

# Part One: Concourse

## Step by Step Guide

# Step by Step Guide to Concourse

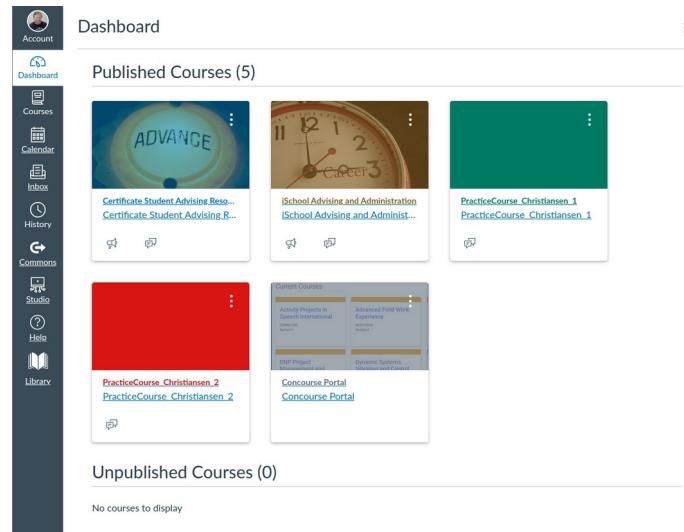
## Step 1: Log In To Canvas



# Step by Step Guide to Concourse

## Step 2: Find Concourse Portal

(last member of “published” courses on the “dashboard” view)



The screenshot displays the Concourse dashboard interface. On the left is a vertical navigation sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, Help, and Library. The main content area is titled "Dashboard" and shows a section for "Published Courses (5)".

The "Published Courses (5)" section contains five course cards:

- 1. A card with a blue clock face background and the word "ADVANCE". Title: [Certificate Student Advising Reso...](#) / [Certificate Student Advising R...](#)
- 2. A card with a clock face background. Title: [School Advising and Administration](#) / [School Advising and Administr...](#)
- 3. A solid green card. Title: [PracticeCourse\\_Christiansen\\_1](#) / [PracticeCourse\\_Christiansen\\_1](#)
- 4. A solid red card. Title: [PracticeCourse\\_Christiansen\\_2](#) / [PracticeCourse\\_Christiansen\\_2](#)
- 5. A card with a screenshot of a course page. Title: [Concourse Portal](#) / [Concourse Portal](#)

Below the published courses is a section for "Unpublished Courses (0)" with the text "No courses to display".

# Step by Step Guide to Concourse

## Step 3: Click Concourse Portal

The screenshot displays the Concourse Portal interface. On the left is a dark sidebar navigation menu with icons and labels for: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The main content area has a breadcrumb trail: [Concourse Portal](#) > Modules. Below the breadcrumb are buttons for 'Collapse All', 'View Progress', '+ Module', and a vertical ellipsis. A list of modules is shown, including 'Concourse Portal' and 'Tutorials', each with a green checkmark and a plus sign. The 'Concourse Portal' module is highlighted with a green vertical bar on its left side.

Account

Dashboard

Courses

Calendar

Inbox

History

Commons

Studio

[Concourse Portal](#) > Modules

Home

Ally Course

Accessibility Report

Modules

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Collapse All

View Progress

+ Module

Concourse Portal

Concourse Portal

Tutorials

iSchool Syllabi Help

# Step by Step Guide to Concourse

## Step 4: Click “concourse portal link”

The screenshot displays the Concourse portal interface. On the left is a vertical navigation sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The main content area shows a breadcrumb trail: [Concourse Portal](#) > [Modules](#) > [Concourse Portal](#) > Concourse Portal. Below this is a blue header bar with the Concourse logo, navigation links for Reports, Create, Admin, and Account, and a search box. The main content area is titled 'Future Courses' with a 'Show/Hide' button. A card titled 'Information Communities' is highlighted, containing the following text: INFO-200, Sections 22, 23, 24, Fall 2022, Derek Christiansen, and Modified: 07/02/2022.

Account

Dashboard

Courses

Calendar

Inbox

History

Commons

Studio

[Concourse Portal](#) > [Modules](#) > [Concourse Portal](#) > Concourse Portal

Home

[Ally Course](#)

[Accessibility Report](#)

Modules

[Announcements](#)

[Assignments](#)

[Discussions](#)

[Grades](#)

[People](#)

[Pages](#)

[Files](#)

Concourse

Reports Create Admin Account Search

Future Courses [Show/Hide](#)

**Information Communities**

INFO-200  
Sections 22, 23, 24  
Fall 2022  
Derek Christiansen  
Modified: 07/02/2022

# Step by Step Guide to Concourse

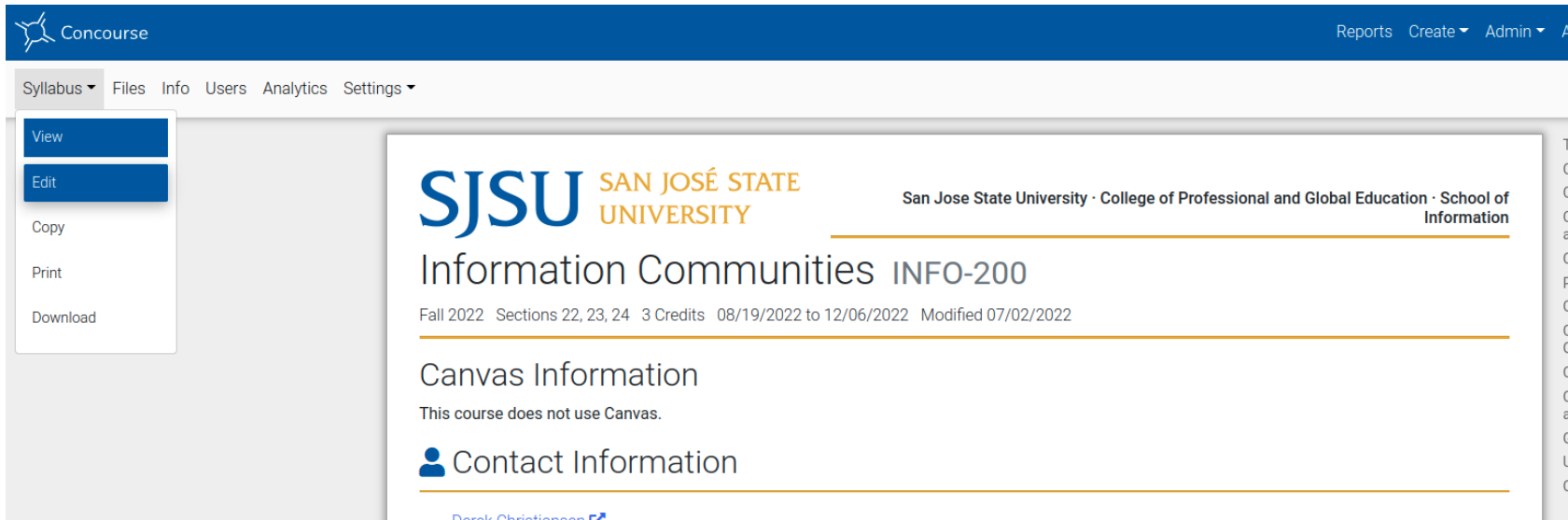
## Step 5: Click the “title” for your syllabus

The screenshot displays the Concourse LMS interface. At the top, a blue navigation bar contains the 'Concourse' logo and a search bar. Below this, a breadcrumb trail reads 'Concourse Portal > Modules > Concourse Portal > Concourse Portal'. The left sidebar features a vertical menu with icons and labels for 'Account', 'Dashboard', 'Courses', 'Calendar', 'Inbox', 'History', 'Commons', 'Studio', and 'Help'. The main content area is titled 'Future Courses' with a 'Show/Hide' button. A card is highlighted, showing the following information:

- [Information](#)
- [Communities](#)
- INFO-200
- Sections 22, 23, 24
- Fall 2022
- Derek Christiansen
- Modified: 07/02/2022

# Step by Step Guide to Concourse

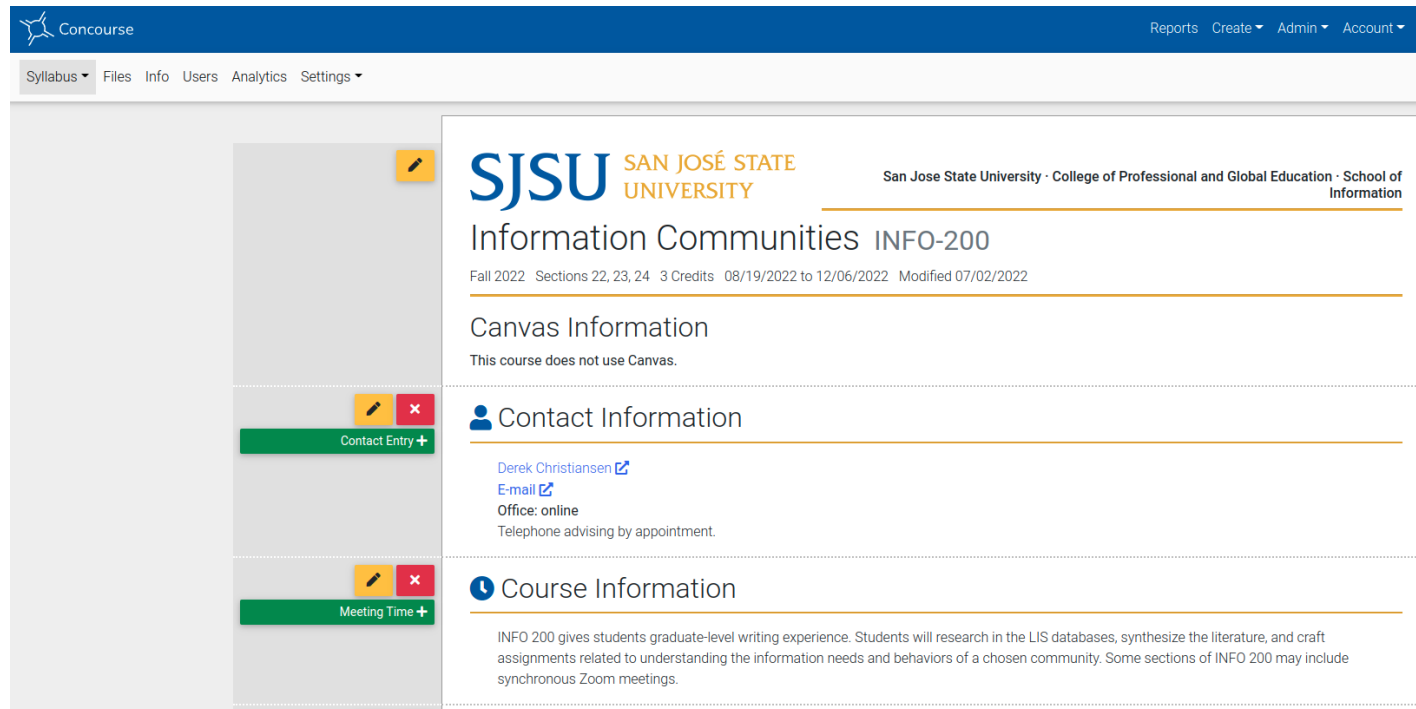
Step 6: Click “syllabus” dropdown menu in upper left...



The screenshot displays the Concourse LMS interface. At the top left, the Concourse logo is visible. The top navigation bar includes 'Reports', 'Create', 'Admin', and 'A'. Below this, a secondary navigation bar contains 'Syllabus', 'Files', 'Info', 'Users', 'Analytics', and 'Settings'. The 'Syllabus' dropdown menu is open, showing options: 'View', 'Edit', 'Copy', 'Print', and 'Download'. The main content area shows the course page for 'Information Communities INFO-200' at San José State University. The page header includes the SJSU logo and the text 'SAN JOSÉ STATE UNIVERSITY'. Below the header, the course title 'Information Communities INFO-200' is displayed, followed by the semester and sections 'Fall 2022 Sections 22, 23, 24', credits '3 Credits', and dates '08/19/2022 to 12/06/2022 Modified 07/02/2022'. The page content includes sections for 'Canvas Information' (stating 'This course does not use Canvas.') and 'Contact Information'. The footer of the page lists 'Derek Christiansen' with a small icon.

# Step by Step Guide to Concourse

## Step 7: Choose “edit” from menu...yellow pencil means edit!



The screenshot displays the Concourse LMS interface for a course page. At the top, the Concourse logo and navigation menu (Reports, Create, Admin, Account) are visible. Below the navigation, a secondary menu includes Syllabus, Files, Info, Users, Analytics, and Settings. The main content area is divided into sections: SJSU San José State University (San Jose State University · College of Professional and Global Education · School of Information), Information Communities INFO-200 (Fall 2022, Sections 22, 23, 24, 3 Credits, 08/19/2022 to 12/06/2022, Modified 07/02/2022), Canvas Information (This course does not use Canvas), Contact Information (Derek Christiansen, E-mail, Office: online, Telephone advising by appointment), and Course Information (INFO 200 gives students graduate-level writing experience...).

On the left side of the course details, there is a vertical sidebar with three items, each featuring a yellow pencil icon (edit) and a red 'X' icon (delete):

- Contact Entry +
- Meeting Time +

# Step by Step Guide to Concourse

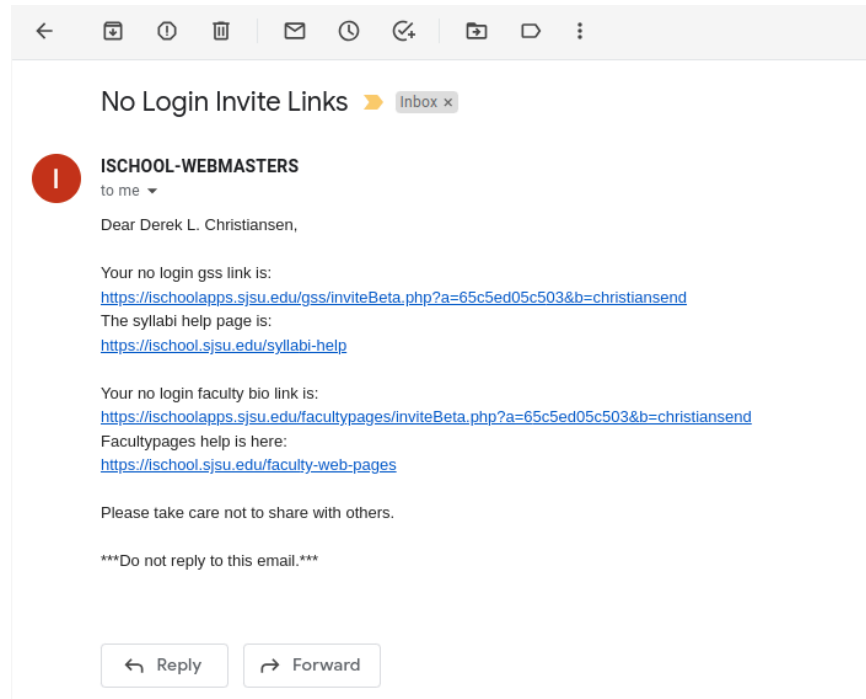
Step 8: Submit @ No Login GSS

# Part Two: No Login GSS

No Login GSS Step by Step

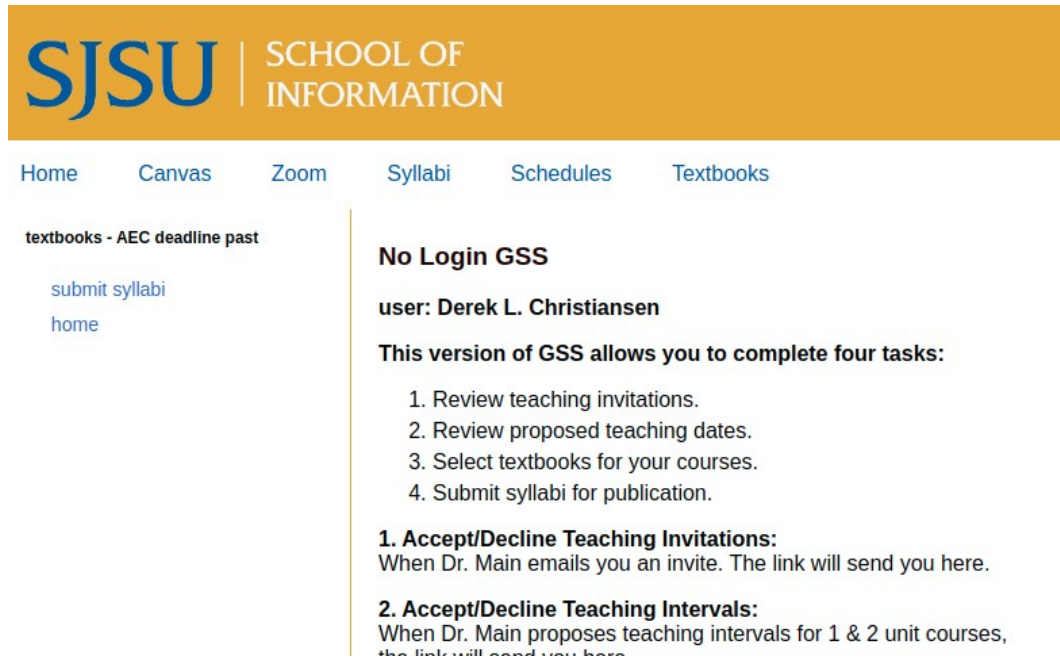
# No Login GSS Step by Step

## Step 1: Go to No Login Email, click link...



# No Login GSS Step by Step

Step 2: Click “submit syllabi” in left menu...



The screenshot shows the SJSU School of Information website. The header is orange with the SJSU logo and 'SCHOOL OF INFORMATION' text. A navigation bar contains links for Home, Canvas, Zoom, Syllabi, Schedules, and Textbooks. A left sidebar menu is open, showing 'textbooks - AEC deadline past' with sub-links for 'submit syllabi' and 'home'. The main content area is titled 'No Login GSS' and is for user 'Derek L. Christiansen'. It lists four tasks: 1. Review teaching invitations, 2. Review proposed teaching dates, 3. Select textbooks for your courses, and 4. Submit syllabi for publication. Below the list are two sections: '1. Accept/Decline Teaching Invitations:' and '2. Accept/Decline Teaching Intervals:', each with a brief description of when a link will be sent.

**SJSU** | SCHOOL OF INFORMATION

[Home](#) [Canvas](#) [Zoom](#) [Syllabi](#) [Schedules](#) [Textbooks](#)

textbooks - AEC deadline past

- [submit syllabi](#)
- [home](#)

## No Login GSS

user: Derek L. Christiansen

**This version of GSS allows you to complete four tasks:**

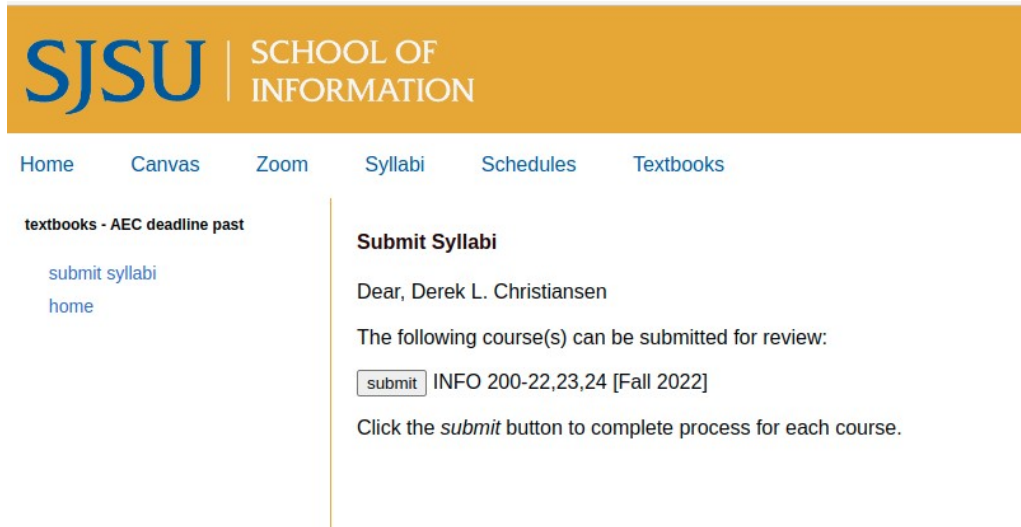
1. Review teaching invitations.
2. Review proposed teaching dates.
3. Select textbooks for your courses.
4. Submit syllabi for publication.

**1. Accept/Decline Teaching Invitations:**  
When Dr. Main emails you an invite. The link will send you here.

**2. Accept/Decline Teaching Intervals:**  
When Dr. Main proposes teaching intervals for 1 & 2 unit courses, the link will send you here.

# No Login GSS Step by Step

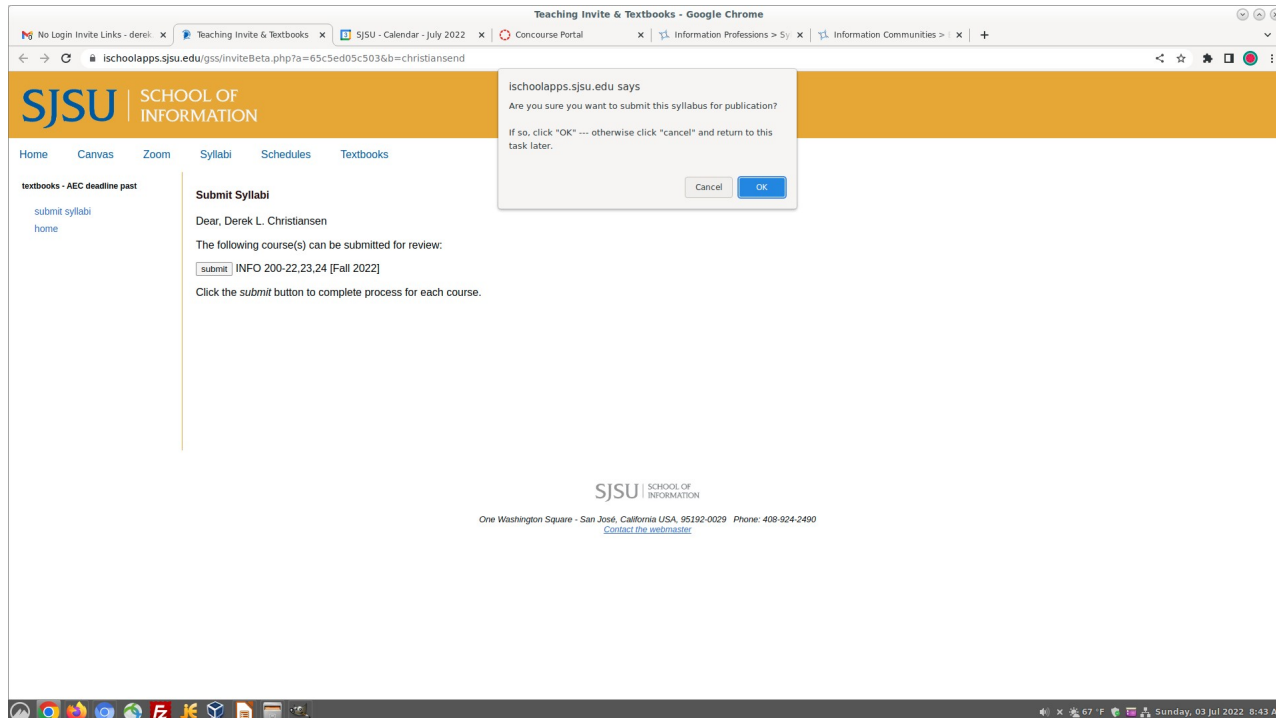
## Step 3: Click “submit” for each syllabus...



The screenshot shows the SJSU School of Information website. The header is orange with the SJSU logo and 'SCHOOL OF INFORMATION' text. A navigation menu includes 'Home', 'Canvas', 'Zoom', 'Syllabi', 'Schedules', and 'Textbooks'. The main content area is split into two columns. The left column has a heading 'textbooks - AEC deadline past' and two links: 'submit syllabi' and 'home'. The right column has a heading 'Submit Syllabi', a greeting 'Dear, Derek L. Christiansen', and a message: 'The following course(s) can be submitted for review:'. Below this is a button labeled 'submit' followed by the text 'INFO 200-22,23,24 [Fall 2022]'. At the bottom of the right column, it says 'Click the *submit* button to complete process for each course.'

# No Login GSS Step by Step

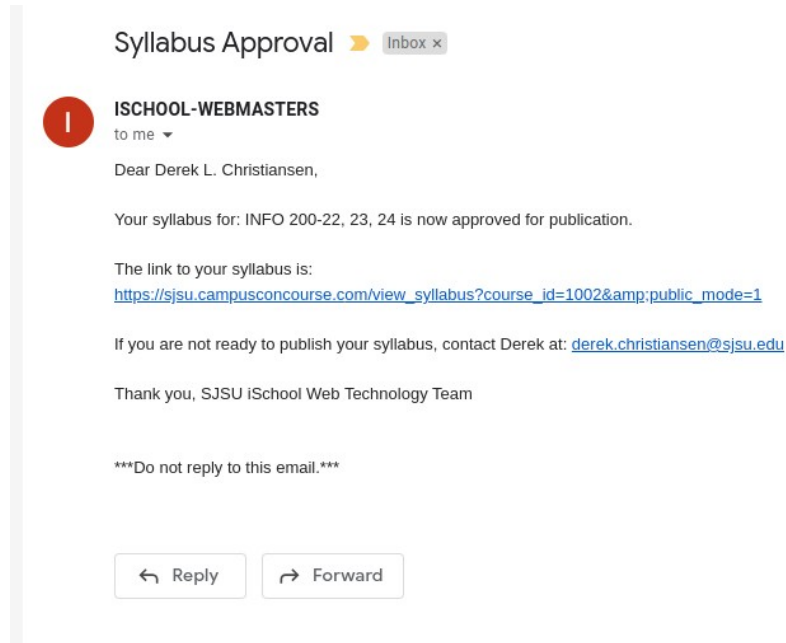
## Step 4: Click “OK” in pop-up box.



The screenshot shows a Google Chrome browser window with the URL `ischoolapps.sjsu.edu/gss/invokeBeta.php?r=65c5ed05c3036b=christiansend`. The page is titled "Teaching Invite & Textbooks" and features the SJSU School of Information logo. A navigation menu includes Home, Canvas, Zoom, Syllabi, Schedules, and Textbooks. A sidebar on the left has links for "submit syllabi" and "home". The main content area is titled "Submit Syllabi" and addresses "Dear, Derek L. Christiansen". It lists a course for submission: "INFO 200-22.23.24 [Fall 2022]" with a "submit" button. A confirmation pop-up box is overlaid on the page, containing the text: "ischoolapps.sjsu.edu says Are you sure you want to submit this syllabus for publication? If so, click \*OK\* --- otherwise click \*cancel\* and return to this task later." The pop-up has "Cancel" and "OK" buttons.

# No Login GSS Step by Step

## Step 5: Wait for Bob's Approval Email



# No Login GSS Step by Step

## Step 6: Find your published syllabus

### STUDENT RESOURCES

[Advising](#)  
[A-Z Faculty List](#)  
[Schedules](#)  
[Syllabi](#)  
[Internships](#)  
[Textbooks](#)  
[Canvas](#)  
[one.SJSU](#)  
[GPA Calculator](#)  
[No Core Tool](#)  
[Pathway Tool](#)

### Fall 2022 Syllabi Pages

Course numbers are linked as the syllabi are published.  
All links open in new tab/window.

#### Listed by Course Number:

Sections	Instructor
<a href="#">INFM 200-10</a>	Kaltenbacher
<a href="#">INFM 200-11</a>	Morgan, L.
<a href="#">INFM 201-10</a>	Benoit
<a href="#">INFM 202-10</a>	San Nicolas-Rocca
<a href="#">INFM 203-10</a>	Mules
<a href="#">INFM 204-10</a>	Tucker
<a href="#">INFM 205-10</a>	Gaffney
<a href="#">INFM 211-10</a>	Kaltenbacher
<a href="#">INFM 216-10</a>	San Nicolas-Rocca
<a href="#">INFM 217-10</a>	San Nicolas-Rocca
<a href="#">INFM 284-10</a>	Cervone
<a href="#">INFO 200-03,05,18,19</a>	Bontenbal
<a href="#">INFO 200-22,23,24</a>	Christiansen

### Related links



PLAN FOR SUCCESS  
**MLIS COURSE  
TRACKER**

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Student Success  
Planner



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Advisor