

# OZARKS TECHNICAL COMMUNITY COLLEGE

# Syllabus Handbook for Faculty







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## ACCESSING CONCOURSE

Recommended Browser: Chrome  or Firefox 

1. Log into MyOTC at <https://my.otc.edu/> with your OTC credentials.



**OZARKS TECHNICAL  
COMMUNITY COLLEGE**

Please sign in with your OTC user name and password

User Name

Password

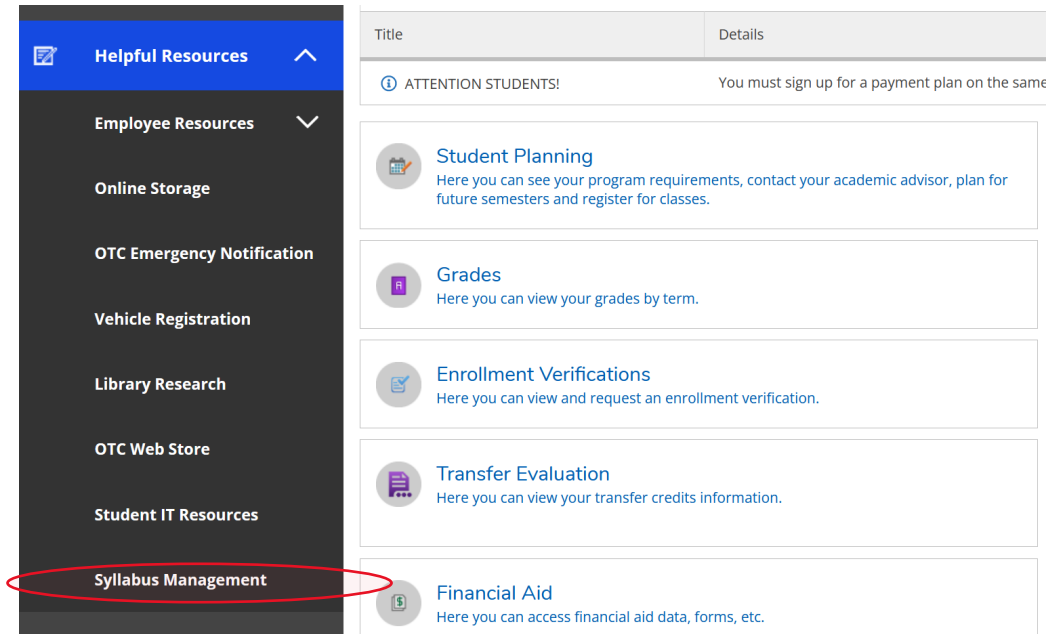
Show password







[Sign in](#)

[Recover My Password](#) [Setup password recovery](#)

Sign-in and use of OTC computer systems acknowledges acceptance of the Computer Use Agreement

2. Under Helpful Resources, click on syllabus management.



Title	Details
 ATTENTION STUDENTS!	You must sign up for a payment plan on the same
 <b>Student Planning</b>	Here you can see your program requirements, contact your academic advisor, plan for future semesters and register for classes.
 <b>Grades</b>	Here you can view your grades by term.
 <b>Enrollment Verifications</b>	Here you can view and request an enrollment verification.
 <b>Transfer Evaluation</b>	Here you can view your transfer credits information.
 <b>Financial Aid</b>	Here you can access financial aid data, forms, etc.

## DEFINITION OF ICONS



**Edit** - Select the pencil icon next to the syllabus item category you wish to edit.



**Delete** - Selecting this icon will result in that item being deleted from your syllabus. **Caution:** Be very careful. Deleted information cannot be retrieved!



**Add** - Selecting this icon will let you add an item to a predetermined location.



**Linked Item** – This icon indicates the item is linked to another template. Linked items can only be removed or edited by an administrator. Contact Academic Affairs for further information.



**Sub-items** - the blue arrows that appear next to the editing pencil icon allow you to reorder your sub-items within a syllabus item category.

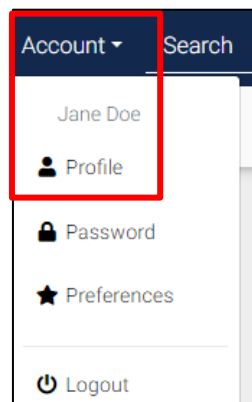
## ACCOUNT PROFILE

Each user in Concourse will have an account profile. Faculty may update their account profile to include additional information, such as office location or phone.

Completing the account profile will allow you to import your contact information into your course syllabi.

The following steps outline how to update your account profile:

1. On the top right corner of the navigation bar, click on **Account** and select **Profile**.



2. Complete the fields under the **Contact Information** area and **Save** your information.

### Contact Information

Role	<input type="text" value="Instructor"/>
Title	<input type="text" value="e.g. Dr."/>
First Name	<input type="text" value="Sarah"/>
Middle Name	<input type="text"/>
Last Name	<input type="text" value="Acosta"/>
Suffix	<input type="text"/>
Office	<input type="text" value="Pecan A-120"/>
Phone	<input type="text" value="956-872-0000"/>
Website	<input type="text"/>

## COURSE SYLLABI

Syllabi will be generated for each course section prior to the start of the semester to allow instructors time to update their individual courses. Syllabi are produced based on faculty being assigned. Once the batch generation is completed for the syllabi to open for the semester, if a section does not have a faculty member loaded in Colleague, it will not appear for the instructor. Once that is updated through the scheduling process, the syllabus will be uploaded after an overnight refresh.

Upon logging into the Concourse Syllabus application, you should see your course syllabi on your dashboard.

### ANIMAL SCIENCE

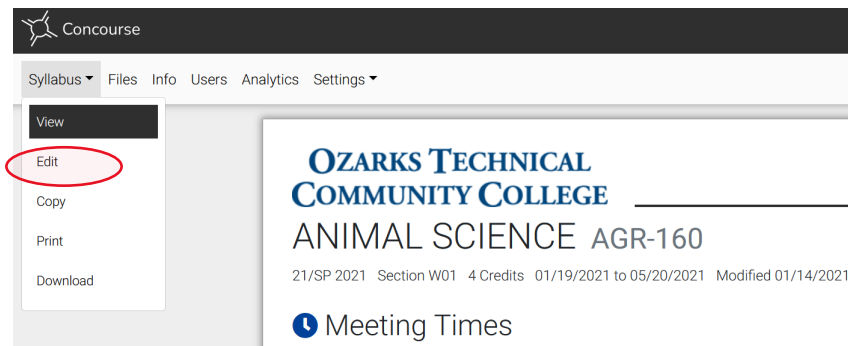
AGR-160  
Section W01  
24/SP 2024  
GAVIN O'CONNOR  
Modified: 12/19/2023

**Note:** If you are missing a course syllabus on your dashboard, contact the Academic Affairs office at [academics@otc.edu](mailto:academics@otc.edu) for assistance. Please provide your name and the course name and section missing the syllabi.

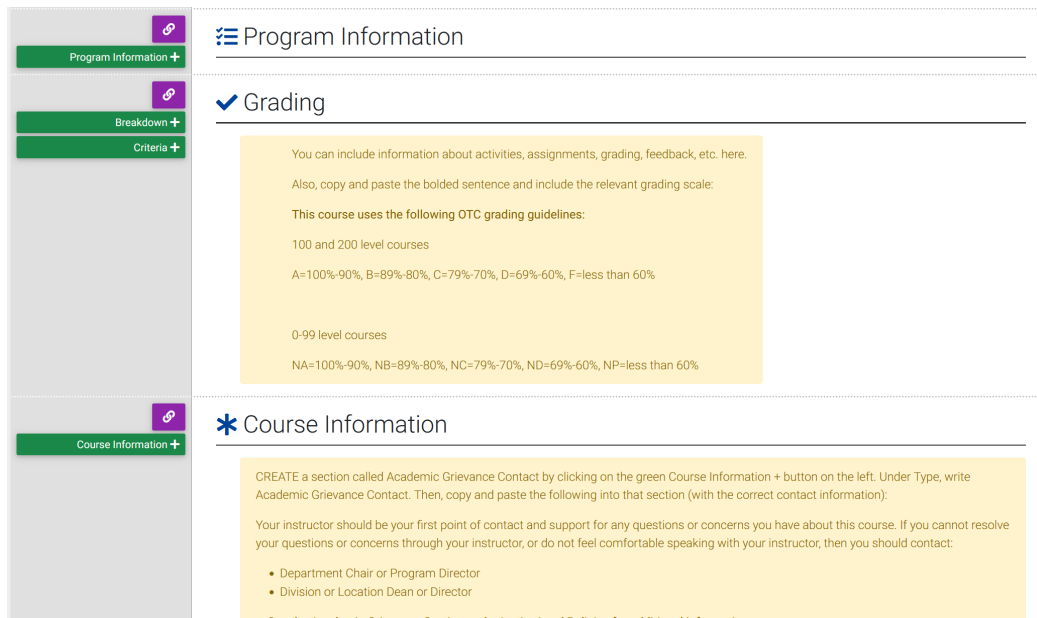
## Editing the Course Syllabi


The following steps outline how to edit the course syllabus and how to add content.

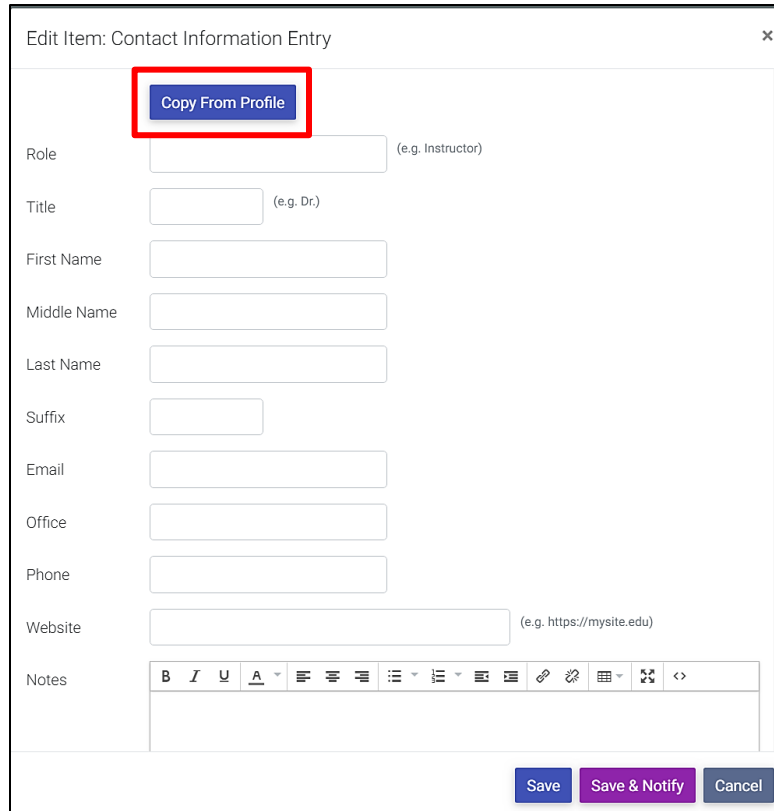
1. Click on the course you would like to edit in the list of courses available in to you.
2. Click on the drop-down **Syllabus** menu and select **Edit**.



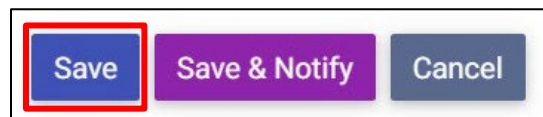
3. The item list will appear. Some items are pre-populated either at an institutional or departmental level. Further explanations are provided in areas where faculty can edit their syllabi.


A screenshot of the course syllabus editing interface. On the left, there is a sidebar with three expandable sections: 'Program Information +', 'Breakdown +', and 'Criteria +'. The main content area is divided into three sections: 'Program Information', 'Grading', and 'Course Information'. The 'Grading' section contains a yellow box with text: 'You can include information about activities, assignments, grading, feedback, etc. here. Also, copy and paste the bolded sentence and include the relevant grading scale: This course uses the following OTC grading guidelines: 100 and 200 level courses A=100%-90%, B=89%-80%, C=79%-70%, D=69%-60%, F=less than 60% 0-99 level courses NA=100%-90%, NB=89%-80%, NC=79%-70%, ND=69%-60%, NP=less than 60%'. The 'Course Information' section contains a yellow box with text: 'CREATE a section called Academic Grievance Contact by clicking on the green Course Information + button on the left. Under Type, write Academic Grievance Contact. Then, copy and paste the following into that section (with the correct contact information): Your instructor should be your first point of contact and support for any questions or concerns you have about this course. If you cannot resolve your questions or concerns through your instructor, or do not feel comfortable speaking with your instructor, then you should contact: • Department Chair or Program Director • Division or Location Dean or Director'. Below this, there is a link: 'See the Academic Grievance Section under Institutional Policies for additional information.'

- To add an item to the course syllabus, click on the  icon next to the item you wish to add. In this example, we are adding **Contact Entry**.
- A pop-up box will appear where you can enter the content.



- Once you enter the content, click on the **Save** button to save and view your changes. You can also use the **Copy from Profile** button if you have previously set up your account profile.



 **Note:** Some items may have **Comment** boxes. Information added to **Comment** boxes are only visible to the editor of the syllabus and not the viewers.



## Managing Content Within the Syllabus

### Copying Text from a Word Document into Concourse Syllabus



Concourse supports rich text editing, so you may directly copy and paste formatted text from Word.

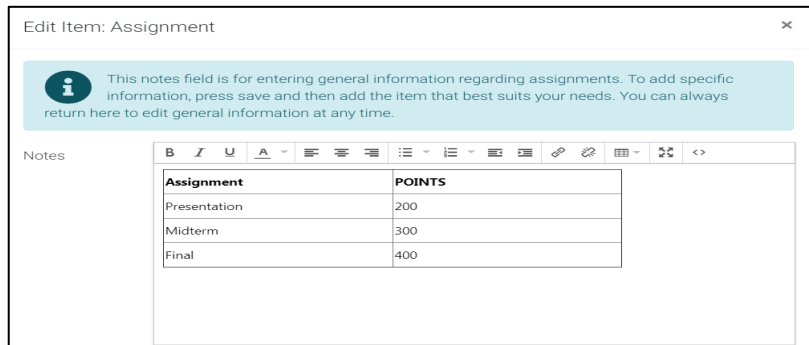
To do this, just paste your text into any rich text field (bold, bullets, color, indenting, etc.) within the edit item dialog.

**Note:** If you are copying from a [PDF](#) file, the format may not transfer correctly or may inadvertently create a shaded table. It is recommended to copy text from a Word file and not a PDF.

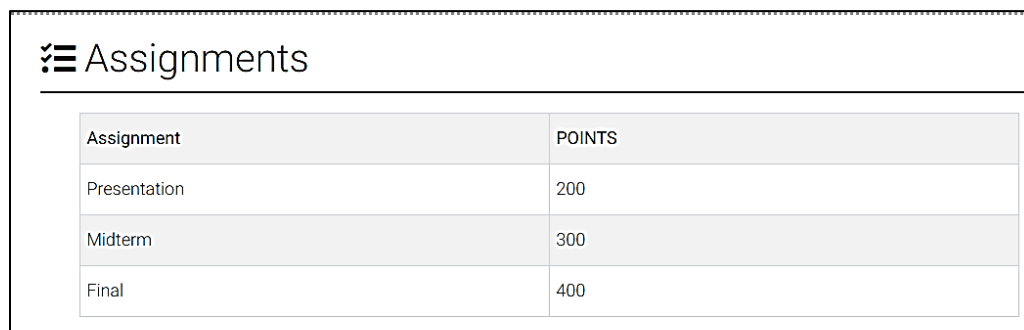
### Adding a Table

Tables can be utilized for certain components of the syllabus, such as week-by-week assignments and grading. The following steps outline how to add a table:

1. Click on the  icon next to the item you wish to edit.
2. Click the **New Table** icon on the editor interface. 
3. From there, you can choose the qualities of your new table, or modify the size and appearance of an existing table. Once placed, you can right click on the cells to continue making adjustments, such as adding or removing rows.



4. Click **Save** to save and view your changes.



The screenshot shows a page titled "Assignments" with a list icon on the left. Below the title is a table with the same data as shown in the previous screenshot:

Assignment	POINTS
Presentation	200
Midterm	300
Final	400

**Note:** When copying and pasting tables from programs like Word or Excel into Concourse, the resulting pasted tables will automatically contain borders in Concourse.

## Copying Content

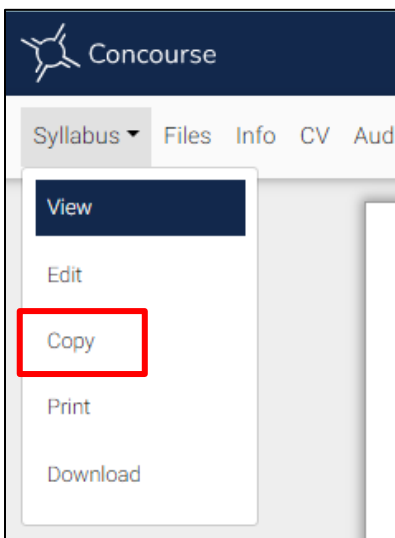
For faculty that teach multiple sections of the same course or who wish to copy content from a previous term's syllabus, Concourse's copy feature allows you to copy content from one syllabus to another. 🗨️ **Note:** You can only copy content you have access to edit.

Please note the following when using the copy feature:

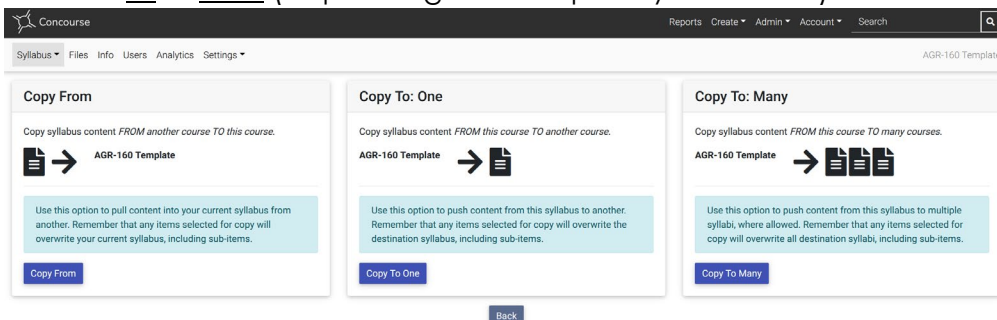
- Item copying works at the category level (e.g., contact information, course requirements, etc.). The item must be visible on the source syllabus and editable on the destination syllabus to complete the action.
- File attachments are not copied during the copy process.

The following steps will guide you through the process of copying content:

1. On your dashboard, click on the syllabus of the course you want to edit.
2. Go to **Syllabus > Copy**.



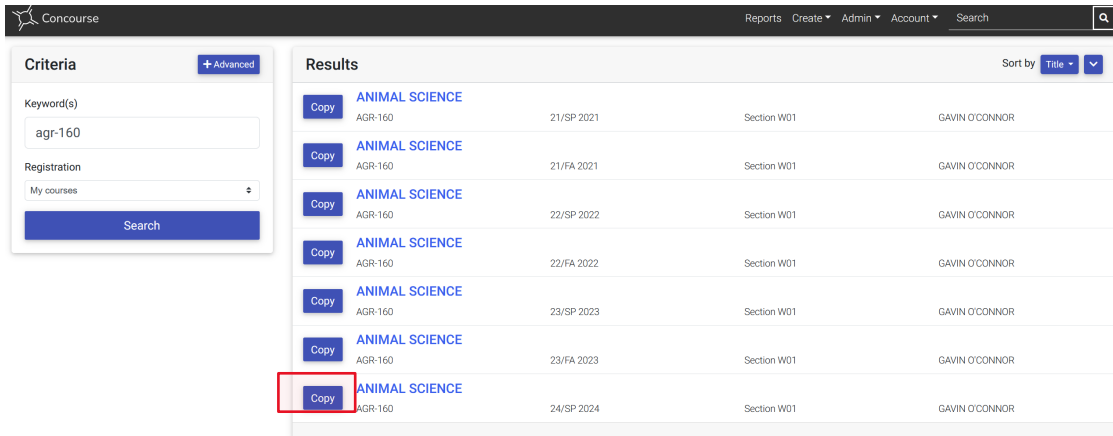
3. View the three options for copying content and select one of the options.
4. **Options 1 & 2:** Use the search criteria to locate the course you wish to copy content to or from (depending on the option you choose).



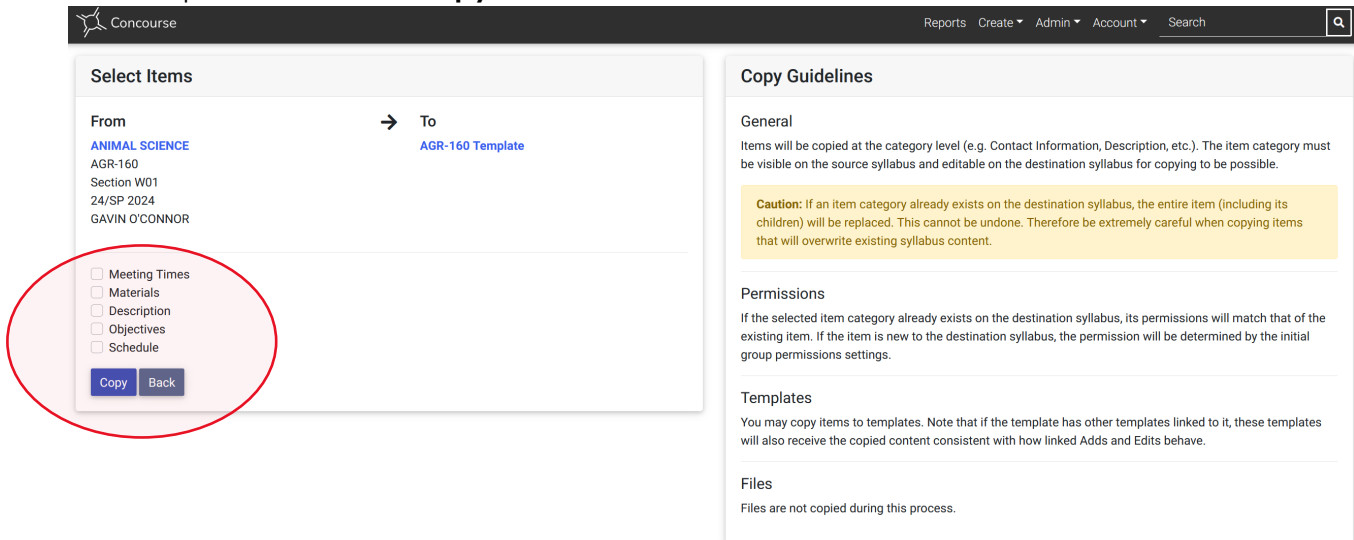
9

5. The **Advanced** criteria allows you search by course subject and number as well as past terms.

6. Click on **Copy** next to the course you want to copy to/from.

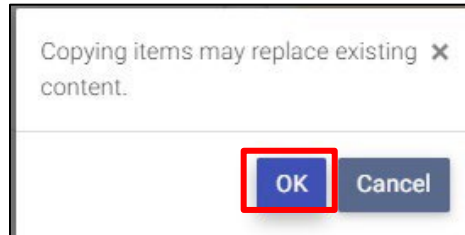


7. The prompt will display the information of the syllabus and how the changes would take place. Select the item categories you wish to copy on the copy panel and click **Copy**.

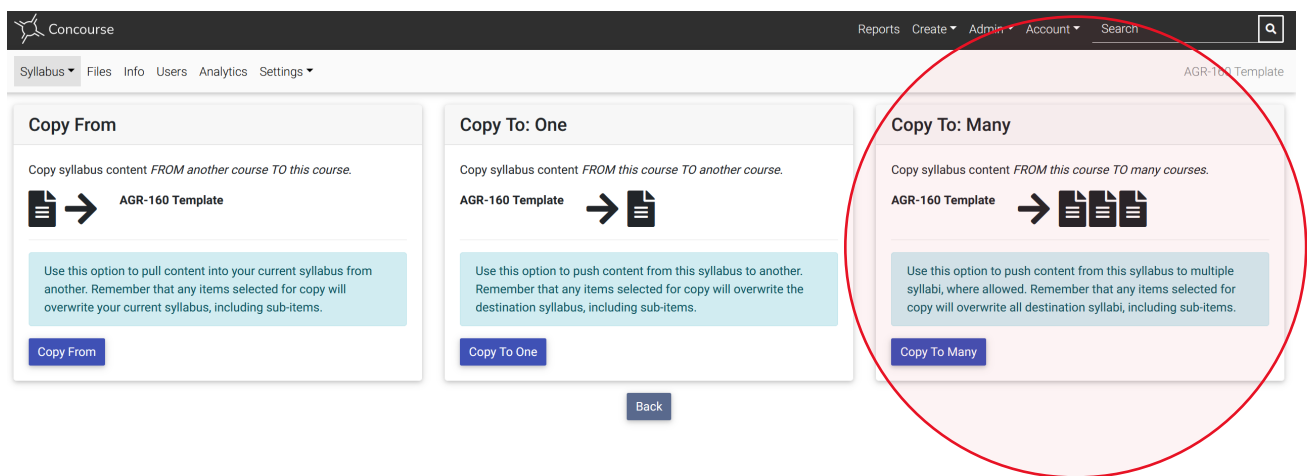


8. A message will appear confirming the copy. Click **OK** to confirm and the

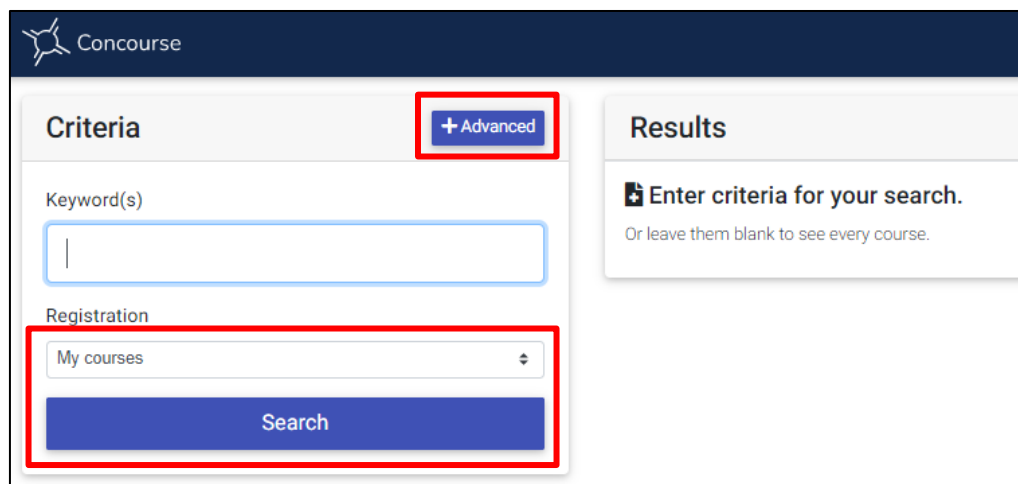
selected items will be copied (in some cases, replaced) to your course syllabus.



9. **Option 3:** To copy the syllabus content to more than one course section, click on **Copy to Many**.



10. The **Advanced** criteria allows you search by course subject and number as well as past terms.

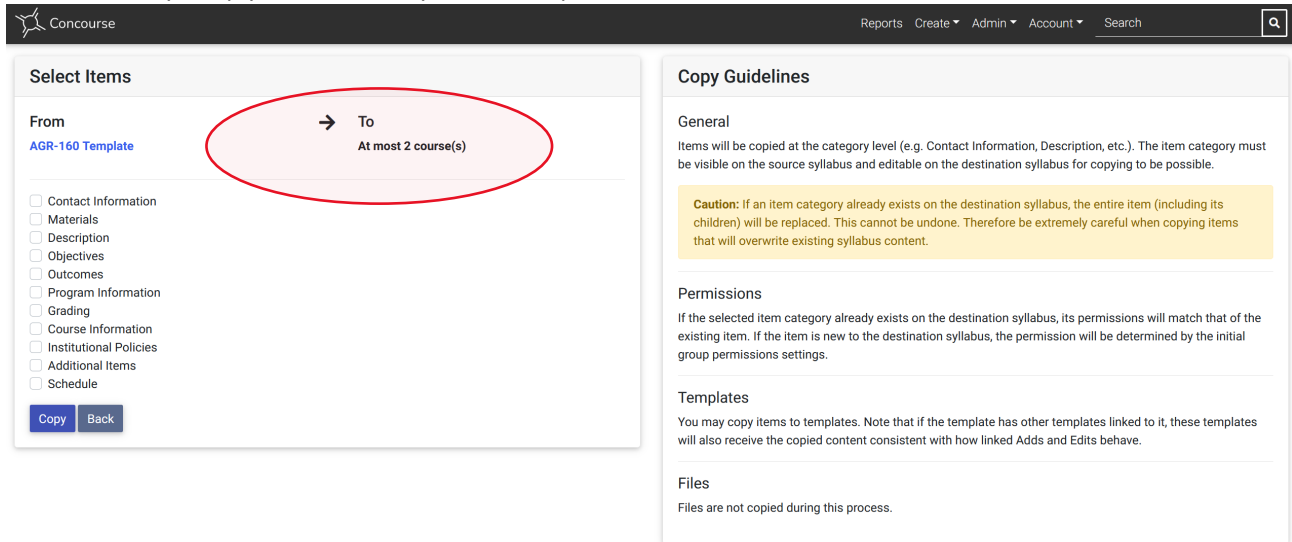


11. Select the syllabi you would like to copy to by click on the checkbox next to each one. Click on **Selected Results** at the bottom of the page.

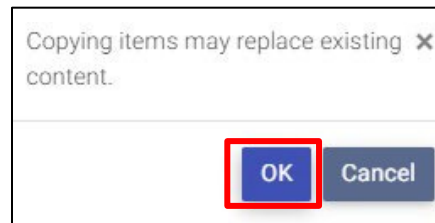
The screenshot shows the Concourse interface. On the left is the 'Criteria' panel with a search box containing 'agr-160' and a 'Search' button. On the right is the 'Results' panel showing a list of 'ANIMAL SCIENCE' courses. A red box highlights the checkboxes for the first seven results. At the bottom of the results panel, the 'Copy items to' section has 'Selected Results' highlighted with a red circle.

Course	Term
ANIMAL SCIENCE AGR-160	21/SP 2021
ANIMAL SCIENCE AGR-160	21/FA 2021
ANIMAL SCIENCE AGR-160	22/SP 2022
ANIMAL SCIENCE AGR-160	22/FA 2022
ANIMAL SCIENCE AGR-160	23/SP 2023
ANIMAL SCIENCE AGR-160	23/FA 2023
ANIMAL SCIENCE AGR-160	24/SP 2024

12. The prompt will display the course you are copying from to the number of courses you are copying to. Select the item categories you wish to copy on the copy panel and click **Copy**. 🚩 **Note:** Although all items are listed, the syllabi will only copy items that you have permission to edit.



13. A message will appear confirming the copy. Click **OK** to confirm and the selected items will be copied (in some cases, replaced) to your course syllabus.



**Caution:** If an item category already exists on the destination syllabus, the entire item (including sub-items) will be replaced and cannot be undone. Therefore, be extremely careful when copying items that will overwrite existing syllabus content.

14. Once the copy is complete, the syllabus will display copied information. Verify and make adjustments as needed. 🚩 **Tip:** When copying content with dates, such as week-to-week assignments, be sure go back and update your dates.

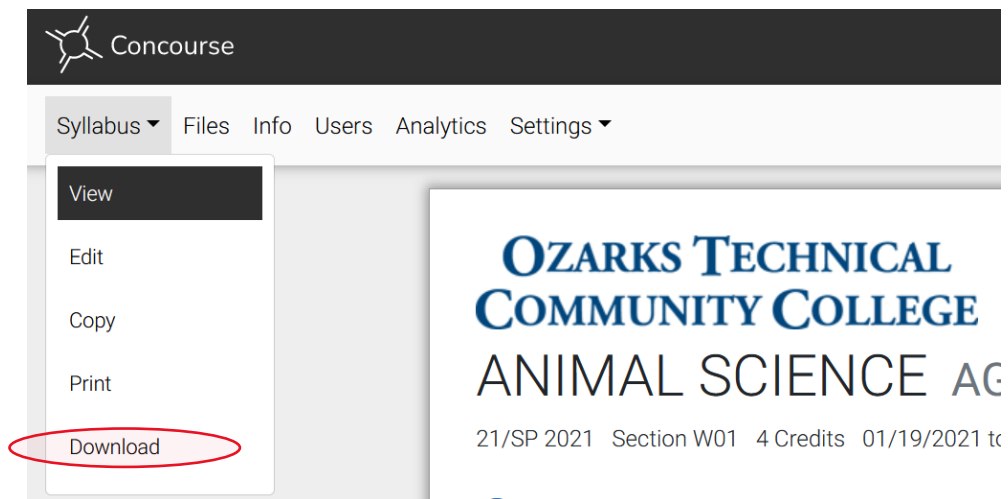
## DOWNLOADING COURSE SYLLABI

Once you complete your course syllabi, you may download them as a PDF file for uploading or distribution. Students can also access the syllabus in their Canvas sites.

🔔 **Note:** You must exit “Edit” mode and be in “View” mode to see the print options.

To download the course syllabus:

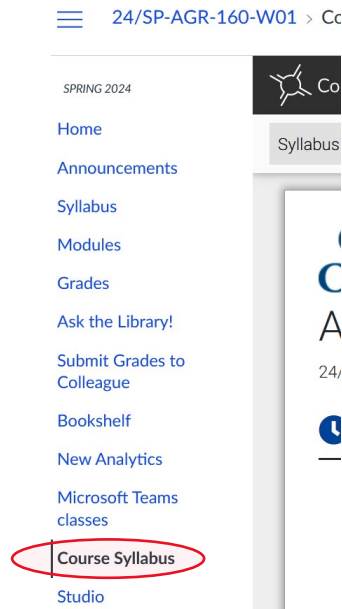
1. Click on the course syllabus you wish to download from your dashboard.
2. Click on the drop-down **Syllabus** menu and select **Download**.



3. The file should download as a PDF file.

## SYLLABI in Canvas

1. Syllabi are automatically available in Canvas under the Course Syllabus tab and will be available to students upon publishing your course.



2. Any changes made to a syllabus in the Concourse syllabus application will update the syllabus on the Canvas site. Some instructors may want to include as static PDF version in the under the syllabus tab.

A screenshot of the Canvas 'Course Syllabus' page. The left navigation menu includes: Home, Announcements, Syllabus (circled in red), Modules, Grades, Ask the Library!, Submit Grades to Colleague, Bookshelf, and New Analytics. The main content area shows the 'Course Syllabus' title, a 'Jump to Today' button, and an 'Edit' button. Below the title, there are links to 'Click here to view the course syllabus:' (with 'Syllabus' circled in red) and 'Click here to view the weekly schedule:' (with 'Weekly Schedule' circled in red). A 'Course Summary:' table is also visible.

Date	Details	Due
Tue Jan 16, 2024	Class officially begins	12am

Thanks to South Texas College for providing a basis for this handbook.