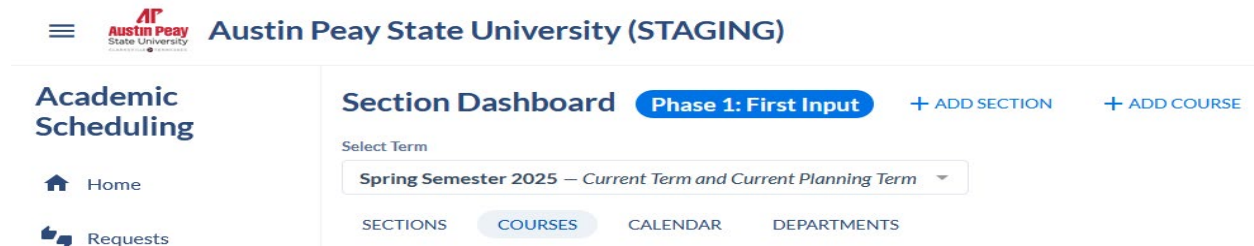# Instructions for Building new sections or courses in Coursedog

Log in to Coursedog:

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

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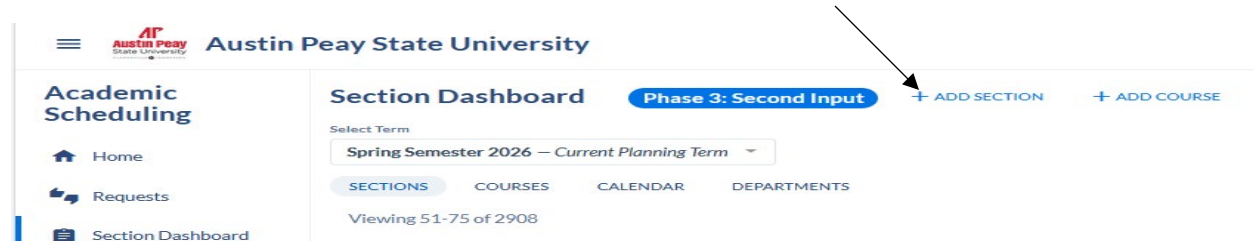- Select the correct course and click **ADD COURSE**.

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

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.

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

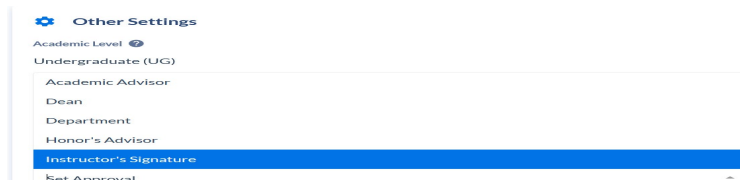- Enter the maximum number of students.

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.

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**.