

COURSEDOG SCHEDULER TRAINING DOCUMENT

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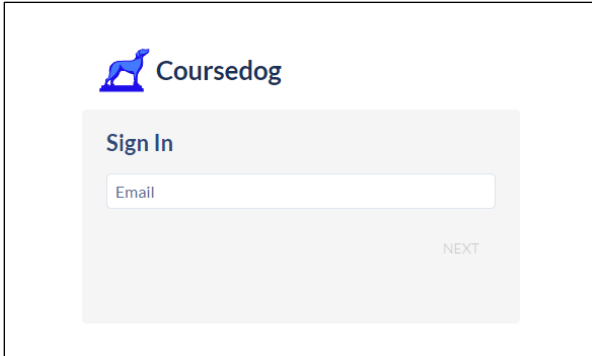
COURSEDOG SCHEDULER TRAINING DOCUMENT

Login

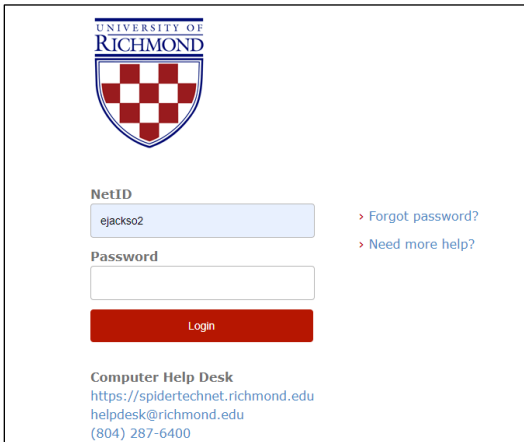
Visit <https://app.Coursedog.com/>

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

Enter your UR email

A screenshot of the Coursedog login interface. At the top left is the Coursedog logo, which consists of a blue dog icon and the word "Coursedog". Below the logo is a light gray box with the title "Sign In". Inside this box is a white input field labeled "Email". To the right of the input field is a button labeled "NEXT".

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)

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

Enter your University of Richmond SSO credentials.

Click **Login**

COURSEDOG SCHEDULER TRAINING DOCUMENT

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.

Your Products

Scheduling
Build the perfect section, and room schedule. No spreadsheets required.

Curriculum
Automate curriculum approval workflows and send approved proposals directly into your catalog.

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.

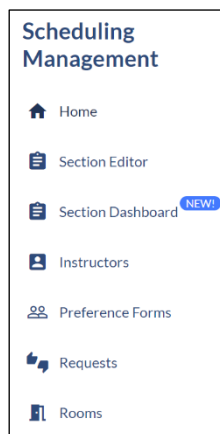
You will also see next to your Departmental Status which phase we are currently in.

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

COURSEDOG SCHEDULER TRAINING DOCUMENT

Departmental Status (Spring 2024)						<input type="text" value="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

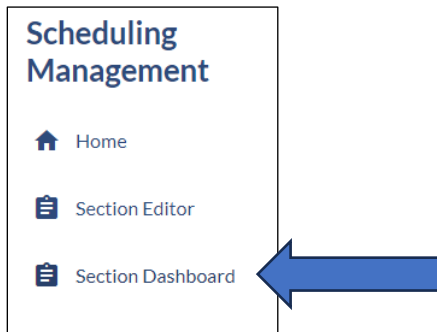
On the left side navigation, there is Home, Section Dashboard, Instructors, Preference Forms (currently not using), Requests, and Rooms



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













Section Dashboard



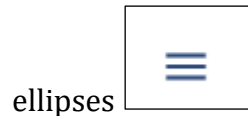
This will take you to the department/program(s) that is set as your primary.

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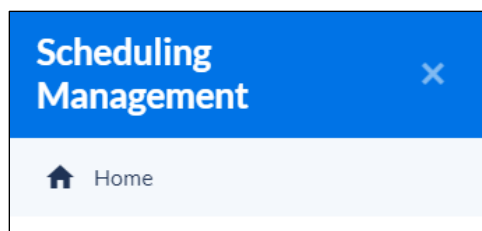


STATUS	ACTIONS	COURSE -> COURSE CODE	SECTION NUMBER	CRN	COURSE -> DEPARTMENTS	SE
✓	  	AMST201	02	12703	American Studies	Ac
✓	  	AMST201	01	11947	American Studies	Ac
✓	  	AMST201	03	12735	American Studies	Ac
⚠	  	AMST298	01	11566	American Studies	Ac

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



Click on Home

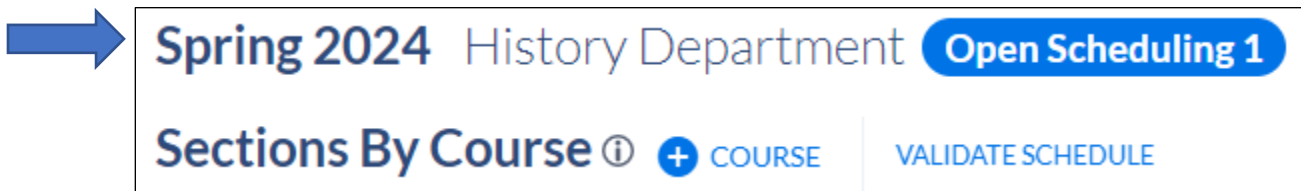


You will be brought back to the home page.

Terms

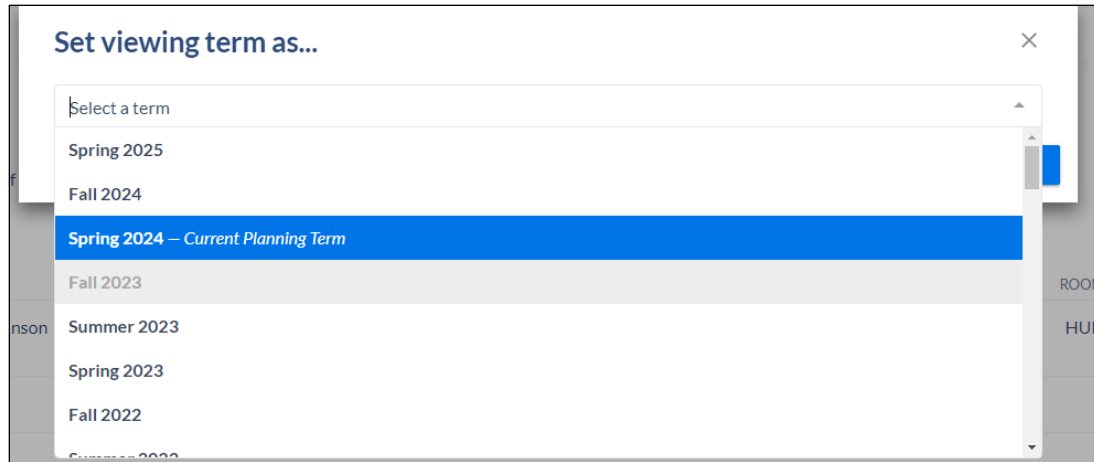
You can toggle between terms to view.

Click on term (e.g. Spring 2024)



Select the desired term.

COURSEDOG SCHEDULER TRAINING DOCUMENT



A screenshot of a web application window titled "Set viewing term as...". It features a dropdown menu with the following options: "Select a term", "Spring 2025", "Fall 2024", "Spring 2024 — Current Planning Term" (highlighted in blue), "Fall 2023", "Summer 2023", "Spring 2023", "Fall 2022", and "Summer 2022".

Click on ***VIEW THIS TERM***

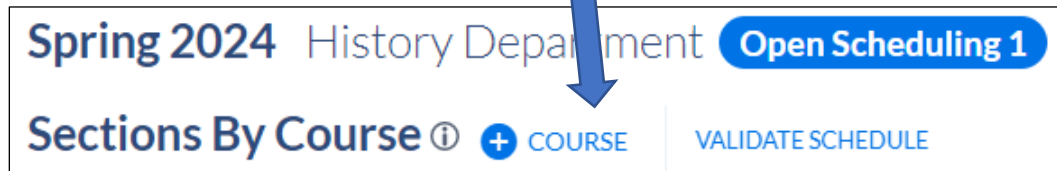


A screenshot of the same "Set viewing term as..." window. The dropdown menu now shows "Spring 2024 — Current Planning Term" as the selected option. A blue button labeled "VIEW THIS TERM" is visible in the bottom right corner.

*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 screenshot of a web application interface. At the top, it says "Spring 2024 History Department" followed by a blue button "Open Scheduling 1". Below this, there is a section titled "Sections By Course" with an information icon, a blue button "+ COURSE", and a link "VALIDATE SCHEDULE". A large blue arrow points from the text above to the "+ COURSE" button.

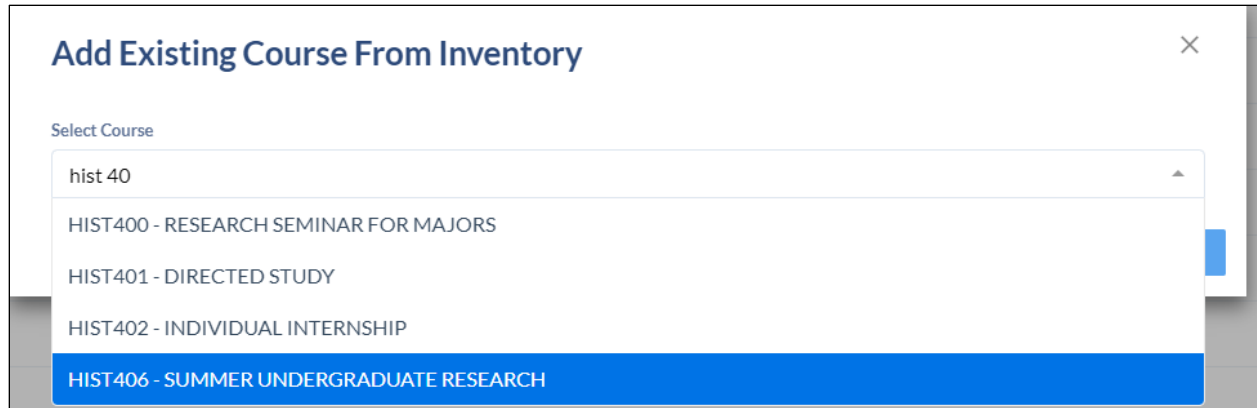
A new window populates



A screenshot of a new window titled "Add Existing Course From Inventory". It contains a "Select Course" dropdown menu with the placeholder text "Type to search for courses". A blue button labeled "ADD COURSE" is in the bottom right corner.

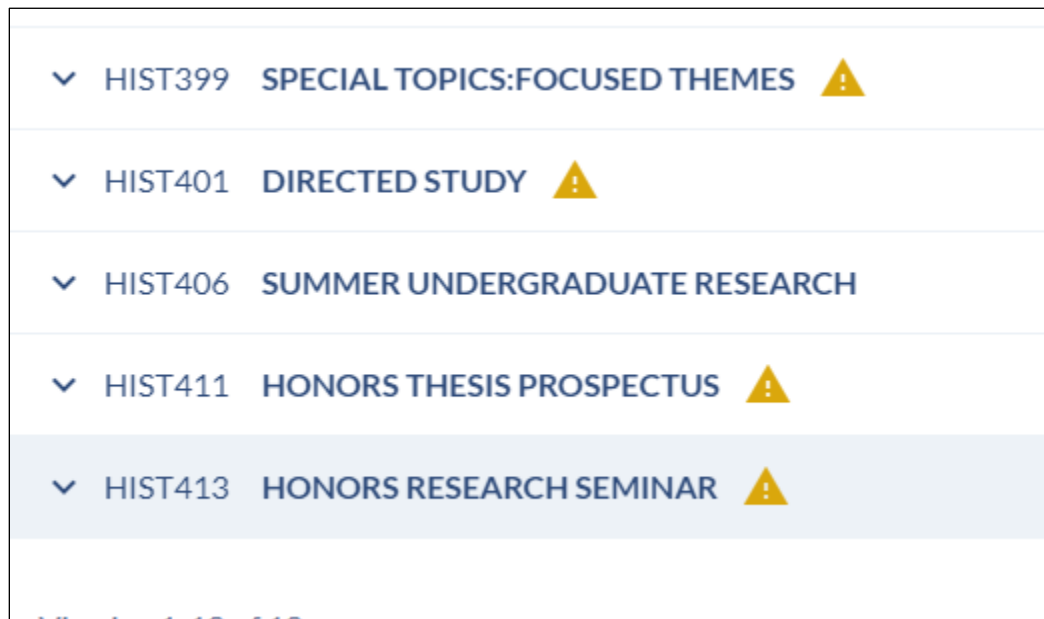
Search for course by typing the subject in the Select Course field

COURSEDOG SCHEDULER TRAINING DOCUMENT



Click on ***ADD COURSE***

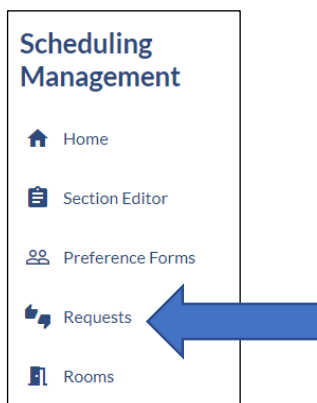
The course now shows as an option to add sections.



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***



COURSEDOG SCHEDULER TRAINING DOCUMENT

Requests

+

CREATE REQUEST

Document type ⓘ

All types

⌵

FILTER

SORT BY

Date Created

Vote Required 0

Assigned To Me 0

Created By Me 0

NAME

PROPOSAL TYPE

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

Rooms

Allows you to view the active rooms.

Rooms ⓘ				⌵ FILTER	🔍 Search for
Viewing 1-50 of 234				⏪ PREVIOUS	
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

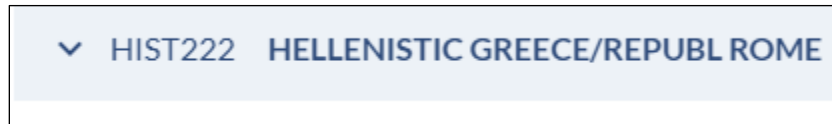
Open Scheduling 1 6/19/2023		Schedule Validation 1 6/30/2023
Departmental Status (Spring 2024) Open Scheduling 1		
NAME	SCHEDULERS	COURSE
Art	Richmond Test and test dept	29
Geography	Richmond Test and Nancy Propst	11
History	Richmond Test and test dept	18
Political Science	Richmond Test, Kid Capri and 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.



^ HIST222 HELLENISTIC GREECE/REPUPL ROME ⚠

Course Description

Investigation of rise of the Roman hegemony in context of the Hellenistic Mediterranean. Special attention given to role of Hellenistic kings. <b...

[+ SECTION](#)

COURSE INFO

SECTION	INSTRUCTORS	DAYS	START	END	ROOM
01	Walter Stevenson	Mo, We, and Fr	12:00 PM	12:50 PM	HUM 209

To add a new section, click on +SECTION



This will open the Section Editor card

Adding HIST222 - 02 ⚠

This section has not yet been synced with the SIS.

This section is violating **Selected Grade Mode does not match Course Default**
⚠ **Grade Mode:** Please select the grade mode that matches the course default grade mode.

General Information

Section Number

02

CRN

—

Section Status

Active

Session

Set Session

Course Default Grade Mode

Standard Grading Mode-Undergraduate Units

Grade Mode

required

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: Coursedog 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](#)

COURSEDOG SCHEDULER TRAINING DOCUMENT



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

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 i

ATTRIBUTES	USAGE	PREFERENCE FIT
	0	100%

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

ATTRIBUTES	USAGE	PREFERENCE FIT
	0	100%

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

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

ATTRIBUTES	USAGE	PREFERENCE FIT
	0	100%

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

ATTRIBUTES	USAGE	PREFERENCE FIT
Prime Time	47	90%


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

ATTRIBUTES	USAGE	PREFERENCE FIT
Prime Time	70	90%


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


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

 Mo and We 12:00 PM 1:15 PM Not ... 08/28/23 12/20/23


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


 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

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 HIST222 - 02

☒ Instructors from Department☐ All Instructors

Filter By Instructor Type

Start typing...

Viewing 1-25 of 26

< PREVIOUS


NEXT >

Edward Ayers			<div>i</div>
TYPE	CONFLICTS	PREFERENCE FIT	
Not Set	0	100%	
Christopher Bischof			<div>i</div>
TYPE	CONFLICTS	PREFERENCE FIT	
Not Set	0	100%	
David Brandenberger			<div>i</div>
TYPE	CONFLICTS	PREFERENCE FIT	
Not Set	0	100%	
Joanna Drell			<div>i</div>
TYPE	CONFLICTS	PREFERENCE FIT	
Not Set	0	100%	
Brianna Frakes			<div>i</div>
TYPE	CONFLICTS	PREFERENCE FIT	
Not Set	0	100%	
Robert Colson			<div>i</div>


CANCEL

COURSEDOG SCHEDULER TRAINING DOCUMENT

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)

COURSEDOG SCHEDULER TRAINING DOCUMENT

 **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)

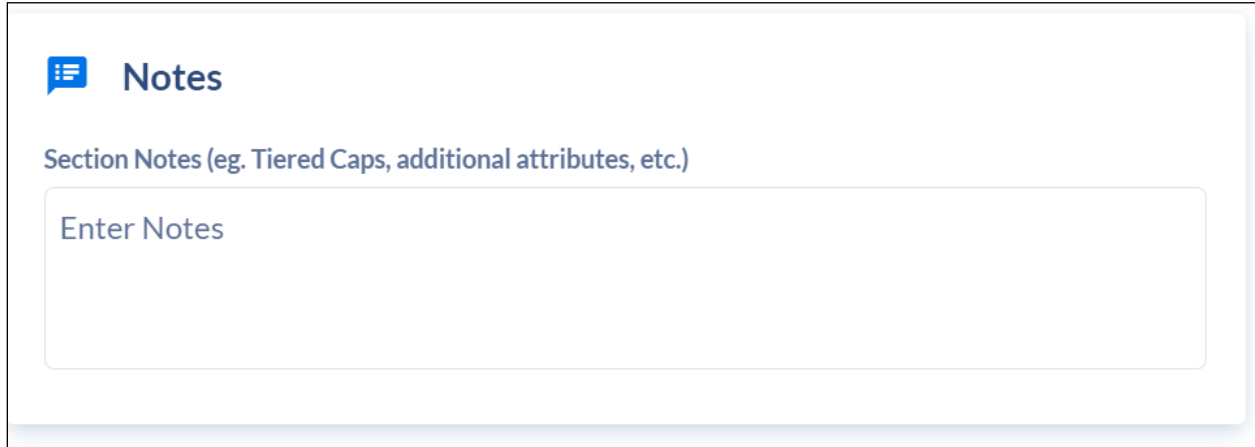
Section Attributes

—

COURSEDOG SCHEDULER TRAINING DOCUMENT

Notes

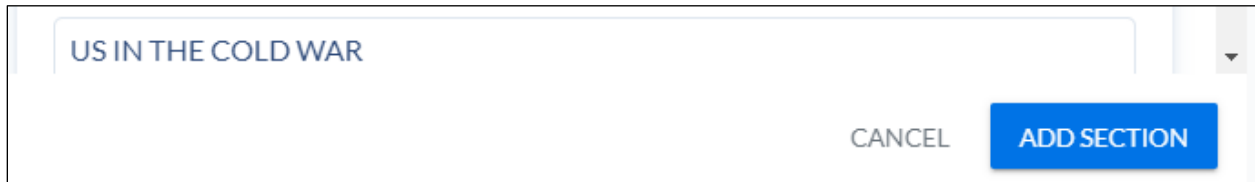
Here you can enter notes that the Registrar office will need such as removing or adding attributes, tiered caps, cross-linked sections, linked sections, etc. If notes need to be added to Banner, please specify.

A screenshot of a web interface titled "Notes". It features a blue icon of a notepad and the word "Notes" in bold. Below this is a subtitle "Section Notes (eg. Tiered Caps, additional attributes, etc.)". Underneath is a large, empty text input box with the placeholder text "Enter Notes".

Click **ADD SECTION**

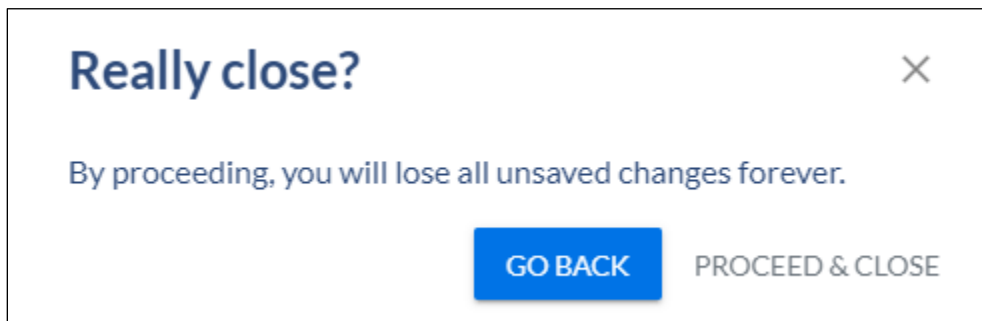
A blue rectangular button with the text "ADD SECTION" in white, uppercase letters.

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

A screenshot of a web interface showing a section editor. At the top, there is a text input field containing "US IN THE COLD WAR". Below this, there are two buttons: "CANCEL" and "ADD SECTION". The "ADD SECTION" button is blue with white text, while "CANCEL" is a simple text label.

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.

A screenshot of a dialog box titled "Really close?". It has a close button (X) in the top right corner. The text inside says "By proceeding, you will lose all unsaved changes forever." At the bottom, there are two buttons: "GO BACK" (blue with white text) and "PROCEED & CLOSE" (grey with grey text).

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.

^


PLSC270

SOCIAL SCIENCE INQUIRY



Course Description

Introduction to the process of social science research and inquiry. Includes instruction on for...



COURSE INFO

+

SECTION

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

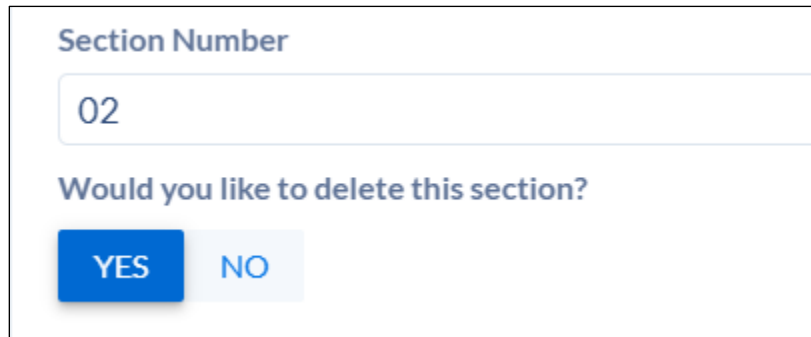
COURSEDOG SCHEDULER TRAINING DOCUMENT

Deleting a Section

You can delete sections that are not needed.

Open Section Editor Card

Click “YES” under the Would you like to delete this section? question

A rectangular card with a light gray border. At the top, it says "Section Number" in bold. Below that is a text input field containing "02". Underneath the input field, it asks "Would you like to delete this section?". At the bottom, there are two buttons: a blue "YES" button and a light gray "NO" button.

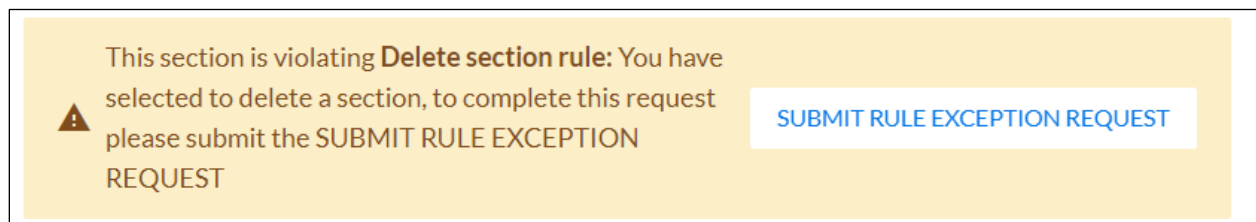
Section Number

02

Would you like to delete this section?

YES NO

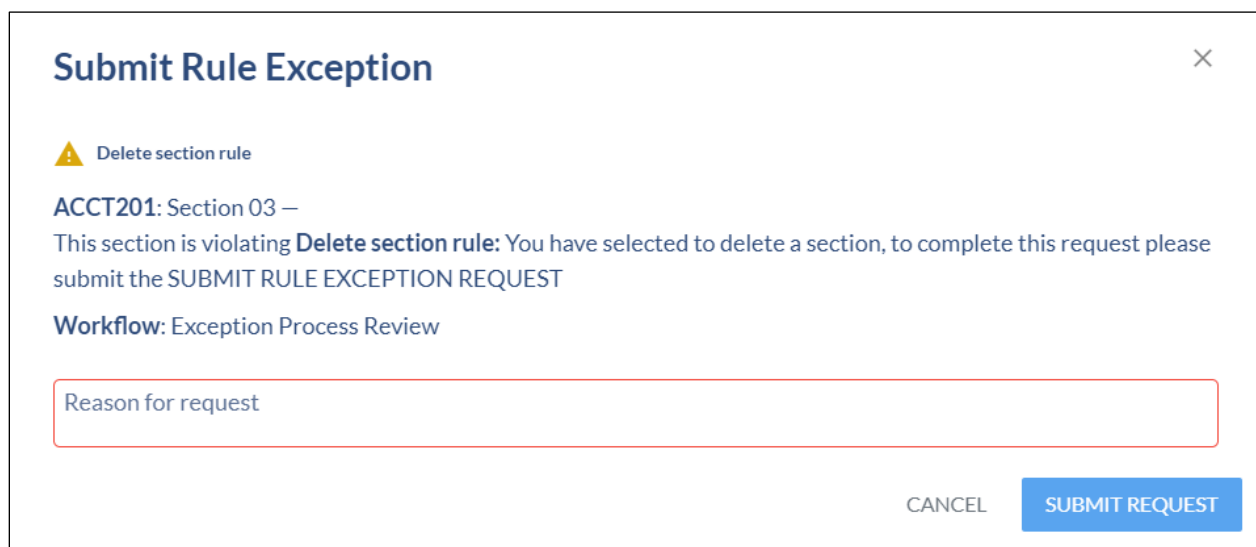
This will prompt you to complete SUBMIT RULE EXCEPTION REQUEST

A yellow banner with a dark gray border. On the left, there is a warning icon (a triangle with an exclamation mark) and text: "This section is violating **Delete section rule:** You have selected to delete a section, to complete this request please submit the SUBMIT RULE EXCEPTION REQUEST". On the right, there is a white button with blue text that says "SUBMIT RULE EXCEPTION REQUEST".

This section is violating **Delete section rule:** You have selected to delete a section, to complete this request please submit the SUBMIT RULE EXCEPTION REQUEST

SUBMIT RULE EXCEPTION REQUEST

Click on the link and this populate the Submit Rule Exception window. Fill in the reason for request and click SUBMIT REQUEST.

A window titled "Submit Rule Exception" with a close button (X) in the top right corner. Below the title, there is a warning icon and text: "Delete section rule". Then, it says "ACCT201: Section 03 —". Below that, it repeats the warning: "This section is violating **Delete section rule:** You have selected to delete a section, to complete this request please submit the SUBMIT RULE EXCEPTION REQUEST". Underneath, it says "Workflow: Exception Process Review". There is a large text input field with the placeholder text "Reason for request". At the bottom right, there are two buttons: a gray "CANCEL" button and a blue "SUBMIT REQUEST" button.

Submit Rule Exception

⚠ Delete section rule

ACCT201: Section 03 —

This section is violating **Delete section rule:** You have selected to delete a section, to complete this request please submit the SUBMIT RULE EXCEPTION REQUEST

Workflow: Exception Process Review

Reason for request

CANCEL SUBMIT REQUEST

This will prompt it to go through a workflow so that it can be removed.

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

WGSS379

SELECTED TOPICS

⚠ ⚠

Course Description

Varying issues of current relevance and importance to women's studies. May be repeated for credit if topics differ.

COURSE INFO

+ 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

Meeting Patterns & Rooms

DAYSSTARTENDROOMSTART DATEEND 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.

Meeting Patterns & Rooms

DAYSSTARTENDROOMSTART DATEEND 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
MEETING PATTERN				SET DETAILS		

Meeting Patterns & Rooms

DAYS		START	END	ROOM	START DATE	END DATE
S	M	T	W	R	F	S
		01:00 PM	02:45 PM	Not...	08/28/23	12/20/23
MEETING PATTERN				SET DETAILS		

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

^ ARTH225 ART AND ASIA ⚠				
Course Description Art, architecture, and material cultures of South, Southeast, and East Asia—premodern and modern. Provides an overview of the vast artifactu...				 COURSE INFO
+ 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



 **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 HIST222 - 02

☒ Instructors from Department ☐ All Instructors

Filter By Instructor Type

Viewing 1-25 of 26 [< PREVIOUS](#) [NEXT >](#)

Edward Ayers

TYPE

Not Set

CONFLICTS

0

PREFERENCE FIT

100%

Christopher Bischof

TYPE

Not Set

CONFLICTS

0

PREFERENCE FIT

100%

David Brandenberger

TYPE

Not Set

CONFLICTS

0

PREFERENCE FIT

100%

Joanna Drell

TYPE

Not Set

CONFLICTS

0

PREFERENCE FIT

100%

Brianna Frakes

TYPE

Not Set

CONFLICTS

0

PREFERENCE FIT

100%

Robert Salmons

TYPE

Not Set

CONFLICTS

0

PREFERENCE FIT

100%

CANCEL

Select the desired instructor

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

Patricia Gibson

TYPE

Not Set

CONFLICTS

0

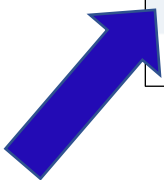
PREFERENCE FIT

100%


+ INSTRUCTOR


SET INSTRUCTOR ROLES & DETAILS


*




COURSEDOG SCHEDULER TRAINING DOCUMENT


 **Instructors**




Nael Abouzaki (Primary - 100%)


TYPE	CONFLICTS	PREFERENCE FIT
Not Set	0	100%




Jeremy Hoffman (Primary - 100%)

TYPE	CONFLICTS	PREFERENCE FIT
Not Set	1	50%

 INSTRUCTOR

 SET INSTRUCTOR ROLES & DETAILS *

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

 SET INSTRUCTOR ROLES & DETAILS *

Click on the instructor's name in the new window to assign the Primary Instructor Role. Only one instructor can be set as Primary. The other must Non-Primary.

COURSEDOG SCHEDULER TRAINING DOCUMENT

Set Instructor Roles & Details

Nael Abouzaki

Instr. Role

Primary

Instr. Percentage

100

Ignore Double Bookings

YES

NO

Instr. Session Indicator

required

01: Mo and We 6:00 PM 7:15 PM

The following table lists all session indicators for the section and the associated meetings for reference:

SESSION INDICATOR	ASSOCIATED MEETING TIMES
01	Mo and We 6:00 PM 7:15 PM - Aug 26, 2024 - Dec 6, 2024

Instr. Instructional Method

—

Jeremy Hoffman

Instr. Role

Non-Primary

Instr. Percentage

100

Ignore Double Bookings

CLOSE

Click **CLOSE**

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

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 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

ATTRIBUTES	USAGE	PREFERENCE FIT
	0	100%

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

ATTRIBUTES	USAGE	PREFERENCE FIT
	0	100%

Mo, We, and Fr from 7:30 AM to 8:45 AM

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

ATTRIBUTES	USAGE	PREFERENCE FIT
Prime Time	47	90%

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

ATTRIBUTES	USAGE	PREFERENCE FIT
Prime Time	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](#)

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

TYPE

Not Set

CONFLICTS

0

PREFERENCE FIT

100%

Justin Madron

TYPE

Not Set

CONFLICTS

0

PREFERENCE FIT

100%

Kyle Redican

TYPE

Not Set

CONFLICTS

0

PREFERENCE FIT

100%

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

Instructors

—

Kyle Redican (Primary - 100%)

TYPE

Not Set

CONFLICTS

0

PREFERENCE FIT

100%

—

Allen Moye (Primary - 100%)

TYPE

Not Set

CONFLICTS

0

PREFERENCE FIT

100%

+ INSTRUCTOR

≡ SET INSTRUCTOR ROLES & DETAILS *

Repeat, if needed

Click on **SET INSTRUCTOR ROLES & DETAILS**

COURSEDOG SCHEDULER TRAINING DOCUMENT

 SET INSTRUCTOR ROLES & DETAILS *

Click on the instructor's name in the new window to assign the Primary Instructor Role. Only one instructor can be set as Primary. The other must Non-Primary.

Set Instructor Roles & Details

Kyle Redican

Instr. Role

Primary

Instr. Percentage

100

Ignore Double Bookings

YESNO

Instr. Session Indicator required

01: Mo and We 7:30 PM 8:45 PM

The following table lists all session indicators for the section and the associated meetings for reference:

SESSION INDICATOR	ASSOCIATED MEETING TIMES
01	Mo and We 7:30 PM 8:45 PM - Aug 26, 2024 - Dec 6, 2024

Instr. Instructional Method

—

Allen Moye

Instr. Role

Non-Primary

Instr. Percentage

100

Ignore Double Bookings

CLOSE

Click **CLOSE**

COURSEDOG SCHEDULER TRAINING DOCUMENT

*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)

SAVE SECTION

ADD 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

^ 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 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.

🕒 Meeting Patterns & Rooms

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

+ MEETING PATTERN

🗑

📅 SET DETAILS

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

ATTRIBUTES	USAGE	PREFERENCE FIT
	0	100%

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

ATTRIBUTES	USAGE	PREFERENCE FIT
	0	100%

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

ATTRIBUTES	USAGE	PREFERENCE FIT
	0	100%

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

ATTRIBUTES	USAGE	PREFERENCE FIT
	0	100%

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


ATTRIBUTES	USAGE	PREFERENCE FIT
	0	100%

USE CUSTOM TIMES




SELECT TBA

CANCEL


COURSEDOG SCHEDULER TRAINING DOCUMENT

 Meeting Patterns & Rooms





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

 MEETING PATTERN   SET DETAILS

Click on ***SET DETAILS***

 Meeting Patterns & Rooms

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

 MEETING PATTERN   SET DETAILS 

On the pop-up window, Meeting Patterns Additional Information, in the field Session Indicator, enter “***01***”. It may look like there is a value in the field, but you must enter “01”. Always enter “01”, regardless of the section.

COURSEDOG SCHEDULER TRAINING DOCUMENT

Meeting Patterns Additional Information

Meeting

No Days No Start Time No End Time

Start Date

Aug 26, 2024

End Date

Dec 6, 2024

Ignore Double Bookings

YES

NO

Session Credit Hours


Session Indicator


01

Click CLOSE at the bottom.

CLOSE

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 GEOG388 - 01 ✕

☒ Instructors from Geography Department ☐ All Instructors

Filter By Instructor Type

Q Start typing...

Viewing 1-7 of 7 < PREVIOUS NEXT >

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

Select the desired instructor.

You NO longer need to set the instructor roles & details.

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 ?

0.5

Variable Billing Hours ?

0.5


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.

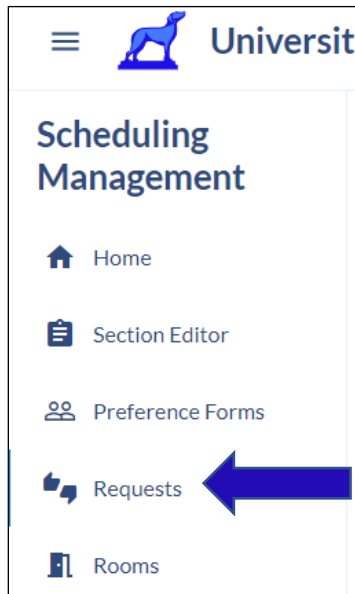
Schedule Validation

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

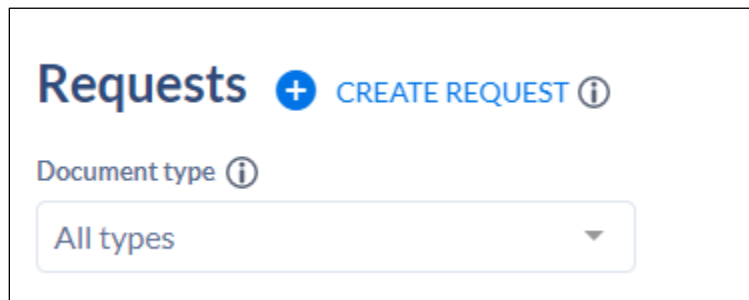
This can be performed to add a new section, edit an existing section, or add a course from the curriculum inventory.

Editing an existing section

Click on Request on the left side navigation page



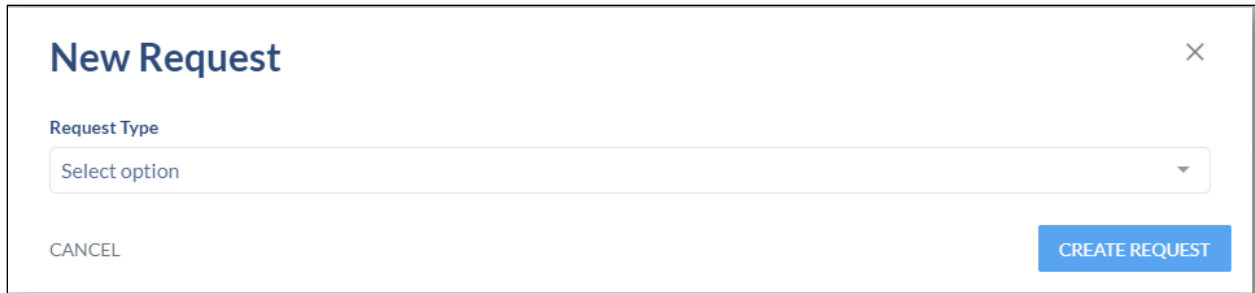
Click on +CREATE REQUEST (at top of page)



A new window will populate

Select option by clicking on the drop down arrow

COURSEDOG SCHEDULER TRAINING DOCUMENT



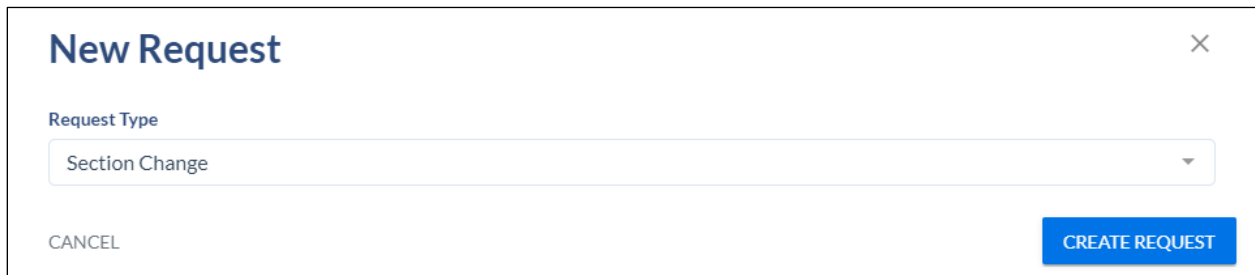
New Request ×

Request Type

Select option

CANCEL CREATE REQUEST

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



New Request ×

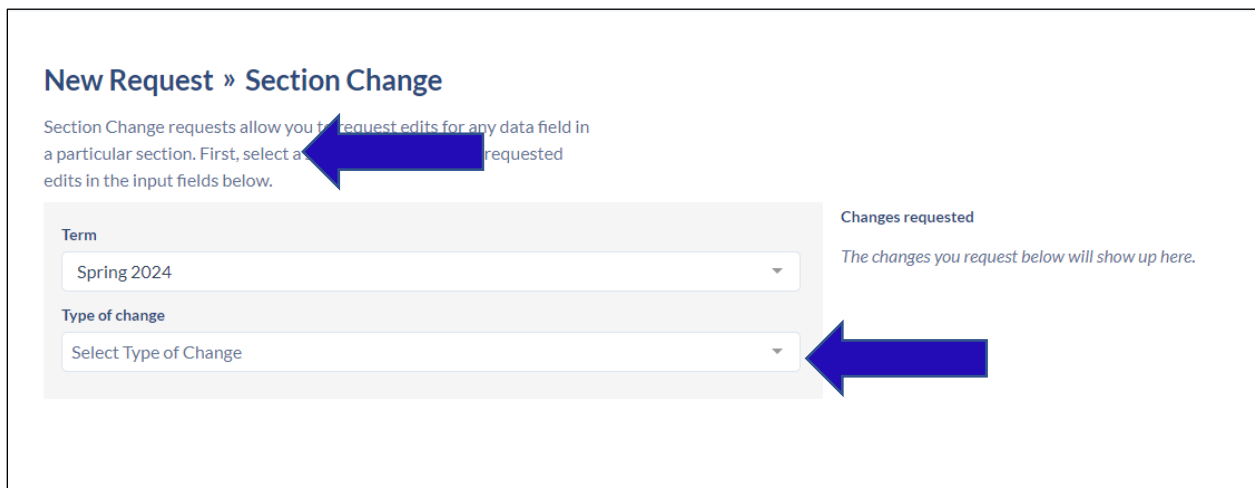
Request Type

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

GEOG360 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

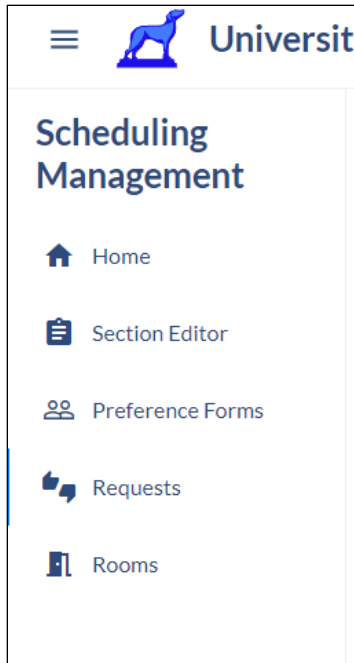
SUBMIT REQUEST

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***



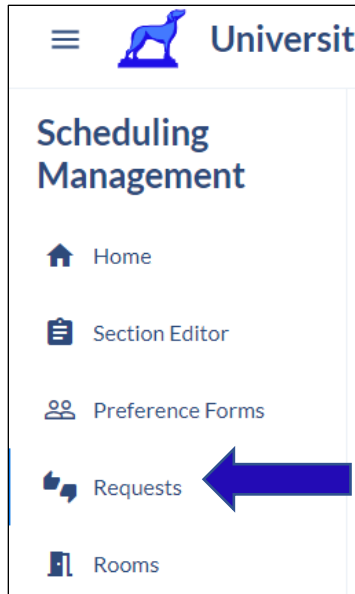
You will see all of your initiated requests and status.

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

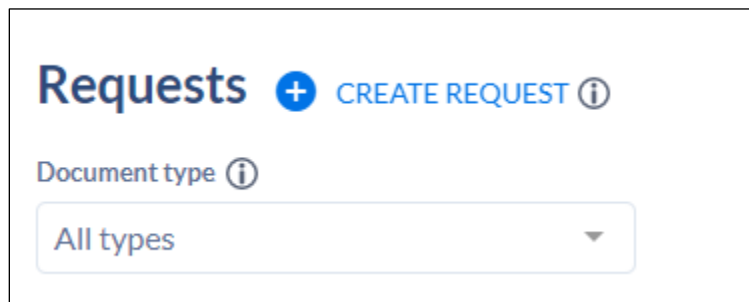
Adding a New Section

Click on Request on the left side navigation page

COURSEDOG SCHEDULER TRAINING DOCUMENT

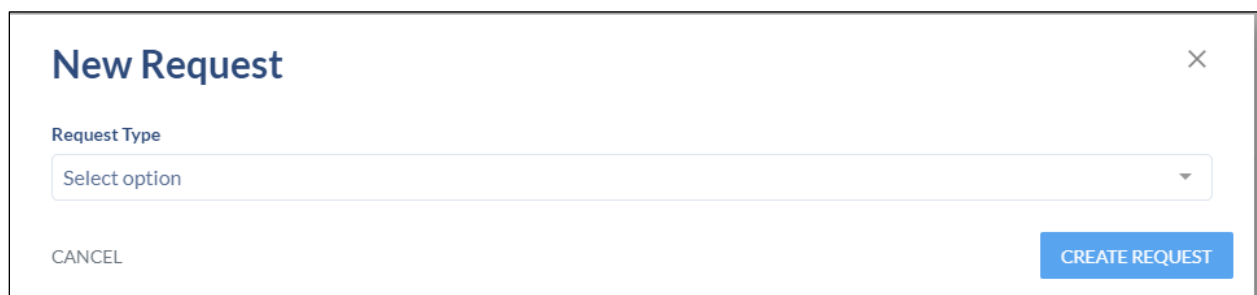


Click on **+CREATE REQUEST** (at top of page)



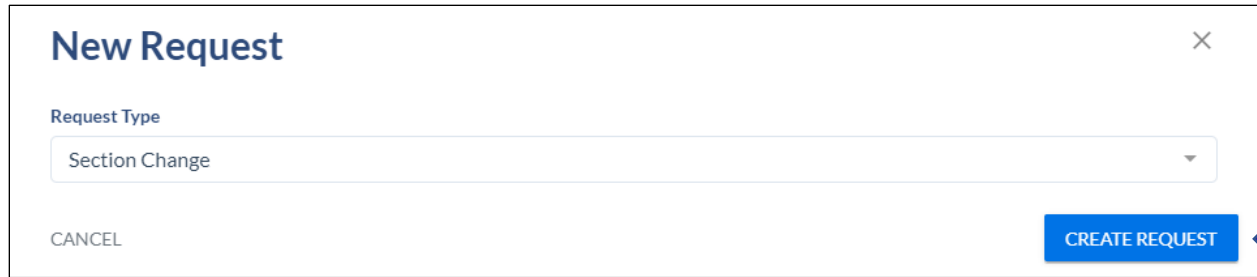
A new window will populate

Select option by clicking on the drop down arrow



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

COURSEDOG SCHEDULER TRAINING DOCUMENT



New Request ×

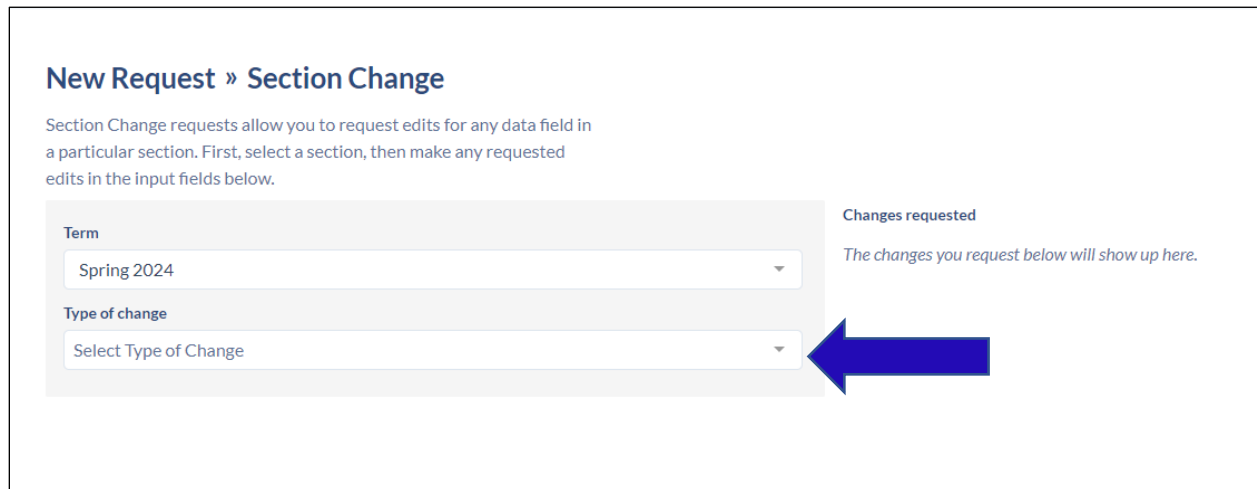
Request Type

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

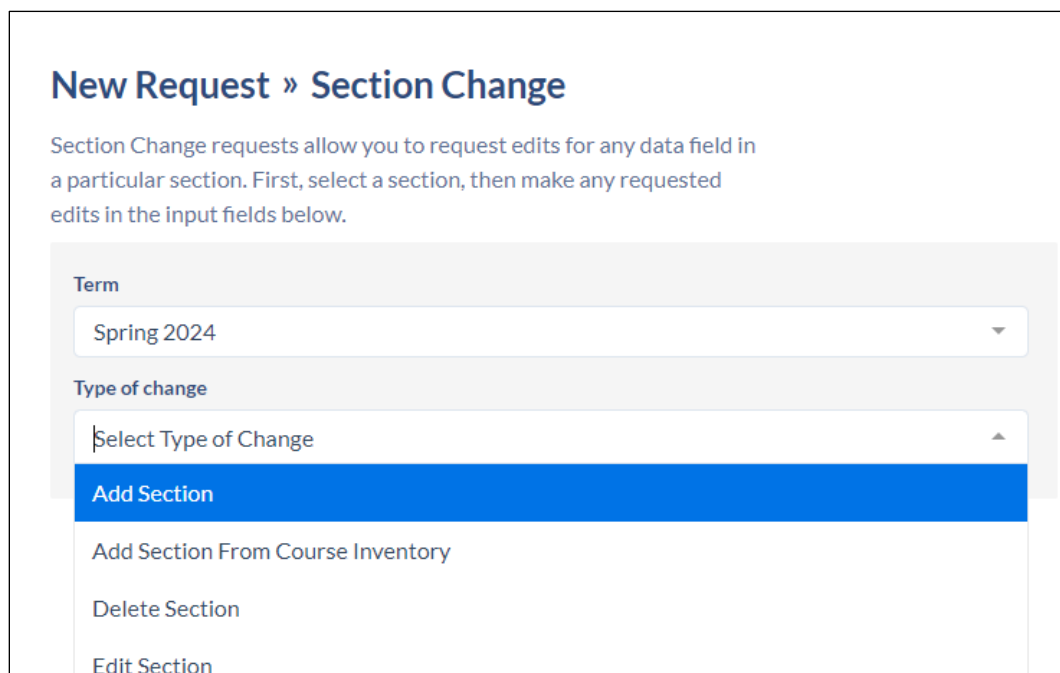
Type of change

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

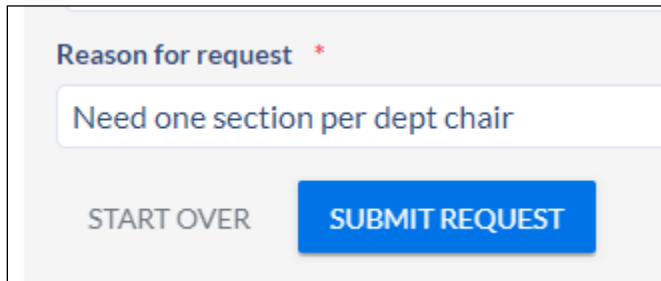
START OVER

SUBMIT REQUEST

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

Once complete, now you can click on SUBMIT REQUEST

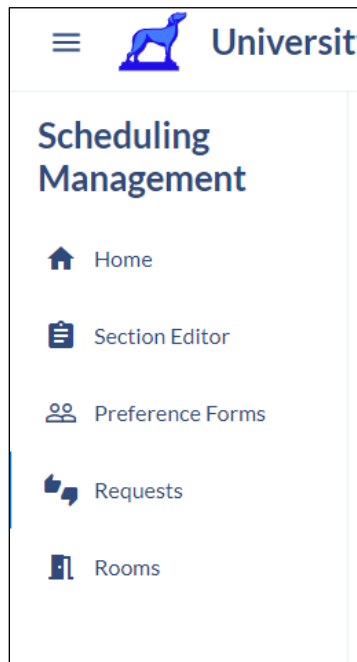


A form titled "Reason for request *" with a text input field containing "Need one section per dept chair". Below the input field are two buttons: "START OVER" and "SUBMIT REQUEST".

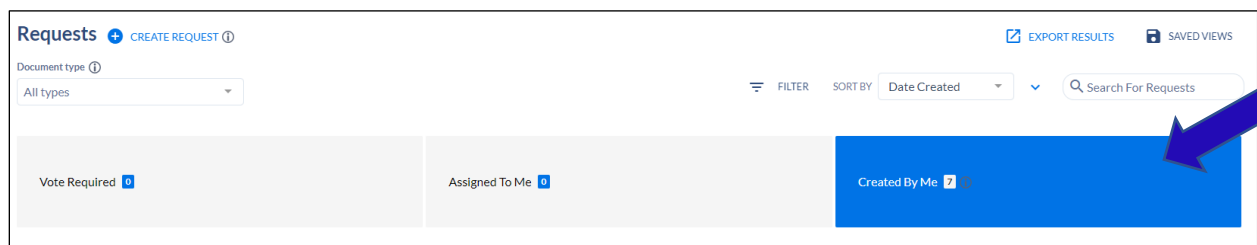
The request will go to the Registrar's Office to approve or deny.

You can review the status of your request

Click on Requests on the left side navigation



Click on ***Created By Me***



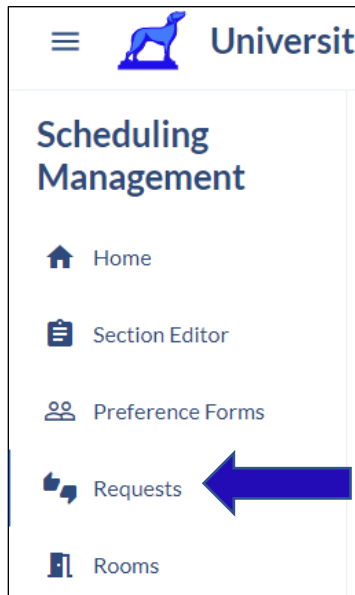
You will see all of your initiated requests and status.

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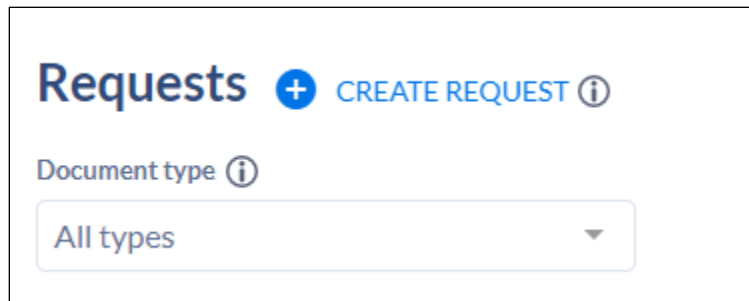
Once the request is approved, the section will update in Coursedog.

Adding a Section from Course Inventory

Click on Request on the left side navigation page

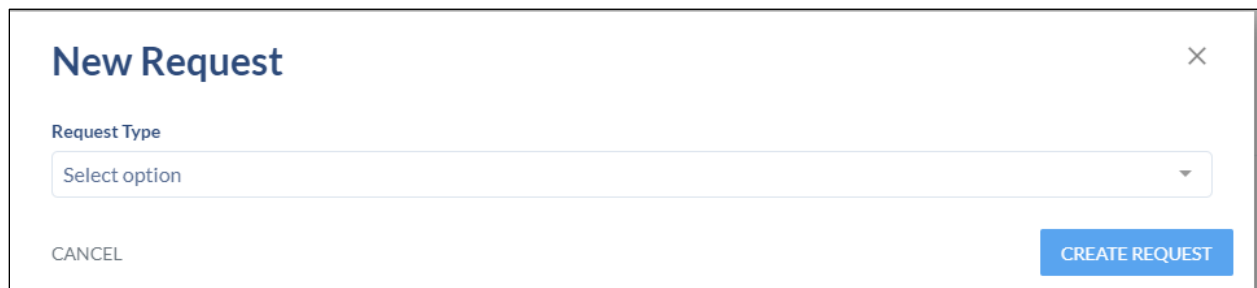


Click on **+CREATE REQUEST** (at top of page)



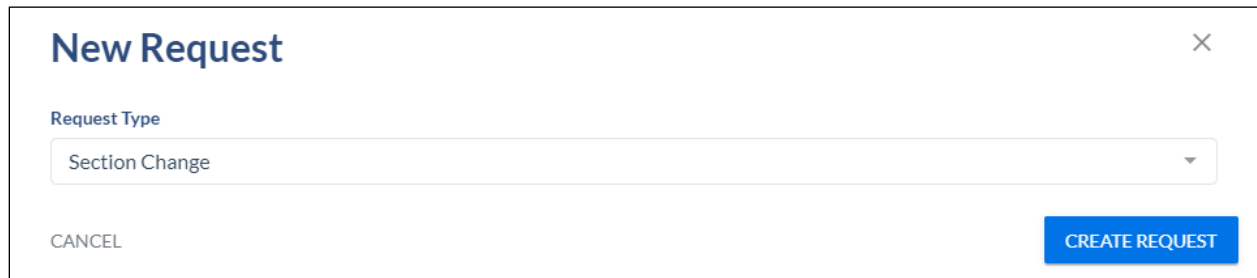
A new window will populate

Select option by clicking on the drop down arrow



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

A modal window titled "New Request" with a close button (X) in the top right corner. Below the title is a "Request Type" label and a dropdown menu currently showing "Section Change". At the bottom left is a "CANCEL" link, and at the bottom right is a blue "CREATE REQUEST" button.

New Request

Request Type

Section Change

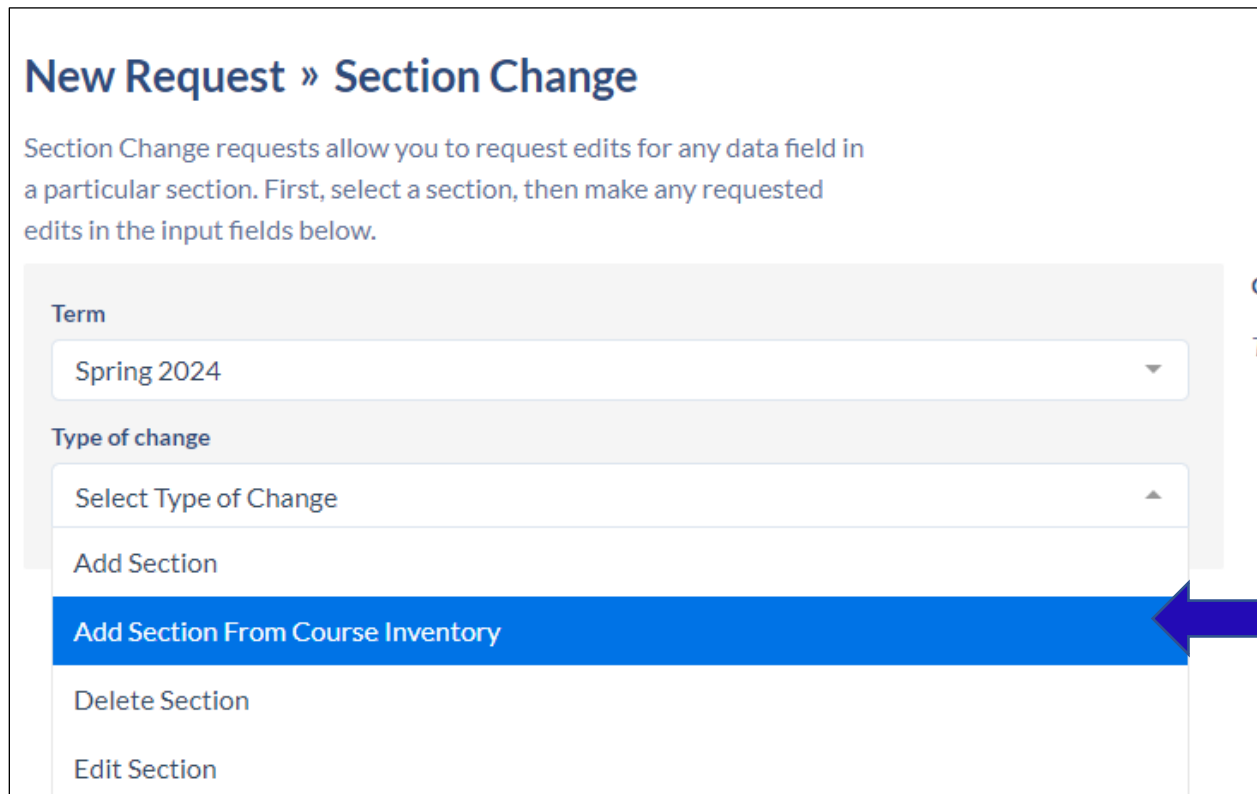
CANCEL

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

A form titled "New Request » Section Change". Below the title is a paragraph explaining that Section Change requests allow for edits to data fields in a particular section, and that the user should first select a section and then make edits in the input fields below. The form contains two main sections: "Term" with a dropdown menu showing "Spring 2024", and "Type of change" with a dropdown menu. The "Type of change" dropdown is open, showing a list of options: "Select Type of Change", "Add Section", "Add Section From Course Inventory" (highlighted in blue with a large blue arrow pointing to it), "Delete Section", and "Edit 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

Select a course (begin typing in the search field)

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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

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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.

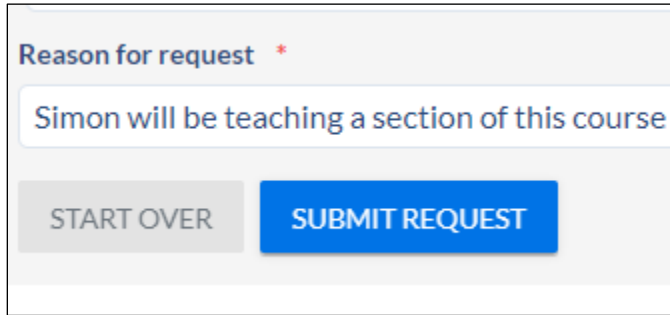
START OVER

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**

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Reason for request *

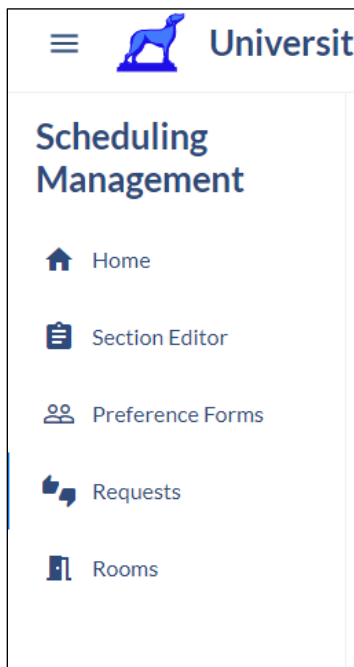
Simon will be teaching a section of this course

START OVER SUBMIT REQUEST

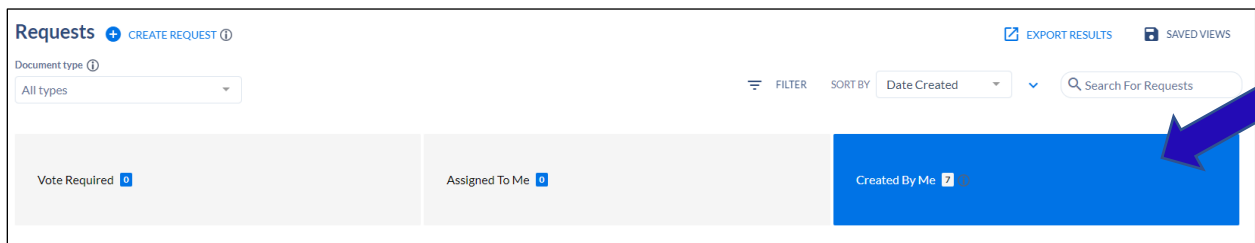
The request will go to the Registrar's Office to approve or deny.

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 Coursedog.

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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.

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Explanation of Fields

Field Name	Field Value(s)	Required	Explanation
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

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	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 Schedule Type for list.	Yes	Select only one. See Schedule Type 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

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			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

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			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.

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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:

Schedule Type	Code
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

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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