

Creating a Custom Dashboard View in CourseDog



1 Navigate to "Courses"

Durham College (Staging)

COMMUNITY FO

Curriculum Management

Home

Courses

Programs

Learning Outcomes

Campus

Requirement Sets

Courses

+ PROPOSE NEW COURSE

Browse Revisions By

Effective Start Term

Advanced

DATES

TERMS

DC Fall 2025

Showing 0 - 20 of 18

| CODE | ABBREVIATED COURSE TITLE | FACULTY |
|----------|--------------------------------|---------------------------|
| 4GEN5202 | 4TH GENERATION APPLICATIONS DE | - |
| 4GEN5252 | POWERBUILDER | Prof & Part-time Learning |

2 Select "Filter"

COMMUNITY FORUM HELP CENTER

EXPORT RESULTS SAVED VIEWS

Advanced Filters

5 FILTER Search for Courses

Showing 0 - 20 of 18363 COLUMNS (5 OF 68)

| ASSOCIATED COURSE | FACULTY | STATUS | COURSE OUTLINE |
|-------------------|---------|--------|----------------|
| GENERATION | - | - | - |
| CATIONS DE | | | |

3 Select "Add filter"

Course Filters

No filters added yet.

+ ADD FILTER

| | | |
|----------|----------------------------|----------------------------------|
| AABS1310 | WSIB/INSUR&ACC BENEFITS | Faculty of Soc & Commnty Serv |
|----------|----------------------------|----------------------------------|

4 Select the first drop-down list.

Showing 0 - 20 of 1

Course Filters

✕ Where [HIDDEN] id Contains Enter value

+ ADD FILTER

CA

| | | |
|----------|----------------------------|----------------------------------|
| AABS1310 | WSIB/INSUR&ACC BENEFITS | Faculty of Soc & Commnty Serv |
|----------|----------------------------|----------------------------------|

5 Type and select "Course Outline Author"

Showing 0 - 20 of 1

Course Filters

✕ Where course out Contains Enter value

Course Outline Author

+ ADD FILTER

| | | |
|----------|----------------------------|----------------------------------|
| AABS1310 | WSIB/INSUR&ACC BENEFITS | Faculty of Soc & Commnty Serv |
|----------|----------------------------|----------------------------------|

6 Select "Contains"

Showing 0 - 20 of

Course Filters

✕ Where Course Outline Author ▾ Contains ▾ Enter va

+ ADD FILTER

| | | |
|----------|----------------------------|----------------------------------|
| AABS1310 | WSIB/INSUR&ACC BENEFITS | Faculty of Soc & Commnty Serv |
|----------|----------------------------|----------------------------------|

7 Change from "Contains" to "Is"

Course Filters

✕ Where Course Outline Author ▾ | ▴ Enter va

+ Contains

+ Does Not Contain

+ Is

+ Is Not

+ Is Empty

+ Is Not Empty

| | | |
|----------|------------------------|---|
| AABS1310 | WSIB/INSUR BENEFITS | & |
|----------|------------------------|---|

8

Select the "Enter value..." field, and type in your full email address, including @durhamcollege.ca

DATES TERMS DC Fall 2025 FILTER Search for Co

Showing 0 - 20 of 18363 < > CO

Course Filters

✕ Where Course Outline Author Is Enter value...

+ ADD FILTER

CANCEL APPLY FILTER

| | | | |
|----------|-------------------------|-------------------------------|---|
| AABS1310 | WSIB/INSUR&ACC BENEFITS | Faculty of Soc & Commnty Serv | - |
| AAGC1000 | Co-op Work Term 1 | Faculty of Hosp & Hort Sci | - |

9

Select "Apply filter"

DATES TERMS DC Fall 2025 FILTER Search for Co

Showing 0 - 20 of 18363 < > CO

Course Filters

✕ Where Course Outline Author Is a.wakelin@durhamcollege.ca

+ ADD FILTER

CANCEL APPLY FILTER

| | | | |
|----------|-------------------------|-------------------------------|---|
| AABS1310 | WSIB/INSUR&ACC BENEFITS | Faculty of Soc & Commnty Serv | - |
| AAGC1000 | Co-op Work Term 1 | Faculty of Hosp & Hort Sci | - |

10 Select "Saved Views"

COMMUNITY FORUM HELP CENTER

EXPORT RESULTS SAVED VIEWS

The combination of columns and filters specified by you can be preserved as a saved view which you can quickly access anytime you revisit this page.
[Learn more here.](#)

| RELATED COURSE | FACULTY | STATUS | COURSE OUTLINE |
|----------------|---------------------------|--------|----------------|
| D AUTOCAD | Faculty of Sci, Eng, & IT | Active | tanya.wakelin@ |

11 Select "Save current view"

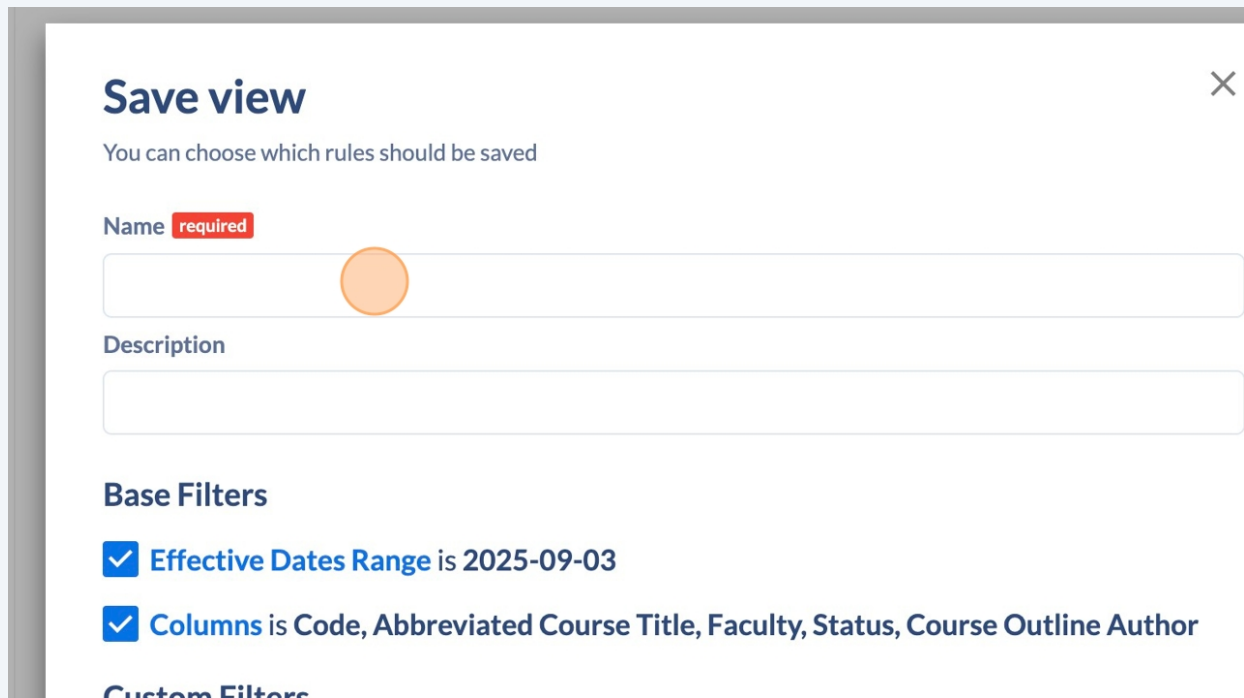
SORT BY By Name

Search for anything

- DC COURSES (CREATED FEB 25, 2025)
- DC FALL 2025 - AUTHOR (CREATED APR 11, 2025)
- DC FALL 2025 - AUTHOR (CREATED APR 10, 2025)
- DC FALL 2025 - AUTHOR (SCHOOLWIDE VIEW, CREATED APR 11, 2025)

SAVE CURRENT VIEW

- 12 Enter a dashboard name, such as "My Dashboard"



Save view

You can choose which rules should be saved

Name **required**

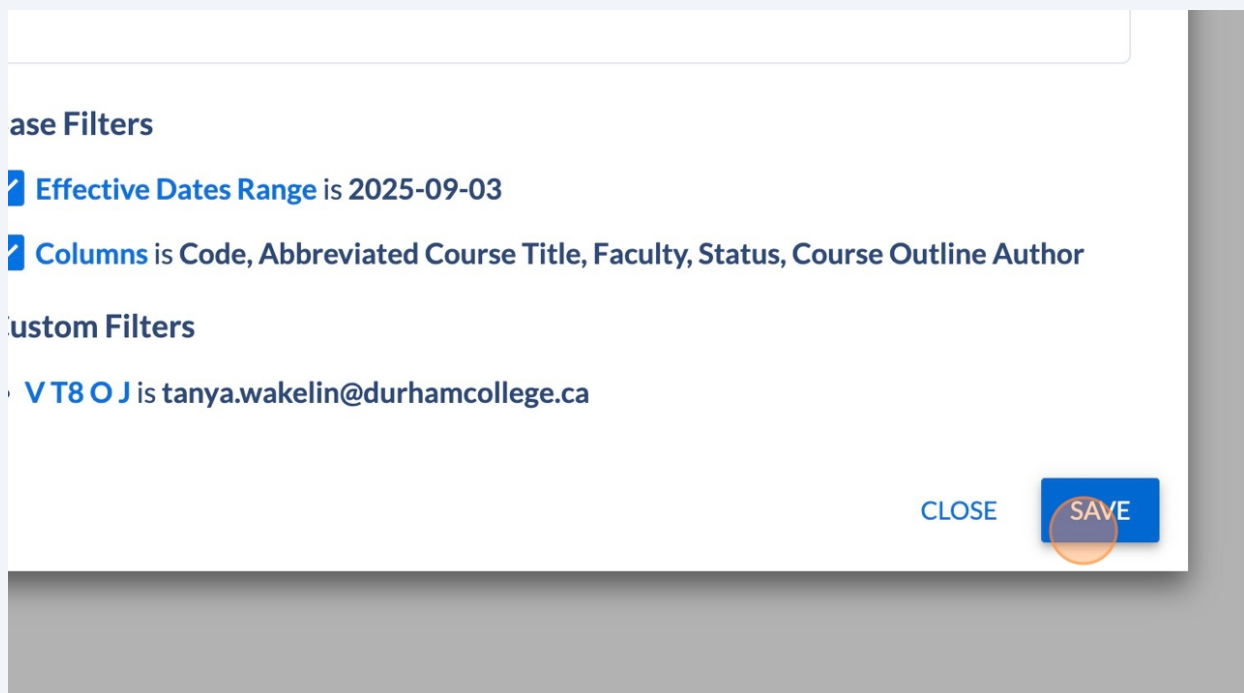
Description

Base Filters

- ☒ **Effective Dates Range** is 2025-09-03
- ☒ **Columns** is Code, Abbreviated Course Title, Faculty, Status, Course Outline Author

Custom Filters

- 13 Select "Save". This is now your saved default view.



Base Filters

- ☒ **Effective Dates Range** is 2025-09-03
- ☒ **Columns** is Code, Abbreviated Course Title, Faculty, Status, Course Outline Author

Custom Filters

- ☒ **V T8 O J** is tanya.wakelin@durhamcollege.ca

CLOSE **SAVE**