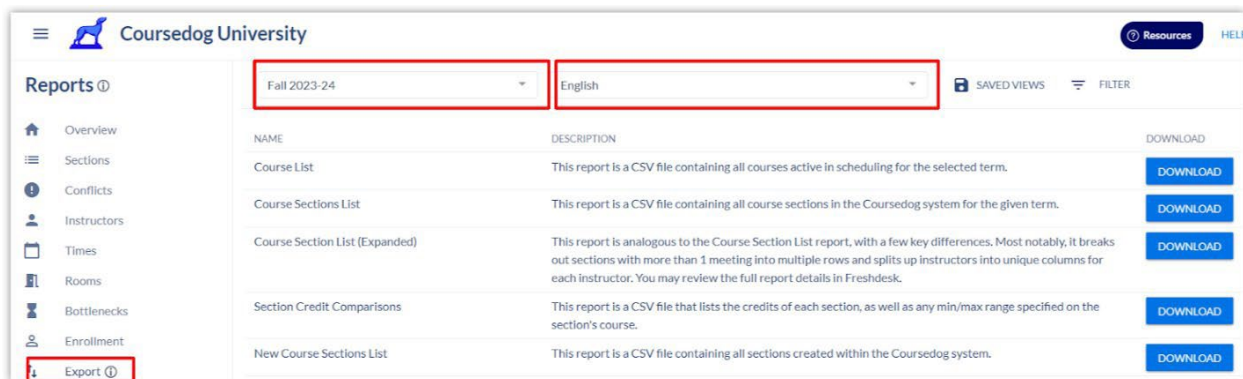


Exporting and Creating Reports in Coursedog

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:

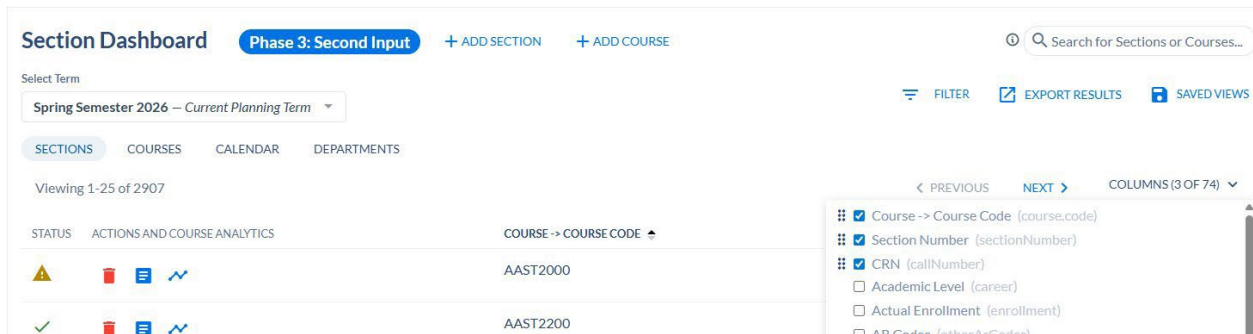
NAME	DESCRIPTION	DOWNLOAD
Course List	This report is a CSV file containing all courses active in scheduling for the selected term.	DOWNLOAD
Course Sections List	This report is a CSV file containing all course sections in the Coursedog system for the given term.	DOWNLOAD
Course Section List (Expanded) ?	This report is analogous to the Course Section List report, with a few key differences. Most notably, it breaks out sections with more than 1 meeting into multiple rows and splits up instructors into unique columns for each instructor. You may review the full report details in Freshdesk.	GENERATE

Exporting and Creating Reports in Coursedog

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



Saved views

SORT BY By Name Search for anything

CROSS-LISTED OR LINKED (CREATED AUG 5, 2025)	
INSTRUCTOR VIEW (CREATED OCT 8, 2025)	
LINKED - CROSS LISTED WITH RELATIONSHIP NAME (CREATED AUG 21, 2025)	
LINKED WITH INSTRUCTORS (CREATED SEP 15, 2025)	
PREFERENCES (CREATED JAN 6, 2026)	
PREFERENCES (CREATED JAN 6, 2026)	
PREFERRED BUILD-FEATURE-ROOM (CREATED DEC 17, 2025)	
RELATIONSHIP DETAILS CROSS-LISTED OR LINKED (CREATED AUG 15, 2025)	
RELATIONSHIP STATUS AND IDENTIFIER (CREATED SEP 8, 2025)	
SCHEDULE DETAIL EXPANDED (CREATED AUG 4, 2025)	
SCHEDULE DETAILS (CREATED JUL 18, 2025)	
SCHEDULE VIEW - SECTION DASHBOARD (CREATED JUN 24, 2025)	
SCHEDULE REPORT FOR CHECKING INPUT (CREATED SEP 17, 2025)	

 [SAVE CURRENT VIEW](#)

[CLOSE](#)