

Coursedog User Guide

General User Guide (All Roles)



Office of the Registrar
University of Wisconsin-Stevens Point

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Introduction

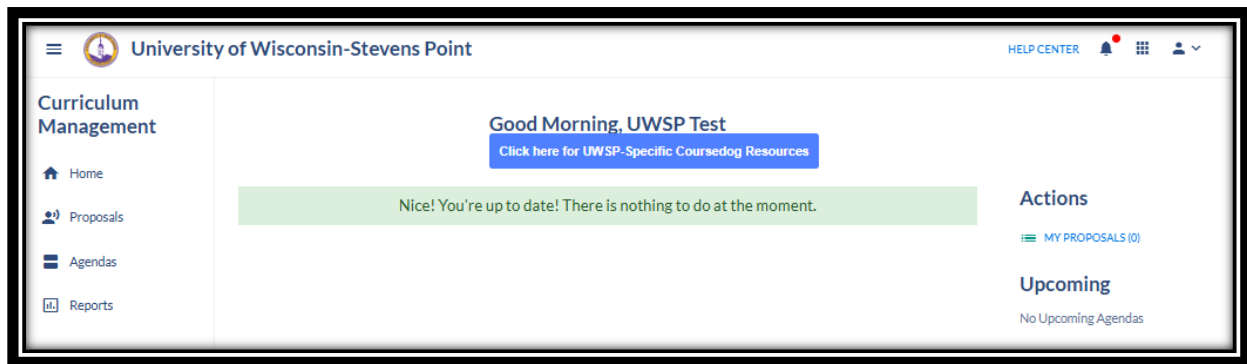
Catalog Management System

The Coursedog Catalog is a comprehensive Catalog Management System with a robust content management editor and workflow system.

The catalog contains two components:

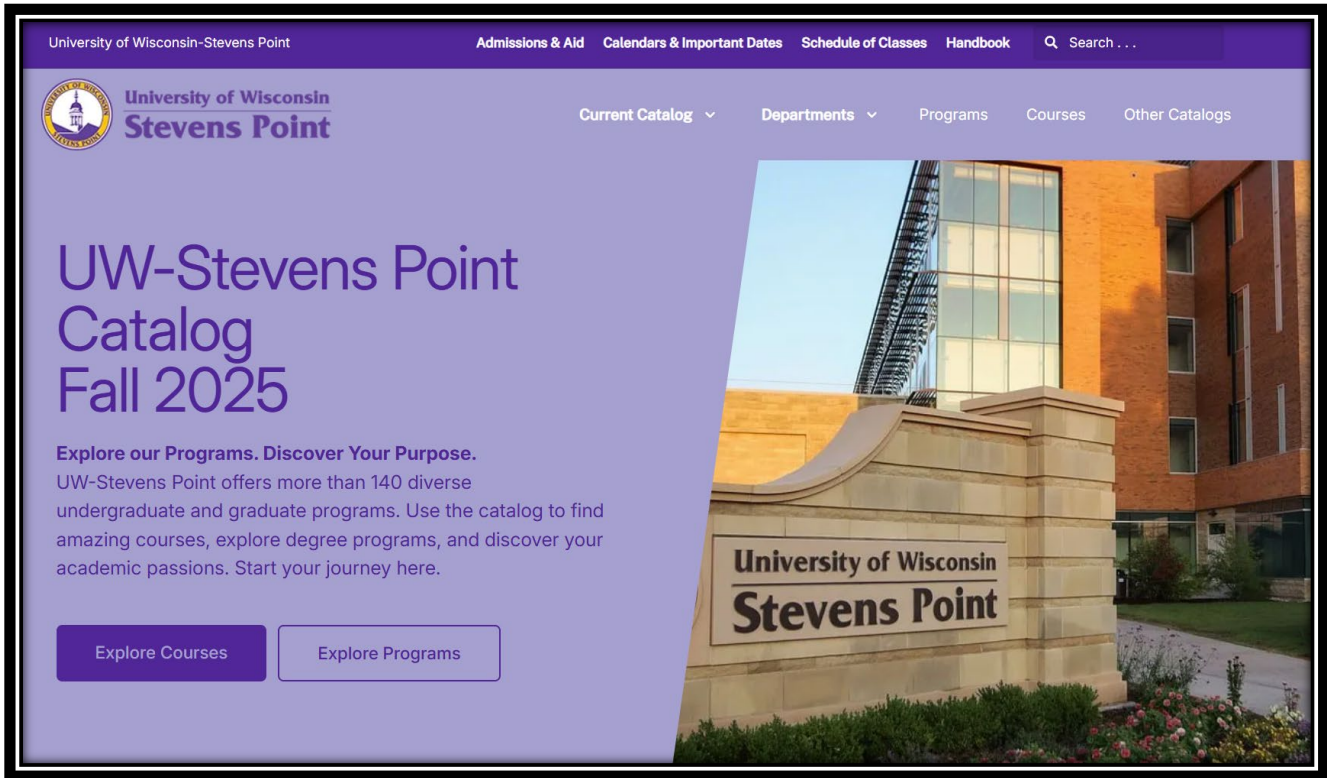
1. Internal, administrator facing editor tool used to build the catalog
2. Customized, public-facing catalog to share with the entire campus community

Administrative Interface



Public Catalog

The [current UWSP catalog](#) can be viewed by the public at any time.



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.

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.



Curriculum Changes Deadlines

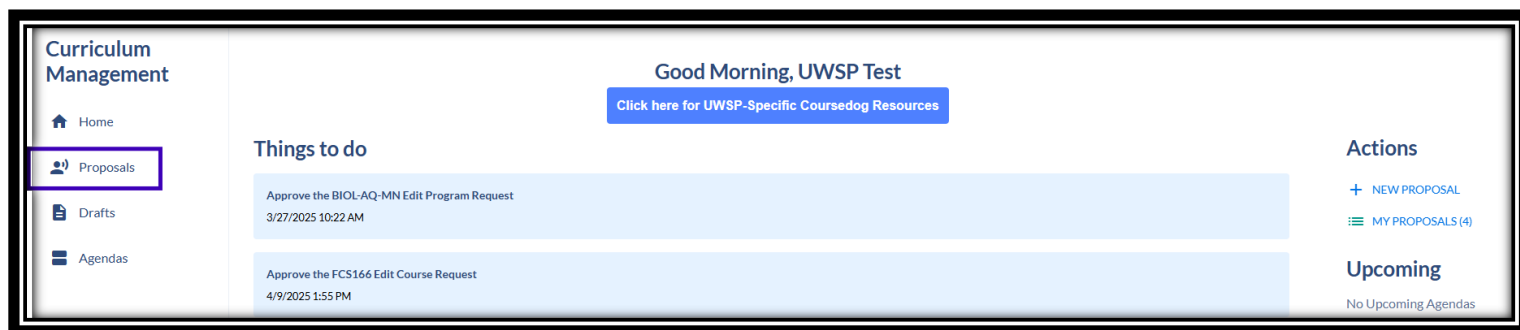
All curriculum proposals must be submitted and approved by their respective dean and at the Curriculum Committee and/or Graduate Council step in Coursedog by the Friday of the 9th Week to be considered for the catalog for the *following* year.

For example, changes for a fall semester need to be submitted by the 9th week of the previous fall semester. Changes for a spring semester need to be submitted by the 9th week of the previous spring semester.

Type of Proposals	Submission Deadline	Earliest Effective Catalog Term
All	Friday of 9 th Week (10/31/2025)	Fall 2026
All	Friday of 9 th Week (3/27/2026)	Spring 2027

Viewing Proposals

From the Home Dashboard, click on **Proposals** in the Curriculum Management Menu on the left.



The screenshot shows the Curriculum Management interface. On the left, a sidebar menu includes 'Home', 'Proposals' (highlighted with a red box), 'Drafts', and 'Agendas'. The main area has a greeting 'Good Morning, UWSP Test' and a link 'Click here for UWSP-Specific Coursedog Resources'. Below this, a 'Things to do' section lists two tasks: 'Approve the BIOL-AQ-MN Edit Program Request' (dated 3/27/2025 10:22 AM) and 'Approve the FCS166 Edit Course Request' (dated 4/9/2025 1:55 PM). On the right, an 'Actions' section contains links for '+ NEW PROPOSAL' and 'MY PROPOSALS (4)', and an 'Upcoming' section stating 'No Upcoming Agendas'.



Curriculum Management

Proposals ⓘ

Document type: All types

FILTER SORT BY: Date Created

Search For Proposals

Vote Required 9 ⓘ **Assigned To Me** 26 ⓘ **Created By Me** 4 ⓘ

NAME	PROPOSAL TYPE	CURRENT STEP ⓘ	REQUEST STATUS
<input checked="" type="checkbox"/> New Program New Program Form <small>Added 11 days ago by Janette Parkhurst</small>	Vote Required New Program	<div> <div>●</div> <div>●</div> <div>●</div> <div>○</div> <div>○</div> <div>○</div> <div>○</div> <div>○</div> <div>○</div> <div>○</div> </div>	Pending
<input checked="" type="checkbox"/> EDUC205 Things Educators Need to Know Things Educators Need to Know Revise Course Form <small>Added 11 days ago by John Gaffney</small>	Vote Required Edit Course	<div> <div>●</div> <div>●</div> <div>●</div> <div>○</div> <div>○</div> <div>○</div> <div>○</div> <div>○</div> <div>○</div> <div>○</div> </div>	Pending

- Once in **Proposals**, you can search for **Proposals** by using the **Search Bar**.
- The Proposals Dashboard consists of five main tabs that indicate the user's relationship to the request(s): **Vote Required**, **Assigned to Me**, **Created By Me**, and **All Requests**.
 - Vote Required**
 - This includes any proposals that require your review and vote
 - Assigned To Me**
 - This includes any proposals that are in a step to which you are assigned, meaning they need your review.
 - Created By Me**
 - Any proposals you have created.
 - All Requests (if you have the permissions)**
 - All proposals, regardless of status, author, or your part in the review process
- You can sort by **Date Created**, **Request Name**, **Date Last Modified**, and **Type** in the top right corner.
- You can also further filter your results or remove the existing filter to show previously completed proposals.

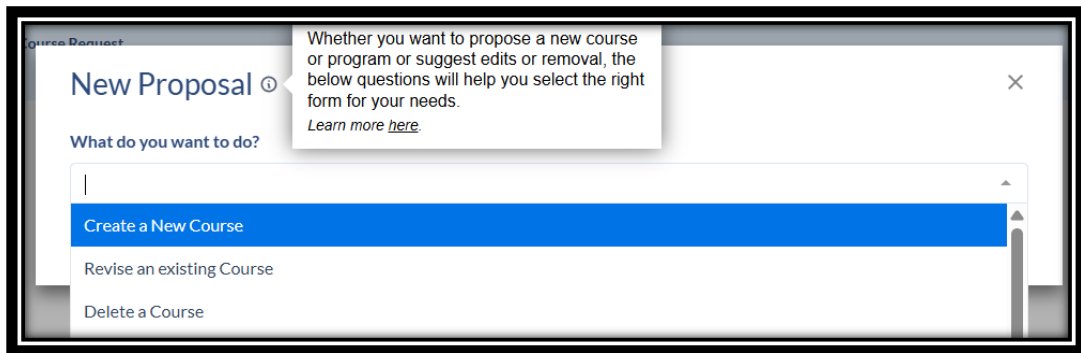


Proposals in Courshedog

G.A.	Available Forms in Courshedog	Used to:
Governance Approval Required	New Course	Create a new course
	Revise Course	Revise an existing course's number (if approved), title, description, credits, repeatable status, grading basis, pre-requisites, and/or co-requisites.
	Delete Course	Delete an existing course from the catalog
	New Program	Create a new major, major option, minor, or certificate. Not used for pre-professional programs.
	Revise Program	Revise an existing major, major option, minor or certificate's name, program requirements, CIP Code (request). Can also update general program information, learning outcomes, academic standards and admission standards – if you are also making changes to name, requirements or CIP Code.
	Suspend/Delete Program	Suspend enrollment and delete a major, major option, minor or certificate. Not used for pre-professional programs.
	New Subject Prefix	Request a new subject prefix for courses
Governance Not Required	Program Modality Change	Change the modality of a program
	New Pre-Professional Program	Create a new pre-professional program.
	Revise Pre-Professional Program	Revise an existing pre-professional program name and/or program requirements. Can also update general program information, learning outcomes, academic standards and admission standards – if you are also making changes to name or requirements.
	Suspend/Delete Pre-Professional Program	Suspend enrollment and delete a pre-professional program
	Revise Department Pages or Faculty	Change a Department Page and/or Faculty Associated
	Changes to the About Section, Admission Standards, or Program Learning Outcomes	Change about sections, admission standards and program learning outcomes of existing programs only
	New Course Number Request	Request a new course number



No matter what you're looking to do, there's a form for you!



The screenshot shows a web interface titled "New Proposal" with a search icon. Below the title is a question "What do you want to do?". A search bar contains the text "Create a New Course", which is highlighted in blue. Below the search bar are two other options: "Revise an existing Course" and "Delete a Course". A tooltip box is overlaid on the right side of the form, containing the text: "Whether you want to propose a new course or program or suggest edits or removal, the below questions will help you select the right form for your needs. Learn more [here](#)." The tooltip has a close button (X) in the top right corner.

Proposal Details

Proposal details are on the left-hand side of the screen and consist of three pills/tabs: **Proposals**, **Dependencies**, and **Changes**.

Proposal Tab

This view shows the proposal in its entirety.

Dependencies Tab

This view shows any dependencies related to the proposal.



PROPOSAL
DEPENDENCIES
CHANGES

Dependent Course

BIO151 is a : **completion requirement** for:

- Intro Math For Freshmen
- Intro Math For Freshmen

BIO151 is a : **corequisite** for:

- BIO186 - Fundamentals of Cell and Molecular Biology

BIO151 is a : **prerequisite** for:

- BIO153 - Fundamentals of Ecology and Evolution
- BIO196 - Ecology and Conservation
- BIO518 - Cancer Biology
- BIO538 - Heterogeneity in Human Cancer: Etiology and Treatment

Dependent Program

BIO151 is a : **completion requirement** for:

- CMSC BS - Computer Science
- SOCI BA - Sociology
- SOCI BA - Sociology

BIO151 is a : **completion requirement** for:

- BIOCHEM BS - Biological Chemistry

Changes tab

The **Changes** tab, when relevant, will highlight what's changing (including requisites).

PROPOSAL
DEPENDENCIES
CHANGES

Course Long Title

+ Introduction to Quantitative Modeling in Biology (Basic)	- Not Set
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Course Title

+ Intro to Quant Modeling in Bio	- Introduction to Quantitative Modeling in Biology (Basic)
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Repeatable

+ no	- Not Set
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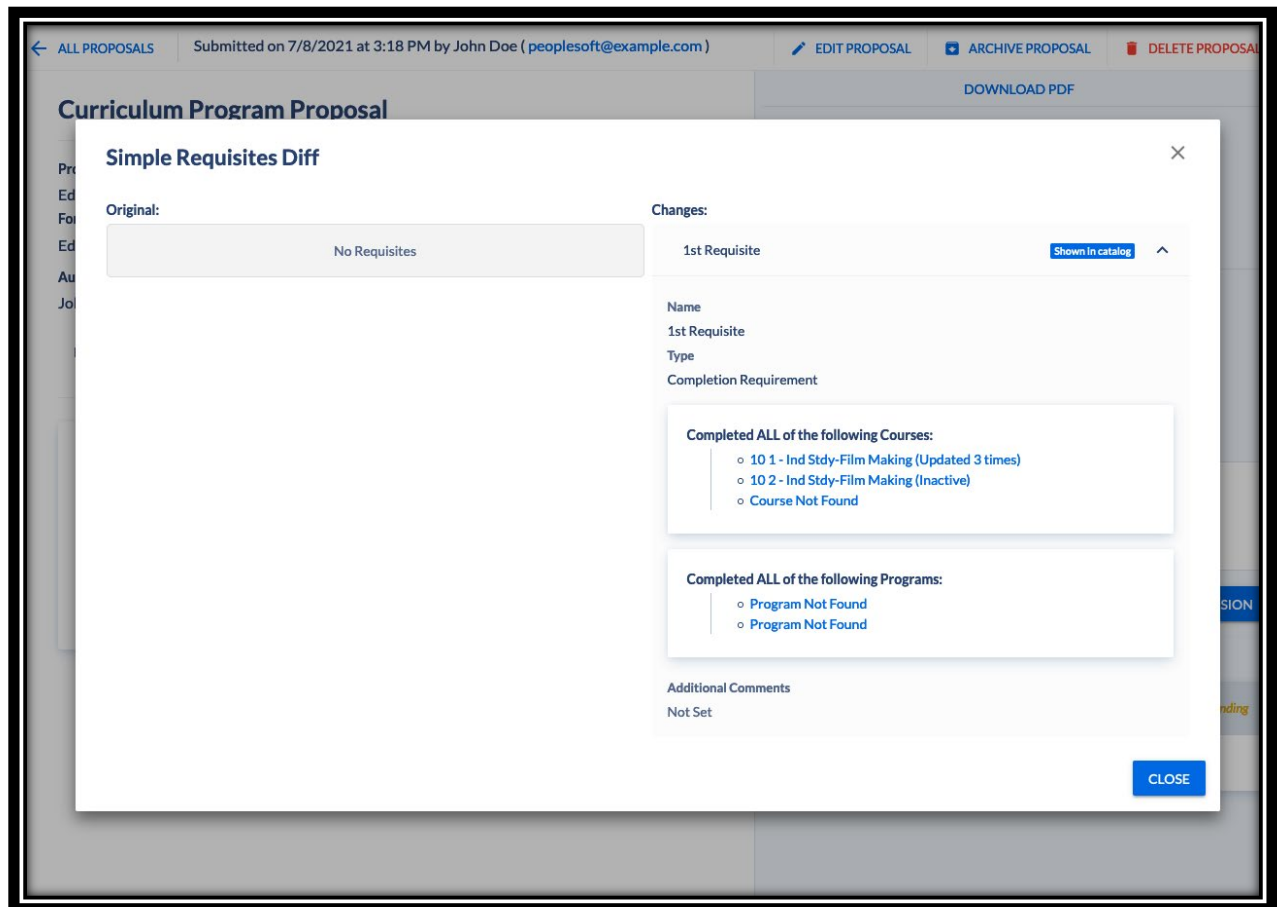
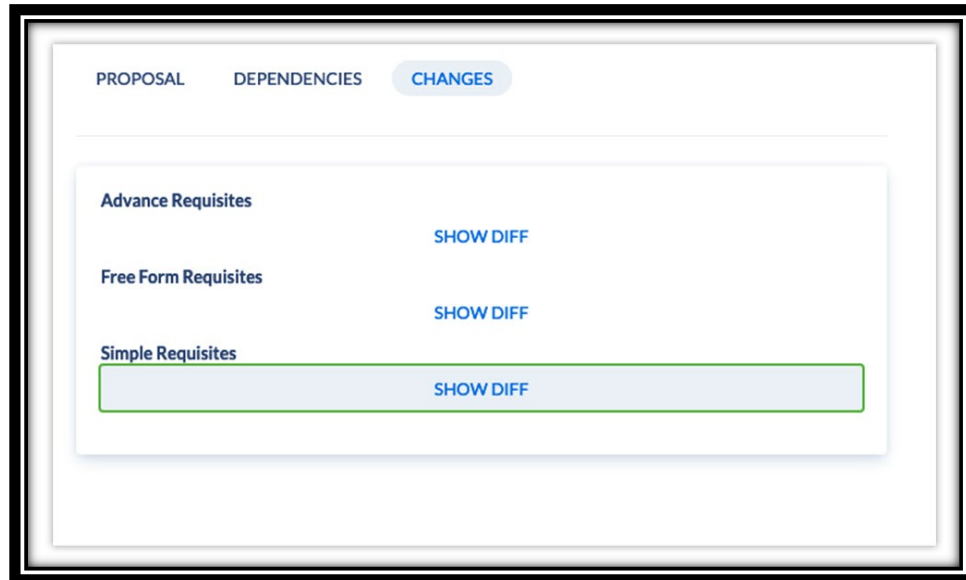
Topics

+ Adding Topic	- Not Set
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Show Diff

Changes can be accessed by clicking **Show Diff** in the changes tab. This results in a modal display, which shows the original requisites and the changes.



Proposal Toolbox

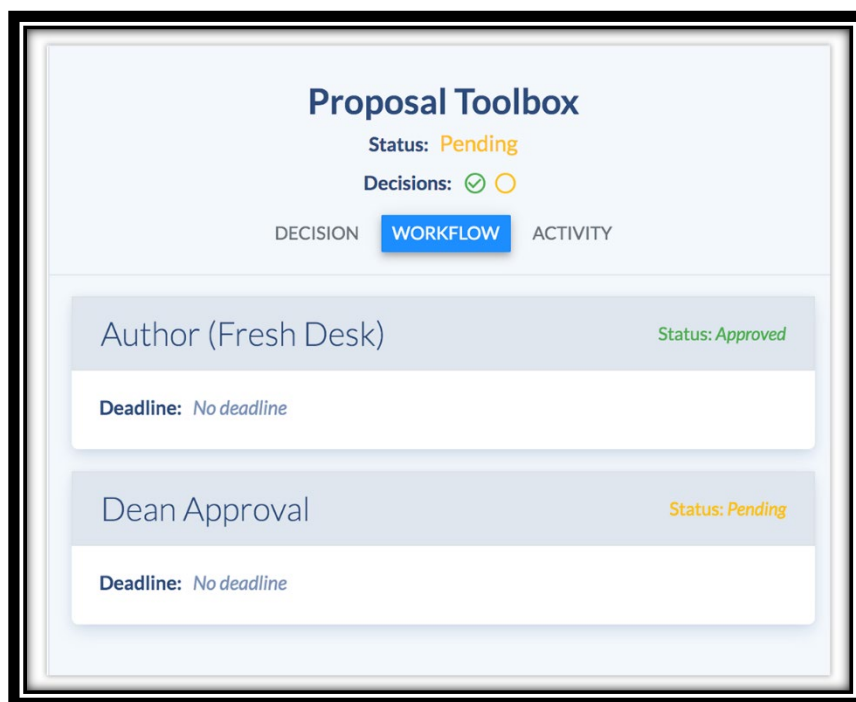
The **Proposal Toolbox** on the right-hand side of the screen contains three tabs: **Decision**, **Workflow**, and **Activity**.

Decision

The **Decision** tab contains the final decision on whether the proposal has been approved or rejected.

Workflow

The **Workflow** tab shows the approval path the proposal has or will go through in the process and whether the proposal was approved or rejected in that step. This is where you go to track a proposal and determine its status.

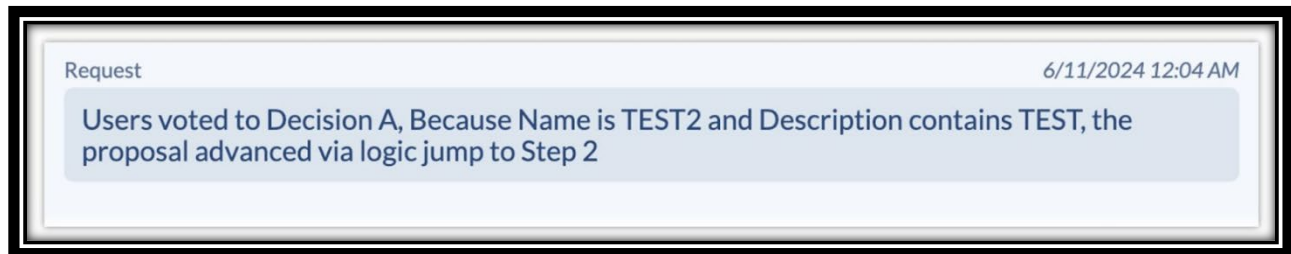


Activity

- This tab contains an overview of the actions taken on the proposal, from user submitted information to the activity of the committee approving or disapproving the proposal.



- You can also use this tab to add comments by inputting a note under **Enter Value** and then hitting **Enter** on your keyboard.
- The tab will also reflect the impact of logic jumps and custom decisions on proposal/request trajectory.

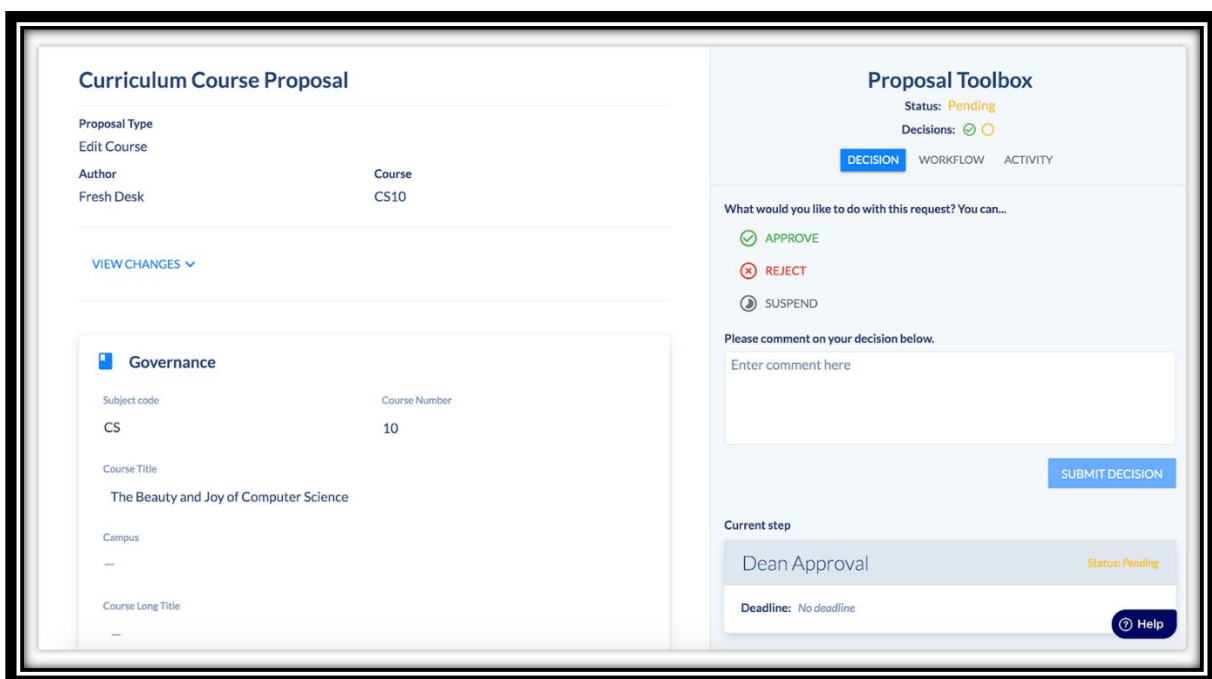


Voting on a Proposal

If you have a proposal listed in the **Vote Required** section of the Proposals Dashboard, you will want to look and decide whether to approve the proposal.

How to Vote on a Proposal

- *Step 1:* Click on the proposal to open it.
- *Step 2:* Review details on the left-hand side of the screen (as outlined above under **Viewing Proposal Details**).



- *Step 3:*
 1. Enter your vote into the **Decision** tab of the **Proposal Toolbox**.
 2. Click whichever option under “What would you like to do with this request?” applies.
 3. Available options will vary depending on how your admin has set up the related workflow but could include: **Approve**, **Reject**, **Suspend**, and **Route Back** (details below).



- *Step 4:* Input comments, if applicable and your settings allow.
- *Step 5:* Click **Submit Decision**.

Proposal Route Back

- Some users can "send request back to" a prior step. This is commonly referred to as "route back."
- Whether or not users have this ability will depend on which privileges were assigned to them within the workflow.

How It Works

1. User opens/views request.
2. In the request toolbox, they click the **route back** button. This will open two additional options: "Send request back to" and "On return this request should".



3. Under “Send request back to,” the user selects the step the request should return to.
4. Under “On return this request should”, the user selects how the proposal is routed back to the step that originated the route back.
 - There are two options: “Go back through the entire workflow” and “Return to the current step” (always recommended).
 - If “Go back through the entire workflow” is selected, the request could potentially go through many steps before returning to the point where a user selected the “route back” option.
 - If “Return to current step” is selected (always recommended), then the request will return to wherever it’s being sent back to, and then once that step participant has acted upon it, the request will return directly to the same step where the **route back** option was first selected.
5. Under “please comment on your decision below”, the user should add a comment indicating their reason for sending back the proposal.



The screenshot displays the 'Proposal Toolbox' interface. At the top, there is a 'DOWNLOAD PDF' link. Below it, the title 'Proposal Toolbox' is centered, followed by 'Status: Pending' and 'Decisions: [three colored circles: green, yellow, grey]'. A navigation bar contains three tabs: 'DECISION' (highlighted in blue), 'WORKFLOW', and 'ACTIVITY'. On the left side, there are three decision options: 'APPROVE' with a green checkmark icon, 'REJECT' with a red 'x' icon, and 'SUSPEND' with a grey clock icon. Below these is a blue 'ROUTE BACK' button. A dropdown menu labeled 'Send Request Back To:' is currently empty. Below that, a text prompt says 'Please comment on your decision below. required' in red, followed by a text input field labeled 'Enter comment here'. On the right side, a red rectangular box highlights a section titled 'On return this request should:'. Inside this box is a dropdown menu with two options: 'Go back through entire workflow' (highlighted in blue) and 'Return to current step'. At the bottom right of the interface is a blue 'SUBMIT DECISION' button.

After a Request is Sent Back

Once a request is sent back, this will be reflected in the request's decisions list, and in the status of the steps. In the example below, the request was sent back from Step 1 to the Author step, and as a result, there is an additional Author step in the list of total steps, indicating that the author must now approve again for the workflow to move forward.



Proposal Toolbox

Status: Pending

Decisions: ✔ ↩ ○ ○ ○

DECISION
WORKFLOW
ACTIVITY

Author: Nick Diao Status: *Approved*

Deadline: No deadline

Step 1 Status: *Sent Back*

Deadline: No deadline

Author Status: *Pending*

Deadline: No deadline

Example:

If you have a workflow with 5 steps, and the participant at step 4 selects the **route back** option – and uses the “Send Request Back To” option to send it back to Step 1 – here’s what would happen if they selected “Go back through the entire workflow” versus “return to current step”.

- *Go Back through the Entire Workflow*

After the Step 1 participant (the request author) acts on the request, it will then proceed to steps 2-3 before returning to Step 4.

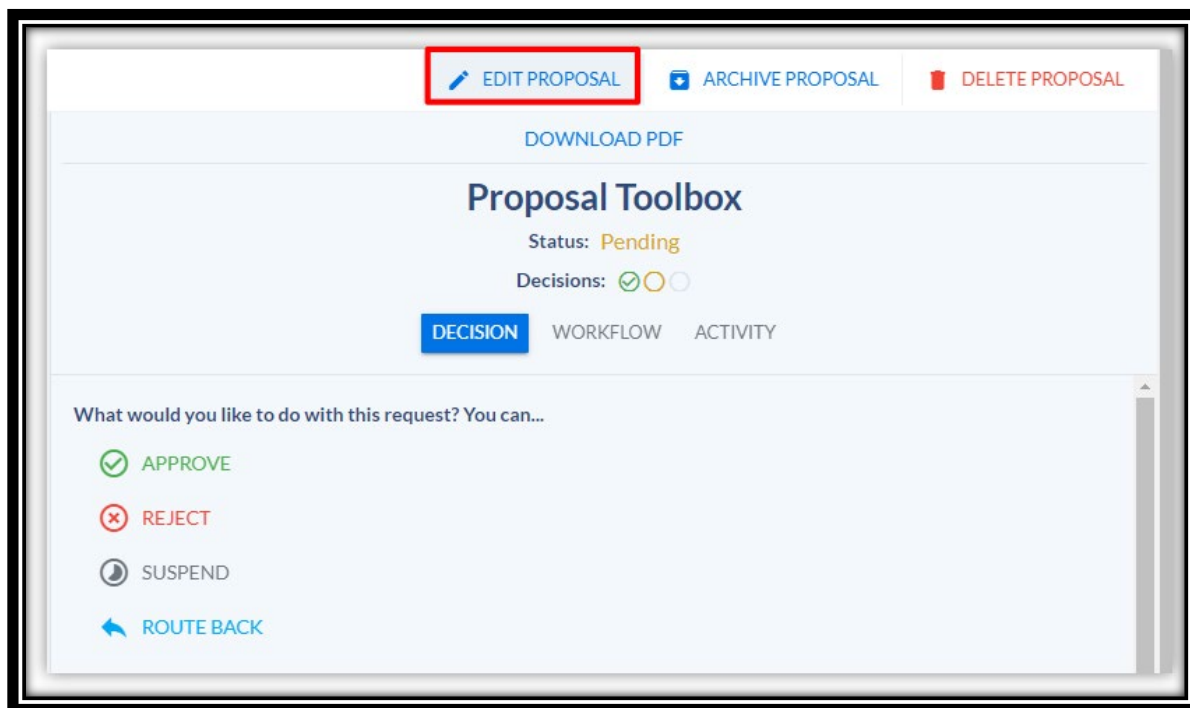
- *Return to Current Step*

After the Step 1 participant (the request author) acts on the request, the request will then return to Step 4.



Editing Proposals

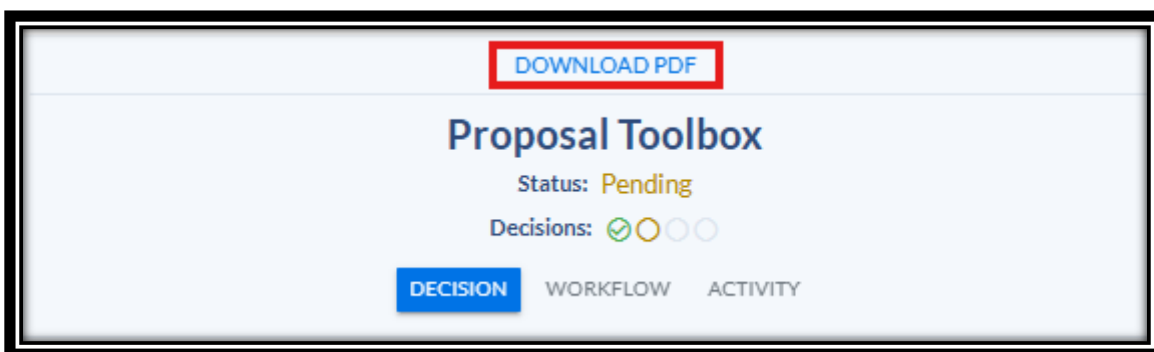
- If you are the author of an open Proposal and/or have the appropriate permissions, you can edit the proposal by going to **Curriculum > Proposals > (Select Proposal)** and selecting **Edit Proposal** just above the **Proposal Toolbox**. Learn more about [editing a request](#) on Coursedog's website.
- Depending on permissions, upon making edits and hitting **Save**, the workflow might or might not reset. This process is the same for all Coursedog products. You can learn more about [resetting workflow options](#) on Coursedog's website.



Download & Print Proposals

You can download proposals as a PDF with a cover page and table of contents. This can be accessed by clicking **Download PDF** at the top of the proposal toolbox.

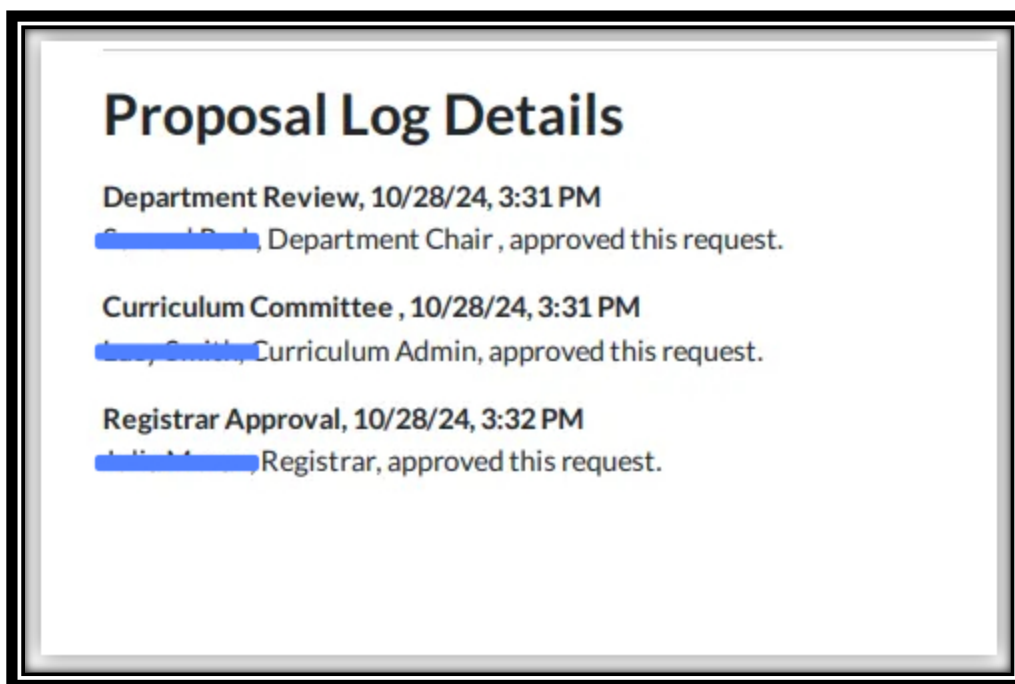




PDF Options

- Clicking **Download PDF** opens the **Generate PDF** modal.
- In this modal, you can determine:
 1. If the cover page should be included.
 2. If the table of contents should be included.
 3. If you'd like to include the proposal log – in other words, a clear log of who approved the proposal, and at which times (this is useful for accreditation purposes).
 4. (Always recommended) If the list of changes should be included.
- Only steps with votes will be included in the Proposal log.
- Proposal Log details will include Username, user title, and the action they took.






- If the cover page should include content, and which card should the content be pulled from.
- The header date of the PDF.
- Once all the relevant information has been selected, click **Download PDF** to generate your PDF.



Generate PDF

 If this form contains any uploaded files, access to them will be set to public to make them accessible from PDF document.

General Settings

☐ Generate cover page
☐ Generate table of contents
☐ Include proposal log ⓘ
☐ Include changes

Cover page card ⓘ

Empty cover page

Header date

Jul 11, 2025

CANCEL

DOWNLOAD PDF

Viewing Agendas

1. Click 'Agendas' from the left navigation menu from the homepage
2. Locate the Agenda you need to review
3. Click into it
4. Review proposals in the agenda by clicking them from the Agenda detailed view
5. Download any associated attachments for review

