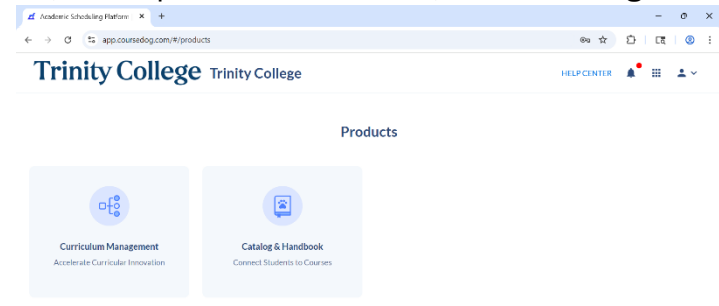


Bulletin Updates Using Courshedog

To begin: Log in to Courshedog by going to <https://app.courshedog.com/> and entering your Trinity email address.

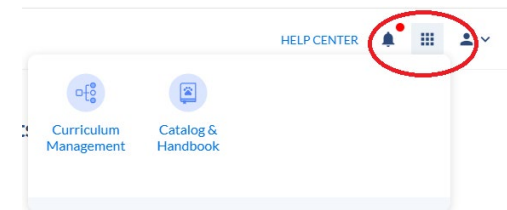
Once logged in, you should see the two elements that produce your department's/program's listing in the *Bulletin*: Curriculum and Catalog. **Curriculum** contains the plan information for each major, minor, and experiential certificate, while **Catalog** is the Courshedog department page which provides an overview of the department/program with links to your www.trincoll.edu website, faculty listing, and learning goals.

Updating your department/program information for the coming academic year requires submitting changes to both Catalog and Curriculum. While some changes to a major or program may have already been updated in Courshedog following Curriculum Committee approval, you should review the requirements for accuracy and check lists of courses. If you do not have any changes to the major or minor, you may still want to review and submit changes for the department page. If you are not making any changes to either this year, please let [Sylvia DeMore](#) know so we can mark your section complete.

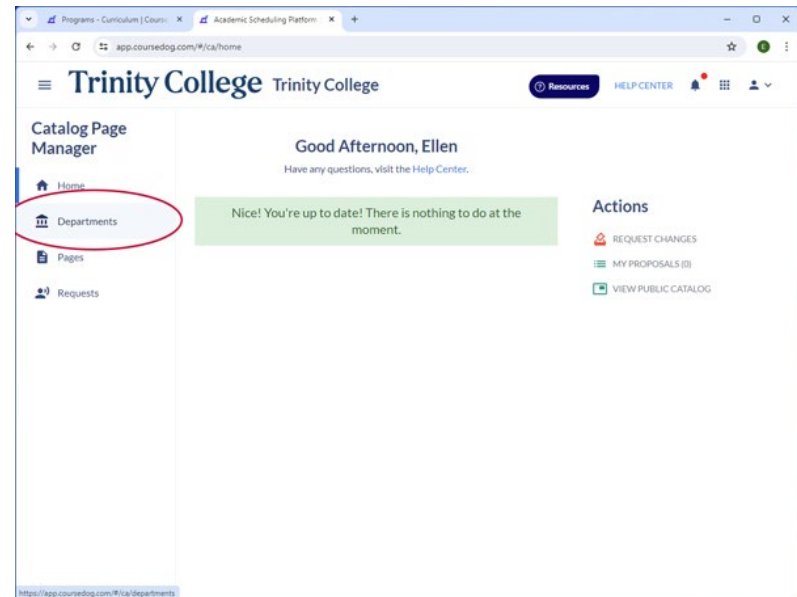


Editing Catalog Pages

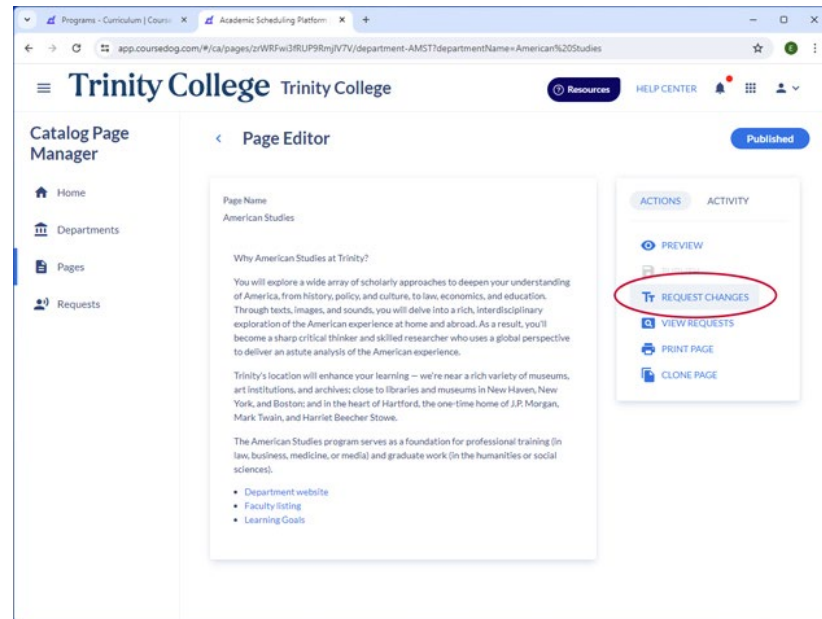
- 1) Click on **Catalog** from the Courshedog home page. If you don't see the two options on your home screen, you can access them by clicking on the **Products** menu in the top right corner (a grid of nine small boxes).



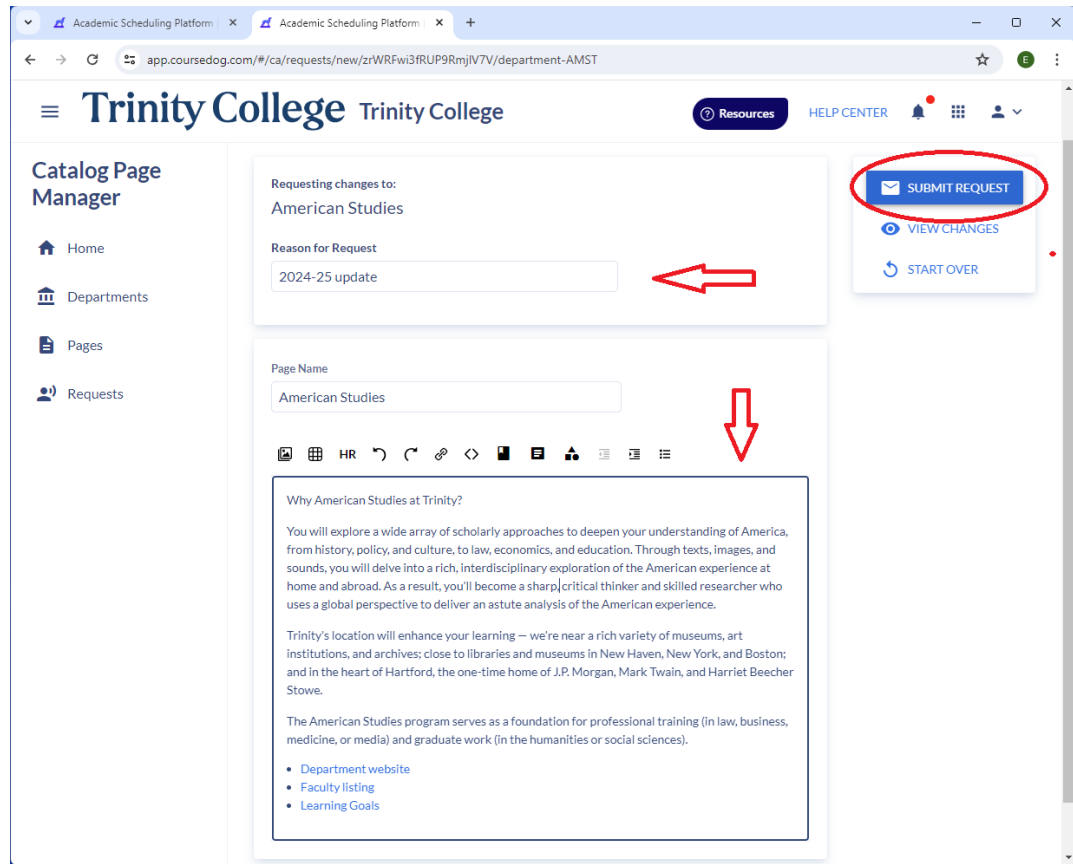
2) Click on **Departments** in the left sidebar, then click on your department page from the listing.



3) To update the text, click **Request Changes** in the box in the right sidebar.

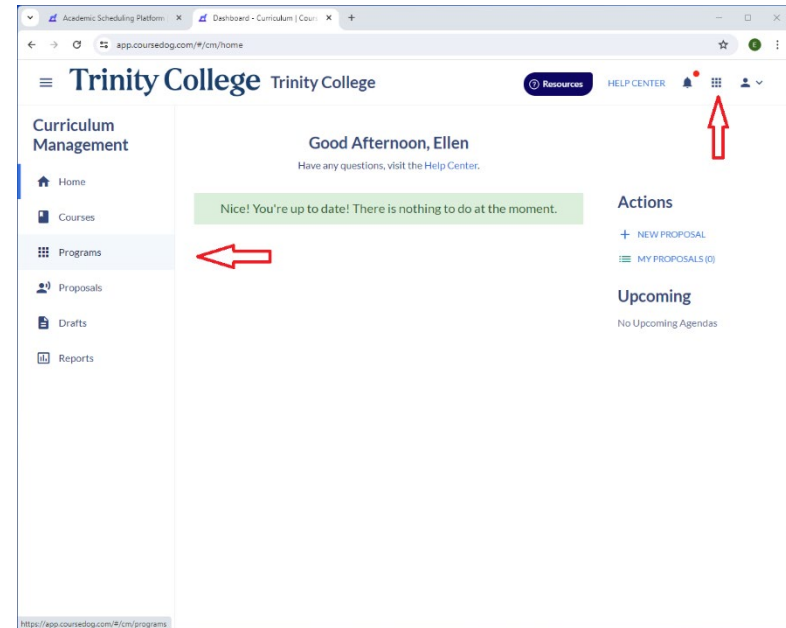


- 4) Fill in the **Reason for Request** field, then make the text changes to the overview statement. For consistency, every department has the same links to the department website, faculty listing, and learning goals. Please leave these links in place. This overview statement is not the same as the overview of the major (or minor), it is about the department more broadly. You will edit the overview for the major or minor in the Curriculum section of Coursedog.
- 5) Once you have finished editing, click the blue **Submit Request** button in the right sidebar.

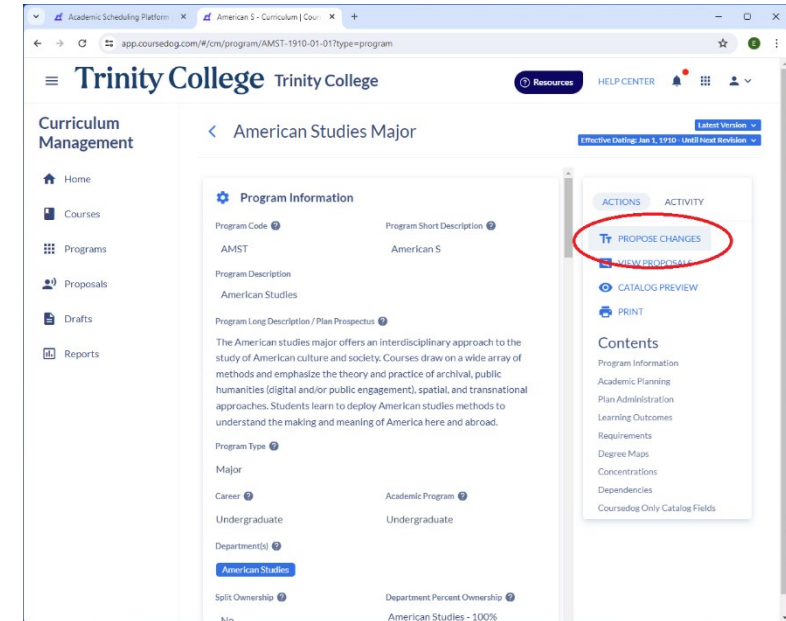


Editing Plans in Curriculum

- 1) Click on **Curriculum** from the Courshedog home page or navigate to Curriculum by using the product menu in the top right corner (grid of nine boxes).
- 2) Click on **Programs** in the left sidebar. Select the major or minor you want to edit.



- 3) Click on **Propose Changes** in the right sidebar. A pop-up window will ask you to select a form, choose **Edit Program Form**.



- 4) You can edit the **Program Long Description/Plan Prospectus**. This is a brief description of the major or minor.
- 5) **Important: You MUST set the Effective Start Date to Sep 1, 2026**, in the Academic Planning portion of the form. This is a required field.
- 6) Continue scrolling to update the major/minor requirements. This is a rich text editor that allows limited style options such as bold, italics, links, bulleted and numbered lists, and tables.
- 7) The **Coursedog Only Catalog Fields** section contains fields used on the *Bulletin* website. The **Catalog Short Description** is a short blurb that visitors to the website see when they view the complete Programs list or your department page. It helps provide a brief overview of the major or minor and is especially useful if your department offers more than one program, (for example, both a B.A. and B.S.).
- 8) At the bottom of the form there is an open text box for **Additional Information for Curriculum Committee/Registrar's Office**. Please enter a detailed summary of the changes you are proposing and the rationale for the change.
- 9) Once you have finished updating the relevant information, click **Submit Proposal**. The proposal will advance to the Registrar's Office and Curriculum Committee for approval.

The screenshot displays the 'Edit Program Form' interface on the Trinity College Academic Scheduling Platform. The browser address bar shows the URL: `app.coursedog.com/#/cm/form/Gs5Gh5WtDedg0bHAAGX/submit/AMST-1910-01-01/BPCBLRYPxawDGVrk12678502`. The page header includes the Trinity College logo and navigation links for Resources, Help Center, and user profile.

The main content area is divided into several sections:

- Curriculum Management** (Sidebar): Home, Courses, Programs, Proposals, Drafts, Reports.
- Program Description**:
 - Program Description: American Studies
 - Program Description / Plan Prospectus (required): The American studies major offers an interdisciplinary approach to the study of American culture and society. Courses draw on a wide array of methods and emphasize the theory and practice of archival, public humanities (digital and/or public engagement), spatial, and transnational approaches. Students learn to deploy American studies methods to understand the making and meaning of America here and abroad.
 - Program Type: Major
 - Academic Program (required): Undergraduate
- Academic Planning**:
 - Effective Start Date (required): Jan 1, 1910. Note: Use a Sep 1, 2024 date for changes effective for the 2024-25 academic year.
 - Status (required): Active
 - Last Declaration Term: Type to search for terms

The right-hand sidebar contains an **ACTIONS** menu with buttons for **SUBMIT PROPOSAL**, **VIEW CHANGES**, and **DELETE PROPOSAL**. Below this is a **Contents** menu listing: Program Information, Academic Planning, Plan Administration, Requirements, and Coursedog Only Catalog Fields. A vertical **In-App Guide** button is located on the far right edge.