# SJSU Concourse Syllabus Quick Editing Guide

Once logged into Canvas, you can edit the Concourse Syllabus within your own course.

1. Start by selecting the **Concourse Syllabus link in the Concourse Syllabus Module.**

2. You should see a syllabus and the header prepopulated with SJSU institutional information from a template. Here is an example of a Nursing Theory course syllabus template.
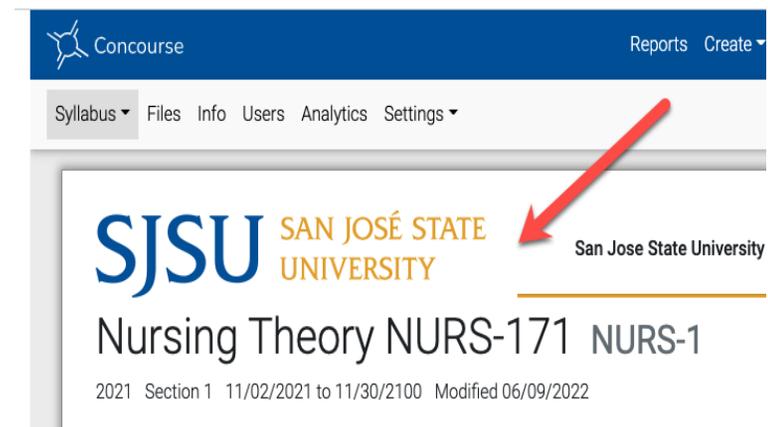
3. In the top-left corner of the syllabus, select **Syllabus** and then select **Edit** to open the editing fields. You will see editing options in a drop-down menu.
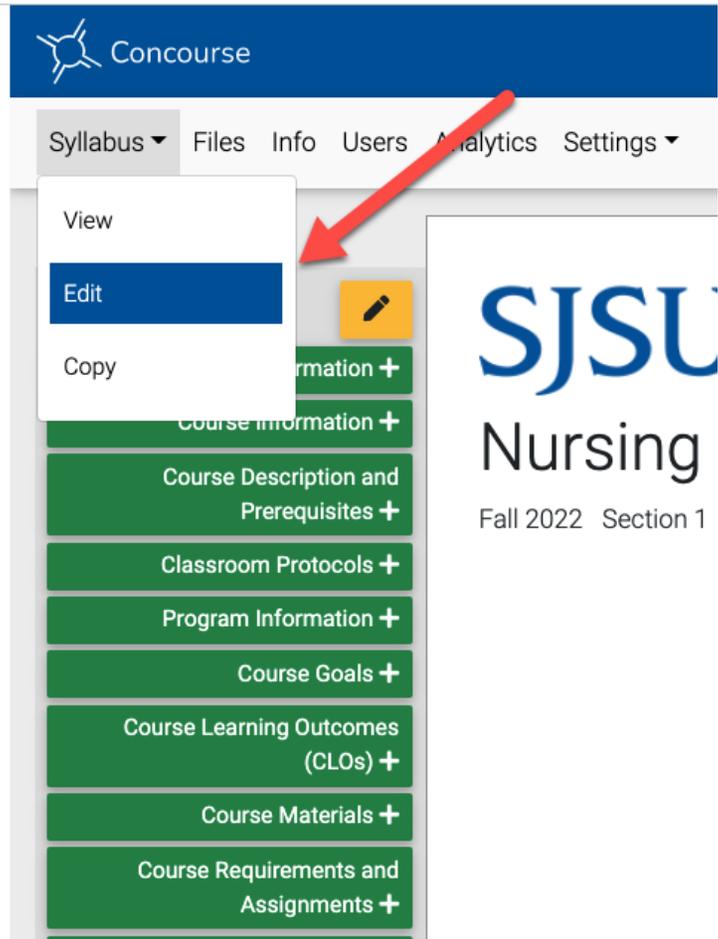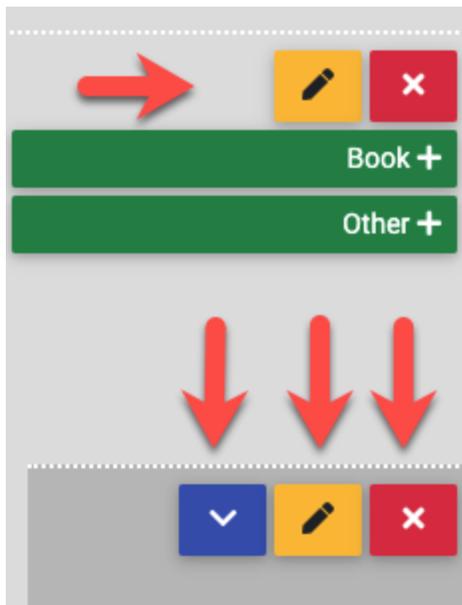
Note on the Edit icons.

The Editing options are as follows:

Contact Information + **Add:** Add a field to the syllabus.

Edit: Click the pencil button to edit a field.

Move: Click the blue buttons with arrows to move sub-sections within a main section. This is how you can organize sections.

Delete: Click the red box with an "x" to delete a field.

Add [Contact Information +]

4. There are 12 editable sections on the Concourse Syllabus. Each Section has a green add button that allows you to add the Section item and information to the syllabus. Scroll through the 12 different Section items you can add to the syllabus.

   Once you add a Section to the syllabus by clicking on the green button, you can then add information to the section fields. We will use "Contact Information" as an example. Click "Contact Information" to open the entry fields.
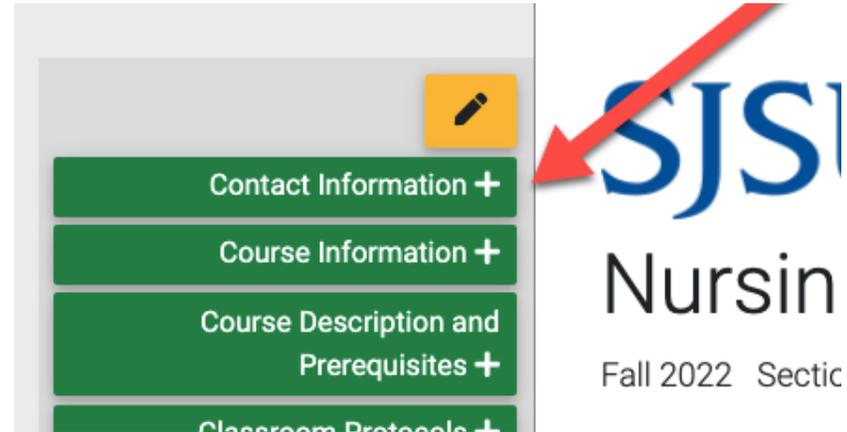
Edit ✏️

5. In the Contact Information section, there are two fields. The first box - "Notes" - is the main section of the item. This is where the bulk of your information should be. For example, in this box, you would type or copy your Contact Information from a previous syllabus, a word document, or another document like the Concourse Syllabus Worksheet. Copy and paste it into the main box. Easy!

   Notes: The Notes area is for specific details or information pertaining to the main section that is viewable by the student.

   Comments: Anything you type in Comments will appear in a yellow box that can only be seen in editing mode. Comments do not appear on the syllabus. This area is simply for *your* reference.
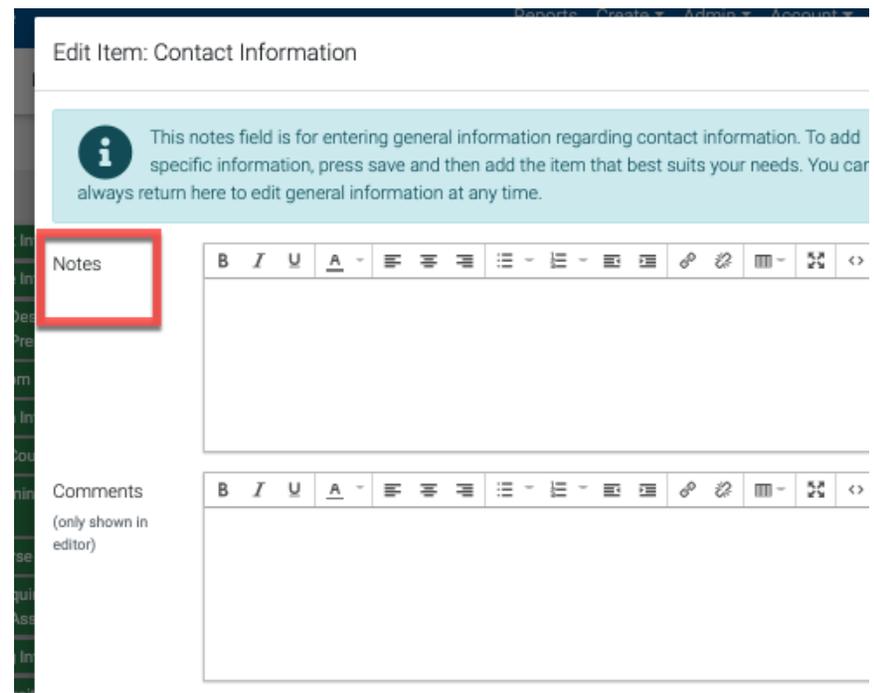
6. Click **Save** at the bottom of the box to add the section to the syllabus. ***Do not*** select **Save & Notify**.

| Save | Save & Notify | Cancel |
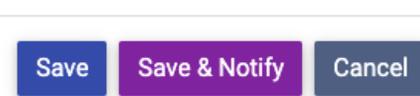
7. There is an alternative way to enter your contact information. Once you have clicked **Save**, the Contact Information section with any text you entered in "notes" will now be visible on the Syllabus. A new green section item will appear: "Contact Entry."

   Course Schedule +

   Contact Entry +

   👤 Contact Information

   The Contact Information section can also be populated with pre-existing fields created with the "Contact Entry" section item that is now visible. Select the green section item "Contact Entry" to reveal the additional Contact Information fields.

8. You can manually enter your contact information or you can select "Copy from Profile" which will populate from your Canvas Profile.
   Click **Save**. ***Do not*** click **Save & Notify.**

   Edit Item: Contact Information Entry

   Copy From Profile

Role	Instructor	(e.g. Instructor)
Title	Dr.	(e.g. Dr.)
First Name	David	
Middle Name		
Last Name	Davios	
Suffix		
Email	David.Davios45@sjsu.edu	

   Save

9. Additional Section Entry Items will appear after you save the Contact Entry information, like office hours.


Move

10. In other Syllabus section items, like "Course Schedule," you may want to re-order where sub-items appear in the syllabus document. You can do this by clicking the blue box with the up or down arrows. Items can only be reordered within the same category.

   If you do not see the blue boxes with the arrows next to an item you'd like to move, it may be locked by our institution. In this case, you cannot move it.

Delete

11. To delete an item, click the red box with an "**X**" in it. When deleting items, there is no undo button. If you delete something, the content inside is **forever gone**, though the category can be added again.
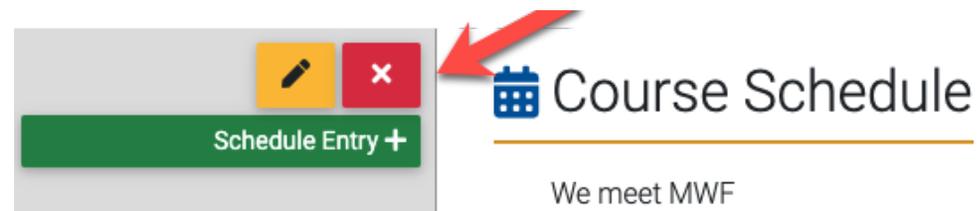
View

12. To see your saved changes, you can **View** your syllabus by clicking **Syllabus** (top-left) and then **View.** This will show you how your syllabus looks to others. All of your additions and edits should now be reflected in the syllabus.

    If you added comments, notice that they do not show up in viewing mode.
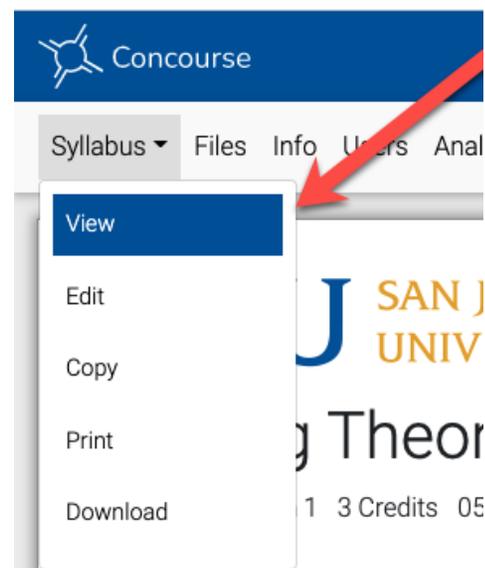
Additional Resources:

Concourse also has their Concourse for Editors tutorial available to review.