



Reviewer's Guide for Concourse

Create, search, and manage academic courses through a dynamic, collaborative syllabus.

Concourse is used by instructors, students, and school administrators to communicate and share course information. Each course hosted on Concourse is organized around a dynamic syllabus that includes all of the common elements normally found in a paper syllabus including a course description, office hours, textbook information, grading criteria, and a course schedule. Because of the syllabus-centric organization of Concourse, users can have quick and easy access to the information they need to keep up-to-date with their courses.

Product Highlights

Syllabus Builder - Instructors in charge of the course can add, edit, and remove items at will from anywhere in their syllabus from within the web browser in their syllabus from within the web browser.

Search - Each course can be made available to an institution-wide search. Courses can be searched by simple keyword or more advanced queries involving the instructor's name, the school, the department, and other information. This allows an institution to easily search and collect course information within minutes.

Synchronized Schedules - Concourse offers the ability to download an iCalendar-compatible feed of all date-bound items in the course schedule, which allows them to sync their existing online calendars with this information automatically.

Public View - Every course hosted on Concourse has a public view associated with it, which is accessed via a permanent URL and does not require users to log into Concourse.

Files - Files can be uploaded and linked to your syllabi for users to access.

Plus:

- **Structure Course Data** - The syllabus organizes information in a common format useful for data collection and analysis during accreditation and other processes.
- **Coordinate Multiple Sections** - Syllabus information can be edited for one or more sections using a master syllabus.
- **Manage Users** - Those in charge of courses can delegate permissions to other users, such as teaching assistants, who can then also manage all or part of the course through Concourse.

Getting Started

1. Visit <http://demo.campusconcourse.com> to explore what Concourse has to offer. (Although this is just the demo, it still showcases how to use all of features in Concourse).
2. Enter "demo" as both the username and password. This will bring you to the main screen which is the Dashboard. From here you can explore all the features Concourse has available, such as syllabus creation and editing, as well as the administrative capabilities built in for managing courses and users.
3. From here, you can choose to sign up for a Concourse account of your own by going to <http://campusconcourse.com> and clicking "Sign Up!" Enter an email, password, click "Submit," and you have created a Concourse account!

Points of Interest

The Dashboard

The Dashboard is the starting point in Concourse. It's where all of your courses are shown. There's also a Quick Search available here. If you have permission to do so, you can also generate courses, by clicking on the **Create** button above the course listing.

The screenshot shows the Concourse Dashboard interface. At the top, there is a navigation bar with 'Concourse', 'Dashboard', 'Account', 'Search', 'Logout', and a search box. Below the navigation bar is the 'My Dashboard' section with tabs for 'View', 'Manage', 'Register', and 'Create'. A list of courses is displayed, including 'Classic Literature', 'Classical Mechanics II', 'Macroeconomics', 'Physics I', and 'Principles of Accounting'. Callouts point to various elements: 'To access and change account settings' points to the 'Account' link; 'Enter keywords to run a full-text search' points to the search box; 'Click on this tab to create a brand new course' points to the 'Create' tab; 'Click on a course title to view its syllabus' points to the 'Classic Literature' course title; and 'When updated' points to the 'Last Modified' date for 'Classical Mechanics II'.

Create a Course

It's easy to create a new course from the dashboard. Click on the **Create** tab and fill out the panels. Once you are done entering information, simply click "Create" at the bottom and your course will show up on the Dashboard.

The screenshot shows the 'Create a New Course' form. It is divided into two main sections: 'Required Information' and 'Optional Information'. The 'Required Information' section includes fields for Course Title, Institution, Start Date, End Date, Sections, and My Group. The 'Optional Information' section includes fields for Subject Code, Number, Campus, School, Department, Session, Year, and Credits. A 'Create' button is located at the bottom of the form.

Search

Concourse provides a powerful search feature that can be accessed by clicking the “Search” button in the top menu. You can search by keyword or by advanced criteria, such as the ‘Subject Code’ or ‘Course Title.’ Results will appear on the right.



View Course

Clicking on a course title in the “Search” results will bring you to a page that looks like a paper syllabus. You can view individual sections or a composite syllabus containing items for multiple sections.

The screenshot shows the course view page for 'Macroeconomics' at Capital College. The page includes a sidebar with navigation options and a main content area with course details. Annotations point to various features:

- Enter "Edit" mode**: Points to the 'Edit' button in the top navigation bar.
- View a printable copy**: Points to the 'Print' button in the top navigation bar.
- 'Change View' sidebar to more quickly navigate the syllabus**: Points to the 'Change View' sidebar on the left.
- Select which section you would like to see**: Points to the 'Sections' dropdown menu in the sidebar.
- Syllabus View**: Points to the main content area, with a note: 'All course info is displayed in this "digital page"'. The main content includes:
 - CAPITAL COLLEGE**
 - Macroeconomics (ECON-282)**
 - Summer 2009**
 - School of Business**
 - Economics**
 - 3.0 Credit Hours**
 - The course begins on 05/30/2009 and ends on 08/08/2009.**
 - Meeting Times**
 - Lecture [Section 1]: Monday, Wednesday, 1:00 PM to 2:30 PM, Warren 209H
 - Lecture [Section 2]: Tuesday, Thursday, 12:00 PM to 1:30 PM, Harding 108
 - Contact Information**

Edit Course Items

Users with permission can add, edit, and remove syllabus content at the click of a button. Clicking the 'Edit' link for a course will preserve the syllabus format, but add a column with edit controls. Syllabus items and their sub-items are nested and shaded to illustrate their hierarchy. Items you have permission to alter will have the edit, delete, and re-order buttons available.

* ——— ●

Add ——— ● Add Contact Entry +

Edit ——— ●

Delete ——— ●

Re-order ——— ●

Sub-item ——— ●

Item

Meeting Times

Lecture [Section 1]: Monday, Wednesday, 1:00 PM to 2:30 PM, Warren 209H

Lecture [Section 2]: Tuesday, Thursday, 12:00 PM to 1:30 PM, Harding 108

Contact Information

Instructor: Professor Frank Conners
Email: conners@capitalcollege.edu
Office: Sage 209H
Phone: 555.489.5481
Office Hours:
Monday, Tuesday, Thursday, 8:00 AM to 10:00 AM, Sage 209H

Assistant [Section 1]: Joseph Ellenwood
Email: ellenwo2@capitalcollege.edu
Office: Campus Center 203

Assistant [Section 2]: Elizabeth McCarthy

* Here you can see the lack of any of the editing tools such as the Delete, Edit, and Re-order buttons. This means that the user doesn't have permission to change the information associated with this particular item.

Clicking the yellow Edit Button will open a dialog box that allows you to change the information for that item.

Item you are editing ——— ●

To change the section viewed ——— ●

Field for rich text editing ——— ●

EDIT ITEM

Meeting Time Entry

Editing section(s): 2 Change

Type: (e.g. Lecture)

Days: S M T W T F S Su

Start Time: (e.g. 2:30 PM)

End Time:

Location:

Notes:

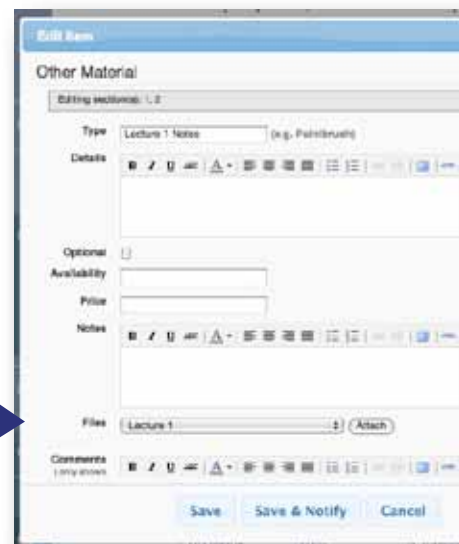
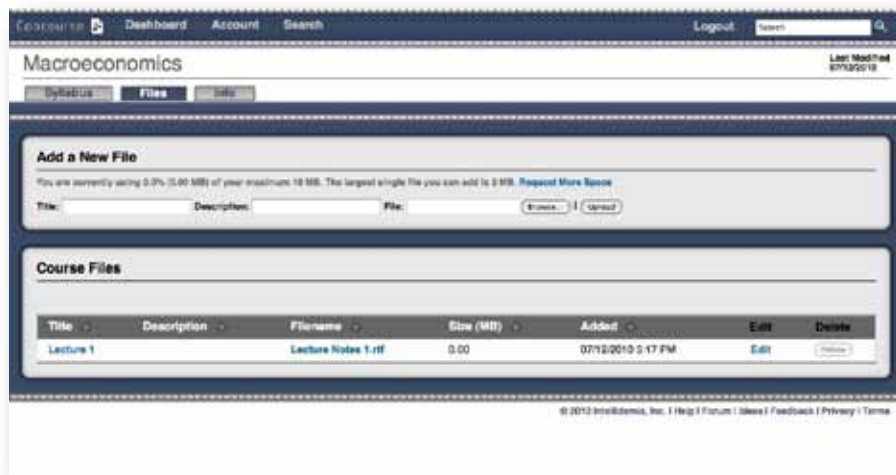
Files: Attach

Save Save & Notify Cancel

Monday, Tuesday, Thursday, 8:00 AM to 10:00 AM, Sage 209H

Files

Users can easily attach files to their syllabus at anytime from anywhere. Clicking the **Files** tab will bring you to a page where you can upload, manage, and delete files. Once you've uploaded your files, you can link them to your syllabus using the editor.



Notifications

Every time users change a syllabus, they can automatically send an e-mail that identifies the revisions to syllabus users. This feature can be useful for weather cancellations, assignment changes, or even files postings (such as a slideshow).



To have a notification sent to syllabus users



Customize a message to send to syllabus users

Users and Settings

Users and **Settings** panels are only available to users with administrative privileges for the course. When viewing a course, you can click on the **Users** or **Settings** tabs to manage the course. The **Users** panel displays a list of all users associated with the course. You can add as many users as you would like.

User	Group	Sections	Save	Drop
Intellidemia customerservice@intellidemia.com	Admins	1, 2	Save	Drop
Admin admin	Admins	1, 2	Save	Drop
Intellidemia, Demo demo	Admins	1, 2	Save	Drop
Instructor instructor	Instructors	1, 2	Save	Drop
Student student	Students	2	Save	Drop

Groups ————— Sections

The **Settings** panel manages user groups, item-level permissions, and other important course-wide settings. From here you can change the optional information for the course and specify whether the course is searchable by other users at your institution.

Course Settings

Course Visibility
Hide this course from search:

Clone
Permit others to clone this course:

Guest Group
Designate this group for guest users:

Public Group
Designate this group for public users:

Save

Group Permissions

Select Group:

	No	Yes	
Administration	<input type="radio"/>	<input type="radio"/>	
Users and Settings Access	<input type="radio"/>	<input type="radio"/>	
Registration	Deny	Ask Each Time	Allow
New Attempts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Items	None	View	View + Edit
Syllabus	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Meeting Time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contact Information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Description	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Objective	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outcome	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Calendar Sync

As you create a course, Concourse automatically generates a calendar feed for it. Click on the **Info** tab to obtain an iCalendar compatible feed to stay current with all of the date-bound items (schedule, office hours, and so forth) associated with the course. Once in the **Info** tab, under “My Information”, you will see the iCalendar feed. The URL shown can be added to popular calendar clients, including Google Calendar, Mail.app, and Outlook.



The sync feature can be useful the next time you need to cancel class. Whatever changes you make on the syllabus will be mimicked in the calendar feed, which can be seen by all calendar users such as students registered for the course.

Thank you for taking the time read over the Reviewer's Guide for Concourse. We hope it has been a helpful introduction to our online syllabus alternative. If you have any further questions, please visit <http://intellidemia.com>, or you can contact us via the information below.

Intellidemia Inc.
info@intellidemia.com
[twitter@intellidemia](https://twitter.com/intellidemia)
(518) 444 2060

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