**Schedule of Classes, Office of the Registrar**

**Tip:** Use **Ctrl + Click** to access video.  
 If not successful, right click the link, copy hyperlink, and paste in browser’s address field.

**CourseDog Training Videos** *(3hrs, 1m)*

* [**00\_General Intro (CD)**](https://nau0.sharepoint.com/:v:/s/ScheduleofClasses/EaSeTh0XktlNt75uXMOysnkBRF_OQNKmvZjkamJeZEpmLQ?e=eBNGkC) **–** *9:28*

This video provides a general overview of what will be discussed during this training; The differences between a course and a class, the stages of scheduling, PeopleSoft, CourseDog, etc.

* [**1\_ Intro & General Info (CD**](https://nau0.sharepoint.com/:v:/s/ScheduleofClasses/EXmEBH8QUSFNiuLgu1omQ-AB_SMqVKsh5b4l9dfO7OBfRQ?e=mPaOn5)**)** *– 21:39*

This video will provide a description on how to navigate the CourseDog (CD) homepage and how to bring up the general information card.

* [**2\_Instruction Mode (CD)**](https://nau0.sharepoint.com/:v:/s/ScheduleofClasses/EUB-nYECiPJPhGXK6eenxT8BcgflQFP2KHMzpQf0pBCJ1Q?e=ToV0br)*– 29:45*

This video goes over the 4 types of instruction modes that are listed on CD; providing a detailed description of each.

* [**3\_Meeting Patterns (CD)**](https://nau0.sharepoint.com/:v:/s/ScheduleofClasses/EcnSybW_axhPmQ2WvuCRL24B7AGc1-_PnqPZDwcWBeK2sw?e=UWBTFv)*– 26:06*

In this video, Grant goes over details regarding Meeting patterns and room selection, standard meeting pattern times, and balancing sections.

* [**4\_Instructor Roles (CD)**](https://nau0.sharepoint.com/:v:/s/ScheduleofClasses/EQwfXJ58kY1BuRahbUAaFxcB4BKC1M5Mjj7OSCdL3tGpeQ?e=vh3dO4)*– 15:59*

This video goes over the 5 roles that can be used for instructors in Peoplesoft. It also goes over the course & sections filter on CD.

* [**5\_Enrollment (CD**](https://nau0.sharepoint.com/:v:/s/ScheduleofClasses/EextX2lG3ppKod4yuR8uLH8Br6rWYvpEjtDBEscdw9wIfQ?e=wJWMva)**)** *– 10:01*

This video goes over the values and features in the Enrollment settings card for CD.

* [**6\_Combined Sections (CD)**](https://nau0.sharepoint.com/:v:/s/ScheduleofClasses/EcEgSxxF1sZMq0kCHcHos2UBrmfa8cgwoD6-rpBnhZtDKQ?e=Z8nZD0)*– 9:41*

This video shows us how to identify class attributes that are common with combined sections. This would include values that are located in the relationships card.

* [**7\_Reserves (CD)**](https://nau0.sharepoint.com/:v:/s/ScheduleofClasses/EcbJ7kUa_s1OtxH9WW77Mt4BQXVT3ovAZjWIT6PnjBV9iQ?e=943huF)*– 5:46*

This video provides information on what a Reserve Capacity is and how to access the Reserve capacity link on CD; this is, essentially, a deep link to PeopleSoft.

* [**8\_Notes (CD)**](https://nau0.sharepoint.com/:v:/s/ScheduleofClasses/Eci4eOs_7ARArC105XpMiN0BA7TyLlTLHvCY4v4bu1nSPA?e=sAVoFS)*– 3:33*

The video goes over the notes section in CD and the purpose that it serves.

* [**9\_Add New Section-Course (CD)**](https://nau0.sharepoint.com/:v:/s/ScheduleofClasses/EQis2CYKgx5JtUlfXqImTswBV-PJ8Q7h8mUt-EauFv2pFw?e=J6SkTE)*– 11:00*

This video talks about how to build or add a new section on CD. We also talk about how to add existing courses from the curriculum, and how to deal with warning indicators on CD.

* [**10\_Requests (CD)**](https://nau0.sharepoint.com/:v:/s/ScheduleofClasses/EahRW5-UgBtMhgdQbnk1YfkB070Cg2scTdfzOv4EBkPYHg?e=MebB1J)*– 10:11*

This video talks about the requests tab on CD and how to make changes to a specific section or create a new request.

* [**11\_Scheduling Management (CD)**](https://nau0.sharepoint.com/:v:/s/ScheduleofClasses/EdpIpE_FKP1PqTeYk5bDYSkBSVDcJWDQFB3Ww83toyBywA?e=hjIqUu)*– 5:27*

This video goes over how to access and view reports in the different tabs of CD.

* [**12\_SOC Website (CD)**](https://nau0.sharepoint.com/:v:/s/ScheduleofClasses/EZJLhI4sxeFKtmnYouBq4qAB5R0gGsWN2352XKp45ZnQ8g?e=aTsRSN)*– 22:22*

This video provides an overview of the SOC website and the resources that are available to anyone that requires access to them.