Scheduling Helpful Hints

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Adding a course to the Section Dashboard

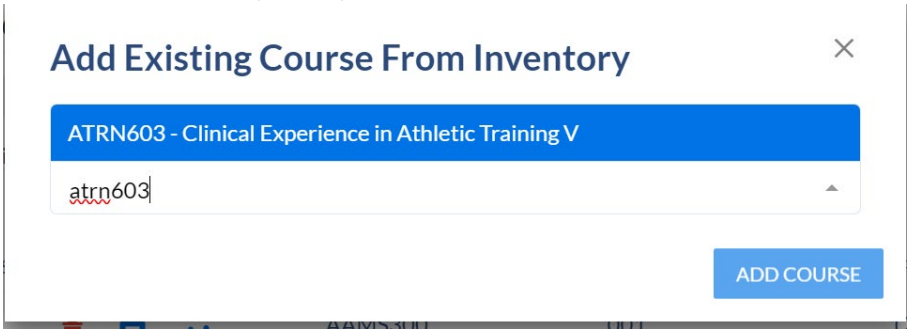
To add new courses to the Schedule Dashboard, follow these steps:

1) Click on **Section Dashboard**

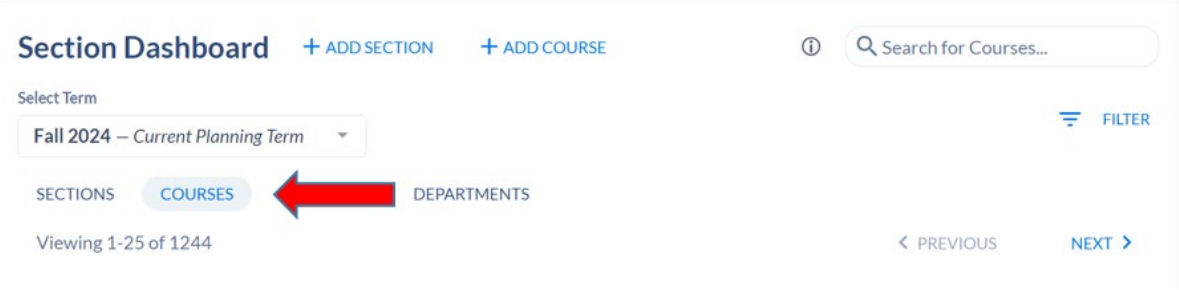
2) Click on **ADD COURSE** (not ADD SECTION).

3) Select **ADD COURSE FROM INVENTORY**

4) Search for the course, select, and click **ADD COURSE**.



5) Click on **COURSES**.



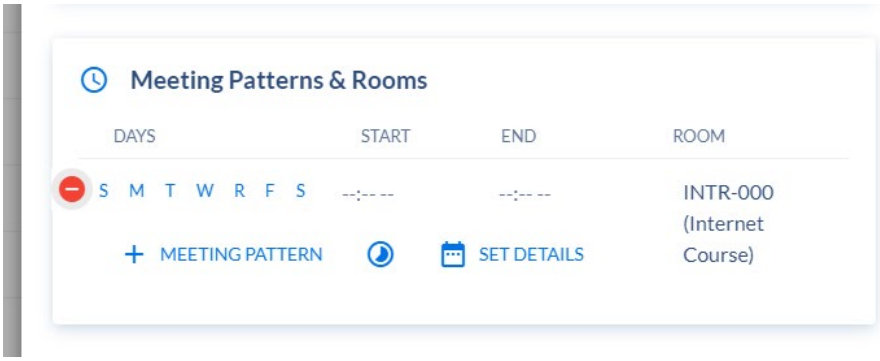
6) Search for the course (ATRN603) and then select **ADD SECTION** to add a new section.

Cancelling (NOT Deleting) a Section

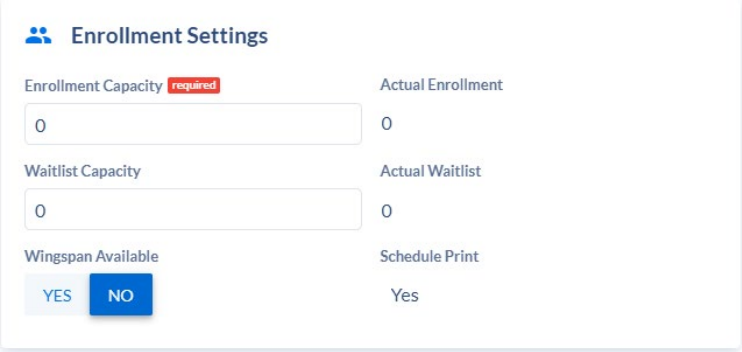
Deleting a section in Coursedog does not play nice with Banner. It is a best practice to Cancel the section instead of deleting it.

NOTE: If there are any students enrolled in the class, you cannot cancel it in Coursedog. If registration has started, check Wingspan to see if anyone has registered (enrollment information in Coursedog is not real time). The process for canceling a class with enrollment should be: 1) change the Enrollment Capacity to zero in Coursedog so no new students register, 2) email the students enrolled to notify them of the class cancellation, and 3) email Academic Scheduling to drop the students and then cancel the class. We like to give students 24 hours' notice of the cancellation before dropping them from the class.

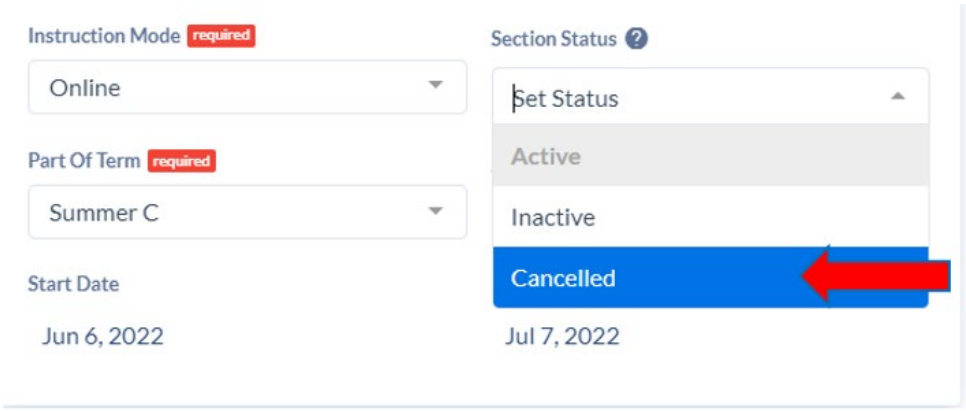
Before you can cancel the section, you need to remove any instructor(s) and meeting pattern(s). For the example below, even though there is no meeting time, there is still a meeting pattern. Hover over the area next to the S (for Sunday) until the ⊖ comes up, then click it to delete the meeting pattern.



Then on the Enrollment Settings card, change the Enrollment Capacity to zero and set Wingspan Available to NO. This will keep the class from showing up on the Course Offerings in Wingspan.

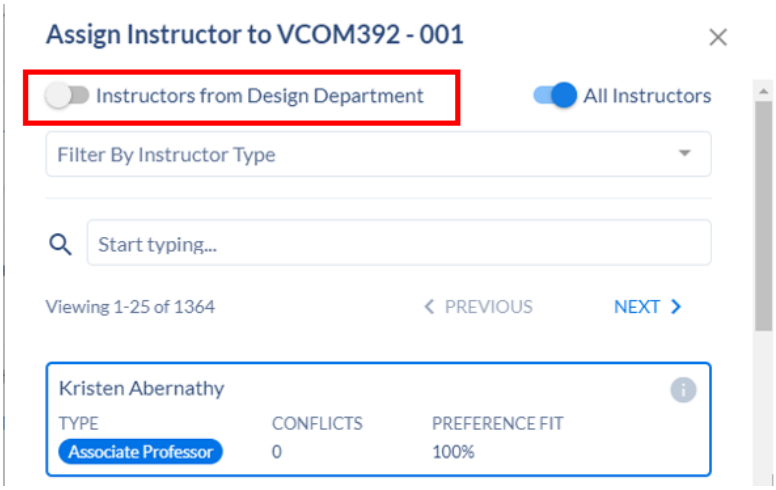


Finally, scroll back up, change Section Status to Cancelled, and save.


Instruction Mode required
Online
Part Of Term required
Summer C
Start Date
Jun 6, 2022
Section Status
Set Status
Active
Inactive
Cancelled
Jul 7, 2022

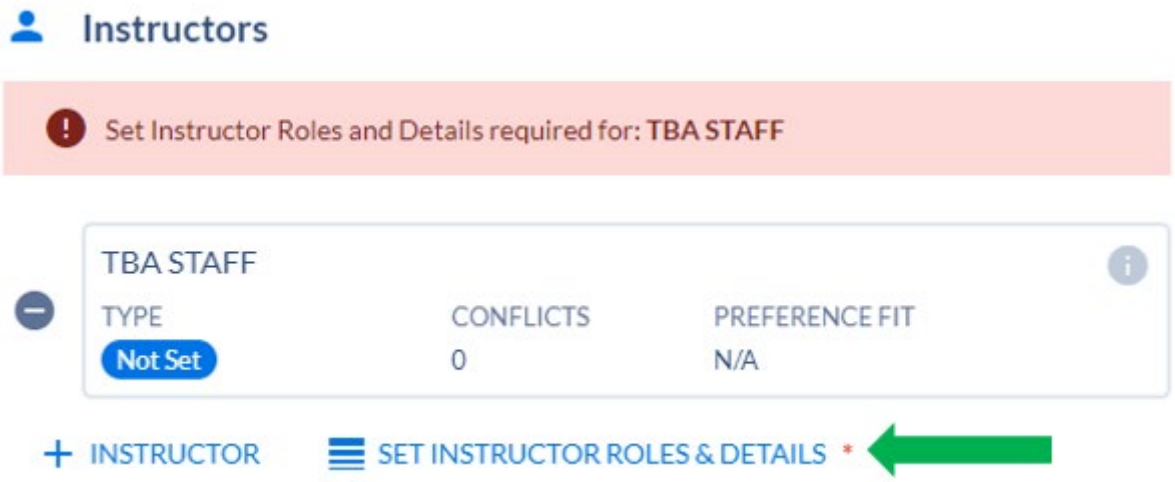
Selecting an instructor not assigned to your department

If you want to select an instructor who may be assigned outside of the course's department, in the instructor dialog box, you can unselect the "Instructors from Design Department" (substitute whichever department you are working on for Design) field which will pull up all instructors. If you are still unable to find the instrutor you are looking for, reach out to Records and Registration for help.



Associating an Instructor with a Meeting Pattern
(Resolving "Set Instructor Roles and Details" error)

Each instructor needs to be associated with a meeting pattern in order to be able to merge correctly into Banner. Here are some quick instructions, and again, there is more information in the Helpful Hints document linked above. If you see an error like the one below that says "Set Instructor Roles and Details required for:…" click on the SET INSTRUCTOR ROLES & DETAILS button.



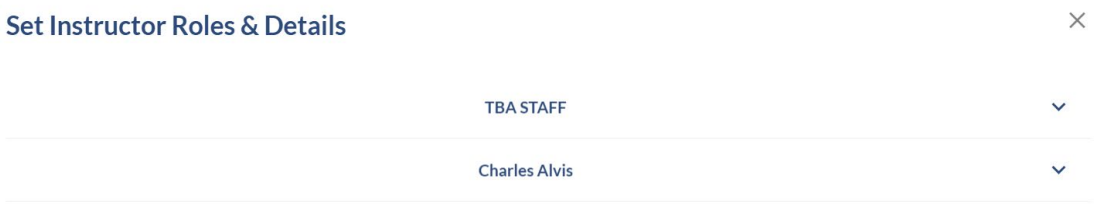
Then you will click on the instructor for the class.

Finally, you should select the appropriate meeting time(s) under "Instr. Meeting" then SAVE this should resolve this error.

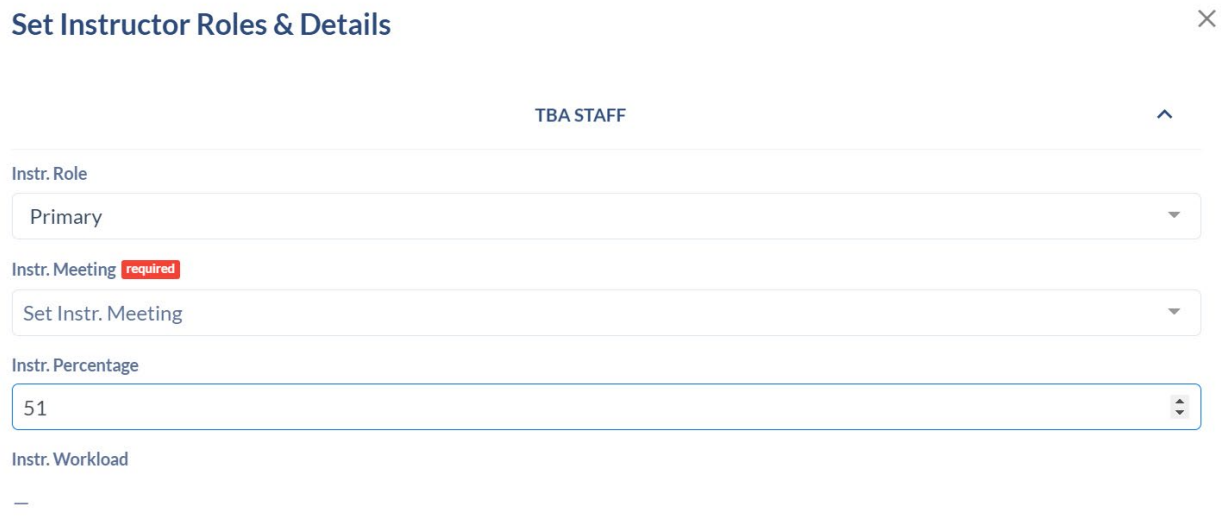
Adding multiple instructors to a section

Coursedog allows you to add multiple instructors using the +INSTRUCTOR button on the Instructors card. Please make sure each instructor has the appropriate meeting pattern associated with it (see above). If you have multiple instructors, one instructor must be designated as primary and the total Instructor Percentage between all the instructors should add up to 100%. To adjust the role and percentage, click on SET INSTRUCTOR ROLES & DETAILS. Then, select the

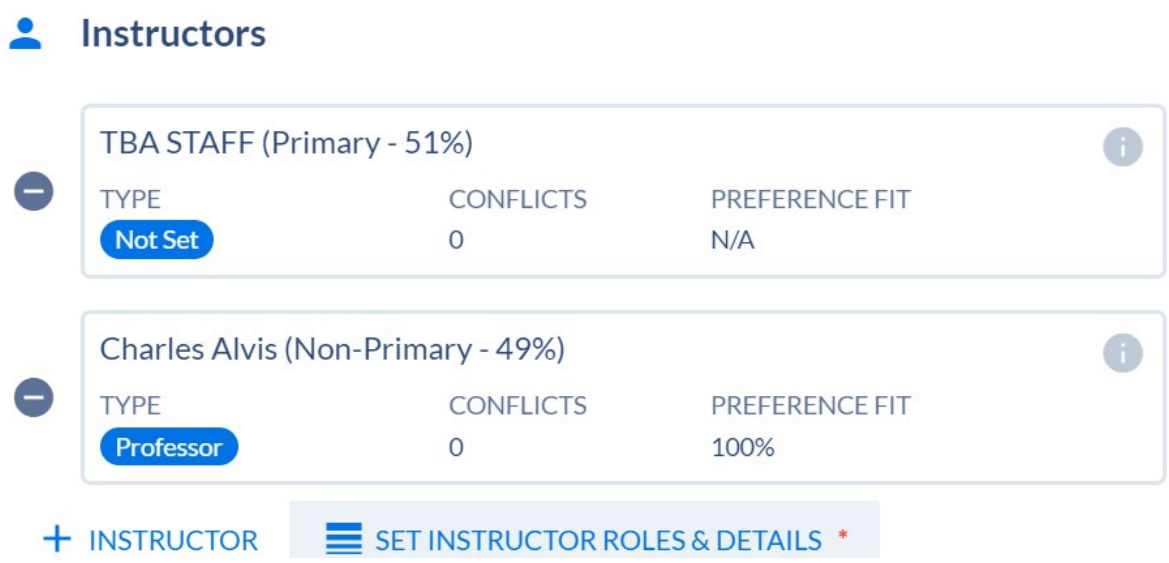
Then click on each instructor one at a time



Indicate which instructor should be primary under Instr. Role. Only one should be primary, and the others should be non-primary. Then adjust the percentage under Instr. Percentage, ensuring that the total for all instructors add up to 100%. Save.



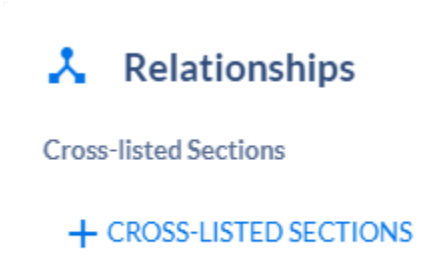
When you go back to the Instructors card, you should see each instructor's role and percentage.


Instructors
TBA STAFF (Primary - 51%)
TYPE
Not Set
CONFLICTS
0
PREFERENCE FIT
N/A
Charles Alvis (Non-Primary - 49%)
TYPE
Professor
CONFLICTS
0
PREFERENCE FIT
100%
INSTRUCTOR
SET INSTRUCTOR ROLES & DETAILS *

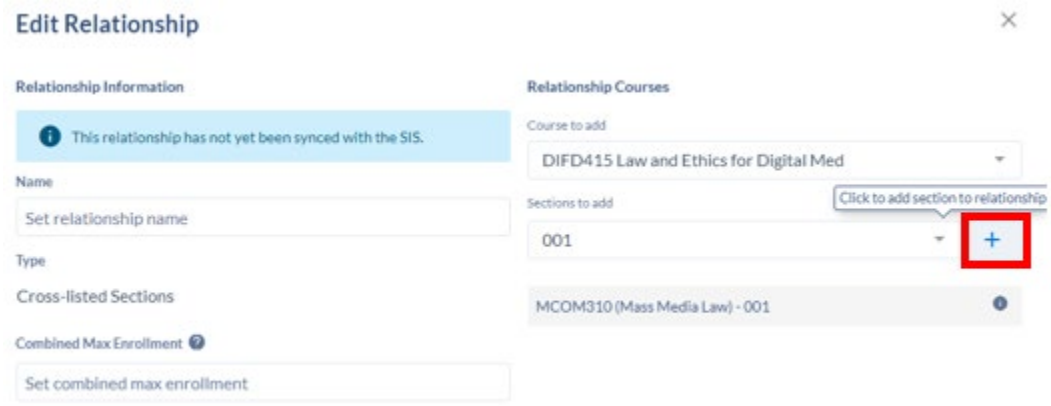
Cross-listing sections

NOTE: Departments are not currently able to add cross-lists. Email Records and Registration any cross-lists you need added, and we will take care of it for you.

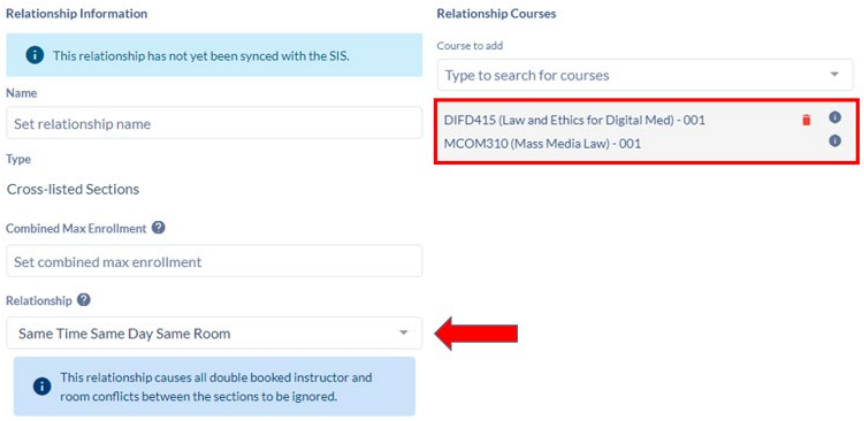
You will set up cross-lists on the Relationship card in the Section Editor. Click on the +Cross-listed Sections to edit the relationship.



First you add the cross-listed course in the "Courses to add" field. Then you have to select the section in the "Sections to add" field. **After you have selected the section (001 is selected below), you need to click on the plus (+) next to Sections to add.**

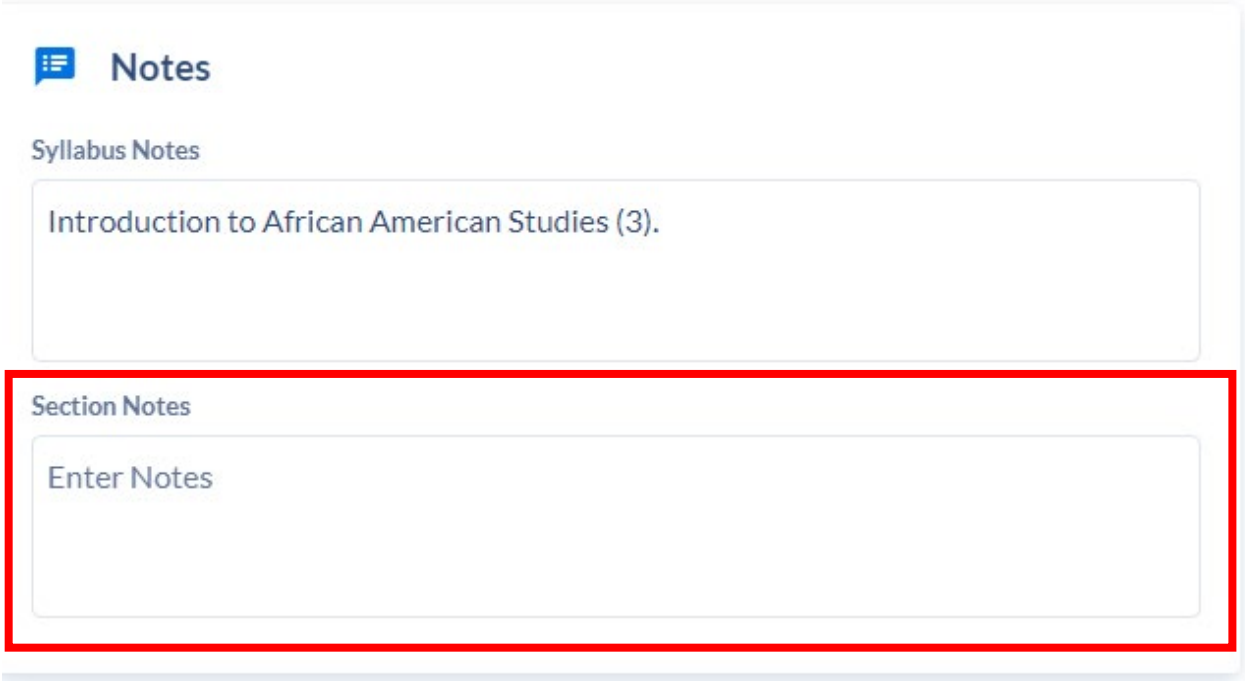


Once you click on the plus, it will add it to the area with the red box around it below. Once both courses are there, the cross-list has been created. You also want to make sure you that under Relationship, you select "Same Time Same Day Same Room" to resolve instructor and room conflicts.


Relationship Information
This relationship has not yet been synced with the SIS.
Name
Set relationship name
Type
Cross-listed Sections
Combined Max Enrollment
Set combined max enrollment
Relationship
Same Time Same Day Same Room
This relationship causes all double booked instructor and room conflicts between the sections to be ignored.
Relationship Courses
Course to add
Type to search for courses
DIFD415 (Law and Ethics for Digital Med) - 001
MCOM310 (Mass Media Law) - 001

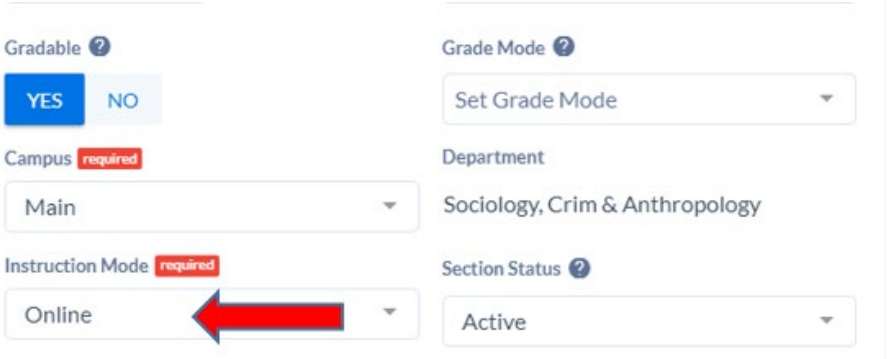
Entering Footnotes/Course Notes

Footnotes/Course notes should be entered on the Notes card in the Section Editor, under Section Notes.



Changing a Section's Instruction Mode (Classroom, Online, Hybrid)

You can change between Classroom, Online, and Hybrid sections in Coursedog under Instruction Mode.

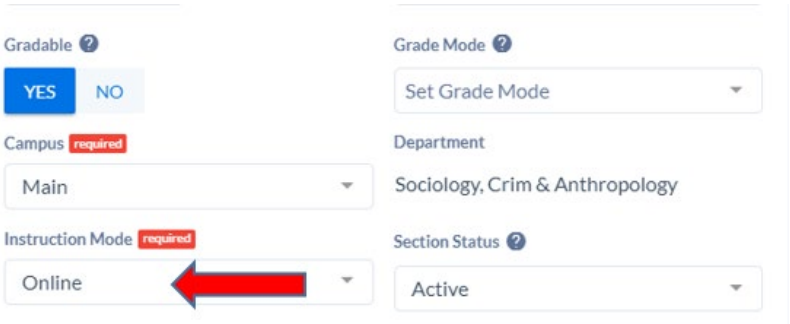


NOTE: If there are any students enrolled in the class, you cannot change the Instruction Mode. If registration has started, check Wingspan to see if anyone has registered (enrollment information in Coursedog is not real time). The process for changing Instruction Mode with enrollment should be: 1) change the Enrollment Capacity to zero in Coursedog so no new students register while the change is being made, 2) email the students enrolled to notify them of the change, and 3) email Academic Scheduling to change the Instruction Mode. Once the Instruction Mode is updated, Academic Scheduling will change the Enrollment Capacity back to the appropriate number.

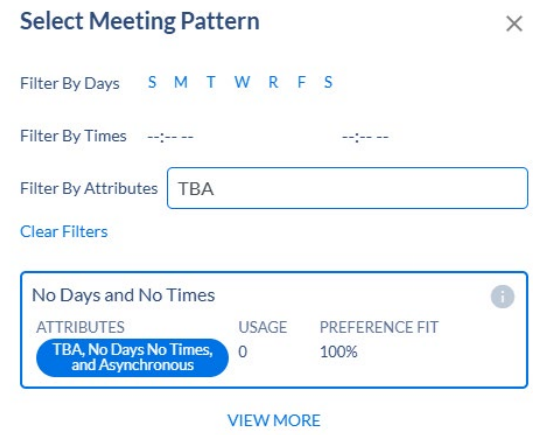
When you make changes to the Instruction Mode, please be sure to change the Meeting Pattern to match. This next page shows how to set an asynchronous online meeting pattern. Once you change the Meeting Pattern, you may get an error that you need to set the instructor roles and details (see page 6 of this document).

Setting an Asynchronous Online or TBA Meeting Pattern

First, in the Section Template, make sure the Instruction Mode for 100% online classes is set to Online.

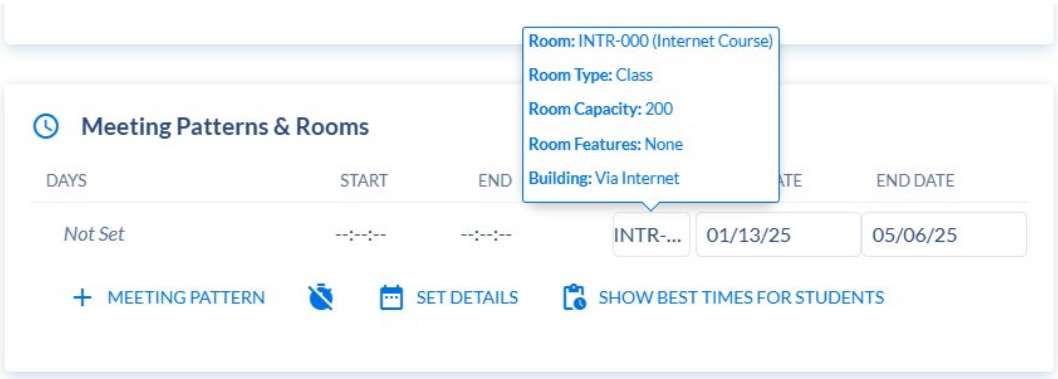


If the course is asynchronous, under Meeting Patterns and Rooms, click on the +MEETING PATTERN to add meeting pattern. Make sure that you are using Standard Meeting Patterns. In the pop-up, under Filter by Attributes, type "TBA." That will bring up the meeting pattern shown below.



Select the No Days and No Times meeting pattern.

Then for online classes, the room should be set to INTR-000.

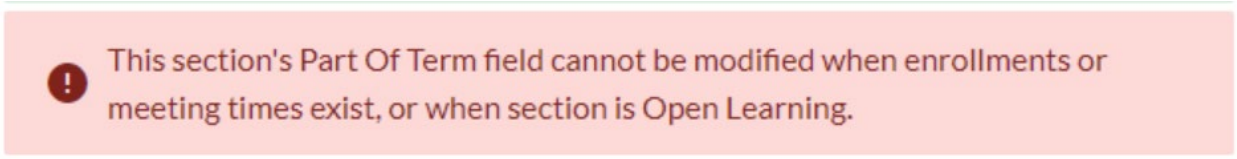


For classes that are TBA but in person, the room should be TBA-000.

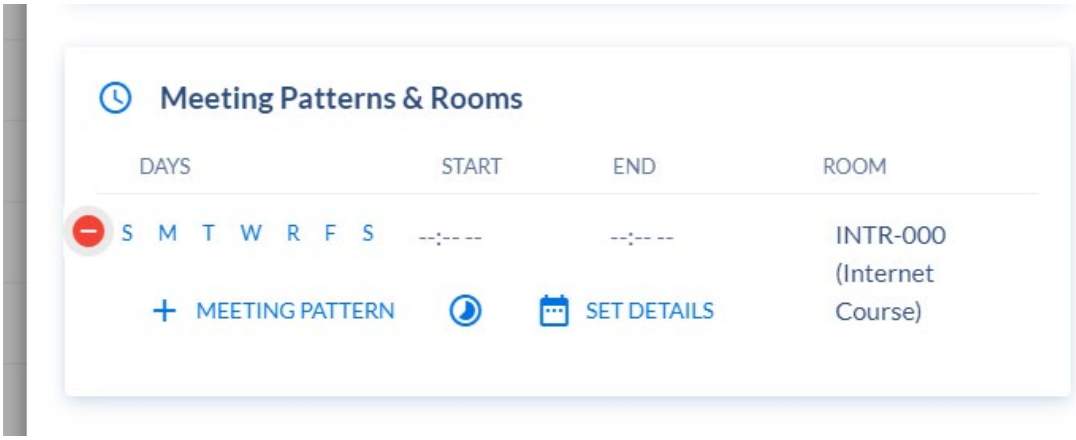
Changing Part of Term

NOTE: If there are any students enrolled in the class, you cannot change the Part of Term. If registration has started, check Wingspan to see if anyone has registered (enrollment information in Coursedog is not real time). The process for changing Part of Term with enrollment should be: 1) change the Enrollment Capacity to zero in Coursedog so no new students register while the change is being made, 2) email the students enrolled to notify them of the change, and 3) email Academic Scheduling to change the Part of Term. Once the Part of Term is updated, Academic Scheduling will change the Enrollment Capacity back to the appropriate number.

When changing the Part of Term, you may get an error that the Part of Term field cannot be modified when meeting times exist, like this:



Before you can change a part of term, you will need to delete the meeting pattern and the instructor. For the example below, even though there is no meeting time, there is still a meeting pattern. Hover over the area next to the S (for Sunday) until the comes up, then click it to delete the meeting pattern. Once you delete the meeting pattern and instructor, you will need to save the section.



After you have deleted the meeting pattern and saved, you should change the part of term to the appropriate value. Then you should save. After you have done that, you can then go back and add the instructor and meeting pattern back to the class.

Variable-Credit Courses and Sections

Winthrop has a limited number of variable-credit courses, and how the section should be set up in Coursedog depends on whether or not the section will be variable-credit. This is controlled by the Credits card in the Section Editor.

1) **If the course is a fixed-credit course (always has the same number of credit hours), you should not make any changes to this card.** You can just ignore it and scroll past.
2) If the course is a variable-credit course (the course from the screenshot below can be 1 to 3 credits) and the section should stay variable-credit (students in the class have a varying number of credits), then the boxes in the far right column of the Credits card should stay blank. You do not need to set any credit hours. Please note that students in a variable-credit section cannot register themselves in Wingspan. The appropriate person should email Records and Registrations the names and CWIDs for the students who need to be registered for the class.
3) If the course is variable-credit but the section should be fixed credit (every student in the class has the same number of credits), then you should set the appropriate number of credits in the boxes in right-hand column. The numbers you enter should be in the range allowed for the course or you will get an error. **The billing hours field should always match the credit hours field.** The sum of the lecture, lab, and other hours should be equal to the contact hours for the section. All credits should be in the approved range for the course. For example, the course below has 0 lecture hours, so you cannot add lecture hours to a section of that course.

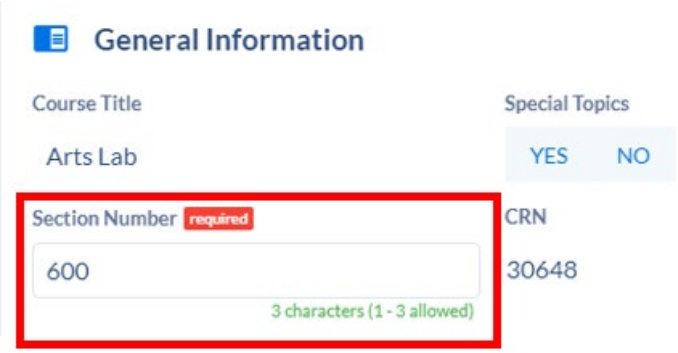
Adding Instructor/Departmental Approval

To add instructor or department approval, scroll to the very bottom and in the Additional Information and Guidance card, under Special Approval, select “Instructor Approval” or “Department Approval.”

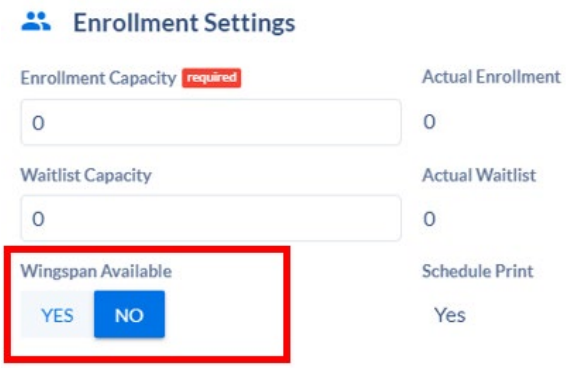
Setting up Special Courses

Special Courses are classes that are offered at an off-campus site, have a special tuition rate, are grant funded, or include travel where the fees for travel are collected through student accounts. These classes must have an approved Special Course Registration form before students can register for them. When you set up a Special Course in Coursedog there are a couple things to keep in mind.

First, special courses should have a section number that starts with 600. If you have several "special course" sections of a class in the same semester, you will start with 600, then use 601, 602, and so on.



Since students should not register until the Special Course completes the approval process, the Enrollment Capacity should be set to zero and the class should be hidden in Wingspan until the Special Course Registration Form is fully approved. To hide the class in Wingspan, on the Enrollment Settings card, select NO under Wingspan Available.



Once the section has been created in Coursedog, it will push to Banner and then the Special Course Registration Form system. It can take up to a day for it to show up in the SCRF. Once the form is submitted and the approval process is complete the Associate Registrar for Registration and Scheduling will change the capacity and make the class available in Wingspan, if appropriate.

More information about Special Courses can be found on the Special Course Information Page.

Adding a New Instructor to Your Department

The first step to adding a new instructor to your department is to email Academic Scheduling the name, CWID, and category (options below) of the instructor.

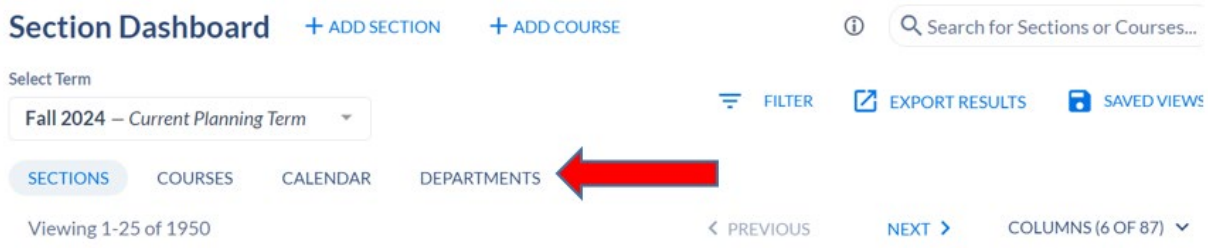
ADJ	Adjunct Faculty
ASSOC	Associate Professor
ASST	Assistant Professor
GA	Graduate Assistant
INST	Instructor
LECT	Lecturer
OTH	Other
PROF	Professor
TA	Teaching Assistant

Academic Scheduling will then set up the instructor in Banner and after the next merge (usually overnight), the instructor should be available to schedule in Coursedog.

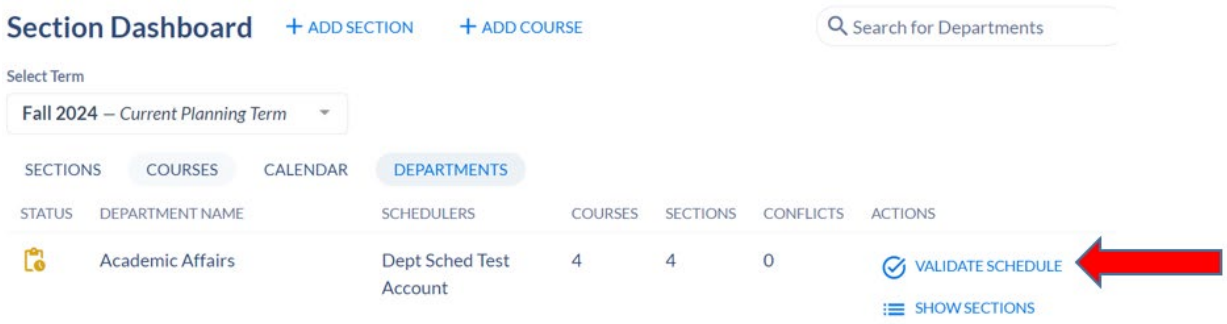
Submitting Schedule for Validation

At the end of the scheduling period for each semester, department chairs are asked to submit their schedule for validation in Coursedog. This signals to your college and Records and Registration that your initial scheduling process is complete.

To submit your schedule for validation, you should go into the **Section Dashboard** and select **DEPARTMENTS** in the upper right-hand corner.



Select **VALIDATE SCHEDULE** next to your department.



Once the schedule is submitted for validation, the Department Chair should select **Requests** from Scheduling Management menu on the left-hand side of the screen. They should then open their request and approve it to send it to their College and Records and Registration.

After the schedule is submitted for validation, it will be locked for changes until Records and Registration approves it.

Once Records and Registration finishes reviewing the schedule, they will approve it, completing the workflow.

Looking Up Class Rosters in Wingspan

Find the **Faculty Self-Service** card.

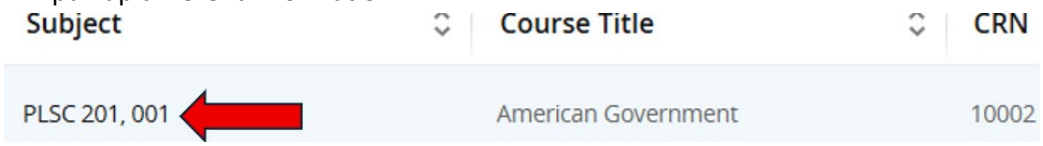
Click **OPEN FACULTY DASHBOARD**.

Select **Class Roster**.

Select the term.

Search for the class in the search box. Make sure to put a space between the subject and course number.

Click on the subject (for example: PLSC 201,001) to bring up the roster. Clicking on other columns will pull up different information.

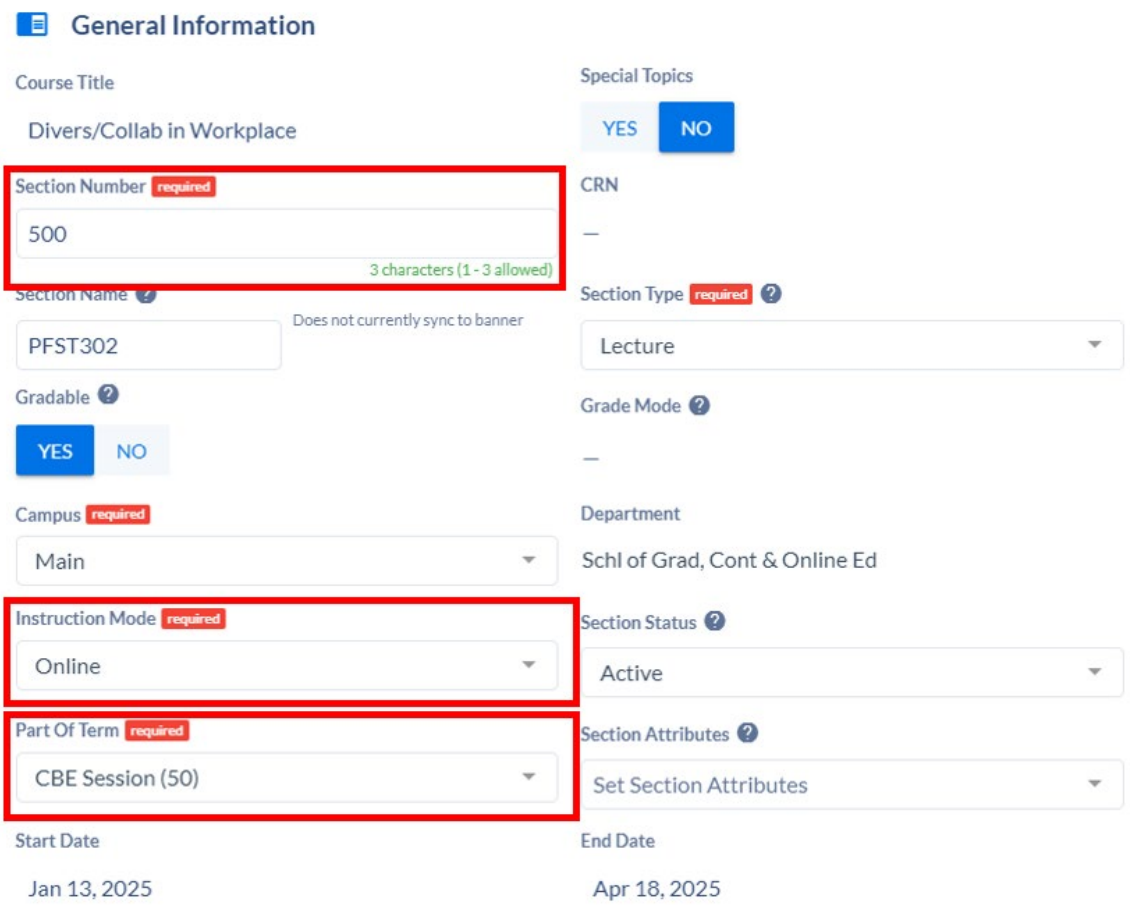


You can hover over each student's name to view their major.

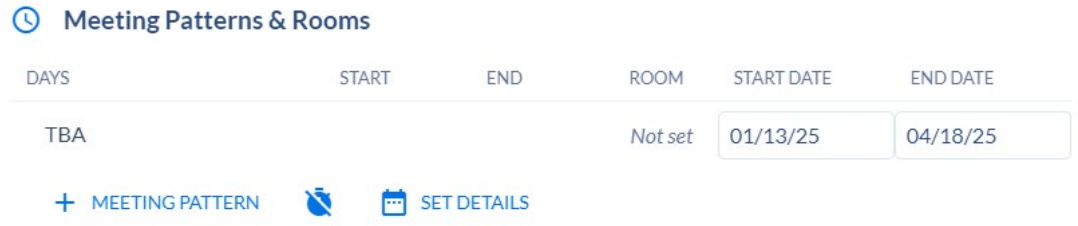
Scheduling Competency-Based Education (CBE) Classes

All CBE (Winthrop Elevate) classes should have:

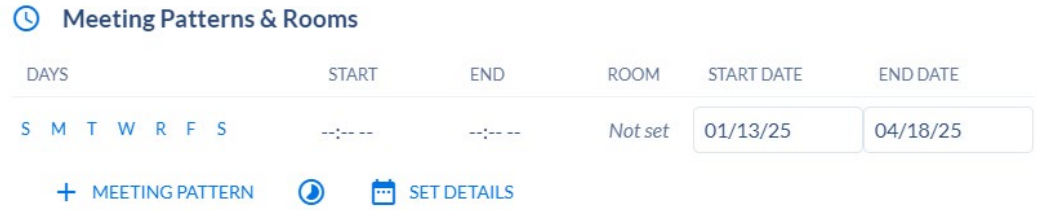
1) A section number that starts with 5. For example, 501, 502, etc.
2) Instruction Mode of online
3) Part of Term = CBE Session (50)



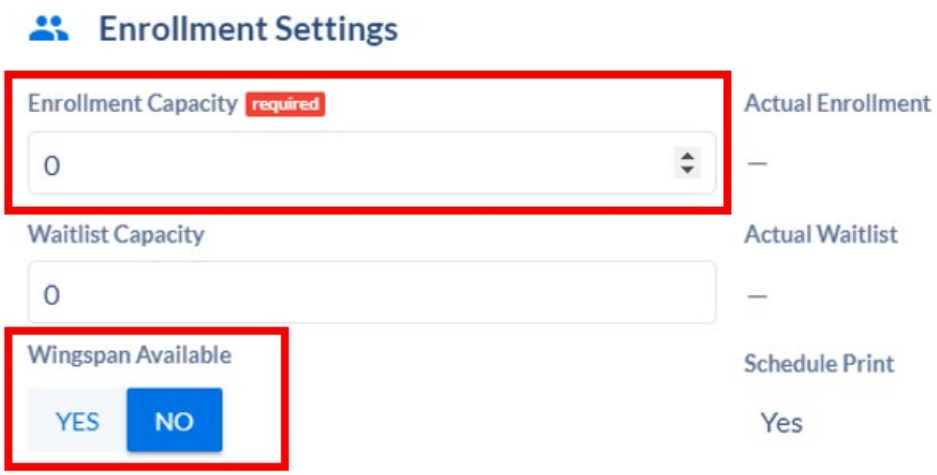
4) A TBA Meeting Pattern with no days or times



After the section syncs with Banner, the Meeting Pattern will look like this



5) An enrollment capacity of zero
6) Wingspan Available set to NO



CBE classes will also have a special grade mode of C (Competency-based grading). Records and Registration will need to set this for each class before students can be registered.