

# Instructions for Editing a Section

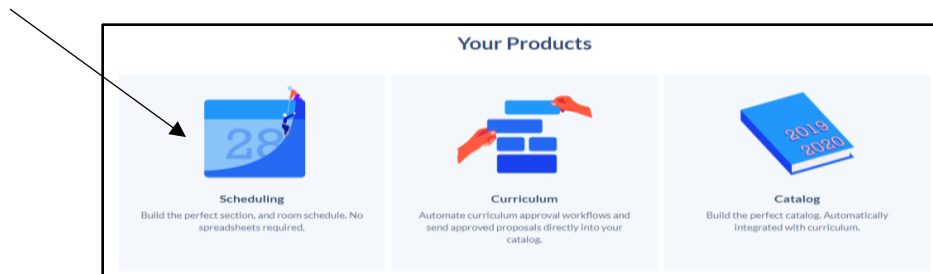
## 1. Logging In and Getting Started

### Step 1: Sign in to Coursedog

- Navigate to <https://app.coursedog.com/#/products>
- Enter your login credentials.

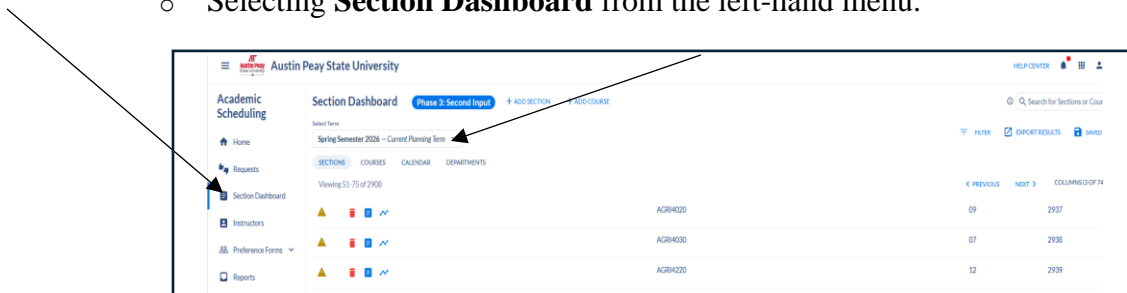
### Step 2: Open the Scheduling Platform

- On the “Your Products” page, click the **Scheduling** icon on the left.

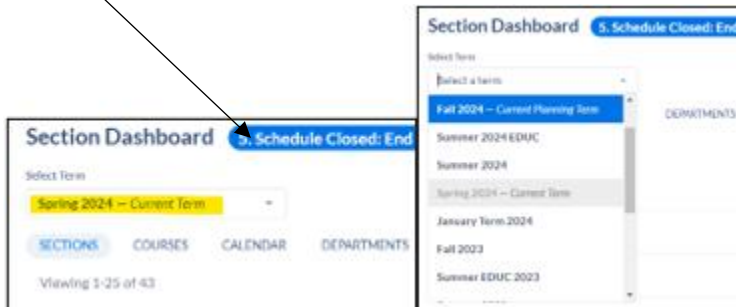


### Step 3: Access the Section Dashboard

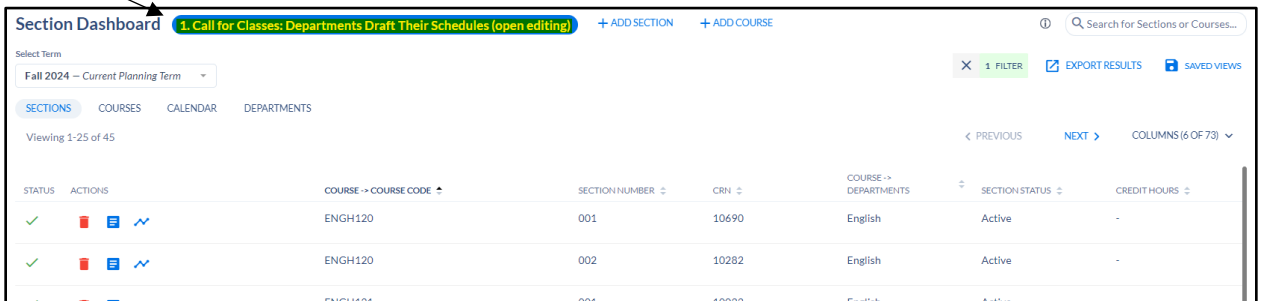
- Go to **Section Dashboard** via:
  - Your department sections will be on your home screen.
  - Selecting **Section Dashboard** from the left-hand menu.



- Confirm the **term** in the top left corner. Click it to change terms if needed.
- The displayed course list is a rollover from last year's same term.
- Confirm that the scheduling **stage** (shown at the top) says “**open editing.**”



- The top of the page will indicate the current phase of the scheduling process. The phase determines what you are able to edit in a section. During the “open editing” stage of scheduling, you will be able to make all permissible changes to a section.



Click on an existing section to open the editor.

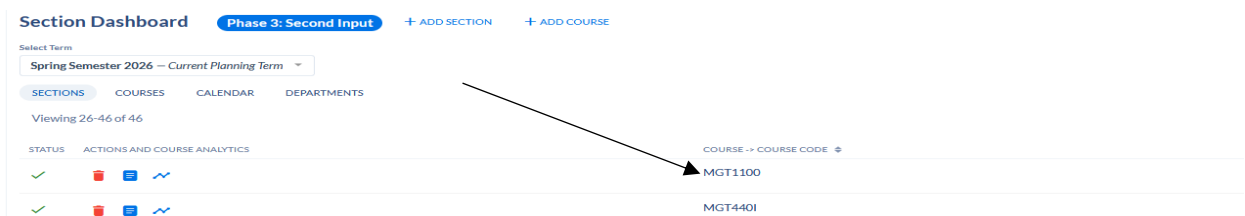
\*\*\*\* If the course you want to schedule is not on the list, you will need to add it from the Course Inventory.

If a section of the course is no longer being offered, you will need to **cancel** it.

## 2. Editing

### Edit an Existing Section

- Click on a listed section to open the **Section you want to edit**.



- The course screen will open

## COURSEDOG SCHEDULING

- You must remove information from the bottom up to edit the course, then enter the changed information
- Remove: Instructor, Meeting Pattern, Part of Term
- Enter new Information and Save Section
- The system will sync, and the new course information will show once you reopen the course.
- Please remember to reconcile all errors

Editing MGT1100 - 07

EDITING

ACTIVITY LOG

HIDE SIDEBAR

This section was successfully synced with the SIS on 9/12/2025 at 08:14 AM.

General Information

Course Title

Computers in Business

CRN

1447

Section Number

07

required

All section numbers must be in line with the Section Number Table.

Instructional Method

Face-to-Face Instruction

required

2 characters (2 - 3 allowed)

Campus

APSU, Clarksville Campus

required

Section Status

Active

Section Title

Computers in Business

Only edit this field for Special Topics

Title add ons

Part Of Term

Full Term

required

Max Enrollment

70

required

Actual Enrollment

0

SIS Sync

Comments

No Recent Activity

Press Enter to comment

DELETE SECTION

CANCEL

SAVE SECTION