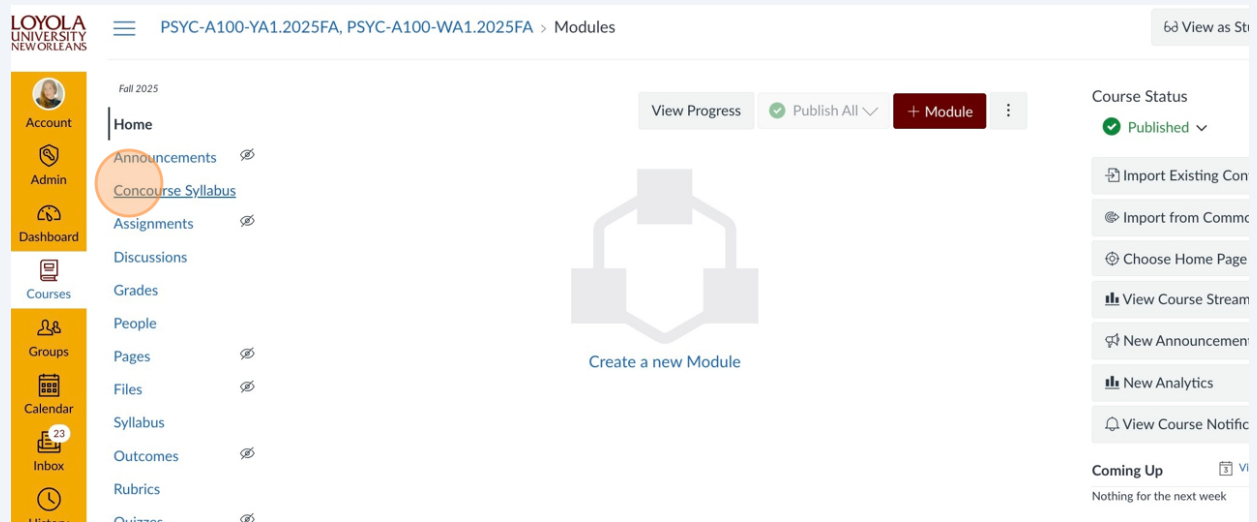


Uploading Your Syllabus Into Concourse

1 Navigate to your Canvas course.

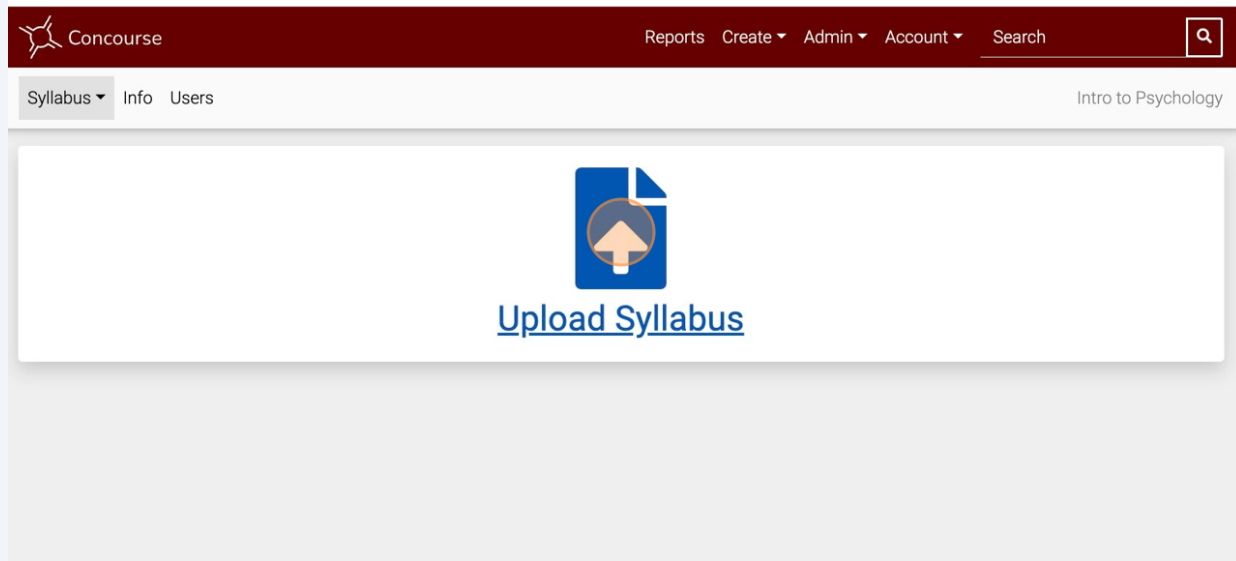


2 Click "Concourse Syllabus" in your course navigation. Note, it may be more toward the bottom of your tool list.

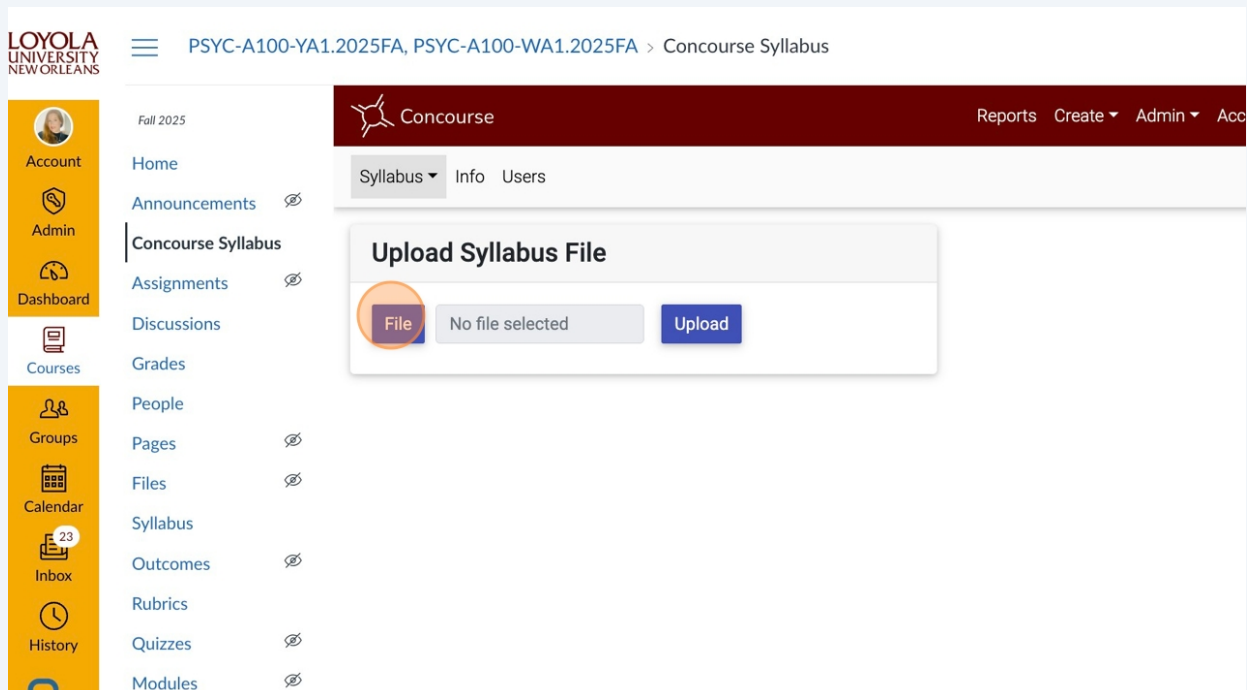


3 Click on "Upload Syllabus"

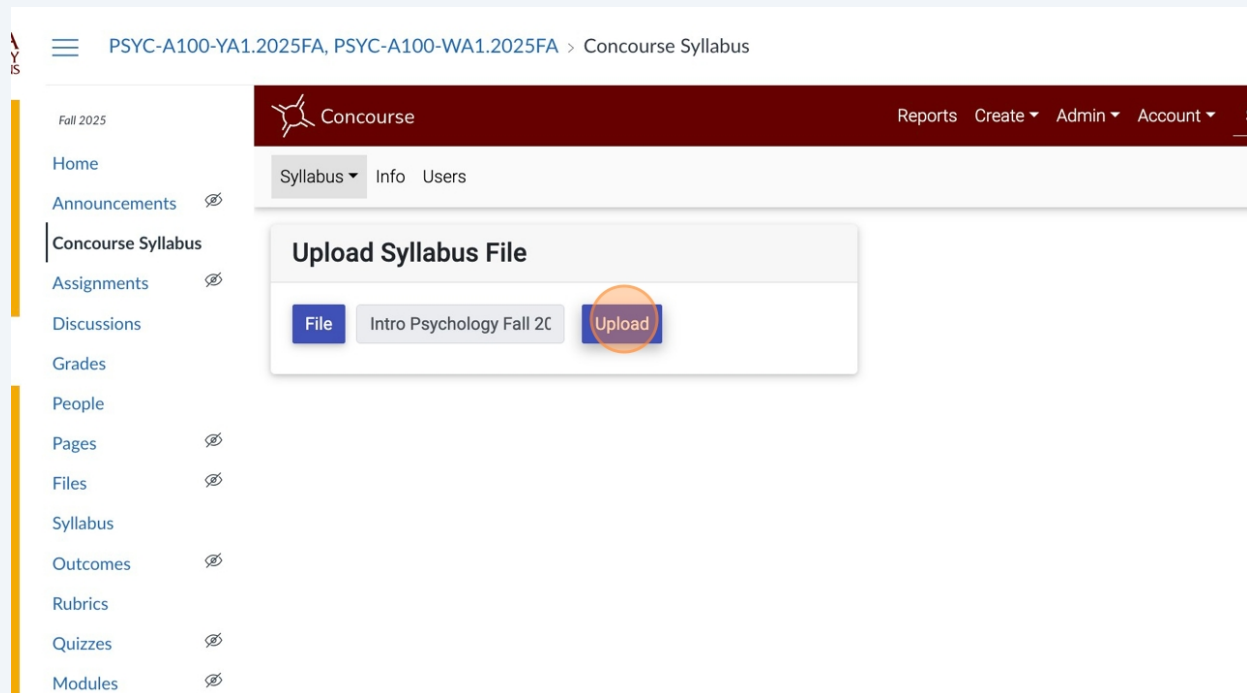
2025FA, PSYC-A100-WA1.2025FA > Concourse Syllabus



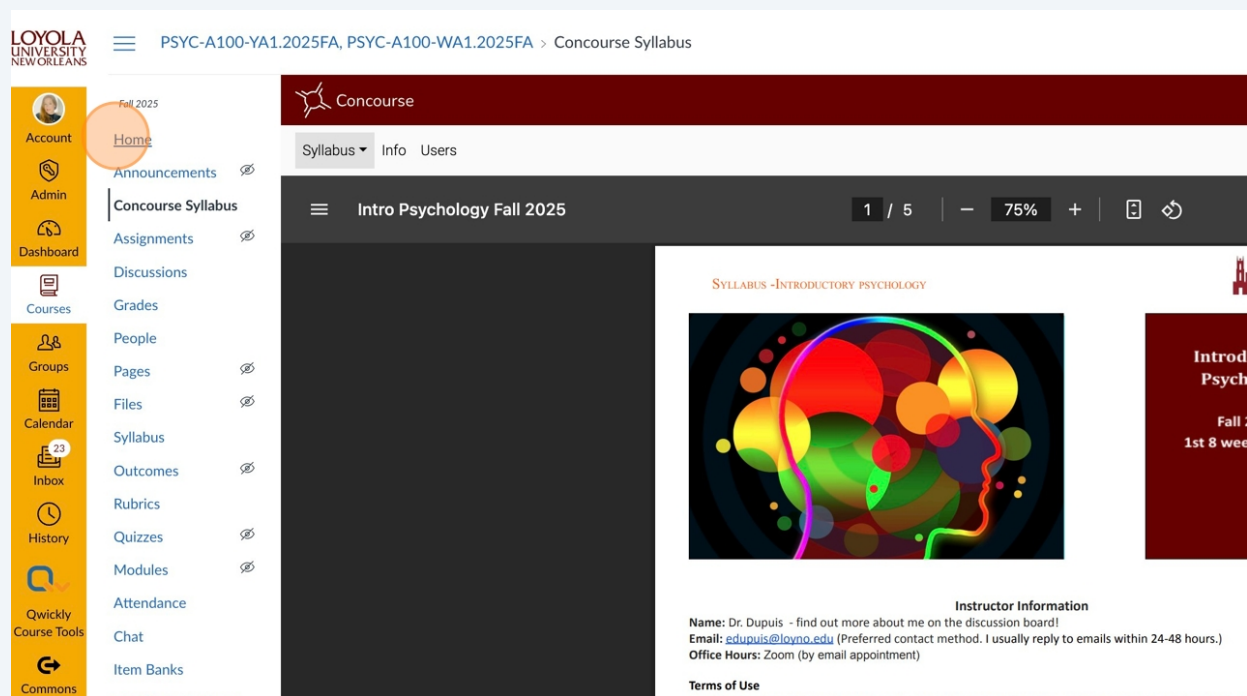
4 Click the "Select file" field. Find your syllabus file in your computer documents. PDF is preferred, but doc/docx is allowed.



5 Click "Upload" and your syllabus will appear in the window.



6 Your course syllabus should appear in the window.



7

Click "Users" to view who has accessed your syllabus.

Concourse

Reports Create Admin Account

Syllabus ▾ Inf **Users**

View
Edit
Download

ESS

8
total views
*Includes guests and former registrants

0
registered

0
views

0%
have viewed

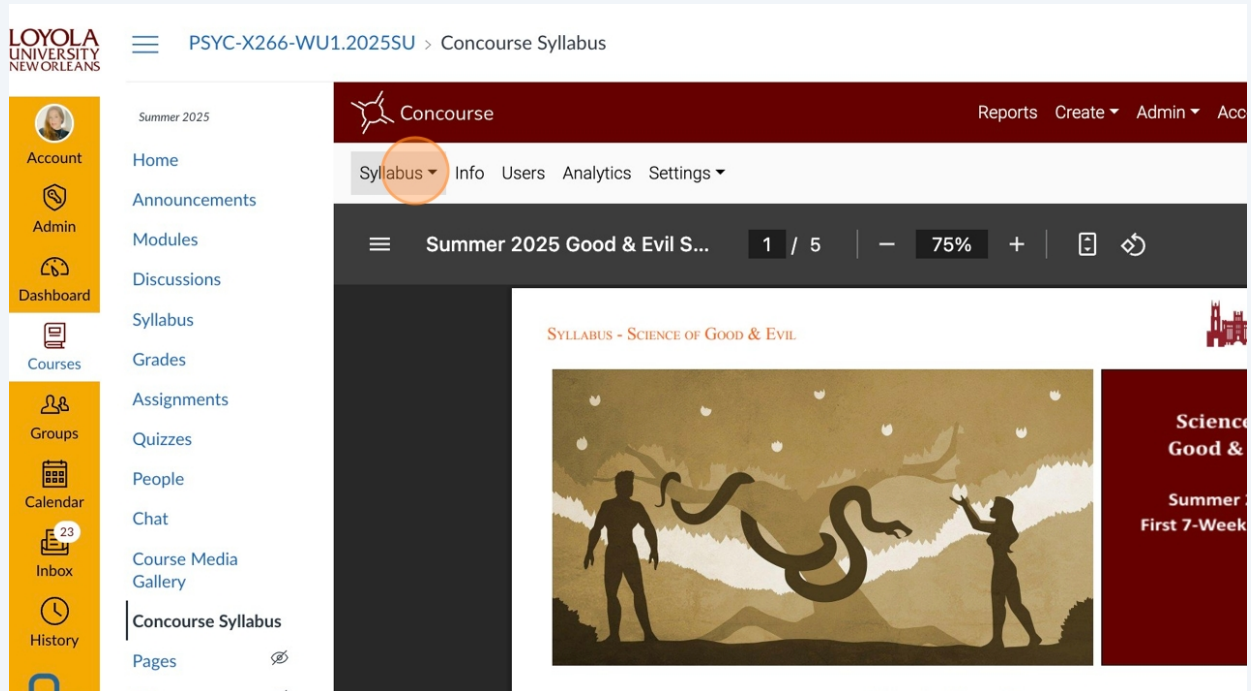
Student Statistics

Course Users

User	Views	Last View	Viewed Since Modified
Dupuis, Dr. Erin edupuis@loyno.edu	3	06/12/2025 9:26 AM	Yes
Education, Online onlineed@loyno.edu	5	06/08/2025 5:37 PM	No

How To Edit Your Course Syllabus Online

1 To replace your syllabus, click "Syllabus"



2 Click "Edit"

The screenshot shows the Loyola University New Orleans Concourse interface. The top navigation bar includes the university logo, a hamburger menu, and the course path 'PSYC-X266-WU1.2025SU > Concourse Syllabus'. A left sidebar contains various navigation options like Account, Admin, Dashboard, Courses, Groups, Calendar, Inbox, History, and Concourse Syllabus. The main content area displays the 'Concourse Syllabus' for 'Summer 2025'. A dropdown menu is open over the 'Syllabus' tab, with the 'Edit' option highlighted by an orange circle. The syllabus content area shows a title '2025 Good & Evil S...', a page indicator '1 / 5', a zoom level '75%', and a large illustration of two figures holding a large snake.

3 Click the "Replace" field. Find your new syllabus in your computer documents.

The screenshot shows the Loyola University Concourse interface with a file upload dialog open. The dialog displays the filename 'Summer 2025 Good & Evil Syllabus.pdf', a size of '506 KB', a type of 'application/pdf', and an added date of '06/23/2025 11:14 AM'. The 'Replace' button is highlighted with an orange circle. Below the 'Replace' button are 'Save' and 'Back' buttons. The background shows the same navigation sidebar as the previous screenshot, with the 'Concourse Syllabus' option selected. The footer of the interface indicates 'All times are America/Chicago. The time is 11:45 AM.' and '© 2025 Intell'.

4

Click "Save" and your new syllabus should show in the view window.

The screenshot displays a web application interface for course management. On the left is a vertical sidebar with icons and labels for various tools: Courses, Groups, Calendar, Inbox (with a '23' badge), History, Quickly Course Tools, Commons, Kaltura My Media, Studio, and a help icon. The main area is divided into two columns. The left column lists navigation options under 'Grades': Assignments, Quizzes, People, Chat, Course Media Gallery, Concourse Syllabus (highlighted), Pages, Files, Outcomes, Rubrics, BigBlueButton, Collaborations, New Analytics, and Settings. The right column shows a modal dialog for saving a syllabus. It contains the following information: Filename: Summer 2025 Good & Evil Syllabus.pdf; Size: 506 KB; Type: application/pdf; Added: 06/23/2025 11:14 AM. Below this information are three buttons: 'Replace' (blue), 'Save' (purple, circled with an orange ring), and 'Back' (dark blue). A text input field next to the 'Replace' button contains the filename 'Summer 2025 Good & Evil Syllabus.pdf'. At the bottom of the interface is a dark red footer bar with the text 'All times are America/Chicago. The time is 11:45 AM.' on the left and '© 2025 Intell' on the right.

Courses

Grades

Assignments

Quizzes

People

Chat

Course Media Gallery

Concourse Syllabus

Pages

Files

Outcomes

Rubrics

BigBlueButton

Collaborations

New Analytics

Settings

Filename

Summer 2025 Good & Evil Syllabus.pdf

Size

506 KB

Type

application/pdf

Added

06/23/2025 11:14 AM

Replace

Summer 2025 Good & Evil Syllabus.pdf

Save

Back

All times are America/Chicago. The time is 11:45 AM.

© 2025 Intell