Screensteps guides: <https://csuf-erp.screenstepslive.com/m/126578>

Training Agenda

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| BUILD PHASE  **Access is open**  in **Coursedog Section Dashboard**  to directly make changes to the class schedule.  Schedule building starts ~6 months before Registration  Look for “Phase 2” in the Coursedog timeline   * Spring Build occurs April – Sept * Fall Build occurs October – February   ------------------------------------------------   |  |  | | --- | --- | | When Build Phase begins:  USE FIRST RIGHTS CLASSROOMS ONLY | When First Rights expire:  can book any general use classroom available |   (Spring 2026)   * List of general use classroom first rights by college: [Spring 26 google sheet](https://docs.google.com/spreadsheets/d/1xM1elTskw_rM0ue52waJ1tVHLj0cEVHJfjERUzdRCTg/edit?usp=sharing) * First rights classrooms expire about 1-2 months after Build Phase begins   ------------------------------------------------   * Last day to use first rights = 5/30/2025   + Dean’s Office may have earlier internal deadlines.   + Don’t wait until end of May to get the schedule edits to your coordinator.   + Identify classes that still need rooms.   + Provide that list of missing rooms early to your Dean’s Office to help you find additional rooms.   + Make sure the enrollment cap is set to the desired room capacity.   + Tips for Success:   + Consider lowering the enrollment cap   + Peak times are M-Th 10am-4pm. Consider offering your class at a non-peak time. * Starting 6/2/2025, first rights are released to the Provost’s Office. Scheduling will run Optimizer to auto-house as many sections as possible on all colleges’ behalf. * Scheduling will notify when the First Rights Violation Rules are turned off, making all general use classrooms available for request.   ------------------------------------------------  Combined Sections:   * email [scheduling@fullerton.edu](mailto:scheduling@fullerton.edu) (see [guide](https://www.fullerton.edu/scheduling/training-materials/schedule-building/how-to-combine-sections.html))   Multicomponent Classes:   * see [screensteps guide](https://csuf-erp.screenstepslive.com/m/126578/l/1888839-adding-a-multi-component-class) | REQUESTS PHASE  Changes must be submitted through **Coursedog Requests** for Chair/Dean approval.  Starting with “Phase 3” in the Coursedog timeline  (Summer/Fall 2025)  Some changes can be made directly in PeopleSoft CMS  without approval (see Go Live [Memo](https://www.fullerton.edu/scheduling/memos/fall2025-class-schedule-go-live.html)).  Instructor changes:   * Fall/Spring State Support:   use CMS Schedule Class Meetings   * Summer/Winter/Fall-Spring Self-Support:   require approval through Coursedog Requests.  ------------------------------------------------  “Room only” changes  can use the FAST TRACK in Coursedog Requests.  ------------------------------------------------  “Days/Times” changes require cancel/add.  ------------------------------------------------  You can “Edit Request” at the top right-hand corner to route to yourself and make edits or cancel a request after you’ve submitted it. (see [screensteps guide](https://csuf-erp.screenstepslive.com/m/126578/l/1891943-editing-and-resubmitting-coursedog-requests))  ------------------------------------------------  Combined Sections:   * email [scheduling@fullerton.edu](mailto:scheduling@fullerton.edu) (see [guide](https://www.fullerton.edu/scheduling/training-materials/schedule-building/how-to-combine-sections.html))   Multicomponent Classes:   * see [screensteps guide](https://csuf-erp.screenstepslive.com/m/126578/l/1888839-adding-a-multi-component-class) * Build each pair of sections without associating them to each other. Instead, type in the “Reason for Request” which Section Numbers need to auto-enroll. |

Training Agenda

1. How to download class schedule

(see [screensteps guide](https://csuf-erp.screenstepslive.com/m/126578/l/1906285-downloading-the-class-schedule))

* 1. Coursedog Reports: Click Reports > Export > *Course Sections List (****Expanded****)*
  2. PeopleSoft CMS MyQuery: Class Schedule by Term Only
  3. Coursedog Section Dashboard:
     1. Saved View: *Missing Rooms*
     2. First Rights (e.g., x PHIL120-01, CP120)
     3. Toggles: Show Only Available Rooms, Rooms greater than or equal to capacity (e.g., RGC)

1. How to build hybrid class

(see [screensteps guide](https://csuf-erp.screenstepslive.com/m/126578/l/1888840-adding-a-fully-online-or-hybrid-class))

* 1. For WEB/ASYN, be sure to click “Set Details” and type ASYN for Meeting Pattern Code.

1. How to update unit values (see [screensteps guide](https://csuf-erp.screenstepslive.com/m/126578/l/1888801-adding-a-class#on-the-credits-card-adjust-the-financial-aid-units-maximum-units-and-minimum-units-as-needed))
   1. Grad courses (500+) must have Financial Aid Units = 1.5x units, where Min=Max Units
   2. Saved View: *Min Max FA Units*
   3. Make sure for grad-level courses (500+) that
      1. Minimum and Maximum Units are set to the same value,
      2. Financial Aid Units = 1.5x that value.
   4. **This must be completed before build phase ends**.

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| For Graduate-level classes (500+): | **If set Min & Max Units to 1,  then set Financial Aid Units to 1.5  If set Min & Max Units to 2,  then set Financial Aid Units to 3**  **If set Min & Max Units to 3,  then set Financial Aid Units to 4.5** |

A screenshot of a computer

AI-generated content may be incorrect.