

Submit Course Outline Updates in CourseDog

This guide walks you through the process of logging into CourseDog, searching for a specific course, and submitting a proposal for course outline updates. It is useful for faculty or staff who need to update course information and ensure curriculum changes are properly documented and approved.

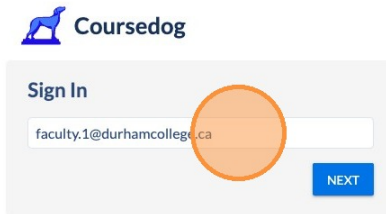
- 1 Navigate to <https://app.coursedog.com/>



Sign In

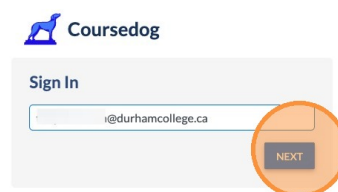
NEXT

2 Enter your Durham College email address.



The screenshot shows the Courshedog sign-in interface. At the top left is the Courshedog logo, which consists of a blue silhouette of a dog and the text 'Courshedog'. Below the logo is a 'Sign In' section. It features a text input field containing the email address 'faculty.1@durhamcollege.ca'. To the right of the input field is a blue button labeled 'NEXT'. An orange circle highlights the 'NEXT' button.

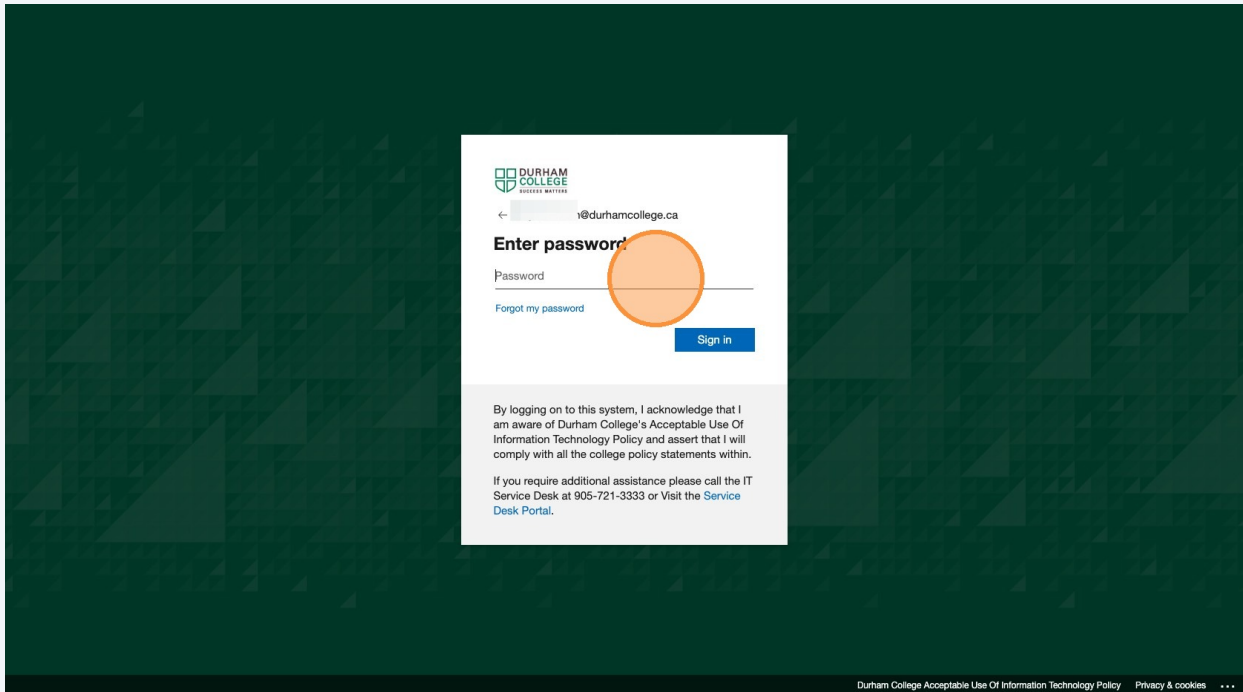
3 Click "Next".



This screenshot shows the same Courshedog sign-in interface as the previous one. The text input field now contains '@durhamcollege.ca'. The 'NEXT' button remains highlighted with an orange circle.

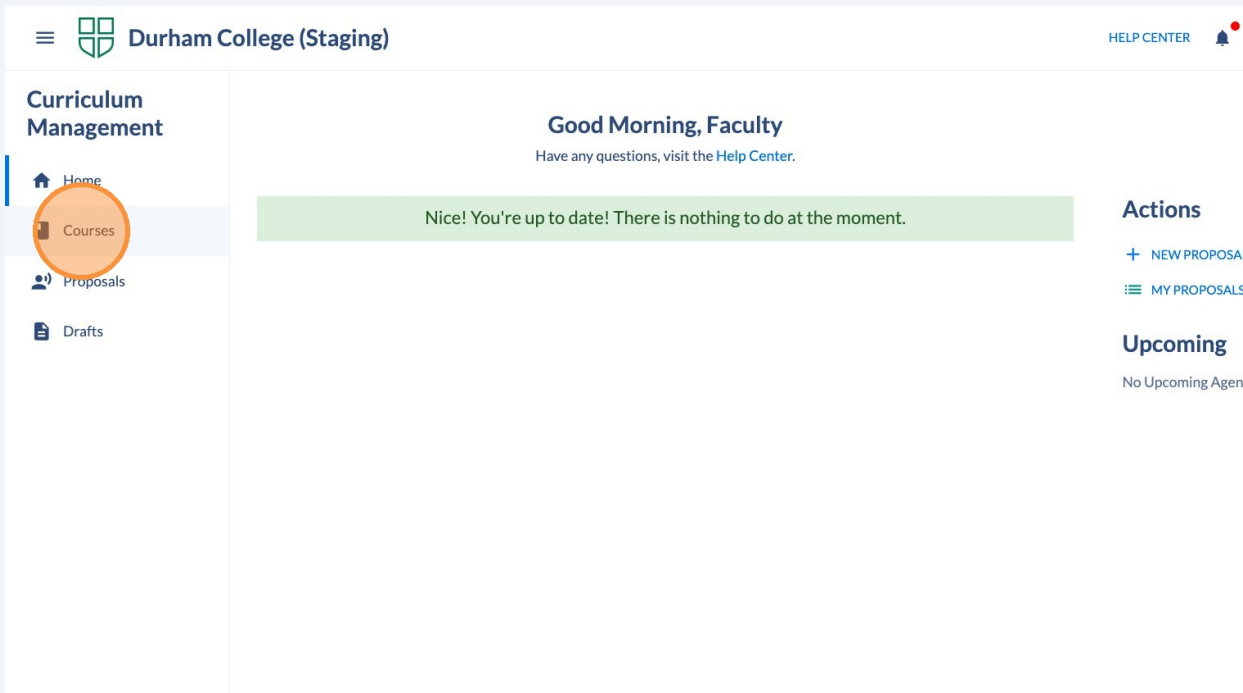
4

You will be redirected to our Durham College Microsoft email login page. Enter your password and "Sign in".



5

Click "Courses".



6 Click the "Search for Courses" field.

Durham College (Staging) HELP CENTER

ent Courses + PROPOSE NEW COURSE

REPORTS EXPORT RESULTS SAVED VIEWS

Browse Revisions By Effective Start Term

DATES TERMS DC Fall 2025

FILTER Search for Courses

COLUMNS (5 OF 131)

Help

7 Enter the course code or name of the course you are proposing a course outline change for and press enter.

Durham College (Staging) HELP CENTER

ent Courses + PROPOSE NEW COURSE

REPORTS EXPORT RESULTS SAVED VIEWS

Browse Revisions By Effective Start Term

DATES TERMS DC Fall 2025

FILTER ACAG2202

COLUMNS (5 OF 131)

CODE	ABBREVIATED COURSE TITLE	FACULTY	STATUS	COURSE OUTLINE AUTHOR
There aren't any courses in this view right now.				

Help

8 Select the correct course.

Durham College (Staging)

Curriculum Management

Courses

Proposals

Drafts

Courses + PROPOSE NEW COURSE

Browse Revisions By Effective Start Term

DATES TERMS DC Fall 2025

FILTER ACAH2202

Showing 0 - 2 of 2

CODE	ABBREVIATED COURSE TITLE	FACULTY	STATUS	COURSE OUTLINE AUTHOR
ACAH2202	ANIMAL HANDLING & RESTRAINT	Faculty of Health Sciences	Active	@durhamcollege.ca
ACAH2202M	Mod-Animal Handling	Faculty of Soc & Commnty Serv	Inactive	-

Help

9 Click "Propose changes".

Durham College (Staging)

Curriculum Management

Courses

Proposals

Drafts

ACAH2202 | ANIMAL HANDLING & RESTRAINT

Active Latest Version

Effective Dating: DC Fall 2025 - DC Winter 2026

Effective Academic Start Term (Start Date)

Effective Start Term DC Fall 2025

Governance

Course Outline Author @durhamcollege.ca

Faculty Faculty of Health Sciences

Program Title ACAR.FH - Animal Care - Whitby Status Active

CIP Code 01176 - Animal Care

Banner Status

ACTIONS ACTIVITY

PROPOSE CHANGES

VIEW PROPOSALS

CATALOG PREVIEW

PRINT

Contents

Effective Academic Start Term (Start Date)

Governance

Credits

Repeat Details

Learning Outcomes

Degree: Ontario Qualifications Framework (OQF)

Essential Employability Skills

Equivalent Course(s)

Prerequisites and Corequisites

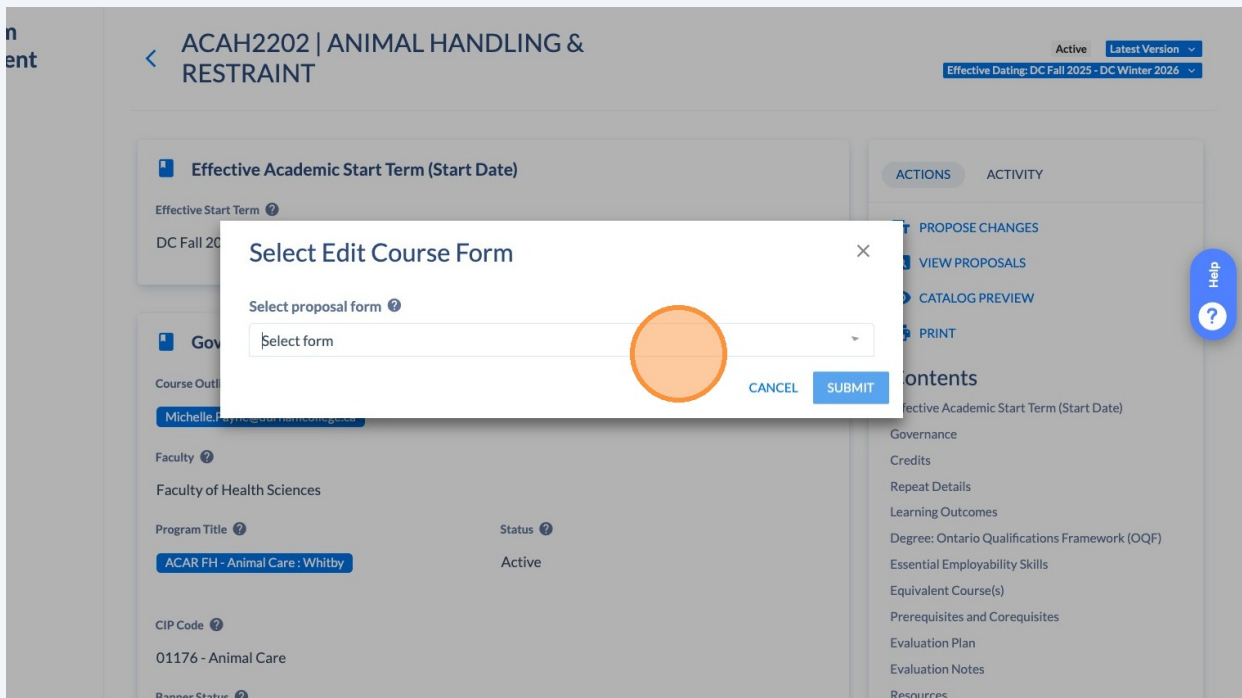
Evaluation Plan

Evaluation Notes

Resources

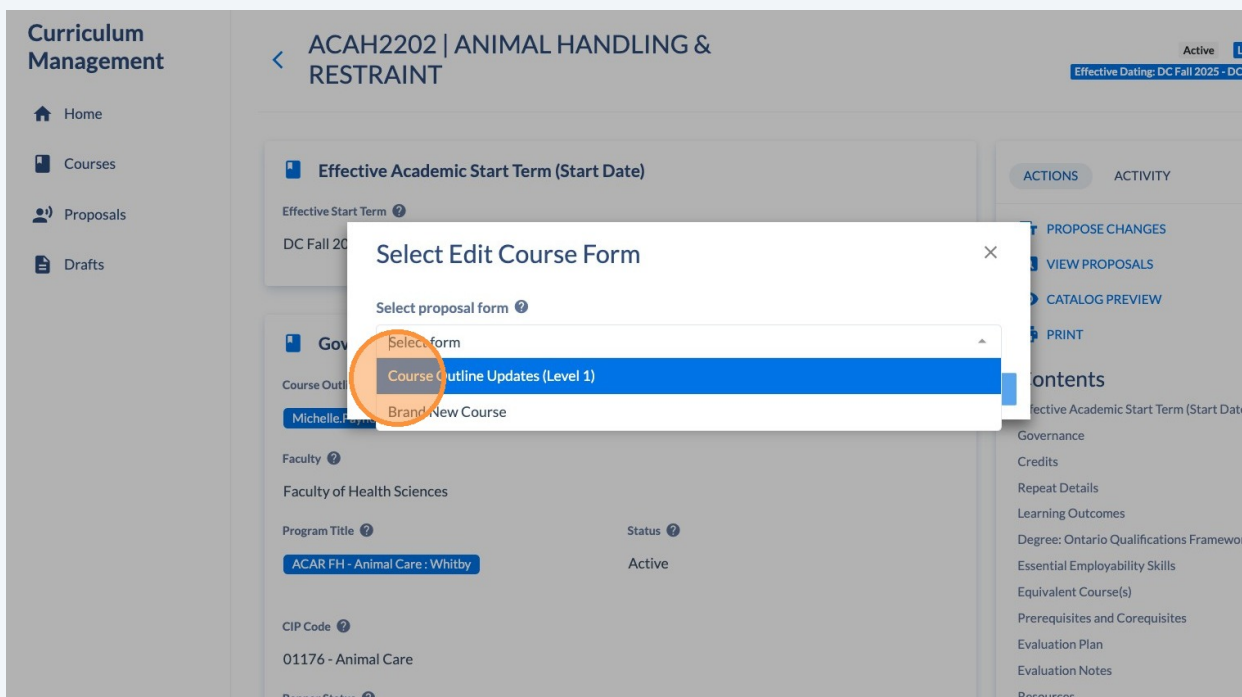
Help

10 Click "Select form".



11 Click "Course Outline Updates (Level 1)".

"Brand New Course" form is only applicable if you are creating a brand new course outline for a new course code.



12 Click "Submit".

The screenshot displays a web interface for course management. At the top, the course title is "ACAH2202 | ANIMAL HANDLING & RESTRAINT". Below this, there are sections for "Effective Academic Start Term (Start Date)" and "Governance". A modal dialog titled "Select Edit Course Form" is open in the center, featuring a dropdown menu with "Course Outline Updates (Level 1)" selected. The "SUBMIT" button in the modal is highlighted with an orange circle. The background interface includes a sidebar with "ACTIONS" and "ACTIVITY" tabs, and a "Contents" section on the right.

13

Please select the effective academic term. The "effective academic term" is the term the first intake of students will be impacted by the proposed changes.

For example, if you are completing a course outline in spring 2026 for your fall course, you will select "Fall 2026".

Durham College (Staging) All changes saved HELP CENTER

Curriculum Management

- Home
- Courses
- Proposals
- Drafts

Course Outline Updates (Level 1)

Pre-populate Data
COPY FROM PROPOSAL

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

Governance

Faculty ? Program Title ? Status (Banner) ?

Faculty of Health Sciences ACAR FH - Animal Care x :Whitby Active

Course Subject Code ? Course Number ? Course Title ? Abbreviated Course Title ?

ACTIONS

- SUBMIT PROPOSAL
- VIEW CHANGES
- DELETE PROPOSAL

Contents

- Required: Select Effective Academic Start Date)
- Governance
- Changes to Learning Outcomes
- Learning Outcomes
- Degree: Ontario Qualifications Framework
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- Expectations

14

Under "Are there any course outline updates for the effective academic term?", click "Yes" if you are proposing changes, or "No" if you are not.

Durham College (Staging) All changes saved HELP CENTER

Curriculum Management

- Home
- Courses
- Proposals
- Drafts

Course Outline Updates (Level 1)

Pre-populate Data
COPY FROM PROPOSAL

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 2026

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

YES NO

Governance

Faculty ? Program Title ? Status (Banner) ?

Faculty of Health Sciences ACAR FH - Animal Care x :Whitby Active

Course Subject Code ? Course Number ? Course Title ? Abbreviated Course Title ?

ACAH 2202 test ANIMAL HANDLING &

ACTIONS

- SUBMIT PROPOSAL
- VIEW CHANGES
- DELETE PROPOSAL

Contents

- Required: Select Effective Academic Start Date)
- Governance
- Changes to Learning Outcomes
- Learning Outcomes
- Degree: Ontario Qualifications Framework
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- Equivalent Course(s)
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- Evaluation Plan
- Evaluation Notes
- Resources
- Expectations
- Learning Plan
- Optional: Teaching and Learning Review

15 To propose a change to the course description, click "Yes".

The screenshot shows the 'Course Outline Updates (Level 1)' form. On the left is a 'Curriculum Management' sidebar with links for Home, Courses, Proposals, and Drafts. The main form area contains the following fields:

- Faculty:** Faculty of Health Sciences
- Program Title:** ACAR FH - Animal Care :Whitby
- Status (Banner):** Active
- Course Subject Code:** ACAH
- Course Number:** 2202
- Course Title:** test
- Abbreviated Course Title:** ANIMAL HANDLING &
- Course Level:** Post Secondary (PS)
- Is this course shared between multiple programs? (required):** YES (selected), NO
- Are you updating or editing the course description?:** YES (highlighted with an orange circle), NO
- Experimental Learning:** Yes - Lab/Shop
- Capstone Course:** -

On the right side, there is an 'ACTIONS' panel with 'SUBMIT PROPOSAL', 'VIEW CHANGES', and 'DELETE PROPOSAL' buttons. Below that is a 'Contents' list including: Required: Select Effective Academic Start Date), Governance, Changes to Learning Outcomes, Learning Outcomes, Degree: Ontario Qualifications Framework, Essential Employability Skills, Credits, Equivalent Course(s), Prerequisites and Corequisites, Evaluation Plan, Evaluation Notes, Resources, Expectations, Learning Plan, and Optional: Teaching and Learning Review.

16 After selecting "Yes", you can now type in the course description edit.

This screenshot shows the same 'Course Outline Updates (Level 1)' form, but with the 'Are you updating or editing the course description?' question answered 'YES'. The 'Course Description' field is now active and highlighted with an orange circle. The text in the field reads: "This course provides students with the knowledge required to handle and restraint various types of animals, such as dogs, cats, farm animals, and pocket pets. Using simulation and mannequins, students will gain an understanding of how stress and fear can be reduced or eliminated with proper handling and".

The rest of the form and the right-hand 'ACTIONS' and 'Contents' panels are identical to the previous screenshot.

17 To propose changes to course learning outcomes, click "Yes".

The screenshot shows the 'Course Outline Updates (Level 1)' form. On the left is a 'Curriculum Management' sidebar with links for Home, Courses, Proposals, and Drafts. The main form area includes a 'PLAR Attachments' section with an 'ADD FILES' button and a note to attach all PLAR assessments. Below this are two checkboxes: 'General Education Elective' and 'Communication Course', both currently set to 'No'. The 'Changes to Learning Outcomes' section asks 'Are you editing, removing, or adding Course Learning Outcomes?' and features a 'YES' button highlighted with an orange circle and a 'NO' button. Below this is a 'Learning Outcomes' section with a table listing 'ACAH2202 CLO1', 'ACAH2202 CLO2', and 'ACAH2202 CLO3'. On the right side, there is an 'ACTIONS' panel with 'SUBMIT PROPOSAL', 'VIEW CHANGES', and 'DELETE PROPOSAL' buttons, and a 'Contents' list including 'Required: Select Effective Academic Start Date', 'Governance', 'Changes to Learning Outcomes', 'Learning Outcomes', 'Degree: Ontario Qualifications Framework', 'Essential Employability Skills', 'Credits', 'Equivalent Course(s)', 'Prerequisites and Corequisites', 'Evaluation Plan', 'Evaluation Notes', 'Resources', 'Expectations', 'Learning Plan', and 'Optional: Teaching and Learning Review'.

18 After selecting "yes", you can now type in the change proposed.

This screenshot shows the same 'Course Outline Updates (Level 1)' form, but now the 'YES' button in the 'Changes to Learning Outcomes' section is selected. Below the question, there is a text input field for 'Course Learning Outcomes to be edited, added, removed:'. A rich text editor toolbar is visible above a table. The table has three columns: 'TYPE OF CHANGE (EDIT, ADD, REMOVE)', 'CLO #', and 'CLO DESCRIPTION'. An orange circle highlights the first cell of the table, which is currently empty. The rest of the form, including the sidebar and the right-hand panels, remains the same as in the previous screenshot.



When you are updating your Course Learning Outcomes (CLOs), don't forget to update the rest of our course:

- Adding CLOs? Update your Evaluation Plan and Learning Plan
- Editing CLOs? Update your Evaluation Plan and Learning Plan
- Deleting CLOs? Renumber the CLOs and update your - Evaluation Plan and Learning Plan

19

To propose changes to Essential Employability Skills (EES) select the drop-down.

The screenshot displays the 'Course Outline Updates (Level 1)' interface. On the left, there is a sidebar with 'Content' and 'ent' visible. The main content area is divided into several sections: 'Course Outline Updates (Level 1)' with two rows for 'ACAH2202 CLO4' and 'ACAH2202 CLO5'; 'Degree: Ontario Qualifications Framework (OQF)'; 'Essential Employability Skills' which includes a list of selected skills (ESS1 through ESS11) and a highlighted drop-down menu; and 'Credits' with two input fields for 'Credit Value (Course GPA Weighting)' containing the values '0' and '3'. On the right side, there is an 'ACTIONS' panel with buttons for 'SUBMIT PROPOSAL', 'VIEW CHANGES', and 'DELETE PROPOSAL'. Below this is a 'Contents' list with various course components. A blue 'Help' button is located on the far right edge of the interface.

20 Then select the EES(s). Select all applicable.

Course Outline Updates (Level 1)
ACAH2202 CLO4

EES 1. Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the requirements of the communication.

EES 2. Respond to written, spoken, or visual messages in a manner that ensures effective communication.

EES 3. Execute mathematical operations accurately.

EES 4. Apply a systematic approach to solve problems.

EES 5. Use a variety of thinking skills to anticipate and solve problems.

EES 6. Locate, select, organize, and document information using appropriate technology and information systems.

EES 7. Analyze, evaluate, and apply relevant information from a variety of sources.

EES 8. Show respect for the diverse opinions, values, beliefs, customs, and contributions of others.

EES 9. Demonstrate the ability to work effectively in teams.

EES 10. Demonstrate the ability to work effectively in teams.

EES 11. Demonstrate the ability to work effectively in teams.

Credits

Credit Value (Course GPA Weighting)	Credit Value
0	3

Contents

- Required: Select Effective Academic Start Term (Start Date)
- Governance
- Changes to Learning Outcomes
- Learning Outcomes
- Degree: Ontario Qualifications Framework (OQF)
- Essential Employability Skills
- Credits
- Equivalent Course(s)
- Prerequisites and Corequisites
- Evaluation Plan
- Evaluation Notes
- Resources
- Expectations
- Learning Plan

21 To propose a change to the evaluation plan, select the field you want to edit, including category, weight, week(s) due, description, CLO(s) or EES(s) assessed.

Durham College (Staging)

Curriculum Management

- Home
- Courses
- Proposals
- Drafts

Course Outline Updates (Level 1)

Evaluation Plan

The evaluation plan is subject to modification based on factors such as holidays, campus closures, or unforeseen circumstances. Students will receive written notification of any additions or deletions to evaluations in accordance with Durham College's Policies ACAD 135 and ACAD 108. **required**

Evaluation Category	Assessment Weight (%)	Week(s) Due
Quiz	10	3 7 10 12
Lab/Shop Activity	5	1 2 3 4 5 6 8 9 10 12

Contents

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22 To delete an evaluation, select the evaluation, then click the trash can.

Curriculum Management

- Home
- Courses
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- Drafts

Course Outline Updates (Level 1)

Evaluation Plan

The evaluation plan is subject to modification based on factors such as holidays, campus closures, or unforeseen circumstances. Students will receive written notification of any additions or deletions to evaluations in accordance with Durham College's Policies ACAD 135 and ACAD 108. required ?

Evaluation Category required ?: Quiz
Assessment Weight (%) ?: 10
Week(s) Due required ?: 3 x, 7 x, 10 x, 12 x

Evaluation Description required ?: 4 x 2.5% each

CLO(s) Assessed required ?: CLO1 x, CLO3 x, CLO4 x, CLO5 x
EES(s) Assessed required ?: EES1 x, EES2 x, EES4 x, EES5 x, EES7 x, EES11 x

Evaluation Category ?: Lab/Shop Activity
Assessment Weight (%) ?: 5
Week(s) Due ?: 1, 2, 3, 4, 5, 6, 8, 9, 10, 12

ACTIONS

- SUBMIT PROPOSAL
- VIEW CHANGES
- DELETE PROPOSAL

Contents

Required: Select Effective Academic Start Date)

- Governance
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- Learning Outcomes
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- Learning Plan
- Optional: Teaching and Learning Review

23 Based on the change, you may wish to add a new evaluation by pressing "Add New".

Curriculum Management

- Home
- Courses
- Proposals
- Drafts

Course Outline Updates (Level 1)

Evaluation Plan

Evaluation Category ?: Capstone Project
Assessment Weight (%) ?: —
Week(s) Due ?: 2

Evaluation Description ?: Winter 2027 revision update Nov 19

CLO(s) Assessed ?: CLO1
EES(s) Assessed ?: EES2

+ ADD NEW

Total Evaluation Weight ?:
Complete Evaluation Weight? ?: false

Evaluation Notes

Generative AI Use required ?: The use of generative AI is NOT permitted in this course

The use of generative AI is

ACTIONS

- SUBMIT PROPOSAL
- VIEW CHANGES
- DELETE PROPOSAL

Contents

Required: Select Effective Academic Start Date)

- Governance
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- Learning Outcomes
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- Optional: Teaching and Learning Review

24

To propose a change to the learning plan, select the field you want to edit, including week/module, CLOs, learning objectives/topics, or required preparation.

Durham College (Staging) HELP CENTER

Curriculum Management

- Home
- Courses
- Proposals
- Drafts

Course Outline Updates (Level 1)

Learning Plan

The Learning Plan is a planning guideline. Actual delivery of content may vary with circumstances. Students will be notified in writing of changes that involve the addition or deletion of learning outcomes or evaluations, prior to changes being implemented, as specified in the Course Outline Policy and Procedure at Durham College.

Week/Module: 1 CLOs: CLO1 CLO3 CLO4

In-Person Intended Learning Objectives/Topics

- Welcome & Course Introduction
- Discuss expectations of the learning environments, lecture, and lab.
- Review course, essential, and program learning outcomes.
- Discuss course outline, policies, and learning plan. Review the course outline and expectations
- Explore the concepts of fear as it relates to animal interactions and handling

Lab/Shop/Clinic Intended Learning Objectives/Topics

1. Review lab expectations and complete lab assignments

ACTIONS

- SUBMIT PROPOSAL
- VIEW CHANGES
- DELETE PROPOSAL

Contents

Required: Select Effective Academic Start Date)

- Governance
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25

To delete a week/module, click the trash can.

Note: We suggest editing the week instead of deleting.

Durham College (Staging) HELP CENTER

Curriculum Management

- Home
- Courses
- Proposals
- Drafts

Course Outline Updates (Level 1)

3. Discuss safety of the animal and the handler and the importance of recognizing animal body language

Required Preparation

DC Connect
Course Outline
Textbook
Fear Free website
AAFP Cat Freindly website
Worksheets

Week/Module: 2 CLOs: CLO1 CLO2 CLO3

In-Person Intended Learning Objectives/Topics

- Explore canine body language
- Relate body languages with response

ACTIONS

- SUBMIT PROPOSAL
- VIEW CHANGES
- DELETE PROPOSAL

Contents

Required: Select Effective Academic Start Date)

- Governance
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26 To add a new week/module at the bottom of the learning plan, click "Add New".

Curriculum Management

- Home
- Courses
- Proposals
- Drafts

Course Outline Updates (Level 1)

In-Person Intended Learning Objectives/Topics ?

- 1.In-class final test

Lab/Shop/Clinic Intended Learning Objectives/Topics ?

- 1.Complete course works and skills passport
- 2.Recall and sequence animal handling interactions and handling techniques
- 3.Discuss animal welfare concerns, as they relate to animal handling and restraint
- 4.Critique animal handling and restraint case scenarios
- 5.Overview of animal welfare concerns

Required Preparation ?

- DC Connect
- Textbook
- Videos
- Mannequins
- Handling supplies and equipment

+ ADD NEW

ACTIONS

- SUBMIT PROPOSAL**
- VIEW CHANGES
- DELETE PROPOSAL

Contents

Required: Select Effective Academic Start Date)

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- Optional: Teaching and Learning Review

27 Select "Yes" or "No" if you would like to CTL Teaching and Learning team member to review your proposed edits and advise what you would like reviewed.

This field is not required.

Durham College (Staging) All changes saved HELP CENTER

Course Outline Updates (Level 1)

+ 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 [Rich Text Editor Icons]

ACTIONS

- SUBMIT PROPOSAL**
- VIEW CHANGES
- DELETE PROPOSAL

Contents

Required: Select Effective Academic Start Date)

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28 Enter your rationale for changes.

Curriculum Management

- Home
- Courses
- Proposals
- Drafts

Course Outline Updates (Level 1)

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.

What Would You Like Reviewed by CTL? ?

I would like a review of..

Rationale

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

Industry change

SUBMIT PROPOSAL

ACTIONS

- SUBMIT PROPOSAL**
- VIEW CHANGES
- DELETE PROPOSAL

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29 Click "Submit Proposal".

Curriculum Management

- Home
- Courses
- Proposals
- Drafts

Course Outline Updates (Level 1)

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.

What Would You Like Reviewed by CTL? ?

I would like a review of..

Rationale

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

Industry change

SUBMIT PROPOSAL

ACTIONS

- SUBMIT PROPOSAL**
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Looking to change course name, prerequisites, equivalencies, credits, hours, or delivery mode?