How to Edit the Schedule in CLSS Courseleaf

This document outlines how to create, edit, and delete courses in Courseleaf CLSS.

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How to Edit the Schedule in CLSS Courseleaf

Login to CLSS: https://utsa-clss-https://next.catalog.utsa.edu/wen/

Click on the Term:

ourseLeaf/CLSS –	Instances		上 Flor Hernandez 💡 🕒 Log O
Welcome to the new CL Summer 2022 Schedule Fall 2022 Schedules are Visit our Classroom Sch	55 Scheduling Platform! Summer s are initially due Friday, Februar initially due Friday, February 25t eduling webpage at https://www	r and Fall 2022 are now available for schedule crea y 18th h :utsa.edu/enrollment/facultystaff/registrar/ClassS	ation. ScheduleProcedures.html for more information and deadlines.
Visit the CLSS Help Page	https://luc.courseleaf.com/logir	n/?source=help/clss/ for guidance on navigating C	LSS. We are available for further assistance at classroomscheduling@utsa.edu
Historical		Current	Future
Historical 2021 Academic Year Fall 2020 Spring 2021 Summer 2021	2020 Academic Year Fail 2019 Spring 2020 Summer 2020	Current 2022 Academic Year Fall 2021 Spring 2022 Summer 2022	Future 2023 Academic Year Fail 2022

Double click on your Scheduling Unit:

U	TSA The University of Texas at San Antonio [∞]		
CourseLe	af/CLSS – Summer 2022 – Schedule Development Phase	1 Flor	Hernandez 🕜 🕒 Log Out
5 <mark>4 Schedu</mark> 1,198 Courses	lling Units s 3,727 Sections	Nisualize T Filter Search	
Welcome t	to the new CLSS Scheduling Platform! Summer and Fall 2022 are now available for schedule creation.		
Fall 2022 S	Schedules are initially due Friday, February 25th		
Visit our C	lassroom Scheduling webpage at https://www.utsa.edu/enrollment/facultystaff/registrar/ClassSchedulePr	ocedures.html for more information and dead	llines.
Visit the C	LSS Help Page https://luc.courseleaf.com/login/?source=help/clss/ for guidance on navigating CLSS. We ar	e available for further assistance at classroom	scheduling@utsa.edu
≑ ID	* Name	Courses	Sections
ACCT	Accounting	26	53
ASC	Air Force ROTC	0	0
ANTH	Anthropology	22	84
Contraction of the local distance of the loc			

Schedule View Options

Click Expand All arrows to show all sections:

UTSA The University of Texas							
CourseLeaf/CLSS – Summer 2022 – Chemistry					1 Flor He	ernandez 🕜	G Log Out
33 Courses, 220 Sections 🚦 🛊	View By 🔫	☑ Validate	🛠 Bridge Tools	Visualize	T Filter	Framer	Export 🔻
Schedule Development Phase Decise Mode Expand All					Show	courses with	no sections

Click **Collapse All** arrows to show just the course titles:

UTSA The University of Texas at San Antonio							
CourseLeaf/CLSS – Summer 2022 – Chemistry					L Flor He	ernandez 🕜	🕒 Log Out
33 Courses, 220 Sections 💲 🚼	View By 🔫	Validate	🛠 Bridge Tools	Visualize	T Filter	Framer	Export 👻
Schedule Development Phase Desig Collapse All					Show 🗹	courses with I	no sections

To view courses that have not been added, click "Show Courses With No Sections"

View By 👻 🗹 Validate	e 🛠 Bridge Tools	Nisualize	▼ Filtor ITI Fi		
			Show course	amer es with n	Export -
schedule creation. gistrar/ClassScheduleProced navigating CLSS. We are ava	ures.html for more	e information	and deadlines. classroomsch <mark>e</mark> duli	ing@utsa	a.edu
1	schedule creation. gistrar/ClassScheduleProced navigating CLSS. We are ava	schedule creation. gistrar/ClassScheduleProcedures.html for more navigating CLSS. We are available for further a	schedule creation. strar/ClassScheduleProcedures.html for more information navigating CLSS. We are available for further assistance at c	schedule creation. g <mark>istrar/ClassScheduleProcedures.html f</mark> or more information and deadlines. navigating CLSS. We are available for further assistance at classroomscheduli	schedule creation. g <mark>istrar/ClassScheduleProcedures.html f</mark> or more information and deadlines. navigating CLSS. We are available for further assistance at classroomscheduling@uts

Click **View By** dropdown to sort by Course, Instructor, Day and Time, or Room:

UTSA The University of Texas at San Antonio"						
CourseLeaf/CLSS – Summer 2022 – Chemistry				L Flor He	ernandez 🕜	🕞 Log Out
33 Courses, 220 Sections 🚦 🛊	View By 👻 🗹 Validate	🛠 Bridge Tools	Visualize	▼ Filter	Tramer	Export 👻
Schedule Development Phase Design Mode	✓ Course			Show (courses with i	no sections
Welcome to the new CLSS Scheduling Platform! Summer and Fall 2022 are now available for sci	Instructor					
Summer 2022 Schedules are initially due Friday, February 18th Fall 2022 Schedules are initially due Friday, February 25th	Day and Time Room					

Add a New Section

Double click the course and click the green + button

BIO 1243 – Contemporary Biology II	
BIO 1404 – Biosciences I	
BIO 1414 – Biosciences II	
BIO 2003 – Biology of Human Reproduction	8 🗘

Edit an Existing Section

Double click the class

CHE 1004 – Chemistry for Allied Health Sciences	
CHE 1014 – Elementary Organic and Biochemistry	
> CHE 1073 – Basic Chemistry	

Double click the section

CHE 1073 – Basic Chemistry

0 0

How To Edit a Section: Overview of all fields

ection Informa	ation						
Title/Topic	Basic Chemistry (D	efau <mark>l</mark> t Va	lue) 🗸		Part of Term	Summer 10 Week Term - T (5/31	/22 to 8/ 🗸
Section #	¢ 02T				Campus	Main Campus	~
Credit Hrs	s 3				Inst. Method	Traditional in-person (FF)	~
Status Active			~		Special Approval	(None Assigned)	~
Schedule Type	Lecture (AFF)		~		Grade Mode	Default Value	~
Final Exam	(No Option Selecte	ed)	~		Exam Group C	N/A	
Link To	Not linked to other	r sections	~		Cross-list With	Select section	~
Restrictions	Campus, Field of Sti tes urse	udy - Maj	or 🖌	1	Course Attrib	outes	
Restrictions Section Attribut ower Division counstructor	Campus, Field of Sto tes urse	udy - Maj	Room	25Live	Course Attrib Lower Division (Room Seek	outes course Schedule	
Restrictions Section Attribut ower Division counstructor Instructor Not Ass	Campus, Field of Sto tes urse igned	udy - Maj	Room	₹ 25Live gnment Room	Course Attrib Lower Division o Room Seek	ourse Schedule	
Restrictions Section Attribut ower Division cou Instructor Instructor Not Ass	Campus, Field of Sto tes urse igned	udy - Maj	Room General Assig Room Attribu None Selected	25Live gnment Room utes	Course Attrib Lower Division o Room Seek	course Schedule TR 12pm-1:55pm ¥	
Restrictions ection Attribut ower Division counstructor Instructor Instructor Not Ass	Campus, Field of Sto tes igned	udy - Maj	Room General Assig Room Attribu None Selected 0 cun	25Liver	Course Attrib Lower Division of Room Seek	course Schedule TR 12pm-1:55pm ¥	
Restrictions ection Attribut ower Division counstructor Instructor Not Ass inrollment Maximum	Campus, Field of Str tes igned Wait Cap	udy - Maj	Room General Assig Room Attribu None Selected 0 cur	mment Room utes	Course Attrib Lower Division of Room Seek	outes course Schedule TR 12pm-1:55pm 🗙	
Restrictions section Attribut ower Division cou- nstructor nstructor Not Ass smollment Maximum 80	Campus, Field of Str tes igned Wait Cap 0	udy - Maj	Room General Assig Room Attribu None Selected 0 cur	ment Room utes	Course Attrib Lower Division of Room Seek	outes course Schedule TR 12pm-1:55pm ¥	
Restrictions ection Attribut ower Division cou- nstructor Instructor Not Ass inrollment Maximum 80	Campus, Field of Str tes igned Wait Cap 0	udy - Maj	Room General Assig Room Attribu None Selected 0 cur	ment Room utes frrent, 34 prior	Course Attrib Lower Division of Room Seek	soutes Course Schedule TR 12pm-1:55pm X	
Restrictions ection Attribut ower Division cou- nstructor structor Not Ass inrollment Maximum 80	Campus, Field of Str tes igned Wait Cap 0	udy - Maj	Room General Assig Room Attribu None Selected 0 cur	25Liver gament Room utes 1 rrent, 34 prior	Course Attrib Lower Division (Room Seek	sutes course Schedule TR 12pm-1:55pm X	

Jump to:

Title, Section #, Credit Hours, Status

Schedule Type, Final Exam, Link To, Restrictions

Part of Term, Campus

Instructional Method, Special Approval, Grade Mode, Cross-List

Section Attributes, View Course Attributes

Instructor, Room

Meeting Time

Enrollment, Comments, and Internal Notes

Edit Title, Section #, Credit Hours, Status

Title/Topic	Foundations Of Accounting (Def	ault Valu 🗸
Section #	001	
Credit Hrs	3	
Status	Active	~

1. **Title/Topic** – Course title should always be the default value. Course title can only be changed if the course has the attribute ZZTL: Title can change on section:

Course Attributes
Grad Doctoral level course
Title can change on section

2. Section # - All section numbers are three characters:

Main Campus section numbers start with "0" (Ex. ENG 2013.025) Downtown Campus section numbers start with "9" (Ex. ENG 2013.925)

Summer section numbers start with 0 or 9 and end with the letter of the term when the class will be offered.

(Ex. **01F** – Main Campus, section 1, First Five-Week term; **91T** – Downtown Campus, section 1, tenweek term.)

Section number and part of term must match.

Section numbers should be corrected so there are *no gaps in the sequence*. Unlike course numbers, section numbers may be changed at will.

3. Credit Hrs – Credit hours can only be changed on Linked sections, like labs.

4. Status – Select Active

Active – Open. Students may register, with required approvals, if registration is currently taking place and it is their time to register according to the *ASAP* Registration Schedule.

Closed –Students cannot register via *ASAP* or be registered by staff. Class status on *ASAP* says Closed when the class is full or has "0" enrollment maximum. **Note:** Classes with Closed status may not receive a room assignment.

Cancelled– After the schedule has been published, courses must be canceled, not deleted. If students are registered, sections may only be canceled by Classroom scheduling.

Schedule Type	Lecture (AIN)	~
Final Exam	(No Option Selected)	~
Link To	Not linked to other sections	~
Restrictions	Campus, Field of Study - Major 🖌	

Edit Schedule Type, Final Exam, Link To, Restrictions

5. Schedule Type -

AFF, BFF, *FF (Lecture, face-to-face) – In-person class.
AIN, BIN, *IN (Internet) – Online class.
AHB, BHB, *HB (Hybrid) – Combined classroom/Internet format.

6. Final Exam – Select option.

Final Exam	(No Option Selected)
	Yes, Needs a Room During Finals Week
Link Io	No, No Room Needed During Finals Week
D	No Room Needed: Final Online
Restrictions	Lab Section: Final Determined by Instructor
	(No Option Selected)

Note: Internet and Hybrid sections do not have in-person Final exams.

- 7. Link To Use this field only for Linked classes (ex. Lecture and lab sections)
- Restrictions Click the Pencil icon to view or edit course restrictions:
 Campus, Field of Study Major

Tip: Use caution when adding or updating Restrictions – they affect a student's ability to register for a class.

Most sections will have a Campus restriction to Exclude ONL campus. Online Programs -ONL sections should Include ONL campus. Some sections may have Field of Study or Major restrictions.

Edit Part of Term, Campus

Part of Term	Fall/Spring Full Term - 1 (8/22/22 to 12/9,	•
Campus	Main Campus	-

9. Part of Term –

Fall/Spring Full Term – 1 – Most commonly used term for Fall and Spring.

Short Terms: First 8 week term – B5 Second 8 week term – B6

Can't Be Dropped Fall/ Spring – X

All developmental courses should be in "X" Part of Term. Any sections cross-listed with developmental courses should also be in "X" Part of Term.

Summer- select from following Summer terms: First

5 Week – F Second 5 Week – S 10 Week – T First 4 Week – J Second 4 Week – L May 3 Week - M 8 Week term - 8

Note on Changing Part of Term

Once students are enrolled, Part of Term cannot be changed. Section must be canceled, students dropped, and a new section added with new Part of Term.

Part of Term cannot be changed while Instructor and/or Meeting Patterns exist.

10. Campus –

Main or Downtown Campus: Most classes will have a Main Campus (11) or Downtown Campus (1DT) code. Hybrid classes with in-person meeting times must be Main or Downtown.

Internet (9): Online Synchronous (OS) and Online Asynchronous (OA) classes only. **Online Programs** (ONL): Used only for ONL sections.

Off Campus: Classes held off campus – a comment with the physical address is required.

Out of State: Classes held out of the state or country – a comment with the physical address is required.

Southwest Campus: For classes in Southwest campus buildings.

Laredo Education Center: For classes held at the Laredo Education Center.

Edit Instructional Method, Special Approval, Grade Mode, Cross-List

Inst. Method	Online only, some set time (OH)	~
Special Approval	(None Assigned)	~
Grade Mode	Default Value	~
Cross-list With	Select section	~

11. Inst. Method-

Traditional In-person (FF) – Face to Face Mix of in-person and online (HB) – Hybrid 1/2 Mostly in-person, some online (H2) – Hybrid 2/3 Mostly online, some in-person (H1) – Hybrid 1/3 Online only, no set time (OA) – Online Asynchronous Online only, at set time (OS) – Online Synchronous To be arranged (ID) – Classes with no set meeting time like Independent Study, Thesis, etc.

12. Special Approval –

Advisor Approval required

Department Approval required

Tip: (Student registration approval given on **SFASRPO** by selecting **S1** from the dropdown box.) Independent Study approval required

13. Grade Mode – leave blank (Default value)

Exception: Select Honors College Grading for Honors courses.

14. Cross-List With – Click Select section dropdown to cross-list with another existing section:

Cross-list With	Select section	
	Enter your search	Q,

Note: When you add a cross-listed section, that section assumes control of all changes or becomes the "parent." Any changes made to the parent will be saved to the "child" section.

To remove cross-listing – you must remove from the child section, not the parent.

1

Edit Section Attributes, View Course Attributes

Section Attributes	1	Course Attributes
Lower Division course		Lower Division course

15. Section Attributes -

Click the Pencil icon to view or edit Section Attributes:

Section	Attributes

Click the green + icon to add a Section attribute:

Section Attributes	0)	<]
Attribute		>
Lower Division course	~	Add Attribute
	🗙 Cancel 🗸 Accep	

Click the Select dropdown to add an attribute:

Section Attributes	
Attribute	
Lower Division course	~
Select	
Select	
Honors College Course	
Dual Enrollment Course	
EMBA Program	
CoBd Fundable Repeat Course	
Zero Textbook Cost	
Low Cost Textbooks	
Service Learning Course	
Undergraduate Internship	
Undergraduate Research Course	

16. Course Attributes – These attributes are viewable, but not editable in CLSS. They can only be changed at the Catalog level.

Course Attributes

Lower Division course

Edit Instructor, Room

17. Instructor –

Click the pencil icon to add an Instructor:

Instructor	1
Instructor Not Assigned	

Click the dropdown and begin typing an instructor name:

Instructors						0 X
Instructor		Role		% Respo	onsible	
TR 12pm-1:55pm	Lectur	e (Traditional in-perso	n)			Ð
★ Instructor Not Assigned	~	Primary	~	100	%	圇

You should see a list of all instructors assigned to your department.

If you do not see an Instructor listed, scroll down to the bottom of the list and click **Other**. Begin typing the Instructor name – you should see a list of all UTSA faculty.

To add more than 1 Instructor, click the gray + icon:

To remove an Instructor, select Instructor Not Assigned.

18. Room –

General Assignment Room – Select for all in-person classes that need a room assignment.
Internet Class – Select for Internet classes with meeting times.
No Room Needed – Select if no room is needed.
SP1 – Select if an SP1 room should be assigned.

SP1 – Select II all SP1 foolil should be assigned.

If your Department has access to Department-owned rooms, click the dropdown to select:

General Assignment Room	
AET 0.204 (50)	*

Room Attributes -

Click the blue pencil Icon to request specific room attributes.

Click the green + icon to add a requested room attribute and click Accept. (ex – Active connected, Moveable tables and chairs, blackboard or whiteboard).

If the requested room attribute is available, we will assign – please keep in mind that we cannot guarantee assignment in a specific room type.

Edit Meeting Time

19. Schedule –

Click **Does Not Meet** to add a new Meeting time: Schedule

Does Not Meet

Click Patterns and select an appropriate meeting pattern:

MP- Main – 1x week – Meets 1 day only

MP- Main – 2x week – Meets 2 days per week (MW or TR)

MP- Main - 3x week - Meets 3 days per week - MWF



If no Meeting patterns display, select User Defined to add the meeting time:



Tip: Remember to include AM or PM after the time.

To edit an existing Meeting time, click the Meeting time (or click the red X to delete)

Schedule

🛗 TR 12pm-1:55pm 🗶

Edit Enrollment, Comments, and Internal Notes

20. Enrollment -

Click Maximum box to change Max enrollment

Note: Wait cap is not editable – waitlists are auto assigned to any classes that qualify.

Enrollment		0 current, 34 prior
Maximum	Wait Cap	
80	0	

21. Comments -

Click Comments box to add information visible to students and staff in ASAP:

Comments

/

22. Internal Notes

Click Internal Notes box to add information that is ONLY visible to other staff in CLSS: Internal Notes

Tip: Classroom Scheduling is NOT notified when Internal notes are added –please share any requests with us in an email instead.

How to Add a Hybrid Section in CLSS

Hybrid sections meet partly online and partly in-person – there are 3 different types:

Hybrid ½ (HB) - Traditional courses that meet two days per week (MW or TR). One of the two days, it meets in-person and remainder is online.

Hybrid 1/3 (H1) - Traditional courses that meet three days per week (MWF). One of the three days, it meets in-person and remainder is online.

Hybrid 2/3 (H2) - Traditional courses that meet three days per week (MWF). The course meets two of the three days in-person and remainder is online.

Note that the only meeting time that is entered in CLSS is the In-person meeting time.

Add a Hybrid ½ (HB) section

Edit Section -	DEM 4963-902: Social D	emography a	nd Public Policy (CRN: 41	798; CLSS ID: 8549)	0 0 X
Section Inform	ation				Spring 2023, DMOG
Title/Topic	Social Dem and Public Policy	(Default Val 🗸	Part of Term	Fall/Spring Full Term - 1 (1/17/23 to 5	i/10, 🗸
Section #	902		Campu	Downtown Campus	~
Credit Hrs	3		Inst. Method	Mix of in-person and online (HB)	~
Status	Active	~	Special Approva	(None Assigned)	~
Schedule Type	Lecture (AHB)	~	Grade Mode	Normal Grading	~
Final Exam	No Room Needed: Final Onl	ine 🗸 🗸	Exam Group C	N/A	
Link To	Not linked to other sections	~	Cross-list With	Select section	~
Restrictions	None 🖋				
Section Attribu	tes		Course Attri	butes	
Upper Division co	urse		Upper Division	n course	
Instructor	1	Room	25Live Room Seek	Schedule	
Serpas, Si		General Assign	ment Room	🋗 W 9am-10:15am 🗙	

- 1. Select Campus Main Campus or DT
- 2. Select Instruction Method HB
- 3. Select Schedule Type AHB
- Select Final Exam No Room Needed Final Online (Note that Hybrid sections are expected to have their Final exams online – if an in-person Final exam is needed, be sure to select that, AND confirm with Classroom scheduling so that the Final is scheduled.)
- 5. Select General Assignment Room
- 6. Click **Does Not Meet** under **Schedule** to add the Meeting Day and Time:

- a. Click Patterns, then select MP -Hybrid 1x week 75 min MTWRF
 Scheduling DEM 4963-902: Social Demography and Public Policy (CRN: 41798; CLSS ID: 8549)

 Days III Patterns DEM 4963-902 AHB

 MP- DT- Hybrid 1x week- 50min M-W-F

 Barn
 MP- DT- Hybrid 1x week- 50min M-W-F

 Barn
 MP- DT- Hybrid 2x week- 50min MW
 User Defined

 Meeting Pattern Name
 Add
- b. Click to add the meeting time and day and click **Accept**:

9am	M 9am-10:15am
10am	

c. If no Meeting patterns display, select **User Defined** to add the meeting time:

Patterns 💌	ACC 2013-012 AFF	AFF 001-002
🗸 User Defir	ned	
MWF 10 am	- 10:50 am	Add

Tip: Remember to include AM or PM after the time.

7. Save section.

How to Add a Hybrid Section in CLSS: Add a Hybrid 1/3 (H1)

Edit Section –	COM 3533-001: Writing	for Public Re	lations (CR	N: 40354; CLSS	ID: 7530)	÷ 0
Section Inform	ation					Spring 2023, COMM
Title/Topic	Writing for Public Relations	(Default Valu 🗸		Part of Term	Fall/Spring Full Term - 1 (1/17/23 to 5/1	0, 🗸
Section #	001			Campus	Main Campus	~
Credit Hrs	3			Inst. Method	Mostly online, some in-person (H1)	~
Status	Active	~		Special Approval	(None Assigned)	~
Schedule Type	Lecture (AHB)	~		Grade Mode	Default Value	~
Final Exam	No Room Needed: Final On	line 🗸 🗸		Exam Group C	N/A	
Link To	Not linked to other sections	~		Cross-list With	Select section	~
Restrictions	Campus 🖋					
Section Attribu	tes			Course Attrib	outes	
Upper Division co	urse			Upper Division	course	
Instructor	1	Room	25Live	e Room Seek	Schedule	
Wright, Charles		General Assig	nment Room	~	🛗 Does Not Meet	

- 1. Select Campus Main Campus or DT
- 2. Select Instruction Method H1
- 3. Select Schedule Type AHB
- 4. Select **Final Exam No Room Needed Final Online** (Hybrid sections are expected to have their Final exams online if an in-person Final exam is needed, be sure to select that, AND confirm with Classroom scheduling so that the Final is scheduled.)
- 5. Select General Assignment Room
- 6. Click **Does Not Meet** under **Schedule** to add the Meeting Day and Time:
 - a. Click Patterns, then select MP- Hybrid 1x week 50 min M W F

👌 Days 👻 📕	Patterns 👻 COM 3533-001 AHB
	MP- Main- Hybrid 1x week- 50min M-W-F
	MP- Main- Hybrid 1x week- 75min M-T-W-R-F
Bam	MP- Main- Hybrid 2x week- 50min MW
	User Defined
lam	
	Meeting Pattern Name Add

b. Click to add the meeting time and day and click Accept:

10am		
11am	A. COM 3533-001 (40354) AHB 11 - 11:50	
12om		

c. If no Meeting patterns display, select **User Defined** to add the meeting time:

Patterns 🔻	ACC 2013-012 AFF	AFF 001-002
🗸 User Defir	ned	
MWF 10 am -	- 10:50 am	Add

Tip: Remember to include AM or PM after the time.

7. Save section.

How to Add a Hybrid Section in CLSS: Add a Hybrid 2/3 (H2)

Edit Section –	ANT 1013-002: Introduc	tion to Anthr	opology (CF	RN: 38343; CLS	S ID: 5154)	• • •
Section Inform	ation					Spring 2023, ANTH
Title/Topic	Introduction to Anthropolo	gy (Default Va 🗸		Part of Term	Fall/Spring Full Term - 1 (1/17/23 to 5/10), 🗸
Section #	002			Campus	Main Campus	~
Credit Hrs	3			Inst. Method	Mostly in-person, some online (H2)	~
Status	Active	~		Special Approval	(None Assigned)	~
Schedule Type	Lecture (AFF)	~		Grade Mode	Default Value	~
Final Exam	No Room Needed: Final On	line 🗸 🗸		Exam Group 🖰	N/A	
Link To	Not linked to other sections	~		Cross-list With	Select section	~
Restrictions	Campus 🖋					
Section Attribu	tes			Course Attrik	outes	
Lower Division cou	urse			Lower Division	course	
Social & Behaviora	al Sciences			Social & Behavi	oral Sciences	
Instructor		Room	25Live	e [.] Room Seek	Schedule	
Barkwill Love, Lori		General Assig	nment Room	~	🛗 Does Not Meet	

- 1. Select Campus Main Campus or DT
- 2. Select Instruction Method H2
- 3. Select Schedule Type AFF
- 4. Select **Final Exam No Room Needed Final Online** (Hybrid sections are expected to have their Final exams online if an in-person Final exam is needed, be sure to select that, AND confirm with Classroom scheduling so that the Final is scheduled.)
- 5. Select General Assignment Room
- 6. Click **Does Not Meet** under **Schedule** to add the Meeting Day and Time:
 - a. Click Patterns, then select MP- Hybrid 2x week 50 min M W

Scheduling – ANT 1013-002: Introduction to Anthropology					
0	Days 💌		Patterns - ANT 1013-002 AFF AFF 004		
8am			MP- Main- Hybrid 1x week- 50min M-W-F MP- Main- Hybrid 1x week- 75min M-T-W-R-F V MP- Main- Hybrid 2x week- 50min MW		
9am			User Defined		
4.0	(1) T (

b. Click to add the meeting time and day and click Accept:

1pm	A. ANT 1013-002 (38343) AFF	A.	ANT 1013-002 (38343) AFF
	1p – 1:50p	1p) – 1:50p

c. If no Meeting patterns display, select User Defined to add the meeting time:

Patterns 🔻	ACC 2013-012 AFF	AFF 001-002
🗸 User Defi	ned	
MWF 10 am	- 10:50 am	Add

Tip: Remember to include AM or PM after the time.

7. Save section.

How To Delete a Section

Note: Sections can only be deleted in Schedule Development phase. Once the schedule has been published, you must Cancel a section instead.

Click the course

Click the section, then click the gray X on the left:

BIO 1	414 -	Biosci	ences II			0 0
8	0A1	AFF	Instructor Not Assi	MW 2:30pm-3:45pm	Biosciences II(Q)	
8	-0	BFF	Instructor Not Assi	T 7am-9:55am	Biosciences II(Q)	
0	-0	BFF	Instructor Not Assi	Does Not Meet	Biosciences II(Q)	

How To Delete a Course from the Schedule

Caution: This should only be done if a course *will not be taught* during the semester– **this deletes ALL** sections of a course.

To delete a course and ALL of its sections, click the red X on the right:

BIO	1404 -	Biosci	ences l		
0	0A1	AFF	Instructor Not Assi	TR 10am-11:15am	Biosciences I (Q)
8	-0	BFF	Instructor Not Assi	F 7am-9:55am	Biosciences I (Q)
8	-0	BFF	Instructor Not Assi	F 10:30am-1:25pm	Biosciences I (Q)

How To Validate the Schedule and Start Workflow

When all updates are complete on your Scheduling Unit, and you are in Schedule Development phase, click the **Validate** button:



A list of all errors will appear, click the blue arrow icon 🎬 to display specific sections:

Validating Scheduling	Unit		ΘX
2 1	Rule Validatio	on Complete	
Total: 46	Complete: 46	Passed: 44	Failed: 2 🖆
Standard Meeting Pattern	ern		*
You are not using a standa	ard meeting pattern.		
Show noncompliant se	ections 🖆		

Click the gray **Export** button to see an Excel list of all errors:

I Export

Examples of Possible Errors:

Standard Meeting Pattern – sections have non-standard meeting patterns.

- Standard Meeting Pattern
 - You are not using a standard meeting pattern.
 - Show noncompliant sections

Schedule Type and Instructional Method do not match:

- 35. Schedule type ending in *FF must match instructional method FF, H2, or ID and vice versa.
 - 35a. Schedule type ending in *FF must match instructional method FF, H2, or ID. 🖆

Schedule needs to be approved by Dept. Chair to move the schedule from Design to Refine Mode:

St. Scheduling Unit submissions from Design Mode to Refine Mode require approval from department chairs

1. Scheduling Unit submissions from Design Mode to Refine Mode require approval from department chairs

• 51. Scheduling Unit submissions from Design Mode to Refine Mode require approval from department chairs 🗠

How To Start Workflow

When all updates are finished and errors have been corrected, click the blue **Start Workflow** button to submit the entire Scheduling Unit to your Department Chair for approval.

You should ONLY click this button if all of your edits to the schedule are finished.



When the schedule is in Workflow, you will see the following message at the top of the screen – "This Scheduling Unit is now in Workflow. Changes are Not Allowed at this Time."

CourseLeaf/CLSS - Summer 2022 - Accounting

This Scheduling Unit is now in Workflow. Changes are Not Allowed at this Time.

Workflow Steps for Unit Approval

The scheduling unit is submitted to your Department chair and Associate Dean for approval. Once the unit is approved it goes into Refine mode. All data will be transferred into Banner and will reflect on the schedule. Any changes made in Refine mode flow directly into Banner and are viewable in the schedule, unless they trigger a workflow approval.

How To Cancel a Section

If a section will not be taught – it should be Canceled.

1. Open the section, select Status Cancelled.

Edit Section -	DEM 4963-001: Social Demography and F
Section Informa	ation
Title/Topic	Social Dem and Public Policy (Default Val \checkmark
Section #	001
Credit Hrs	3
Status	Cancelled 🗸

2. Under Schedule, click red x to delete Meeting times:

Schedule	
🛗 M 11:30am-12:45pm	×

3. Remove Instructor by clicking the blue pencil, then select Instructor Not Assigned, and Save.

Instructors	
Instructor	
M 11:30am-12:45pm	Lecture (
Tinstructor Not Assigned	~

Note: All Cancellations must go through workflow approval and be approved by Department chairs, Associate Deans, and Deans before they are canceled. Registered students are dropped.

How To Close a Section

Sections may be Closed to enrollment temporarily and are not visible on the schedule while closed. Closed sections do not receive room assignments. Additionally, if students are enrolled, they can't remove themselves from a Closed section. If a section will not be taught, it should be Canceled instead – see above.

Open the section, select Status Closed, and Save.

Note: All requests to Close sections go through workflow approval and require approval by Department chairs, Associate Deans, and Deans before they are closed.

Reporting Features in CLSS - Visualize, Heat Map

Click the Visualize button to see a heat map of your scheduling unit:

CourseLeaf/CLSS – Summer 2022 – Accour	iting					1 Flor He	rnandez 🌘	C Log Out
This Sche	duling Unit is now in Workflow.	Changes are	Not Allowed	at this Time.				
26 Courses, 53 Sections 🊦 ‡	Workflow Status 👻	View By 👻	☑ Validate	🛠 Bridge Tools	👌 Visualize	▼ Filter	🖽 Framer	Export 👻
						-		

Heat Map view

Lighter shades indicate fewer sections, and darker shades represent busier sections.

Hover over a particular shade of red to show the number of courses at that time.

Click inside the heat map for a detailed description, including sections that start earlier but are included in the selected time slot.

Summer 20	022 – Accounting					6	X
Days 👻	1				3	40	
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
2							_
sam							
9am							-
10am							
11am						-	-
12pm							- 1
1pm							
2pm					-		
3pm							
4pm							
5pm					-		
6pm							
7pm							-
8pm							

The shaded bar at top gives a visual of sections – the far-left number is the smallest number of sections, the far-right is the highest number of in person sections at a given time.

The smaller blue box shows the number of sections that do not have scheduled meeting times.



Reporting Features in CLSS - Export Options

Click the **Export** button to generate an Excel or PDF list of all sections in your Scheduling Unit:

CourseLeaf/CLSS – Summer 2022 – Accounting						L Flor He	ernandez 🕜	🕒 Log Out
This Scheduling U	Init is now in Workflow.	Changes are	Not Allowed	at this Time.				
26 Courses, 53 Sections ‡ ‡	Workflow Status 👻	View By 👻	Validate	🛠 Bridge Tools	Visualize	T Filter	🔲 Framer	Export 👻

Excel list

Check off the fields you would like to display in your list, then click Generate:

CLSS ID Image: CRN Image: Term Term Code Department Code Subject Code Catalog Number Course Section # Course Title Long Title Schedule Type Title/Topic Meeting Pattern Meetings Meeting Room Attributes Instructor Room Status Part of Term Campus Inst. Method Special Approval Credit Hrs Min Course Attributes Room Attributes Enrollment Maximum Enrollment Prior Enrollment Wait Cap Cross-listings Cross-list Maximum Link To Internal Notes Comments Final Exam	Result Fields:		✓ Check All Uncheck All
CLSS ID CNN CIENT Image: Term Code Image: Department Code Subject Code Catalog Number Course Section # Course Title Long Title Schedule Type Title/Topic Meeting Pattern Meetings Meeting Room Attributes Instructor Room Status Part of Term Campus Inst. Method Special Approval C credit Hrs Min Course Attributes Room Attributes Enrollment Maximum Enrollment Prior Enrollment Wait Cap Cross-listings Cross-list Maximum Link To Internal Notes Comments Final Exam		CON	
Infinite Code Impact their Code Impact Code Impact Code Impact their Code Impact Code Impact Code Impact Code Impact Code I	CLSS ID	CNN Code	Subject Code
Image: Consecting Pattern Image: Consecting Pattern Image: Consecting Room Attributes Imstructor Image: Method Imstructor Image: Status Image: Status	Catalog Number	Course	Section #
Iter	Course Title	Long Title	Schedule Type
C Meeting Room AttributesC InstructorRoomStatusPart of TermC CampusInst. MethodSpecial ApprovalC Credit Hrs MinC Credit HrsG Grade ModeAttributesC Course AttributesRoom AttributesEnrollmentMaximum EnrollmentPrior EnrollmentWait CapC Cross-listingsC CommentsFinal Exam	✓ Title/Topic	Meeting Pattern	✓ Meetings
Image: StatusImage: Part of TermImage: CampusInst. MethodSpecial ApprovalCredit Hrs MinCredit HrsGrade ModeAttributesCourse AttributesRoom AttributesEnrollmentMaximum EnrollmentPrior EnrollmentWait CapCross-listingsCross-list MaximumLink ToInternal NotesCommentsFinal Exam	🗹 Meeting Room Attributes	Instructor	Z Room
Inst. Method Image: Special Approval Image: Credit Hrs Min Image: Credit Hrs Image: Grade Mode Image: Attributes Image: Course Attributes Image: Grade Mode Image: Attributes Image: Course Attributes Image: Grade Mode Image: Attributes Image: Maximum Enrollment Image: Prior Enrollment Image: Wait Cap Image: Cross-listings Image: Cross-list Maximum Image: Link To Image: Internal Notes Image: Cross-list Maximum Image: Final Exam	🗹 Status	🗹 Part of Term	🗹 Campus
Credit Hrs I Grade Mode I Attributes Course Attributes I Room Attributes I Enrollment Maximum Enrollment I Prior Enrollment I Wait Cap Cross-listings I Cross-list Maximum I Link To I Internal Notes Comments Final Exam	🗹 Inst. Method	Special Approval	🗹 Credit Hrs Min
Course Attributes Image: Course Attributes Image: Course Attributes Maximum Enrollment Image: Cross-list Maximum Image: Cross-list Maximum Cross-listings Image: Cross-list Maximum Image: Cross-list Maximum Internal Notes Image: Cross-list Maximum Image: Cross-list Maximum	🗹 Credit Hrs	🗹 Grade Mode	✓ Attributes
Maximum Enrollment Prior Enrollment Wait Cap Cross-listings Cross-list Maximum Link To Internal Notes Comments Final Exam	Course Attributes	🗹 Room Attributes	C Enrollment
Cross-listings Cross-list Maximum Link To Internal Notes Comments Final Exam	🗹 Maximum Enrollment	🗹 Prior Enrollment	🗹 Wait Cap
✓ Internal Notes Comments ✓ Final Exam	Cross-listings	🗹 Cross-list Maximum	🗹 Link To
	Internal Notes	Comments	🗹 Final Exam
🗹 Exam Group	🗹 Exam Group		

PDF List

PDF will display: Course, title, section number, Instructor, Meeting days and times, and room number.

SUMMER 2022

Generated 2/10/2	022, 10:04:01 AM			
ACC 2003 - Found	dations Of Accounting			
01F AIN (NEW)	Conrad, Stacy [Primary, 100%]		MTWRF 11am-12:30pm	Internet Class
ACC 2013 - Princi	ples of Accounting I			
01F AIN (32720)	Vaello, Linda 100%]	(Primary,	Does Not Meet	No Room Needed

Framer Tool

Use the Framer tool to view courses from previous semesters or duplicate a section from a previous semester.

Click the **Framer** button to open the Schedule Framer:

CourseLeaf/CLSS – Summer 2022 – Accounting	L Flor Hernandez 👔 🕒 Log Ou							
This Scheduling Unit is now in Workflow. Changes are Not Allowed at this Time.								
26 Courses, 53 Sections 🚦 🛊 View By	🗸 🕼 Validate 🕺 Bridge Tools 🔥 Visualize 📪 Filter 🔲 Framer 🛛 Export 🕇							

Schedule Framer

CourseLeaf/CLSS – Schedule Framer 2 CourseLeaf/CLSS – Schedule Fra					
			View 👻 🝸 Filter 😢 Export		
	Summer 2022	Fall 2022	Fall 2021 (H)		
ACC 2003 Foundations Of Accounting	1 AIN (100)	1 AIN (100)	1 AIN (33)		
ACC 2013 Principles of Accounting I	2 AIN (160)	5 AIN (750) 4 AFF (265)	5 AIN (677) 4 AFF (240)		
ACC 2033 Principles of Accounting II	1 AIN (150)	4 AIN (515) 1 AFF (65) 1 AHB (100)	4 AIN (413) 2 AFF (37) 1 AHB (93)		
ACC 3023 Intermediate Accounting I	1 AIN (75)	2 AFF (110) 1 AIN (100)	2 AFF (59) 1 AIN (33)		

Click the **View** button for different view options:



Select **Customize** to choose specific semesters.

Duplicate a Section

Hover over a previous (Historical) section – it will be marked "H" – box will turn red:



Click the red box to duplicate the section – select the term to add the section to, and click Accept: