

# COURSEDOG SCHEDULER TRAINING DOCUMENT

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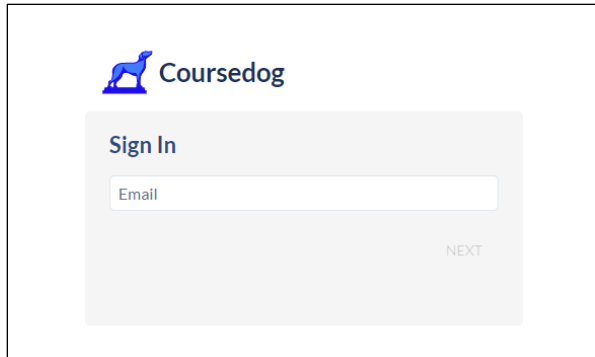
# COURSEDOG SCHEDULER TRAINING DOCUMENT

## Login

Visit <https://app.Coursedog.com/>

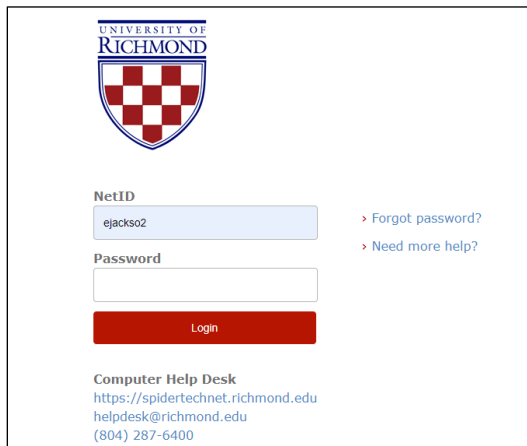
OR <https://staging.Coursedog.com/>

Enter your UR email



The screenshot shows the Coursedog login interface. At the top left is the Coursedog logo, which consists of a blue silhouette of a dog's head and the word "Coursedog" in a sans-serif font. Below the logo is a light gray rectangular box with the text "Sign In" at the top. Inside this box is a white input field labeled "Email" and a "NEXT" button located at the bottom right of the box.

Click **NEXT** and it should direct you to the University of Richmond SSO page (if it does not redirect you to use SSO, please reach out to the Registrar's Office)



The screenshot shows the University of Richmond Single Sign-On (SSO) login page. At the top left is the University of Richmond crest, which features a shield with a red and white checkerboard pattern. Below the crest are two input fields: "NetID" and "Password". The "NetID" field contains the text "ejackso2". To the right of the "NetID" field are two links: "> Forgot password?" and "> Need more help?". Below the "Password" field is a red "Login" button. At the bottom of the page, there is contact information for the Computer Help Desk: "Computer Help Desk", "https://spidertech.net.richmond.edu", "helpdesk@richmond.edu", and "(804) 287-6400".

Enter your University of Richmond SSO credentials.

Click **Login**

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## Coursedog Home Screen Overview

When you login this the screen, you will see.\*

NAME	SCHEDULERS	COURSES	SECTIONS	CONFLICTS	VALIDATION	SUBMISSION
Education	No Schedulers	14	22	0		In Progress
Finance	John Earl and Shital Thekdi	8	28	0		In Progress
First Year Seminar	Curriculum Tester	1	55	0		In Progress
History	Pippa Holloway	18	31	0		In Progress

\*For Department Chairs and Program Coordinators, may see more than one tile. If so, click on the Scheduling icon and it will take you to the screen above.

At the top of the page, you will see Open Scheduling 1, Schedule Validation 1, Open Scheduling 2, and Schedule Validation 2. See [Glossary](#) additional information.

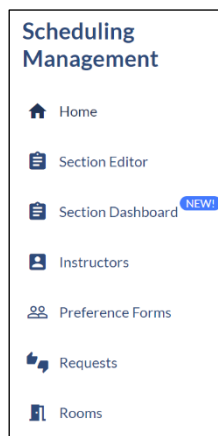
You will also see next to your Departmental Status which phase we are currently in.

You will see all the department(s)/program(s) that are assigned to you.

# COURSEDOG SCHEDULER TRAINING DOCUMENT

Departmental Status (Spring 2024)							Search for departments
NAME	SCHEDULERS	COURSES	SECTIONS	CONFLICTS	VALIDATION	SUBMISSION	
Education	No Schedulers	14	22	0		In Progress	
Finance	John Earl and Shital Thekdi	8	28	0		In Progress	
First Year Seminar	Curriculum Tester	1	55	0		In Progress	
History	Pippa Holloway	18	31	0		In Progress	

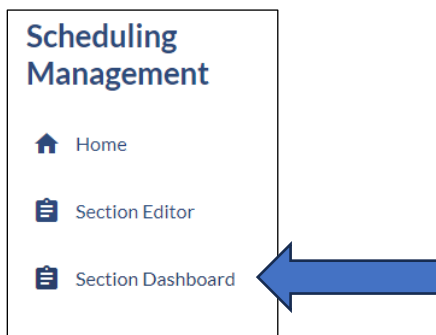
On the left side navigation, there is Home, Section Dashboard, Instructors, Preference Forms (currently not using), Requests, and Rooms



You can always get back to the left side navigation by clicking on the ellipses at the top left corner.



## Section Dashboard



This will take you to the department/program(s) that is set as your primary.

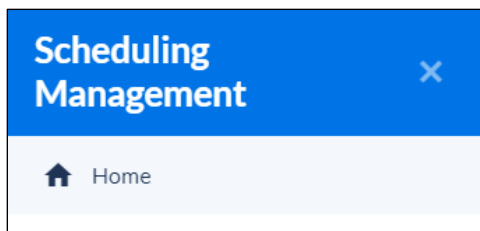
# COURSEDOG SCHEDULER TRAINING DOCUMENT

Note: you can go back to the other departments/program assigned to you by clicking on the



ellipses

Click on Home

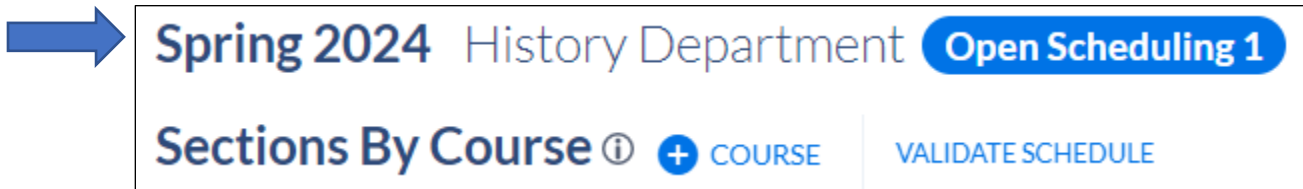


You will be brought back to the home page.

## Terms

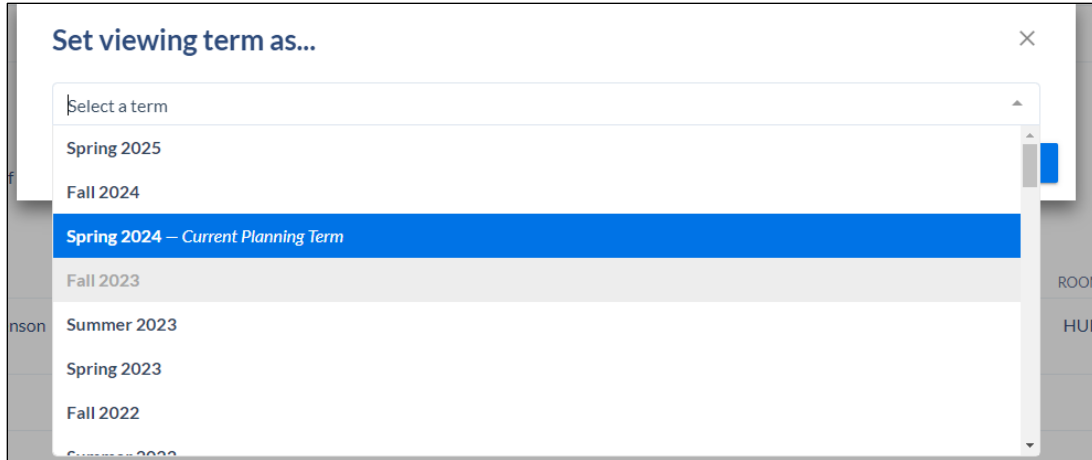
You can toggle between terms to view.

Click on term (e.g. Spring 2024)



Select the desired term.

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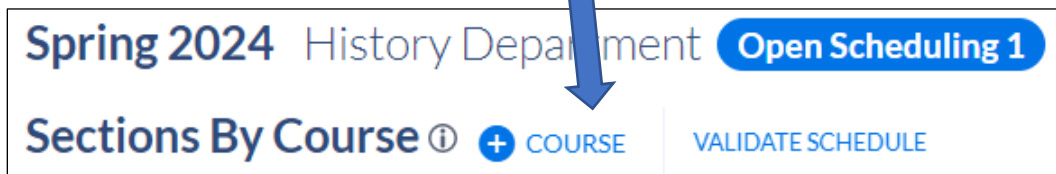
Click on ***VIEW THIS TERM***



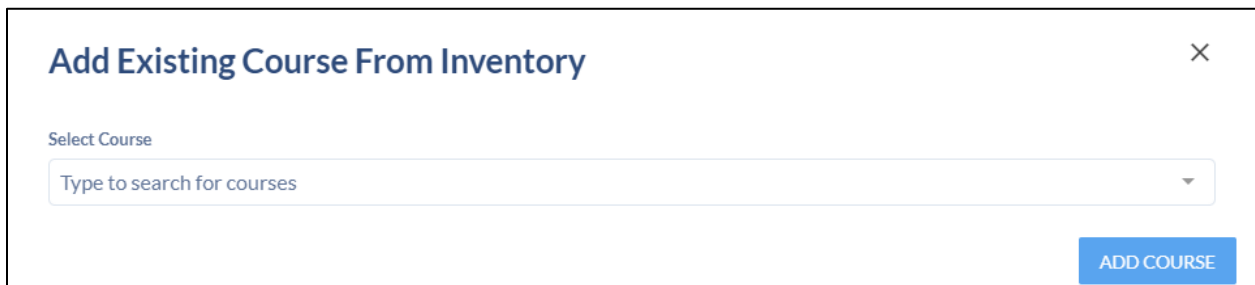
\*Always be sure you are updating sections in the current planning term.

## *Adding a Course from Inventory*

You can add a course from course inventory by clicking on the blue "+ Course" button.

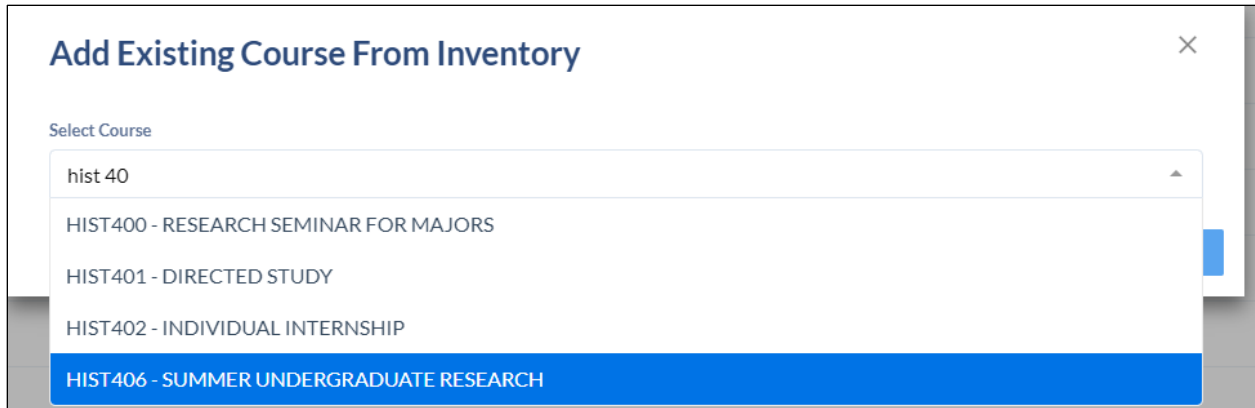


A new window populates



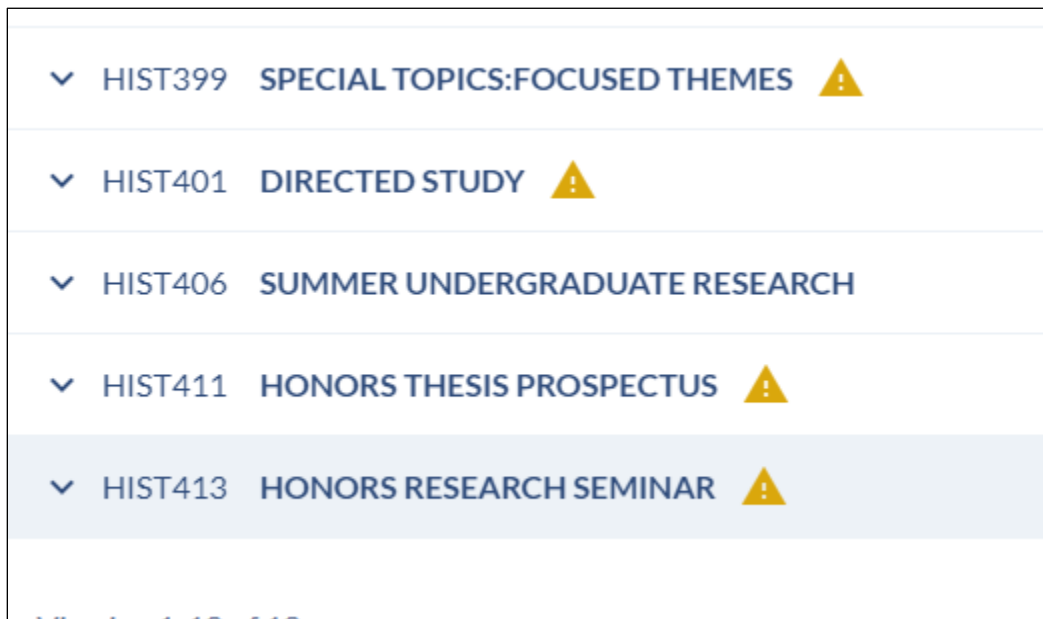
Search for course by typing the subject in the Select Course field

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Click on **ADD COURSE**

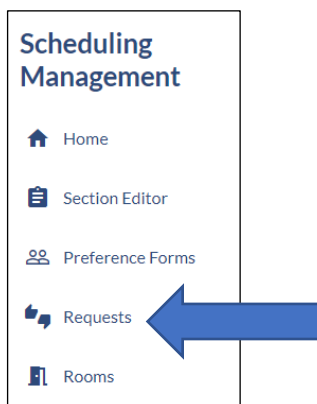
The course now shows as an option to add sections.



If you need to delete a **course**, please contact the Registrar's Office. How to delete a section is detailed [here](#).

## Requests

On the left side navigation, click on **Requests**



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The screenshot shows the 'Requests' interface. At the top left, there is a 'Requests' header with a '+ CREATE REQUEST' button and a help icon. Below this is a 'Document type' dropdown menu set to 'All types'. To the right, there are 'FILTER' and 'SORT BY' options, with 'Date Creat' visible. Below the filters are three tabs: 'Vote Required' (highlighted in blue), 'Assigned To Me', and 'Created By Me'. At the bottom, the column headers 'NAME' and 'PROPOSAL TYPE' are visible.

See [Submitting an Exception Request](#) for more information

## Rooms

Allows you to view the active rooms.

The screenshot shows the 'Rooms' interface. At the top left, there is a 'Rooms' header with a help icon. To the right, there are 'FILTER' and 'Search' options. Below this, it says 'Viewing 1-50 of 234' and '< PREVIOUS'. The main content is a table with the following data:

ROOM NAME	BUILDING	ROOM TYPE	CAPACITY
BKR 102	The Booker Hall of Music	classroom	30
BKR 104	The Booker Hall of Music	classroom	
BKR 119	The Booker Hall of Music	classroom	
BKR 120	The Booker Hall of Music	classroom	
BKR 128	The Booker Hall of Music	classroom	
BKR 207	The Booker Hall of Music	classroom	28
BKR 208	The Booker Hall of Music	classroom	

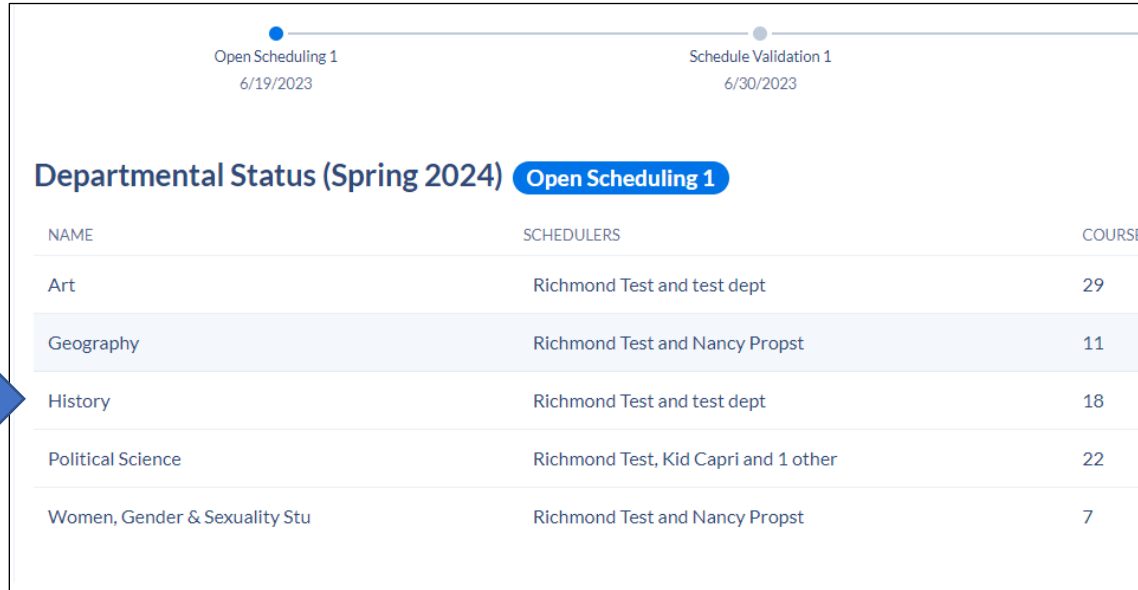


# COURSEDOG SCHEDULER TRAINING DOCUMENT

## Adding a Section

Adding an additional section to what has already been rolled.

Click on the department of

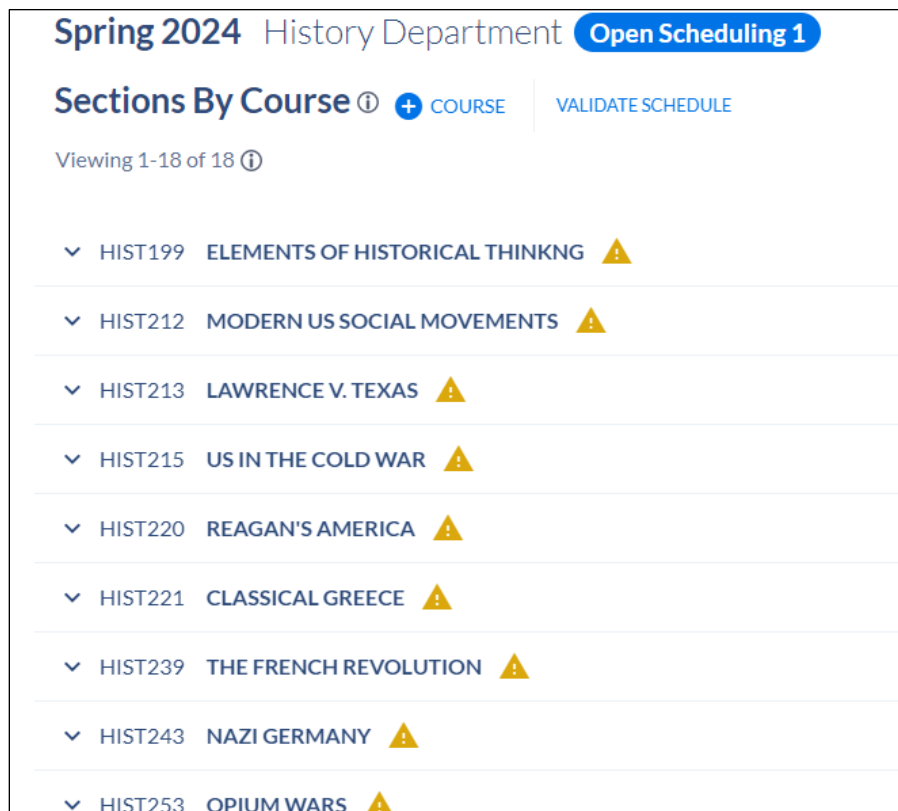


Open Scheduling 1 6/19/2023 Schedule Validation 1 6/30/2023

Departmental Status (Spring 2024) **Open Scheduling 1**

NAME	SCHEDULERS	COURSE
Art	Richmond Test and test dept	29
Geography	Richmond Test and Nancy Propst	11
History	Richmond Test and test dept	18
Political Science	Richmond Test, Kid Capri and 1 other	22
Women, Gender & Sexuality Stu	Richmond Test and Nancy Propst	7

The next screen will display all sections that rolled.



Spring 2024 History Department **Open Scheduling 1**

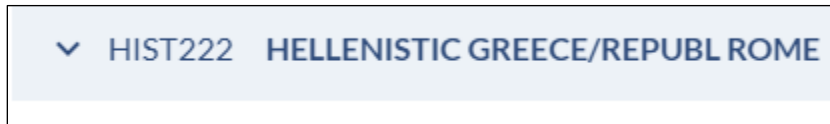
Sections By Course ⓘ + COURSE VALIDATE SCHEDULE

Viewing 1-18 of 18 ⓘ

▼ HIST199	ELEMENTS OF HISTORICAL THINKNG	⚠
▼ HIST212	MODERN US SOCIAL MOVEMENTS	⚠
▼ HIST213	LAWRENCE V. TEXAS	⚠
▼ HIST215	US IN THE COLD WAR	⚠
▼ HIST220	REAGAN'S AMERICA	⚠
▼ HIST221	CLASSICAL GREECE	⚠
▼ HIST239	THE FRENCH REVOLUTION	⚠
▼ HIST243	NAZI GERMANY	⚠
▼ HIST253	OPIUM WARS	⚠

# COURSEDOG SCHEDULER TRAINING DOCUMENT

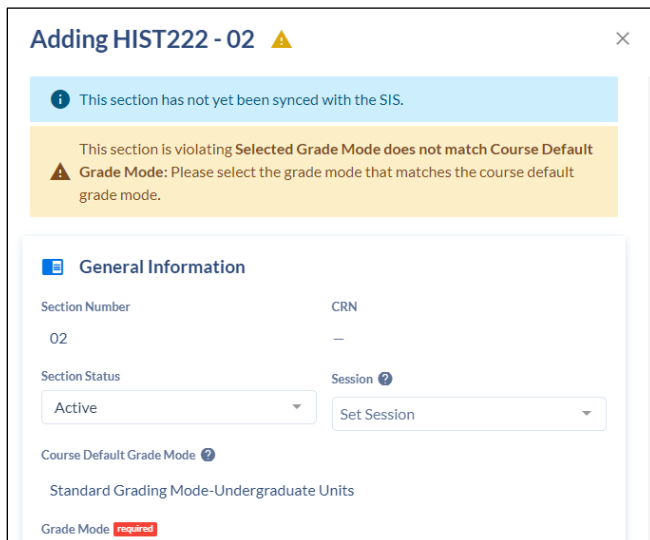
Click on the down arrow next to the course which will expand to show current sections associated with the course.



To add a new section, click on +SECTION



This will open the Section Editor card



Section Number field automatically populates

CRN: has not been set. This will be set once Coursedog syncs with Banner.

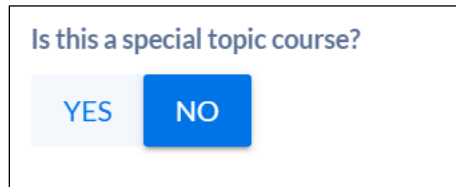
Section Status: Should be Active

Session: Set: Session to either Day or Evening. Day is starting prior to 6pm and Evening is starting after 6pm.

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Course Default Grade Mode: Courseedog populates the default grade mode on the class. If you need to change it, please indicate in the Notes section (at the bottom of the section editor card). **This is a change from the previous scheduling cycle.**

Is this a Special Topic Course? "YES" will make the Section Name editable.



Is this a special topic course?

YES NO

Section Name: becomes editable. Only change the name if this is a special topic course.



Is this a special topic course?

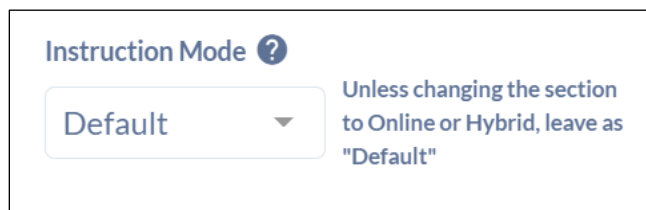
YES NO

Instruction Mode ?  
Default Unless changing the section to Online or Hybrid, leave as "Default"

Course Title  
REAGAN'S AMERICA

Section Name  
REAGAN'S AMERICA  
16 characters (30 allowed)

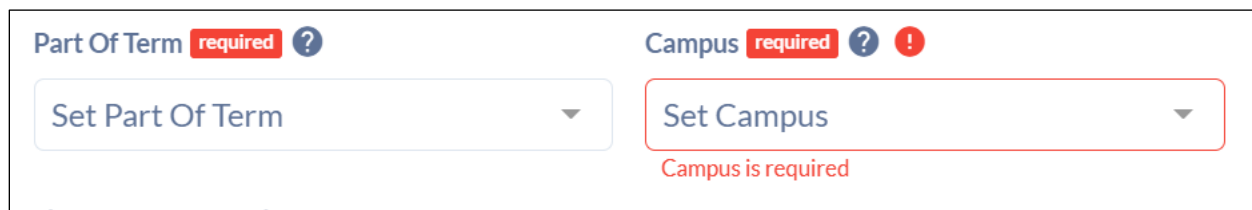
Instruction Mode: leave as Default



Instruction Mode ?  
Default Unless changing the section to Online or Hybrid, leave as "Default"

Part of Term: Always Full term for ABJ

Campus: Select your Home School



Part Of Term required ?  
Set Part Of Term

Campus required ? !  
Set Campus  
Campus is required

Show on BannerWeb?: Leave as "YES".

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Show on BannerWeb?

Will you need a custom start/end date?: Leave as “NO”, unless you need to change to a custom date.

Will you need a custom start/end date?

If “YES” is selected, then fields will display to enter dates.

Will you need a custom start/end date?

Start Date


End Date

Schedule Type: If there is more than one Schedule Type on the class, refer to [Schedule Type](#) to determine which option is the best.

**Schedule Type**

Schedule Type **required**

Lecture



[ADD NEW INSTRUCTIONAL METHOD](#)

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## Meeting Times

Will this section have set meeting times? required

YES  NO



If you select "No", do not enter data for the "Meeting Patterns & Rooms" section or the "Instructors" section. Instead, enter the instructor's name in the drop-down box that will appear below.

## Meeting Patterns & Rooms

Click on the **+MEETING PATTERN** to select from preset meeting pattern options.

## Meeting Patterns & Rooms

DAYS	START	END	ROOM	START DATE	END DATE
------	-------	-----	------	------------	----------

[+ MEETING PATTERN](#)   [SET DETAILS](#)

# COURSEDOG SCHEDULER TRAINING DOCUMENT

**Select Meeting Pattern** [X]

Filter By Days **S** M T W R F S

Filter By Times --:-- -- --:-- --

Filter By Attributes

[Clear Filters](#)

Mo, We, and Fr from 4:30 PM to 5:20 PM <span>i</span>		
ATTRIBUTES	USAGE	PREFERENCE FIT
	0	100%

Mo and We from 7:30 AM to 8:45 AM <span>i</span>		
ATTRIBUTES	USAGE	PREFERENCE FIT
	0	100%

USE CUSTOM TIMES    SELECT TBA    CANCEL

- You can improve search results, by filtering on the following:
  - Filter By Days
  - Filters by Times
  - \*Please note we are not using Filter by Attribute option.

# COURSEDOG SCHEDULER TRAINING DOCUMENT

### Select Meeting Pattern

Filter By Days S **M** **T** **W** R F S

Filter By Times --:-- --:--

Filter By Attributes

[Clear Filters](#)

Mo and We from 7:30 AM to 8:45 AM i

ATTRIBUTES	USAGE	PREFERENCE FIT
	0	100%

Mo and We from 9:00 AM to 10:15 AM i

**Prime Time**

ATTRIBUTES	USAGE	PREFERENCE FIT
	47	90%

Mo and We from 10:30 AM to 11:45 AM i

**Prime Time**

ATTRIBUTES	USAGE	PREFERENCE FIT
	70	90%

Mo and We from 12:00 PM to 1:15 PM i

ATTRIBUTES	USAGE	PREFERENCE FIT
	79	90%

Click on the desired meeting pattern day and time. It will populate the Section Editor card.

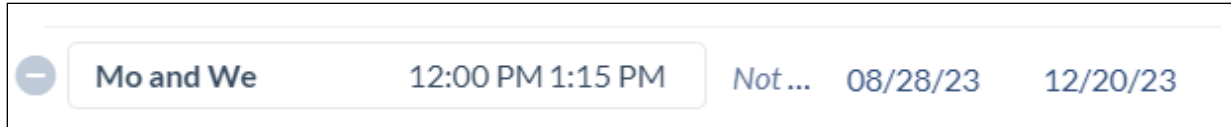
### Meeting Patterns & Rooms

DAYS	START	END	ROOM	START DATE	END DATE
Mo and We	12:00 PM	1:15 PM	Not ...	08/28/23	12/20/23

[+ MEETING PATTERN](#) [SET DETAILS](#)

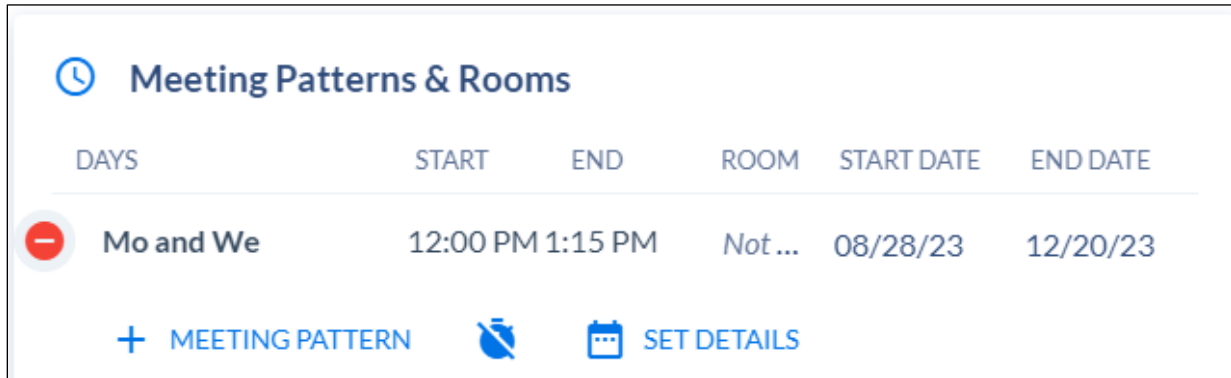
If you want to delete the meeting pattern, hover over the meeting pattern and you will see the greyed circle with the line through it.

## COURSEDOG SCHEDULER TRAINING DOCUMENT



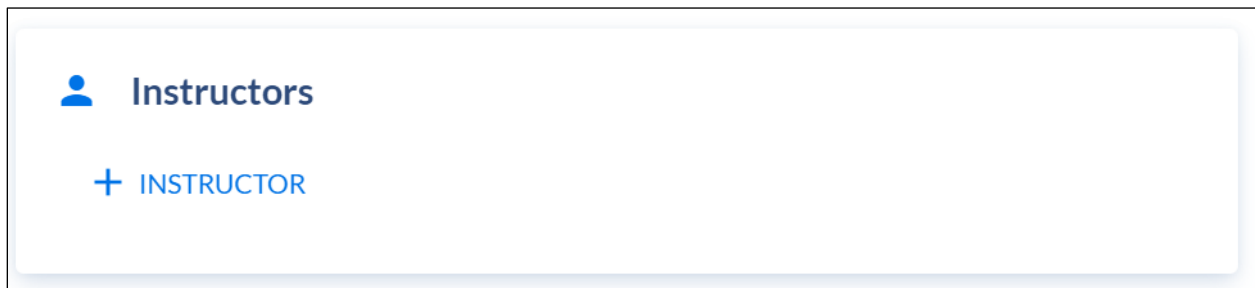
A screenshot of a meeting pattern card. On the left, there is a greyed-out delete button (a circle with a line through it). To its right, the text "Mo and We" is displayed. Further right, the time "12:00 PM 1:15 PM" is shown. To the right of the time is the text "Not ...". On the far right, the start date "08/28/23" and end date "12/20/23" are listed.

Bring your mouse over the greyed circle with the line through it and it will turn **red**. This will allow you to delete.



A screenshot of the "Meeting Patterns & Rooms" interface. At the top left, there is a clock icon followed by the title "Meeting Patterns & Rooms". Below the title is a table with the following columns: "DAYS", "START", "END", "ROOM", "START DATE", and "END DATE". The first row of the table has a red delete button (a circle with a minus sign) to its left, followed by the text "Mo and We", "12:00 PM 1:15 PM", "Not ...", "08/28/23", and "12/20/23". Below the table, there are three buttons: a plus sign followed by "MEETING PATTERN", a trash can icon, and a calendar icon followed by "SET DETAILS".

Instructors



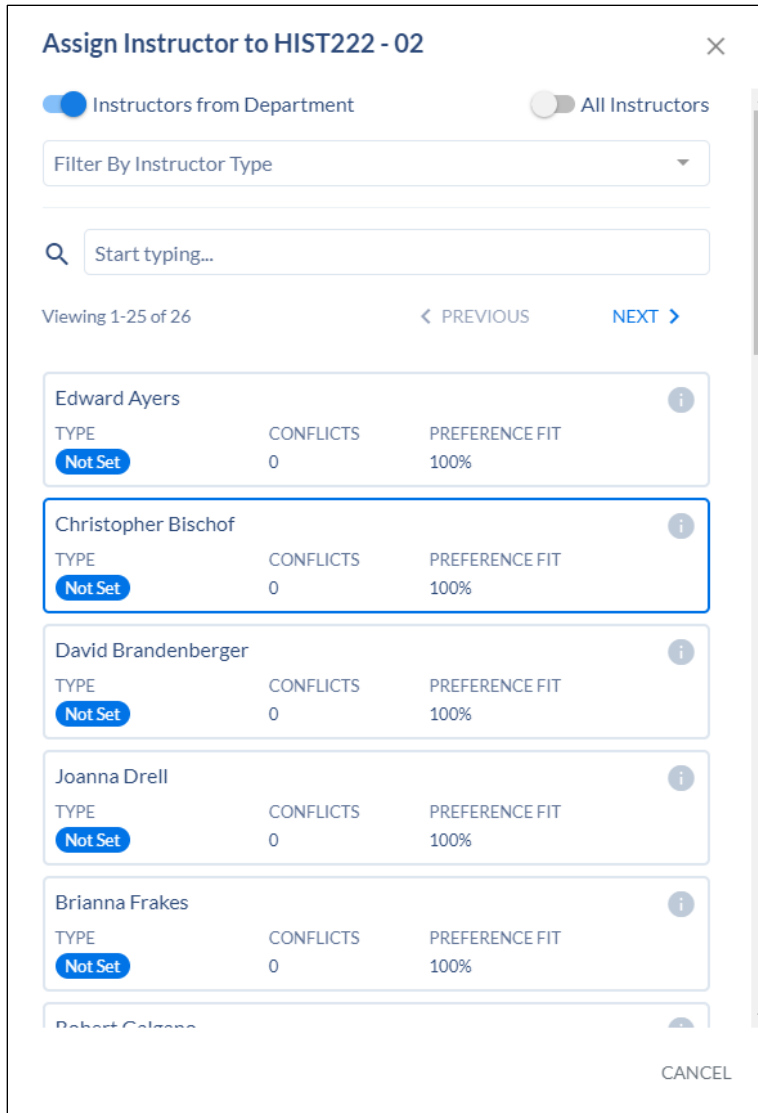
A screenshot of the "Instructors" interface. At the top left, there is a person icon followed by the title "Instructors". Below the title, there is a plus sign followed by the text "INSTRUCTOR".

Click on **+INSTRUCTOR**

A new window will populate with a list of instructors. You can search by instructors assigned to your department or choose the toggle to show ALL INSTRUCTORS (at the top)



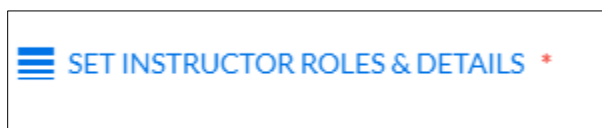
# COURSEDOG SCHEDULER TRAINING DOCUMENT



Select the desired instructor

You will see a warning message informing you that you must set the instructor roles and details.

Click on ***SET INSTRUCTOR ROLES & DETAILS***



Click on instructor's name in the new window

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Christopher Bischof

Instr. Role  
Primary

Instr. Meeting **required**  
Set Instr. Meeting

Instr. Percentage  
100

Ignore Double Bookings  
YES NO

Set the Instructor Meeting by clicking on the drop down arrow, this will populate the meeting pattern that was previously selected.

Instr. Meeting **required**

Set Instr. Meeting

Mo and We 12:00 PM 1:15 PM

100

Click on the meeting pattern

Christopher Bischof

Instr. Role  
Primary

Instr. Meeting **required**  
Mo and We 12:00 PM 1:15 PM

Instr. Percentage  
100

Ignore Double Bookings  
YES NO


Click SAVE




\*Please note that a meeting pattern must already be in place to successfully save the section and to set the instructor details. Always leave "Ignore Double Bookings" selected for "NO".

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## Relationships

 **Relationships Notes**

Below you may see sections that have been Cross-listed or Linked with this section. If you need to adjust, add, or remove a Cross-listed or Linked section, please specify that within the "Notes" section at the bottom


 **Relationships**

Cross Listed Sections	Linked Sections
-----------------------	-----------------

## Credit Hours/Units

Only make a change if the course is variable credit. If the course is not variable credit and “YES” is chosen, then an error message will populate requiring the question to be changed to “NO”.

See [Variable Credit](#) for more information.

 **Credit Hours/Units**

Does this section use variable credits?

YES  NO

Credit Hours (minimum, or fixed)	Credit Hours Operator	Credit Hours (maximum)
1	—	—

## Enrollment Settings

Enter enrollment capacity (numerical value)

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**Enrollment Settings**

Enrollment Capacity **required**

Does this section need a wait list? **required**

YES NO

**If this section will require a wait list?** select “YES”.

If “YES” is selected, then provide the date when the wait list will go on.

Does this section need a wait list? **required**

YES NO

If yes, what specific date should the wait list be added to the section? **required**

## Room Preferences

**Room Preferences**

Optimize Rooms **required**

YES NO Always select "Yes"

Would you like to select a Preferred Building or a Preferred Room?

Optimize Rooms should always be “YES”.

You can choose to select a Preferred Building or Preferred Room or leave blank or select “No” if no preference will be selected.

If Preferred Building is selected then the option to select a building becomes available. You can select up to three buildings

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Would you like to select a Preferred Building or a Preferred Room?

Yes - Preferred Building

Preferred Buildings

Set Preferred Buildings

If Preferred Room is selected then the option to select a room becomes available. You can select up to three rooms.

Would you like to select a Preferred Building or a Preferred Room?

Yes - Preferred Room

Preferred Rooms

Set Preferred Rooms


If room is not displaying in drop down menu, type first letter of desired building code


## Other Settings:

If the course requires Departmental Approval, select the option from the drop-down and choose Departmental Approval.

Most courses will be gradable with the exception of the science lab section. See note.

**Section Attributes**-If the course has attributes, you will see them populated here. You can not make a change, but if you want to remove or add additional attributes, then you can make a note in the Notes section below.

 **Other Settings**

If departmental approval is required for this section, please make the appropriate selection below: 

Set Approval

Does this section need to be Gradable? **required**

**YES** NO

Set to "Yes" unless this is the lab portion of a science course (ex. CHEM 141 L01)

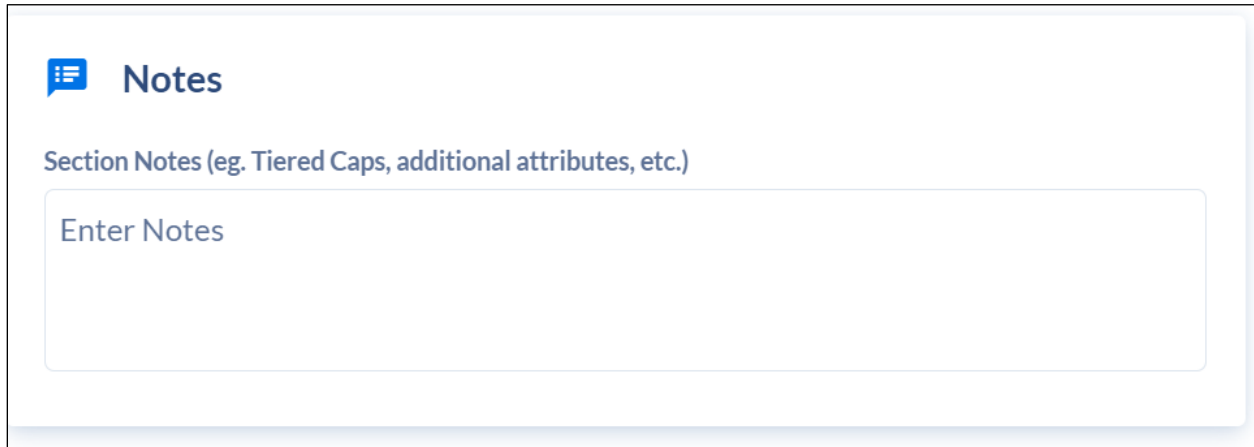
Section Attributes

—

# COURSEDOG SCHEDULER TRAINING DOCUMENT

## Notes

Here you can enter notes that the Registrar office will need such as removing or adding attributes, tiered caps, cross-linked sections, linked sections, etc. If notes need to be added to Banner, please specify.



The screenshot shows a 'Notes' section with a blue header and a text input field. The input field contains the placeholder text 'Enter Notes'. Above the input field, there is a label 'Section Notes (eg. Tiered Caps, additional attributes, etc.)'.

Click **ADD SECTION**



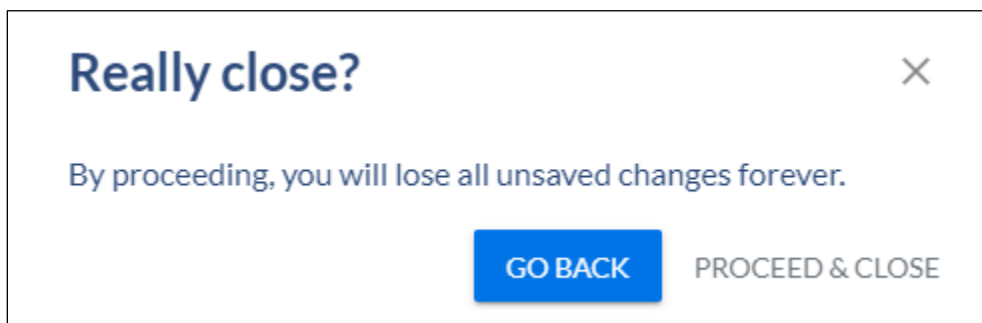
If any at point you need to exit the Section Editor card, click on CANCEL (at the bottom of the card)



The screenshot shows a card with a text input field containing 'US IN THE COLD WAR'. At the bottom right of the card, there are two buttons: 'CANCEL' and 'ADD SECTION'.

Choosing **PROCEED & CLOSE**: this will not save any work that you have done

Choosing **GO BACK**: this will take you back into the Section Editor card.



The screenshot shows a dialog box titled 'Really close?' with a close button (X) in the top right corner. The text inside the dialog box reads: 'By proceeding, you will lose all unsaved changes forever.' At the bottom, there are two buttons: 'GO BACK' (highlighted in blue) and 'PROCEED & CLOSE'.

# COURSEDOG SCHEDULER TRAINING DOCUMENT

## *Editing an Existing Section*

Open Section Editor Card

There are some fields that are required and will require a response if the field is blank.

To edit a currently rolled section

Click on the down arrow next to the course which will expand to show current sections associated with the course.

SECTION	INSTRUCTORS	DAYS	START	END	ROOM
01	Ernest McGowen	Tu and Th	12:00 PM	1:15 PM	WSTN 304
02	Ernest McGowen	Tu and Th	1:30 PM	2:45 PM	WSTN 304

Click on the section to be edited.

**Editing PLSC270 - 01**

✓ This section was successfully synced with the SIS on 6/22/2023 at 4:15 AM.

**General Information**

Section Number: 01      CRN: 10559

Section Status: Active      Session: **required** Day Session

Course Default Grade Mode: Standard Grading Mode-Undergraduate Units

Adjustments can be made to:

- Session

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- Grade Mode-if you would like to change it, please enter a Note at the end of the section editor card.
- Instruction Mode
- Part of term
- Campus
- Schedule Type
- Meeting Times
- Meeting Patterns & Rooms
- Instructors
- Credit Hours/Units
- Enrollment Settings
- Room Preferences
- Other Settings
- Notes

Once the desired change has been made, click on SAVE SECTION.

**SAVE SECTION**



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## Deleting a Section

You can delete sections that are not needed.

Open Section Editor Card

Click Delete Section (located at the bottom of Section Editor card)

### Editing GEOG380 - 01

✔ This section was successfully synced with the SIS on 6/23/2023 at 3:20 PM.

#### General Information

Section Number	CRN
01	20806
Section Status	Session <b>required</b> ?
Active	Day Session
Course Default Grade Mode ?	
Standard Grading Mode-Undergraduate Units	
Grade Mode <b>required</b>	
Standard Grading Mode-Undergraduate Units	
Is this a special topic course?	Instruction Mode ?
YES NO	Default
	Unless changing the section to Online or Hybrid, leave as "Default"
Course Title	
SELECTED TOPICS	
Section Name	
ST: ECOFEMINISM	15 characters (30 allowed)
Part Of Term <b>required</b> ?	Campus <b>required</b> ?
Full Term	Arts & Sciences

**DELETE SECTION**      CANCEL      **SAVE SECTION**

## COURSEDOG SCHEDULER TRAINING DOCUMENT

Are you sure you want to delete this section?

NO YES

Click "YES"

The section is removed from Coursedog and it will delete to Banner on the nightly sync.

# COURSEDOG SCHEDULER TRAINING DOCUMENT

## *Section with Non-Standard Meeting Times*

\*Non-Standard Meeting Times means; the scheduler will not be using the preset meeting patterns. This can be done on new sections or existing sections.

Open Section Editor template for the course and section

SECTION	INSTRUCTORS	DAYS	START	END
01	Nathan Snaza	Mo and We	10:30 AM	11:45 AM

Enter and/or update the Section Editor Card, if applicable.

Scroll to Meeting Patterns & Rooms

Click on the clock with the line through it

DAYS	START	END	ROOM	START DATE	END DATE
------	-------	-----	------	------------	----------

+ MEETING PATTERN SET DETAILS

Then click on **+MEETING PATTERN**. If a custom start and end date is needed, then go back to the top portion of the section editor and respond to the question.

DAYS	START	END	ROOM	START DATE	END DATE
------	-------	-----	------	------------	----------

+ MEETING PATTERN SET DETAILS

# COURSEDOG SCHEDULER TRAINING DOCUMENT

Select desired day(s) and enter start and end time

DAYS		START	END	ROOM	START DATE	END DATE					
S	M	T	W	R	F	S	08:00 AM	09:00 AM	Not...	08/28/23	12/20/23
<a href="#">+ MEETING PATTERN</a>				<a href="#">SET DETAILS</a>							

Meeting Patterns & Rooms

DAYS		START	END	ROOM	START DATE	END DATE					
S	M	<b>T</b>	W	R	<b>F</b>	S	01:00 PM	02:45 PM	Not...	08/28/23	12/20/23
<a href="#">+ MEETING PATTERN</a>				<a href="#">SET DETAILS</a>							

If this is an existing section and an instructor is already assigned, be sure to set the instructor roles & details.

Click **SAVE SECTION** (if existing section) or **ADD SECTION** (if adding a new section)

**SAVE SECTION**

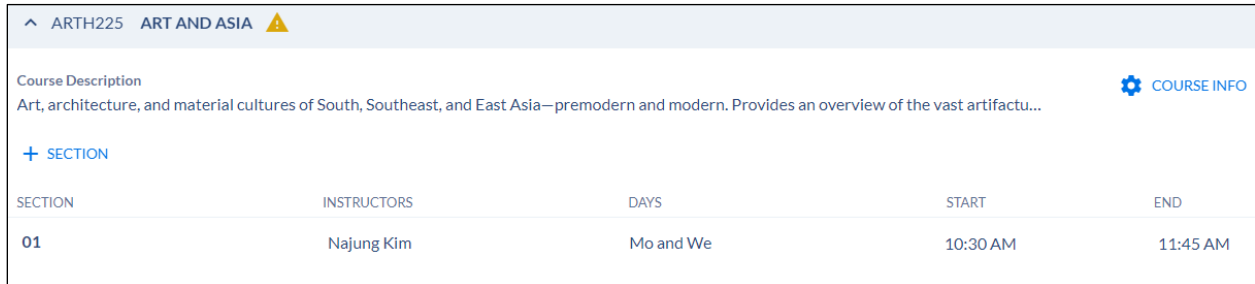
**ADD SECTION**

# COURSEDOG SCHEDULER TRAINING DOCUMENT

## *Section with Multiple Instructors*

This can be done on new sections or existing sections.

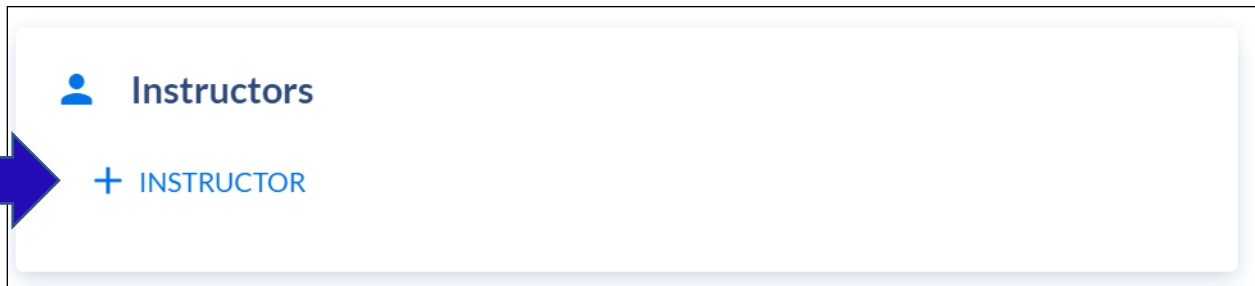
Open Section Editor template for the course and section



SECTION	INSTRUCTORS	DAYS	START	END
01	Najung Kim	Mo and We	10:30 AM	11:45 AM

Enter and/or update the Section Editor Card, if applicable.

Scroll down to Instructors



Click on **+INSTRUCTOR**

A new window will populate with a list of instructors. You can search by instructors assigned to your department or choose the toggle to show ALL INSTRUCTORS (at the top)

# COURSEDOG SCHEDULER TRAINING DOCUMENT

Assign Instructor to HIST222 - 02

Instructors from Department  All Instructors

Filter By Instructor Type

Start typing...

Viewing 1-25 of 26 < PREVIOUS NEXT >

Name	TYPE	CONFLICTS	PREFERENCE FIT
Edward Ayers	Not Set	0	100%
Christopher Bischof	Not Set	0	100%
David Brandenberger	Not Set	0	100%
Joanna Drell	Not Set	0	100%
Brianna Frakes	Not Set	0	100%
Robert Galena			

CANCEL

Select the desired instructor

Click on **+INSTRUCTOR** to add another, repeat this step if needed.

Patricia Gibson

TYPE	CONFLICTS	PREFERENCE FIT
Not Set	0	100%

+ INSTRUCTOR    SET INSTRUCTOR ROLES & DETAILS \*

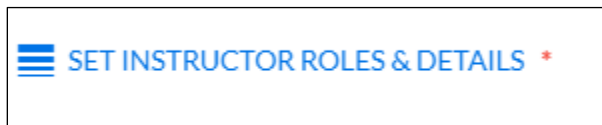
# COURSEDOG SCHEDULER TRAINING DOCUMENT

The screenshot shows the 'Instructors' section of the CourseDog scheduler. At the top, there is a warning message: 'Set Instructor Roles and Details required for: Patricia Gibson and Sandy Williams'. Below this, two instructor cards are displayed. Each card shows the instructor's name, a minus sign, a table with columns for 'TYPE', 'CONFLICTS', and 'PREFERENCE FIT', and an information icon. For Patricia Gibson, the TYPE is 'Not Set', CONFLICTS is 0, and PREFERENCE FIT is 100%. For Sandy Williams, the TYPE is 'Not Set', CONFLICTS is 0, and PREFERENCE FIT is 100%. At the bottom, there are two buttons: '+ INSTRUCTOR' and 'SET INSTRUCTOR ROLES & DETAILS \*'.

Instructors			
<b>!</b> Set Instructor Roles and Details required for: Patricia Gibson and Sandy Williams			
-	Patricia Gibson <span>i</span>		
	TYPE	CONFLICTS	PREFERENCE FIT
	Not Set	0	100%
-	Sandy Williams <span>i</span>		
	TYPE	CONFLICTS	PREFERENCE FIT
	Not Set	0	100%
+ INSTRUCTOR		SET INSTRUCTOR ROLES & DETAILS *	

You will see a warning message informing you that you must set the instructor roles and details.

Once all instructors have been added, click on ***SET INSTRUCTOR ROLES & DETAILS***



Click on the instructor's name in the new window

# COURSEDOG SCHEDULER TRAINING DOCUMENT

The screenshot shows a dialog box titled "Set Instructor Roles & Details" with a close button (X) in the top right corner. It contains two sections for instructor configuration. The first section is for Patricia Gibson, with an upward arrow icon. It includes a dropdown for "Instr. Role" set to "Primary", a dropdown for "Instr. Meeting" (marked as required) set to "Set Instr. Meeting", and a text input for "Instr. Percentage" set to "100". Below this is a toggle for "Ignore Double Bookings" with "YES" selected. The second section is for Sandy Williams, also with an upward arrow icon. It has identical settings: "Instr. Role" set to "Primary", "Instr. Meeting" set to "Set Instr. Meeting", "Instr. Percentage" set to "100", and "Ignore Double Bookings" with "NO" selected. At the bottom right of the dialog are "CANCEL" and "SAVE" buttons.

Set the Instructor Meeting by clicking on the drop down arrow, this will populate the meeting pattern that was previously selected.

This is a close-up of the "Instr. Meeting" dropdown menu. The dropdown is open, showing the selected option "Mo, We, and Fr 1:30 PM 2:20 PM" highlighted in blue. The text "Set Instr. Meeting" is visible above the dropdown arrow. The "Instr. Meeting" label is marked as required. Below the dropdown, the "Instr. Percentage" is set to "100".

Assign the Primary Instructor Role. Only one instructor can be set as Primary. The other must Non-Primary



# COURSEDOG SCHEDULER TRAINING DOCUMENT

Set the Instructor Meeting for the additional instructor, as well.

Patricia Gibson ^

Instr. Role  
Primary

Instr. Meeting **required**  
Mo, We, and Fr 1:30 PM 2:20 PM x

Instr. Percentage  
100

Ignore Double Bookings  
YES NO

Sandy Williams ^

Instr. Role  
Non-Primary

Instr. Meeting **required**  
Mo, We, and Fr 1:30 PM 2:20 PM x

Instr. Percentage  
100

Ignore Double Bookings

Click **SAVE**



\*Please note that a meeting pattern must already be in place to successfully save the section and to set the instructor details

Click **SAVE SECTION** (if existing section) or **ADD SECTION** (if adding a new section)

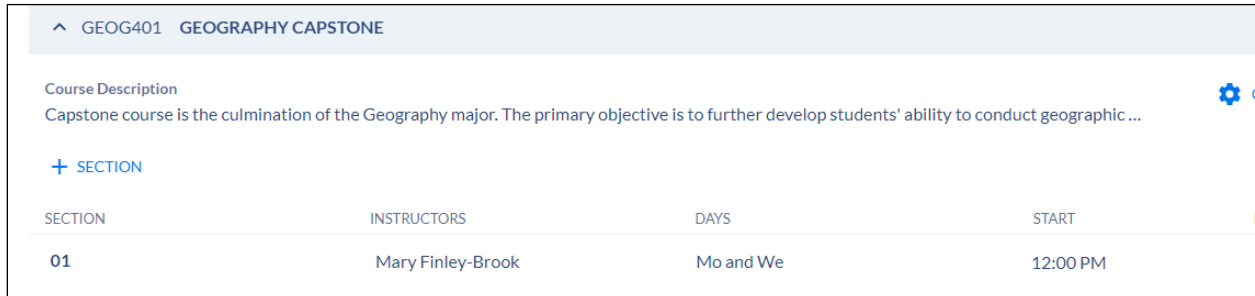


# COURSEDOG SCHEDULER TRAINING DOCUMENT

## *Section with Multiple Instructors and Times*

This can be done on new sections or existing sections.

Open Section Editor template for the course and section



^ GEOG401 GEOGRAPHY CAPSTONE

Course Description  
Capstone course is the culmination of the Geography major. The primary objective is to further develop students' ability to conduct geographic ...

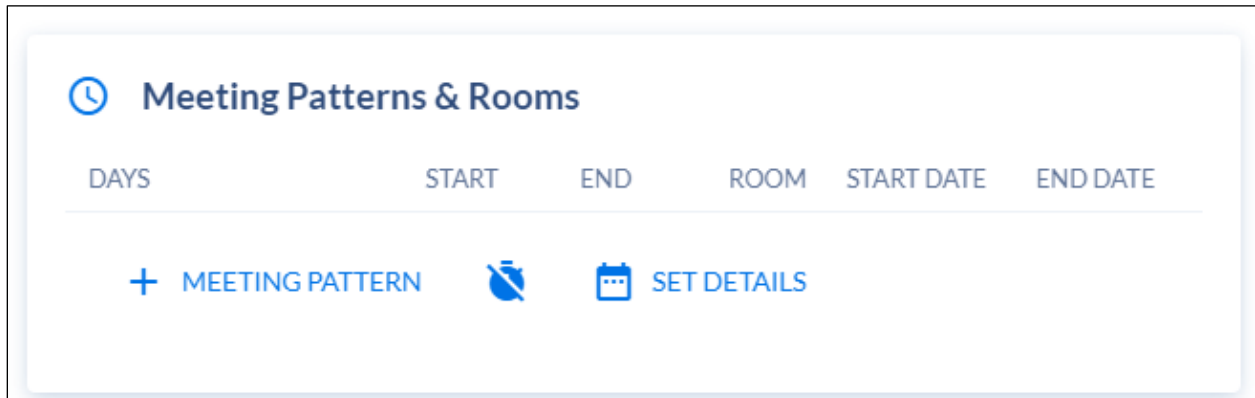
+ SECTION

SECTION	INSTRUCTORS	DAYS	START
01	Mary Finley-Brook	Mo and We	12:00 PM

Enter and/or update the Section Editor Card, if applicable.

## Meeting Patterns & Rooms

Click on the **+MEETING PATTERN** to select from preset meeting pattern options.



🕒 Meeting Patterns & Rooms

DAYS	START	END	ROOM	START DATE	END DATE
------	-------	-----	------	------------	----------

+ MEETING PATTERN 🗓️ SET DETAILS

## COURSEDOG SCHEDULER TRAINING DOCUMENT

### Select Meeting Pattern ✕

Filter By Days S M T W R F S

Filter By Times --:-- -- --:-- --

Filter By Attributes

[Clear Filters](#)

Mo, We, and Fr from 4:30 PM to 5:20 PM <span>i</span>		
ATTRIBUTES	USAGE	PREFERENCE FIT
	0	100%

Mo and We from 7:30 AM to 8:45 AM <span>i</span>		
ATTRIBUTES	USAGE	PREFERENCE FIT
	0	100%

- You can improve search results, by filtering on the following:
  - Filter By Days
  - Filters by Times
  - \*Please note we are not using Filter by Attribute option.

# COURSEDOG SCHEDULER TRAINING DOCUMENT

**Select Meeting Pattern** [X]

Filter By Days: S **M** **T** **W** R F S

Filter By Times: --:-- --:--

Filter By Attributes: Start typing...

Clear Filters

Meeting Pattern	Usage	Preference Fit
Mo and We from 7:30 AM to 8:45 AM	0	100%
Mo and We from 9:00 AM to 10:15 AM	47	90%
Mo and We from 10:30 AM to 11:45 AM	70	90%
<b>Mo and We from 12:00 PM to 1:15 PM</b>	<b>79</b>	<b>90%</b>

Click on the desired meeting pattern day and time. It will populate the Section Editor card.

### Meeting Patterns & Rooms

DAYS	START	END	ROOM	START DATE	END DATE
Mo and We	12:00 PM	1:15 PM	Not ...	08/28/23	12/20/23



[+ MEETING PATTERN](#) [SET DETAILS](#)

Click on the **+MEETING PATTERN** again to add additional times.

## COURSEDOG SCHEDULER TRAINING DOCUMENT

### Meeting Patterns & Rooms

DAYS	START	END	ROOM	START DATE	END DATE
Mo and We	12:00 PM	1:15 PM	Not...	08/28/23	12/20/23
Tu	7:30 AM	10:15 AM	Not...	08/28/23	12/20/23

[+ MEETING PATTERN](#)   [SET DETAILS](#)

Repeat if needed. Once all meetings days and times have been selected.

Instructors

### Instructors

[+ INSTRUCTOR](#)

Click on **+INSTRUCTOR**

A new window will populate with a list of instructors. You can search by instructors assigned to your department or choose the toggle to show ALL INSTRUCTORS (at the top)

# COURSEDOG SCHEDULER TRAINING DOCUMENT

## Assign Instructor to GEOG401 - 02 ✕

Instructors from Department  All Instructors

Filter By Instructor Type ▼

🔍

Viewing 1-7 of 7 < PREVIOUS NEXT >

Guoping Huang <span>i</span>			
TYPE	CONFLICTS	PREFERENCE FIT	
<b>Not Set</b>	0	100%	
Justin Madron <span>i</span>			
TYPE	CONFLICTS	PREFERENCE FIT	
<b>Not Set</b>	0	100%	
Kyle Redican <span>i</span>			
TYPE	CONFLICTS	PREFERENCE FIT	
<b>Not Set</b>	0	100%	

Click on **+INSTRUCTOR** to add additional instructors

# COURSEDOG SCHEDULER TRAINING DOCUMENT

**Instructors**

! Set Instructor Roles and Details required for: Kyle Redican and Michael Allen

Kyle Redican			
TYPE	CONFLICTS	PREFERENCE FIT	
Not Set	0	100%	i

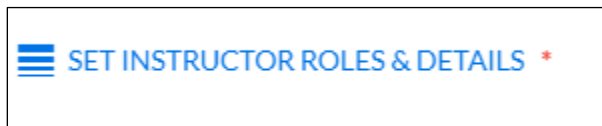
Michael Allen			
TYPE	CONFLICTS	PREFERENCE FIT	
Not Set	0	100%	i

+ INSTRUCTOR    ≡ SET INSTRUCTOR ROLES & DETAILS \*

Repeat, if needed

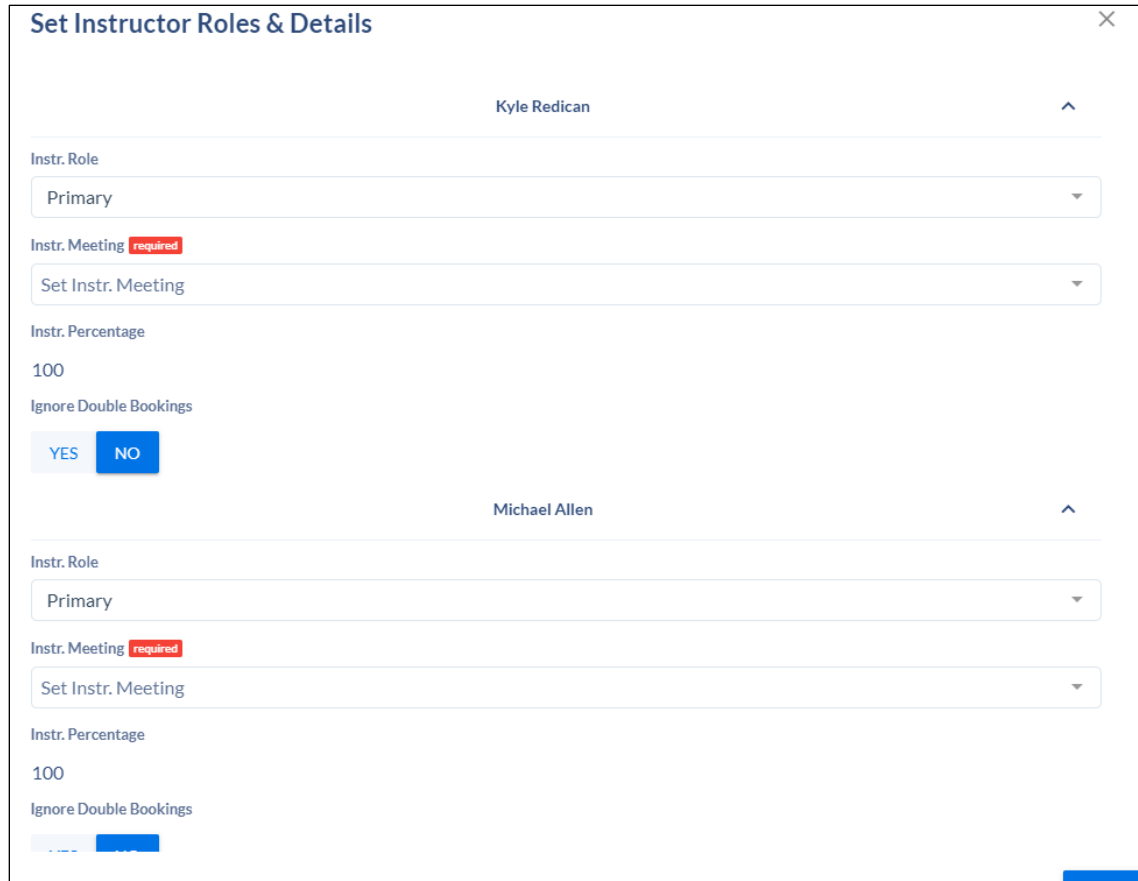
You will see a warning message informing you that you must set the instructor roles and details.

Click on ***SET INSTRUCTOR ROLES & DETAILS***



Click on instructor's name in the new window

# COURSEDOG SCHEDULER TRAINING DOCUMENT



The screenshot shows a dialog box titled "Set Instructor Roles & Details" with a close button (X) in the top right corner. It contains two sections, one for "Kyle Redican" and one for "Michael Allen". Each section has the following fields:

- Instr. Role:** A dropdown menu with "Primary" selected.
- Instr. Meeting:** A dropdown menu with "Set Instr. Meeting" selected. A red "required" label is next to the field.
- Instr. Percentage:** A text input field containing "100".
- Ignore Double Bookings:** Two buttons, "YES" and "NO", with "NO" selected.

Set the Instructor Meeting by clicking on the drop down arrow, this will populate the meeting patterns that was previously selected and assign the appropriate pattern to each instructor.



This screenshot shows the same dialog box as above, but with the "Instr. Meeting" dropdown menu expanded. The expanded menu shows two meeting patterns:

- Mo and We 12:00 PM 1:15 PM
- Tu 7:30 AM 10:15 AM (highlighted in blue)

The "Ignore Double Bookings" buttons are still visible at the bottom, with "NO" selected.

Click on the meeting pattern, and do the same for the instructor.

Remember only one instructor can be set to Primary



# COURSEDOG SCHEDULER TRAINING DOCUMENT

Kyle Redican ^

Instr. Role  
Primary ▾

Instr. Meeting **required**  
Tu 7:30 AM 10:15 AM × ▾

Instr. Percentage  
100

Ignore Double Bookings  
 YES  NO

---

Michael Allen ^

Instr. Role  
Non-Primary ▾

Instr. Meeting **required**  
Mo and We 12:00 PM 1:15 PM × ▾

Instr. Percentage  
100

Ignore Double Bookings  
 YES  NO

Click **SAVE**



\*Please note that a meeting pattern must already be in place to successfully save the section and to set the instructor details.

Click **SAVE SECTION** (if existing section) or **ADD SECTION** (if adding a new section)

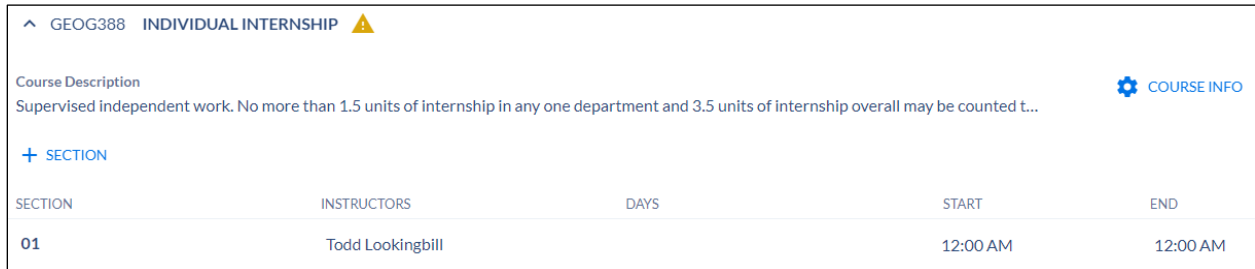


# COURSEDOG SCHEDULER TRAINING DOCUMENT

## *Section with TBA Meeting Times*

This can be done on new sections or existing sections.

Open Section Editor template for the course and section



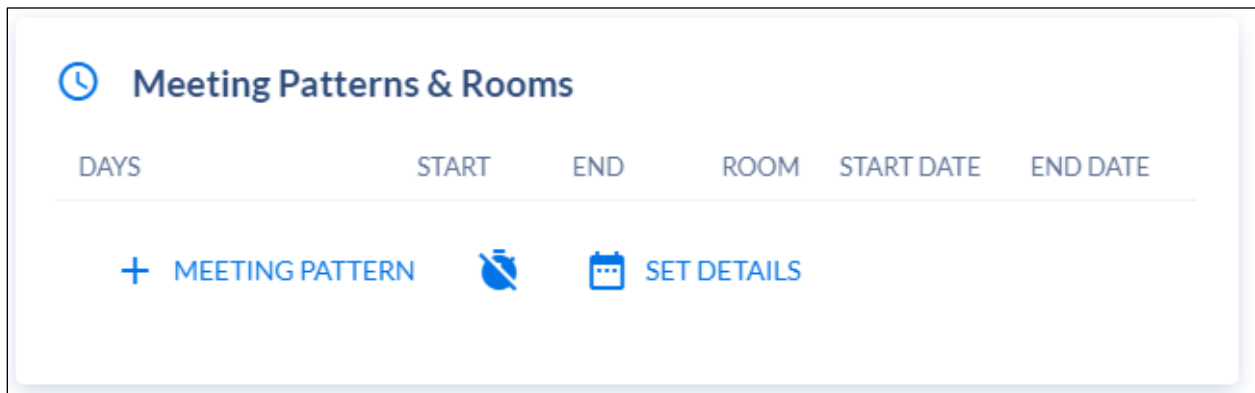
The screenshot shows the CourseDog interface for the course GEOG388 Individual Internship. At the top, there is a course description: "Supervised independent work. No more than 1.5 units of internship in any one department and 3.5 units of internship overall may be counted t...". Below the description is a table with the following columns: SECTION, INSTRUCTORS, DAYS, START, and END. The table contains one row with the following data: SECTION: 01, INSTRUCTORS: Todd Lookingbill, DAYS: (empty), START: 12:00 AM, and END: 12:00 AM. There are also buttons for "+ SECTION" and "COURSE INFO".

SECTION	INSTRUCTORS	DAYS	START	END
01	Todd Lookingbill		12:00 AM	12:00 AM

Enter and/or update the appropriate above information on the Section Editor Card.

Scroll down to Meeting Patterns & Rooms

Click on the **+MEETING PATTERN** to select from preset meeting pattern options.



The screenshot shows the "Meeting Patterns & Rooms" interface. At the top, there is a clock icon and the title "Meeting Patterns & Rooms". Below the title is a table with the following columns: DAYS, START, END, ROOM, START DATE, and END DATE. Below the table are two buttons: "+ MEETING PATTERN" and "SET DETAILS".

DAYS	START	END	ROOM	START DATE	END DATE
------	-------	-----	------	------------	----------

A new window will populate with a list of meeting patterns. Click on **SELECT TBA** (at the bottom of the pop-up window).

# COURSEDOG SCHEDULER TRAINING DOCUMENT

## Select Meeting Pattern ✕

Filter By Days **S** **M** **T** **W** **R** **F** **S**

Filter By Times --:-- --:--

Filter By Attributes

[Clear Filters](#)

Mo, We, and Fr from 8:00 AM to 8:50 AM i

ATTRIBUTES	USAGE	PREFERENCE FIT
	0	100%

Mo, We, and Fr from 9:00 AM to 9:50 AM i

ATTRIBUTES	USAGE	PREFERENCE FIT
	0	100%

Mo, We, and Fr from 10:30 AM to 11:20 AM i

ATTRIBUTES	USAGE	PREFERENCE FIT
	0	100%

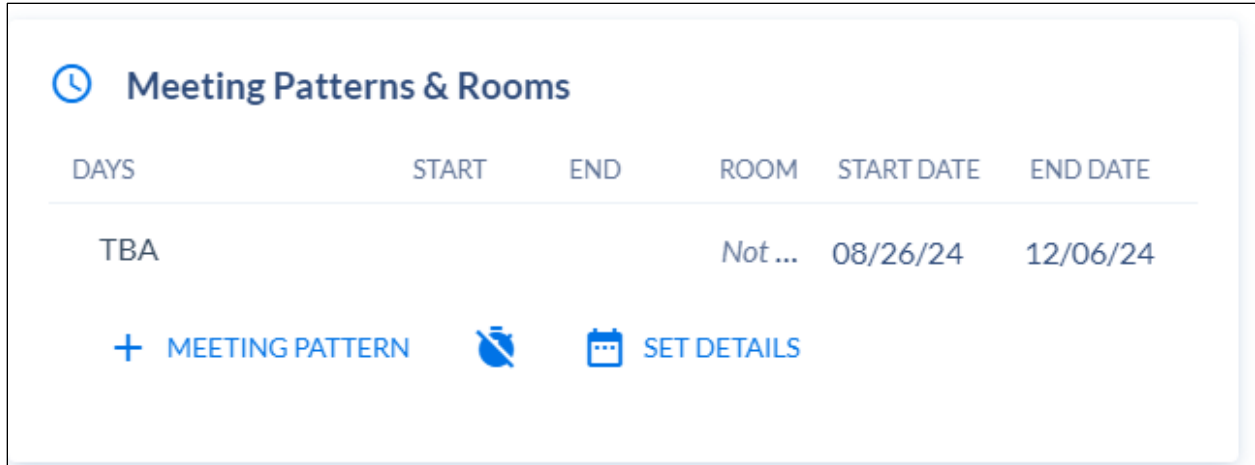
Mo, We, and Fr from 12:00 PM to 12:50 PM i

ATTRIBUTES	USAGE	PREFERENCE FIT
	0	100%

Mo, We, and Fr from 1:30 PM to 2:20 PM i


ATTRIBUTES	USAGE	PREFERENCE FIT
	0	100%

# COURSEDOG SCHEDULER TRAINING DOCUMENT

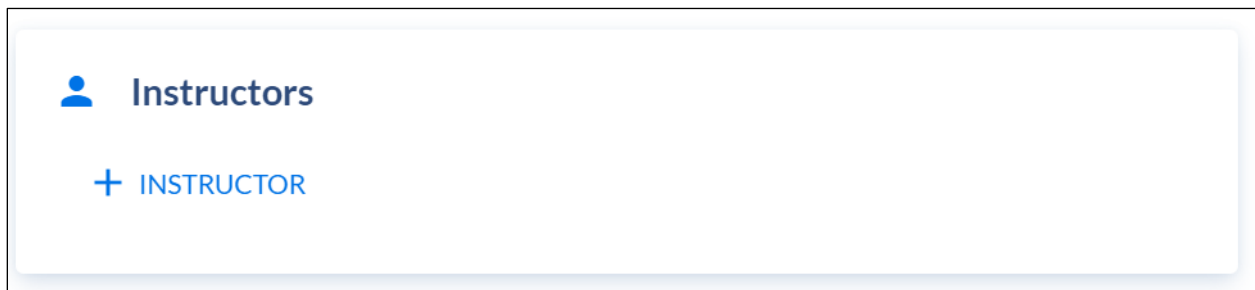


The screenshot shows the 'Meeting Patterns & Rooms' section of the CourseDog scheduler. It features a table with columns for DAYS, START, END, ROOM, START DATE, and END DATE. The current entry shows 'TBA' for days, 'Not ...' for room, and dates '08/26/24' and '12/06/24'. Below the table are three buttons: '+ MEETING PATTERN', a crossed-out calendar icon, and 'SET DETAILS'.


DAYS	START	END	ROOM	START DATE	END DATE
TBA			Not ...	08/26/24	12/06/24

+ MEETING PATTERN      SET DETAILS

## Instructors



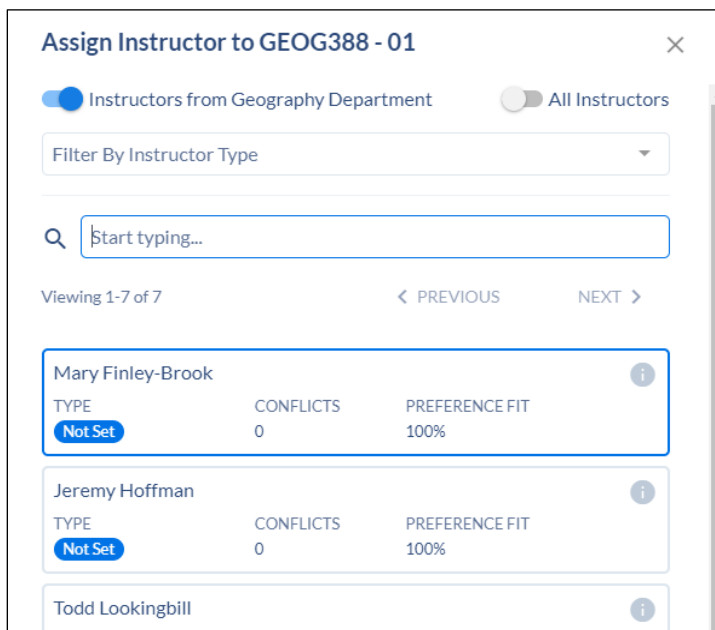
The screenshot shows the 'Instructors' section of the CourseDog scheduler. It features a person icon followed by the text 'Instructors' and a '+ INSTRUCTOR' button.

 Instructors

+ INSTRUCTOR

Click on **+INSTRUCTOR**

A new window will populate with a list of instructors. You can search by instructors assigned to your department or choose the toggle to show ALL INSTRUCTORS (at the top)



The screenshot shows a window titled 'Assign Instructor to GEOG388 - 01'. It has a close button (X) in the top right. Below the title are two toggle switches: 'Instructors from Geography Department' (checked) and 'All Instructors' (unchecked). There is a dropdown menu for 'Filter By Instructor Type' and a search bar with the placeholder text 'start typing...'. Below the search bar are navigation controls: 'Viewing 1-7 of 7', '< PREVIOUS', and 'NEXT >'. The main content area displays a list of instructors with their names, types, conflicts, and preference fits. The first two instructors, Mary Finley-Brook and Jeremy Hoffman, are highlighted with a blue border. The third instructor, Todd Lookingbill, is partially visible.

Assign Instructor to GEOG388 - 01

Instructors from Geography Department    All Instructors

Filter By Instructor Type

Q start typing...

Viewing 1-7 of 7   < PREVIOUS   NEXT >

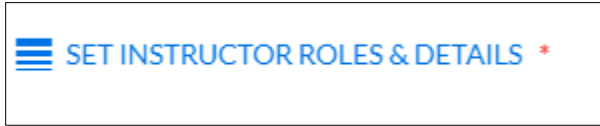
Name	TYPE	CONFLICTS	PREFERENCE FIT
Mary Finley-Brook	Not Set	0	100%
Jeremy Hoffman	Not Set	0	100%
Todd Lookingbill			

# COURSEDOG SCHEDULER TRAINING DOCUMENT

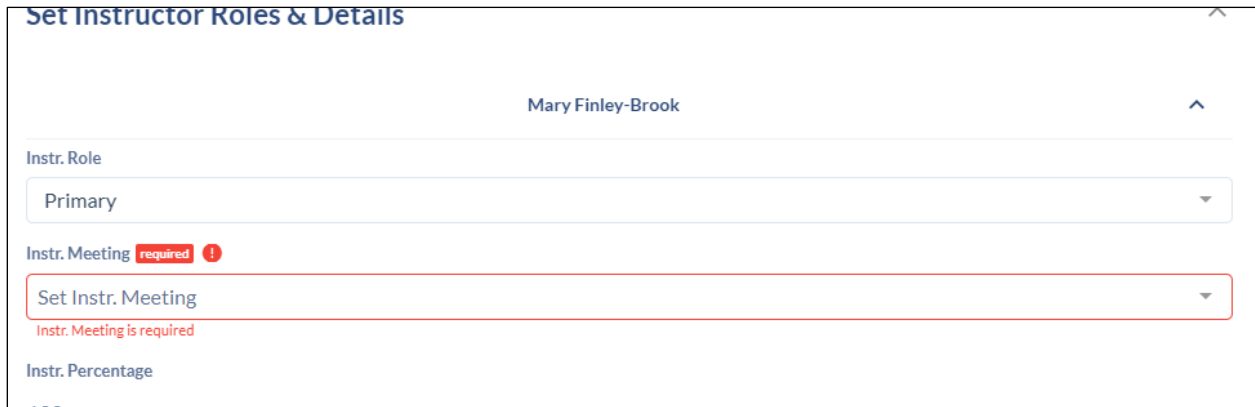
Select the desired instructor.

You will see a warning message informing you that you must set the instructor roles and details.

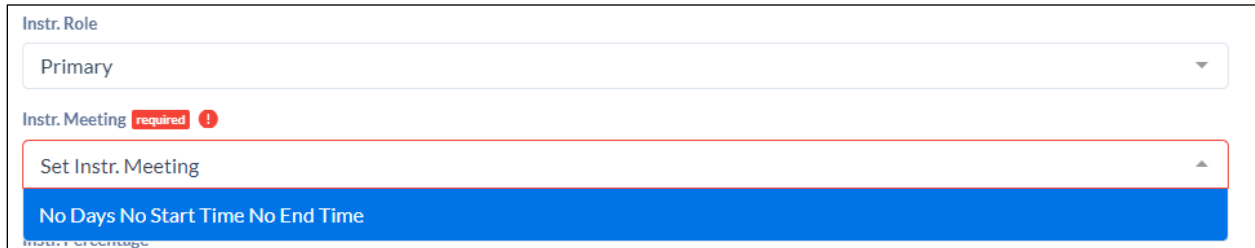
Click on **SET INSTRUCTOR ROLES & DETAILS**



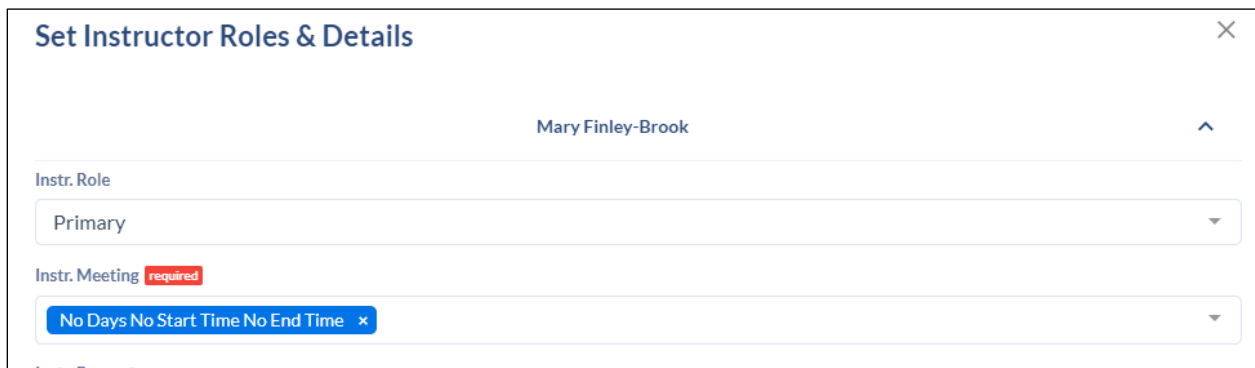
Click on instructor's name in the new window.



Set the Instructor Meeting by clicking on the drop down arrow, this will populate the meeting pattern that was previously selected.



Click on the meeting pattern.



## COURSEDOG SCHEDULER TRAINING DOCUMENT

Click ***CLOSE***

CLOSE

Continue completing the Section Editor card with information related to credit (if variable credit), enrollment, and any additional notes.

Click ***SAVE SECTON*** (if existing section) or ***ADD SECTION*** (if adding a new section)

SAVE SECTION

ADD SECTION

# COURSEDOG SCHEDULER TRAINING DOCUMENT

## Variable Credit

This can be done on new sections or existing sections.

Open Section Editor template for the course and section

^ GEOG388 INDIVIDUAL INTERNSHIP ⚠


Course Description  
Supervised independent work. No more than 1.5 units of internship in any one department and 3.5 units of internship overall may be counted t... [⚙ COURSE INFO](#)

+ SECTION

SECTION	INSTRUCTORS	DAYS	START	END
01	Todd Lookingbill		12:00 AM	12:00 AM

Enter and/or update the Section Editor Card, if applicable.

Scroll down to Credit Hours/Units

 **Credit Hours/Units**

Does this section use variable credits?

YES  NO

Credit Hours (minimum, or fixed)	Credit Hours Operator	Credit Hours (maximum)
0.25	—	1

If the course does have variable credit (determined by either a “-“ (dash) or the words “OR” in the “Credit Hours Operator field, select “YES” to the question. This will display two additional editable fields. Enter the appropriate unit value **both** in the Credits and Variable Billing Hours.


# COURSEDOG SCHEDULER TRAINING DOCUMENT


## Credit Hours/Units

Does this section use variable credits?

**YES** NO

Credit Hours (minimum, or fixed)	Credit Hours Operator	Credit Hours (maximum)
0.25	—	1

Credits 

Variable Billing Hours 

Enter or update any additional fields


Click **SAVE SECTION** (if existing section) or **ADD SECTION** (if adding a new section)


**SAVE SECTION**

**ADD SECTION**

**\*Please note, if the course is not variable credit, then there will not be a value in the Credit Hours (maximum) field. If you do respond “YES” to the question and the course is not variable credit, you will receive an error message.**

### Editing GEOG210 - 01

 This section was **successfully** synced with the SIS on 6/23/2023 at 4:23 AM.

 This section is violating **Section does not have variable credit: This section does not have variable credit, please change the response to "Does this section have variable credit?" to "No"**

**Change the option to “NO”.**



# COURSEDOG SCHEDULER TRAINING DOCUMENT

## *Submitting an Exception Request*

Schedulers can submit a request to change a section during the Schedule Validation phase.

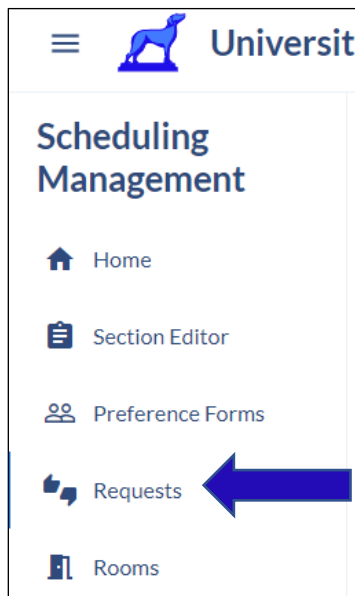
## *Schedule Validation*

Use this exception request when the Schedule Validation phase is in place and you need to make a change to a section.

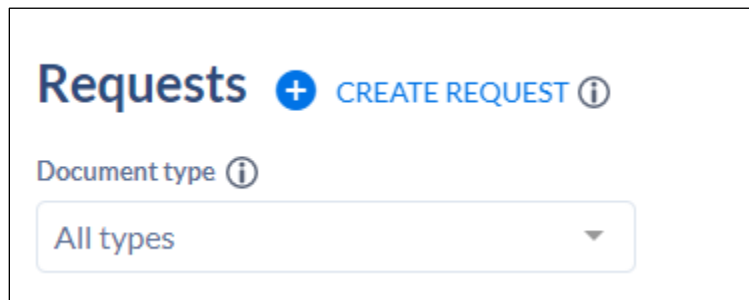
This can be performed to add a new section, edit an existing section, or add a course from the curriculum inventory.

## *Editing an existing section*

Click on Request on the left side navigation page



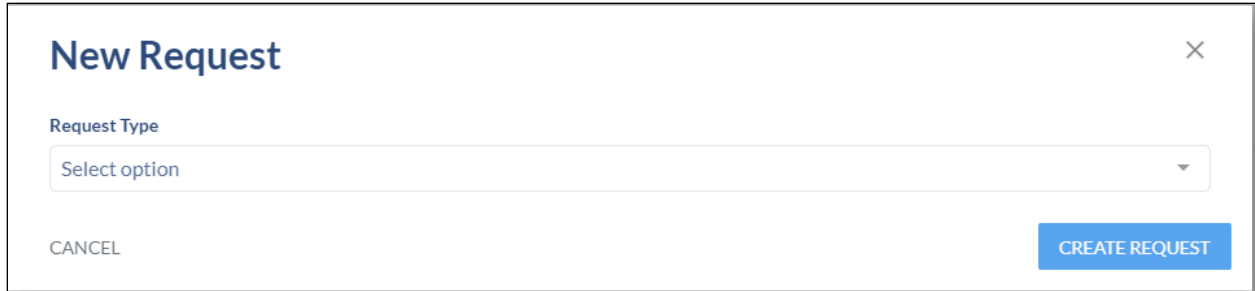
Click on +CREATE REQUEST (at top of page)



A new window will populate

Select option by clicking on the drop down arrow

# COURSEDOG SCHEDULER TRAINING DOCUMENT



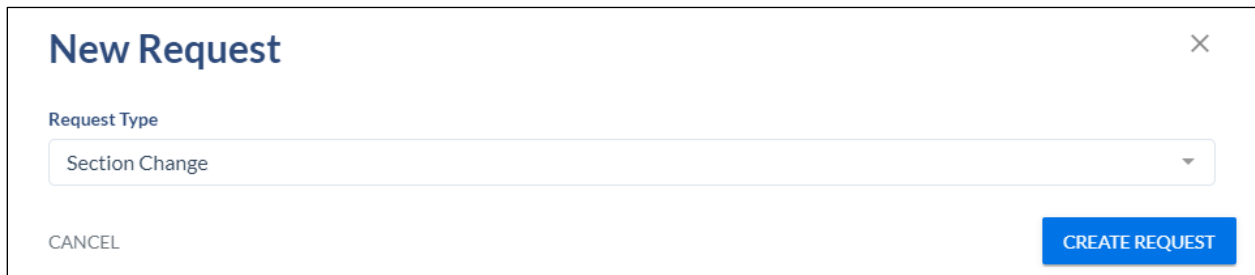
**New Request** ×

Request Type

Select option

CANCEL CREATE REQUEST

Choose *Section Change* and click **CREATE REQUEST**



**New Request** ×

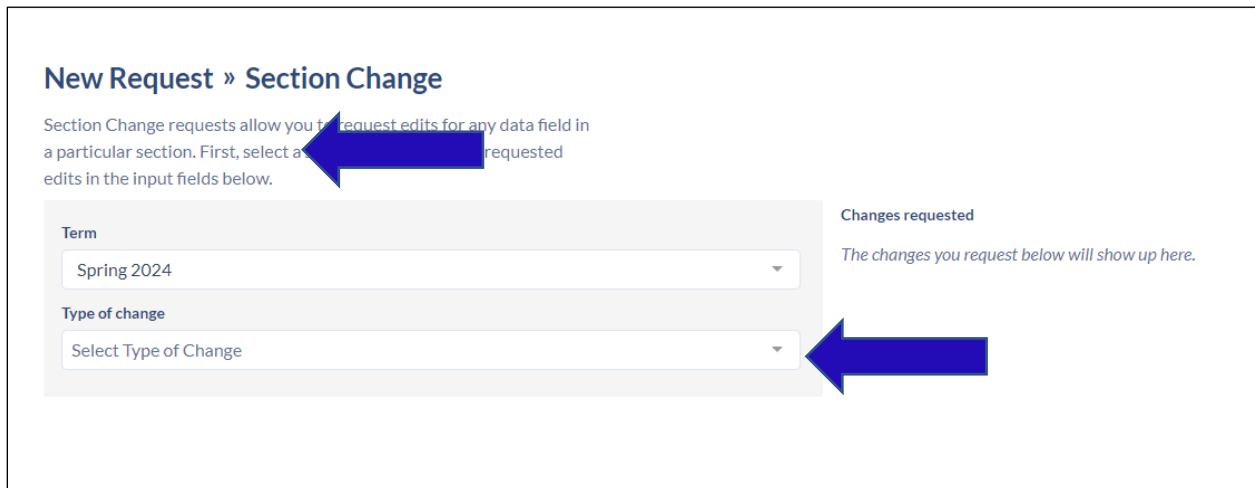
Request Type

Section Change

CANCEL CREATE REQUEST

This will open a new window

Click on the drop-down arrow in the Type of Change field



**New Request » Section Change**

Section Change requests allow you to request edits for any data field in a particular section. First, select a requested edits in the input fields below.

Term

Spring 2024

Type of change

Select Type of Change

Changes requested

The changes you request below will show up here.

Select Edit Section

# COURSEDOG SCHEDULER TRAINING DOCUMENT

## New Request » Section Change

Section Change requests allow you to request edits for any data field in a particular section. First, select a section, then make any requested edits in the input fields below.

Term

Spring 2024

Type of change

Select Type of Change

Add Section

Add Section From Course Inventory

Delete Section

Edit Section

Select a course (begin typing in the search field)

## New Request » Section Change

Section Change requests allow you to request edits for any data field in a particular section. First, select a section, then make any requested edits in the input fields below.

Term

Spring 2024

Type of change

Edit Section

Select a course

ge

GEOG260 FDNTS/GEOSPATIAL ANALYSIS

GEOG388 INDIVIDUAL INTERNSHIP

GEOG390 INDEPENDENT STUDY

GEOG380 SELECTED TOPICS

GEOG365 ADVANCED SPATIAL ANALYSIS

GEOG250 PLANET EARTH:WIND, WATER, FIRE

GEOG210 PLANET EARTH: PEOPLE AND PLACE

GEOG260 ENVIRONMENTAL REMOTE SENSING

Select the section

# COURSEDOG SCHEDULER TRAINING DOCUMENT

## New Request » Section Change

Section Change requests allow you to request edits for any data field in a particular section. First, select a section, then make any requested edits in the input fields below.

Term  
Spring 2024

Type of change  
Edit Section

Select a course  
GEOG380 SELECTED TOPICS

Which section?  
01  
02

Enter a reason for the request.

**\*\*DO NOT CLICK SUBMIT REQUEST YET\*\***

## New Request » Section Change

Section Change requests allow you to request edits for any data field in a particular section. First, select a section, then make any requested edits in the input fields below.

Term  
Spring 2024

Type of change  
Edit Section

Select a course  
GEOG380 SELECTED TOPICS

Which section?  
01

Reason for request \*  
I need to change the instructor

START OVER SUBMIT REQUEST

Scroll down to the section that needs to be updated.

For this example, we are changing the instructor. Any other change can occur as if you were [Editing an Existing Section](#)

## COURSEDOG SCHEDULER TRAINING DOCUMENT

Process your edit in the appropriate field.

At the top of Section Change, you will see the changes that are being requested.

**Changes requested**

**Instructors**

+ Kyle Redican - Stephanie Spera

**Instructor Roles**

+ Kyle Redican: Primary (Percent: 100) (Meetings: 1)

- Stephanie Spera: Primary (Percent: 100) (Meetings: 1)

Once complete, now you can click on SUBMIT REQUEST

**Reason for request \***

I need to change the instructor

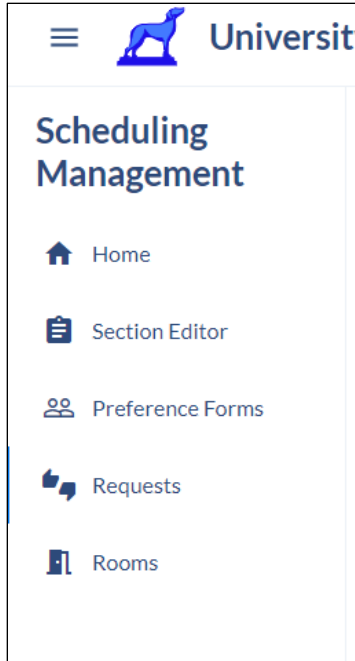
START OVER **SUBMIT REQUEST**

The request will go to the Registrar's Office to approve or deny.

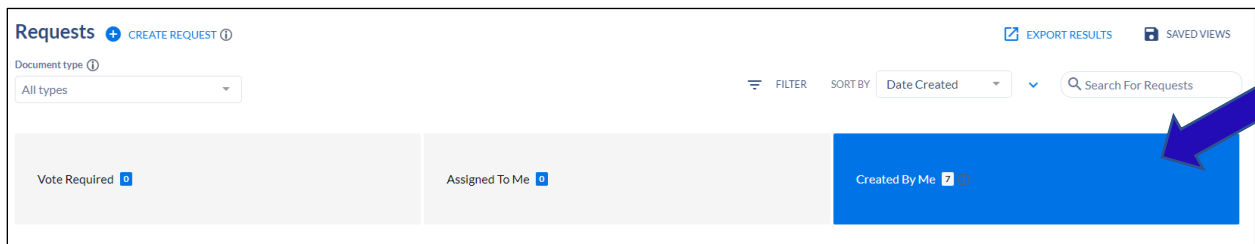
You can review the status of your request

Click on Requests on the left side navigation

# COURSEDOG SCHEDULER TRAINING DOCUMENT



Click on ***Created By Me***



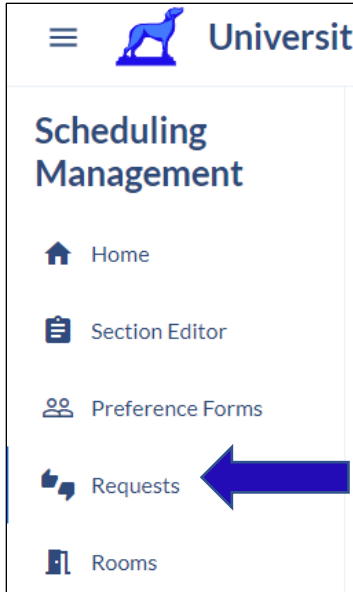
You will see all of your initiated requests and status.

Once the request is approved, the section will update in Coursedog.

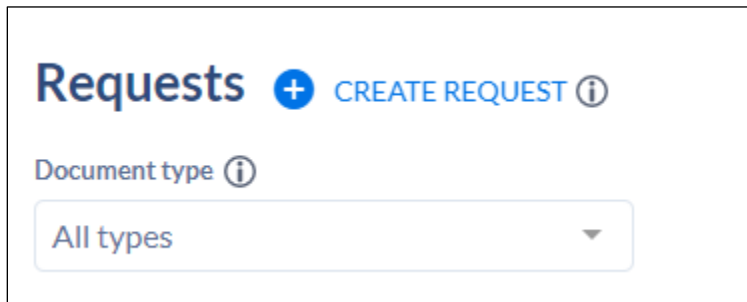
## *Adding a New Section*

Click on Request on the left side navigation page

# COURSEDOG SCHEDULER TRAINING DOCUMENT

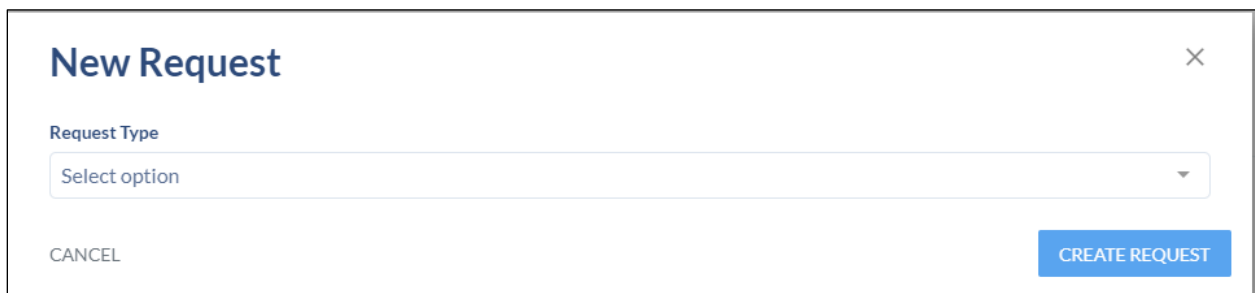


Click on **+CREATE REQUEST** (at top of page)



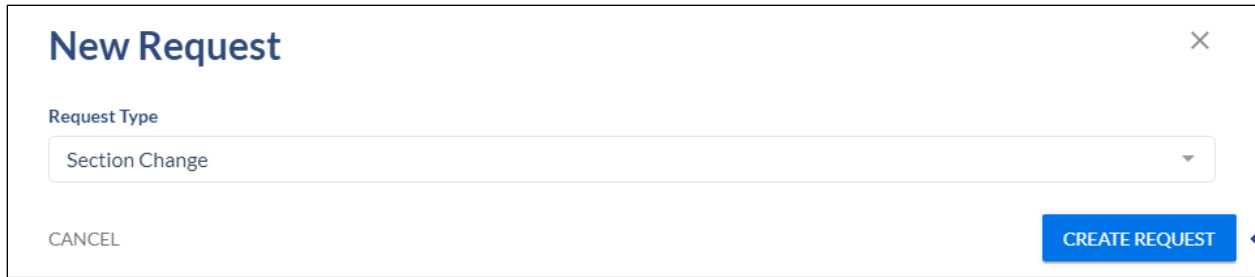
A new window will populate

Select option by clicking on the drop down arrow



Choose *Section Change* and click **CREATE REQUEST**

# COURSEDOG SCHEDULER TRAINING DOCUMENT



**New Request** ×

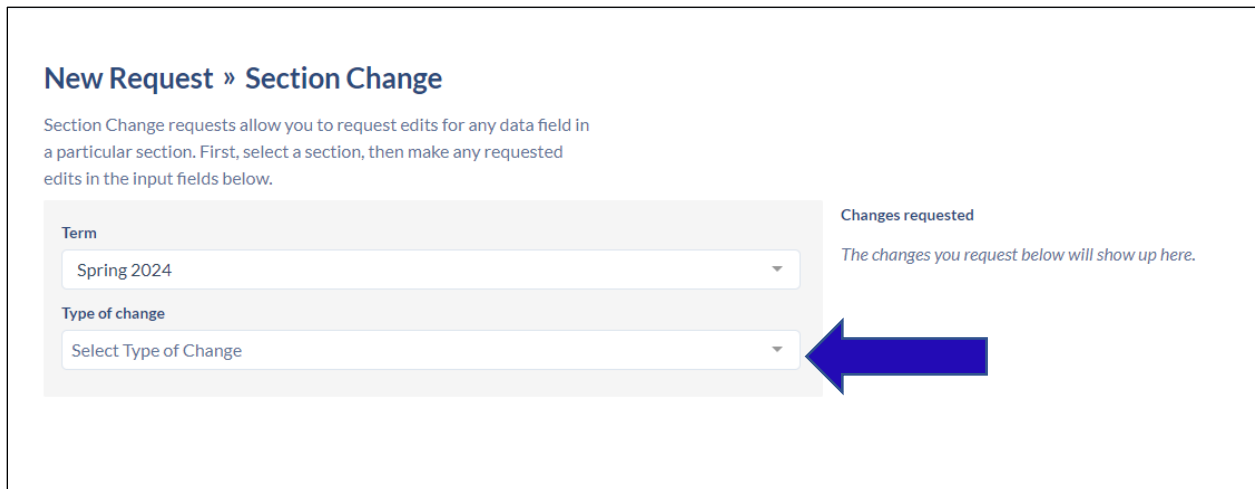
Request Type

Section Change

CANCEL CREATE REQUEST

This will open a new window

Click on the drop-down arrow in the Type of Change field



**New Request » Section Change**

Section Change requests allow you to request edits for any data field in a particular section. First, select a section, then make any requested edits in the input fields below.

Term

Spring 2024

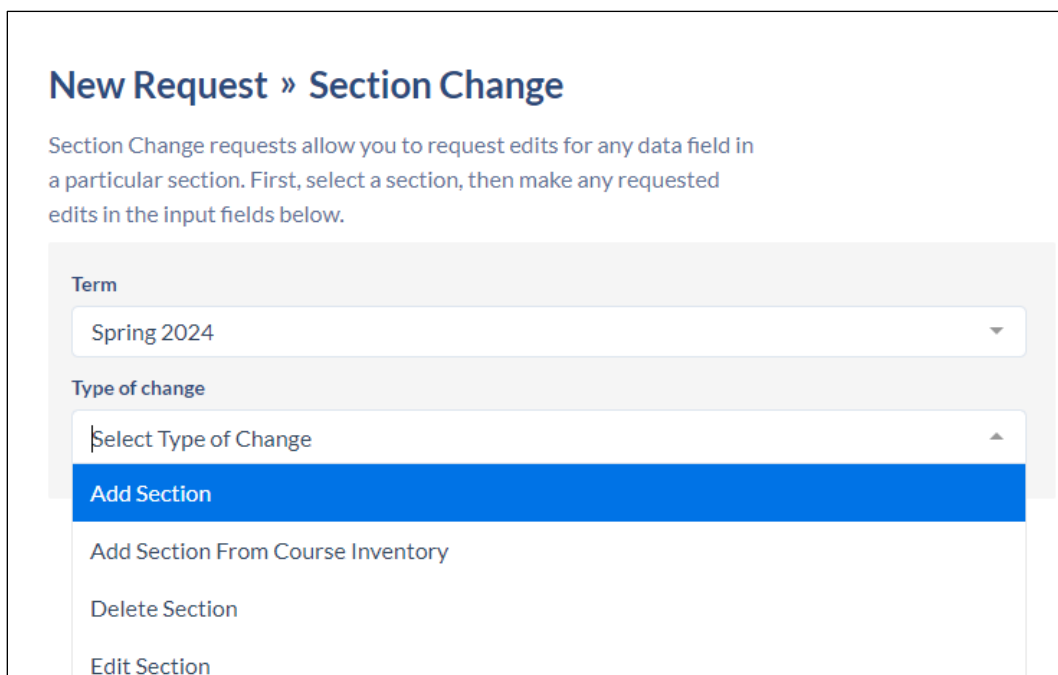
Type of change

Select Type of Change

Changes requested

The changes you request below will show up here.

Select Add Section



**New Request » Section Change**

Section Change requests allow you to request edits for any data field in a particular section. First, select a section, then make any requested edits in the input fields below.

Term

Spring 2024

Type of change

Select Type of Change

- Add Section
- Add Section From Course Inventory
- Delete Section
- Edit Section



# COURSEDOG SCHEDULER TRAINING DOCUMENT

Select a course (begin typing in the search field)

## New Request » Section Change

Section Change requests allow you to request edits for any data field in a particular section. First, select a section, then make any requested edits in the input fields below.

**Term**  
Spring 2024

**Type of change**  
Add Section

**Select a course**  
hist  
HIST398 HISTORIOGRAPHY  
HIST199 ELEMENTS OF HISTORICAL THINKNG  
HIST411 HONORS THESIS PROSPECTUS  
HIST413 HONORS RESEARCH SEMINAR  
**HIST401 DIRECTED STUDY**  
HIST239 THE FRENCH REVOLUTION  
HIST261 MODERN LATIN AMERICA  
HIST204 CLASSICAL GREECE

Enter a reason for the request.

**\*\*DO NOT CLICK SUBMIT REQUEST YET\*\***


## New Request » Section Change

Section Change requests allow you to request edits for any data field in a particular section. First, select a section, then make any requested edits in the input fields below.

**Term**  
Spring 2024

**Type of change**  
Add Section

**Select a course**  
HIST401 DIRECTED STUDY

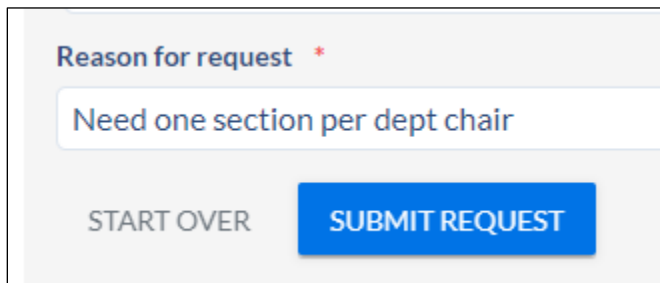
**Reason for request \***   
Need one section per dept chair

START OVER **SUBMIT REQUEST**

# COURSEDOG SCHEDULER TRAINING DOCUMENT

Complete rest of the section information as if you were [adding a new section](#).

Once complete, now you can click on SUBMIT REQUEST

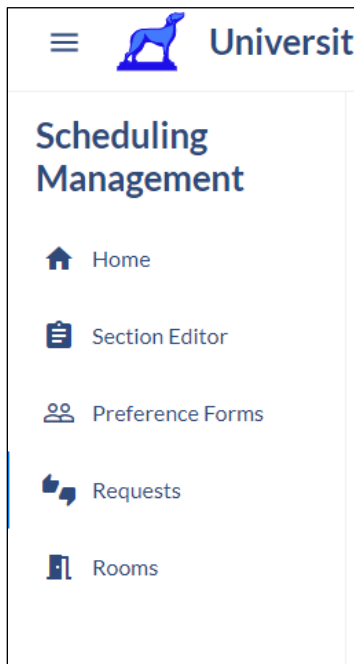


A screenshot of a web form titled "Reason for request" with a red asterisk indicating a required field. The text "Need one section per dept chair" is entered into the input field. Below the input field are two buttons: "START OVER" and "SUBMIT REQUEST".

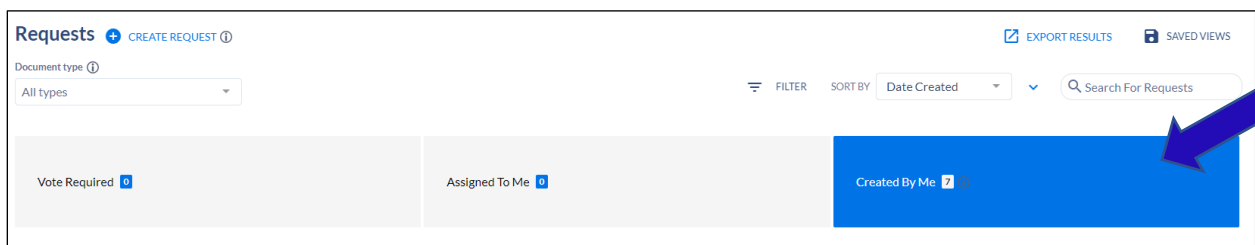
The request will go to the Registrar's Office to approve or deny.

You can review the status of your request

Click on Requests on the left side navigation



Click on ***Created By Me***



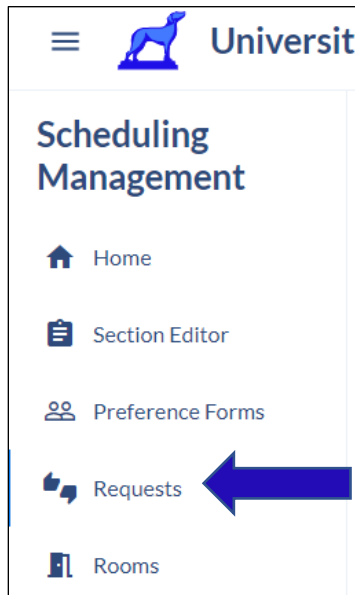
You will see all of your initiated requests and status.

# COURSEDOG SCHEDULER TRAINING DOCUMENT

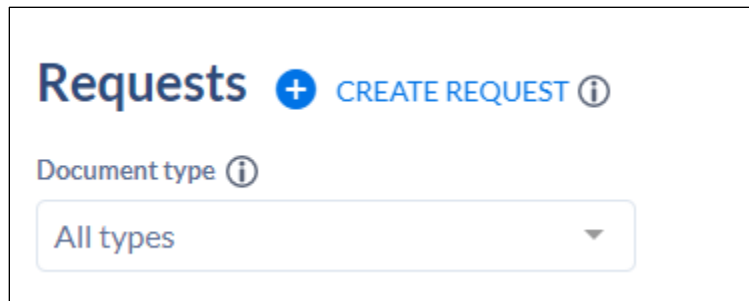
Once the request is approved, the section will update in Courseedog.

## *Adding a Section from Course Inventory*

Click on Request on the left side navigation page

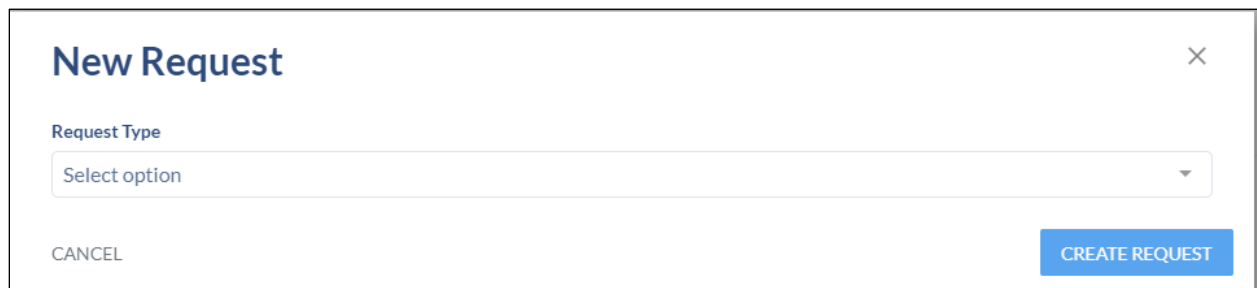


Click on **+CREATE REQUEST** (at top of page)



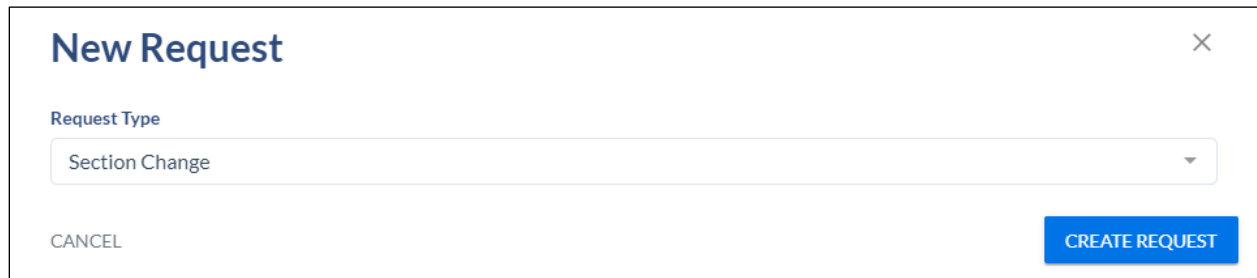
A new window will populate

Select option by clicking on the drop down arrow



# COURSEDOG SCHEDULER TRAINING DOCUMENT

Choose *Section Change* and click **CREATE REQUEST**



**New Request** ×

Request Type

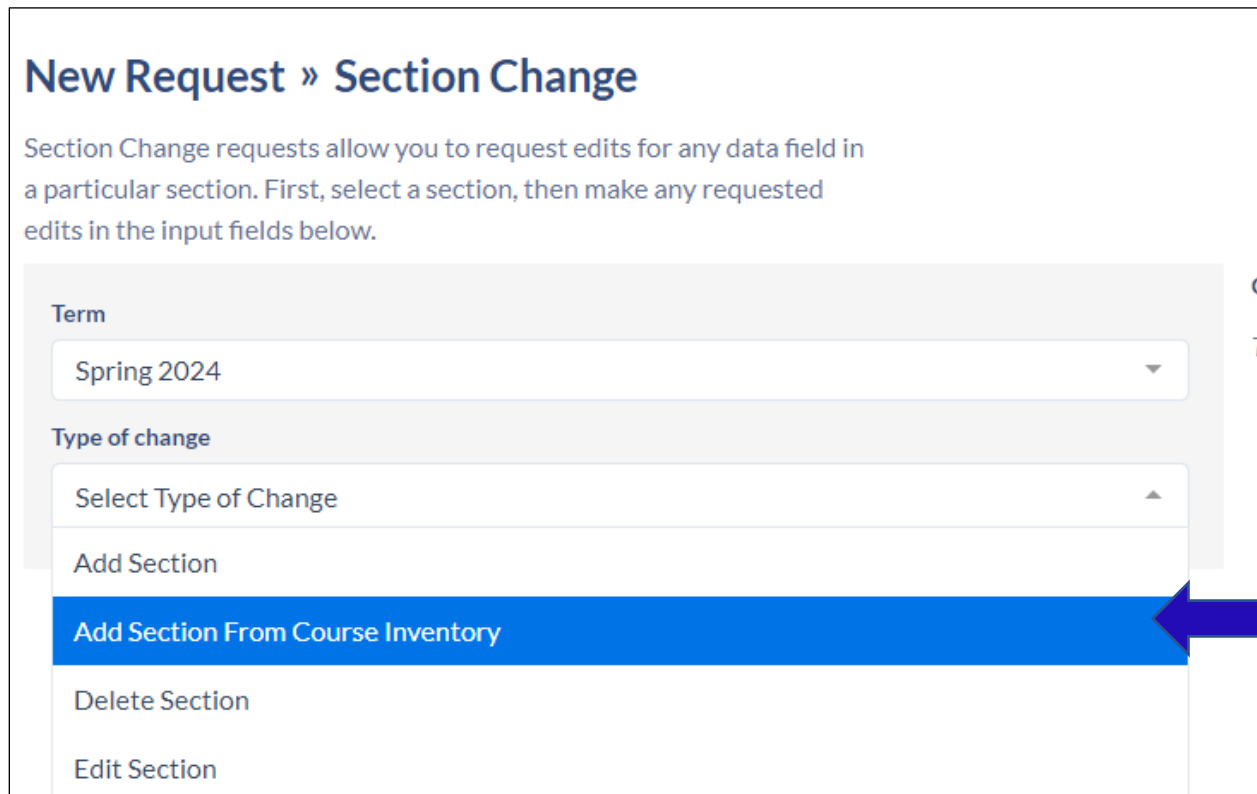
Section Change

CANCEL CREATE REQUEST

This will open a new window

Click on the drop-down arrow in the Type of Change field

Select Add Section from Course Inventory



**New Request » Section Change**

Section Change requests allow you to request edits for any data field in a particular section. First, select a section, then make any requested edits in the input fields below.

Term

Spring 2024

Type of change

Select Type of Change

Add Section

**Add Section From Course Inventory**

Delete Section

Edit Section

Select a course (begin typing in the search field)

# COURSEDOG SCHEDULER TRAINING DOCUMENT

## New Request » Section Change

Section Change requests allow you to request edits for any data field in a particular section. First, select a section, then make any requested edits in the input fields below.

**Term**  
Spring 2024

**Type of change**  
Add Section From Course Inventory

**Select a course**

- hist 40
- HIST400 - RESEARCH SEMINAR FOR MAJORS
- HIST401 - DIRECTED STUDY**
- HIST402 - INDIVIDUAL INTERNSHIP
- HIST406 - SUMMER UNDERGRADUATE RESEARCH

If the course is already exists within scheduling, there will be a warning message. STOP. Choose Start Over or reselect the appropriate course.

**Select a course**

HIST401 - DIRECTED STUDY

This course already exists in scheduling

**Reason for request \***

Why are you making this request?

START OVER    **SUBMIT REQUEST**

# COURSEDOG SCHEDULER TRAINING DOCUMENT

**New Request » Section Change**

Section Change requests allow you to request edits for any data field in a particular section. First, select a section, then make any requested edits in the input fields below.

**Term**  
Spring 2024

**Type of change**  
Add Section From Course Inventory

**Select a course**  
GEOG215 - GEOG OF JAMES RIVER WATERSHED

**Reason for request \***  
Why are you making this request?

START OVER SUBMIT REQUEST

Enter a reason for the request.

**\*\*DO NOT CLICK SUBMIT REQUEST YET\*\***

**New Request » Section Change**

Section Change requests allow you to request edits for any data field in a particular section. First, select a section, then make any requested edits in the input fields below.

**Term**  
Spring 2024

**Type of change**  
Add Section From Course Inventory

**Select a course**  
GEOG215 - GEOG OF JAMES RIVER WATERSHED

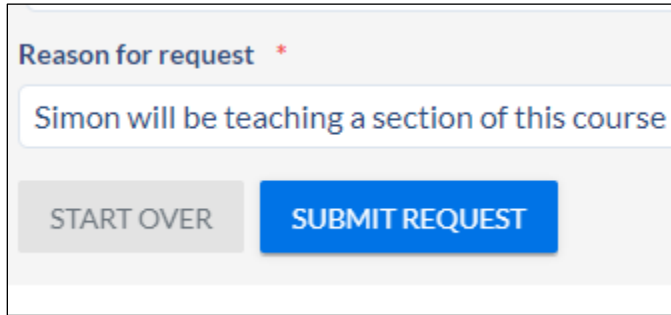
**Reason for request \***  
Simon will be teaching a section of this course for the spring.

START OVER SUBMIT REQUEST

Complete rest of the section information as if you were [adding a new section](#).

Once complete, now you can click on ***SUBMIT REQUEST***

# COURSEDOG SCHEDULER TRAINING DOCUMENT



Reason for request \*

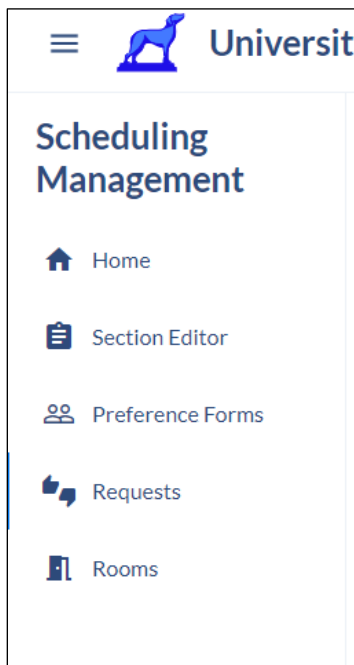
Simon will be teaching a section of this course

START OVER SUBMIT REQUEST

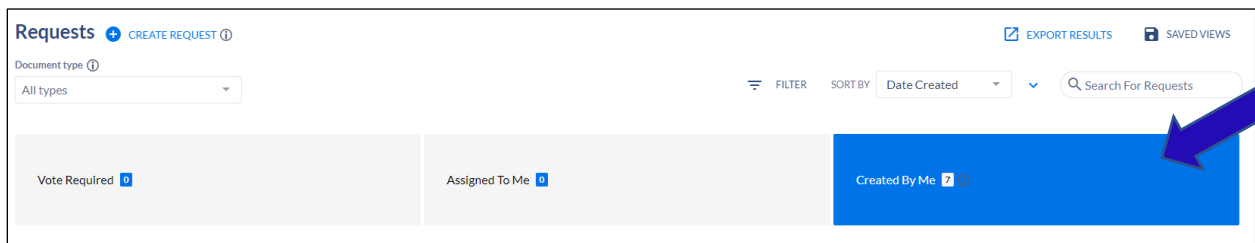
The request will go to the Registrar's Office to approve or deny.

You can review the status of your request

Click on Requests on the left side navigation



Click on ***Created By Me***



You will see all of your initiated requests and status.

Once the request is approved, the section will update in Courseedog.

# COURSEDOG SCHEDULER TRAINING DOCUMENT

## *Glossary*

**Section Editor Card:** the scheduler will enter section information as it relates to date, time, credit, special topic title, enrollment, waitlist, tiered caps,

**Phase:** is a combination of role and field permissions that can be associated with terms as your scheduling cycle changes.

**Open Scheduling 1:** when the schedule is open for the department scheduler to edit/add sections via the section editor card.

**Schedule Validation 1:** the schedule is being reviewed by the Registrar office. Department schedulers cannot readily make changes to the section editor card but can submit a request to make a change.

**Open Scheduling 2:** the schedule will open again for the department scheduler to edit/add sections via the section editor card.

**Schedule Validation 2:** The schedule is being reviewed by the Registrar office. Department schedulers cannot readily make changes to the section editor card but can submit a request to make a change.

**Requests:** Allows the department scheduler to submit a change to edit a section, add a section, or delete a section. The request will go through a workflow to the Registrar office to be approved, denied, or returned back to the sender for additional information.

**Non-Standard Meeting Times:** The scheduler will not be using the preset meeting patterns. This can be done on new sections or existing sections.



## COURSEDOG SCHEDULER TRAINING DOCUMENT

### *Explanation of Fields*

<b>Field Name</b>	<b>Field Value(s)</b>	<b>Required</b>	<b>Explanation</b>
Section Number	Numerical section number	No	Automatically populates and cannot be altered by Department Scheduler
CRN	Numerical value	No	Rolled section: there is a prepopulated CRN New Section: The CRN will populate once the section syncs with Banner.
Section Status	Active, Inactive, or Cancelled	No	Active: Inactive: Canceled:
Session	Day or Evening	No	Day session begins prior to 6pm Evening session begins after 6pm
Grade Mode	Standard, Pass/Fail, or Audit	Yes	Will always be set the default. If you would like to change it, add a note at the end of the Section editor card.
Is this a special topic course?	"YES" or "NO"	No	The answer is usually "NO". Only select "YES" if the course will be a special topic (e.g. internships, directed study, or independent study).
Instruction Mode	Default, Hybrid, Online	No	Default: Unless changing the section to Online or Hybrid, leave as "Default"
Section Name	Free text field	No	Enter Special Topic name.
Part of Term	MBA/MSM Full Term Clac Extended Reg Term Law Full Term	Yes	ABJ should always choose Full Term

## COURSEDOG SCHEDULER TRAINING DOCUMENT

	School of Continuing Studies Wellness Extended Reg Term		
Campus	Cambridge Placement, Cambridge, Arts & Sciences, MBA, Jepson School, Sch of Prof& Continuing Studies, Law School, Business School, Abroad Campus	Yes	This should be the home school for the course.
Show on BannerWeb?	"YES" or "NO"	No	This allows the section to display on Bannerweb. The answer is most often "yes".
Will you need a custom start/end date?	"YES" or "NO"	No	This answer is often "no". This usually applies to Wellness classes for example.
Schedule Type Notes	n/a	n/a	Please ensure there is only one Schedule Type below. If you are unsure of which schedule type to use, refer to the registrar-provide manual.
Schedule Type	See <a href="#">Schedule Type</a> for list.	Yes	Select only one. See <a href="#">Schedule Type</a> to ensure you select the correct one.
Meeting Patterns & Rooms		No	Add custom or non-standard meeting day and time.
Instructors		No	Add instructor(s) to the section.
Relationships Notes	n/a	n/a	Below you may see sections that have been Cross-listed or Linked

## COURSEDOG SCHEDULER TRAINING DOCUMENT

			with this section. If you need to adjust, add, or remove a Cross-listed or Linked section, please specify that within the "Notes" section at the bottom.
Relationships	n/a	n/a	
Does this section use variable credits?	"YES" or "NO"	No	Only select "YES" if the course is variable credit. If you select "YES" and the course is not variable credit, an error message will populate.
Credits	Free text field, numerical value	No	Only enter into this field if this course is variable credit.
Variable Billing Hours	Free text field, numerical value	No	Only enter into this field if this course is variable credit. This should match the credit value.
Enrollment Settings	Free text field, numerical value	Yes	Enter the enrollment capacity for the section.
Does this section need a waitlist	"YES" or "NO"	Yes	If "YES" is selected then a new field will open.  If you are using tiered caps, we cannot put the waitlist on until the tiered caps have been completed.
If yes, what specific date should the wait list be added to the section?	Free text field, numerical value	Yes	Enter when the date when the wait list should be turned on.
Optimize Rooms	"YES" or "NO"	Yes	Always select "Yes"
Would you like to select a Preferred Building or a Preferred Room?	Yes, Preferred Building, Yes, Preferred Room, No	No	Selecting either Yes, Preferred Building or Yes, Preferred Room will populate a new field to enter the preferred building or room. This will allow the Room Optimizer to assist with

## COURSEDOG SCHEDULER TRAINING DOCUMENT

			the assignment of room to the section.
Preferred Buildings		No	Ability to select multiples buildings from the drop down list.
Preferred Room		No	Ability to select multiples buildings from the drop down list.
If departmental approval is required for this section, please make the appropriate selection below:	Departmental Approval	No	Select Departmental Approval, if needed.
Does this section need to be Gradable?	"YES" or "NO"	Yes	This should always be "YES" except for lab portions of a science course.
Section Attribute		No	Not editable. Will auto-populate any attributes on the course.
Section Notes	Free text field	No	Enter any additional notes that the registrar office will need.

# COURSEDOG SCHEDULER TRAINING DOCUMENT

## Schedule Types

Here are some key points regarding **schedule types**:

- -For each section, there should only be one schedule type selected.
- -In most instances the schedule type will be “L” for lecture.
- -“L” is the schedule type for special topics courses, however, if more than one special topics course is listed, where the topics differ from each other, the schedule types need to be different. This is done by adding a number after the “L”. Example:

The schedule type for HS 397-01: *ST: HEALTH ECONOMICS* is “L”, the schedule type for HS 397-02: *ST: CLIMATE CHANGE & HEALTH* is “L2”, the schedule type for HS 397-03: *ST: HEALTH SECTOR ANALYSIS* is “L3”, etc...

Each section has a different schedule type because the topics are different for each section. If the topics were the same, they could have the same schedule type.

- Some courses have labs that are combined with their lectures (an example of this would be biology classes or even the language classes because of the drills). The schedule type for these courses is “LC”
- In the case of the biology intro courses where the topics may vary, the schedule types need to be different. This is done by adding a number after the “LC”. Example:

The schedule type for BIOL 120-01: *MCB: TOXIC COMMUNITIES W/ LAB* is “LC” the schedule type for BIOL 120-02: *MCB: EMERG INFECT DISEASE W/ LAB* is “LC2”, the schedule type for BIOL 120-03: *MCB: HUMAN GENETICS W/ LAB* is “LC3”.

Each section has a different schedule type because the topics are different for each section. If the topics were the same, they could have the same schedule type.

Here is a complete list of schedule types:

<b>Schedule Type</b>	<b>Code</b>
Regular Lecture	L, L1, L2, L3, L4, and so on as needed
Lecture with Drill/Lab Combined	LC, LC1, LC2, and so on as needed
Linked lab/drill	LL, LL1, LL2, and so on as needed
Independent Study	Remains as just I, I1, I2, I3, and so on
Thesis	IT for Individual Thesis
Seminar	Will just be listed as lecture (L, L1...)
Research	IR for Individual Research
Internship	IP for Individual Internship

## COURSEDOG SCHEDULER TRAINING DOCUMENT

Required Activity	Will just be listed as the type of course it is
Art Studio	LA for Art Studio lecture
Performance	IO for Individual Performance
Ensemble	LE for Ensemble Lecture
Applied Music	M