Smith College Coursedog Training Outline

Why Coursedog?

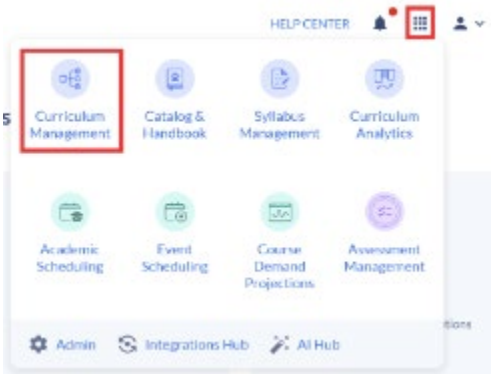
Automated workflows, reduction of manual data entry, dynamic access to proposal status, data integration with Workday.

Coursedog URL: https://app.coursedog.com

- Enter your email address & click Next to be redirected to Single Sign On (SSO)
- Login to SSO
- Following authentication, you will be directed to Coursedog
- Following implementation, Coursedog will be accessible from the Smith Portal.

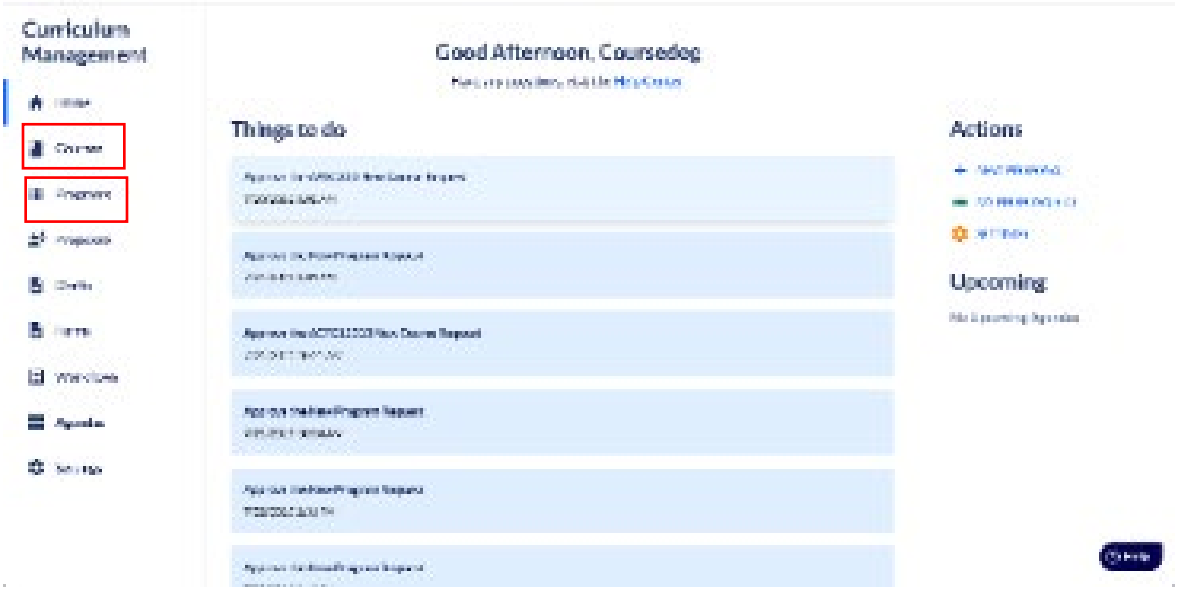
If you're brought to the **Product Tiles** landing page, select "**Curriculum Management**".

Otherwise, click the **Product Launchpad** dot grid in the top right and navigate to Curriculum Management.



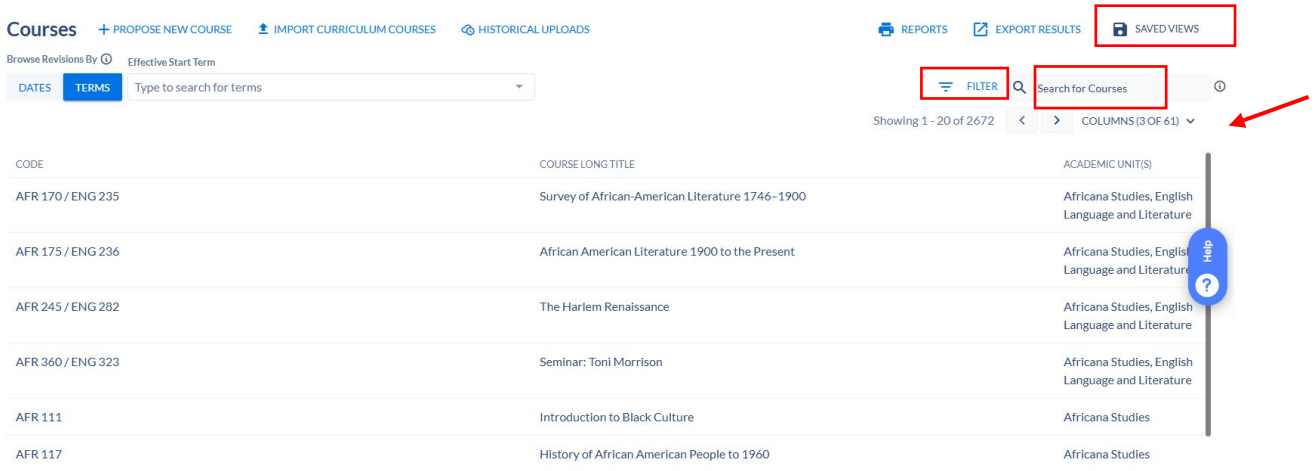
The **Home Screen** will show you any proposals requiring your action.

The main menu will always be on your left to help you navigate.



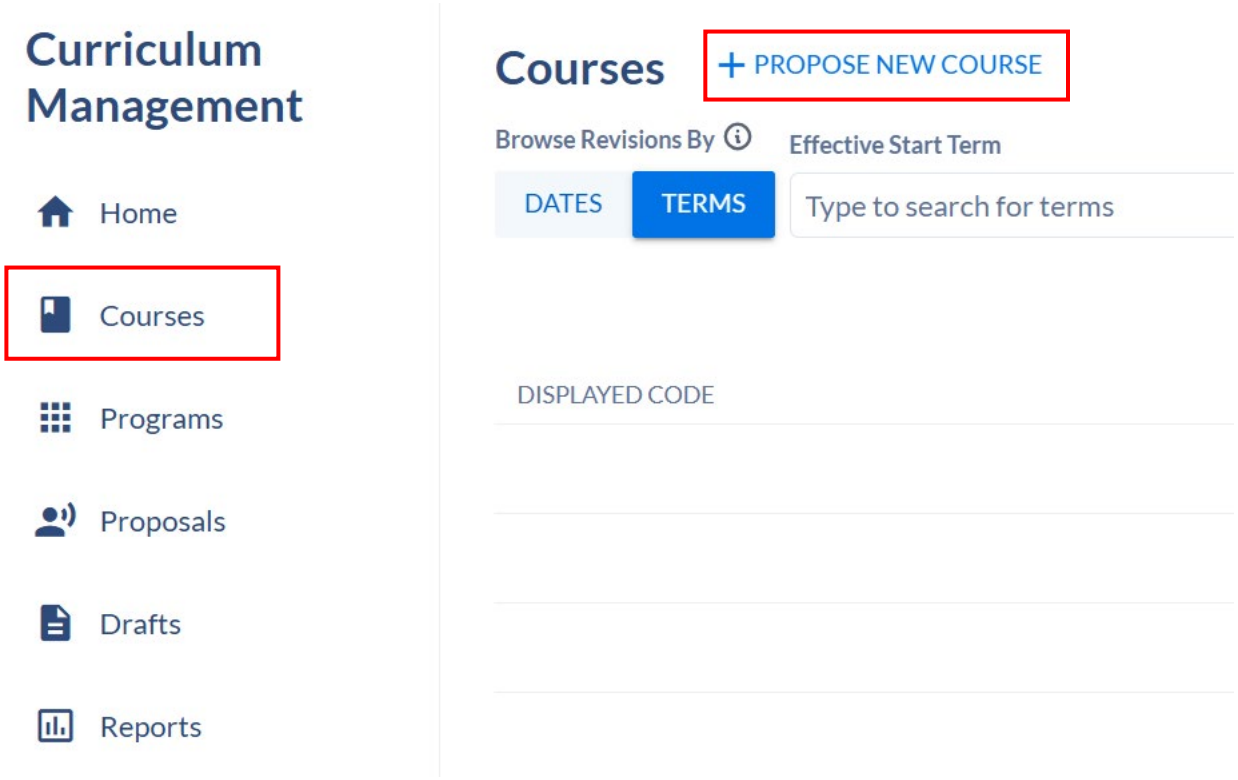
The **Courses** and **Programs** **Dashboards** can be customized to display critical curriculum information

- All active courses and programs of study are visible on the dashboards
- Use the **Search Bar** to find the course or program you're looking for
- **Filter functionality** is available to change your view. Views can also be saved for future use.
- Add, remove, or rearrange **Columns** to access key fields directly within the Dashboard. Column visibility is part of saved views.



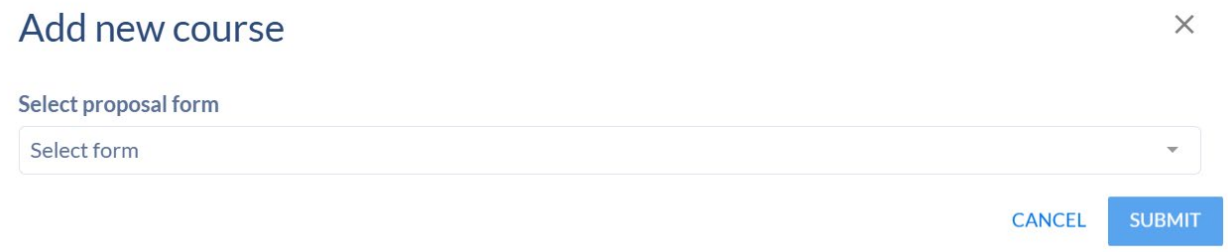
To propose a new course:

From the Home screen, select **Courses** from the navigation pane on the left of your screen.



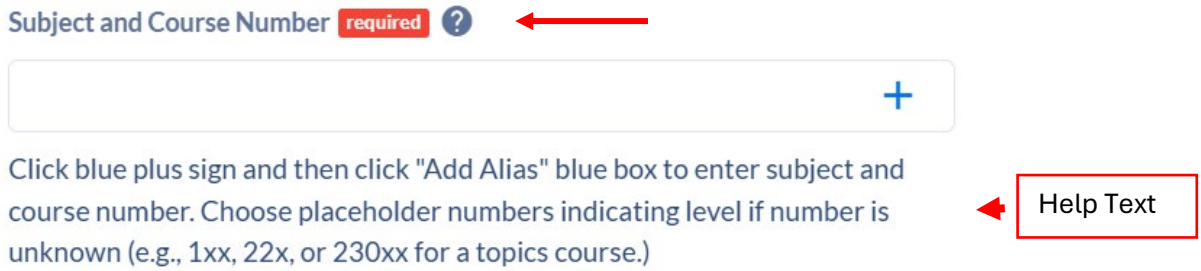
Select **Propose New Course**.

Using the drop down select the type of proposal and forms you want to use.

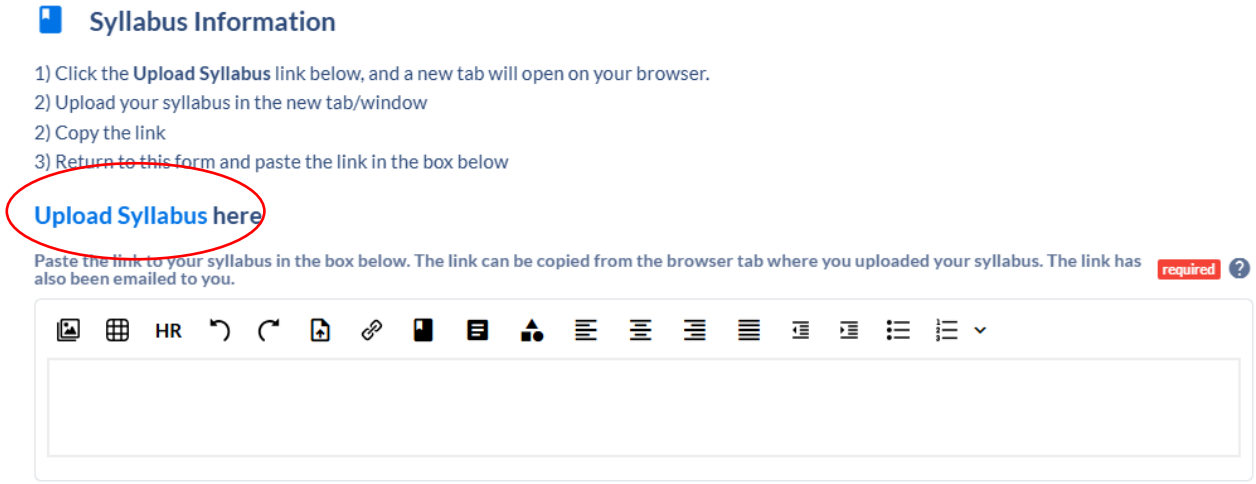


Complete the form.

Note: Required fields are labeled and explanatory help text is below the field entry boxes in most cases. The question marks are still in development and not currently functional as help text.



You will be required to upload a copy of your syllabus. Syllabi will be stored on the Smith network and accessible only to appropriate department chairs, CAP Curriculum Committee, and Coursedog administrators.

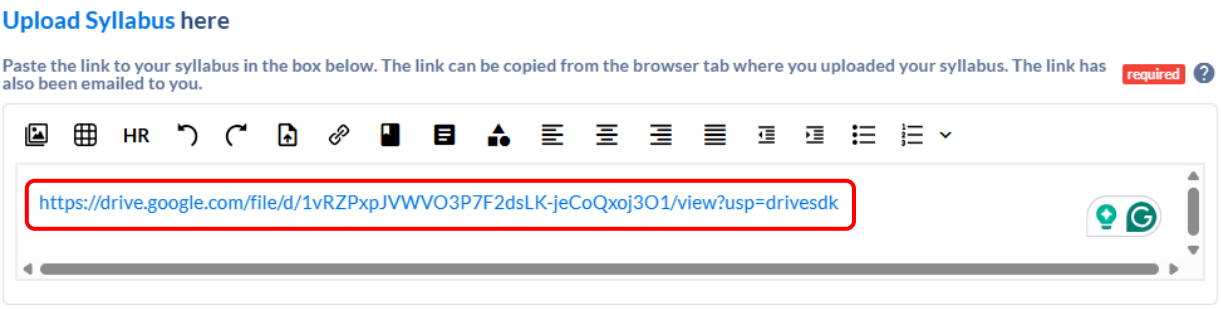


Select the **Upload Syllabus** Link. This will open a new tab in your browser.

Select **Choose File** and navigate to your syllabus.

Select **Upload**.

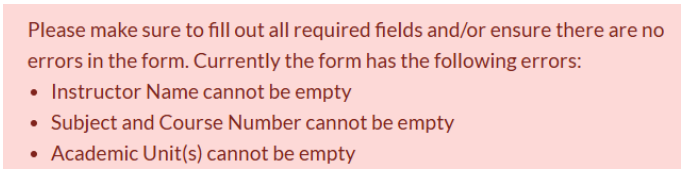
Select **Copy Link**. Return to the Coursedog form. Right click in the Upload Syllabus field and select paste.

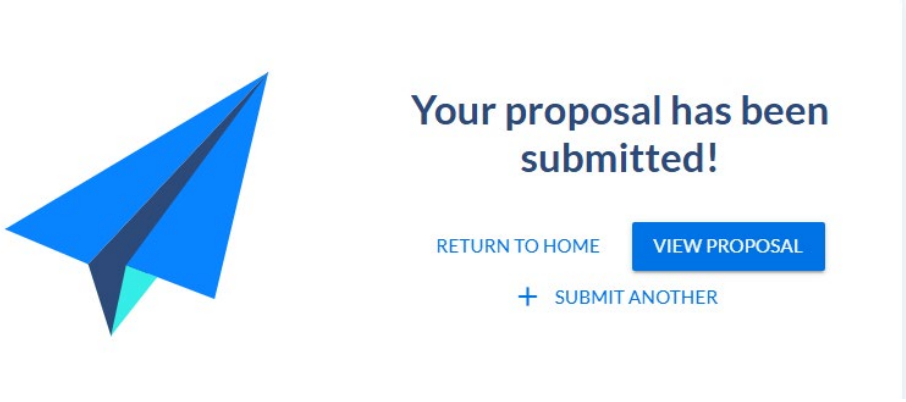


If you need to save a draft of your proposal and return to it later, select **Save Draft**. You can navigate back to Drafts from the left side menu.

When complete, select **Submit Proposal**. 

Any errors will be displayed on the right side of your screen. You will be directed back to the exact question(s) you need to complete.





Congrats, you did it!

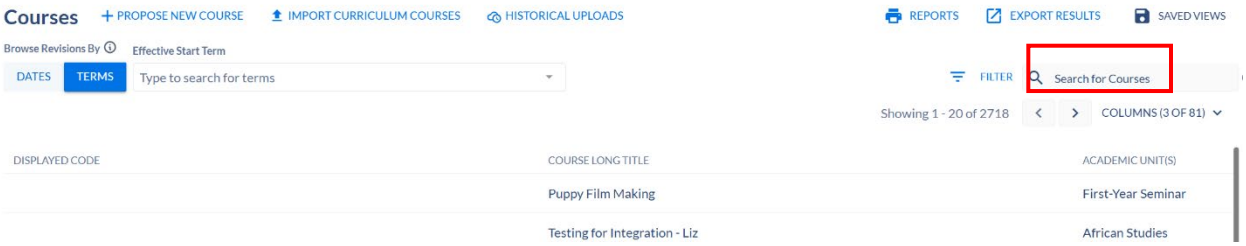
To review your proposal, select **View Proposal**. This will allow you to see where your proposal is in the workflow.

To check the status of your proposal at a later time, Select **Proposals** on the left hand navigation bar. You can check the status throughout the workflow process.

To edit an existing course: select **Courses** from the navigation menu on the left.

On the upper right, you'll find search for courses 

Type your course subject and/or number here.



Select the course from list. Your course will display.

To submit edits, select **Propose Changes** on the right under actions.

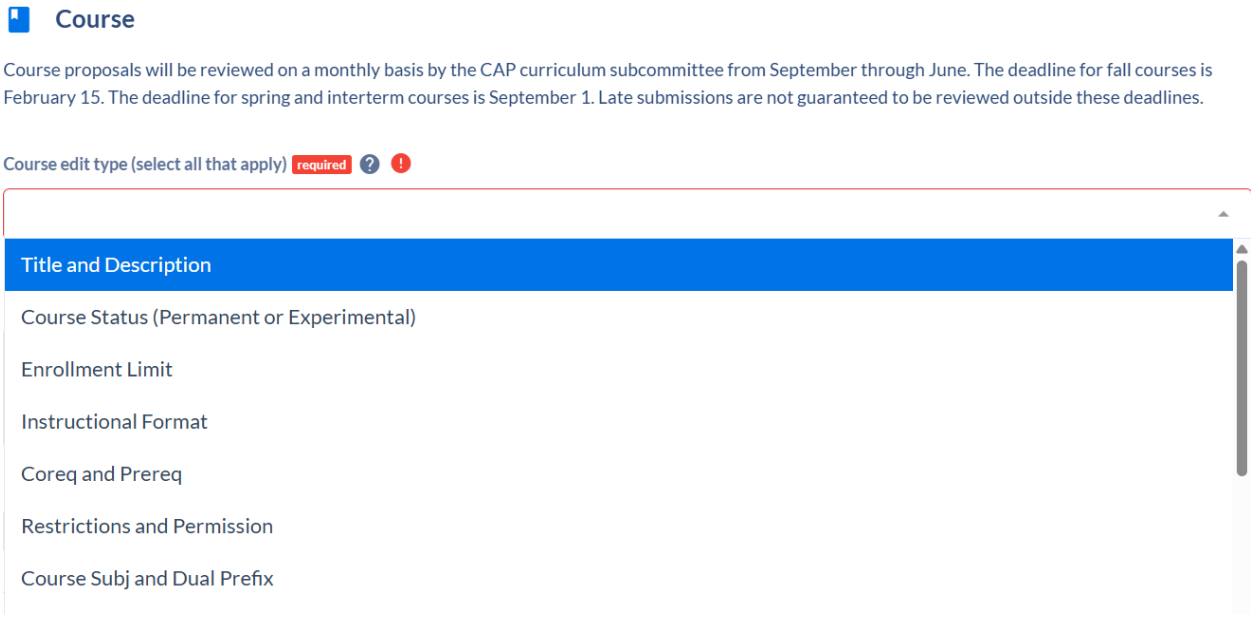


The **Select Edit Course Form** will pop up. From the drop down, select Edit Course Form, then select **Submit**



Information from the most recent version of your course, as it appears in Workday, will populate the edit course form.

Select the type(s) of edit(s) you are trying to make. This field is multi-select, select as many edits as you need to make for a single course.



Additional edits or explanation can be added in the text box below.

Edits should be made directly in the appropriate fields. For reviewers, edits will be visible with red-green mark-up.

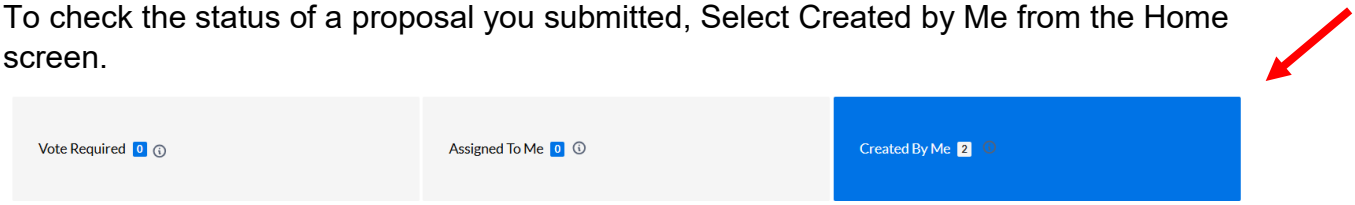
Complete all necessary fields and submit the form. 

To review your submission, select **View Proposal**. 

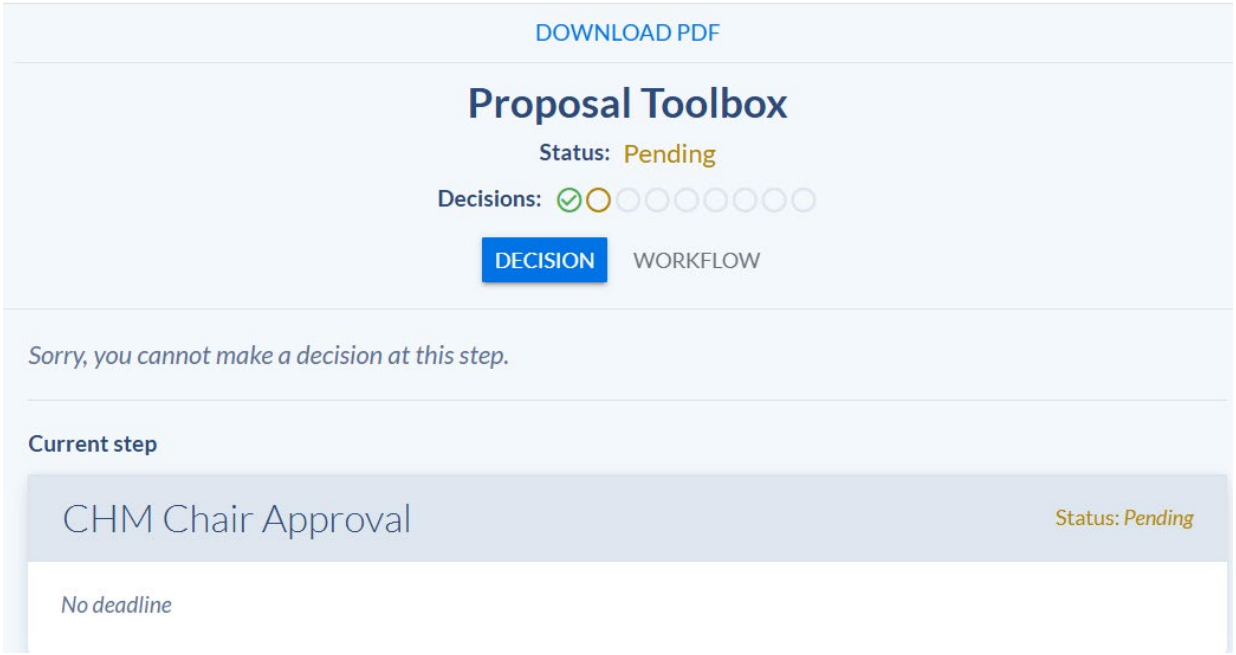
To view the changes you made select, **CHANGES.**



To check the status of a proposal you submitted, Select Created by Me from the Home screen.



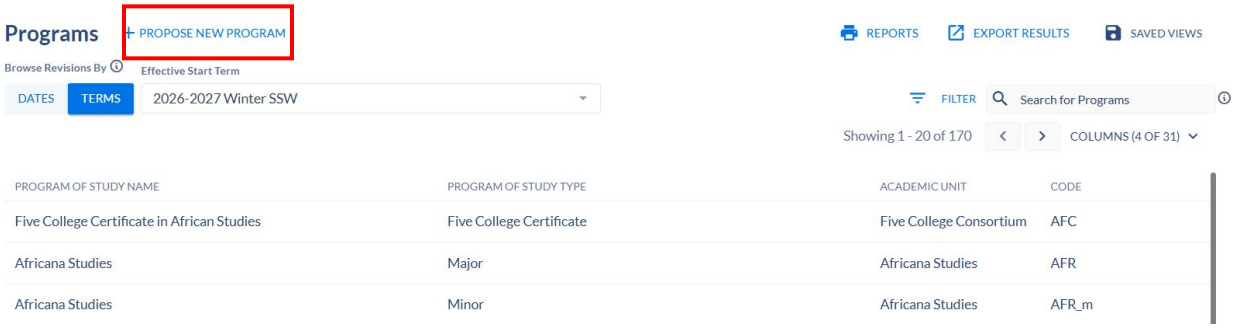
Clicking the course will load the proposal in progress and the **proposal toolbox** where you can see what step in the workflow your proposal is on.



For chairs:

New Program Request

To request a new Major, Major with tracks, Minor, Concentration, or Five College Certificate, select **Programs** from the navigation pane, then select **Propose New Program**.



Select the **New Program of Study** form from the drop down.

Based on your selection the required fields will load. Complete the form, including the upload of an executive summary to be considered by CAP.

Edit Program Request

From the **programs** dashboard, search for your program. Majors and Minors for programs of study are editable separately.

Note: New tracks for existing majors, should be proposed as an edit.



Select PROPOSE CHANGES

Choose **Edit Program of Study** from the drop down. The required questions will differ based on the type of edit you select.

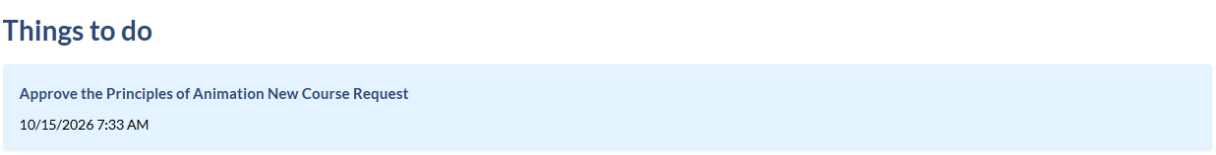
Note: Program requirements as they appear in the catalog and loaded in the form. Make edits directly in the fields.

Complete the form and **Submit**.

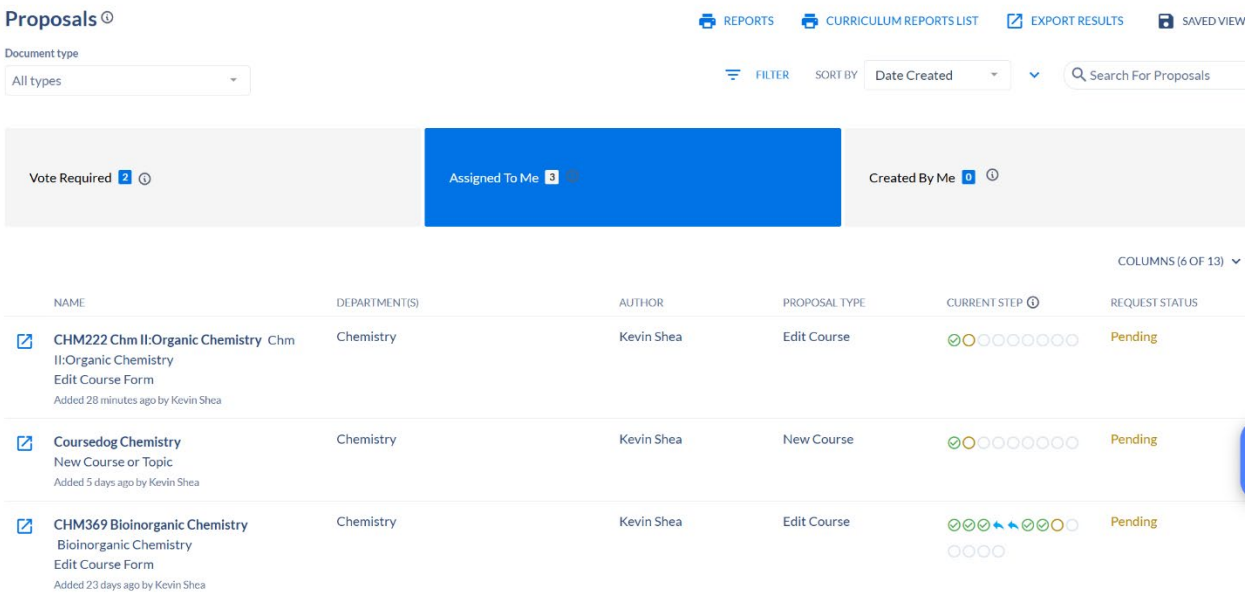
Course Approvals

Courses submitted by faculty in your department will require your approval. You will receive an email to let you know a course is awaiting your approval. Selecting the link in the email will take you directly to the course referenced.

You can also find the courses on your dashboard. Select the course to review.



The **Proposals** page will show you courses in workflow and their status.



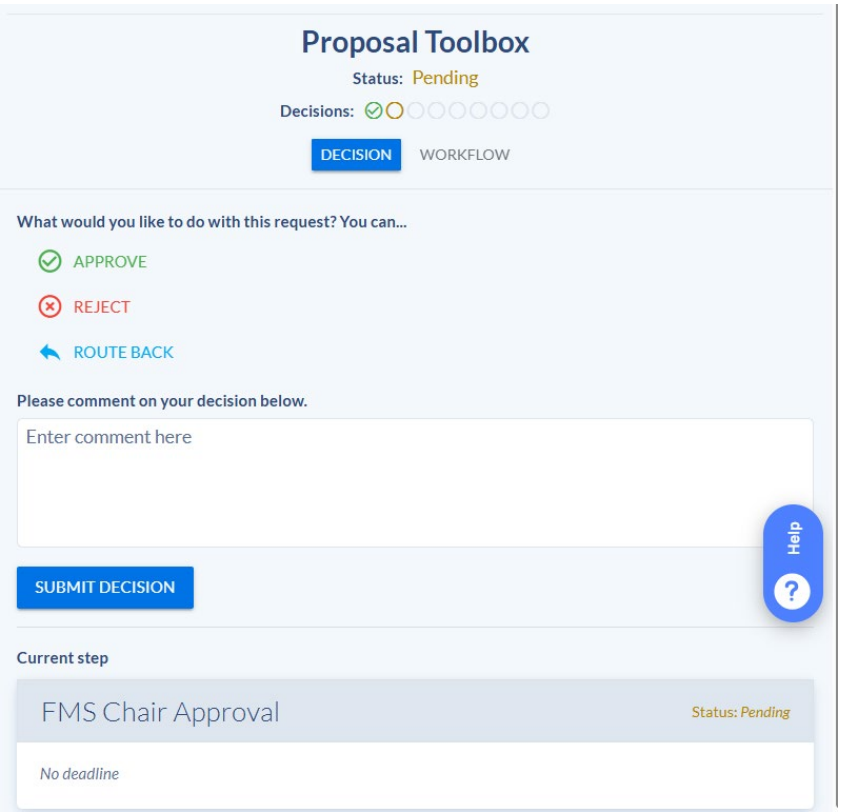
Select the course from your dashboard to review it. For new courses, review each field for accuracy.

From the **proposal toolbox** on the right, you can:

Approve—moves the course to the next step in workflow.

Reject—sends the proposal back to the author. The author can resubmit or discard.

Route back—sends the proposal back to the submitter for edits. Include necessary edits in the comments.



For edited courses, view the red-green markup by selecting **CHANGES.**



Choose **APPOVE**, **REJECT**, or **ROUTE BACK**