Materials dialog box opens.
13. Select the URL option (last item in the list).
14. The Insert Quicklink dialog box opens.
15. In the URL text box delete the ‘http://’ text.
16. Right-click in the URL text box and paste the Concourse syllabus link (you copied this to your clipboard in step 4).
17. If you do not have the address on your clipboard – go to the Concourse window and copy the link again (Steps 5 & 6).
18. After pasting the link into the URL box make sure that the link does not display ‘http://https://’ at the start of the URL. The link URL should only display the https:// in the address.
19. Type the Title * such as – ‘Click Here to View the Course Syllabus’. Students see this text as the page link that they click on to open the link.
20. Under Target* select the New Window radio button option.
21. Click the Insert button.
22. The link displays in the News item editor.
23. Enter any additional text your wish to include in the news item.
24. At the bottom of the News Item window select the Update button.
25. The link text displays in the News item. Click the link to check access.
26. Course syllabi are not viewable until the first day of class. Before the first day of class a Cannot View Syllabus message may display when the link is clicked.

Note: News items are ‘pushed down’ the course page as new News items are added.
- When several news items are added to the course students may have to scroll down the course page to view the syllabus link. The syllabus news item should always display as the first news item on the course page.
- In this case go to the News item drop down menu and select the Reorder News Items option.
- This opens the Reorder News Items page. Select the number 1 in the Sort Order column after the Course Syllabus.
- Save your changes.
- This moves the Syllabus to the number 1 (top) spot in the News items’ list.
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.