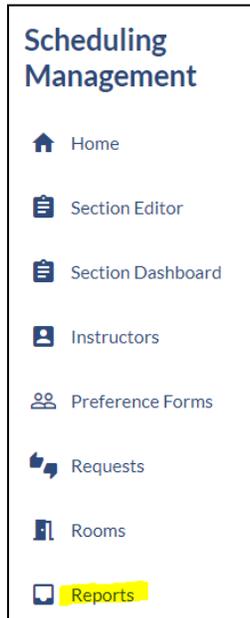


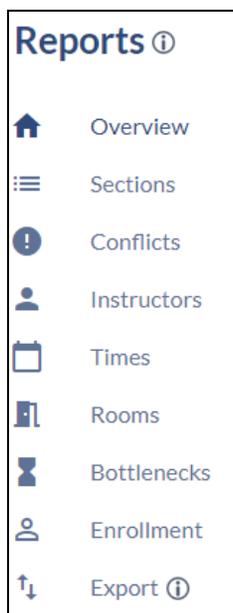
Coursedog provides a wide variety of out-of-box reports to help analyze sections, conflicts, instructors, times, departments, rooms, bottlenecks, and enrollment.

Getting Started

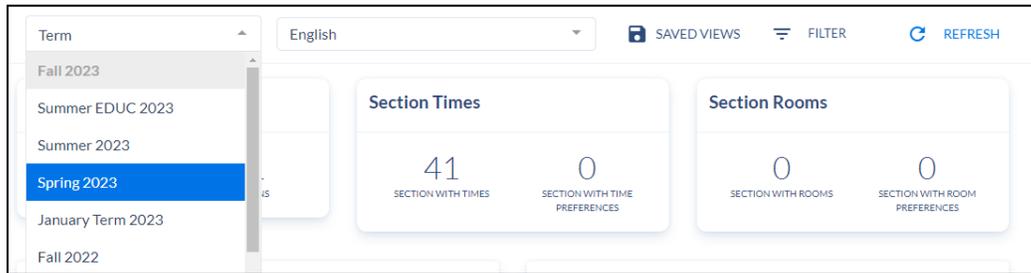
1. Sign in to Coursedog
2. Open the Scheduling platform
3. Select Reports from the menu on the left



4. You can navigate between different types of reports using the Reports menu:



5. Select the term you'd like to view using the drop-down menu at the top of the screen:

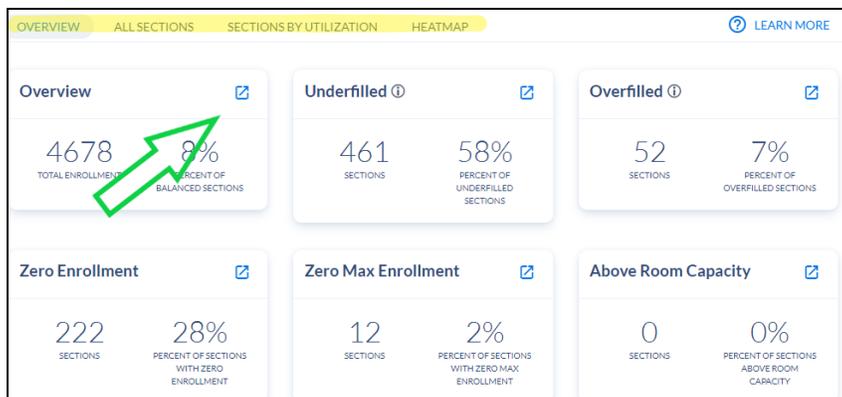


6. Note that you will only be able to view reports for the department(s) to which you have been assigned.
7. Anytime you see the  icon, you may hover on it to view more detailed information

Overview of Available Reports

1. **Overview:** basic information on your department's courses, including number of courses, sections, and instructors.
2. **Sections:** birds-eye view of offered sections, their enrollments, and how well they satisfy preferences.
 - a. The section type, max enrollment range, and sections per course graphs show a distribution of the sections offered , where the height of the bars indicates the number of sections in the corresponding category.
3. **Conflicts:** allows you to view every section that currently has a conflict.
 - a. Examples of conflicts include double-booked rooms, overlapping sections of co-reqs, etc.
 - i. When there are conflicts among co-reqs, pre-reqs, and gen ed courses that are scheduled at the same time, it forces students to choose between courses they need to take. Consequently, this stalls progress as students have to play "catch up" in future terms and cannot always move beyond their required courses on time.
 - b. You may also filter by conflict type. By selecting one conflict type, your dashboard will only show the sections that currently have that specific conflict. Select more than one to show all sections that currently have at least one of the selected conflict types.
 - c. The following types of conflicts are important to resolve: double booked room; double booked instructor
4. **Instructors:** overview of instructors affiliated with the department, their assignments, and break-down of how many are full-time and adjunct.
 - a. Additional tables and charts include instructors' combined availability (hourly and daily) and which ones are teaching back-to-back sections.
5. **Times:**
 - a. Assignments indicates the meeting patterns that have been assigned to sections as well as meeting patterns not in use from among all established meeting patterns available
 - b. Schedule Hourly Distribution shows the number of sections active during each active hour of the day. NOTE: this graph also includes final exam times in the total calculations
 - c. Schedule Daily Distribution shows the number of sections active during each day of the week, Monday through Saturday.

- d. **Meeting Patterns:** this list gives an overview of the days, times and attributes (prime time or non-prime time) of *all available* meeting patterns. The Usage column provides the total number of sections assigned to the designated meeting pattern. NOTE: ignore the Average Seat Utilization and Available Rooms columns.
6. **Rooms:** Includes data on room and building usage that may be helpful for the laboratory sciences, art, and theater, though not for the majority of departments. NOTE: this report draws from data on those rooms “owned by” the department, not strictly rooms utilized by the department. For information on how Coursedog calculates usage data, please refer to [this primer](#).
7. **Bottlenecks:** Bottlenecks arise when it is impossible to assign a room to a section, either because all rooms are occupied or there are no rooms with the attributes (such as number of seats) that the section requires.
8. **Enrollment:** features a comprehensive reports system for analyzing the enrollment of sections and determining over and under enrollment of specific sections. Access data either by expanding the boxes on the “overview” dashboard or by clicking on the headings at the top:



- a. **Sections by Utilization** can be divided into six additional subsections:
 - i. **balanced** (with respect to enrollment vs. max capacity), **underfilled** (below 70% max capacity), **overfilled** (at or above 95% max capacity), **zero enrollment**, **zero max enrollment** and **above room capacity**.
 - b. **Heat Map:** calculates the total enrollment and number of section meetings in 1-hour time blocks within the schedule. Then it determines which time blocks are overfilled or under-filled based on availability.
 - i. For more information and an FAQ on using the heat map, please click [LEARN MORE](#) at the top right of the screen.
9. **Export:** lists all available reports in the form of CSV files (spreadsheets) that are available to you for downloading, and offers a brief description of how they may each be used.
 - a. For a detailed breakdown of what’s in each report – and how it could be useful to you – please refer to [this document](#).
 - b. NOTE: you will only be able to export data from the department(s) to which you have viewing access in Coursedog. If you have access to multiple departments, use the drop down menu at the top of the Export screen to select the individual department you wish to export data from, or select “All Departments” in order to export from all departments to which you have access at once:

Fall 2024

Chemistry

 [SAVED VIEWS](#)  [FILTER](#)

OR

Fall 2024

All Departments

 [SAVED VIEWS](#)  [FILTER](#)