



COURSEDOG - SCHEDULER TRAINING DOCUMENT

OVERVIEW

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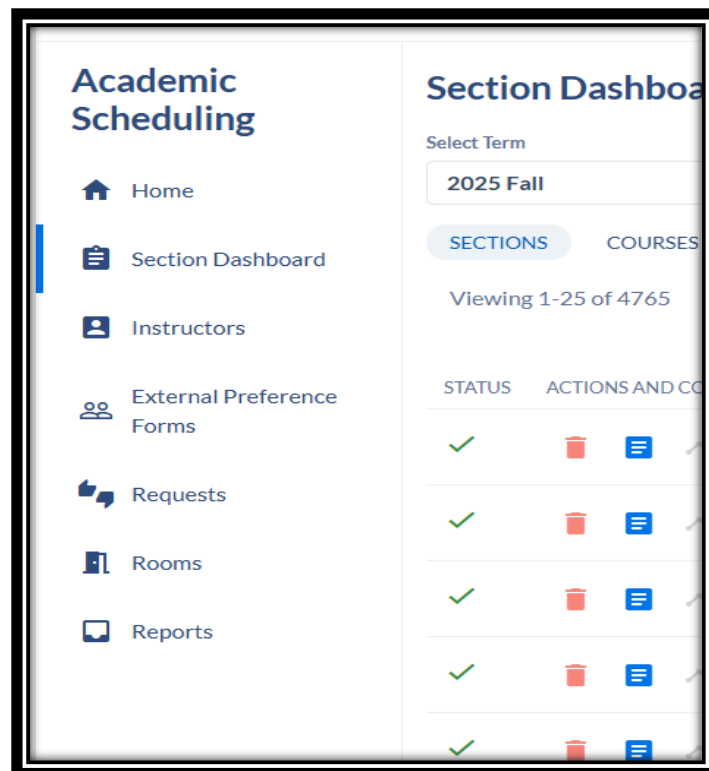
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CourseDog Home Screen Overview

When you login TO COURSEDOG, the screen, Left side navigation has the following tabs

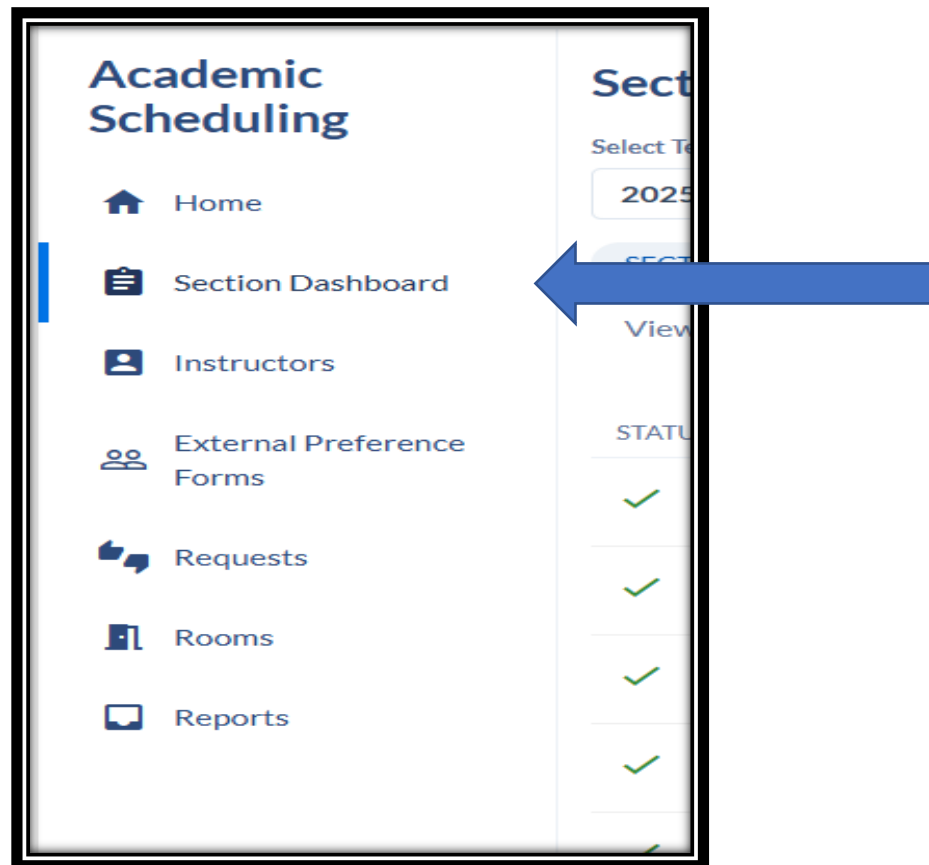
- ✓ Home
- ✓ Section Dashboard,
- ✓ Instructors
- ✓ Requests
- ✓ Rooms
- ✓ Reports

**** We do not use External preference forms****



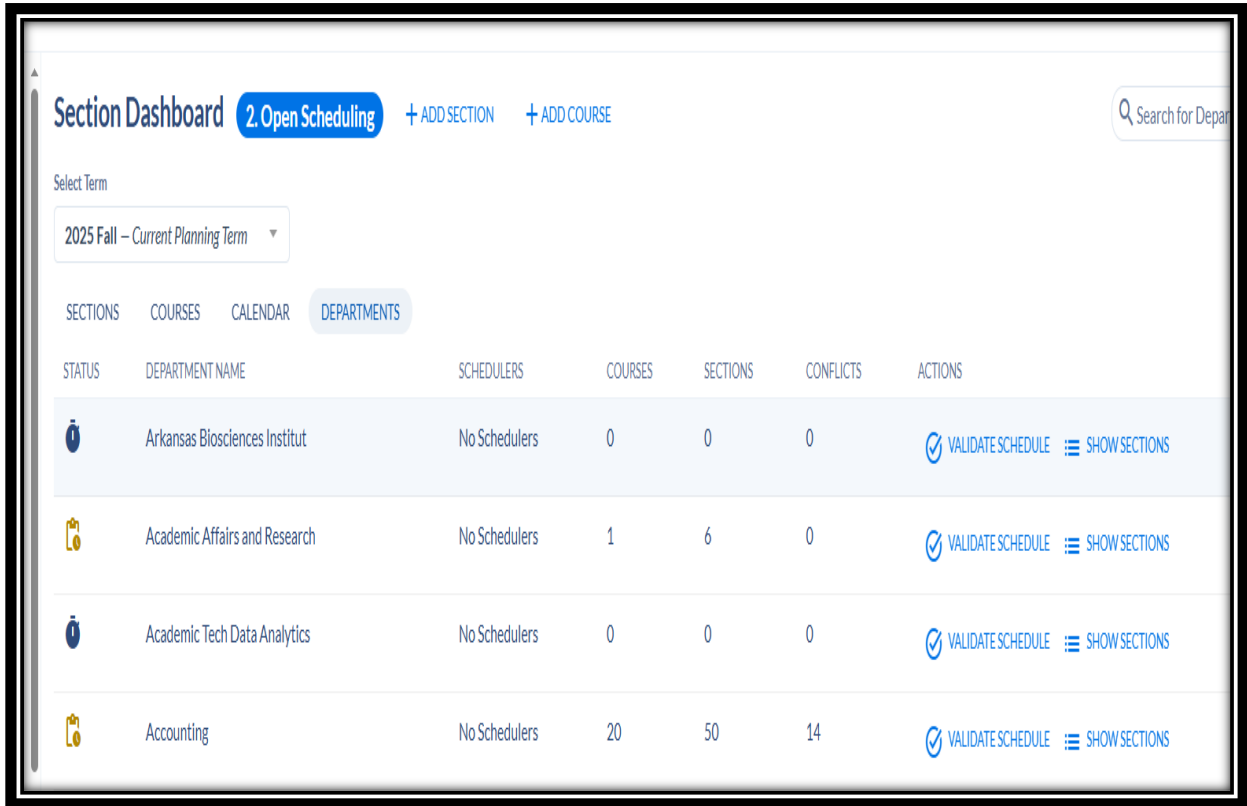
Section Dashboard

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



Open Scheduling Phase

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



Section Dashboard **2. Open Scheduling** [+ ADD SECTION](#) [+ ADD COURSE](#)

Select Term
2025 Fall – Current Planning Term ▼

SECTIONS COURSES CALENDAR **DEPARTMENTS**

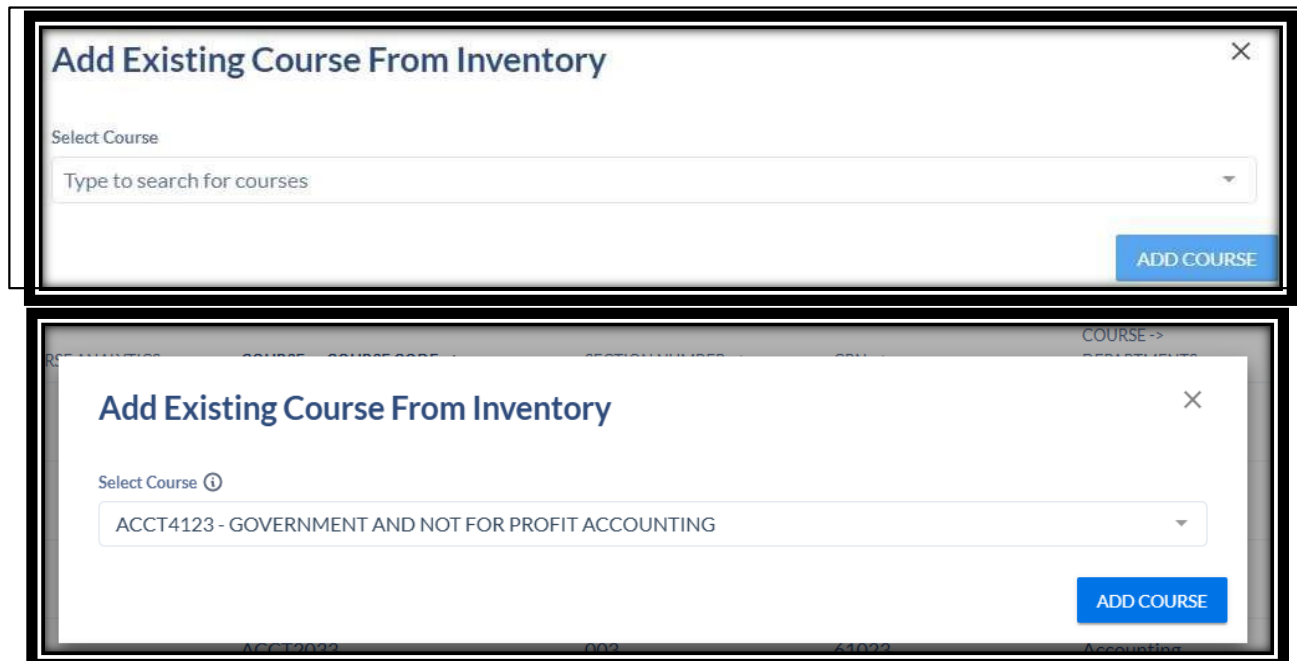
STATUS	DEPARTMENT NAME	SCHEDULERS	COURSES	SECTIONS	CONFLICTS	ACTIONS
	Arkansas Biosciences Institut	No Schedulers	0	0	0	 VALIDATE SCHEDULE  SHOW SECTIONS
	Academic Affairs and Research	No Schedulers	1	6	0	 VALIDATE SCHEDULE  SHOW SECTIONS
	Academic Tech Data Analytics	No Schedulers	0	0	0	 VALIDATE SCHEDULE  SHOW SECTIONS
	Accounting	No Schedulers	20	50	14	 VALIDATE SCHEDULE  SHOW SECTIONS

Adding a Course from Inventory



The screenshot shows the 'Section Dashboard' interface. At the top, there is a '2. Open Scheduling' button, followed by '+ ADD SECTION' and '+ ADD COURSE' links. Below these, there is a 'Select Term' dropdown menu currently set to '2025 Fall – Current Planning Term'. A large blue arrow points upwards towards the '+ ADD COURSE' link. At the bottom, there are tabs for 'SECTIONS', 'COURSES', 'CALENDAR', and 'DEPARTMENTS'. The status 'Viewing 1-25 of 4765' is visible at the bottom left.

A new window populates and Search for course by typing the subject in the Select Course field

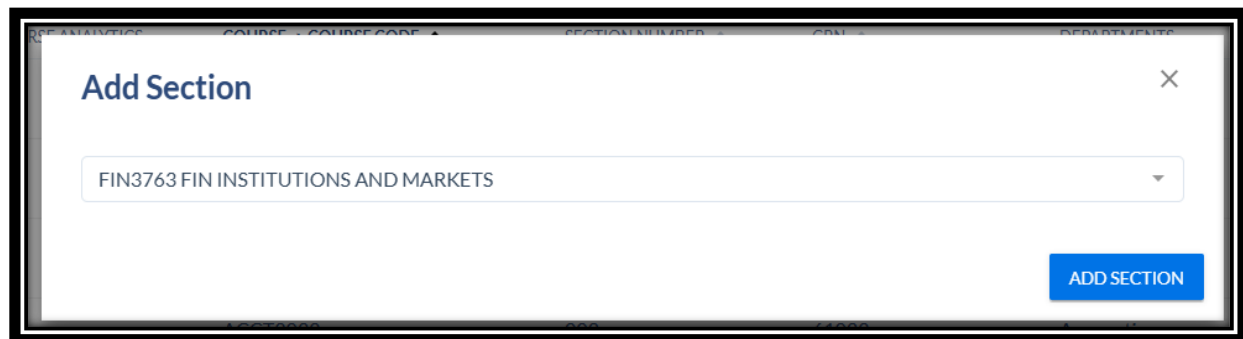
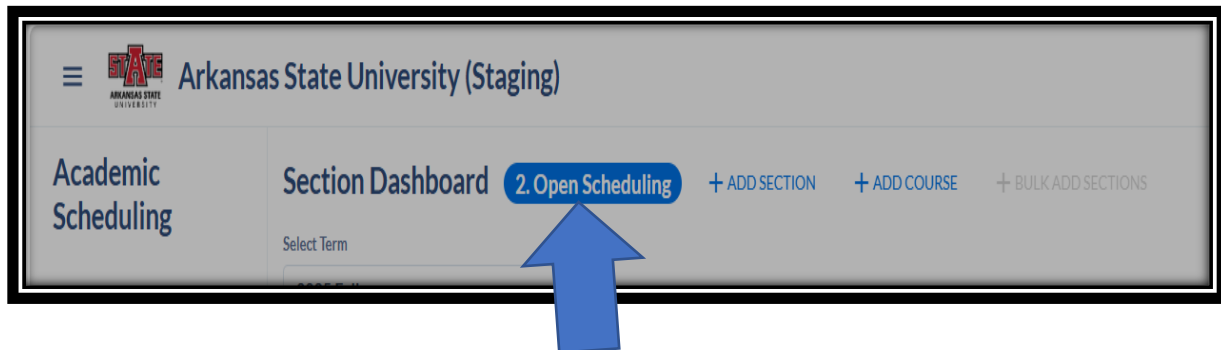


The first screenshot shows the 'Add Existing Course From Inventory' window. It has a title bar with a close button (X). Below the title, there is a 'Select Course' label and a search input field with the placeholder text 'Type to search for courses'. An 'ADD COURSE' button is located at the bottom right.

The second screenshot shows the same window after a search. The search input field now contains 'ACCT4123 - GOVERNMENT AND NOT FOR PROFIT ACCOUNTING'. The 'ADD COURSE' button remains at the bottom right.

Adding a Section

Adding an additional section to what has already been rolled. Click on the department of



The top screenshot shows a form with a blue header bar that reads "TR - Traditional 100% Face-to-Face". Below this, there are three dropdown menus, each with a "required" label and a help icon (?). The first dropdown is labeled "Schedule Type" and has "Lecture/Lab" selected. The second dropdown is labeled "Campus" and has "Set Campus" selected. The third dropdown is labeled "Part of Term" and has "Set Part Of Term" selected.

The bottom screenshot shows a form with two date fields at the top: "Aug 20, 2025" and "Oct 3, 2025". Below these, there are two fields. The first is a dropdown menu labeled "Section Status" with "Active" selected. The second is a checkbox labeled "Cancellation Requested" with "No" selected.

- **Section Number** field automatically populates
- **CRN:** has not been set. This will be set once CourseDog syncs with Banner. Section Status: Should be Active
- **Course Title:** CourseDog populates the default course title. If you need to update the title for a special topics or Variable hour course. Please do let **Academic Affairs** know.
- **Course Default Grade Mode:** CourseDog populates the default grade mode on the class
- **Instruction Mode:** leave as Default
- **Schedule Type:** Choose the schedule type (Like Lec/Lab)
- **Campus:** Set the campus Code (**Like Jonesboro, WEB, WEB Online course**)
- **Part of Term:** Choose the Part of term (1, 2, 3..)
- **Section Status:** Active

Meeting Patterns and Meeting Times

Click Meeting Patterns to set the Meeting days and Time

Meeting Patterns & Rooms

DAYS	START	END	ROOM	START DATE	END DATE
+ MEETING PATTERN SET DETAILS					

Select Meeting Pattern

Filter By Days
S M T W R F S

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

Filter By Attributes

[Clear Filters](#)

Mo, Tu, We, and Th from 4:00 PM to 4:50 PM	
ATTRIBUTES USAGE 0	PREFERENCE FIT 100%
Mo, We, and Fr from 8:00 AM to 9:50 AM	
ATTRIBUTES USAGE 0	PREFERENCE FIT 100%
Mo, We, and Fr from 12:00 PM to 1:15 PM	
ATTRIBUTES Prime Time 0	PREFERENCE FIT 100%
Mo, We, and Fr from 1:00 PM to 2:50 PM	
ATTRIBUTES Prime Time 0	PREFERENCE FIT 100%
Mo, We, and Fr from 4:00 PM to 4:50 PM	
ATTRIBUTES USAGE 0	PREFERENCE FIT 100%

[USE CUSTOM TIMES](#)
[CANCEL](#)

You can improve search results, by filtering on the following:

- o Filter By Days
- o Filters by Times

*Please note we are not using Filter by Attribute option.

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.

Set Meeting details

You will have to set the session credit hours and Meeting Type is Blank and then Meeting schedule type is typically (Lec/Lab etc..)

Meeting Patterns Additional Information

Meeting ?
Mo, We, and Fr 12:00 PM 1:15 PM

Start Date ?
Aug 20, 2025

End Date ?
Dec 12, 2025

Ignore Relationships ?

Override Indicator ?
Select Override Indicator

Session Indicator required ?
01

Session Credit Hours ?
3

Weekly Hours (auto-calculated by Banner after merge unless explicitly set) ?

Meeting Type ?
Set Meeting Type

Meeting Schedule Type ?
Set Schedule Type for Meeting

Set Instructors

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)

 **Instructors**

 INSTRUCTOR

Assign Instructor to FIN3723 - 002

☒ Instructors from Economics and Finance Department ☐ All Instructors

Filter By Instructor Type

 Start typing...

Viewing 1-6 of 6 < PREVIOUS NEXT >

Nicholas Bergan (nbergan@astate.edu)	 	
TYPE	CONFLICTS	PREFERENCE FIT
Instructor	0	100%
Christopher Brown (crbrown@astate.edu)	 	
TYPE	CONFLICTS	PREFERENCE FIT
Not Set	0	100%
Gauri Guha (gguha@astate.edu)	 	
TYPE	CONFLICTS	PREFERENCE FIT
Not Set	0	100%
Ezra Pugh (ezpugh@astate.edu)	 	
TYPE	CONFLICTS	PREFERENCE FIT
Instructor	0	100%
Richard Taylor (tayfin@astate.edu)	 	
TYPE	CONFLICTS	PREFERENCE FIT
Not Set	0	100%

CANCEL

Once you set the Instructor , Click the SET Instructor Roles and details

Instructors

Nicholas Bergan (nbergan@astate.edu) (Primary - 100%)

TYPE	CONFLICTS	PREFERENCE FIT
Instructor	0	100%

+ INSTRUCTOR ≡ SET INSTRUCTOR ROLES & DETAILS *

Instructor Percentage will be set to 100% for primary Instructor

Nicholas Bergan

Instr. Role [?]
Primary

Instr. Percentage [?]
100

Instr. Percent of Session [?]
100

Ignore Double Bookings [?]
YES NO

Instr. Session Indicator ^{required} [?]
01: Mo, We, and Fr 12:00 PM 1:15 PM

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

SESSION INDICATOR	ASSOCIATED MEETING TIMES
01	Mo, We, and Fr 12:00 PM 1:15 PM - Aug 20, 2025 - Dec 12, 2025

CLOSE

Secondary Instructor can also be set up they will be called "Non-Primary" Instructor

Instr. Role ^{required} [?]
Non-Primary

Instr. Percentage [?]
100

Instr. Percent of Session [?]
100

Set Credit Hours

Credit hours are basically set from Course. If the credit hours need to be updated since it is a variable course/ Special Topics courses, please reach out to Academic affairs or Registrar's office


Credit Hours

Credit Hours (fixed, or minimum)	 Credit Hours Operator 	Credit Hours (maximum) 	Credit Hours 
3	—	—	3
Lecture Hours (fixed, or minimum)	 Lecture Hours Operator 	Lecture Hours (maximum) 	Lecture Hours 
3	—	—	3
Lab Hours (fixed, or minimum)	 Lab Hours Operator 	Lab Hours (maximum) 	Lab Hours 
—	—	—	—
Billing Hours (fixed, or minimum)	 Billing Hours Operator 	Billing Hours (maximum) 	Billing Hours 
3	—	—	3
Other Hours (fixed, or minimum)	 Other Hours Operator 	Other Hours (maximum) 	Other Hours 
—	—	—	—
Contact Hours (fixed, or minimum)	 Contact Hours Operator 	Contact Hours (maximum) 	Contact Hours 

Set Enrollment and Waitlist capacity

Enrollment Settings

Enrollment Capacity **required** ? Actual Enrollment (View Only) ?

5 —

Waitlist Capacity ? Actual Waitlist (View Only) ?

5 —

Additional Information

Set consent (Basically if department needs to set a restriction like advisor Permit needed then we fill this out)

Voice Response: Should be set to **YES**, this will display the section in self-service banner 9 pages

Editing FIN3723 - 002

Enrollment Settings

Enrollment Capacity **required** ? Actual Enrollment (View Only) ?

5 —

Waitlist Capacity ? Actual Waitlist (View Only) ?

5 —

Advisor

Department

Advisement Serv Approval Req'd

Dean

Admissions, Recs, Registration

Advisement Serv Approval - SLA

Degree Center

Voice Response and Self-Service Available ?

YES NO

Comments

No Recent Activity

CANCEL **SAVE SECTION** Press Enter to comment

Editing an Existing Section

Please note during Open scheduling phase you should be able to edit the sections

Editing FIN3723 - 002



This section is scheduled to sync with the SIS. You may still make changes until the merge begins.

EDITING

ACTIVITY LOG

▶ HIDE SIDEBAR

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.

Click on the section to be edited.

- Part of term
- Campus
- Schedule Type
- Meeting Times
- Meeting Patterns & Rooms
- Instructors
- Enrollment Settings
- Additional settings

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