

CONCOURSE

Instructions for Editing and Submitting your Syllabus

1. First add the mandatory blocks to your syllabus by clicking on the item or plus sign. A box will open with space for information entry. You don't need to enter anything yet, just click on save. The item is now added to your syllabus. Please check the list at the end of this document to see which items are mandatory.



2. Now that you have added the item to your syllabus, you can enter the information. Click again on the item and an entry box will open. Enter the necessary information and click on save. The information will now show up in your syllabus.

The screenshot shows a web form titled "Edit Item: Meeting Time Entry". It contains several input fields: "Type" (with a placeholder "(e.g. (lectures))"), "Days" (with a day selection interface), "Start Time" (with a placeholder "(e.g. 2:30PM) or 14:30)", "End Time", and "Location". Below these are two rich text editors for "Notes" and "Comments", each with a toolbar. A red circle highlights the "Save" button at the bottom right of the form.

3. Once you have finished your syllabus, you need to submit it for review. Click on the Audit tab on top of your syllabus. Change audit status to 'submitted for review.' You can choose to leave a message, but it's not necessary. Please select notify auditors and click on update to submit your syllabus.

The screenshot shows the "Audit" tab of a syllabus management interface. At the top, there are tabs for "Syllabus", "Info", and "Audit", with "Audit" being the active tab. Below this is a section titled "Update Trail" containing a dropdown menu for "Audit Status" with three options: "In Progress (no change)", "In Progress (no change)", and "Submitted For Review". The "Submitted For Review" option is selected. Below the dropdown is a "Message" field with a rich text editor. At the bottom, there is a "Notify" section with a checked checkbox for "Auditors" and an "Update" button, which is highlighted with a red circle.

ITEMS

Add Meeting Times **mandatory**

Please enter the day, timeslot, and location (Leiden or Amsterdam) of your class. If you have irregular sessions, please list them here.

Add Contact Information **mandatory**

You can enter your contact details easily by clicking on 'copy from profile.'

Add Description **automatically**

This is entered automatically from the catalog.

Add Objectives **optional**

You can give more extensive information on the content and objectives of the course.

Add Outcomes **mandatory**

Please fill in the learning outcomes, if not yet provided.

Add Materials **mandatory**

Please enter the textbook and, if applicable, other required materials.

Add Deliverables **optional**

You can provide a brief outline of major assignments, exams, or projects, and what their scope and focus is.

Add Evaluation **mandatory (only criteria, breakdown is optional)**

Please enter a description of how the work will be evaluated including weight and due dates. You may enter rubrics, but you can also choose to enter them in Canvas directly.

It's not mandatory to enter the breakdown. The university's grading guidelines will be included in the campus policies.

Add Course Policies **optional**

You can provide specific course policies, e.g., attendance, late course work, outlines and expectations regarding students' and instructor's behavior.

Add Institutional Policies **automatically**

This is entered into the syllabus automatically and is visible from the beginning. At the moment, campus policies don't show up in the syllabus, but the IT-department in Saint Louis will add the Leiden policies soon..

Add Additional Items **optional**

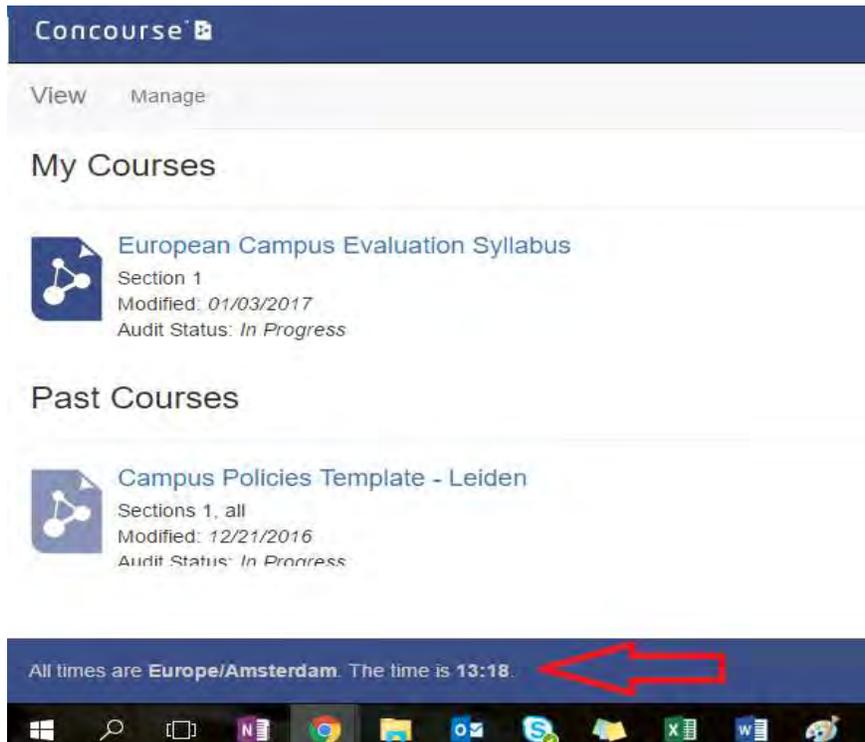
You can include other items that don't fit into another box.

Add Schedule **mandatory**

Please enter your weekly schedule. Please enter '*when*,' '*topic*,' and '*notes*.' You can choose to list numbered weeks with or without specific dates and times. Please include what students need to prepare for that session in the notes.

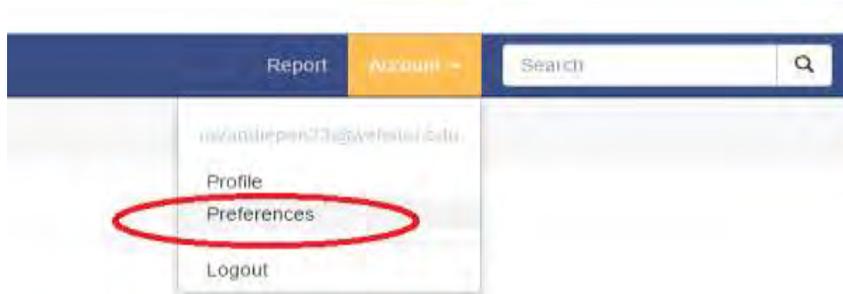
Time zone settings

1. You can see the current time zone settings at the bottom of your Concourse page.



The screenshot shows the Concourse web application interface. At the top, there is a dark blue header with the word "Concourse" and a small icon. Below the header, there are two tabs: "View" and "Manage". The main content area is divided into two sections: "My Courses" and "Past Courses". Under "My Courses", there is a card for "European Campus Evaluation Syllabus" with details: "Section 1", "Modified: 01/03/2017", and "Audit Status: In Progress". Under "Past Courses", there is a card for "Campus Policies Template - Leiden" with details: "Sections 1, all", "Modified: 12/21/2016", and "Audit Status: In Progress". At the bottom of the page, there is a dark blue system tray with the text "All times are Europe/Amsterdam. The time is 13:18." A red arrow points to this text. Below the system tray is a Windows taskbar with various application icons.

2. To change your time zone, go to your account and click on 'preferences'.



The screenshot shows the Concourse user interface with the account menu open. The menu is located at the top of the page, below the header, and contains the following options: "Profile", "Preferences", and "Logout". The "Preferences" option is circled in red. The background of the page is blurred, showing the "Report" and "Account" tabs and a search bar.

3. Select your preferences and click save.

[Dashboard](#)
Change Preferences

Set your personal preferences below.

Date Format	mm/dd/yyyy (e.g. 12/31/2015)	•
Time Format	24 hour (e.g. 15:45)	•
Time Zone	Europe/Amsterdam	•
	Save	