

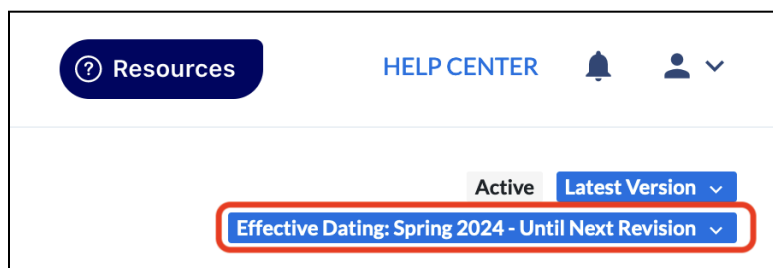
## Entering Topic Titles | User guide

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### Overview

Coursedog calls effective terms **Revisions**. By default, when selecting a course from the search, the results will display the maximum-dated revision for the course. The revision is shown in the upper right corner of the course record.



It is critical that you select the correct revision of a course before proposing topic title changes. Changes entered for an incorrect term will result in the topic not being available to schedule and/or could overwrite topics data for an unintended term.

This guide covers how to correctly select a term for topic title updates and then how to add and update topic titles within a term.

### Selecting the correct term

1. Log in to Coursedog.
2. Select **Courses** from the left hand navigation menu.

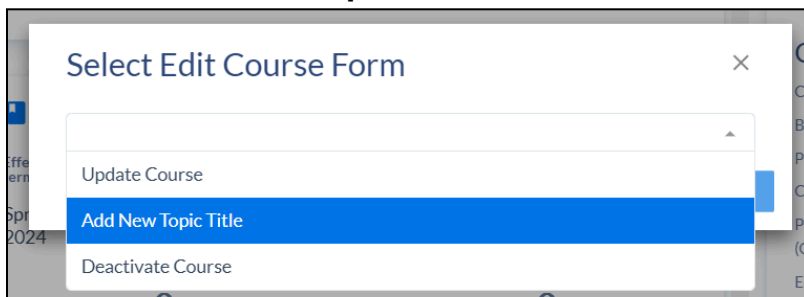
3. Enter the course in the search bar (Example: PA5390).
4. Click on the course to view the course record.
5. Check if the **Revision** (Effective Dating) term range that displays encompasses the term you need to add or update the topic title. If it does, proceed with proposing changes. If you are adjusting a topic title for an effective term outside of the displayed term range:
  - a. Click the **Revision** drop down to select a different revision.
  - b. In the pop up box, select the revision that encompasses the term by clicking the effective dating range.

Note: The > symbol indicates the revision that is currently being displayed.

EFFECTIVE DATING	LAST EDITED
> Spring 2024 - Until Next Revision	Sep 15, 2023
Summer 2023 - Spring 2024	Sep 15, 2023

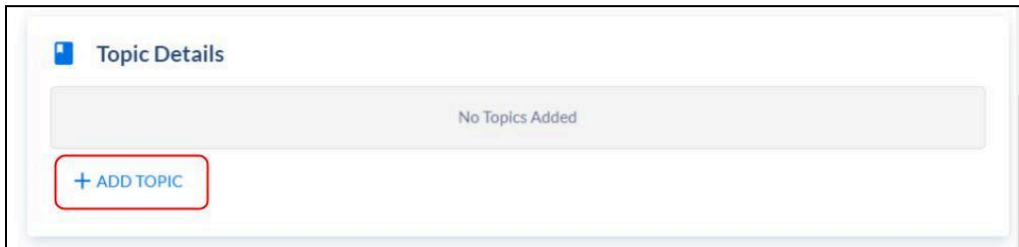
## Adding a topic title

1. Check that you have selected the correct course revision / effective term.
2. Click **PROPOSE CHANGES**.
3. Select the **Add New Topic Title** form and click **SUBMIT**.

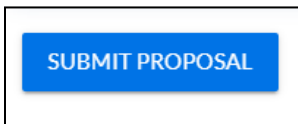


4. Scroll to the **Topic Details** section.

5. Select **+ ADD TOPIC** and enter topic information. Repeat this step for each topic you wish to add to the course for your selected term.

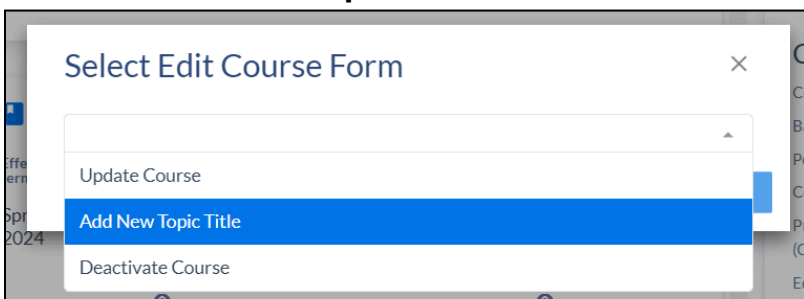


6. Select **SUBMIT PROPOSAL** once all required fields are filled in.



## Adding an additional topic title

1. Check that you have selected the correct course revision / effective term. Your previously approved topic(s) **MUST** be visible in the Topic Details section before continuing.
2. Click **PROPOSE CHANGES**.
3. Select the **Add New Topic Title** form and click **SUBMIT**.



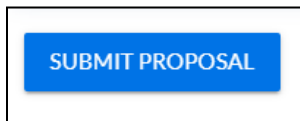
4. Scroll to the **Topic Details** section.

5. Select **+ ADD TOPIC** and enter topic information. Repeat this step for each topic you wish to add to the course for your selected term.



The screenshot shows a form titled "OTR notes". It contains a text input field with the text "sec 002, ses 010". Below the input field is a red button with a trash icon and the text "DELETE TOPIC". At the bottom of the form is a blue button with a plus sign and the text "+ ADD TOPIC".

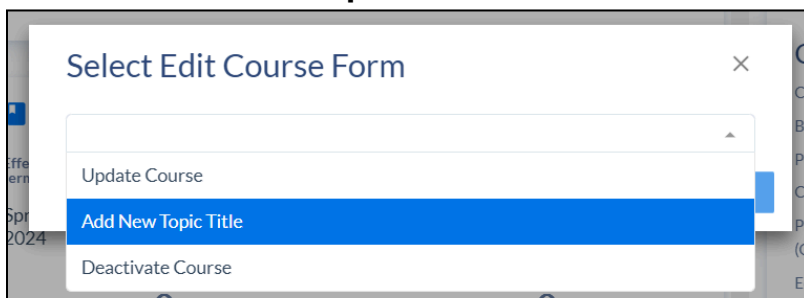
6. Once all required fields are entered, ensure that you see **ALL** the topics you want to offer for the selected term. Any topics that are not included in this proposal for the selected term will be removed from PeopleSoft.
7. Select **SUBMIT PROPOSAL**.



A blue rectangular button with the text "SUBMIT PROPOSAL" in white capital letters.

## Editing a topic title

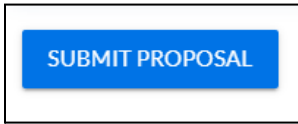
1. Check that you have selected the correct course revision / effective term.
2. Click **PROPOSE CHANGES**.
3. Select the **Add New Topic Title** form and click **SUBMIT**.



The screenshot shows a dialog box titled "Select Edit Course Form" with a close button (X) in the top right corner. It contains a dropdown menu with three options: "Update Course", "Add New Topic Title" (which is highlighted in blue), and "Deactivate Course".

4. Scroll to the **Topic Details** section.
5. Edit any of the topics fields.

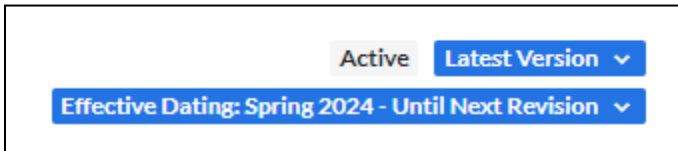
6. Select **SUBMIT PROPOSAL** once all required fields are filled in.



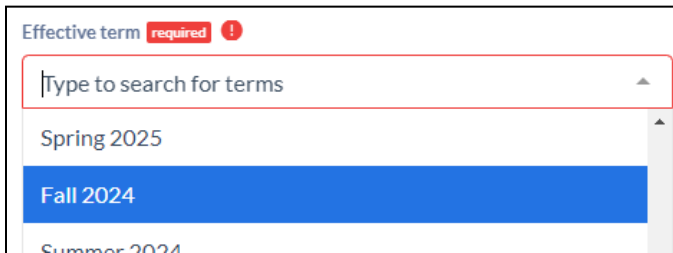
## Adding topics to a term that does not yet exist in Courshedog

1. Check you are on the maximum effective term for the course.

Note: You will know you are on the correct effective term when you can see **“Until Next Revision”** in the revision selection box.



2. Click **PROPOSE CHANGES**.
3. Select the **Add New Topic Title** form and click **SUBMIT**
4. Select the **Effective Term** of the new topic title from the drop down menu.



5. Scroll to the **Topic Details** section.
6. If any topic(s) are already listed in the **Topics Details** section, click **Delete Topic** to remove them.
7. Select **+ ADD TOPIC** and enter the new topic information. Repeat this step for each topic you wish to add to the course for your selected term.
8. Select **SUBMIT PROPOSAL** when all required fields are filled in.

