ACCESS & LOGIN

- Coursedog works with most browsers but Google Chrome is preferred.
- Log into Coursedog at app.coursedog.com, using your BYU email. You will then be directed to log in with your Net ID and password. Please note that you will always need to use this same email to log in, so please make sure we have your correct email before you begin scheduling.
- Current Department Schedulers have been given access to Coursedog. Any new requests for scheduling access should be submitted at aimaccess.byu.edu. Only active schedulers should have access.

INSTRUCTOR MANAGEMENT

The Instructor Management page is a place for schedulers to maintain a list of all the instructors who teach classes for their department. Only instructors who have been added on the Instructor Management page will show on the list of instructors in Coursedog, so it is important that the list is kept current.

INSTRUCTIONS

- In Coursedog, click Add Instructor in the header on the top right to open the Instructor Management page.
- On the Instructor Management Page, enter an identifier (Name, Net ID, BYU ID) under Search Instructor to Add, then click Search. A line with the name and identifying information will appear below the search box. Choose the appropriate Academic Unit, then click Add Instructor.
- Remove instructors using the remove link on the far right. When instructors are removed from the Instructor Management page, they will be set as inactive in Coursedog, but will remain on any classes they were assigned to.

HOME & DASHBOARD

After logging in, you will be brought to the home page. To navigate within Coursedog, use the Dashboard on the left to access the Section Editor, Preference Forms, Requests, and Settings. If the Dashboard isn’t visible, click the three lines in the top left corner to open the Dashboard or to return to the Home page, click the Coursedog logo.
INSTRUCTIONS

- The following items always display on the top right:
  - **Add Instructor** links to the Instructor Management page.
  - **Help Center** contains Coursedog articles and documentation.
  - **Notifications** shows messages regarding the schedule workflow and status of change requests.
- At the bottom right is a **Chatbot** feature available at any time to access documentation or get help from a Coursedog customer success representative.
- The scheduling timeline shows dates for the current scheduling cycle.
- The **Schedule Overview** shows information about Courses, Sections, and Instructors, and links to view them.

PREFERENCE FORMS

Coursedog Preference Forms are online web forms used to collect Instructor preferences. These are sent out via a shared link which allows instructors to securely access the form without requiring a Coursedog account. Please note that instructors must first be added on the Instructor Management page before they can be sent the link to submit preferences.

INSTRUCTIONS

- From the Dashboard, choose **Preference Forms**, then **Department Forms**. This is a general preference form created for all departments; if customization is needed, please contact Class Scheduling.
- To send the preference form to instructors, choose the correct semester, then click the **Share** tab of the form builder, then the **Create Link** button. Then copy the link and email to instructors. The link is semester-specific, so each semester a new link must be generated, and each department should have a separate link.
- When the instructors access the form, they will select their name from a list, then enter the form. When they respond to the form questions, the system will automatically save a draft of the responses, but will not submit the form until the instructor has clicked the Submit button at the bottom of the page.
- To view form responses, click on the **Responses** tab in the form builder. Here you can see responses for each instructor who has filled out the form.
  - Preferences can also be viewed on the **Instructors** tab.
  - A CSV report is also available to view all responses together.

SECTION EDITOR

The **Section Editor** option in the Dashboard defaults to the current scheduling semester, and opens a list of all courses for a department. This is where the schedule is built.

INSTRUCTIONS

**Semester/Term**

- The current scheduling semester or term shows by default. Click the semester name to switch, then choose a semester or term from the drop-down menu.
Navigation, Search, Filter, and View

- **Sections**: Add new sections, edit existing sections, and validate and submit your department's class schedule.
- **Instructors**: View instructor schedules and preferences.
- **Calendar**: View class schedule by calendar, list, or rooms.
- **Departments**: View class schedule by department. NOTE: if you schedule for multiple departments, find them by clicking the Departments header and searching for the other department. Click the return symbol next to the department name to switch back to your primary department.
- **Search**: sections, instructors, or departments using the search box under the corresponding header.
- **Filter**: Allows you to customize the way your schedule is displayed. Multiple filters can be set based on any of the fields in the Section Editor. To remove filters, click the X next to the filter then Save.

- **Change View**: By default, the Section Editor shows the current semester being scheduled, and all current courses for the department. Use Change View to see another semester/term, or switch between viewing sections currently scheduled vs all courses.

Adding and Editing Sections

- The default is **View by Courses** which shows all active courses for the department. For longer lists, **Next** and **Prev** buttons appear above the course list.
- Clicking a course expands the view to show information about the course and any scheduled sections. The **Course Description** field displays Course Headers, Lecture/Lab Hours, Course Limitations, and Class Fees.

- **Click** to add a new section. To edit a section, hover over an existing section number and click the blue icon that appears to open the **Section Editor** modal.
• Use the red trash can to delete a section. NOTE: if changes don't appear immediately, refresh the page.

### Section Editor Modal

• Alerts display at the top to inform you of any conflicts or missing information. Hover over the tooltips 🪪 to see details about certain fields.

<table>
<thead>
<tr>
<th>Section</th>
<th>INSTRUCTORS</th>
<th>DAYS</th>
<th>START</th>
<th>END</th>
<th>ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>002</td>
<td>Not set</td>
<td>Mo</td>
<td>9:00 AM</td>
<td>11:50 AM</td>
<td>TBA</td>
</tr>
</tbody>
</table>

This section is violating **Empty Fields**: You have left a field empty that is critical to creating this section. Please make sure section number, section type, term, availability status, final exam type, and registration method have been selected.

### General Information

• **Section Number**: will default to the next number, but sections may be renumbered.

• **Term**: Must be set to Semester, 1st Term, or 2nd Term.
  
  **NOTE**: Spring can be set as 1st Term or Semester (for Spring-Summer classes); Summer can only be 2nd Term.

• **Section Type**: Though all section types are listed, department schedulers should ONLY select Day or Evening.

### Meeting Patterns & Rooms

#### Meeting Patterns

In Coursedog, class days and times are referred to as Meeting Patterns, of which there are two types:

• **Standard Meeting Patterns**: Recommended day and time combinations that allow the most efficient use of classroom space. Also facilitate efficient student schedules; when classes are at standard times, students can plan smarter schedules!

• **Custom Times**: Used when a class does not fit into a standard meeting pattern. When the schedules are submitted for approval, there will be a field to provide justification for the custom times built onto the class schedule.

Adding a Meeting Pattern

• Click + to open the **Select Meeting Pattern** window.

• Here you can see the standard meeting times, with filters to quickly find the desired class time.

• At the bottom are options to **Use Custom Times** and **Select TBA**.

• Each meeting pattern shows information about the department’s usage of that time, and how well it fits any preferences submitted for that class.

• Click the desired meeting pattern to add it to the class.

• Multiple meeting patterns may be added. However, all meeting patterns for a class must either be Standard or Custom, not a combination, or other meeting pattern types already created will be deleted. In cases where a combination is needed, add in all the times as Custom.
• **Rooms**
  - Click the room field to open the room assignment window.
  - Filter by room type and features, or simply enter the building or room number. A and B rooms are university-wide classrooms, other types are department-owned rooms. Multiple filters can be selected.
  - Priority rooms and department rooms are displayed. Can toggle between available rooms or all rooms.
  - Each room shows how well it fits any preferences submitted for that class. Hover over 🔄 to view more information about each room.
  - At the bottom of the window is an option to Select TBA for the room. Please remember that TBA means no room is needed for the class. If you need a room but don’t have one to put the class in, please leave the room field blank.
  - Select No Room will clear the room field, removing any previous room selection.

![Assign Room to NURS 180 - 001](image)

- **Instructors**
  - Click 🚪 to open a list of instructors. The default view shows instructors from your department, but there is also an option to display all instructors.
  - Begin typing instructor’s name to filter the list, then select instructor. If the instructor is not found, the name needs to be added on the Instructor management page.
  - Then use Set Instructor Roles to designate the instructor as Primary, Team, etc. Each class should have one Primary instructor, and any additional instructors should be Team.

![Assign Instructor to NURS 180 - 001](image)

- **Relationships**
  - Designate classes as Taught Together when they will be meeting at the same time in the same room.

![Relationships](image)
• Select the course and section of the taught-together class, then choose the **Same Time, Same Days, and Same Room** relationship (other options aren’t relevant and will not prevent conflicts).
• The class will then show under relationships as Taught Together.

![Select course](image)

![Relationships](image)

• **Credits**
  The Credit Hour fields look different depending on whether the class is a Fixed or Variable credit class.
  • **Fixed** credit classes display the credit hours allowed for the class. Please do not try to switch to variable credits, or an error will occur when the class schedule is pushed into AIM.

![Fixed Credits](image)

• **Variable** credit classes display the minimum and maximum credit hours allowed for the class. Adjust the maximum credits as needed within this range, or click **Switch to Fixed Credits** and set the number of hours within the allowed range.

![Variable Credits](image)

• **Enrollment Settings**
  • Set class size, paying attention to the size of the selected room. If the size is set over room capacity, a warning will appear at the top of the Section Editor.

![Enrollment Settings](image)

  - CB 202’s capacity is lower than this section’s max enrollment capacity.

• **Waitlist** is enabled by default. To disable the waitlist, set the Waitlist Status field to 0.

• **Room Preferences**
  • For classes that don’t have a room available, **Preferred Building** and **Preferred Room Features** may be selected which will be taken into consideration when rooms are assigned during Limited Change scheduling.
• **Other Settings**
  • These are settings customized for BYU, and in the future will be rearranged to be more intuitive.
    • **Limitations**: Choose from two types of limitations.
      • **1 Limitation Type-Value Needed**: Set either Majors Only or Class Flag limitations here (only one limitation type can be selected, though multiple values may be added). NOTE: if Major Limitations are set on the course level, they do not need to be set on the section level.
        • **5 Limitation Value**: required for each Limitation Type-Value Needed limitation. Separate multiple values with semicolons.
      • **8 Limitation Type-No Value**: limitations such as Honors, Men/Women Only, FBI Clearance, that don’t require a value. Internship is included in this group because the value will be automatically added when the class schedule is pushed into AIM.
    • **2 Availability Status**
      • Active - set for classes that will be offered
      • Cancelled - used to remove a section from the class schedule during Limited Change scheduling.
      • NOTE: to remove a section during Priority scheduling, simply delete it using the red trash can in the section list.
    • **3 Final Exam**
      • Y - will hold an in-class final
      • N - will not hold an in-class final
      • T - will use the Testing Center
    • **4 Registration Method**
      • O - online registration through end of add-drop period
      • F - online registration until the first day of semester or term (waitlist also cleared)
      • S - registration by permission-to-add code only
    • **6 Lab**: Choose Yes for 0 credit lab sections only.
    • **7 Notes**: Choose from a selection of predetermined notes.
• **Notes**
  • This field is used only for section-specific headers. View course headers under Course Description. To add or update a course header, please contact Class Scheduling.
  • Always include both the class and section number in all headers. This is necessary because when students register, all the headers for a course are listed together, and this information allows students to know which section the header refers to.
  • **Example**: STDEV 214R Section 006: Professional Etiquette

• **Activity**
  • The Activity area on the right side of the Section Editor modal shows a log of all the changes made to the class. Comments can also be added to keep notes or reminders about the changes made.

**VALIDATE AND SUBMIT SCHEDULE**

When your schedule has been completed, and before Limited Change begins, Validate and Submit your department class schedule. The schedule must be validated and submitted in order to be pushed into AIM. These functions are found on the Section Editor.

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display the specific warnings for that section.

After all conflicts have been resolved, click **Submit Schedule**.
- If the schedule has allowable conflicts that cannot be resolved, submit **Rule Exception Requests**, which will then allow the schedule to be submitted.

When the class schedule is ready to be published, the data will be pushed from Coursedog into AIM. Ideally, the schedule should be as complete and accurate as possible at this point, but adjustments may still be made using change requests.

**REQUESTS**

The **Requests** option in the **Dashboard** is a workflow used for making changes to classes during Limited Change scheduling, or requesting exceptions to the rules enforced in the system. This replaces email and phone requests, and preserves a history of all requested changes in one location.
Click **CREATE REQUEST** then choose the type of request--Rule Exception or Section Change.

- **Rule Exceptions**
  - The Coursedog system enforces certain rules, such as no classes held during the devotional hour. The Rule Exceptions request is used for classes that have approved exemptions to these rules.

  ![Rule Exception Request Form](image)

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- **Section Changes**
  - To **Add**, **Edit**, or **Delete** a class, use a section change request.
  - Fields similar to the section editor will appear where you can make the desired changes.
  - A summary of the request appears on the right.
  - Please note: If a class has an **Envelope** associated with it and you submit a section change request, be sure to put in the comments that the class is part of an envelope and that the envelope size also needs to be changed.

  ![Section Change Request Form](image)

- **Request Workflow**
  - After requests are submitted, the status will show on the **Requests** page under **My Requests**.

  ![Requests Table](image)
The Class Scheduling office checks and approves the requests. Once approved, the change is made automatically and immediately in Coursedog.

HELP & CONTACT INFORMATION

Coursedog provides an excellent feature to ask questions and search for answers about the class scheduling system. Simply click the Chatbot at the bottom right of any page, or take a look at the helpful articles and tutorials in the Help Center.

As always, the Class Scheduling team is happy to answer questions, provide one-on-one training, and assist Department Schedulers any way we can. Please don’t hesitate to contact us!

- Class Scheduling  2-0999  classscheduling@byu.edu
  - Laura Chapman  2-6557  laura_chapman@byu.edu
  - Rosemarie Woodward  2-4218  rosemarie_woodward@byu.edu

- Additional Contacts
  - Karen Cottle  2-2873  Evening Classes
  - Carolyn Andrews  2-8328  Online Classes
  - Julie Swallow  3-9433  Salt Lake Classes

Scheduling begins in Coursedog with Spring 2020. All prior semesters will be handled in AIM. Though the CLS pages will no longer be used for scheduling, they are still available to view for reference and historical purposes.