Syllabus Management System

(Concourse) FAQ

# I am teaching multiple sections of the same course. Do I have to edit and create a separate syllabus for each course?

Nope! You have the option to edit one syllabus and then copy it to as many other sections as you’d like. All of the differential information will remain. For example, if you edit section 201 and copy it to section 202, your section 202 syllabus will still indicate that it’s section 202.

Here are a few related tips:

* If your classes have different meeting times, don’t select the meeting time when you copy.
* If you’re teaching seated and online sections, build your online section course first and then copy that into your other classes. There is a “Proctored Event” sub-item under “Course Information” for online courses that will disappear if you start with a seated course.

# I am teaching two online sections of the same course and have requested a course combo. What should I do about my syllabi?

You will need to make one syllabus and then copy it into your other section. Students will see the syllabus for the course for which they’re registered.

# Can I link the (old) Syllabus Canvas menu item to the new Course Syllabus menu item?

Yes! You will need to copy the Course Syllabus URL, open the edit feature of the Syllabus menu item, and then use the external link tool.

# What if I don’t want to use the other Canvas menu item labeled Syllabus?

No problem! You can disable this item by going into the settings in Canvas (within your course).

# When I switch to Student View in Canvas, I cannot see the syllabus. Help!

You will not be able to see the syllabus in Student View in Canvas. However, if a student is registered for your class, they will see the same thing in Course Syllabus View that you see. You can also download a PDF of the syllabus to ensure your syllabus looks how you expect.

# There is a section within the syllabus that I do not want to include. Can I delete it?

Yes, but please proceed with caution. We recommend you wait until your syllabus is completely finished to determine whether you want to delete a section of the syllabus. Any information you’ve drafted within a section will not be recoverable after you delete the section.

# I accidentally deleted a section in my syllabus. Can I get it back?

Yes! It’s unlikely we’ll be able to add any content you had already drafted, but we can add the section back to your syllabus. Contact Dr. Megan Weaver for additional information.

# I can’t edit the Course Description, Objectives, Institutional Policies or Additional Items section. Help!

There sections cannot be edited at the instructor level. If you see an error in any of these sections, contact Dr. Megan Weaver.

# I’m ready to edit my syllabi. Where do I go?

The easiest way to get to your syllabi is through [myOTC](https://central.otc.edu/student). Use the Helpful Resources menu item on the left and then select Syllabus Management. You can also find the syllabus for individual courses through Canvas.