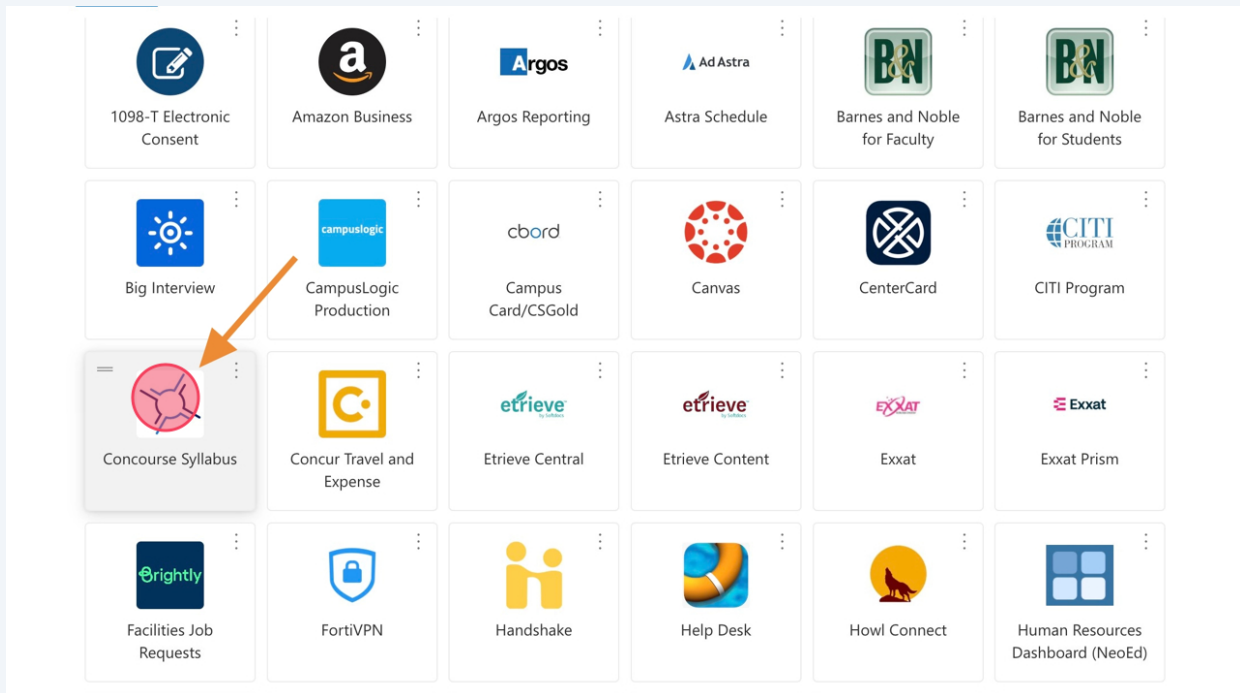


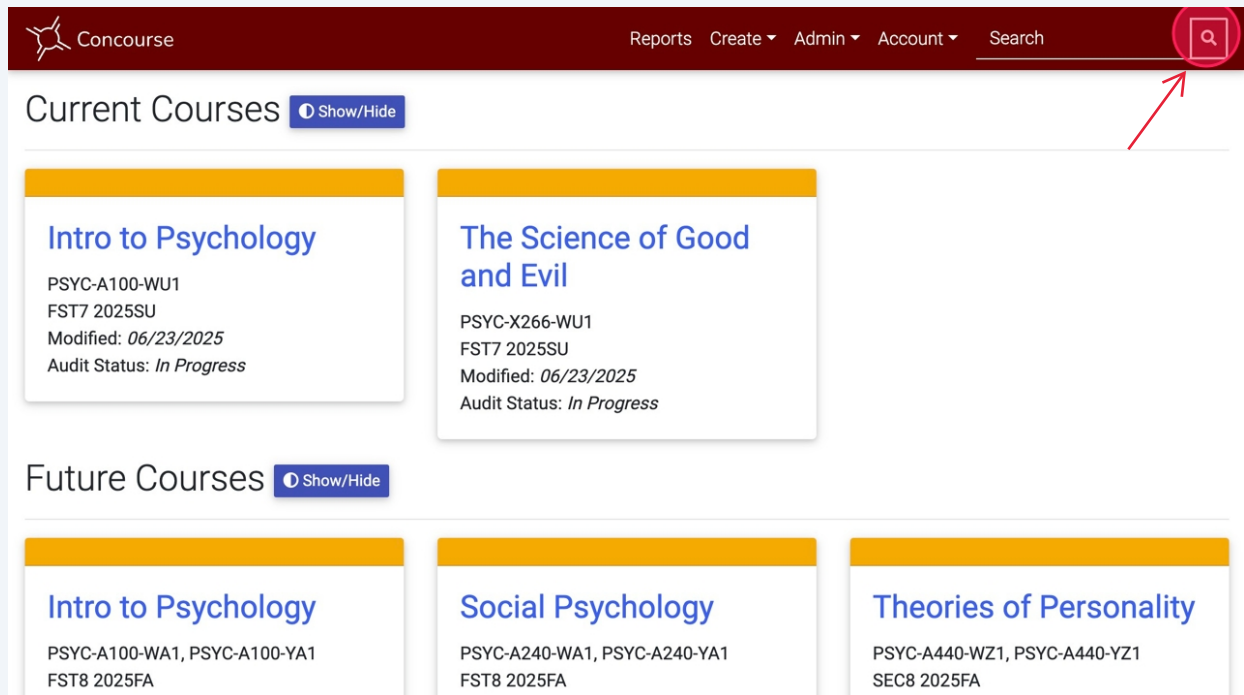
How to Search for a Course in Concourse

1

Navigate to Single Sign-On <https://myapps.microsoft.com/> and click on "Concourse Syllabus"

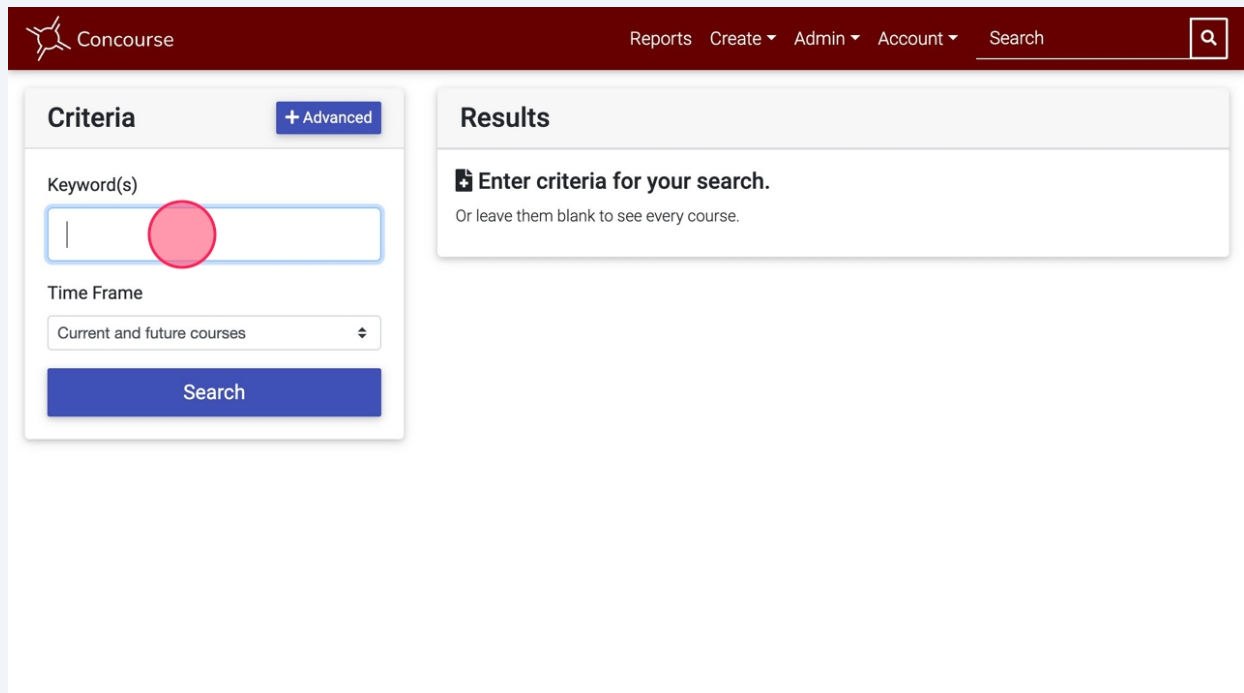


2 Click on the magnifying glass.



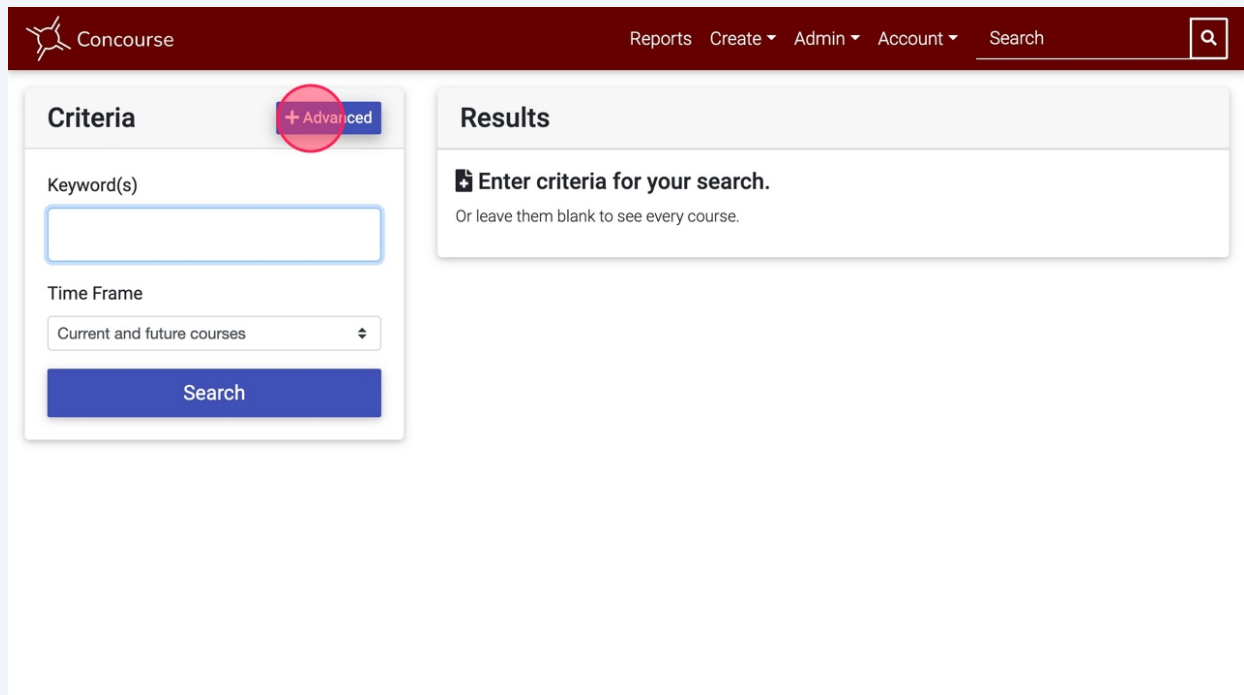
The screenshot shows the Concourse homepage. At the top, there is a dark red navigation bar with the Concourse logo on the left and links for Reports, Create, Admin, Account, and Search on the right. A red circle and arrow point to the search icon in the top right corner. Below the navigation bar, the page is divided into two main sections: "Current Courses" and "Future Courses". Each section has a "Show/Hide" button. The "Current Courses" section displays two course cards: "Intro to Psychology" (PSYC-A100-WU1, FST7 2025SU, Modified: 06/23/2025, Audit Status: In Progress) and "The Science of Good and Evil" (PSYC-X266-WU1, FST7 2025SU, Modified: 06/23/2025, Audit Status: In Progress). The "Future Courses" section displays three course cards: "Intro to Psychology" (PSYC-A100-WA1, PSYC-A100-YA1, FST8 2025FA), "Social Psychology" (PSYC-A240-WA1, PSYC-A240-YA1, FST8 2025FA), and "Theories of Personality" (PSYC-A440-WZ1, PSYC-A440-YZ1, SEC8 2025FA).

3 Enter terms in the "Keyword(s)" field to do a simple search.



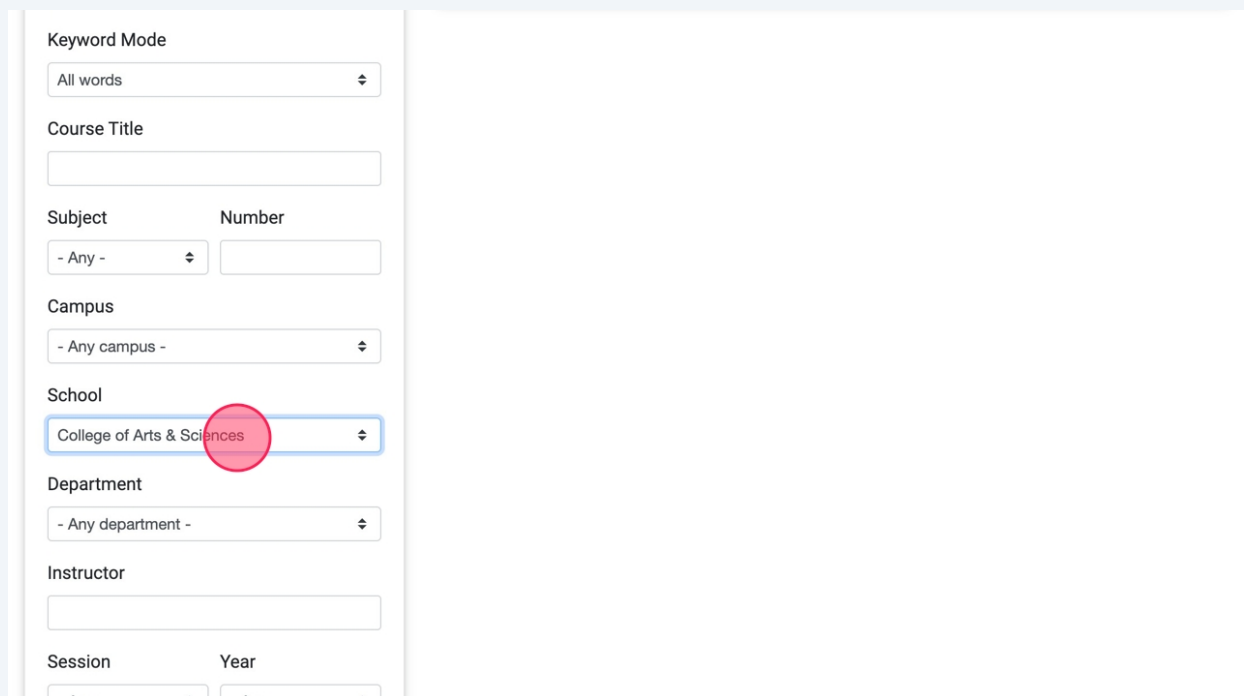
The screenshot shows the Concourse search interface. At the top, there is a dark red navigation bar with the Concourse logo on the left and links for Reports, Create, Admin, Account, and Search on the right. Below the navigation bar, the page is divided into two main sections: "Criteria" and "Results". The "Criteria" section has a "+ Advanced" button and a "Keyword(s)" field with a red circle highlighting it. Below the "Keyword(s)" field is a "Time Frame" dropdown menu set to "Current and future courses". At the bottom of the "Criteria" section is a blue "Search" button. The "Results" section shows a message to enter criteria for the search: "Enter criteria for your search. Or leave them blank to see every course."

- 4 Click "Advanced" for more advanced search fields.



The screenshot shows the top navigation bar of the Concourse system with links for Reports, Create, Admin, Account, and Search. Below this, the 'Criteria' section is visible, featuring a text input for 'Keyword(s)', a 'Time Frame' dropdown menu set to 'Current and future courses', and a blue 'Search' button. A red circle highlights a '+ Advanced' button located above the 'Keyword(s)' input field. To the right, the 'Results' section contains a message: 'Enter criteria for your search. Or leave them blank to see every course.'

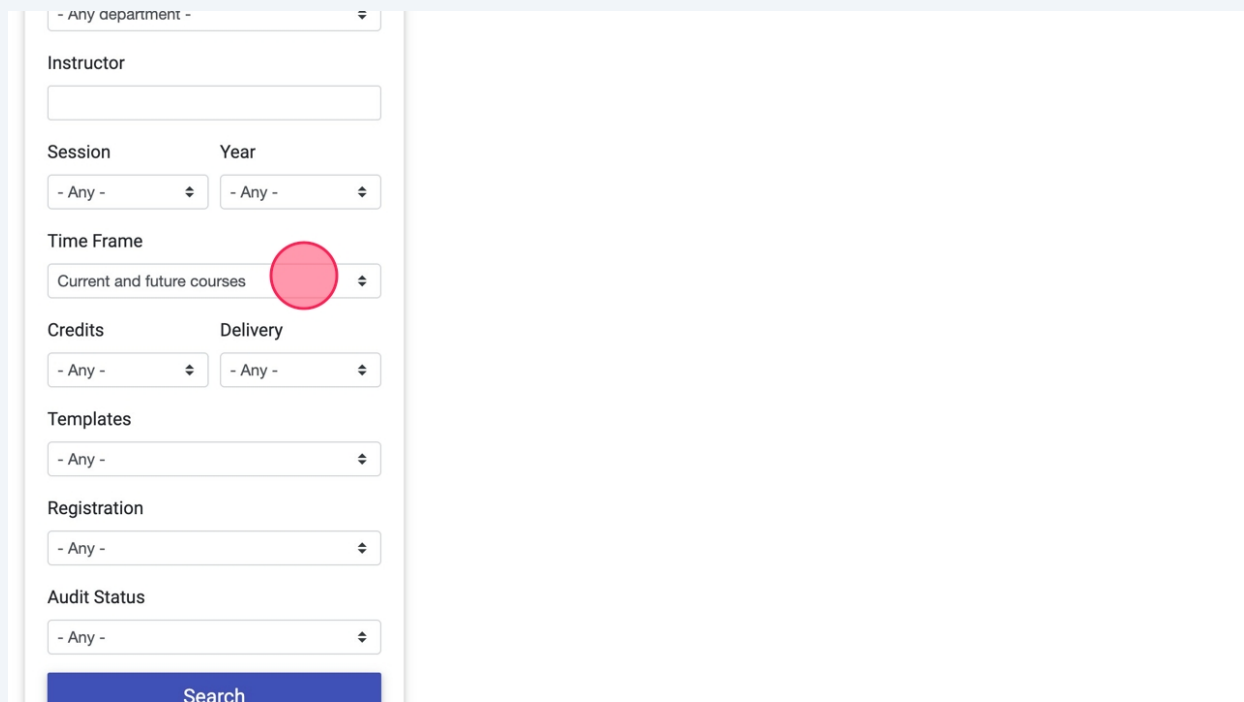
- 5 For example, you might enter a keyword and then Select the "College of Arts & Sciences" option under the "School" option.



This screenshot displays the expanded search criteria form. It includes fields for 'Keyword Mode' (set to 'All words'), 'Course Title', 'Subject' (set to '- Any -'), 'Number', 'Campus' (set to '- Any campus -'), 'School' (set to 'College of Arts & Sciences'), 'Department' (set to '- Any department -'), 'Instructor', 'Session', and 'Year'. A red circle highlights the 'College of Arts & Sciences' option in the 'School' dropdown menu.

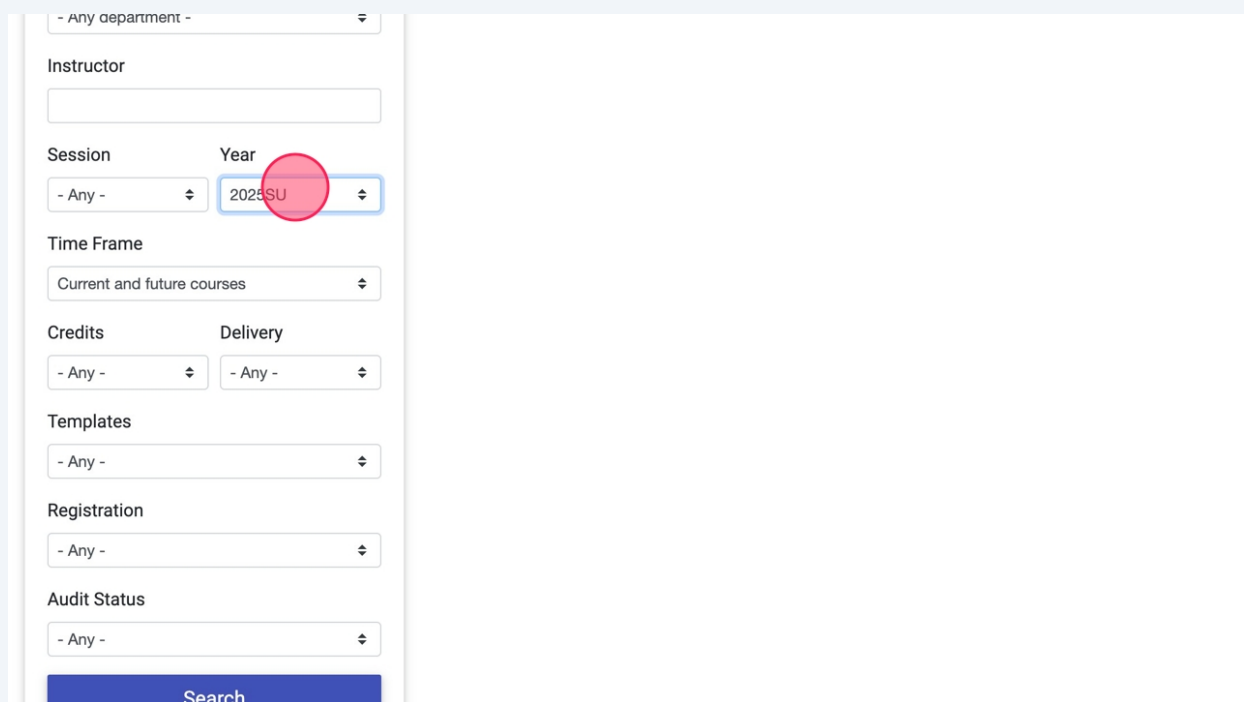
Note: searching within the "Instructor" search field will not work at this time. BUT, instructor name can be added as a keyword.

6 You can also select a Time Frame.



A screenshot of a search form with various filters. The filters include: Department (dropdown: - Any department -), Instructor (text input), Session (dropdown: - Any -), Year (dropdown: - Any -), Time Frame (dropdown: Current and future courses, highlighted with a red circle), Credits (dropdown: - Any -), Delivery (dropdown: - Any -), Templates (dropdown: - Any -), Registration (dropdown: - Any -), and Audit Status (dropdown: - Any -). A blue Search button is at the bottom.

7 Or you can search by term, for example "2025SU" will bring up syllabi from Summer 2025.



A screenshot of the same search form as in slide 6. In this slide, the Year dropdown menu is open, and '2025SU' is selected and highlighted with a red circle. The other filters remain the same as in slide 6.

8 Click "Search"

Session Year
- Any - 2025SU

Time Frame
Current and future courses

Credits Delivery
- Any - - Any -

Templates
- Any -

Registration
- Any -

Audit Status
- Any -

Search

All times are America/Chicago. The time is 1:00 PM.

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9 The keywords "good," "College of Arts and Sciences," and "2025SU" brought up the Science of Good and Evil Syllabus. It can be downloaded or clicked on to open in a new window.

Concourse Reports Create Admin Account Search

Criteria + Advanced

Keyword(s)
good

School
College of Arts & Sciences

Session Year
- Any - 2025SU

Time Frame
Current and future courses

Search

Results

Download [The Science of Good and Evil](#)
PSYC-X266-WU1 FST7 2025SU