

Coursedog Scheduler Training Guide

1. Coursedog Overview & Goals

Coursedog replaces manual spreadsheets and email chains with a centralized scheduling platform that connects directly to our Student Information System (Banner), ensuring real-time data consistency.

Before Coursedog, scheduling often involved:

- Large amount of manual data entry
- Multiple spreadsheets and emails
- Potential data inconsistencies
- Overall inefficient and time-consuming processes

How Coursedog Helps

- Automates scheduling and data syncing with Banner
- Eliminates potential for duplicate entries and version errors
- Enforces institutional rules and timelines
- Provides transparency as schedulers can see other department/program course offerings in real time
- Enables data-driven planning and reporting

Institutional Goals for Coursedog Implementation

- Streamline scheduling with minimal manual entry
- Optimize room and faculty utilization
- Ensure compliance with academic policies
- Support student success through accurate, conflict-free scheduling

2. Scheduling Phases and Notes

Phase	Description	Permissions
Term Rollover	Prior term sections are copied to the new term.	View/edit opens.
Drafting	Departments edit and create schedules.	Full edit access.
Validation	Review and correct issues.	Limited edits.
Submission	Department submits for School Dean approval.	Changes via request only.
Registrar Review	Registrar verifies and finalizes.	Registrar access only.

Notes:

- Only the Department Chair/Program Director and Administrative Coordinator for each department/program will have access to Coursedog to schedule courses.
- All scheduled courses will be reviewed by the School Dean and/or designee (if applicable) and the Office of the Registrar.
- If any merge/integration errors appear when editing or adding courses, please take a screenshot and send it to the Office of the Registrar.

- Please be sure to communicate with other departments/programs to ensure that any cross-listed courses are entered into the system accurately.
- If a course is cross-listed, the primary department offering the course must use their course series allocation for the course.

3. Logging In

- Go to app.coursedog.com. Bookmark this URL for easy access.
- Log in using your PC Single Sign-On (SSO) credentials.
- Click **Academic Scheduling**.



Providence College



Academic Scheduling

Deliver Student-Centric Schedules

If you encounter issues logging in:

- Confirm your access permissions with the Office of the Registrar.
- [Clear your browser cookies/cache.](#)
- Contact IT for SSO troubleshooting.

4. Home Page Overview

Once logged in, you'll land on the Coursedog Home Page, which summarizes your assigned departments and scheduling tasks.

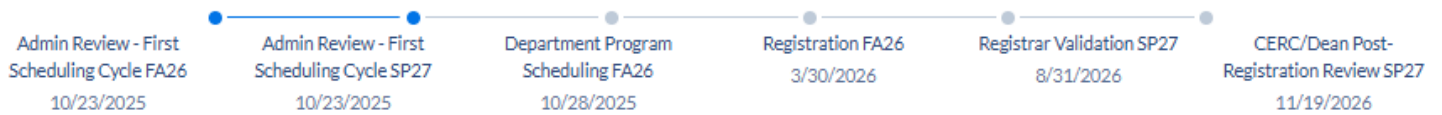
4a. Department Dashboard

You'll see:

- Department(s) you're assigned to.
- Number of courses/sections being offered in the selected term.
- Conflict indicators (information missing from each section i.e. meeting times, instructors etc.)
- Schedule validation and submission status.

4b. Scheduling Timeline (across the top of the Home page)

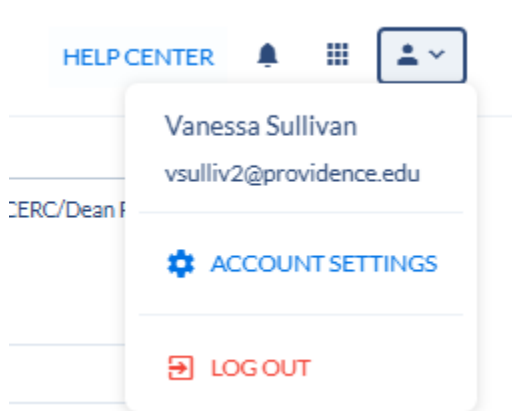
Displays key scheduling milestones and submission deadlines for the current term. Please follow all posted institutional deadlines to avoid workflow delays.



4c. Account Settings

Accessible via your profile icon (top right):

- **Default Views:** Customize how your section dashboard is displayed by creating a new Saved View.
- **Email Notifications:** Choose Daily Digest or Immediate.



Default Views

Events View	App default view
Courses View	App default view
Programs View	App default view
Proposals View	App default view
Section Dashboard View	App default view

Request Email Notification Preferences

PRODUCT	IMMEDIATE	DAILY DIGEST
Scheduling	☒	☐
CourseDemandProjections	☒	☐

5. Section Dashboard

5a. Selecting a Department

- From the homepage, select your department.
- Rolled-over courses and sections from the previous like term will appear automatically.

5b. Views and Filters

Use the menu underneath the term box to toggle between:

- **Section View:** Lists every section individually.
- **Course View:** Displays each course and how many sections are offered.
- **Calendar:** Shows all department sections on a weekly calendar
- **Departments:** Shows the number of courses, sections, conflicts, and submission status of all departments

Section Dashboard

1. Office of the Registrar

Select Term

Fall 2026

SECTIONS

COURSES

CALENDAR

DEPARTMENTS

Apply **filters** to locate courses or sort by status, instructor, meeting pattern etc.

Course & Section Filters

×

Where

Course Status (Course -> status)

Contains

Active

+

ADD FILTER

CANCEL

APPLY FILTER

Create new **Saved Views** with preferred filter settings.

HELP CENTER



🔍 Search for Sections or Courses

FILTER

EXPORT RESULTS

SAVED VIEWS

Saved views

SORT BY

By Name

▼

Q

Search for anything

DEPARTMENTAL SECTION VIEW (SCHOOLWIDE VIEW, CREATED OCT 8, 2025)

MASTER SCHEDULE VIEW (SCHOOLWIDE VIEW, CREATED AUG 8, 2025)

SAVE CURRENT VIEW

CLOSE

Save view

You can choose which rules should be saved

Name

required

Test

Description

Test

Base Filters

☒

Year is 2026

☐

Semester is 121034772

CLOSE

SAVE

6. Managing Courses & Sections

6a. Adding a New Section to an Existing Course

1. At the top of the Section Dashboard, click **Add Section**.
2. Search for the course that you would like to add, and then click add section.
3. Be sure to complete all required fields. Check for any Rule Violations at the top of the section builder.

Section Dashboard

2. Department/Program Scheduling

+ ADD SECTION

+ ADD COURSE

Select Term

Spring 2026 – Current Planning Term

SECTIONS

COURSES

CALENDAR

DEPARTMENTS

Updated October 2026

5

Add Section ×

SOC

SOC304 Social Movements

SOC450 Sociology Internship

SOC381 Social Research Methods

SOC101 Introductory Sociology

SOC380 Contemporary Soc Theory

SOC470 Select Topics Sociology

SOC333 Environmental Sociology

SOC370 Social Theory in Sociology

Complete the Following Fields:

- **General Info:**
 - Section number
 - Section status
 - Instruction mode
 - Campus

General Information

CRN ?

—

Section Title ?

Introductory Sociology

Section Status required ?

Active

Instruction Mode required ?

Grade Mode ?

—

Campus required ?

Undergraduate

Section Number required ?

0

1 characters (1 - 3 allowed)

Course Instruction Modes ?

—

Course Default Grade Mode ?

Standard Letter (S)

- **Class Schedule**
 - Part of Term

Class Schedule

Part Of Term required 

Set Part Of Term 

Start Date 

Jan 12, 2026

End Date 

May 9, 2026

- **Instructors:**

- Defaults to your department's faculty. If you cannot find an instructor your department, click the All Instructors toggle at the top of the window.
- Indicates if the faculty member has a conflict (i.e. Is already teaching a course at the same time)
- If assigning multiple instructors, then be sure to set one as Primary and one as Non-Primary by clicking **Set Instructor Role & Details**.

Instructors

 INSTRUCTOR

Assign Instructor to ACC103 - 001

 Instructors from Accountancy Department

 All Instructors

Filter By Instructor Type 



Start typing...

Viewing 1-25 of 1096

 PREVIOUS

NEXT 

John Abbruzzese (jabbruzz@providence.edu)  

TYPE

Instructor

CONFLICTS

0

PREFERENCE FIT

100%

Instructors



Julia Camp (jcamp@providence.edu) (Primary - 100%)  

TYPE	CONFLICTS	PREFERENCE FIT
Instructor	0	100%



Jessica Buchanan (jbuchan1@providence.edu) (Non-Primary - 100%)  

TYPE	CONFLICTS	PREFERENCE FIT
Instructor	0	100%

+ INSTRUCTOR

 **SET INSTRUCTOR ROLES & DETAILS** *

Set Instructor Roles & Details

Julia Camp 

Instructor Session Indicator **required**

01: Mo, We, and Fr 12:30 PM 1:20 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 12:30 PM 1:20 PM - Jan 12, 2026 - May 9, 2026

Instructor Role (Faculty-Of-Record) **required**

Instructor Role 

Primary

Non-Primary

- **Meeting Patterns:**

- Select a standard meeting pattern from the provided options. Reference the [new course series](#) chart as needed.
- After selecting a meeting pattern, click into Set Details to confirm the Schedule Type.

- All custom meeting patterns outside of the standard course series will need to be approved by the Office of the Registrar.

Meeting Patterns & Rooms

DAY(S)	START	END	ROOM	START DATE	END DATE
--------	-------	-----	------	------------	----------

+ MEETING PATTERN
 SET DETAILS
 SORT MEETINGS

Select Meeting Pattern
×

Filter By Days S M T W R F S
Filter By Times --:-- -- --:-- --
Filter By Attributes
[Clear Filters](#)

Mo, Tu, and Th from 4:30 PM to 5:20 PM

ATTRIBUTES	USAG	PREFERENCE FIT
	E	
	0	100%

Mo, We, and Th from 6:30 PM to 7:20 PM

ATTRIBUTES	USAG	PREFERENCE FIT
	E	
	0	100%

Meeting Patterns & Rooms

DAY(S)	START	END	ROOM	START DATE	END DATE
Mo, We, and Fr	11:30 AM	12:20 PM	Not set	01/12/26	05/09/26

+ MEETING PATTERN
 SET DETAILS
 SORT MEETINGS

Meeting Patterns Additional Information

Meeting ?

Mo, We, and Fr 11:30 AM 12:20 PM

Session Indicator **required** ?

01

Schedule Type **required** ? Start Date ?

Classroom Based (CLS) Jan 12, 2026

- **Other Section Information**

- Provide the Max Enrollment Capacity for the section
- Indicate if the section will be using the automated waitlist.

 **Other Section Information**

Actual Enrollment ?

0

Max Enrollment Capacity **required** ?

25

Will this course be using the automated waitlist? **required** ?

YES **NO**

Section Attributes ?

—

- **Registration Restrictions/Notes:**

- Use the Registration Restrictions drop-down menu to indicate if any additional restrictions should be placed on a course section. Some examples include:
 - Department Chair/Program Director Permission
 - Instructor Permission
 - Class Level Restriction
 - Major or Minor Restriction
 - Student Attribute Restriction
- If setting a major, level, or attribute restriction, please elaborate in the text box.
- There is a final open text box for any additional notes or comments you'd like to send to the Office of the Registrar.

Registration Restrictions/Notes

Registration Restrictions 

Set Registration Restrictions 

If setting a major or class restriction, please provide further details below. 

Elaborate on Major/Class Restriction

Any additional notes for the Office of the Registrar? 

Additional Notes

- **Schedule Type**

- The system pulls in all available schedule types (Classroom Based, Asynchronous, etc.) Use the red trash can icon to delete all non-applicable schedule types. For example, if a course section will be taught in-person in a PC classroom, remove all schedule types aside from Classroom Based (CLS).

Schedule Type

Schedule Type **required** 

Asynchronous Meetings (ASN) 



Schedule Type **required** 

Hybrid Course (CDL) 



Schedule Type **required** 

Classroom Based (CLS) 



Schedule Type **required** 

Distance Learning (DL) 



6b. Editing an Existing Section

- Select a section to edit.
- Modify meeting patterns, instructors, capacities etc.
- Save changes.
- Please note that after the schedule drafting phase has closed, changes will need to be reviewed and approved by the Office of the Registrar. In this case, you will be prompted to submit a **Change Request** and provide an explanation for the update.

6c. Adding a Course from Inventory

If a course is approved in the curriculum but not listed for the term:

- Click **Add Course** from the Section Dashboard.
- Search the catalog inventory for the course.
- Add the course, then create its section(s).

The screenshot displays the 'Section Dashboard' interface. At the top, there's a header with 'Section Dashboard' on the left, '2. Department/Program Scheduling' in a blue pill, '+ ADD SECTION' in a blue button, and '+ ADD COURSE' in a yellow button. Below the header is a 'Select Term' dropdown menu currently set to 'Spring 2026 - Current Planning Term'. Underneath are four tabs: 'SECTIONS' (highlighted in blue), 'COURSES', 'CALENDAR', and 'DEPARTMENTS'. A modal window titled 'Add Existing Course From Inventory' is open, featuring a search bar with 'SOC 381' entered and a dropdown menu showing 'SOC381 - Social Research Methods'. An 'ADD COURSE' button is located at the bottom right of the modal.

6d. Cancelling/Deleting a Section

- Select the section to cancel.
- Remove the meeting times and instructors.
- Click into the Section Status drop-down menu.
- Select **Dept. Delete Section**.
- Click Save Section.

General Information

CRN ?

2161

Section Number **required** ?

001

3 characters (1 - 3 allowed)

Section Title ?

Math Business Analysis II

Section Status **required** ?

Set Status

Active

Dept. Section Delete

Grade Mode ?

—

Course Default Grade Mode ?

Standard Letter (S)

6e. Rule Exception Requests

- There are certain rules set up in Coursedog to ensure that each course/section includes all the necessary information for it to populate in Banner/Cyberfiar.
- If a section you are editing is in violation of one of these rules, a banner will appear across the top of the section builder informing you of what must be corrected.
- For example, a section can not be submitted for validation without an assigned instructor or without meeting times.
- If a section must be built in violation of one of these rules, the scheduler may submit a Rule Exception Request for approval.

Editing MTH108 - 001 !



EDITING

ACTIVITY LOG

▶ HIDE SIDEBAR

✓ This section was **successfully** synced with the SIS on 10/24/2025 at 01:19 AM.

! This section is **not using** standard meeting patterns.

[SUBMIT RULE EXCEPTION REQUEST](#)

Review Schedule Conflicts



As of 10/24/2025 6:55 PM

SECTION RULES

MEETING PATTERN RULES

BOTTLENECKS

PREFERENCES

Non Standard Meeting Pattern 33

CONFLICT	COURSE CODE	SECTION NUMBER
This section is not using standard meeting patterns. SUBMIT RULE EXCEPTION REQUEST	ACC204	003
This section is not using standard meeting patterns. SUBMIT RULE EXCEPTION REQUEST	ACC204	001
This section is not using standard meeting patterns. SUBMIT RULE EXCEPTION REQUEST	ACC204	M17
This section is not using standard meeting patterns.	ACC204	005

 *Schedule in progress*

You must input a reason for all rule exceptions, before being able to submit your schedule for validation. Additionally, you may need to resolve warning before being able to submit your schedule for validation (depending on role permissions).

[SUBMIT FOR VALIDATION](#)

8. Change Requests

- After the initial department scheduling phase has ended, all changes must be approved.
 - Open a section and then click **“Request Change.”**
 - Update necessary fields and include justification.
 - Submit for review. Each request automatically routes to the appropriate approver.

9. Reports & Analytics

1. Go to **Reports** on the side menu.
2. Select Export from the Reports menu.
3. Download your desired report type.

Academic Scheduling

Home

Section
Dashboard

Instructors

External
Preference
Forms

Requests

Rooms

Reports

Reports ⓘ

Overview

Sections

Conflicts

Instructors

Times

Rooms

Bottlenecks

Enrollment

Export ⓘ

10. Resources & Support

- The Office of the Registrar is available to assist with any questions or concerns you may have with the Coursedog software. Please contact us by emailing scheduling@providence.edu.
- There are also materials and guides available through the [Coursedog Knowledge Base](#).