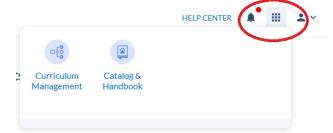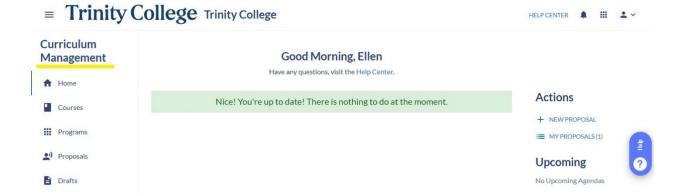Editing a course in Coursedog

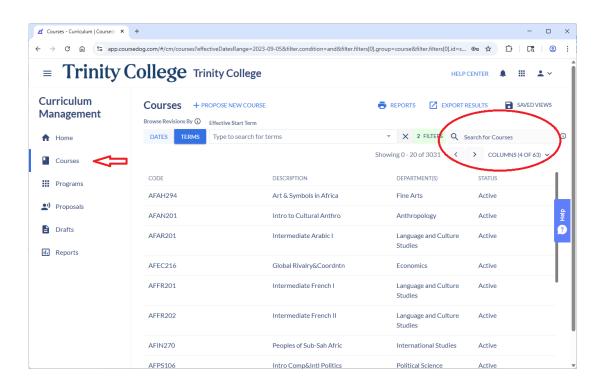To edit an existing course in Coursedog:

1) Go to : https://app.coursedog.com/#/cm/home, enter your Trinity email address to login.
2) You should see the **Curriculum Management** screen (highlighted in yellow below). If you don't see this screen, go to the top right corner and click on the 9 small squares and choose Curriculum from the pop-up window.
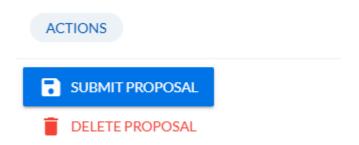
3) From the Curriculum Management screen, click on **Courses**.
4) Find the course you wish to edit, it's easiest to use the search box on the right side of the screen.

5) Click on the course, then look in the right-hand column and click the **PROPOSE CHANGES** link.
6) In the pop-up window, select **Edit Course Form** and submit.
7) Edit the fields that you are proposing to change and fill in the Additional Information box at the bottom of the form to summarize the changes for the Curriculum Committee.
8) YOU MUST CHANGE THE **EFFECTIVE START DATE**.
9) Once you have filled in all fields, click **SUBMIT PROPOSAL** in the right-hand column.

10) The course will automatically be routed the department chair for approval. You will receive an email as your proposal progresses through the workflow. Reach out to Ellen Buckhorn at ellen.buckhorn@trincoll.edu with any questions about using the form.