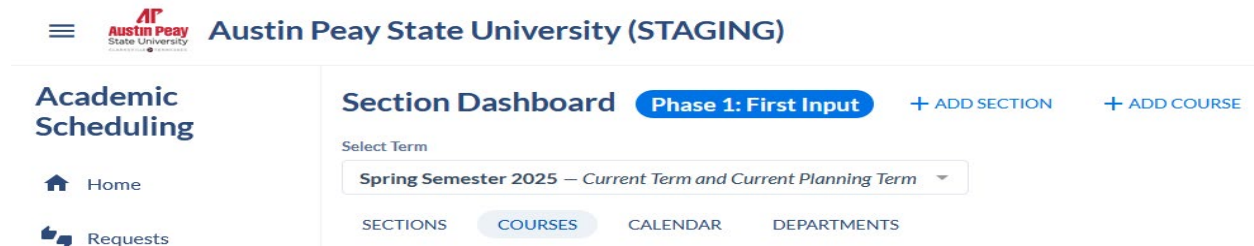


Instructions for Building new sections or courses in Coursedog

Log in to Coursedog:

1. **ADD COURSE** - this is used only if the course was not built in the rolled term; otherwise, you will **ADD SECTION**



The screenshot shows the Austin Peay State University Coursedog interface. The header includes the university logo and name. The main navigation bar has 'Academic Scheduling' and 'Section Dashboard'. The 'Section Dashboard' has a 'Phase 1: First Input' button and two buttons: '+ ADD SECTION' and '+ ADD COURSE'. Below the dashboard, there is a 'Select Term' dropdown menu set to 'Spring Semester 2025 - Current Term and Current Planning Term'. There are also tabs for 'SECTIONS', 'COURSES', 'CALENDAR', and 'DEPARTMENTS'.

- 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**.

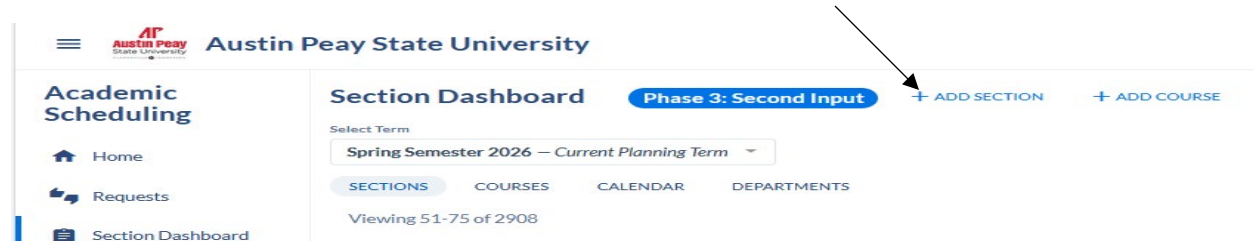


The screenshot shows a dialog box titled 'Add Existing Course From Inventory'. It has a search bar with the placeholder text 'Type to search for courses' and a blue button labeled 'ADD COURSE'.

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

2. ADD SECTION to a Course

- Click “+Add Section.”
- Search and select the course, then click **ADD SECTION**.
- The Section Editor will open, fill in all information starting at the top and working down. Remember to **Save Section** for CRN to generate.



The screenshot shows the Austin Peay State University Coursedog interface. The header includes the university logo and name. The main navigation bar has 'Academic Scheduling' and 'Section Dashboard'. The 'Section Dashboard' has a 'Phase 3: Second Input' button and two buttons: '+ ADD SECTION' and '+ ADD COURSE'. Below the dashboard, there is a 'Select Term' dropdown menu set to 'Spring Semester 2026 - Current Planning Term'. There are also tabs for 'SECTIONS', 'COURSES', 'CALENDAR', and 'DEPARTMENTS'. An arrow points to the '+ ADD SECTION' button.

3. Section 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 Request Form
Long Section Title	Required for topics classes (30-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”

Section Attributes

Add/Remove Attributes

- **Existing attributes** auto-populate.
- Use the dropdown to **add or remove attributes** once the CRN is generated

Meeting Patterns (Days/Times)

Set the Meeting Pattern

- Click **+Add Meeting**.
- Use the predefined **Meeting Patterns** or:
 - Choose **“Use Custom Times”** for non-standard times.
- For **TBA** sections: Online Instruction, Independent Studies, Research, Seminar, Clinicals
 - 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”** under **“Set Instructor Roles & Details”**

Enrollment Settings

Set Enrollment Cap

- Enter the maximum number of students.

Credit Hours

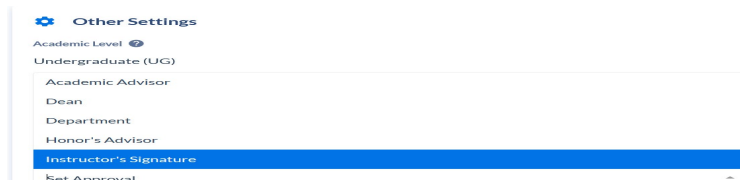
Credit Hours

- Auto-filled from course data.
- Only edit if it's a **variable credit** course. Enter the Credit hours and Submit a Section Change 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**.