



COURSEDOG SCHEDULING

Logging In and Getting Started

1. Sign in to Coursedog.

- a. Either go to <https://app.coursedog.com/#/products> or click the link from Tech Express

2. Open the Scheduling platform.

- a. On the “Your Products” page, click the Scheduling icon on the left.
 - i. NOTE: Some users may open directly into the Scheduling product and will not see the screen below.

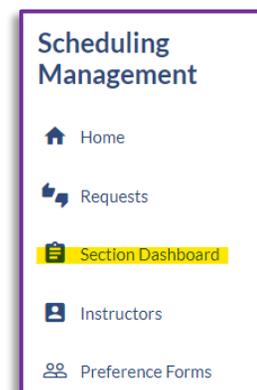


3. Select Section Dashboard and confirm the term and current scheduling stage.

- a. Open the Section Dashboard one of two ways:
 - i. Click the department name under the “Departmental Status” OR
 - ii. Select “Section Dashboard” from the menu on the left side of the screen.

Departmental Status (Fall Term 2024) **4. Term is in Registration**

NAME	SCHEDULERS
Accounting	Lori Bruce, Richard Rand and 2 others
Agriculture	Lori Bruce, Jim Baier and 6 others
Basic Business	Lori Bruce, Julie Galloway and 3 others

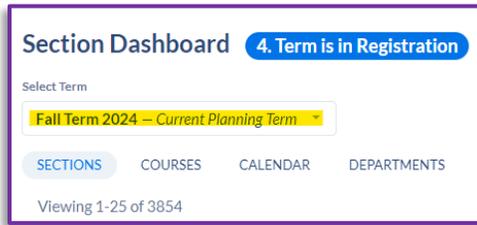


(i)

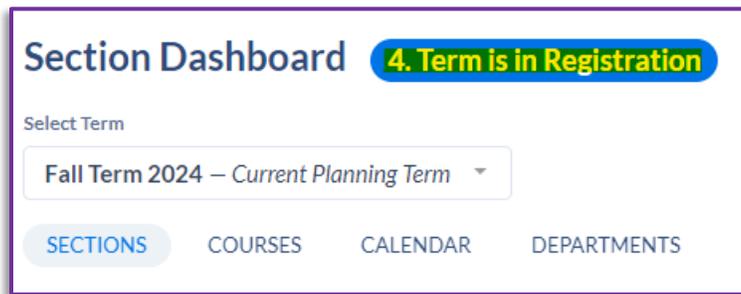
(ii)

- b. Verify the term in the upper left-hand corner.

- i. Use the dropdown to select the appropriate term.



- c. The course list displayed is the rollover from past offerings of the same semester in the previous year. **Only courses that had sections scheduled previously will be visible.**
- d. The top of the page will indicate the current stage of the scheduling process. The stage determines what you can edit in a section. During the “open editing” stage of scheduling, you will be able to make all permissible changes to a section:



- e. Click the section you wish to edit to open the Section Editor (see [step 4](#)). If the course you want to schedule is not on the list, you will need to add it (see [step 5](#)). If a section of the course is no longer being offered, you will need to delete it (see [step 5i](#))

4. Open the Section Editor to edit an existing section.

- a. To open a section to edit, click anywhere in that section’s row from Section Dashboard.

STATUS	ACTIONS	COURSE -> COURSE CODE	SECTION NUMBER	CRN	COURSE -> DEPARTMENTS	SECTION STATUS
✓	🗑️ 📄 🔄	GEOG1012	001	83766	Earth Sciences	Active
✓	🗑️ 📄 🔄	GEOG1012	001	84378	Earth Sciences	Active
✓	🗑️ 📄 🔄	GEOG1012	R01	83933	Earth Sciences	Active
✓	🗑️ 📄 🔄	GEOG1012	R25	83934	Earth Sciences	Active
✓	🗑️ 📄 🔄	GEOG1130	001	81301	Earth Sciences	Active