

Scheduling - Exporting an Excel Spreadsheet

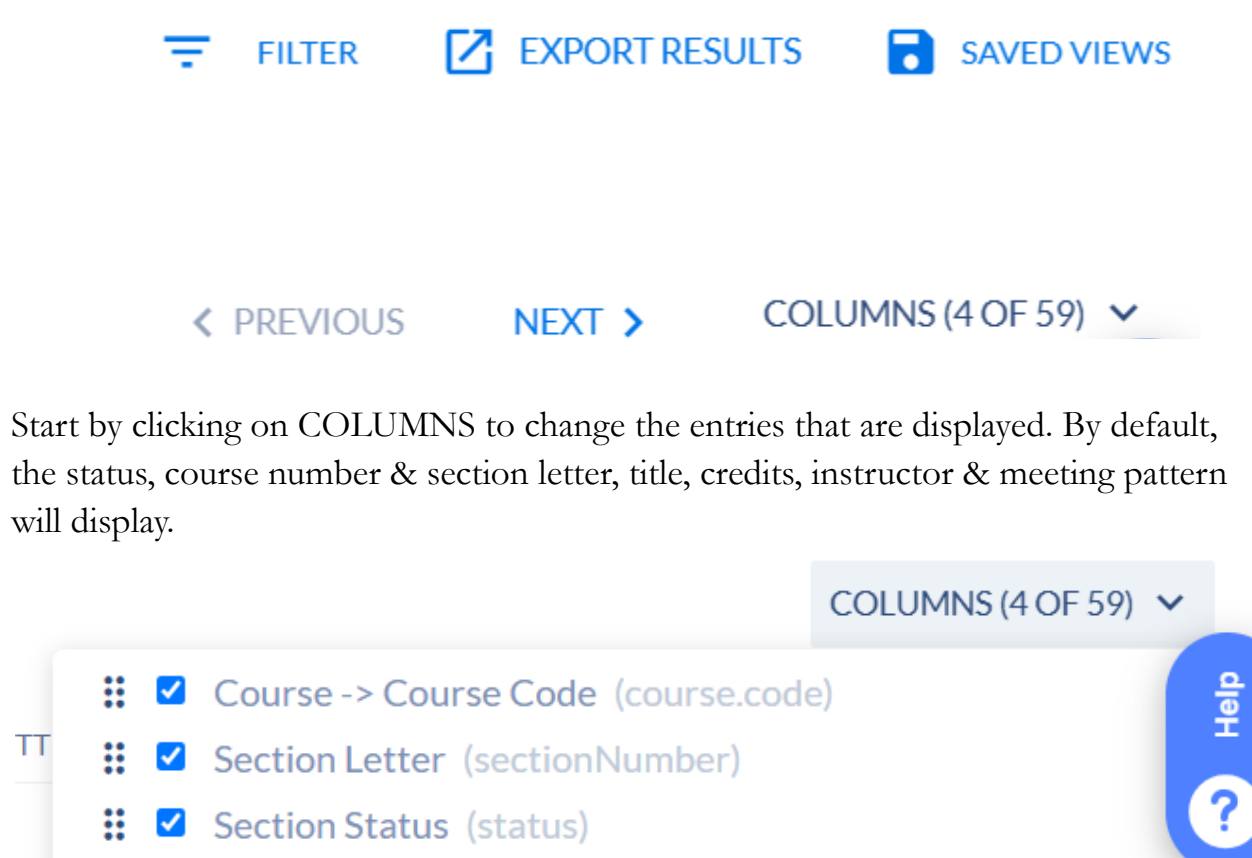
You can export a spreadsheet with a summary of your schedule if you would like an overview of your program's sections or want to share the draft schedule with colleagues.

Login to Courshedog: <https://app.coursedog.com>

On the Products page, select **Academic Scheduling**.

Select **Section Dashboard** in the navigation on the left side of the screen.

You may want to add columns with additional section information and filter based on the program, then export. These options all appear on the upper right.



- The displayed columns appear at the top with a blue checkmark.
- You can scroll through the list to find fields of interest - but the most common options to add would be: rooms, section cap, and faculty consent



To restrict the sections shown to a particular program(s) click on  **FILTER**

Course & Section Filters



No filters added yet.

 **ADD FILTER**

CANCEL

APPLY FILTER

Click on  **ADD FILTER**

To get all courses for a program select course code in the first dropdown and type the prefix into the textbox.

✕ Where Contains

If you would like multiple course codes you can add an additional filter.

✕ Where Contains

✕ Or Contains

[+ ADD FILTER](#)

Finally, click [EXPORT RESULTS](#) to generate the spreadsheet.