Coursedog

COURSEDOG
EVENTS
END USER GUIDE

Events Scheduling

Training and Reference Guide for End Users

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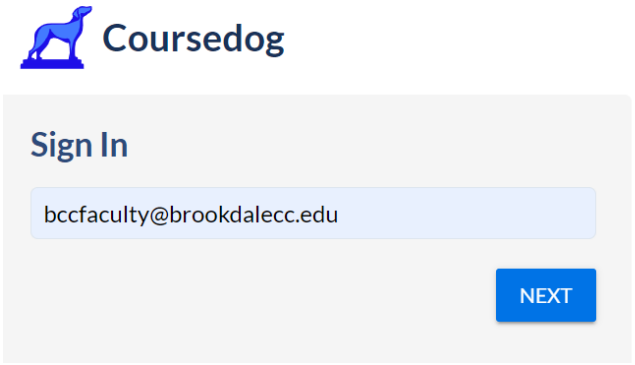
Access / Login

Logging In

- Coursedog works with most browsers, but Google Chrome is recommended.
- Log into Coursedog at <app.coursedog.com> with your Brookdale email address. You will be redirected to Brookdale's Coursedog login page where you will log in with your Brookdale Email address and NetID password.



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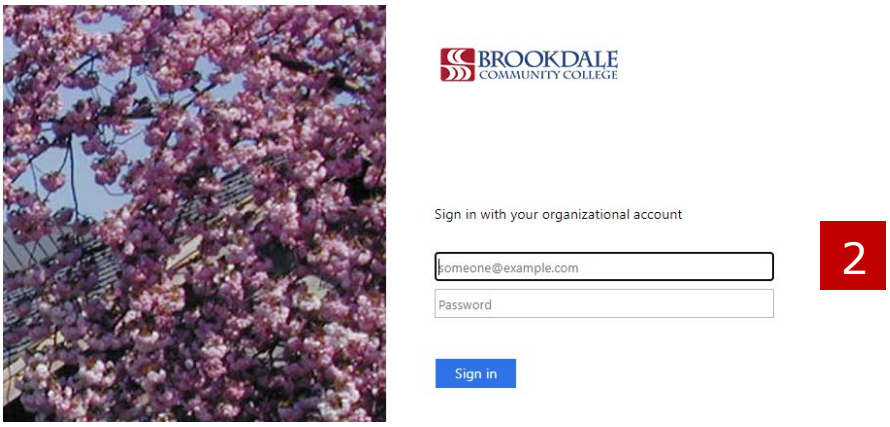

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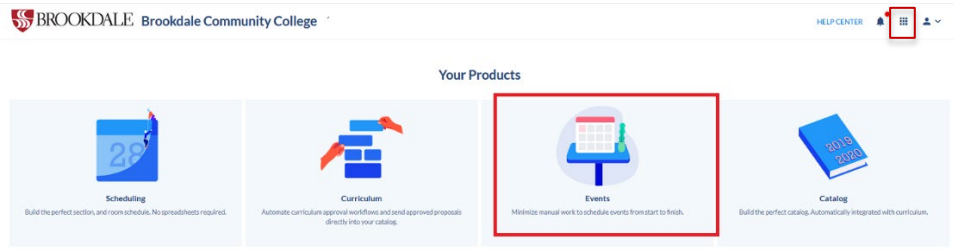
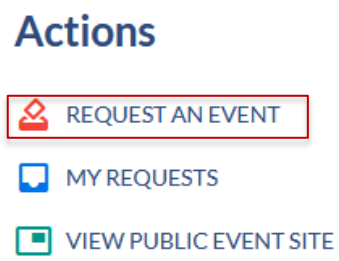
Requesting An Event in the Coursedog UI

Additional help resources here.

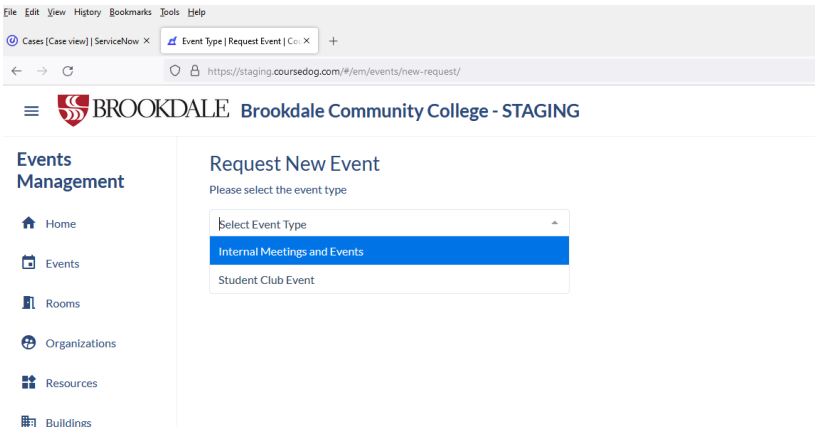
- Select the Events tile from the Coursedog dashboard or from the menu icon on the far-right side of the dashboard.



- Select **Request an Event** from the Actions menu

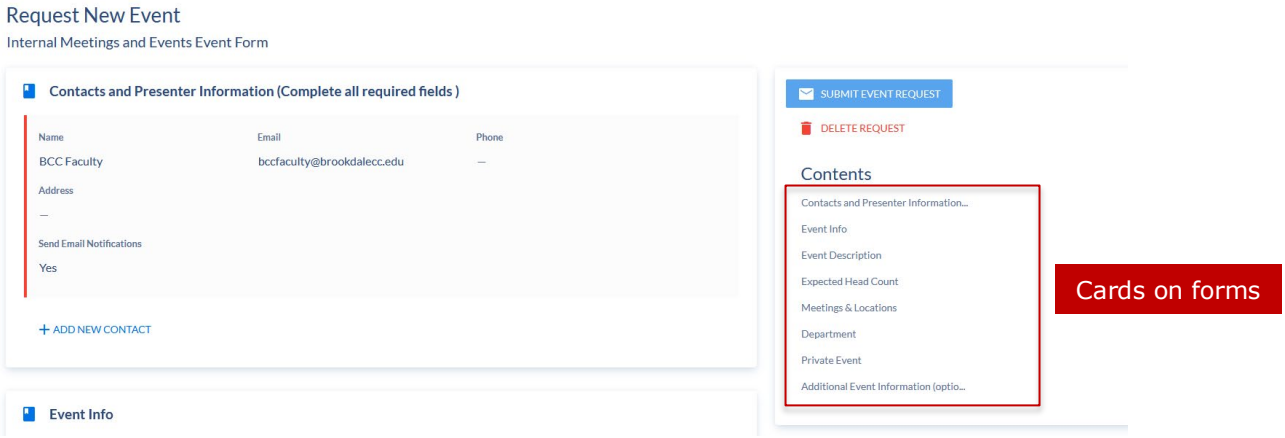


- Select an **Event Type** from the Request New Event drop-down list and click **Continue**. (NOTE: **Internal Meetings and Events** should be used for most Event Requests)



Completing the Event Form in the Coursedog UI

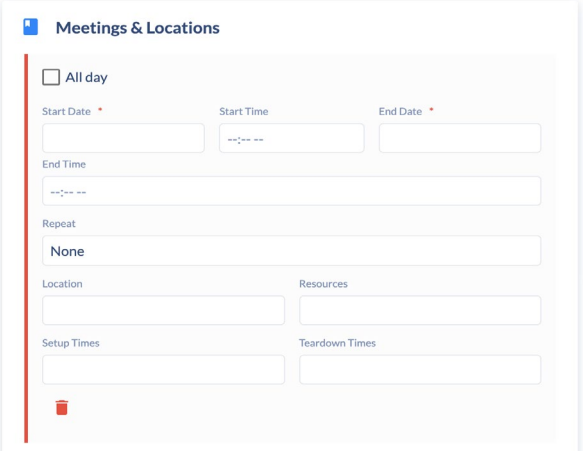
Based on your Event Type selection, you will be directed to the correct **Event Request Form**. The Event Form has a series of 'cards' (Event Information, Meetings & Location, Contacts, etc.) with questions Complete the form's requested fields.



Required fields: When completing your request be sure to pay close attention to required fields, which are designated with a red star. Required fields must be completed to be able to submit the form successfully.

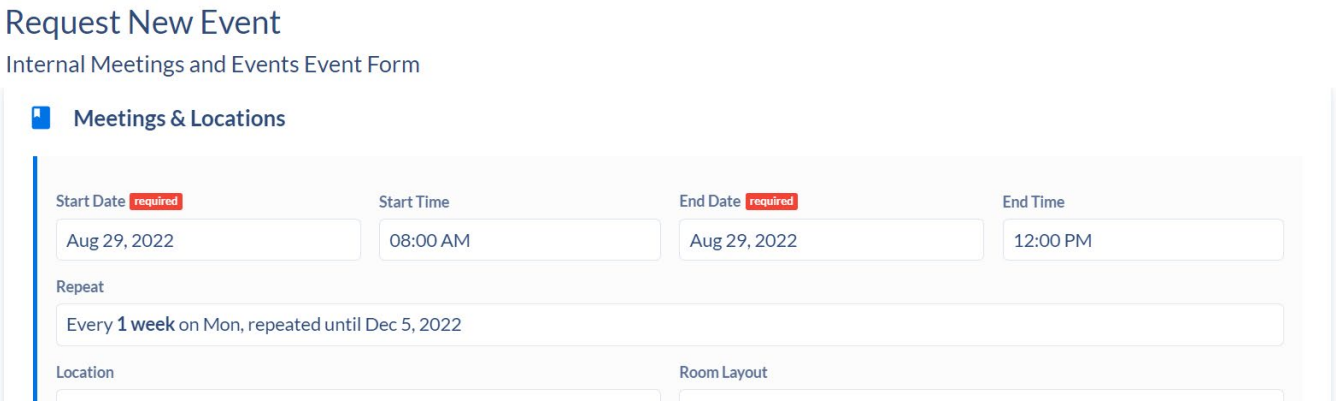
Contacts Card: Indicate who will need to be notified about the progress of the Event request (the Event Requester (the person submitting the form) will automatically be added as a contact to be notified on the status). Note that you can specify whether to send email notifications to other contacts for the event.

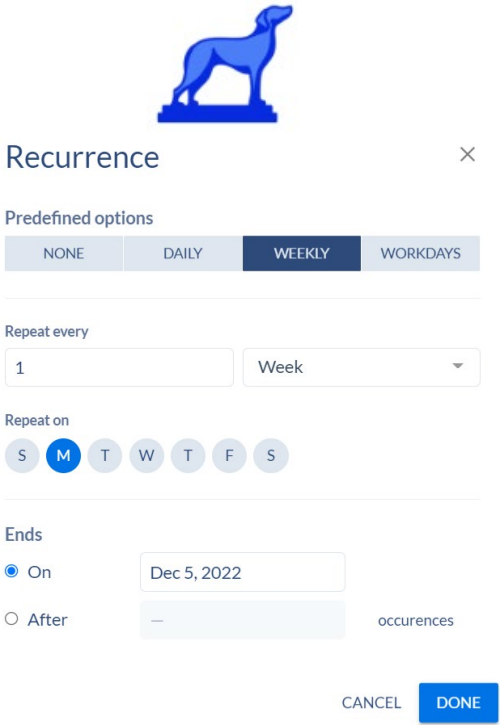
Meetings & Location Card: Your event can have multiple meetings if you require multiple rooms, or the event is spread across time (i.e., a recurring meeting).



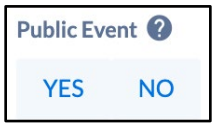
Within the Meetings & Location card complete the following:

- Start Date and End Date of your Event
- Start Time and End Time of your Event
- Whether your Event will be a Multiday Event or a Repeating Event (i.e., have a recurrence pattern)
    - Multi-Day Events: To ensure your multi-day event is accurately displayed on the calendar we recommend users create a new meeting for each day of the event. This is because events will only be displayed on the calendar if their meeting start date is within the date range of the month, week, or day calendar view. Add additional days by selecting **+Add NEW MEETING** link on the "Meetings & Locations" card.
    - Repeating Events (i.e., have a recurrence pattern): Please enter the same start and end dates and then configure the recurrence pattern as shown below. On the 'Meetings & Locations' card, select 'repeat' and configure the desired settings.

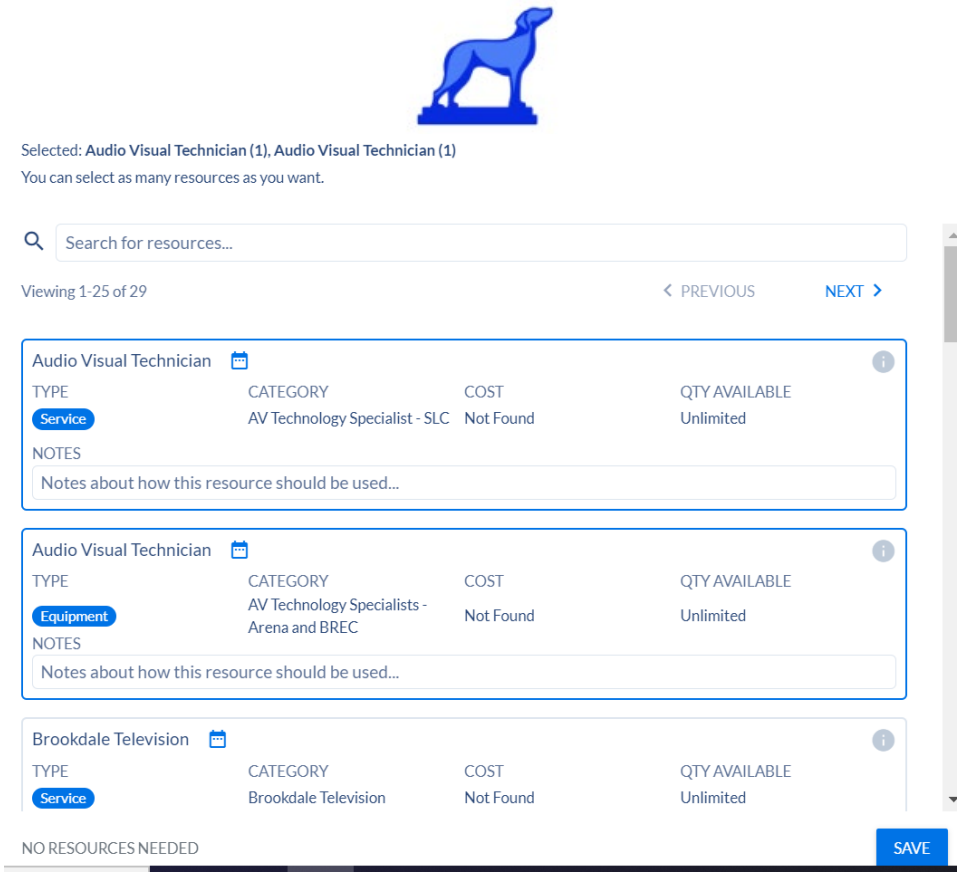




- The Location of your Event: Rooms may be selected for **Internal Meeting and Events** type only. When viewing Rooms you can filter by room Availability, Room Type, Room Features, or you can search for specific Rooms
    - Rooms that would result in a double-booking conflict will show up with a red border
    - Note that selecting 'Select No Room' or 'Select TBA' (in the bottom left) could result in your Request being delayed or rejected (unless your event is not happening in-person)
- Whether or not the Event you are creating should appear on the Public Events website/calendar (Y/N). *If no value is set, the event WILL be shown on the public event calendar.*

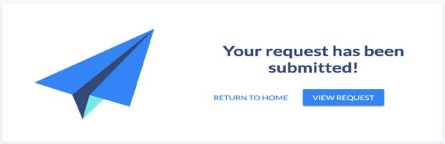


- Whether your Event will require Resources. Not some resources are only visible when selecting specific locations. If you choose a location and cannot select a necessary resource, please include that resources request in the **Additional Event Information**
- cad on the request form.
    - Select the Resource(s) needed for your event and select Save
    - If you do not need any Resources, select 'No Resources Needed' in the bottom left corner



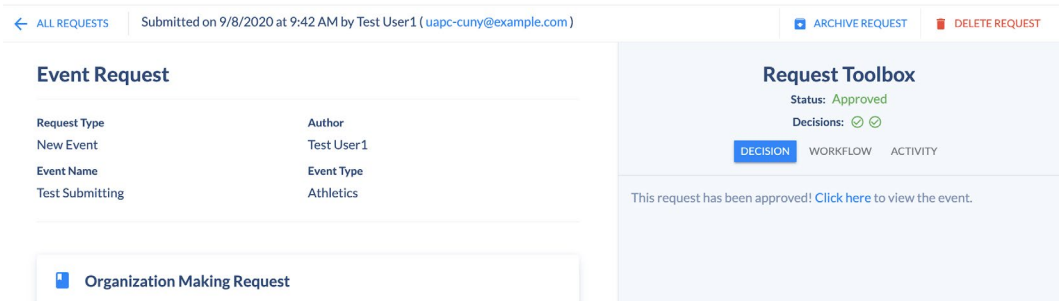
Submitting an Event Request in the Coursedog UI

When you have finished completing the Event Request, click 'Submit Event Request'. Once submitted, your dashboard will display successful submission.

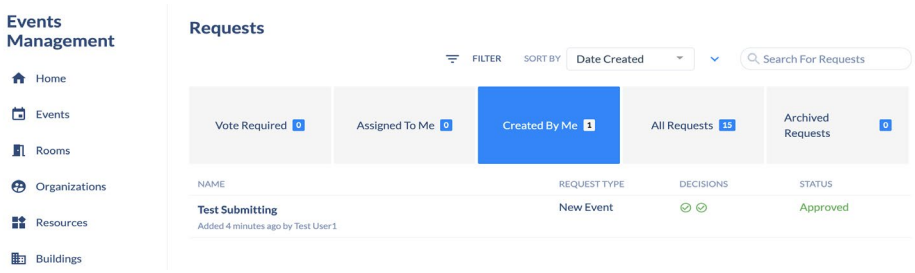


Tracking an Event Request in the Coursedog UI

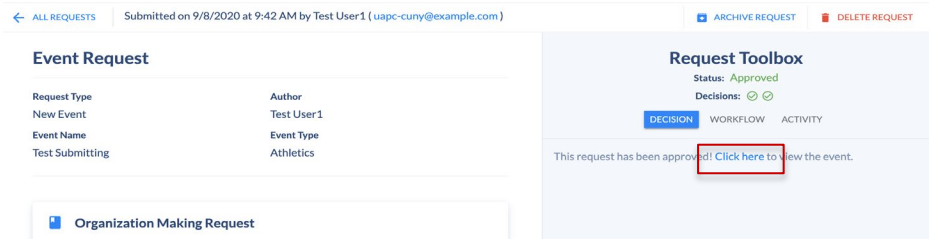
Upon submission, click on **View Request** to see details of your event. From this view, you can see where your event is in its approval workflow and what activity has been taken on the Event request by reviewers (under 'Request Toolbox'). You may also delete your request in the top right of the screen.



Alternatively, you may also find the other Event Requests you created by navigating to **All Requests** on the left-hand navigation and clicking on **Created by Me**.



Clicking on the Request name will take you to the specific Request's page to view details and status. Select the **Click Here** link from the Request Toolbox to view the event details



Requesting An Event from the Public Events Site

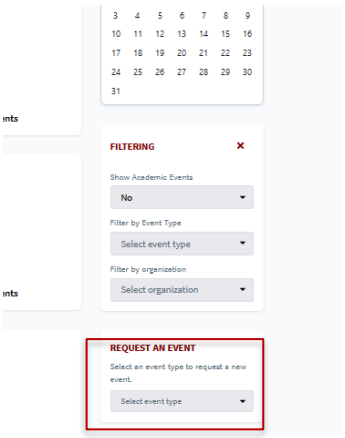
Additional help resources here.

Navigating

Your institution's Public Events Site URL: https://brookdaleccevents.coursedog.com/

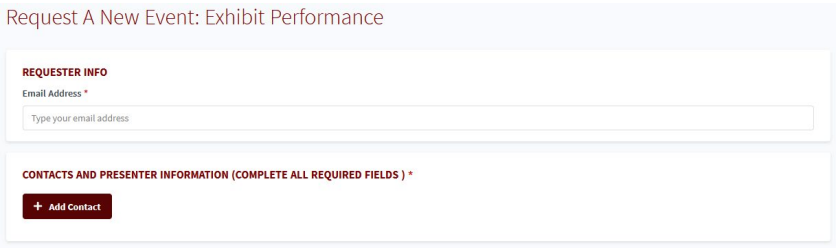
Initiating the Request in the Public Events Site

Navigate to **Request An Event** section of the page on the bottom right. Select an Event Type from the drop-down menu.



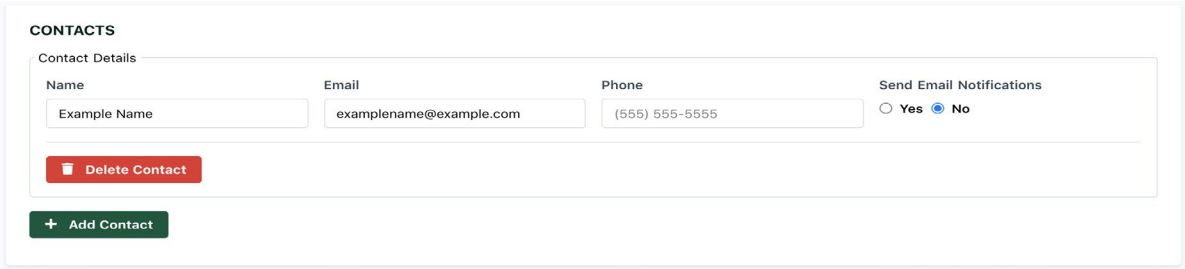
Completing the Event Form in the Public Events Site

There are several event types available from the Public Events site. Each event type may have a slightly different form with different questions. This form requires the requester to enter their email as well.



The requester will always receive an email notification when submitting an Event Request.

You may determine whether event contacts (in a Form's Contacts card) receive email notifications or not. Note that this setting is only for emails as they relate to the event contacts - i.e., if a user is an event requestor, they will receive an email regardless of how this setting was defined for event contacts. Additionally, if the requestor is the same as the contact, but the contact has "send email notifications" to off, the requestor will still get an email notification.

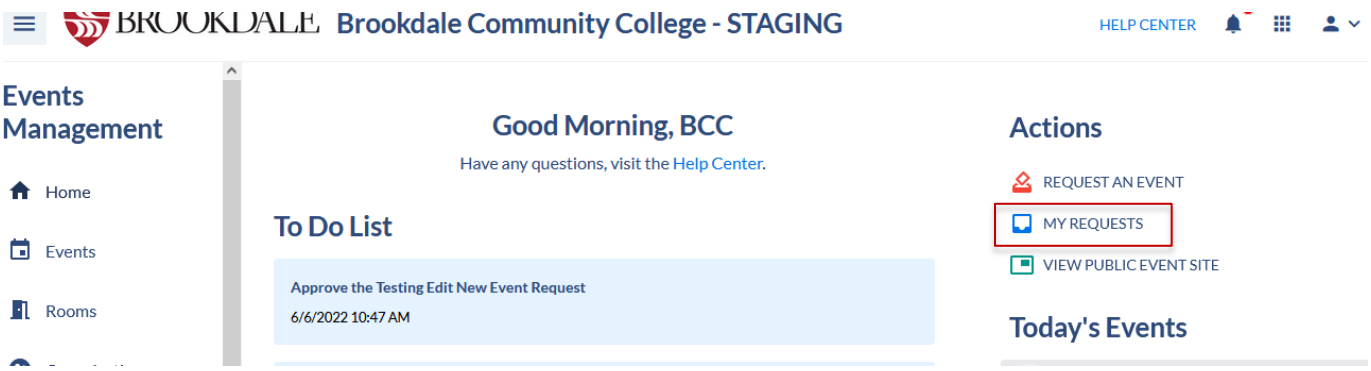


Editing An Event Request Submitted through the Coursedog UI

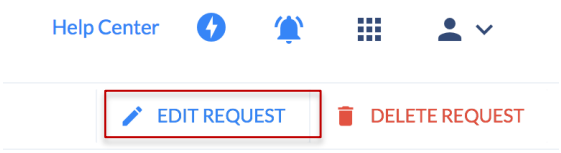
Additional help resources here.

If you have submitted an event request for your institution through the Coursedog UI, and you need to modify the content of the request, you are able to do so in Coursedog. The fastest way to navigate to your

personal event requests is via the home page. Simply click 'My Requests' under the action bar on the right form the Events home page

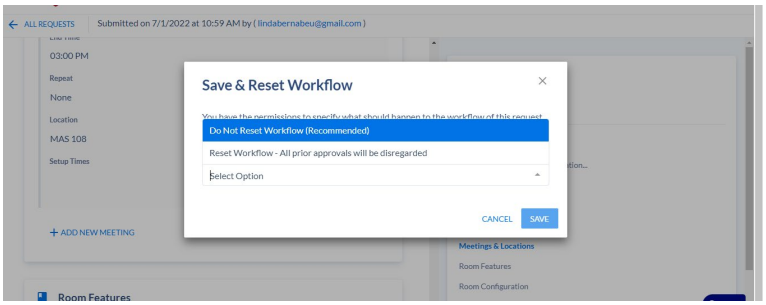


If your Role permissions set by your institution allow, the author of a request will have an "Edit Request" button on the top right corner.



Depending on the permissions set by your institution, upon editing the event and hitting 'Save' the workflow might reset or not. You will be notified of the appropriate downstream effects.

- If prompted to Save & Reset Workflow upon saving, please select the **Recommended** option as indicated in the screenshot below



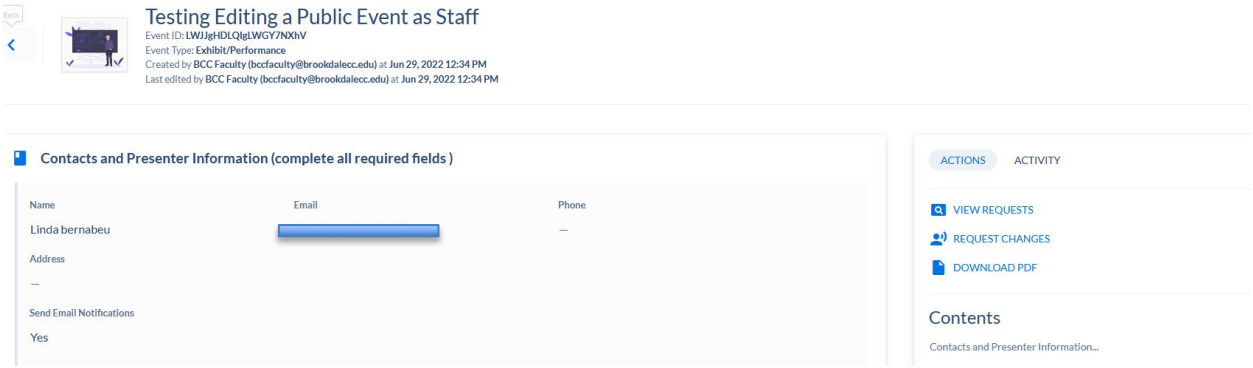
Editing An Existing Event

If your permissions set by your institution allow, you may be able to Edit an Existing Event or Request Event Changes.

Edit an Event or Request Event Changes

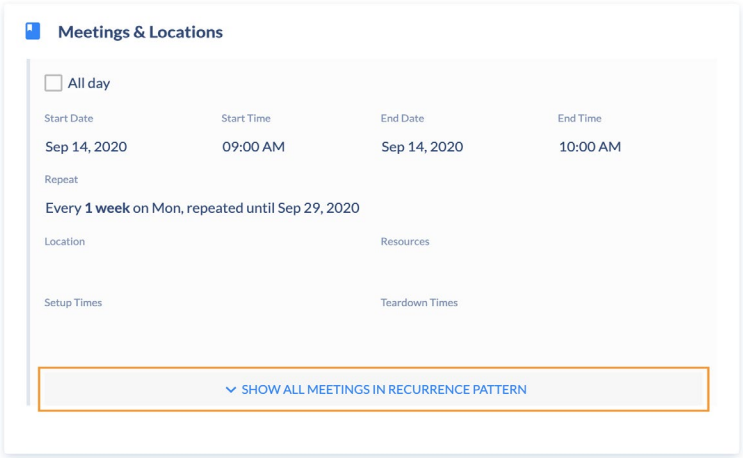
To either Edit an Event or Request Event Changes, navigate to Events in the left-hand navigation and select a given Event. Select the **Click here** under the Request Toolbox to view the Event details and to edit.

Your allowed actions are specified under 'Actions' in the right-hand side and depend on the Role permissions your institution set.

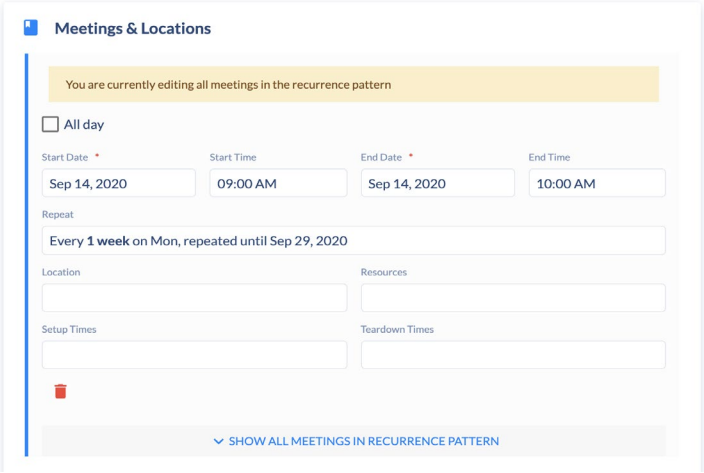


Editing Meetings and Locations Recurrence Patterns

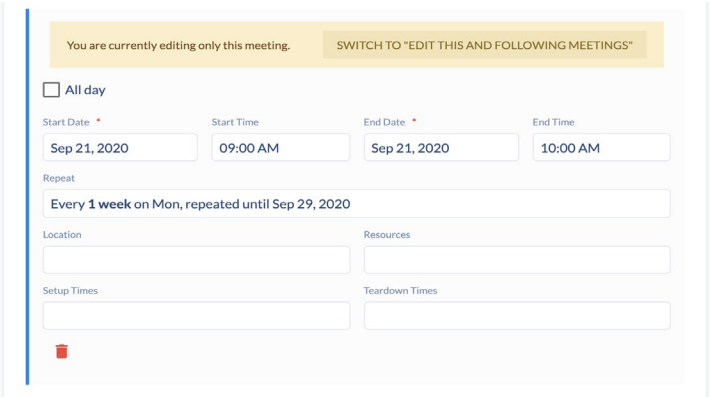
If editing the Meeting & Locations card, keep in mind that the card will automatically collapse recurrence patterns and will show just the first meeting by default. If the user uncollapses the recurrence pattern (by clicking on 'Show All Meetings in Recurrence Pattern'), they can view all meetings individually.



When editing events, if a user is editing the recurrence pattern in the collapsed view, they are able to edit all meetings in the recurrence pattern together. Users are notified of this via a yellow banner at the top of the card.



If a user is editing individual meetings, the user can switch between editing a "single" meeting, and editing "this and following meetings". Users are notified of this via a yellow banner at the top of the card.

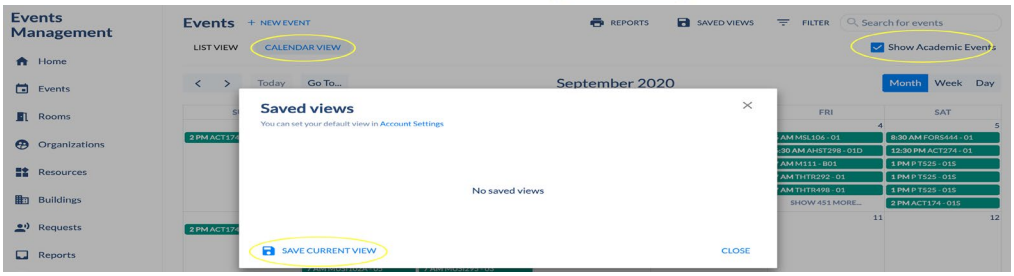


Once you have finished editing your Event

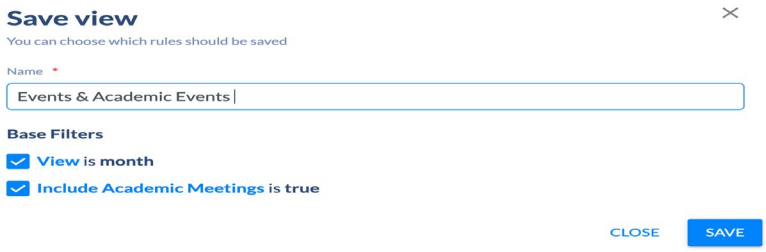
Viewing All Available Rooms in a Calendar View

If you would like to see what events are taking place on campus in a calendar view, click on Events on in the menu on the left-hand side. Click “Calendar View”. This view will give you only non-academic events. If you would also like classes & academic events to appear, in the top right corner check the box “Show Academic Events”.

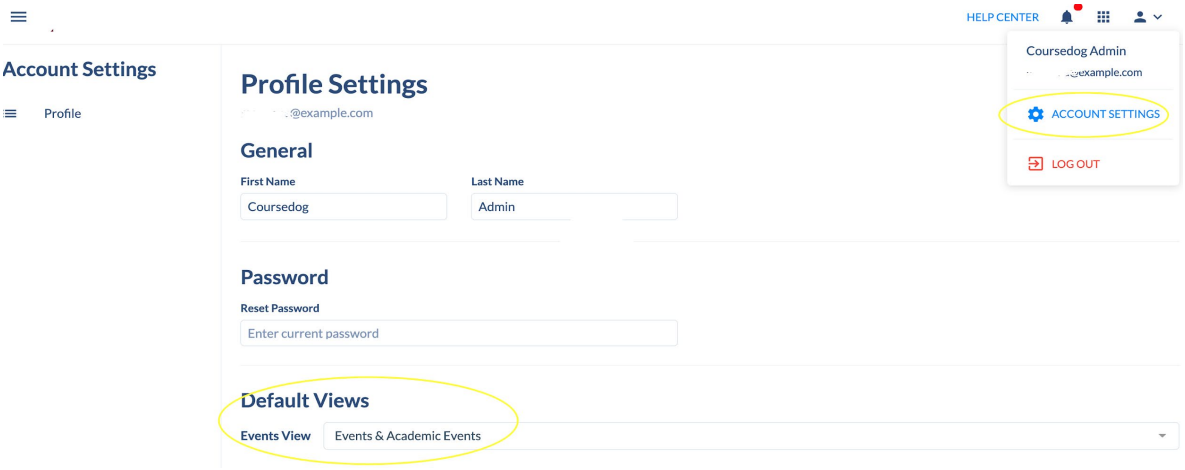
To make this view your default, click on Saved Views and “Save Current View”.



Next, name this view (i.e., Events & Academic Events) and click SAVE.



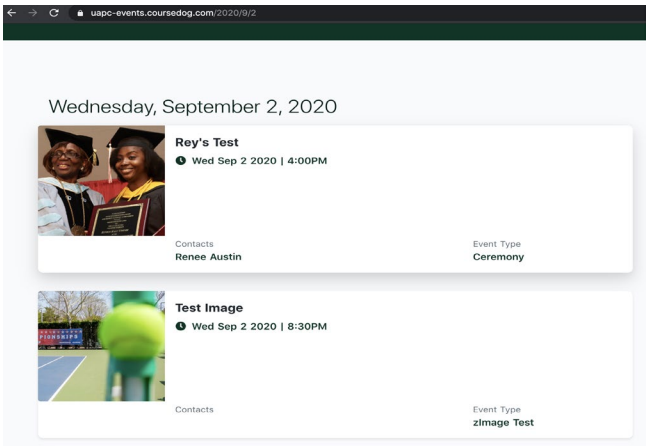
To save this view as your default view, click on the top right drop down menu and select Account Settings. Select the saved view as your Default View.



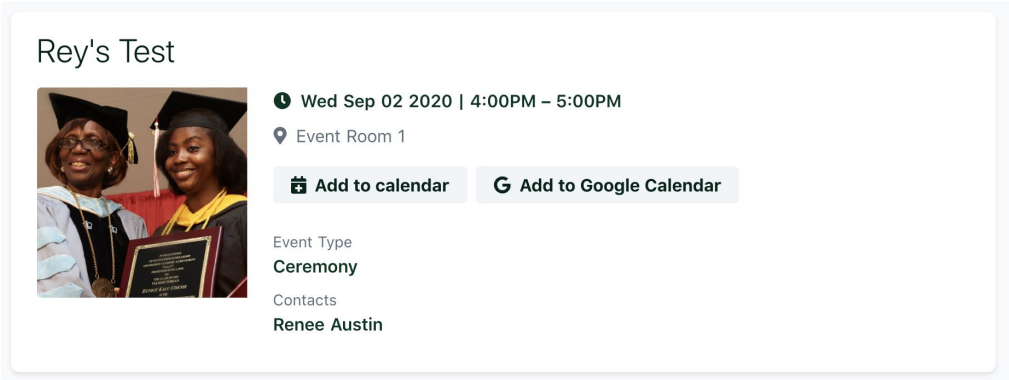
Calendar Integration

Additional help resources here.

It is quick and easy to add events from the Coursedog Public Events calendar to your personal calendar. In the Public Events Site, click on a given Event card (you may click either on the Event Name - the bold text at the top of the card - or in the blank space on the card).

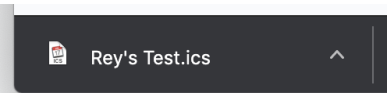


From the Event Card, you will see two buttons to add the Event to your calendar. The first is for Outlook/iCalendar, and the second is for Google Calendar.



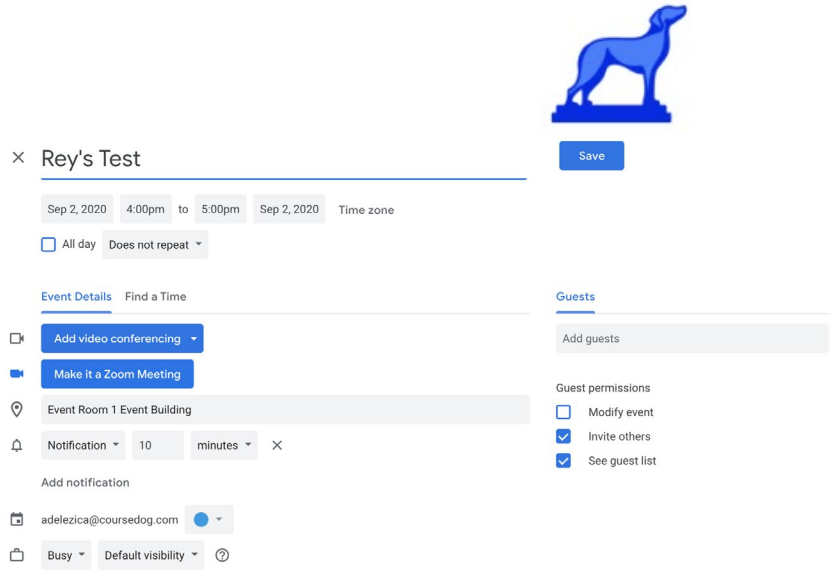
Outlook/iCalendar

When you click 'Add to calendar', a download will run in your browser. Open the link and you will be able to add the event directly to your calendar.



Google Calendar

To add an event directly to your google calendar, select 'Add to Google Calendar'. You will be prompted to log in or if you are already logged in the event will automatically open in a new tab. Here you can make any edits to the event before saving it directly to your google calendar.


Rey's Test
Save
Sep 2, 2020
4:00pm
to
5:00pm
Sep 2, 2020
Time zone
All day
Does not repeat
Event Details
Find a Time
Guests
Add video conferencing
Make it a Zoom Meeting
Add guests
Event Room 1 Event Building
Guest permissions
Notification
10
minutes
Modify event
Invite others
See guest list
Add notification
adelezica@coursedog.com
Busy
Default visibility