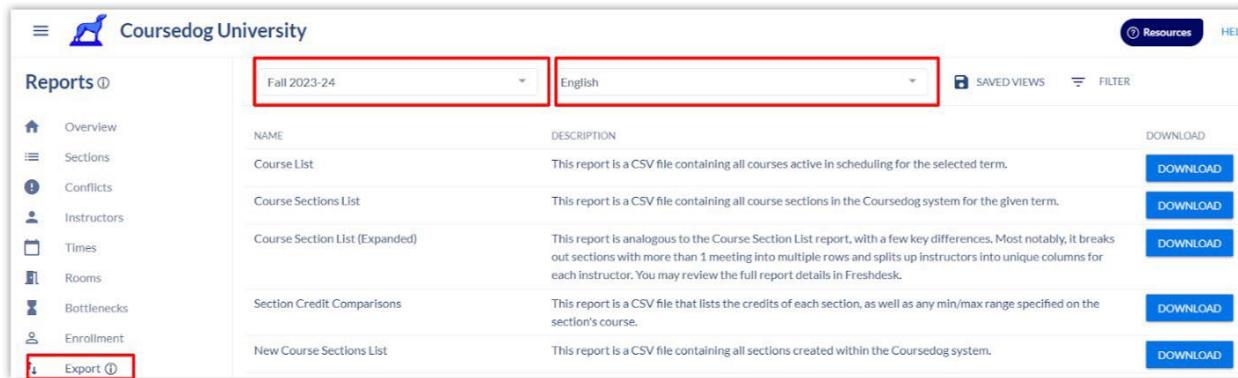


# Exporting and Creating Reports in Coursedog

## 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.



The screenshot shows the Coursedog Reports dashboard for 'Coursedog University'. The 'Reports' sidebar is on the left, and the main area shows a list of reports. The 'Term' dropdown is set to 'Fall 2023-24' and the 'Language' dropdown is set to 'English', both of which are highlighted with red boxes. The 'Course List' report is selected, and its description is visible: 'This report is a CSV file containing all courses active in scheduling for the selected term.' There are 'DOWNLOAD' buttons for each report, and an 'Export' button is highlighted with a red box in the sidebar.

### 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.	<a href="#">DOWNLOAD</a>
Course Sections List	This report is a CSV file containing all course sections in the Coursedog system for the given term.	<a href="#">DOWNLOAD</a>
Course Section List (Expanded) <span>ⓘ</span>	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.	<a href="#">GENERATE</a>

# 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

The screenshot shows the Coursedog Section Dashboard. At the top, there are buttons for '+ ADD SECTION' and '+ ADD COURSE'. Below that is a search bar with the placeholder 'Search for Sections or Courses...'. A 'Select Term' dropdown is set to 'Spring Semester 2026 – Current Planning Term'. There are tabs for 'SECTIONS', 'COURSES', 'CALENDAR', and 'DEPARTMENTS'. The main area shows a table with 2907 rows, with columns for 'STATUS', 'ACTIONS AND COURSE ANALYTICS', and 'COURSE -> COURSE CODE'. On the right, a 'FILTER' button, an 'EXPORT RESULTS' button, and a 'SAVED VIEWS' button are visible. A 'COLUMNS (3 OF 74)' dropdown menu is open, showing several checked options: 'Course -> Course Code (course.code)', 'Section Number (sectionNumber)', 'CRN (callNumber)', 'Academic Level (career)', 'Actual Enrollment (enrollment)', and 'AP Grade (instructorGrade)'. The 'AP Grade' option is currently unselected.

## Saved views

SORT BY

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)

CLOSE