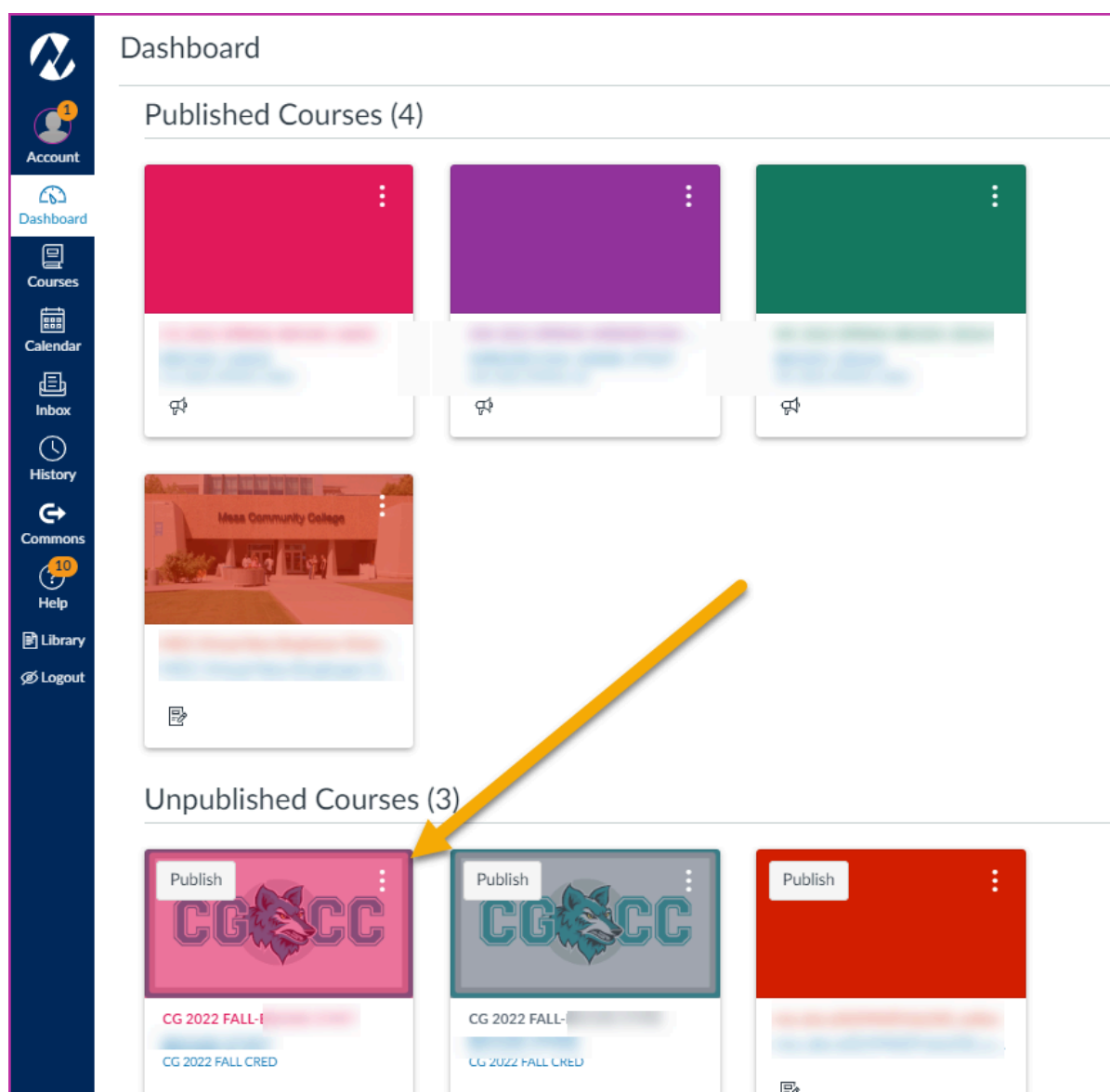


[Make a copy of this document](#)

As a dual enrollment (DE) instructor, you have access to a Canvas course within the Maricopa system. This is where you will now access, edit, and submit your syllabus as a dual enrollment instructor at CGC.

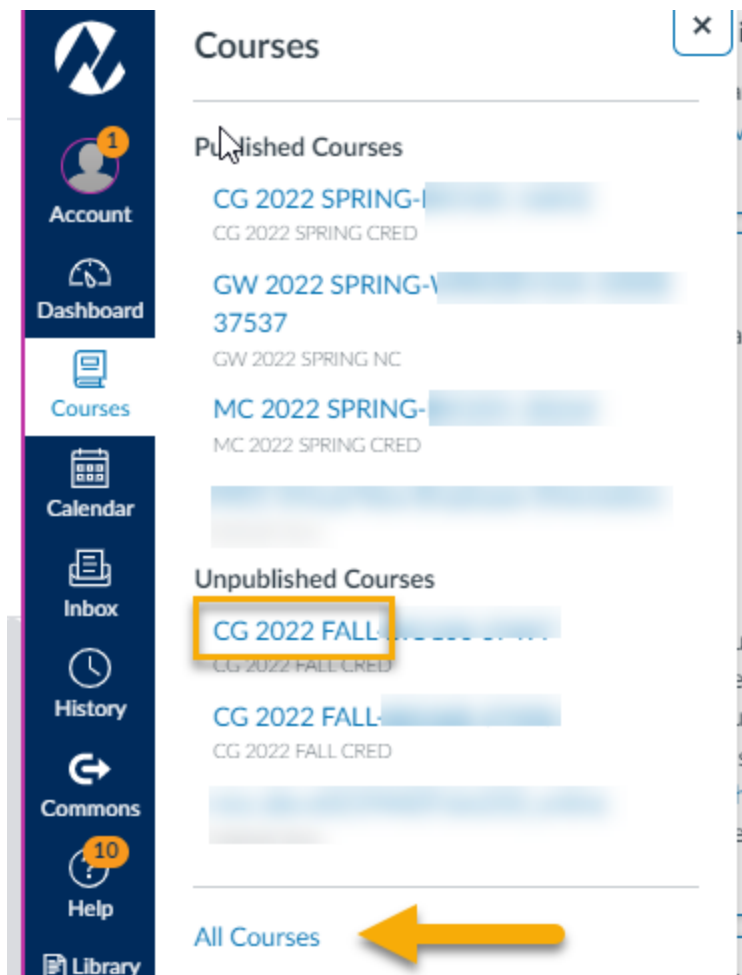
Find Your Canvas Course

1. Go to learn.maricopa.edu to access Canvas
2. Login with your MEID and password. Need to figure out your MEID and password? Use the [MEID Finder Tool](#) also found from the, “forgot password,” link on the Canvas login screen.
3. Select the tile with **the current semester** course and section listed it i.e. CG 2022 Spring-ABC123 12345. It should be found under the “Unpublished Courses” area of the dashboard.



The screenshot shows the Canvas Dashboard interface. On the left is a dark blue sidebar with navigation icons and labels: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, Help (with a '10' badge), Library, and Logout. The main content area is titled 'Dashboard' and is divided into two sections: 'Published Courses (4)' and 'Unpublished Courses (3)'. The 'Published Courses' section contains three large colored tiles (pink, purple, green) with blurred course details. The 'Unpublished Courses' section contains three tiles: a pink one with the CGC logo, a grey one with the CGC logo, and a red one. A yellow arrow points from the 'Unpublished Courses' section towards the bottom-left tile (the pink one with the CGC logo), which is labeled 'CG 2022 FALL-I' and 'CG 2022 FALL CRED'.

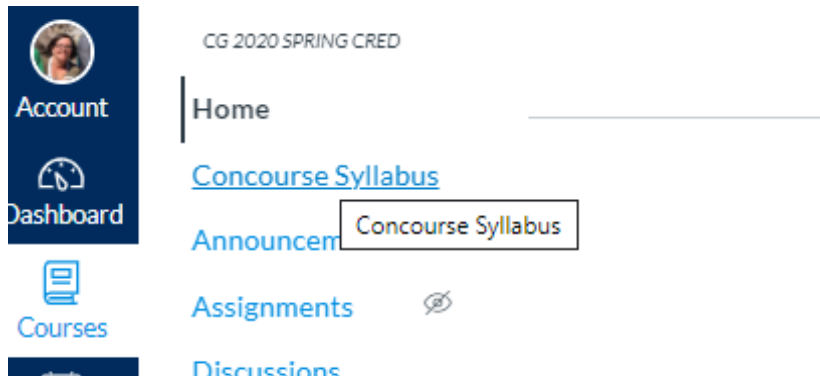
NOTE: If your course is not on the dashboard, select “**Courses**”, then “**All courses**” from the main left side navigation. If you cannot find your course, contact the CTLA or your DE supervisor.



The semester is emphasized in this image because it will help you determine if you are attempting to access the correct syllabus.

Check the Concourse Syllabus Tool

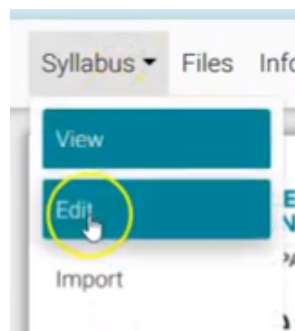
4. Open Concourse Syllabus from the left-side course navigation.



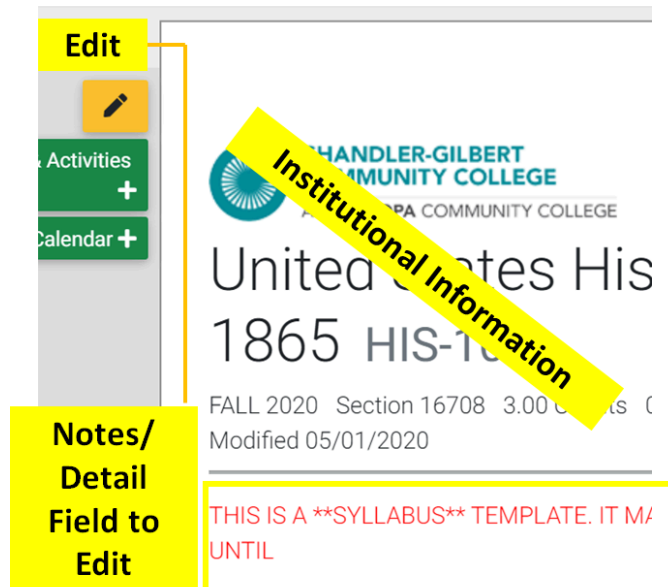
If you are accessing Concourse before the start of the college semester that you are teaching in, then a syllabus template WILL NOT load. In that case, you may use the [Concourse worksheet](#) and [a copy of the syllabus template](#) to get started.

Edit the Concourse Syllabus

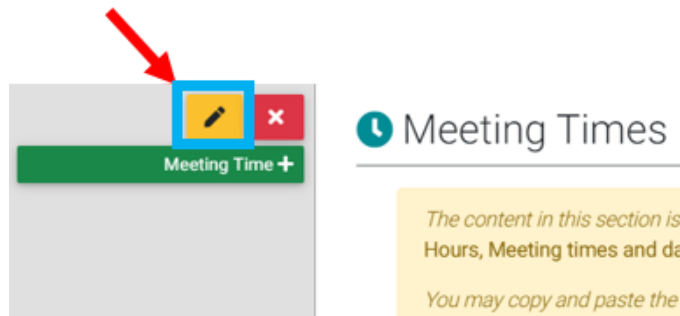
5. Select the Concourse menu titled, “**Syllabus,**” and choose “**Edit**” to open the syllabus for editing. **NOTE: If you do not have the option to edit the syllabus, then you likely are in a prior semester course.** Previous semester syllabi are locked for editing. *Verify you are attempting to access the correct syllabi by checking under the title of the syllabus where the term is listed.*



In editing mode, you will see pencil icons inside yellow boxes indicating there is an editable item in that section. Section headers and preloaded institutional information are not editable. You will click on the yellow boxes with pencils to edit the corresponding section.




6. Select the pencil icon inside the yellow box next to the section “**Meeting Times**” to add specific information about your course.



The “Edit Item: Meeting Time” box will open.

7. Copy and paste the “Contact Hours” statement from the Comment section into the Notes section.
 - a. Besides contact hours, **the required elements for this field are site information, classroom location with building and room, and course format.**

Edit Item: Meeting Time ✕

 This notes field is for entering general information regarding course meeting times. To add specific information, press save and then add the item that best suits your needs. You can always return here to edit general information at any time.

Notes

Files

Comments
(only shown in editor)

The content in this section is *REQUIRED*. Add the Name of your DE Partner High School, Contact Hours, Meeting times and dates.

You may copy and paste the Contact Hours from below and/or add your own statement.

Concourse Syllabus has a great tool for adding meeting location and times by selecting the box, "Meeting time+" to add details about when and where your class meets.

Contact Hours:

College students in the United States are expected to spend **two to three hours doing coursework outside of class for every hour they spend in class. This means that you may spend a minimum of six to nine hours per week outside of class on the 3 hours for this course.** This 3-credit course meets face-to-face for 45 clock hours and students are expected to commit at least 90 additional hours (135 hours total) for reading, writing, research, and completing assignments. If you are not prepared to dedicate at least 135 hours to this course, you should talk with an academic advisor and/or high school counselor and consider your enrollment.

Save **Save & Notify** **Cancel**

- b. When you have entered all required information, click **Save** at the bottom of the item window. Once you save, the information entered is now viewable in the syllabus regardless of the status of your syllabus.

8. Edit **“Contact Information.”**

- The *“Contact Information Entry”* box contains a button to **“copy from profile”**. It will only have your first and last name, edit accordingly.
- In the notes section, you may choose to add a *communication policy*. Find suggested language in the comment section.
- Save** the item. View it in the syllabus.

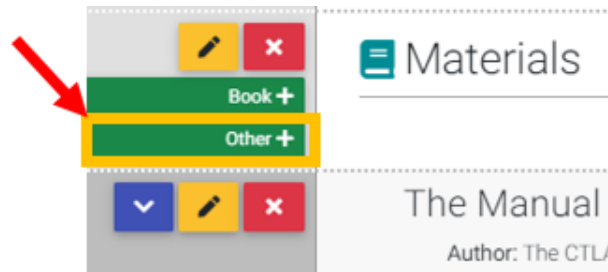
The next two sections, **“Course Description”** and **“Course Competencies,”** are preloaded with institutional information locked for editing. The next section required to edit is the **“Materials”** section.

9. Select the pencil box to the left of the section with comments under **“Materials.”**

- Enter as much of the textbook information for your course in the fields provided.
- Save when completed. View the edited item in the syllabus.



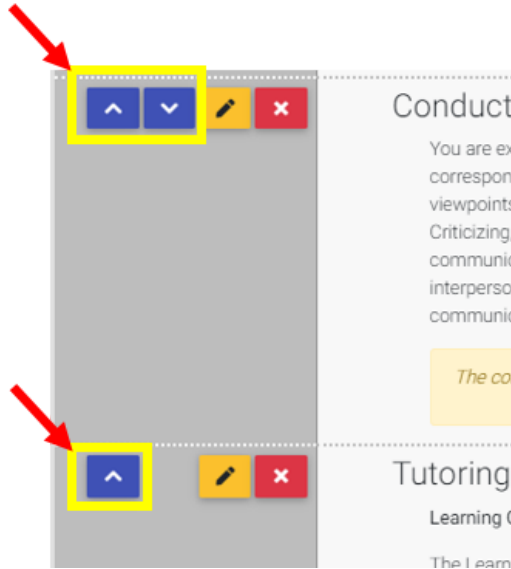
10. Add additional materials using the notes section or use the item entries in the green rectangles on the left, **“Other+”** or **“Book+”**



11. The recommended sections, *Technology Requirements*, *required technologies*, and *Student email through Maricopa*, may be included, tailored to fit your course, or deleted. To delete a section, select the “x” icon in the red box. **NOTE:** Any comments in that section will be deleted permanently as well and there is no undo button, please use with caution!



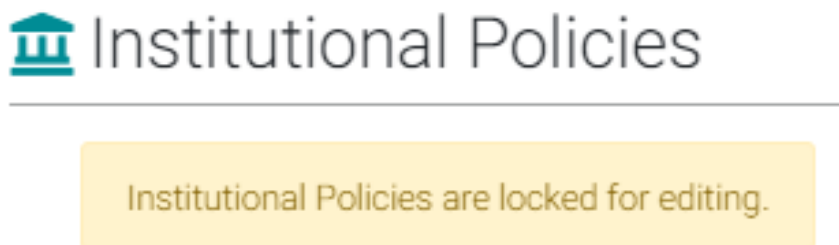
12. In the **“Course Policies”** section, *Attendance* is a required section. You may edit the preexisting statement or leave as is.
13. Two college-level course policies, *Conduct* and *Tutoring and Pecos Computer Lab*, are completed as recommended syllabus content. You may leave them as is, edit the content, delete the sections, or move them within the main **“Course Policies”** section using the up and down arrows in the blue boxes.



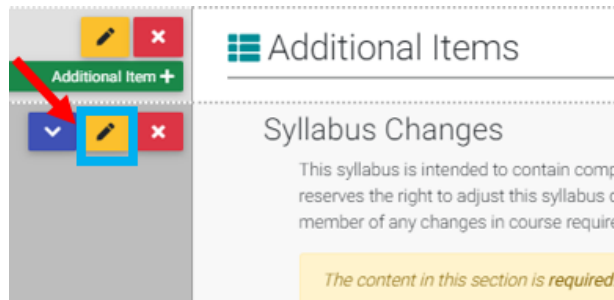
14. **“Grading”** is the next required section. Instructors must include a grading policy and assignment deadline policy. The “Grading” comment box contains recommended verbiage that you may copy, paste, and tailor to align with your course policies.



15. **“Institutional Policies”** is the next major section locked for editing. These are Chandler-Gilbert Community policies that must be included in all syllabi for compliance.

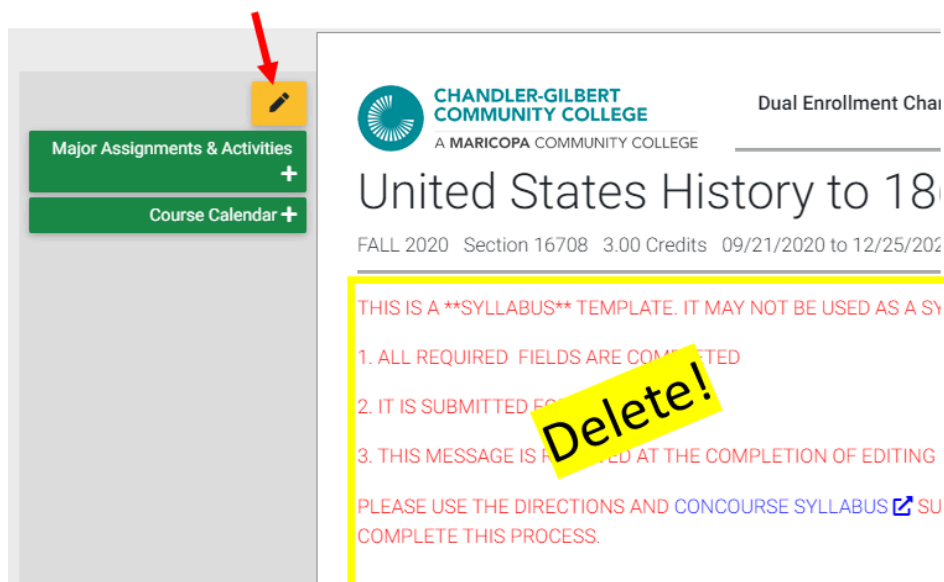


16. The final section to edit as needed is under **“Additional Items.”** The *Syllabus Changes* item must be edited and tailored to fit your course policies.



17. The final sub-section of the Concourse Syllabus is the reminder that this is a template and needs to be edited. Open this section using the edit pencil icon and delete the red text in the box or move it to the comments section.

18. Scroll back to the top of the syllabus and edit the very first box. Click on the first yellow edit box. Delete the red text from the first section of the syllabus then submit for review.



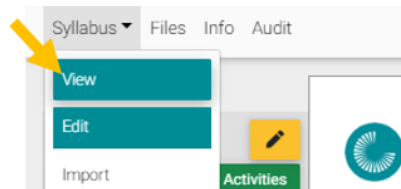
Other sections available but not standard

The Concourse Syllabus provides two extra sections, Major Assignments & Activities and Course Calendar. Scroll back to the top of the syllabus to find them and add them using the + button if you would like to include them in your syllabus.

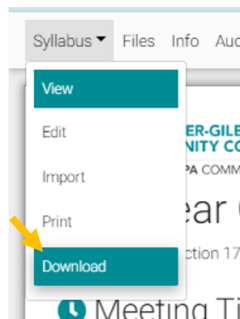


View, Download, Print, and Share Syllabus

19. Once you have completed the required sections of the syllabi, you are ready to view the completed syllabus. Scroll to the top of the syllabus. Select the “**Syllabus**” menu drop down, then “**View**”. What you see in that window is what students would see if they went into your Canvas site.



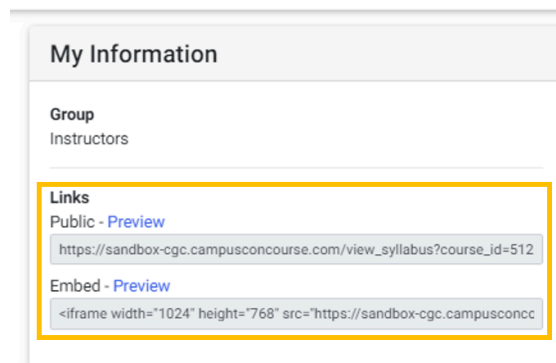
20. In view mode, you may download a PDF version of your syllabus. Select the **Syllabus** dropdown again then **Download**.



21. Depending on your browser settings, a pop up window should appear to save the syllabus file on your hard drive. You may print the PDF as needed from your computer.

Once saved you may print the syllabus for distribution, or you may choose to display your syllabus on a website. Anyone who has the link to your syllabus can view it without needing to login to any system.

22. Select **Info** at the top of the syllabus. Under “*My Information*” on the right, you will find “**Links**” and “**Embed**.” Copy and paste the link or embed code to use on your teacher website.



Submit Syllabus for Review

23. When you are ready for your DE supervisor to review your syllabus, go to Audit on the Concourse Syllabus navigation.
24. Change the Audit Status to “Submitted for Review”, enter a comment in the box, and click Update to save.

Syllabus ▾ Files Info **Audit**

Update Trail

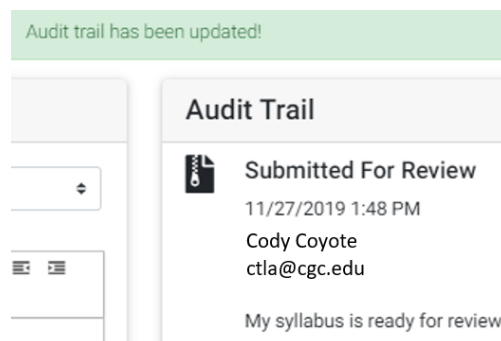
Audit Status: In Progress (no change) ▾
In Progress (no change)
Submitted For Review

Message:
My syllabus is ready for review.

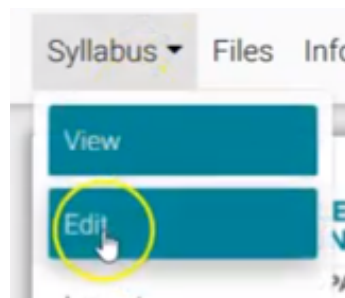
Notify: ☐ Auditors ☐ Editors

Update

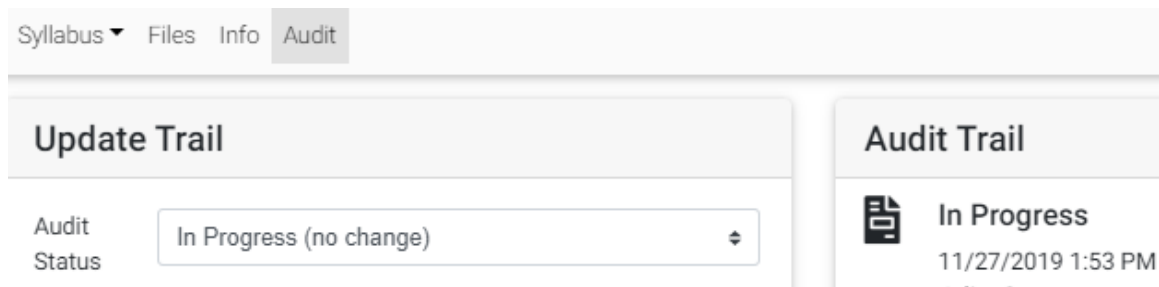
25. The Audit Trail will update with a date and time.



26. You may go back in and edit any changes as often as you like by using the **Syllabus** dropdown and select “Edit”.



27. The audit status will change back to “In Progress (no change)” and the audit trail will mark the time of the change back to “In Progress” so that auditors will know you are editing your syllabus again.



The screenshot shows a web interface with a top navigation bar containing 'Syllabus', 'Files', 'Info', and 'Audit' tabs. Below this, there are two main panels. The left panel, titled 'Update Trail', contains an 'Audit Status' label and a dropdown menu currently set to 'In Progress (no change)'. The right panel, titled 'Audit Trail', shows a document icon, the status 'In Progress', and a timestamp '11/27/2019 1:53 PM'.

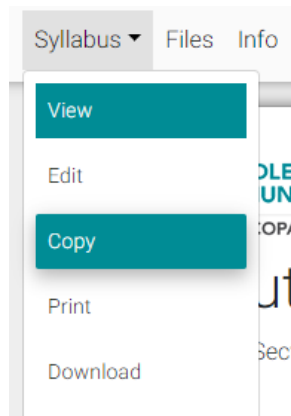
Be sure to update the audit status when you are completely finished editing.

If you only have one course then you are finished!

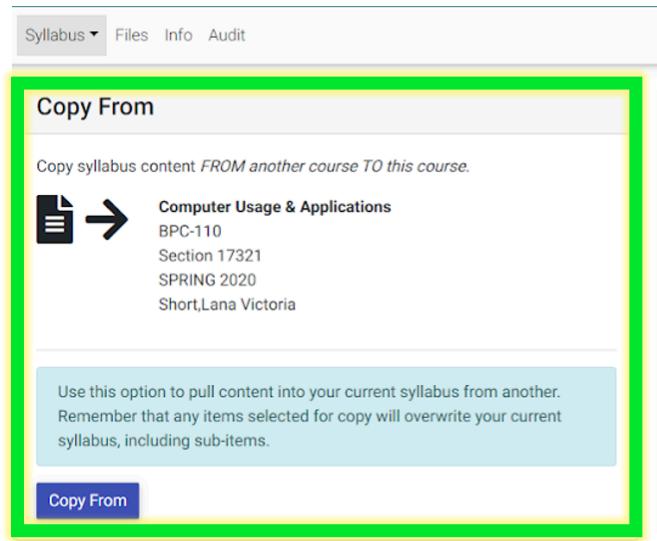
Copy Content Between Syllabi

When to use the Copy feature? If you have multiple courses, from one semester to another to populate previously completed sections, or if you have permission to copy from another instructor’s syllabus common information.

28. Find the **Copy** feature in the syllabus drop-down menu on a syllabus:



29. Next, you will be taken to a screen with three “**Copy**” options. Select the first, “**Copy From**”



30. Search for your course by either using a Keyword or simply click **Search** to see a list of courses you are listed as an instructor in, notice that the default **Registration** is “**My Courses**”. If you are bringing sections from another instructor’s syllabus, then change the **Registration** from **My courses** to **All courses** and then in the keyword field, type the other instructor’s last name or their section number. Hit **Search**.

31. Choose the course you’d like to import from. Click **Copy**. DO NOT CLICK THE TITLE OF THE SYLLABUS THAT YOU WANT TO COPY - you will leave your syllabus and open the other syllabus. This can cause you unintentional losses of information. If you would like to view the other syllabus, right click on the link to open that syllabus in a new window.

Note: Double check that you are importing content from your desired syllabus into the one you are currently working on. The one you are working on will not have Copy next to its title.

Criteria

+ Advanced

Keyword(s)

Registration

My courses

Search

Results

Sort By Title

Copy	CG DE example	ENG-102	Spring 2020	Section T2-9	9 - Juliet
Copy	CG Non-DE example	ENG-102	Spring 2020	Section T1-9	9 - Juliet
	Computer Usage & Applications	BPC-110	SPRING 2020	Section 17321	Short,Lana Victoria
Copy	Computer Usage & Applications	BPC-110	SPRING 2020	Section 17475	Crocco,Juliet Marie

32. **CAREFUL!** Copying from one syllabus to another replaces the current data for the sections you choose to import. Select **the items using the checkboxes that you wish to copy into your course** - if you do not get to this screen then you need to click your back button, you likely went to another syllabus. Remember: You can always edit what you bring in but you **CANNOT** undo a syllabus copy.

33. Once you have selected the items to copy, click **Copy** again.

Select Items

From

Computer Usage & Applications

BPC-110

Section 17475

SPRING 2020

Crocco,Juliet Marie

→

To

Computer Usage & Applications

BPC-110

Section 17321

SPRING 2020

Short,Lana Victoria

☐ Meeting Times
☐ Contact Information
☒ Program & General Education Outcomes
☒ Materials
☒ Major Assignments & Activities
☐ Grading
☒ Course Policies
☐ Course Calendar
☐ Additional Items

Copy

Back

34. A confirmation box will appear once you click Copy. **Double check** you are copying from the correct syllabus to the correct syllabus. There is no going back after this. **Click OK.**

35. Submit this syllabus for review outlined in steps 27 - 29.

You may contact your Dual Enrollment Supervisor to clarify the steps for your syllabus submission. Also, the CTLA is happy to walk you through building a Concourse syllabus via a phone meeting or Google Hangout. Submit a request for help at ctla.cgc.edu/help