

Scheduling

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Add/Edit Section Tutorial

[CourseDog Scheduler- Add Edit Sections.pdf](#)

CourseDog Home Screen Overview

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***

Academic Scheduling

-  Home
-  Section Dashboard
-  Instructors
-  External Preference Forms
-  Requests
-  Rooms
-  Reports

Section Dashboard

Select Term

2025 Fall

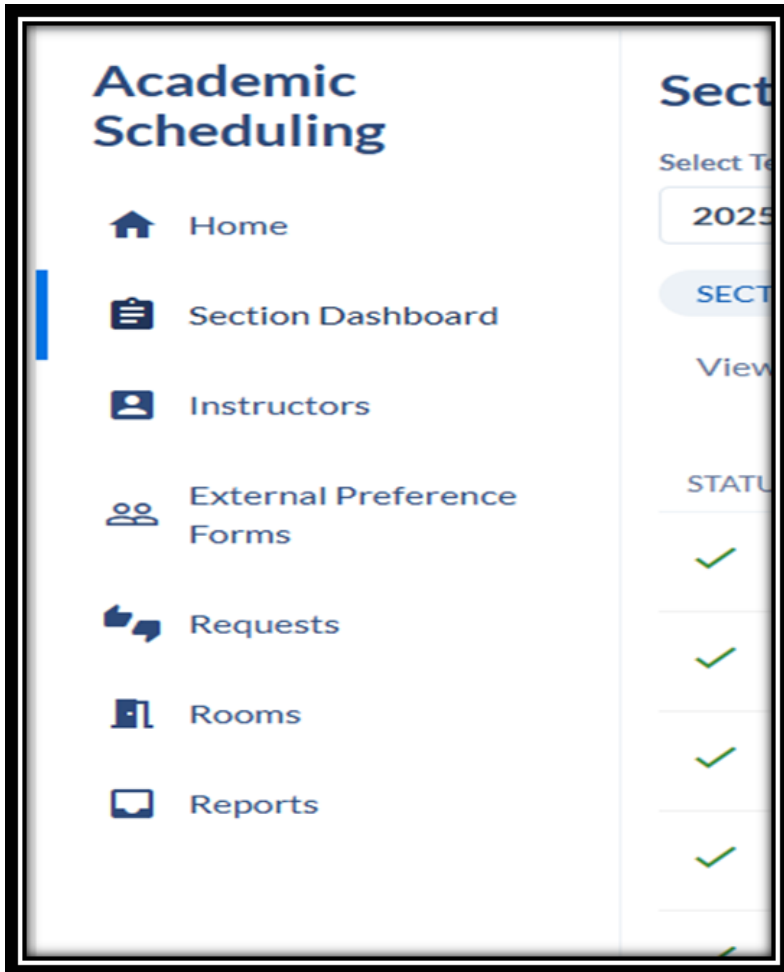
SECTIONS COURSES

Viewing 1-25 of 4765

STATUS	ACTIONS AND CO		
✓			
✓			
✓			
✓			
✓			

Section Dashboard and Open Scheduling Phase

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

Search for Depart

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 and Adding a Section

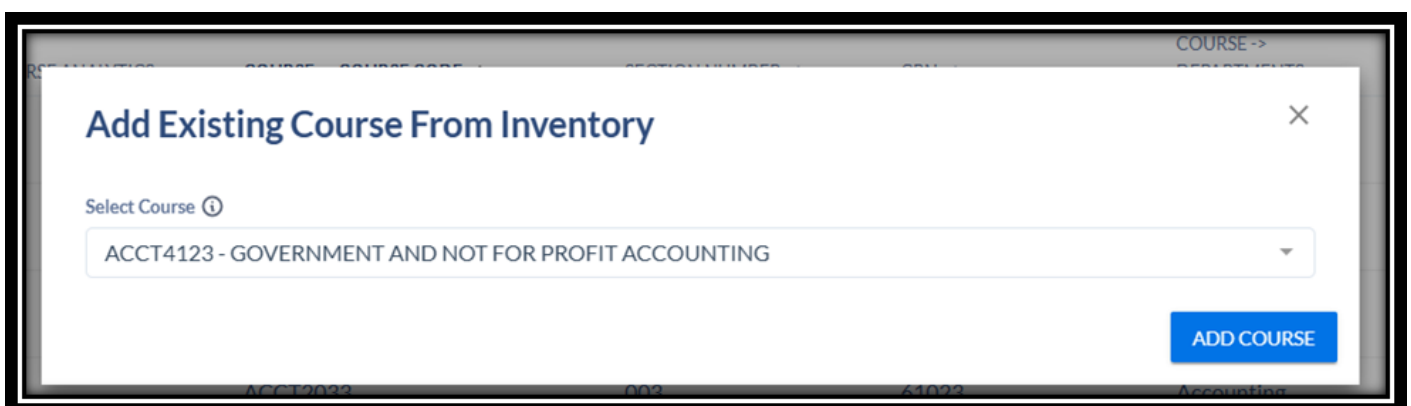


The screenshot shows the 'Section Dashboard' interface. At the top, there is a '2. Open Scheduling' button and two links: '+ ADD SECTION' and '+ ADD COURSE'. Below these, there is a 'Select Term' dropdown menu currently set to '2025 Fall - Current Planning Term'. A large blue arrow points upwards towards 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



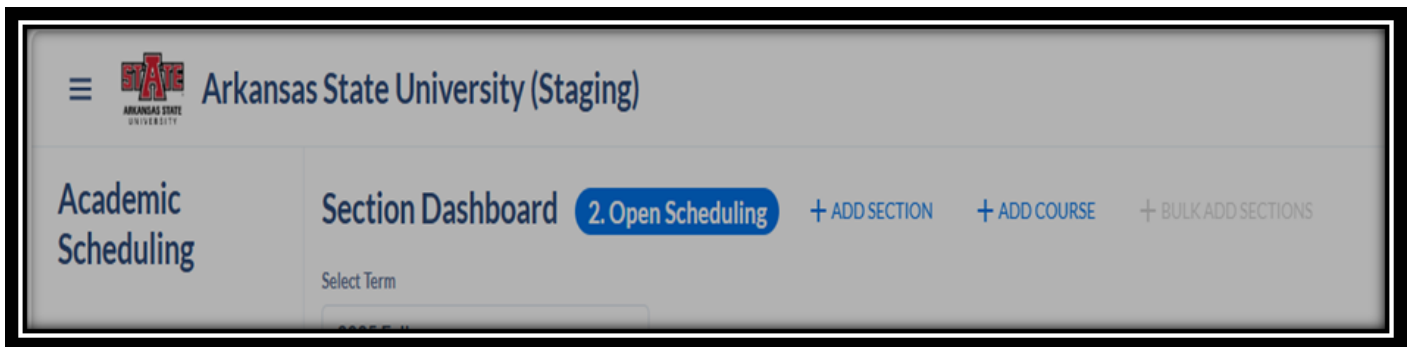
This screenshot shows a modal window titled 'Add Existing Course From Inventory'. It features a 'Select Course' label above a search input field with the placeholder text 'Type to search for courses'. A blue 'ADD COURSE' button is located at the bottom right of the window.



This screenshot shows the same modal window, but now a course has been selected. The search input field displays '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



TR - Traditional 100% Face-to-Face

Schedule Type required ?

Lecture/Lab

Campus required ?

Set Campus

Part of Term required ?

Set Part Of Term

Aug 20, 2025

Oct 3, 2025

Section Status ?

Active

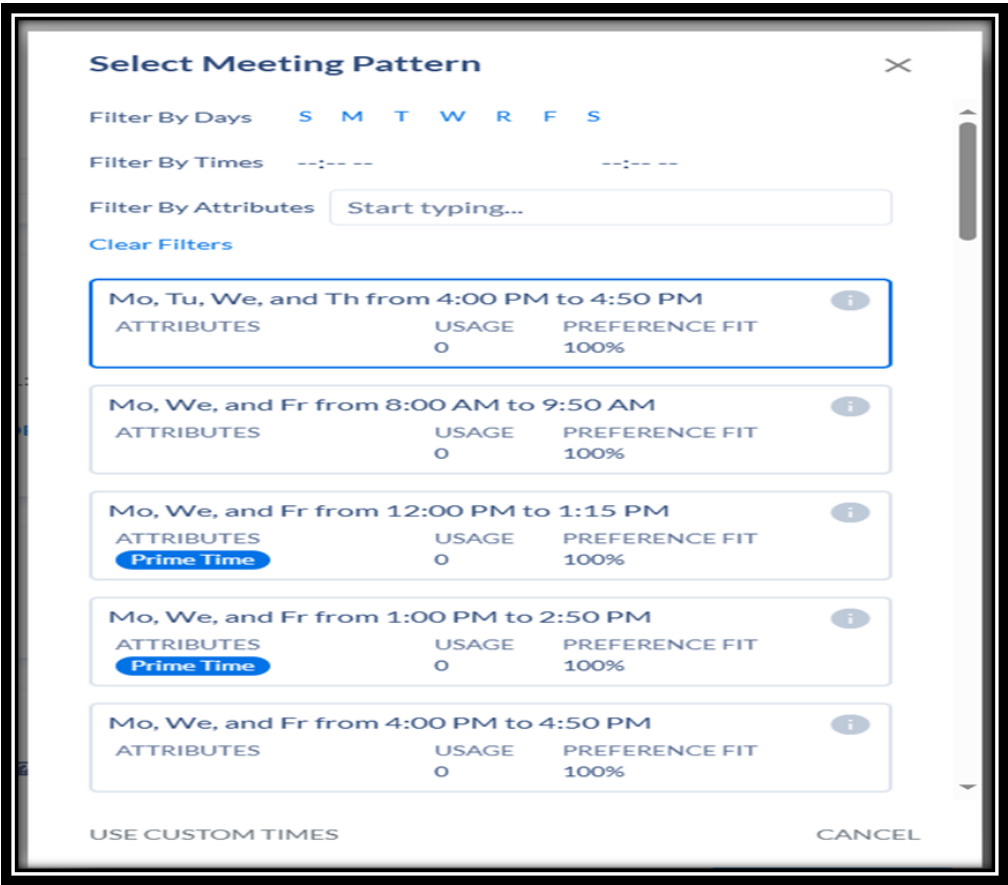
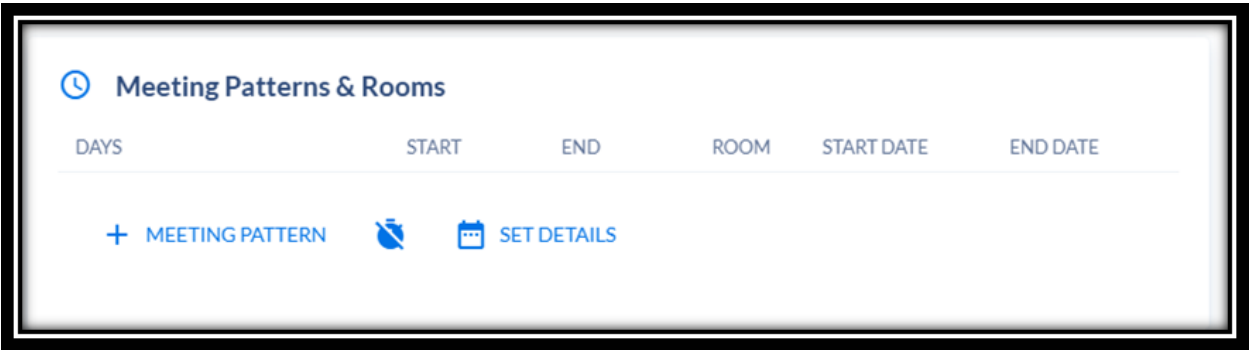
Cancellation Requested ?

No

- **Section Number** field automatically populates
- **CRN:** has not been 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**
- **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



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.

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 ?

YES

NO

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

CLOSE

Editing/Changing Rooms

How to add, edit, or change classrooms in Coursedog: [Adding or Changing Rooms.pdf](#)

Editing an Existing Section

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

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

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.

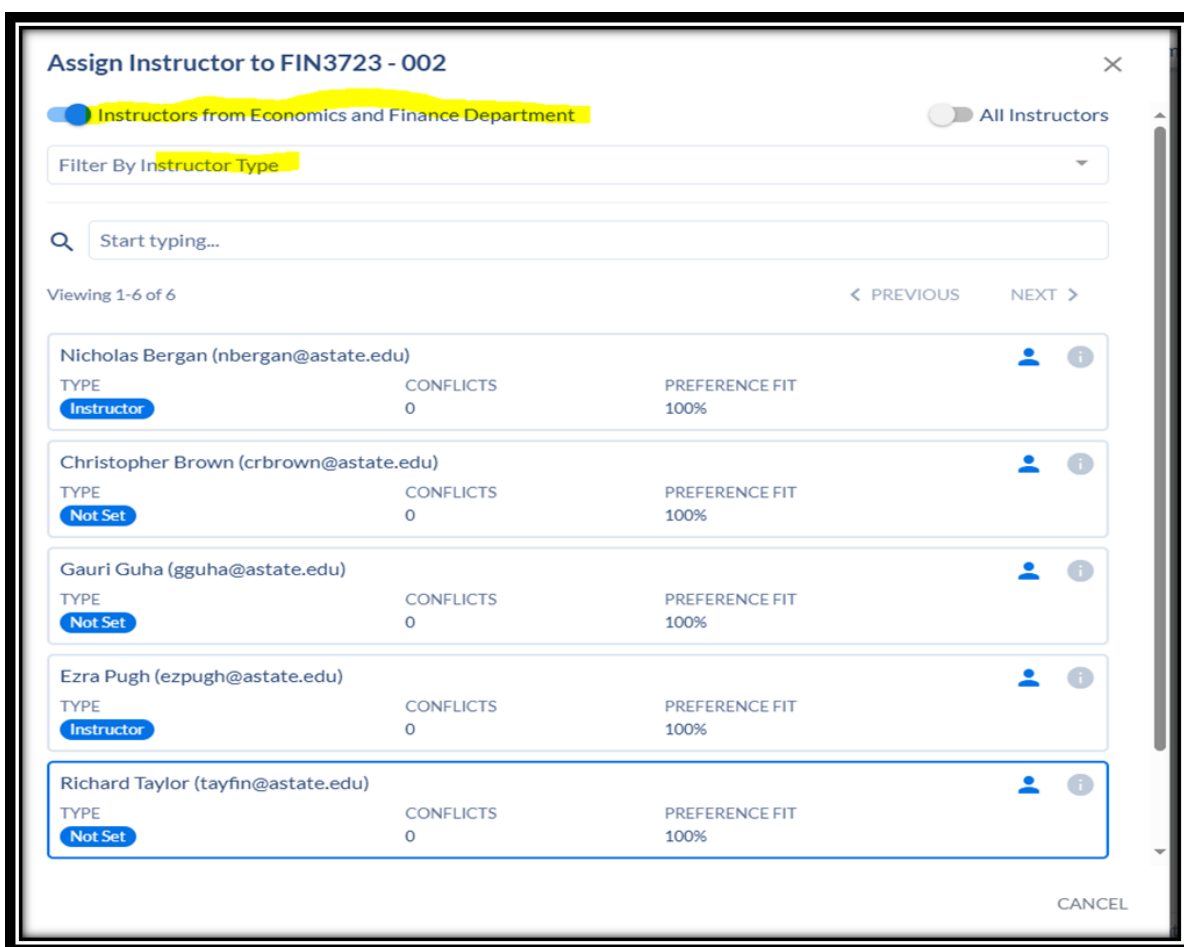
Click on the section to be edited.

- 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.

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)



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

Relationships and Linked Section

Overview

- Relationships are used for defining time or room connections between sections.
- It is very important to define Section Relationships prior to assigning meeting patterns and rooms, as relationships can impact your assignments.
- This article explains types of linked sections you can set up in Academic Scheduling; how to manage them; and integration considerations.
- For Banner-specific instructions, go [here](#).

Types of Linked Sections

- Linked sections are for defining time and room relationships between sections.
- For example, two sections can have a non-overlapping relationship which means they cannot be scheduled during overlapping meeting times.
- The below table breaks down all of the different types of linked sections.

Linked Section Type	Definition	Example
<i>Same Day</i>	This relationship links sections together by day and issues a warning if a different meeting day violates the relationship.	A-State wants to ensure all Writing Across the Curriculum courses meet on the same day to ensure optimal participation at the end of term event featuring an all-day conference.
<i>Same Time</i>	This relationship links sections together by time and issues a warning if a different meeting time violates the relationship.	A-State y wants to ensure all sections of Food Prep Practicum I meet at the same time (regardless of the day) to ensure students can observe and serve in the Dining Hall.

<i>Same Room</i>	• This relationship links sections together so they appear in the same room and issues a warning if a different room violates the relationship. • This relationship causes all double-booked instructors and room conflicts between the sections to be ignored.	A-State wants to make sure all sections of Human Anatomy are meeting in the same room because there is only 1 facility for the Cadaver Lab.
<i>Same Time Same Day</i>	This relationship links sections together so they appear at the same time on the same day and issues a warning if a different meeting pattern violates the relationship.	A-State has multiple sections each term that participate in a bi-annual Global Issues Conference. Each section's students must present their cases during the conference and having these courses meet at the same time and the same day will ensure optimal participation in the program.
<i>Same Time Different Day</i>	This relationship links sections together so they appear at the same time on different days and issues a warning if a meeting pattern change violates the relationship.	A-State offers a cohort with a local business that offers college credit courses during lunch hours. This relationship allows the flexibility for room and day assignments but keeps the classes during set hours.
<i>Same Time Same Day Same Room</i>	• This relationship links sections together so they appear at the same time on the same day in the same room and issues a warning if a different meeting pattern violates the relationship • This relationship causes all double-booked instructors and room conflicts between the sections to be ignored.	A-State refers to sections with this relationship as "Cross-Listing." Sections with this relationship typically have students register for different sections but they share a room and instructor.
<i>Same Time Different Day Same Room</i>	This relationship links sections together so they appear at the same time on different days but in the same room and issues a warning if a meeting pattern change violates the relationship.	A-State offers Hy-Flex courses where there are live, online components as well as in-person sessions. This relationship helps preserve a sense of balance in using the physical space so that the meeting pattern is preserved and the room remains utilized.

<i>Different Time</i>	This relationship links sections together so they must have different meeting patterns to prevent time overlap. Coursedog issues a warning if a meeting pattern change violates the relationship.	A-State uses this relationship to link sections in the Accounting major from overlapping times during the week.
<i>Different Day</i>	This relationship links sections together so they must have different meeting days to prevent day overlap. Coursedog issues a warning if a meeting pattern change violates the relationship.	A-State uses the Different Day relationship to ensure doctoral programs in Education do not meet the same days as the undergrad cohorts, ensuring they have enough faculty capacity during the week.
<i>Non-Overlapping</i>	This relationship prevents linked sections from being offered on the same days at the same time. Note that the non-overlapping relationship does not take the start and end date of the sections into account. If, for example, there is a non-overlapping relationship between two sections with start and end dates that do not overlap, however their meeting patterns overlap, the sections will be flagged as violating the non-overlapping relationship.	A-State offers a business cohort program and all students must take a prescribed sequence of courses. The Non-Overlapping relationship ensures these classes are never overlapping so this group of students is certain to get the classes they need to graduate on time.
<i>Different Time Different Day</i>	This relationship links sections together so they must have different meeting patterns to prevent time AND day overlap. Coursedog issues a warning if a meeting pattern change violates the relationship.	A-State uses the Different Time, Different Day relationship to help balance courses in the Nutrition Science Major to help students find more space for major courses.
<i>Different Room</i>	This is for sections that must meet in different rooms.	A-State uses the “Different Room” relationship to offer rooms in various campus locations.

Scheduling multiple sections in the same room

How to schedule multiple sections in the same room:

To override the room assignment and schedule multiple sections in the same room, please follow these steps:

1. Open the **Section Dashboard** for the course.
2. Click the **Room** field.
3. Disable **Show only available rooms** and **Rooms greater than or equal to capacity**.
4. Enable **All Rooms**, enter the desired room number, and select the room.

5.

Assign Room to ENGL55633 - U01

✕

☐ Show Only Available Rooms

☐ Rooms greater than or equal to capacity

☒ All rooms

Filter By Type

Filter By Features

2063

Viewing 1-1 of 1

← PREVIOUS

NEXT →

2/11/20

ORT ME

!	2063 CLASSROOM	(This room is not available)		i
TYPE	CAPACITY	PREFERENCE FIT		
Class	34	25%		

Next:

1. Click **Set Details**.
2. Change the **Override Indicator** to **O**. While **R** was previously recommended, with Coursedog we now recommend using **O**.
3. Close the dialog box and save the section.

Assign Room to ENGL55633 - U01



☐ Show Only Available Rooms

☐ Rooms greater than or equal to capacity

☒ All rooms

Filter By Type

Filter By Features



2063

Viewing 1-1 of 1

< PREVIOUS

NEXT >

 **2063 CLASSROOM** (This room is not available)



TYPE

Class

CAPACITY

34

PREFERENCE FIT

25%