

Introduction:

Why Courshedog?



Curriculum Management

Coursedog's Value



Automated Workflows

Coursedog's proposal processing eliminates bottlenecks or lost requests in inboxes.

Have clear line-of-sight on the status of curricular changes.



Reduce Manual Data Entry

Proposed changes are immediately applied to the Curriculum inventory and the Catalog.

Integration with the SIS reduces manual updates.



Boost Student Success

Reduces error-prone manual data entry or stale, out-of-date information.

Provide students with accurate, relevant degree information.



System Training: *The Basics*



Logging In & Account Settings

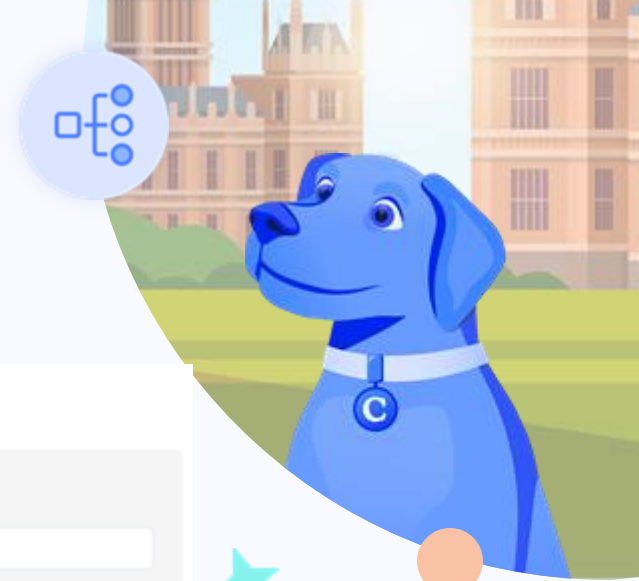
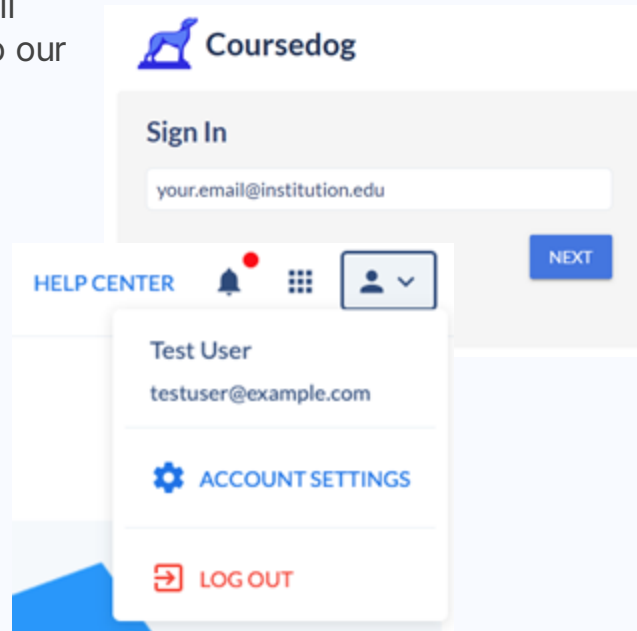
Logging Into Courshedog

Courshedog URL: <https://app.courshedog.com>

- Enter your College of the Canyons email address & click Next to be redirected to our SSO
- Login to the SSO
- Following authentication, you will be redirected back to Courshedog

Account Settings

- User-specific Default Views
- Email Notification Preferences
 - Daily Digest - recommended
 - Immediate



Courses and Programs

Course and Program Dashboards

The **Course** and **Program Dashboards** can be customized to display critical curriculum information

- Use the **Search Bar** to find the course or program you're looking for
- Apply **Filters** to only see records that meet your criteria
- Add, remove, or rearrange **Columns** to access key fields directly within the Dashboard
- Use **Schoolwide Saved Views** to easily re-apply settings, or create your own **Saved Views** to reuse in the future
- **Export** the Dashboard view to a **CSV** for further slicing & dicing

CODE	KNIGHTVISION COURSE TITLE	SCHOOL	STATUS	ACADEMIC LEVEL
AC141	Financial Accounting	School of Business & Technology	Active	Undergraduate
AC143	Managerial Accounting	School of Business & Technology	Active	Undergraduate
AC190	Topics in Accounting	School of Business & Technology	Active	Undergraduate
AC221	Intermediate Accounting I	School of Business & Technology	Active	Undergraduate

Course Filters

Where Status Is Active

And Academic Level Is Undergraduate

+ ADD FILTER

CANCEL APPLY FILTER



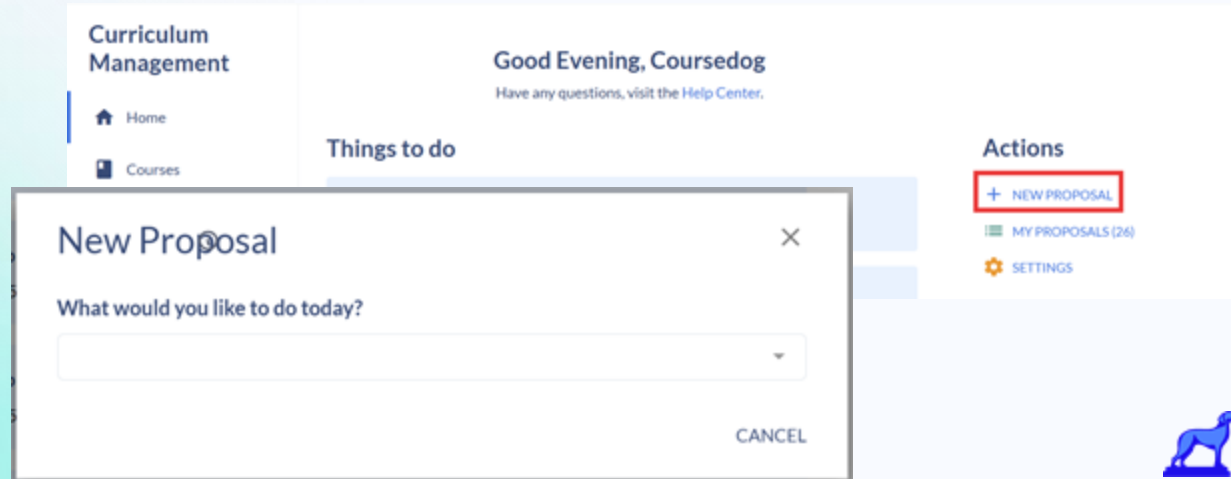
System Training: *Submitting Proposals*



Creating a New Proposal

Via Home Screen Form Routing

1. Under the **Actions** menu, click “+ New Proposal”
2. Step through the prompts in the New Proposal modal to be automatically directed to the correct form for the type of proposal you are submitting



Populating Proposals



Copy from Record or Proposal

If you **REVISING** a proposal, you should **pre-populate your proposal** with an existing course/program/proposal's data.



Fill Out Required Fields

The form will indicate if any fields are **required**. You cannot submit a proposal until all required fields have been populated.



Validate Before Submitting

Review the proposal to ensure that all fields are **correctly populated** before submitting. Some fields may have **pre-populated!** (They are still worth checking!)

Proposal Drafts

As you work on your proposal, Coursedog will **auto-save** the proposal as a **Draft**.

You can **leave the proposal at any time** and come back later to finish it.

You can always access your **Drafts** from the main menu.



System Training: *Proposals Dashboard & Management*



Proposals Dashboard

Viewing Proposals

The **Proposals Dashboard** will show you the proposals that are most important:

- **Vote Required:** proposals are at your workflow step & awaiting votes
- **Assigned to Me:** proposals are in-flight, but not at your workflow step yet
- **Created by Me:** proposals that you have submitted
- **All Requests & Archived Requests:** all proposals in Coursedog

Name	Request Type	Decisions	Status
JRN1156 Journalism test of Coursedog Added 2 hours ago by [User]	New Course	[Progress Bar]	Pending
New Program: Bouquet Making Added 4 days ago by [User]	New Program	[Progress Bar]	Pending
New Program: Candle Making Added 4 days ago by [User]	New Program	[Progress Bar]	Pending
New Program Added 5 days ago by [User]	New Program	[Progress Bar]	Pending
MART212 Testing Intermediate Added 5 days ago by [User]	New Course	[Progress Bar]	Pending

Dashboard Views

You can filter & customize your dashboard views further:

- **Apply filters** based on the proposal type, status, etc.
- **Customize the columns** in the dashboard to see critical information at a glance
- **Save Views** to reuse later, or to make your personal Default View in your Account Settings



Help & Resources



Assistance in Proposals

Visible Explanations

To the right of fields that we felt needed extended explanations there are detailed instructions (including useful links)

- If there is no explanation, and you think it needs some, let Tricia George, Chris Boltz or Patrick Backes know as we can populate them.

Helping Question Mark



Next to every field when filling out a proposal, you'll see a '?.'. Click on it to find short explanations and help.

- If there is no help there, and you think it needs some, let Tricia George, Chris Boltz, or Patrick Backes know as we can populate them.

Pre-populated Answers

Many fields are pre-populated with answers that we felt would be the most common, but we can't anticipate your exact needs, so please check them.



Known Issues (and Solutions)

Pre-req/Co-Req/Advisory

- Largely came from eLumen as text, not linked requirements
- The Office of Instruction is working to hand update those fields over the next few months.

Distance Learning

- Came over in disorganized fields from eLumen.
- Office of Instruction has the last fully approved version as a .pdf and can help you, if needed, when updating a course

Program Requirements / Program Maps

- Came from eLumen as text, not as linked requirements.
- Office of Instruction is working to hand update those fields over the next few months.
- Not all program maps were built in eLumen – continued discussions on bringing them in



Ongoing Support & Resources

- [Coursedog's Customer Portal](https://coursedog.my.site.com/support/s/)
 - <https://coursedog.my.site.com/support/s/>
 - Extensive documentation - Videos, articles, best practices, example use cases
 - Can be accessed in-app (top right)!
- Support Tickets
 - Can be submitted by all end users (but check with Patrick as we may be able to fix it in-house)
 - 90% of tickets are solved same-day
- Bi-weekly Release Notes and Webinars
- Your Coursedog Customer Success Manager!



Questions?

