# Exporting and Creating Reports in Coursedog

Exporting Reports in Coursedog

PATH: Academic Scheduling > Reports > Export

- The reports dashboard includes 24 easy-to-download reports that simplify sharing with key stakeholders across campus. Many come in handy with future planning and cross-checking, too.

- Before downloading a report, ensure the Term and Department dropdowns at the top of the page reflect your needs.
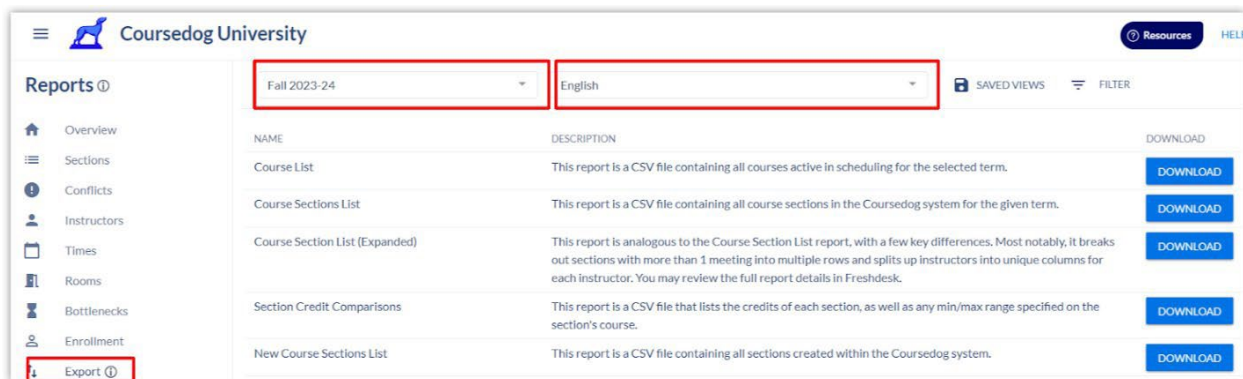
Course List Description

This report is a CSV file containing all courses active in Scheduling for the selected term.

The following are reports that are helpful to use when reviewing courses:
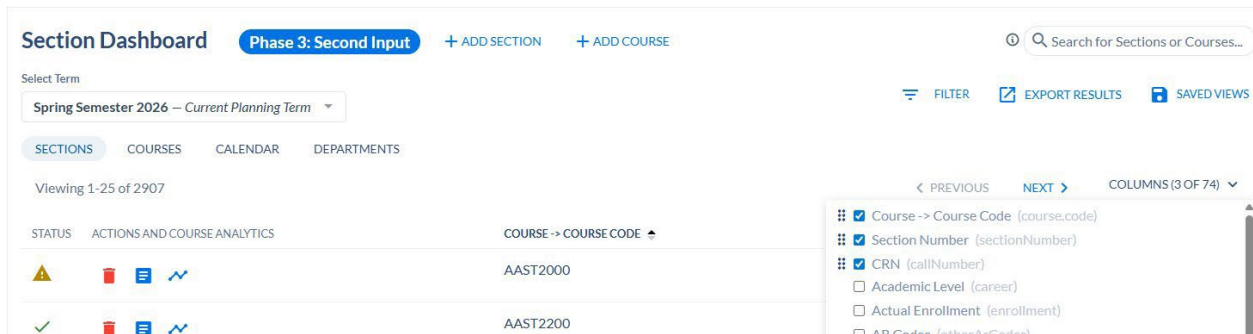

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Creating a Custom Report

Open Academic Scheduling, select the Section Dashboard

- Click on "Columns" (upper right and corner) to add the info you want to see from the drop-down list.

- When the information you want is in view, click Saved View. This will open another screen where you can save your Dashboard View.

- Save Current View – Name the report something that you will recognize for future use