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# How to Submit a Level 1 Course Proposal on CourseDog

1 Navigate to <https://app.coursedog.com/#/cm/home>

## Things to do

Approve the COMM2400 Edit Course Request  
5/23/2025 1:04 PM

Approve the COMP2109 Edit Course Request  
5/24/2025 9:15 PM

Approve the COMP2111 Edit Course Request  
5/25/2025 11:50 AM

Approve the COSC1204 Edit Course Request  
5/28/2025 12:28 PM

Approve the BIOC3131 Edit Course Request  
5/28/2025 1:36 PM

Approve the COMP2107 Edit Course Request  
5/28/2025 1:38 PM

Approve the CMP4400 Edit Course Request  
5/29/2025 10:55 AM

Approve the CWD1400 Edit Course Request

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## 2 Click "Courses".

Durham College

Curriculum Management

- Home
- Courses**
- Programs
- Learning Outcomes
- Campus
- Requirement Sets
- Course Sets
- Proposals
- Drafts
- Forms
- Workflows
- Agendas
- Reports
- Settings

Things to do

- Approve the COMM2400 Edit Course Request  
5/23/2025 1:04 PM
- Approve the COMP2109 Edit Course Request  
5/24/2025 9:15 PM
- Approve the COMP2111 Edit Course Request  
5/25/2025 11:50 AM
- Approve the COSC1204 Edit Course Request  
5/28/2025 12:28 PM
- Approve the BIOC3131 Edit Course Request  
5/28/2025 1:38 PM
- Approve the COMP2107 Edit Course Request  
5/28/2025 1:38 PM
- Approve the CMP4400 Edit Course Request  
5/29/2025 10:55 AM
- Approve the CWD1400 Edit Course Request  
5/29/2025 12:01 PM
- Approve the CMP3300 Edit Course Request  
5/29/2025 12:07 PM
- Approve the COSC1211 Edit Course Request  
5/29/2025 2:14 PM

Actions

- + NEW PROPOSAL
- MY PROPOSALS (0)
- SETTINGS

Upcoming

No Upcoming Agendas

Self Help

## 3 Click the "Search for Courses" field.

Durham College

Curriculum Management

IMPORT CURRICULUM COURSES HISTORICAL UPLOADS

REPORTS EXPORT RESULTS SAVED VIEWS

for terms

FILTER Search for Courses

Showing 0 - 20 of 18481

COLUMNS (5 OF 73)

ABBREVIATED COURSE TITLE	FACULTY	STATUS	COURSE OUTLINE AUTHOR
4TH GENERATION APPLICATIONS DE	School of Integrated Studies	Inactive	-
POWERBUILDER	Prof & Part-time Learning	Inactive	-
A+ OBJECTIVES - COMP HARDWARE	Business & Skills Development	Inactive	-
WSIB/INSUR&ACC BENEFITS	Faculty of Soc & Commnty Serv	Inactive	-
Co-op Work Term 1	Faculty of Hosp & Hort Sci	Inactive	-
BAKING CONCEPT & INGRED	Faculty of Hosp & Hort Sci	Inactive	-

Self Help

4 Search for your Course Code e.g. "ACCT1100".

5 Click on your course.

College

**Courses** + PROPOSE NEW COURSE IMPORT CURRICULUM COURSES HISTORICAL UPLOADS REPORTS EXPORT

Browse Revisions By Effective Start Term

DATES TERMS Type to search for terms FILTER

Showing 0 - 1 of 1

CODE	ABBREVIATED COURSE TITLE	FACULTY	STATUS
ACCT1100	Accounting 1	Faculty of Business	Active

## 6 Select "Propose Changes".

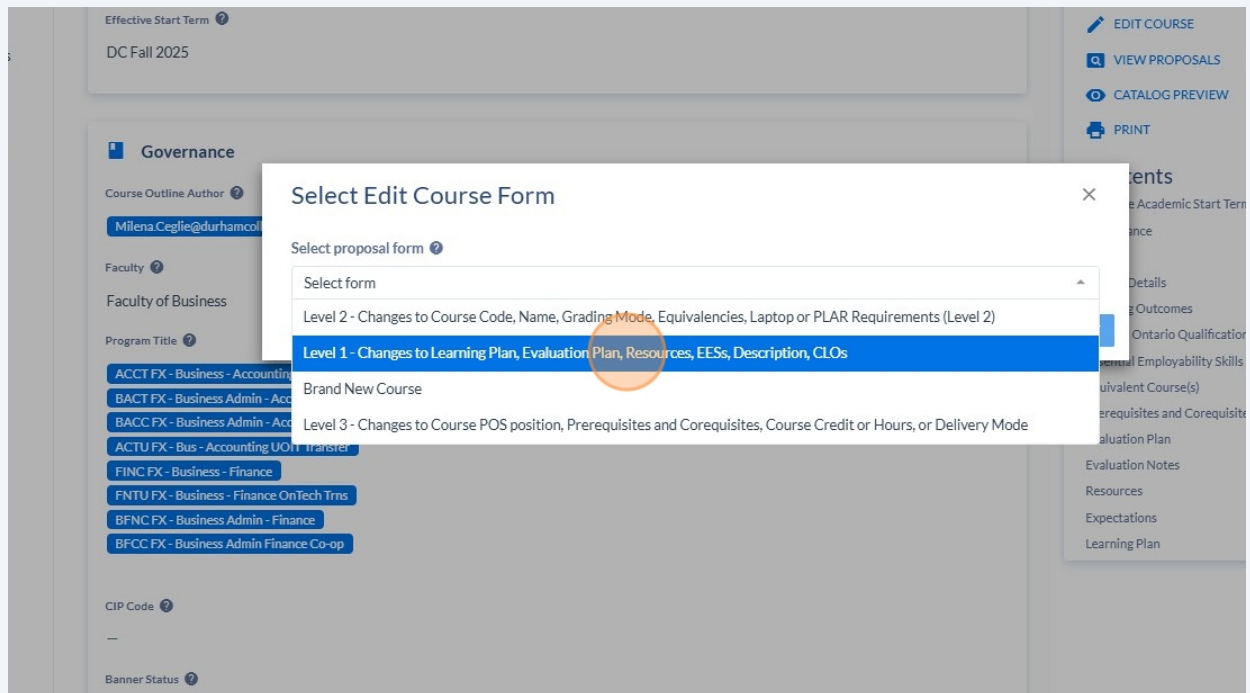
The screenshot shows a course management interface. At the top right, there are links for 'HELP CENTER', a notification bell, a grid icon, and a user profile. Below these, there are tabs for 'Active' and 'Latest Version', and a dropdown for 'Effective Dating: DC Fall 2025 - Until Next Revision'. The main content area is divided into two sections: 'Accounting 1' and 'Effective Academic Start Term (Start Date)'. The 'Accounting 1' section has a green bar indicating it was 'synced with the SIS on 6/2/2025 at 08:32 AM.' The 'Effective Academic Start Term (Start Date)' section has a status of 'Active'. On the right side, there is a sidebar with 'ACTIONS' and 'ACTIVITY' tabs. Under 'ACTIONS', the 'PROPOSE CHANGES' button is highlighted with an orange circle. Other buttons in the ACTIONS menu include 'EDIT COURSE', 'VIEW PROPOSALS', 'CATALOG PREVIEW', and 'PRINT'. Below the ACTIONS menu, there is a 'Contents' section with a list of items: 'Effective Academic Start Term (Start Date)', 'Governance', 'Credits', 'Repeat Details', 'Learning Outcomes', 'Degree: Ontario Qualifications Framework (OQF)', 'Essential Employability Skills', 'Equivalent Course(s)', and 'Prerequisites and Corequisites'. A 'Self Help' button is located at the bottom right of the sidebar.

## 7 Select the drop-down list".

The screenshot shows the same course management interface as in step 6, but with a 'Select Edit Course Form' dialog box open. The dialog box has a title bar with a close button (X). Inside the dialog, there is a label 'Select proposal form' and a drop-down menu. The drop-down menu is highlighted with an orange circle, and it shows a list of course codes: 'ACCT FX - Business - Accounting', 'BACT FX - Business Admin - Accounting', 'BACC FX - Business Admin - Acct Co-op', 'ACTU FX - Bus - Accounting UOIT Transfer', 'FINC FX - Business - Finance', 'FNTU FX - Business - Finance OnTech Trns', 'BFNC FX - Business Admin - Finance', and 'BFCC FX - Business Admin Finance Co-op'. The dialog box also has 'CANCEL' and 'SUBMIT' buttons at the bottom right. The background interface is dimmed, showing the 'Effective Academic Start Term (Start Date)' section with 'Effective Start Term' set to 'DC Fall 2025', the 'Governance' section with 'Course Outline Author' set to 'Milena.Ceglia@durhamcoll.edu', and a list of course codes.

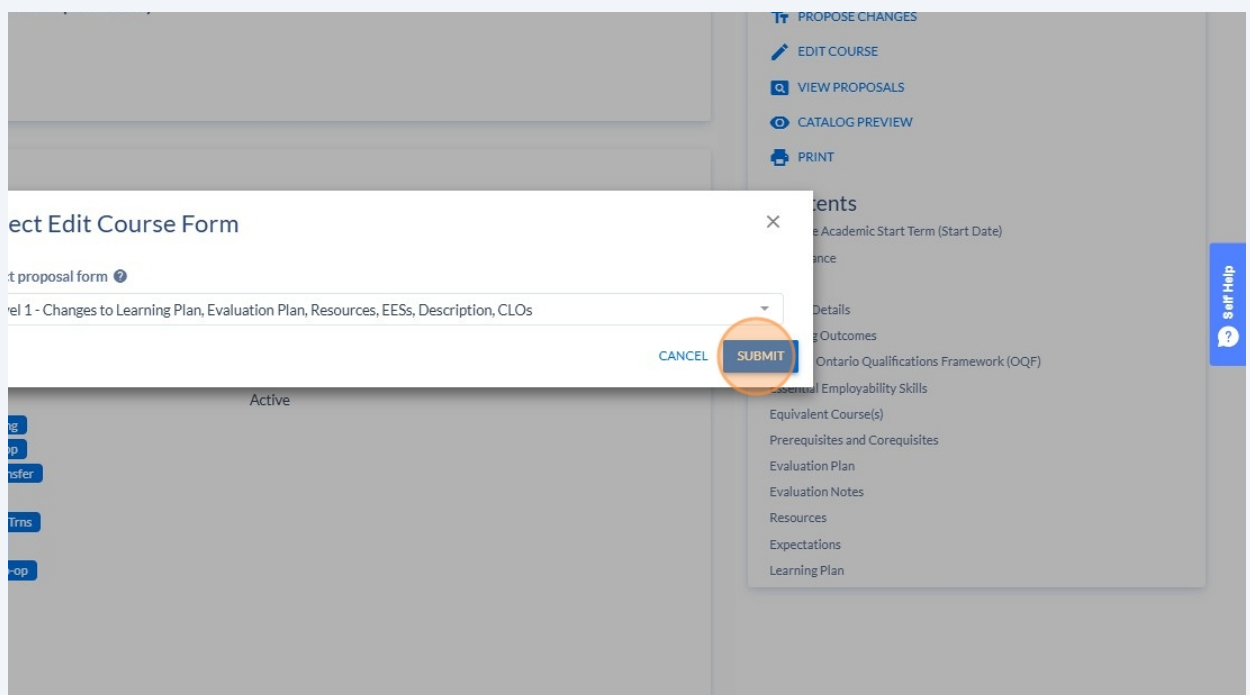
8

Click "Level 1 - Changes to Learning Plan, Evaluation Plan, Resources, EESs, Description, CLOs".



9

Click "Submit"





Before making changes, please confirm your Effective Start Term is accurate.

## 10 Select "Yes" to indicate you are making updates to the course outline.

Management

- Home
- Courses
- Programs
- Learning Outcomes
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LEVEL 1 Changes to Learning Plan, Evaluation Plan, Resources, LEOs, Description, CLOS

Pre-populate Data

COPY FROM PROPOSAL COPY FROM COURSE

**Required: Select Effective Academic Start Term (Start Date)**

When selecting the effective academic term, ensure it aligns with the first intake of students who will be impacted by the change. **required** ?

DC Fall 2025

Are There Course Outline Updates for the Effective Academic Term? **required** ?

YES NO

Course Outline Author ?

Milena.Ceglia@durhamcollege.ca

**Governance**

Faculty ?

Faculty of Business

Program Title ?

ACCT FX - Business - Accounting x

BACT FX - Business Admin - Accounting x

BACC FX - Business Admin - Acct Co-op x

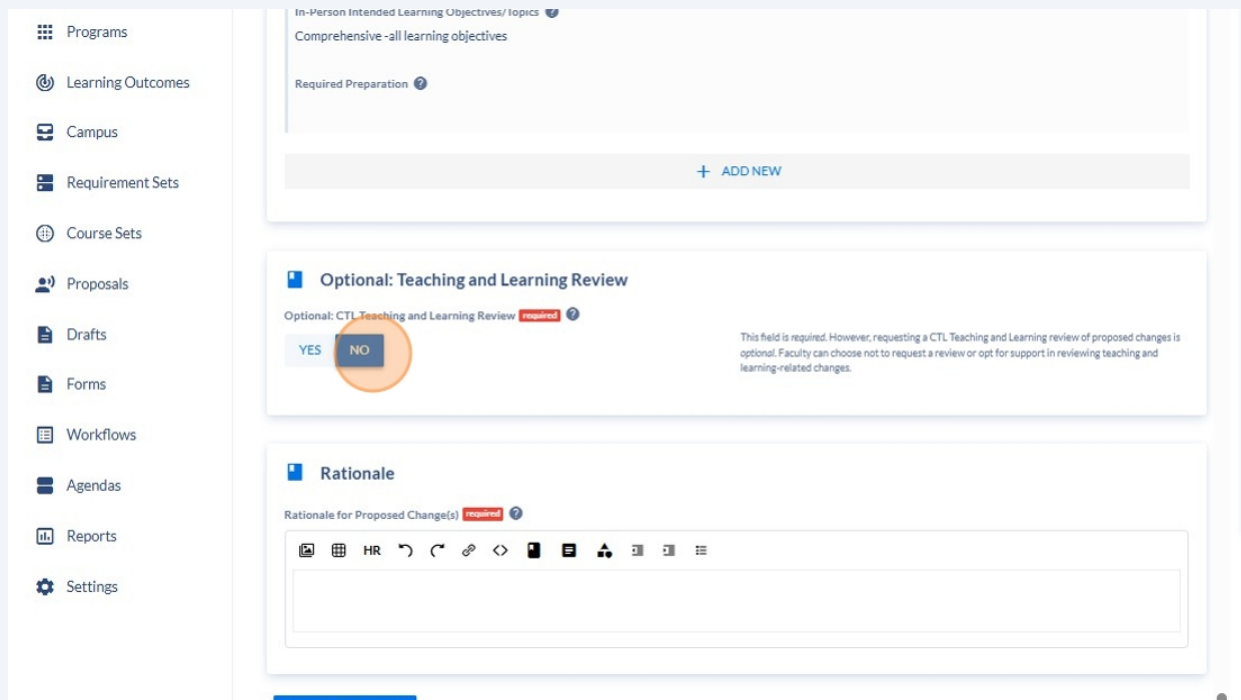
ACTUEX - Bus - Accounting LLOIT x

Status ?

Active

11

Make the edits you require. Then select "Yes" or "No" if you would like to CTL teaching and Learning team member to review.

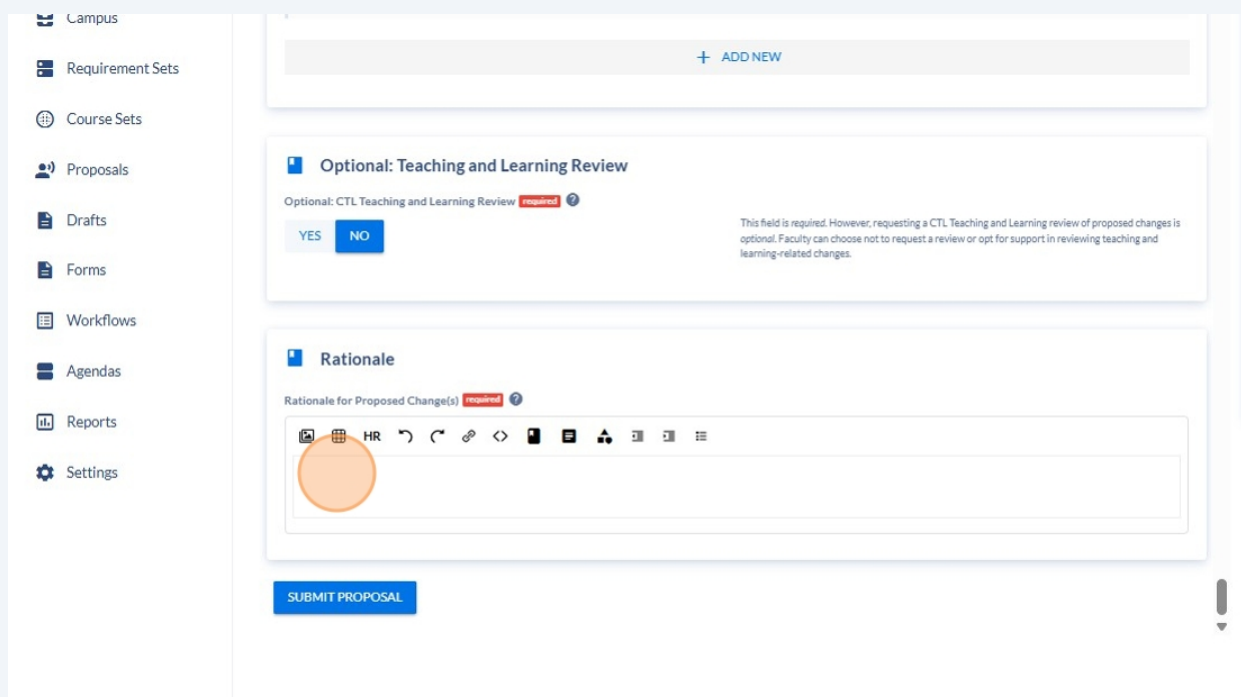


The screenshot shows a sidebar on the left with navigation items: Programs, Learning Outcomes, Campus, Requirement Sets, Course Sets, Proposals, Drafts, Forms, Workflows, Agendas, Reports, and Settings. The main content area has three sections:

- In-Person Intended Learning Objectives/ topics**: A text input field containing "Comprehensive -all learning objectives" and a "Required Preparation" field. Below is an "+ ADD NEW" button.
- Optional: Teaching and Learning Review**: A section with a sub-header "Optional: CTL Teaching and Learning Review" and a "required" tag. It contains two buttons, "YES" and "NO", where the "NO" button is highlighted with an orange circle. To the right, a note states: "This field is required. However, requesting a CTL Teaching and Learning review of proposed changes is optional. Faculty can choose not to request a review or opt for support in reviewing teaching and learning-related changes."
- Rationale**: A section with a sub-header "Rationale for Proposed Change(s)" and a "required" tag. It features a rich text editor with various icons (image, table, HR, undo, redo, link, code, bold, italic, bulleted list, numbered list, indent, outdent) and a large text area below it.

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Enter your rationale for changes.



This screenshot is similar to the previous one but shows the "Optional: Teaching and Learning Review" section with the "NO" button highlighted. Additionally, a "SUBMIT PROPOSAL" button is visible at the bottom of the main content area. The sidebar and other sections remain the same.

## 13 Click "Submit Proposal".

The screenshot displays a web application interface with a sidebar on the left and a main content area on the right. The sidebar contains a list of navigation items: Campus, Requirement Sets, Course Sets, Proposals, Drafts, Forms, Workflows, Agendas, Reports, and Settings. The main content area features a top bar with an '+ ADD NEW' button. Below this, there are two sections: 'Optional: Teaching and Learning Review' and 'Rationale'. The 'Optional: Teaching and Learning Review' section includes a label 'Optional: CTL Teaching and Learning Review' with a red 'required' tag and a question mark icon, followed by 'YES' and 'NO' buttons. The 'Rationale' section has a label 'Rationale for Proposed Change(s)' with a red 'required' tag and a question mark icon, and a large text area with a rich text editor toolbar. At the bottom of the main content area, a blue 'SUBMIT PROPOSAL' button is highlighted with an orange circle. A vertical scrollbar is visible on the right side of the main content area.

Campus

Requirement Sets

Course Sets

Proposals

Drafts

Forms

Workflows

Agendas

Reports

Settings

+ ADD NEW

**Optional: Teaching and Learning Review**

Optional: CTL Teaching and Learning Review **required** ?

YES NO

This field is required. However, requesting a CTL Teaching and Learning review of proposed changes is optional. Faculty can choose not to request a review or opt for support in reviewing teaching and learning-related changes.

**Rationale**

Rationale for Proposed Change(s) **required** ?

HR

SUBMIT PROPOSAL