
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

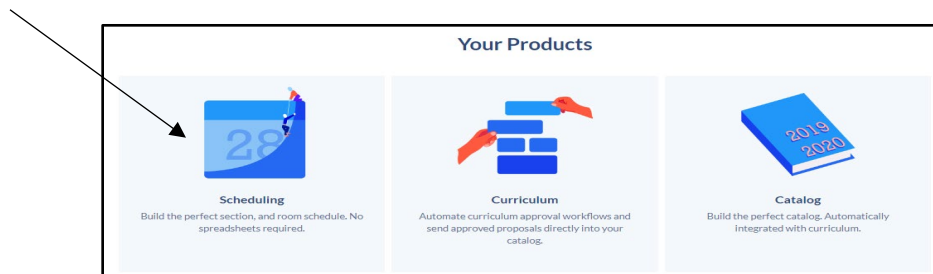
Step 1: Sign in to Coursedog

- 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.

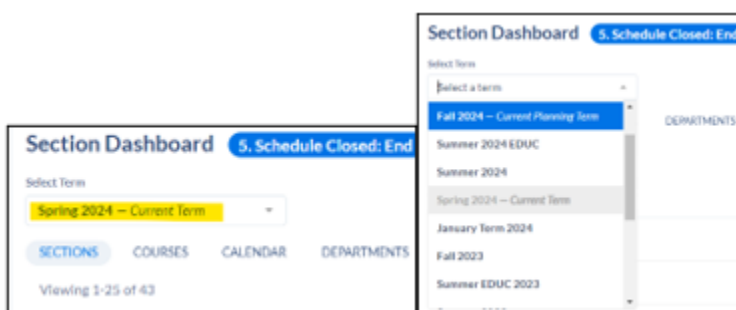
Step 3: Access the Section Dashboard

- Go to **Section Dashboard** via:
 - Clicking your **department name** under “Departmental Status,” or
 - Selecting **Section Dashboard** from the left-hand menu.

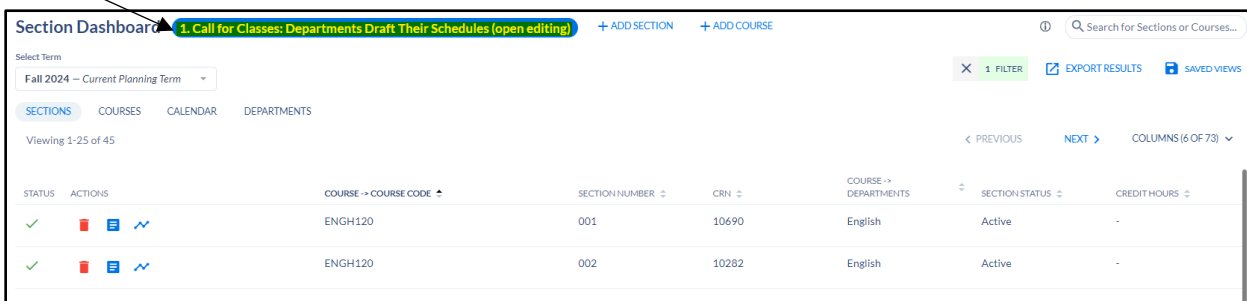
COURSEDOG SCHEDULING



- Confirm the **term** in the top left corner. Click it to change terms if needed.
- The displayed course list is a rollover from last year's same term.
- Confirm that the scheduling **stage** (shown at the top) says “**open editing.**”



The top of the page will indicate the current stage of the scheduling process. The stage determines what you are able to edit in a section. During the “open editing” stage 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 cancel it.

2. Editing or Creating a Section

Edit an Existing Section or Add a Section

- Click on a listed section to open the **Section Editor**.

Section Dashboard **1. Call for Classes: Departments Draft Their Schedules (open editing)** [+ ADD SECTION](#) [+ ADD COURSE](#)













Select Term: **Fall 2024 – Current Planning Term**

[X 1 FILTER](#) [EXPORT RESULTS](#) [SAVED VIEW](#)


[SECTIONS](#) [COURSES](#) [CALENDAR](#) [DEPARTMENTS](#)

Viewing 1-25 of 45

< PREVIOUS **NEXT** > COLUMNS (6 OF 73) ▾

STATUS	ACTIONS	COURSE -> COURSE CODE	SECTION NUMBER	CRN	COURSE -> DEPARTMENTS	SECTION STATUS	CREDIT HOURS
✓	   	ENGH120	001	10690	English	Active	-
✓	   	ENGH120	002	10282	English	Active	-
✓	   	ENGH121	001	10022	English	Active	-

3. Adding Courses and Sections


Austin Peay State University (STAGING)

Academic Scheduling

- [Home](#)
- [Requests](#)

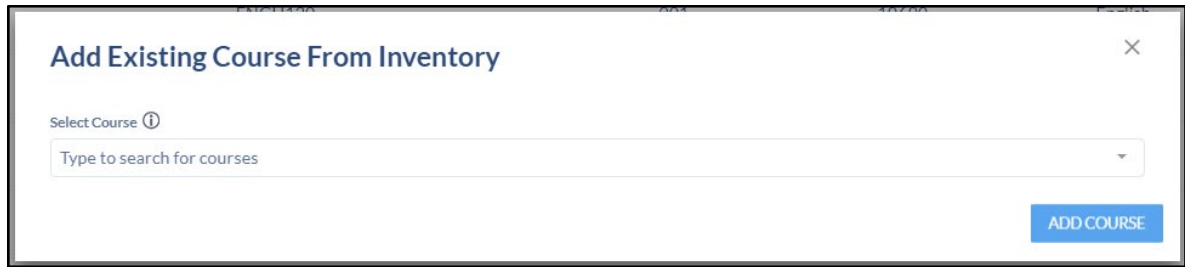
Section Dashboard **Phase 1: First Input** [+ ADD SECTION](#) [+ ADD COURSE](#)

Select Term
Spring Semester 2025 – Current Term and Current Planning Term

[SECTIONS](#) [COURSES](#) [CALENDAR](#) [DEPARTMENTS](#)

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**.



* 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**.

4. Section Editor: Required Fields

Complete General Information

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

Field	Details
Section Number	from rollover or will need to be edited
CRN	Auto-generated after saving
Course Title / Long Title	Editable only via Course Edit Form
Long Section Title	Required for topics classes (100-char limit)
Schedule Type	Selected from approved options
Grade Mode	Auto generated
Session Code	Defaults to “Classroom, In Person”
Part of Term	Choose from drop-down
Start/End Date	Defaults to term dates
Section Status	“Active” or “Cancelled”
Final Exam	Required (YES or NO)

Section Attributes

Add/Remove Attributes

- **Existing attributes** auto-populate.
- Use the dropdown to **add or remove**:

Tip: Save all other section info before adding attributes.

Meeting Patterns (Days/Times)

Set the Meeting Pattern

- Click **+Add Meeting**.
 - Use the predefined **Time Grid** or:
 - Choose **“Use Custom Times”** for non-standard times.
 - For **TBA** sections:
 - Search for "No Days and No Times" block.
-

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

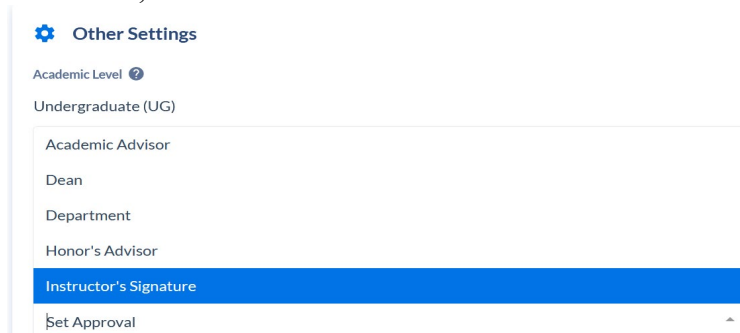
Credit Hours


- 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.



•  Other Settings

Academic Level ⓘ

Undergraduate (UG)

Academic Advisor

Dean

Department

Honor's Advisor

Instructor's Signature

Set Approval

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.