



# Navigating the Section Dashboard

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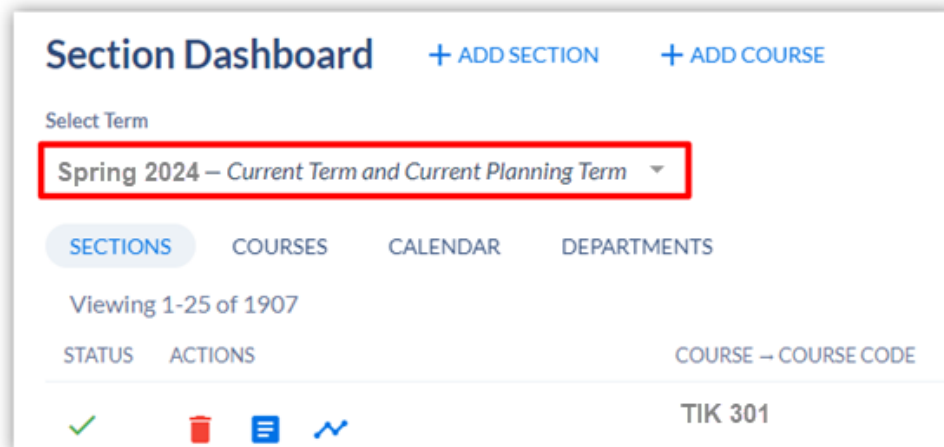
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## Overview

- This article provides an overview of how to use the Coursedog Section Dashboard.
- You will want to be sure classes are properly set up and planned before submitting for a term.
- When you navigate to the Section Dashboard, you can choose from four potential tabs/views: Sections, Courses, Calendar, and Departments.
- You will have the option to filter your view of the Sections, Courses, and Calendar tabs. You can additionally customize the data displayed within the “Sections” tab by adding or removing columns.
- You can build and export custom reports by configuring display columns and adding filters, as well as save these views for future easy access.
- Anytime you are editing your schedule, make sure you are viewing the intended term (Spring, Fall, etc., of the relevant year). You can change the displayed term by clicking into the listed term in the top left of the screen (highlighted in red in the screenshot below).



## Sections Tab

### Overview

- The “Sections” tab will list all available sections for the displayed term.
  - If you are a department scheduler, your view may be filtered down to just your department’s sections.
    - Additionally, it is possible that your institution has set a default view that will impact the filters and columns displayed.
- From this page view you can also view course and section information; view conflicts; add, edit, or cancel sections; add courses from your Course Inventory; view rule violations; and create, save, and export views.



## Viewing Conflicts & Errors

- You can determine [whether or not a section has any conflicts](#) by looking at the “Status” column.
- Green Check Mark = No Conflicts.
- Exclamation Point = Conflicts (hover over the icon to view details).
- Red Circle = Integration error.

STATUS	ACTIONS	COURSE → COURSE CODE
✓		AAMS300
✓		AAMS314
✓		AAMS390
Room OWEN-207 (Classroom) is double booked with HIST355C Section 600. Otha Dixon-McKnight is teaching HIST355C Section 600 at the same time.		

## Customizing Columns

### Overview

- You can customize the values displayed in the Section Dashboard by configuring Columns.
- Only columns included in the Section Template – and that you have permission to view – will be displayed

### How to Do It

Step 1: Select “Columns” in the upper right corner.

Section Dashboard

+ ADD SECTION

+ ADD COURSE

FILTER

Search for Sections or Courses...

Select Term

Spring 2022 – Current Term and Current Planning Term

EXPORT RESULTS

SAVED VIEWS

SECTIONS

COURSES

CALENDAR

DEPARTMENTS







Viewing 1-25 of 1907

< PREVIOUS

NEXT >

columns (5 of 102)

COLUMNS (5 OF 102)

STATUS	ACTIONS	COURSE – COURSE CODE	SECTION NUMBER	COURSE – DEPARTMENTS	SECTION STATUS	CREDIT HOURS
✓	  	AAMS300	001	Interdisciplinary Studies	Active	3
✓	  	AAMS314	001	Interdisciplinary Studies	Active	3



### Step 2:

- Check/uncheck all fields you would like to display.
- If a value is coming from a course field, "Course →" will be listed before the field name.
- If a field is nested within a parent card, the name of the parent card will be listed before the nested field display name.
- The field's Question ID will be displayed in parentheses to help support troubleshooting by the Coursedog team as needed.

The screenshot shows a user interface for selecting fields. At the top, there are navigation buttons: "< PREVIOUS" and "NEXT >". To the right is a dropdown menu labeled "COLUMNS (5 OF 102)". Below these is a list of fields, each with a checkbox and a label. The first five fields are checked: "Course → Course Code (course.code)", "Section Number (sectionNumber)", "Course → Departments (course.departments)", "Section Status (status)", and "Credit Hours (creditHours)". The remaining fields are unchecked: "Actual Enrollment (enrollment)", "Actual Waitlist (waitlist)", "Campus (campus)", "Consent (consent)", "Contact Hours (contactHours)", "Course → Course Attributes (course.attributes)", "Course → Course Description (course.description)", "Course → Course Name (course.name)", "Course → Course Notes (course.notes)", and "Course → Course Status (course.status)".

Step 3 (Optional): You can drag and drop the fields in order to change column order.

This screenshot shows the same field selection interface as the previous one, but with the fields rearranged. The first four fields are checked and are in the same order: "Course → Course Code (course.code)", "Section Number (sectionNumber)", "Course → Departments (course.departments)", and "Section Status (status)". However, "Credit Hours (creditHours)" is now the fifth field, and the remaining unchecked fields ("Actual Enrollment (enrollment)", "Actual Waitlist (waitlist)", and "Campus (campus)") are at the bottom. This demonstrates the drag-and-drop functionality for reordering the columns.

### Additional Note

- If you assign instructors to different meeting patterns, it is not guaranteed that they will be aligned with their associated meeting pattern(s) in the column view.
- To view accurate meeting pattern assignments, please open the section.



## Adding Filters

- You can filter down the sections returned by adding course and section filters.
- Learn more about adding filters [here](#).

## Sort Order

- You can determine the sort order for commonly used columns like Course Code, Section Numbers, CRN, Department, and Status.
- If a column supports sorting, you will see ascending/descending sorting arrows next to the column name. Click an arrow to sort sections by that column.

SECTIONS

COURSES

CALENDAR

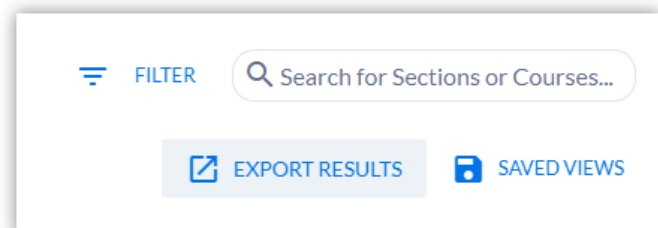
DEPARTMENTS

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STATUS	ACTIONS	COURSE -> COURSE CODE	SECTION NUMBER
		W TTC099	600
		W RIT510	001

## Exporting Results

- You can export custom reports that take into account the displayed columns and filters.
- Simply select “Export Results” to download your custom CSV.



## Saved Views

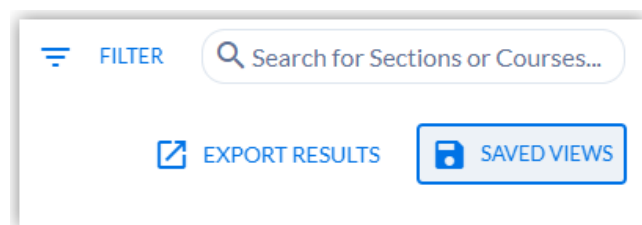
### Overview

- You can create saved views to quickly access the information you need.
- Saved views will automatically apply the combination of columns and filters configured at the time you save the view.

### Creating a Saved View

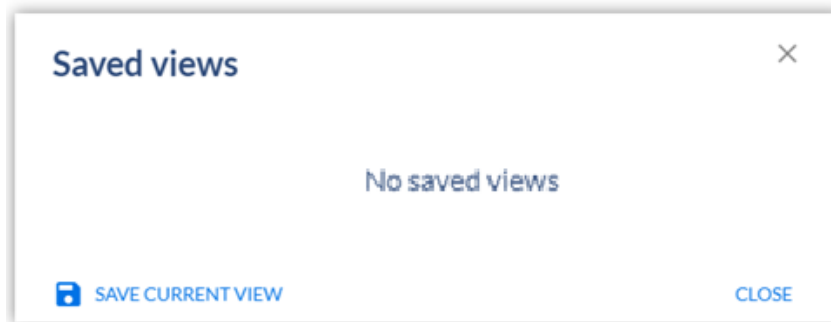
To save the combination of columns and filters:

Step 1: Select “Saved Views” in the upper-right corner.





Step 2: Select “Save Current View”.



Step 3: Give your view a descriptive name to easily access it in the future.

Step 4:

- To have this Saved View work only for this year and/or semester, keep the “base filters” boxes checked.
- To have this Saved View apply to all terms and/or semesters, uncheck the boxes.

Step 5: Click “Save”.

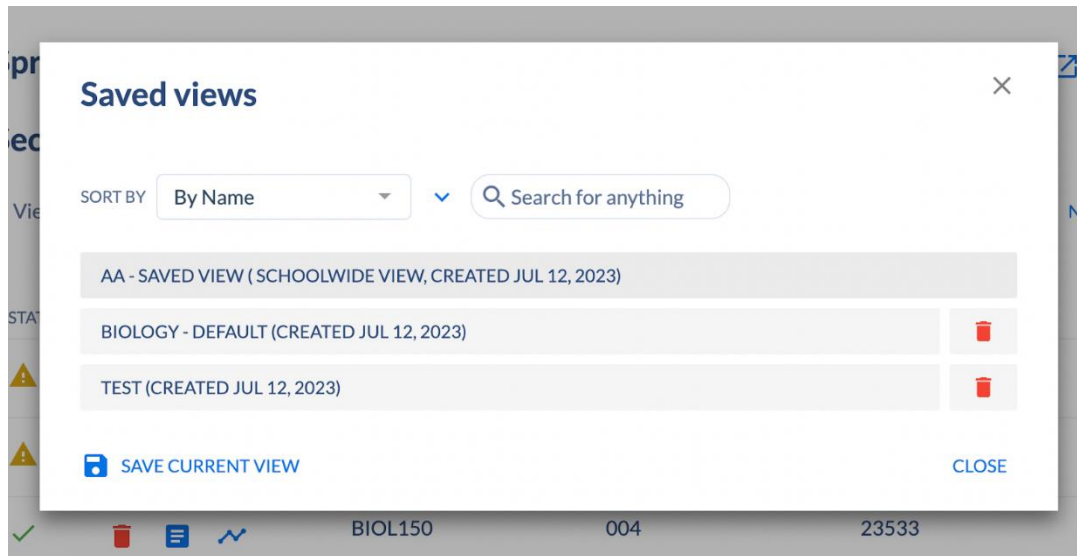


### Accessing Saved Views

- If you would like to apply a saved view, select “Saved Views” in the upper-right corner.
- This will return all of your saved views that you created, or your institution provided. You can search or sort by “Name” or “Creation Date.”

### Deleting Saved Views

If a saved view has been added by your institution, you cannot delete this view yourself. However, you can delete your own views by clicking the red trash can icon.



### Search

- Section search in the Dashboard searches three Course fields: “Course Code,” “Course Name,” and “Call Number” (CRN).
- Results are always sorted by your selected Dashboard column and by your selected sort order within that column. If you are sorting by any column other than Section Number, results display secondary sorting by Section Number.
- To search only for a specific string of characters and ignore any related results, add quotation marks around your search term.
  - For example, **Lan** [SIC] may return sections with **Lab** in the title.
  - To search only for courses with the specific word “Lab” in results, apply quotations and enter “Lab” in the search bar. This will return ONLY sections with the specific string “Lab” in Course Name, Course Code, or Call Number/CRN.
  - NOTE: This applies only to the Sections tab search, not to the Courses tab search.



## Courses Tab

- Within the “Courses” tab you can view all courses that exist within the given scheduling term.
- The display columns (Actions, Course Code, Course Name, Section Count, and Departments) are fixed.
- Within this view you can add course filters and search (similar to the Sections page) in order to return the desired course results.
- All available actions you can take will be surfaced under “Actions.”
- When searching this tab, the Dashboard looks at two Course fields: “Course Code” and “Course Name.” Results are always sorted in ascending order by Section Number.

Section Dashboard

+ ADD SECTION

+ ADD COURSE

FILTER

Search for Courses...

Select Term

Spring 2022 -- Current Term and Current Planning Term

SECTIONS

COURSES

CALENDAR

DEPARTMENTS

< PREVIOUS

NEXT >

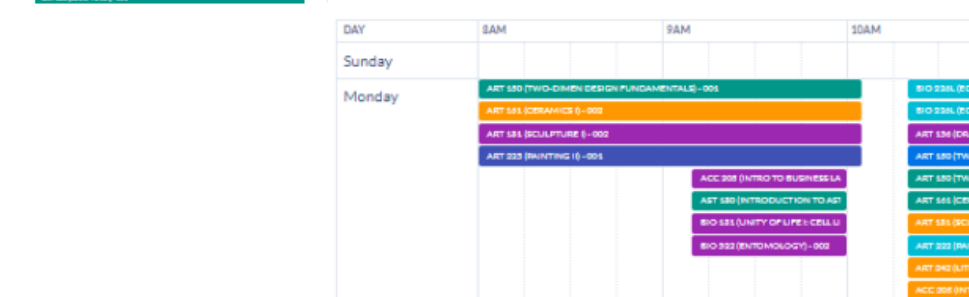
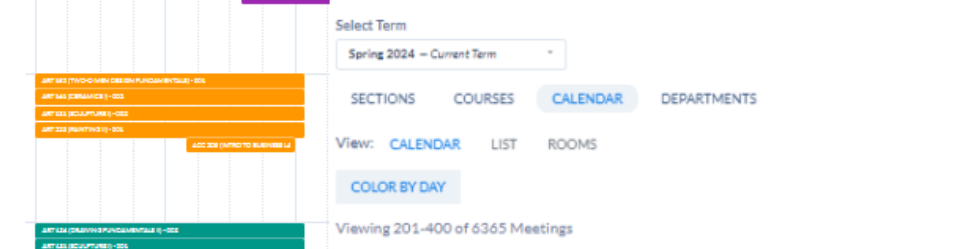
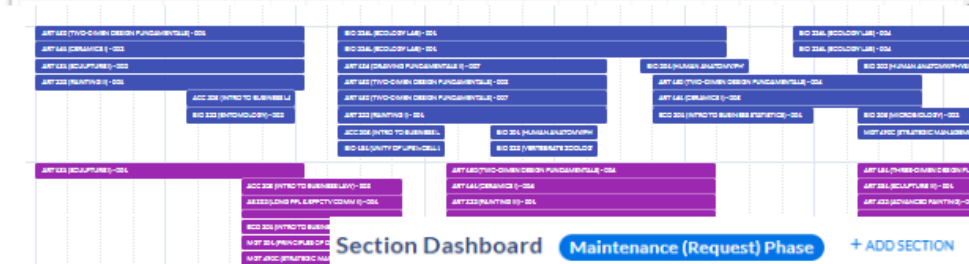
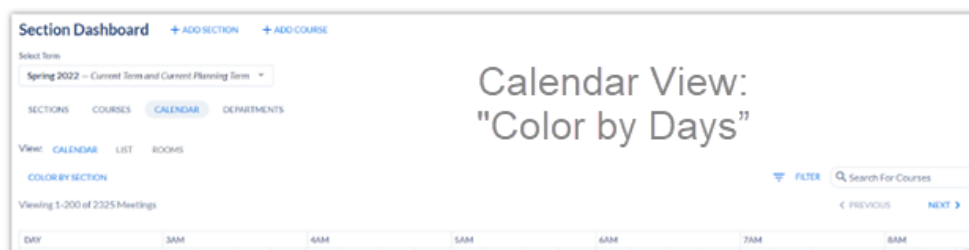
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ACTIONS	COURSE CODE	COURSE NAME	SECTION COUNT	DEPARTMENTS
<div><div></div><div></div><div>+ ADD SECTION</div></div>	AAMS300	African American Studies	1	Interdisciplinary Studies
<div><div></div><div></div><div>+ ADD SECTION</div></div>	AAMS314	Race and Ethnic Relations	1	Interdisciplinary Studies



## Calendar Tab

- View the schedule in either a traditional calendar view, list view (organized by day and time), or room view (see each room's assignments broken down by day and time).
- Within this view you can add filters based on Departments, Start Date, Section Type, and End Date, as well as search in order to return the desired results.
- Click “Color By Section” or “Color by Day” to determine if colors are determined by section or by day. No matter which open you select, the color assigned is random and might repeat (there are five different colors).
  - If “Color By Section” is selected, different sections will be in different colors.
  - If “Color by Day” is selected (as shown below), all of the sections on a given day will be the same color (and different days will be different colors).







## Departments Tab

### Overview

- You can view all Departments you have access to here.
- This view provides an overview of Department status, which indicates where each department is within their scheduling process (“Status” column), department name, associated schedulers, course count, section count, conflicts, and available actions (e.g., “Validate Schedule” and “Show Sections”).
- “Validate Schedule” will open up the “Validate Schedule” modal which provides an overview of schedule conflicts.
- When you select “Show Sections,” you will be navigated to the “Sections” tab with the “Department” filter applied.

### Schedule Status

Section Dashboard

+ ADD SECTION

+ ADD COURSE

Search for Departments

Select Term

Spring 2022 – Current Term and Current Planning Term

SECTIONS

COURSES

CALENDAR

DEPARTMENTS

STATUS	DEPARTMENT NAME	SCHEDULERS	COURSES	SECTIONS	CONFLICTS	ACTIONS
Submitted	Academic Affairs	No Schedulers	4	4	8	<div>VALIDATE SCHEDULE</div> <div>SHOW SECTIONS</div>
	Academic Computing Center	No Schedulers	0	0	0	<div>VALIDATE SCHEDULE</div> <div>SHOW SECTIONS</div>

- Hover over the icons in the “status” column to see the status for the listed department’s schedule.
- Options include “not started,” “in progress,” and “submitted.”

### Additional Notes

- To view another term, simply select the term name in the upper-left of the dashboard and navigate to the desired term
- If you have the necessary permissions, you can add sections or courses within the Sections, Courses, and Calendar tabs.

### Related Articles

- [A Department Scheduler’s Guide to Academic Scheduling](#)
- [SAVED Views: Default and Schoolwide Saved Views](#)