Master Course Syllabus Division Chair guide

General:

These courses will be the basis for all section course syllabi so please thoroughly review each course. Once they have been cloned for each section, there is no easy way to make changes or corrections.

Edit now for May and summer course sections. Changes for fall 2013 and future semesters can be completed after the summer II courses are created.

Finding your MCS:
Log into Concourse: https://blinn.campusconcourse.com/

Master Course syllabi are not initially listed when you log into Concourse. They can be found by clicking Search then Advanced and selecting Campus = Master Course Syllabus. Further refine the search by selecting the department, subject or division drop down items

Shortcut Link for ALL master course syllabi

Editing:

1. Do not delete (red X) any of the major sections - Description, Outcomes, Materials, Course Requirements, Evaluation, MCS Background Info. There is no undo so if you click the red X and confirm deletion you will have to start over and re-enter the information.

2. Need to correct text/typoes in a section or item? Use the edit pencil icon

1. The field’s Edit Item form displays.
2. Enter section information by typing into form, or copying and pasting from Word.
   a. Formatting issues may arise due to the formatting techniques used in the Word file.
3. Fields left ‘blank’ do not display in the ‘public’ view of the syllabus.
4. Comments never display in the public view. They are just ‘comments’ perhaps left by your reviewer, or notes to ‘self’.
5. The arrow icons are used to move an item’s order up or down in the section
6. Create a new section or item by clicking on the plus icon to the left of a field.

Spell checking is not native to the system. Please review spelling and grammar carefully. An option is to write it in Word first and copy and paste into Concourse once it is verified.

How to import items from one course to another when there is duplicate information instead of retrying. http://www.blinn.edu/acadtech/HB2504/Concourse_2013%20Import_Instructions.pdf

Course title changes: After curriculum committee approval, the title is changed under Settings – Course – Edit Required Course Information
Examples:

An example of a Natural Science course Master Course Syllabus:
https://blinn.campusconcourse.com/view_syllabus?course_id=5238

An example of a Natural Science course section syllabus:
https://blinn.campusconcourse.com/view_syllabus?course_id=5449
**Description**: not editable by instructors

**Edit the Description field**
Edit Description and ensure it is consistent across the multiple publications. Remove prerequisite and Corequisite from the narrative if present. This information is provided by a separate field.

**Edit the Requisite field**
Review the Prerequisite and Corequisite to ensure it is accurate and current.

**Core Curriculum Statement**: The Core Curriculum statement is controlled by the Core Course checkbox in the MCS Background Info

**Outcomes**: not editable by instructors

**Edit the Outcomes field; adjust order using the arrows; delete as necessary**
Some courses have multiple outcomes together as one line item. These should be separated onto separate line items for readability and consistency

**Materials**: editable by instructors

**Edit Notes; Add book which provides advanced fields**
Differentiate between Brenham and Bryan as needed. It may be easier to add a separate item for each campus so the instructor can easily delete the campus that is not applicable to their section. The Add Book field is available for separating out the title, author, ISBN, etc. and placing it in a nice format by using the green +Add Book icon. The Add Other icon can also be used to add specific materials for a campus or other materials.

**Course Requirements**: editable by instructors

**Edit the Details field; Add Requirement; delete as necessary**

**Evaluation**: editable by instructors

**Edit Notes field; Add Criteria; adjust order using the arrows; delete as necessary**

**Course Policies**: editable by instructors

**Add Course policy and edit the Notes field; adjust order using the arrows; delete as necessary**

**Schedule**: editable by instructors

**Add Schedule Entry and edit the Notes field as minimum; adjust order using the arrows; delete as necessary**

Tables from Word can be pasted into this item in the Notes section of Add Schedule Entry. Also, it can build a nice layout of the schedule by using the Add Schedule Entry for each item.
MCS Background Info: not editable by instructors

Edit the section and all of the fields are presented in the form
This section provides an area for tracking ACGM, CIP, Assessment and other background information related to curriculum development. This section is not viewable by either students or the public.

The Core Course checkbox controls what is displayed under the Core Curriculum statement.

Files can be attached to this section to provide additional documentation regarding course creation and changes.

Audit:

This menu at the top provides a way to leave comments to other editors about changes or things still to be done. It also notes when the last change was made and by whom. Clicking the Notify buttons will send an email to Auditors (all division chairs and assistants assigned the audit role). Notify editors is not functional because no one is assigned as the instructor for these courses.