

# Coursedog User Guide

## Requestor



### Table of Contents

Table of Contents ..... 1

Logging In ..... 2

Requestor Instructions ..... 2

    Submitting a Proposal ..... 2

    Drafts..... 3

    Email Notifications ..... 4

Guidelines for Program Proposals..... 4

    Formatting Standards and Learning Outcomes  
    ..... 5

    Formatting Academic Standards ..... 6

Guidelines for Program Requirements Building . 6

    Math Prerequisites..... 6

    Rule Conditions ..... 8

    Adding a Course..... 14

    Adding an AND/OR Course ..... 15

    Rule Descriptions..... 15

    Rule Notes..... 16

Have Questions? ..... 16



## Logging In

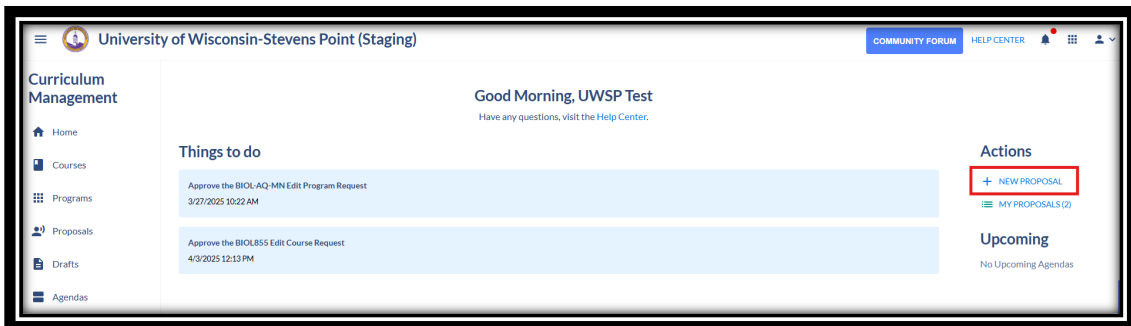
**Staging Test site:** To access a test version of the staff/faculty curriculum system for practice (recommended), log into the UWSP [Staging Coursedog curriculum site](#) with your UWSP email address. This site will allow you to submit proposals without sending a proposal through an established workflow.

**Official Production site:** To access the staff/faculty curriculum system for information or to submit official changes, log into the UWSP [Coursedog curriculum product](#) with your UWSP email address.

## Requestor Instructions

### Submitting a Proposal

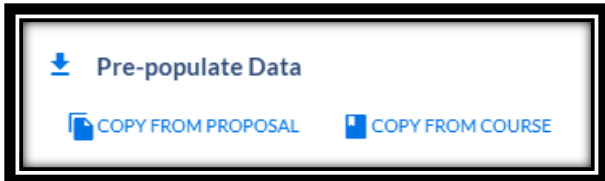
1. Click “+New Proposal” from the Home Page



2. Follow the prompts on screen:



- Fill out the form and submit! (Highly recommended – Always start by using **Pre-populate Data** options at the top of a new, revise, or delete form)



- Note: Forms will have 'Tool Tips' for each question. Some have been implemented to explain fields, but these are mostly not useful as they show SIS data integration information not relevant to the submission of a proposal.



- You'll receive a couple of email notifications along the way regarding the status of your proposal.

 A screenshot of the 'Revise Course Form' interface. The form includes several input fields: 'What do you want to do?' (with a dropdown set to 'Revise an existing Course'), 'Subject Area - Requestor Field' (set to 'BIOL'), 'Are you revising/renumbering this course with a new course number?' (with 'YES' and 'NO' buttons), 'Catalog Number' (set to '855'), 'Abbreviated Course Title (30 characters max)' (set to 'testing with bio'), 'Course Title (100 characters max)' (set to 'testing this workflow'), and 'Course Description'. A sidebar on the right contains an 'ACTIONS' section with buttons for 'SUBMIT PROPOSAL' (highlighted with a red box), 'VIEW CHANGES', and 'DELETE PROPOSAL'. Below this is a 'Contents' section with links for 'Course Catalog Information', 'Credits', 'Course Grading', 'Additional Course Information', 'Prerequisites', and 'Course Offering'.

## Drafts

All changes to your proposal will auto-save; if you need to navigate away from the page before you submit your proposal – and need to access your draft later – you can find that at Curriculum > Drafts.

This is true for any form you open and do not submit.



My Proposal Drafts				
Showing 0 - 10 of 36 < >				
NAME	FORM TITLE	CATEGORY	CREATED BY	LAST EDITED AT
Untitled	New Pre-Professional Program	New Program	Janette	04/17/2025
Untitled	New Pre-Professional Program	New Program	Janette	04/14/2025
BIOL855 - testing with bio	Revise Course Form	Edit Course	Janette	04/09/2025

## Email Notifications

You'll receive an email notification from Coursedog once a proposal is created, approved, denied, suspended, or sent back for revisions.

- Example:



## Guidelines for Program Proposals

We now have 4 separate sections to present the information about programs.

When filling out a form, you'll have access to sections: About this Program, Program Learning Outcomes (UWSP), Admission Standards, and Academic Standards.



The screenshot shows a web form for program information. It contains four main sections, each with a title and a rich text editor:

- About this Program**: The first section at the top.
- Program Learning Outcomes (UWSP)**: The second section.
- Admission Standards**: The third section.
- Academic Standards**: The fourth section, marked as 'required'.

Each section's editor toolbar includes icons for: image, table, horizontal rule (HR), undo, redo, link, code, bold, italic, bulleted list, numbered list, and indent.

- **About this Program:** Use this section to provide information about the program and what the student might experience or learn from completing the program.
- **Program Learning Outcomes:** Use this section for any defined Program Learning Outcomes.
- **Admission Standards:** Use this section for any specific Admission Standards for the program.
- **Academic Standards:** Use this section for any specific academic standards. If there are no academic standards to list, place "Minimum GPA requirement for this program is x.xx."
  - *Use the existing catalog for existing examples.*

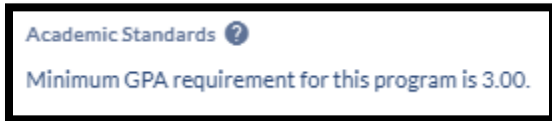
## Formatting Standards and Learning Outcomes

- All headings = heading 3 ('H3')
- Tab any indents to separate sections
- Only place space after the entirety of a section/paragraph, no space after the heading



## Formatting Academic Standards

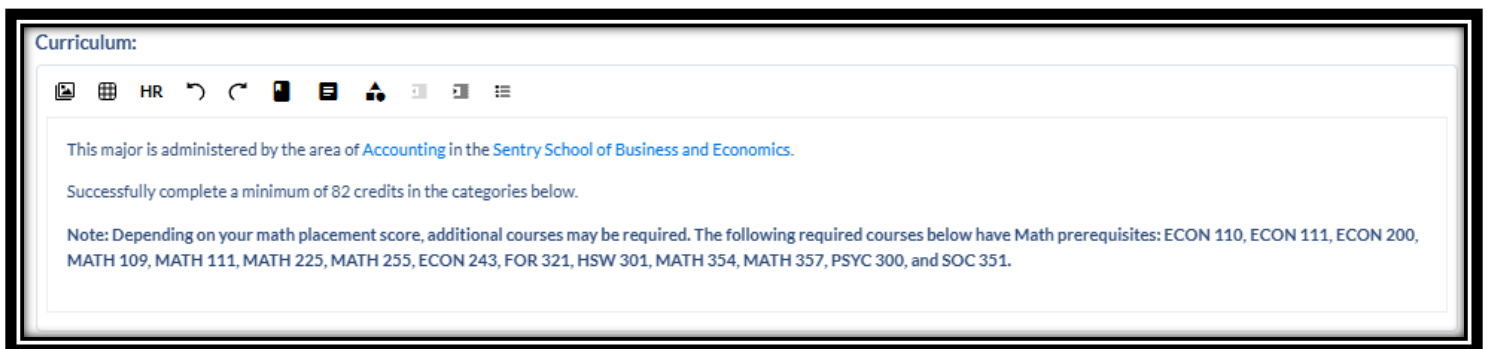
- If nothing is listed for standards, list by **copy/pasting**:
  - Minimum GPA requirement for this program is x.xx.
- Double check GPA requirement against DPR.
- If GPA is listed in requirement building section, move the GPA section to the top of Academic Standards.



## Guidelines for Program Requirements Building

Everyone will be using **Simple Requirements**.

The **Curriculum Text Box** is for guidelines for requirements that cannot be built out within the requirement builder. For example:



## Math Prerequisites

- It should be bolded and placed at the top of requirements like below-
  - **Copy/Paste** the below to the textbox in Program Requirements, then update with appropriate course codes:
    - Note: Depending on your math placement score, additional courses may be required. The following required courses below have Math prerequisites: MATH 111, MATH 225, and MATH 255.
  - List them in order that they appear in the list of courses.



- Example:

< Wetland Science Certificate

Requirements

SIMPLE REQUIREMENTS
FREE FORM REQUIREMENTS

**Program Requirements:**

This certificate is administered by the [Fisheries and Water Resources](#) Discipline.

The Certificate in Wetland Science is recognition of completion of a course of study in biological, physical, quantitative, and specialized wetland course work that concentrates on the identification, evaluation and management of wetlands. When you complete the certificate requirements, you will have met the academic requirements necessary to become a Professional Wetland Scientist and can apply for certification as a "wetland professional in training" by the Society of Wetland Scientists. For more information contact the CNR Student Success Center, Room 122 TNR.

Consists of 51 credits.

**Note:** Depending on your math placement score, additional courses may be required. The following required courses below have Math prerequisites: CHEM 101, CHEM 105, CHEM 106, PHYS 201, MATH 109, MATH 111, MATH 225, and MATH 255.

Click the **Add** button to start building requirements.

No requirements yet

No Requirements

ADD +

Click **Requirement** from the options.

ADD +

Requirement
Narrative Text



An 'Untitled Requirement' box will appear. Click into that and place settings to the below values:

- **Note:** when you assign the requirement level, the system will assign it accordingly in the hierarchy which requires you to click back into the requirement to add the rest of the information.

Click **Add Requirement Rule** to start building out the requirements.

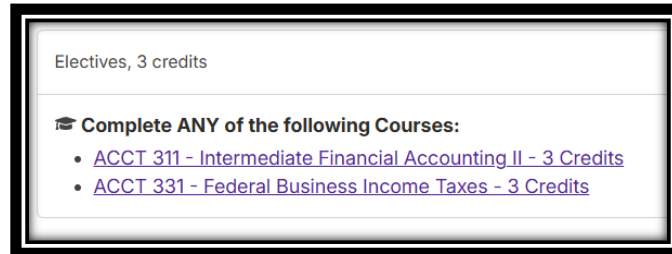
## Rule Conditions

- Everything requires an appropriate title/rule name.
- Only use the following to remain aligned on formatting for the catalog:

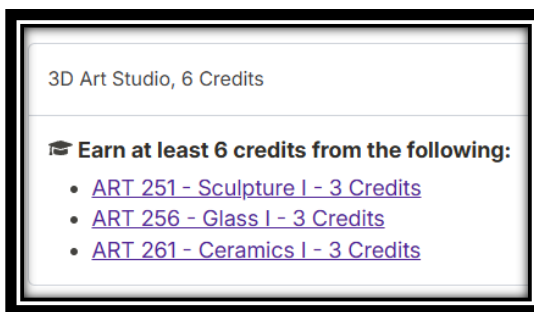




1. **Complete ANY**- If the requirement is only one course (example: take one of the following or take 3 credits from the following) and that aligns with the offering of course options then select **Complete Any**



2. **Minimum Credits are**- If the requirement listed is more than one course (example: take two of the following or take 6 credits) and that aligns with the offering of course options then select **Minimum Credits are**:



3. **Complete ALL**- If the required credit amount is exactly equal to the courses listed (example: take 6 credits and the courses listed amount to the same credits), then select **Complete All**
  - If the list of courses exactly match between credits and courses: We do not use any ANDs or ORs when plugging the courses in. Everything can be listed as normal.
  - Example: 21 credits required and there's 21 credits worth of courses listed



Required Core, 21 credits

**Complete ALL of the following Courses:**

- [ACCT 210 - Introductory Financial Accounting - 3 Credits](#)
- [ACCT 211 - Introductory Managerial Accounting - 3 Credits](#)
- [ACCT 310 - Intermediate Financial Accounting I - 3 Credits](#)
- [ACCT 321 - Cost Accounting - 3 Credits](#)
- [ACCT 330 - Federal Individual Income Taxes - 3 Credits](#)
- [ACCT 370 - Accounting Information Systems - 3 Credits](#)
- [BUS 350 - Principles of Finance - 3 Credits](#)

4. If the list of courses isn't 1-to-1: then we can use ANDs/ORs in that specific example.
- Example:

Required, 10 Credits

**Complete ALL of the following Courses:**

- [BIOL 101 - General Biology - 5 Credits](#)  
OR [BIOL 160 - Introduction to Animal Biology - 5 Credits](#)
- [PHYS 101 - General Physics - 5 Credits](#)

5. **Fulfill ANY or Fulfill ALL-** Used in the following scenarios:
- If there's an option set to fulfill a requirement (we're **not** using ANDs/ORs in the coding of courses) or when there's multiple nested requirements withing a core requirement.
  - **Names for the options requirements:** Required, x Credits' title unless you can name it Biology Options, Chemistry Options, etc.
  - **Examples:**



Required Economics, 6 credits ⬆

**Fulfill ANY of the following requirements:**

Economics Option 1 ⬆

**Complete ALL of the following Courses:**

- [ECON 110 - Principles of Macroeconomics - 3 Credits](#)
- [ECON 111 - Principles of Microeconomics - 3 Credits](#)

Economics Option 2 ⬆

**Complete ALL of the following Courses:**

- [ECON 200 - Principles of Economics - 3 Credits](#)

**AND**

- an additional 3 credits in 200-400 level Economics coursework. You may not take ECON 497 or ECON 498 to satisfy this requirement. Classes you take as part of other requirements of the major do not satisfy this requirement.

Foundation, 18-19 credits ⬆

Complete **BEFORE** taking any additional 300-400 level courses, including "core" courses.

**Fulfill ALL of the following requirements:**

Required, 8 credits ⬆

Required Economics, 6 credits ⬆

Required Math, 4-5 credits ⬆



Cellular and Molecular Biology, 3-8 credits
<b>🎓 Fulfill ANY of the following requirements:</b>
Cellular and Molecular Biology Option 1
<b>🎓 Complete ALL of the following Courses:</b> <ul style="list-style-type: none"> <li>• <a href="#">BIOL 302 - Cellular and Molecular Biology - 3 Credits</a></li> </ul>
Cellular and Molecular Biology Option 2
<b>🎓 Complete ALL of the following Courses:</b> <ul style="list-style-type: none"> <li>• <a href="#">BIOL 314 - Cell Biology - 4 Credits</a></li> <li>• <a href="#">BIOL 320 - Molecular Biology - 4 Credits</a></li> </ul>
<b>Note:</b> The combination of BIOL 314 and BIOL 320 also counts toward

6. **Freeform Text Box**- Use this option when the requirement is a paragraph or a complete requirement that does not include the use of courses offered through UWSP. This option requires a Rule Name and a prompt to be put in the freeform text box.

- The rule name will be the rule with 'x Credits' added at the end. Ex:  
World Language Requirement, 0-8 Credits
- The text box will be: 'Complete' + whatever the objective is based on the requirement.
- Example: Fire Science Certificate



Wildland Fire Fighting Training Modules

**Successfully complete two federal Wildland Fire Fighting Training Modules**

Choose from:

- S-212 - Use of Chain Saw on the Fireline
- S-211 - Portable Pumps
- S-219 - Firing Operations
- S-131 - Fire Fighter Type I

---

Prescribed Burning Experience

**Complete a Prescribed Burning Experience**

Choose from:

A. Participate in one prescribed burning trip organized by the UW-Stevens Point Fire Crew in regions outside of central Wisconsin, plus two of the prescribed burns conducted by the Crew.

OR

B. Complete a summer job in which the primary job duties involve prescribed burning.

World Language Courses, 0-8 credits

**Complete World Language Requirement**

Complete a two-semester sequence of university entry-level world language courses (101, 102). The requirement may be fulfilled through equivalent coursework or other language acquisition as demonstrated through a test-out policy (including Native American languages and American Sign Language). If your native language is not English and you can document formal high school or university study of your native language, you may use ENGL 101 and ENGL 202, or ENGL 150 as a means of fulfilling this world language requirement. Please see the Department of World Languages and Literatures for details.

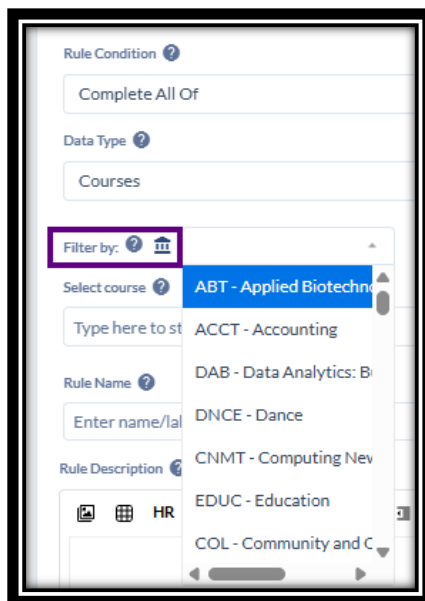
7. **AND/OR Exceptions-** Cross-listed courses can use of ORs when listing the options.

- [BIOL 335 - Mycology - 4 Credits](#)
- [BIOL 337 - Plant Pathology - 3 Credits](#)
- [BIOL 338 - Phycology - 4 Credits](#)  
**OR** [WATR 338 - Phycology - 4 Credits](#)
- [BIOL 342 - Vascular Plant Taxonomy - 4 Credits](#)
- [BIOL 345 - Agrostology - 2 Credits](#)

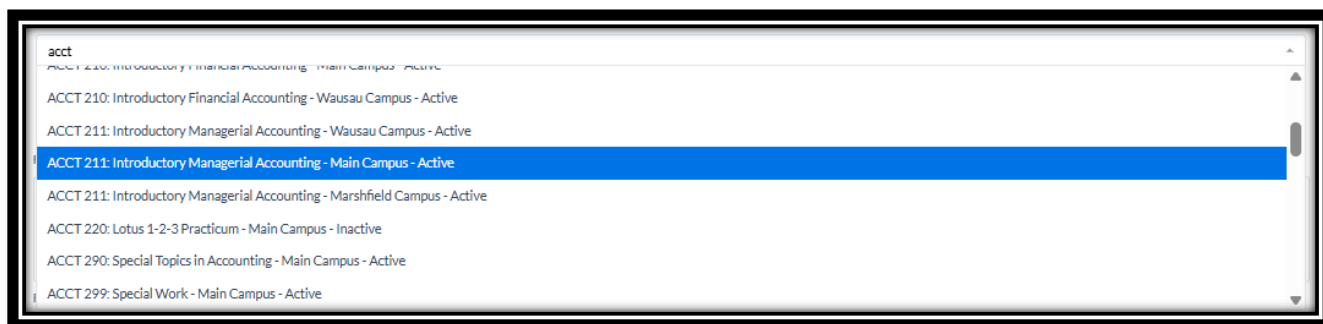


## Adding a Course

You have the option to filter by subject code and then start typing a course number in the **Select Course** section. This list is not alphabetical.



**(Recommended)** You have the option to start typing a course number utilizing the full subject code.



**ALWAYS** choose a course that's has a suffix of “- **Main Campus - Active**”

- The '**Main Campus**' offering which is the only course that will be shown in the official catalog. If you choose anything with 'Marshfield Campus' or 'Wausau Campus,' it'll look like you've added it to the curriculum side but will not show up at all in the catalog.



- **'Active'** indicates a current active course in AccesSPoint that is available for students. If you choose an 'Inactive' option that will not be shown in the catalog.

## Adding an AND/OR Course

After adding your course, click the plus side towards the right on the same line as the course chosen. This will automatically assign the AND function. Then submit the new course from there.



The screenshot shows a 'Data Type' dropdown set to 'Courses'. Below it, a list of courses is displayed. The first course is 'ABT 705 - Ethics, Safety, and Regulatory Environment in Biotechnology'. To the right of this course entry, there is a button with a plus sign (+) and a minus sign (-). The plus sign button is highlighted with a red box.

To switch to the OR option, click on the AND listed.

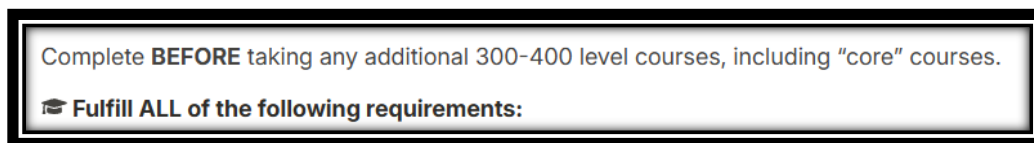


The screenshot shows the same course selection interface. The 'AND' option is highlighted with a red box. Above it, there is a 'Change to OR' button. Below the 'AND' button, there is a 'filter by:' dropdown menu set to 'Subject code'. Below that, there is a 'Select course' dropdown menu with the placeholder text 'Type here to start searching'. To the right of the 'Select course' dropdown, there is a 'CLEAR FILTER' button and a plus/minus button.

## Rule Descriptions

Adding information to the **Rule Descriptions** places the information above the requirement.

- Example:



The screenshot shows a text box containing the following text: 'Complete BEFORE taking any additional 300-400 level courses, including "core" courses.' Below this text, there is a blue graduation cap icon followed by the text: 'Fulfill ALL of the following requirements:'.




## Rule Notes

Adding information to the **Rule Notes** places the information *below* the requirement.

- Example:

Required, 8 Credits

 Complete ALL of the following Courses:

- [ACCT 210 - Introductory Financial Accounting - 3 Credits](#)
- [ACCT 211 - Introductory Managerial Accounting - 3 Credits](#)
- [BUS 100 - Introduction to Business - 1 Credits](#)
- [CIS 102 - Practicum in Computing - 1 Credits](#)

CIS 102 should be taken with the *Excel* topic

## Have Questions?

Have further catalog or curricular proposal questions? [Email Catalog Editor](#).

For any additional technical questions or issues related to Coursedog, [contact Jonelle Przybylski and Janette Parkhurst](#).

