

Coursedog User Guide
Department Chair



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Department Chair Instructions

Email Notifications

Emails will be sent via Coursedog once a proposal is at your assigned step in a workflow with necessary information.

- Your step may require your approval.
- Email example:



Your part

1. To access a proposal that requires your attention, click on the link in the email or [log into Coursedog](#).
2. After logging in, you can access the proposal either from your home screen (if it needs approval) or the proposal dashboard.
3. Once you locate and click into the proposal, you'll be presented with the proposal information.
4. The Department Approval step requires recorded entry of voting results for the proposal.
 - First, click **Edit Proposal**.



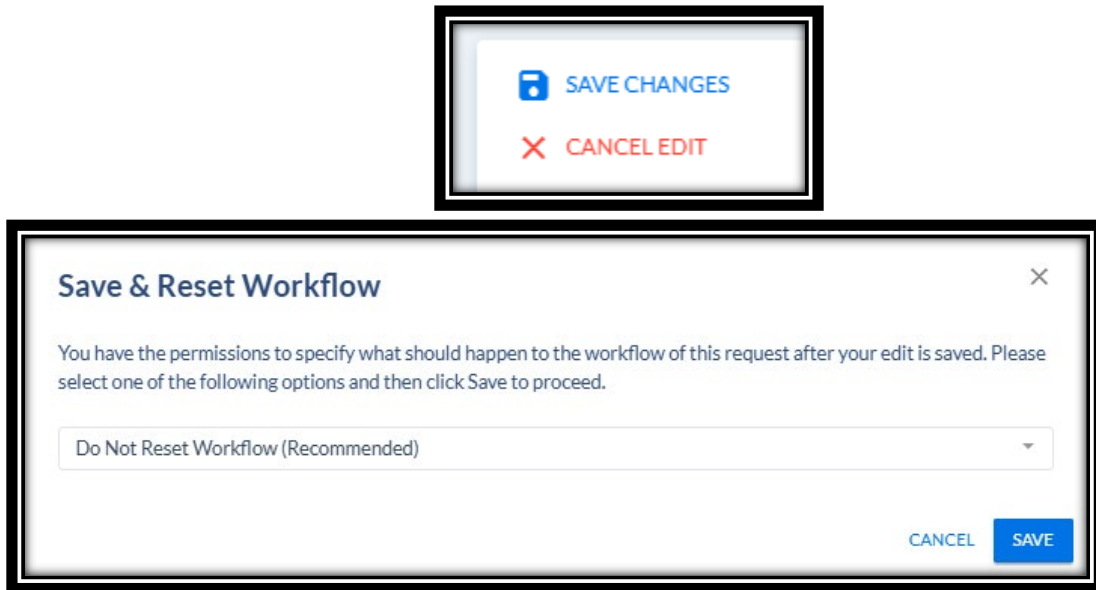
The screenshot shows the 'Proposal Toolbox' interface. At the top, there are buttons for 'EDIT PROPOSAL' (highlighted with a red box), 'ARCHIVE PROPOSAL', and 'DELETE PROPOSAL'. Below these is a 'DOWNLOAD PDF' link. The main section is titled 'Proposal Toolbox' with a status of 'Pending'. It shows a progress bar for 'Decisions' with one green circle and seven grey circles. Below the progress bar are tabs for 'DECISION' (selected), 'WORKFLOW', and 'ACTIVITY'. A red banner contains a message: 'Please fill out all required fields and resolved required errors in the proposal before submitting. Fields that require adjustments are flagged with the "required" label'. Below this is a section titled 'What would you like to do with this request? You can...' with three options: 'APPROVE' (green checkmark), 'REJECT' (red X), and 'SUSPEND' (grey circle). Below the options is a text input field for 'Please comment on your decision below.' and a 'SUBMIT DECISION' button. At the bottom, there is a 'Current step' section titled 'Department Approvals' with a status of 'Pending'.

- Scroll to the bottom of the proposal and enter the required information: approval number, opposed number, abstained number, and date of vote.

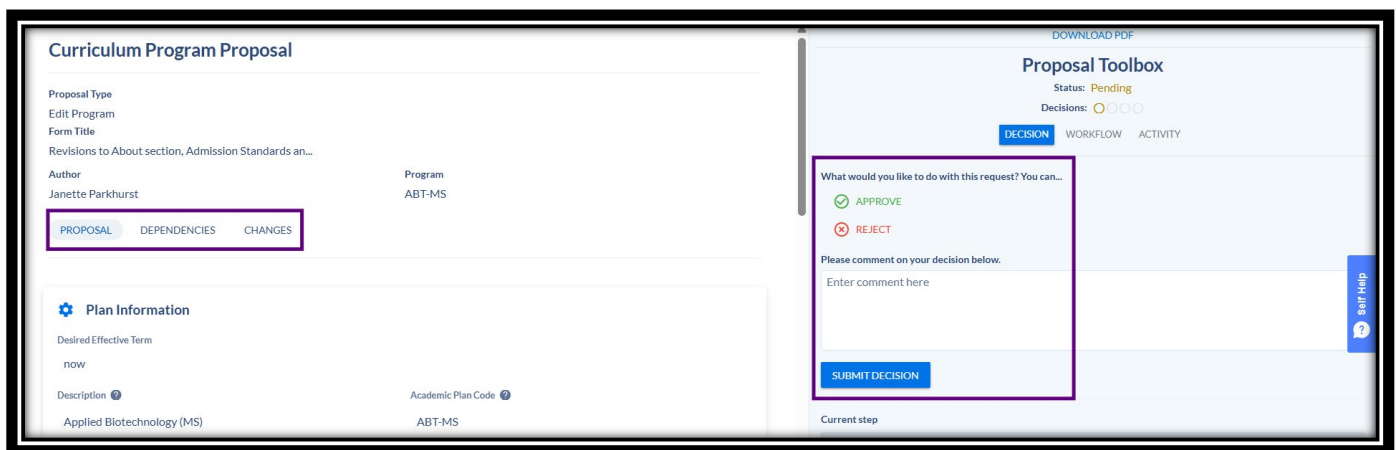
The screenshot shows the 'Department/Unit Vote' form. The title is 'Department/Unit Vote (Vote will be recorded at Department Approval Step after submission of form)'. Below the title is a section titled 'Department/Unit Vote'. It contains four input fields: 'Approved', 'Opposed', 'Abstain', and 'Date of Vote'. Each field has a red error message below it: 'Approved cannot be empty', 'Opposed cannot be empty', 'Abstain cannot be empty', and 'Date of Vote cannot be empty'.

- Click **Save Changes**. It's very important that you select the **Do Not Reset Workflow (Recommended)** option so that the proposal continues forward instead of being routed back to the author to collect all votes over again.





- Then submit your decision as indicated by the vote account accordingly.



See **Proposal Details** Section for further information about the available pills/tabs to select. Once completed, the proposal is routed to the next appropriate parties in the workflow for further processing.

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](#).

