

Exporting Reports in Coursedog

PATH: Academic Scheduling > Reports > Export

- Our 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 University interface. On the left, a sidebar lists various reports, with 'Export' at the bottom highlighted by a red box. The top of the main content area features two dropdown menus: 'Fall 2023-24' for the term and 'English' for the department, both highlighted with red boxes. Below these are 'SAVED VIEWS' and 'FILTER' options. The main area contains a table with columns for NAME, DESCRIPTION, and DOWNLOAD. The table lists several reports, including 'Course List', 'Course Sections List', 'Course Section List (Expanded)', 'Section Credit Comparisons', and 'New Course Sections List', each with a corresponding 'DOWNLOAD' button.

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 |

Another option

Academic Scheduling-> Section Dashboard-> Click on “Columns” (upper right and corner) to add the info you want to see in your report. Save view and export...

The screenshot displays the 'Section Dashboard' interface. At the top, there's a header with 'Section Dashboard', a 'Phase 3: Second Input' button, and '+ ADD SECTION' and '+ ADD COURSE' links. A search bar on the right says 'Search for Sections or Courses...'. Below the header, a 'Select Term' dropdown is set to 'Spring Semester 2026 - Current Planning Term'. Navigation tabs include 'SECTIONS' (active), 'COURSES', 'CALENDAR', and 'DEPARTMENTS'. A 'VIEWING 1-25 OF 2907' indicator is present. The main table has columns for 'STATUS', 'ACTIONS AND COURSE ANALYTICS', and 'COURSE -> COURSE CODE'. Two rows are visible, both for 'AAST2000'. A 'COLUMNS (3 OF 74)' menu is open on the right, listing various data points with checkboxes: 'Course -> Course Code (course.code)', 'Section Number (sectionNumber)', 'CRN (callNumber)', 'Academic Level (career)', 'Actual Enrollment (enrollment)', and 'AP Codes (authorAPCodes)'. The first three are checked.

| STATUS | ACTIONS AND COURSE ANALYTICS | COURSE -> COURSE CODE |
|--------|------------------------------|-----------------------|
| | | AAST2000 |
| | | AAST2000 |

- ☒ Course -> Course Code (course.code)
- ☒ Section Number (sectionNumber)
- ☒ CRN (callNumber)
- ☐ Academic Level (career)
- ☐ Actual Enrollment (enrollment)
- ☐ AP Codes (authorAPCodes)