Coursedog Scheduling Instructions

Purpose: Use Coursedog Scheduling to build and manage course schedules for a specific academic term. You can add courses, create or edit sections, assign instructors, meeting patterns, attributes, and more.
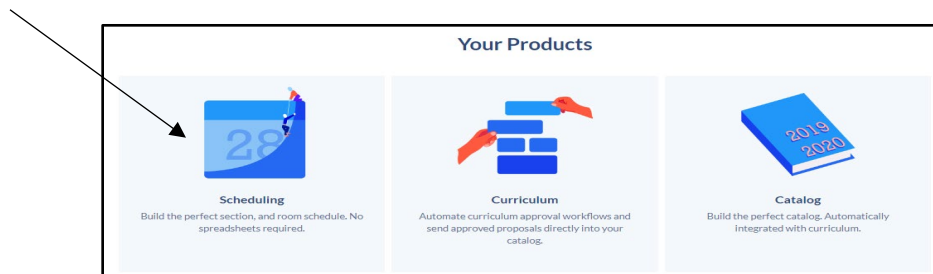
1. Logging In and Getting Started

Step 1: Sign in to Coursedog

- Navigate to https://app.coursedog.com/#/products
- Enter your login credentials.

Note: Only department chairs initially have access.

Step 2: Open the Scheduling Platform

- On the "Your Products" page, click the **Scheduling** icon on the left.

Note: Some users may open directly into Scheduling.

Step 3: Access the Section Dashboard

- Go to the **Section Dashboard**:
    - Selecting the **Section Dashboard** from the left-hand menu, use the Search for Sections and enter your department.

- Confirm the **term**
- The displayed course list is a rollover from last year's same term.
- Confirm that the scheduling **Phase** (shown at the top) says which phase we are in.

The top of the page will indicate the current phase of the scheduling process. The phase determines what you can and cannot edit in a section. During the "open editing" phase of scheduling, you will be able to make all permissible changes to a section.

Click on an existing section to open the editor. If the course you want to schedule is not on the list, you will need to add it. If a section of the course is no longer being offered, you will need to delete it.

2. Editing or Creating a Section

Edit an Existing Section or Add a Section

- Click on a listed section to open the **section in your list to edit**.
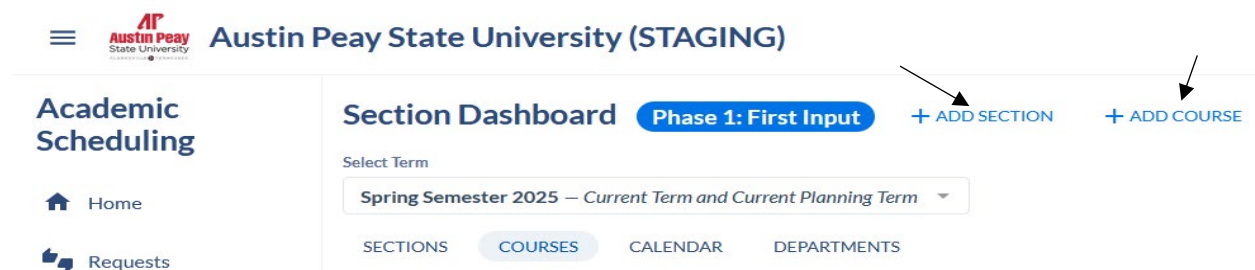
3. Adding Courses and Sections

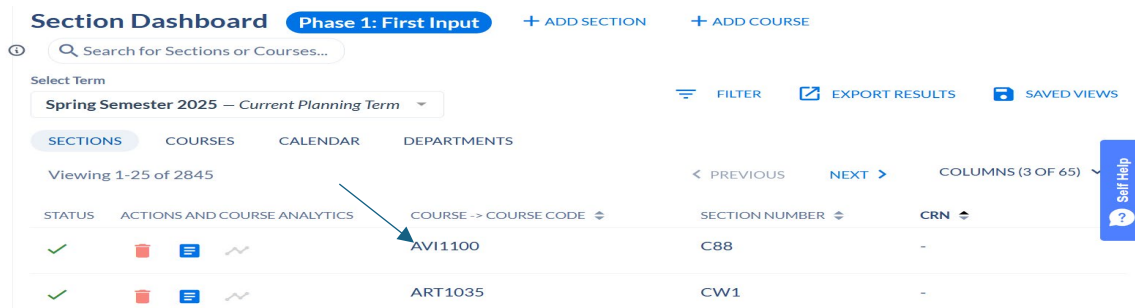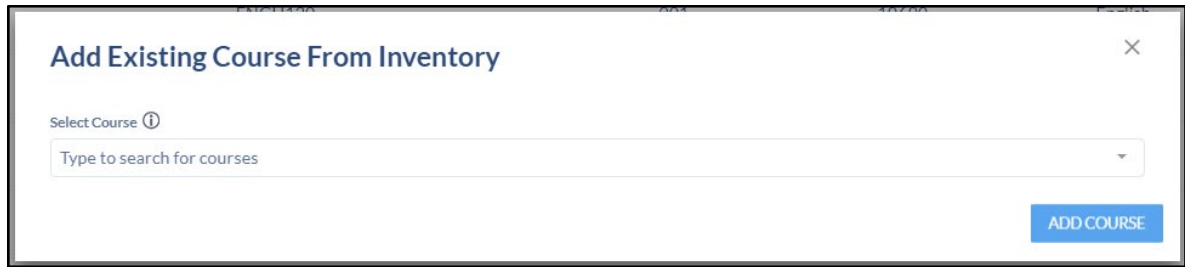 **Add a Course - this is used only if the course was not built in the rolled term; otherwise, you will Add Section**

- Click the **"+Add Course"** button near the top.
- Search by:
    - Subject + Course Number (e.g., ART250)
    - Title or Topic
- Select the correct course and click **ADD COURSE**.

Add Existing Course From Inventory   ✕

Select Course ⓘ

Type to search for courses   ▾

ADD COURSE

* Note: Once you Add Course, you can now Add Section.

Add a Section to a Course

- Click **"+Add Section."**
- Search and select the course, then click **ADD SECTION**.
- The Section Editor will open.

Tip: To save a section before it's complete, fill all required fields in the *General Information* box and click **ADD SECTION**.

Delete a Section

- Open the section editor.
- Click **DELETE SECTION** in the bottom left corner.
- Confirm by clicking **YES**.

4. Course Fields

General Information

Fill in the following fields (some auto-populate):

Field	Details
Section Number	from rollover or will need to be edited or filled in
CRN	Auto-generated after saving
Course Title	Auto populated
Long Section Title	Topics classes (optional)
Schedule Type	Selected from approved options
Section Status	Must select from the drop-down
Grade Mode	Auto populated

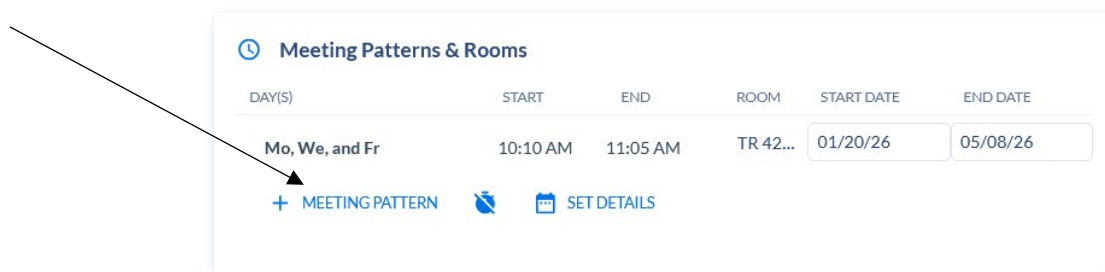| Field	Details
Part of Term	Choose from drop-down
Max Enrollment	Capacity
Start/End Date	Defaults to term dates
Schedule Type	Select from Drop-down
Meeting Patterns	Must be entered and Details Set
Relationship	Cross-Listed or Linked – done
Credit Hours	Auto Populated – if **Variable hours-Request must be submitted**
Room Preference	Optimizer – information to help select the room
Special Approval	Select from the drop-down
Notes	Special Instruction or note to Schedule Specialist

Section Attributes

Add/Remove Attributes

- **Existing attributes** auto-populate.

Meeting Patterns (Days/Times)

Set the Meeting Pattern

- Click **Meeting** Pattern and select from the preloaded table
- Use the predefined **Time Grid** or:
  - o Choose **"Use Custom Times"** for non-standard times.
- For **TBA** sections:
  - o Search for "No Days and No Times" block by typing "N" in the Filter By Attributes

🕐 Meeting Patterns & Rooms					
DAY(S)	START	END	ROOM	START DATE	END DATE
Mo, We, and Fr	10:10 AM	11:05 AM	TR 42...	01/20/26	05/08/26

+ MEETING PATTERN 🚫 📅 SET DETAILS

Assigning Instructors

Add Instructor(s)

- Click +**Add Instructor**, then:
    - Search by name or department
    - Select and assign

For **multiple instructors**:

- Click +**Add Instructor**
- Set secondary instructors as **"Non-Primary"**

Enrollment Settings

Set Enrollment Cap

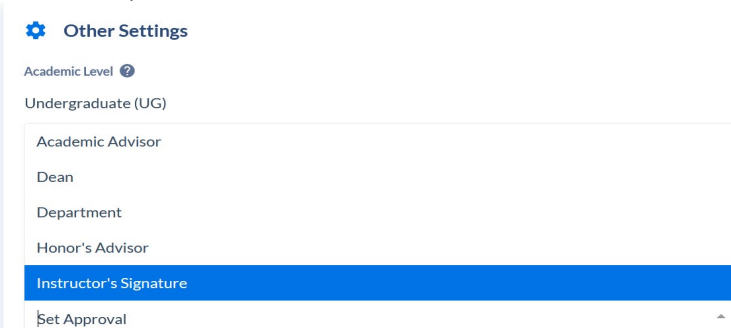- Enter the maximum number of students.

Credit Hours
Credit Hours

- Auto-filled from course data.
- Only edit if it's a **variable credit** course. This will trigger a Workflow Request

Special Approval

Set Registration Restrictions

- If the section requires special approval to register:
  - Select **"Requires Instructor Approval."**
- Otherwise, leave blank.

After Open Editing Has Closed

Once the **open editing window** has ended:

- Section editing is restricted.
- Changes must be submitted via the **Scheduling Request Form**.
- Follow the instructions linked in the system or the Registrar's website.