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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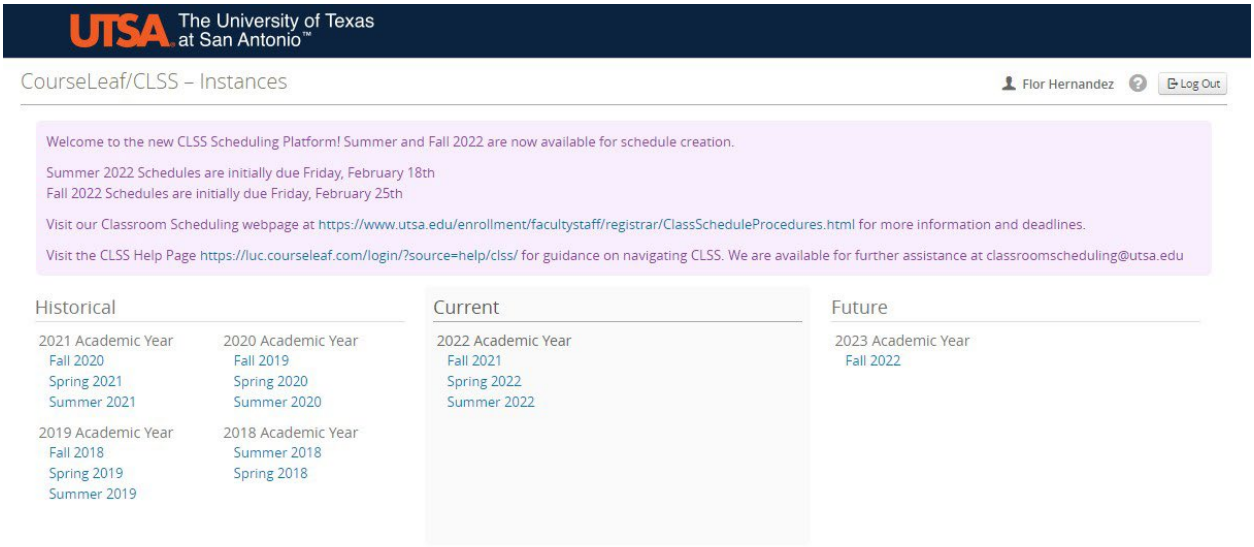
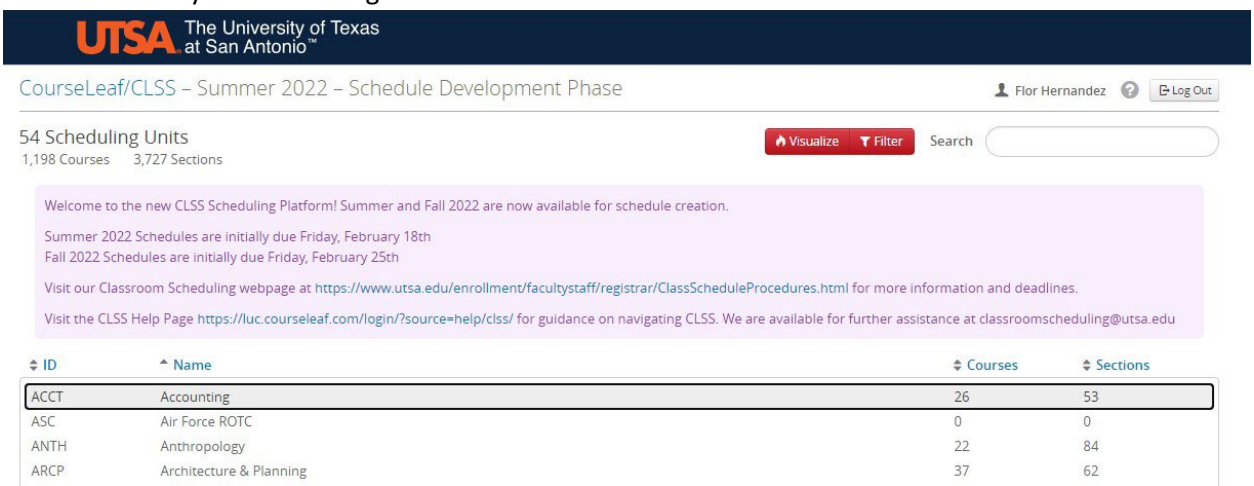
How to Edit the Schedule in CLSS Courseleaf

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

Click on the Term:



Double click on your Scheduling Unit:

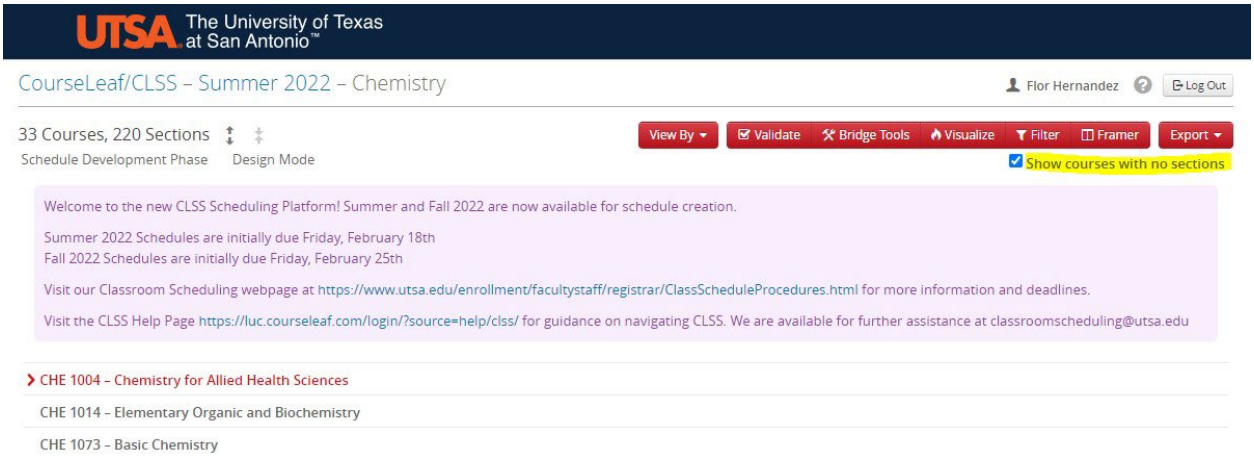


Schedule View Options

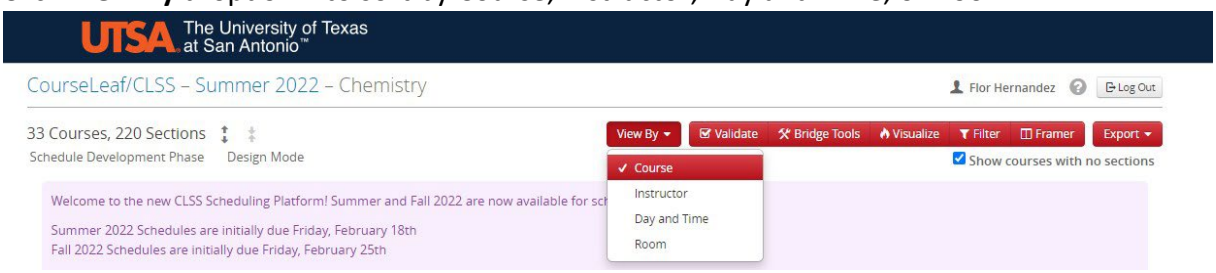
Click **Expand All** arrows to show all sections:

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

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



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



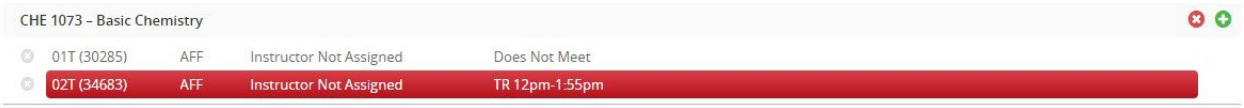
Add a New Section

Double click the course and click the **green + button**

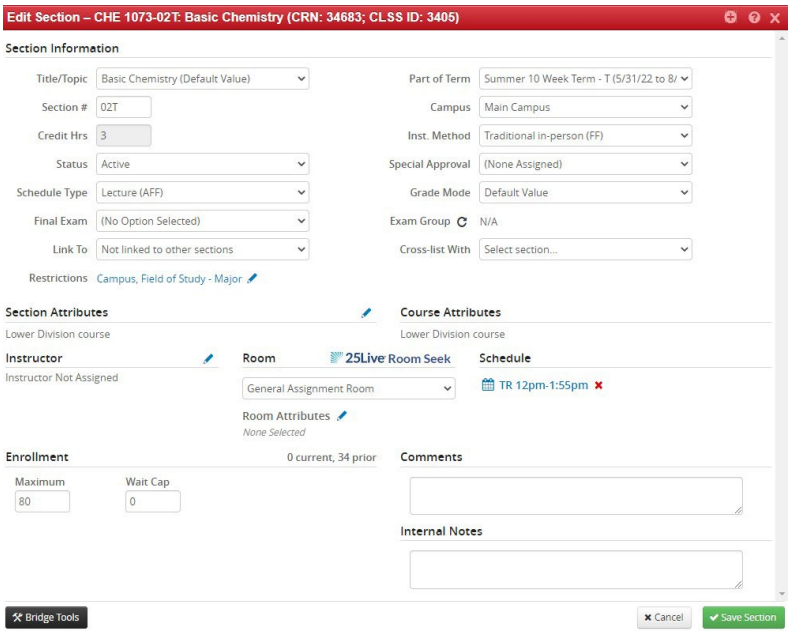
Edit an Existing Section

Double click the class

Double click the section



How To Edit a Section: Overview of all fields



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]

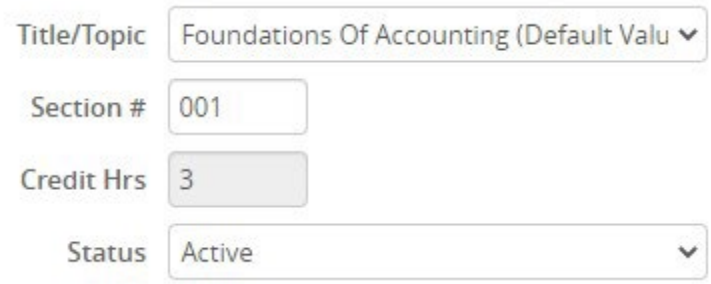
[Section Attributes, View Course Attributes]

[Instructor, Room]

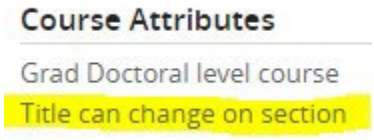
[Meeting Time]

[Enrollment, Comments, and Internal Notes]

Edit Title, Section #, Credit Hours, Status



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:



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.

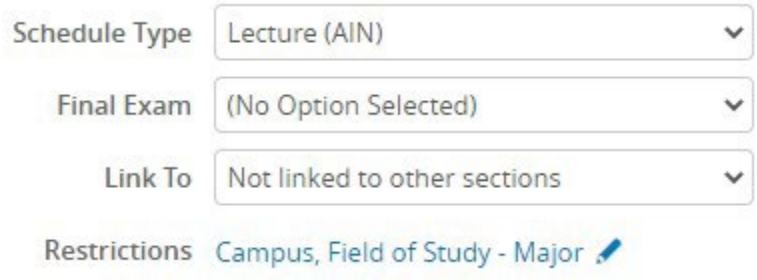
4. **Status** – Select **Active**

   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.

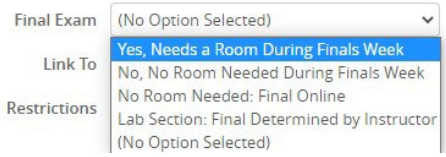
   Cancelled– After the schedule has been published, courses must be canceled, not deleted. If students are registered, sections may only be canceled by Classroom scheduling.

Edit Schedule Type, Final Exam, Link To, Restrictions



5. **Schedule Type** –
   AFF, BFF, *FF (Lecture, face-to-face)– In-person class.

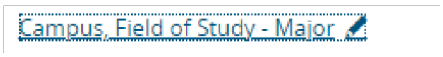
6. **Final Exam** – Select option.



   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)

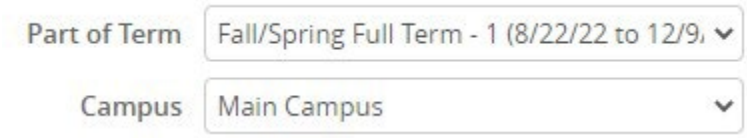
8. **Restrictions** – Click the Pencil icon to view or edit course restrictions:



   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



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.

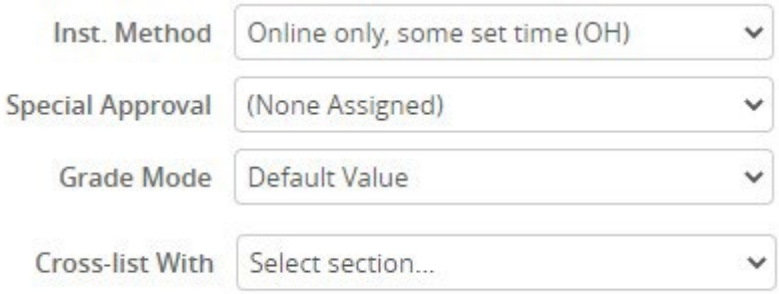
Summer– select from following Summer terms: First
5 Week – F
Second 5 Week – S
10 Week – T
First 4 Week – J
Second 4 Week – L
May 3 Week - M
8 Week term - 8

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



11. Inst. Method-

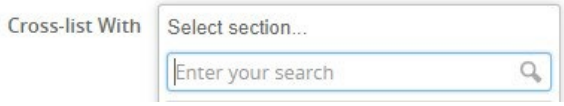
Traditional In-person (FF) – Face to Face
Mix of in-person and online (HB) – Hybrid 1/2
Mostly in-person, some online (H2) – Hybrid 2/3
Mostly online, some in-person (H1) – Hybrid 1/3
Online only, no set time (OA) – Online Asynchronous
Online only, at set time (OS) – Online Synchronous
To be arranged (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:



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.

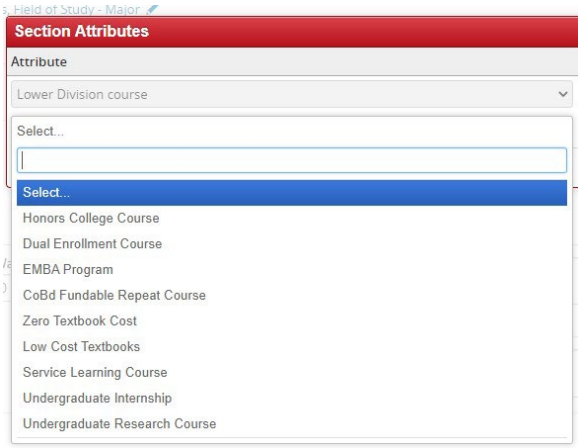
Edit Section Attributes, View Course Attributes

15. Section Attributes –

Click the Pencil icon to view or edit Section Attributes:

Click the green + icon to add a Section attribute:

Click the Select dropdown to add an attribute:



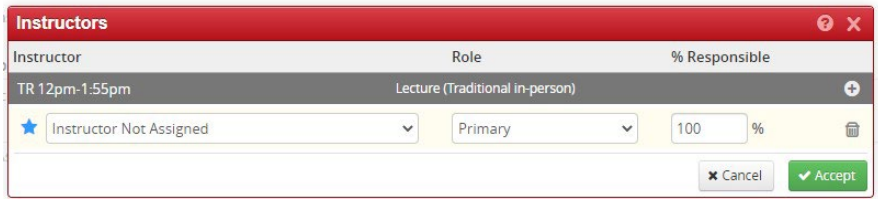
16. Course Attributes – These attributes are viewable, but not editable in CLSS. They can only be changed at the Catalog level.

Edit Instructor, Room

17. Instructor –

Click the pencil icon to add an Instructor:

Click the dropdown and begin typing an instructor name:



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.

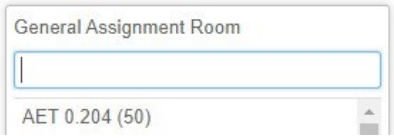
To add more than 1 Instructor, click the gray + icon:

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.

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



Room Attributes –

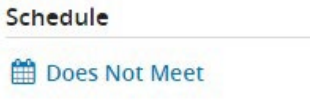
Click the blue pencil Icon to request specific room attributes.
Click the green + icon to add a requested room attribute and click Accept. (ex – Active connected, Moveable tables and chairs, blackboard or whiteboard).

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

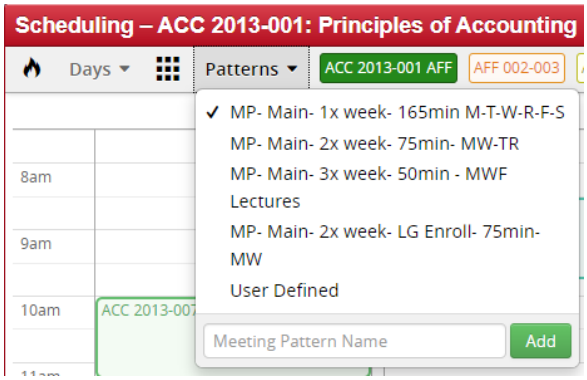
19. **Schedule –**

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

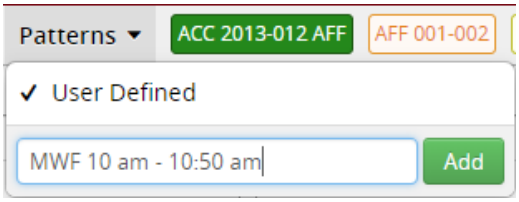


Click **Patterns** and select an appropriate meeting pattern:

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

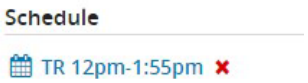


If no Meeting patterns display, select **User Defined** to add the meeting time:



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)

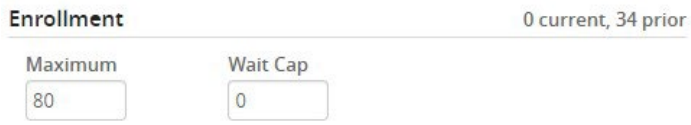


Edit Enrollment, Comments, and Internal Notes

20. **Enrollment –**

Click **Maximum** box to change Max enrollment

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



21. **Comments –**

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

22. **Internal Notes**

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

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:

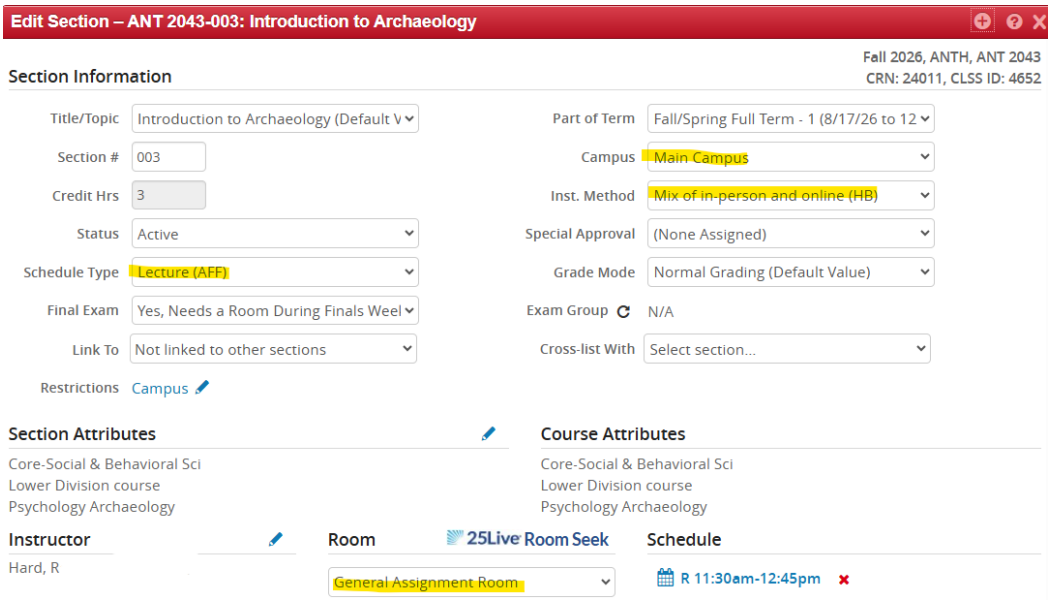
Hybrid ½ (HB) - Traditional courses that meet two days per week (**MW** or **TR**). One of the two days, it meets in-person and remainder is online.

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.

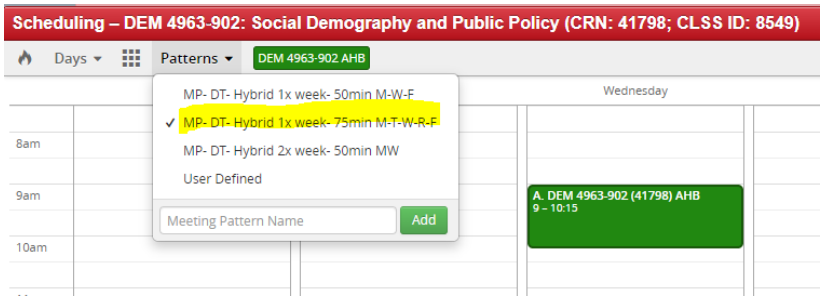
Note that the only meeting time that is entered in CLSS is the In-person meeting time.

Add a Hybrid ½ (HB) section

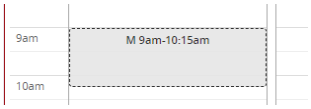


1. Select **Campus** – **Main Campus** or **DT**
2. Select **Instruction Method – HB**
3. Select **Schedule Type – AFF**
4. Select **Final Exam – No Room Needed – Final Online** (Note that Hybrid sections are expected to have their Final exams online – if an in-person Final exam is needed, be sure to 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:

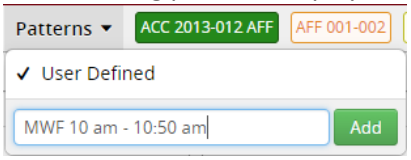
a. Click **Patterns**, then select **MP -Hybrid 1x week – 75 min MTWRF**



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



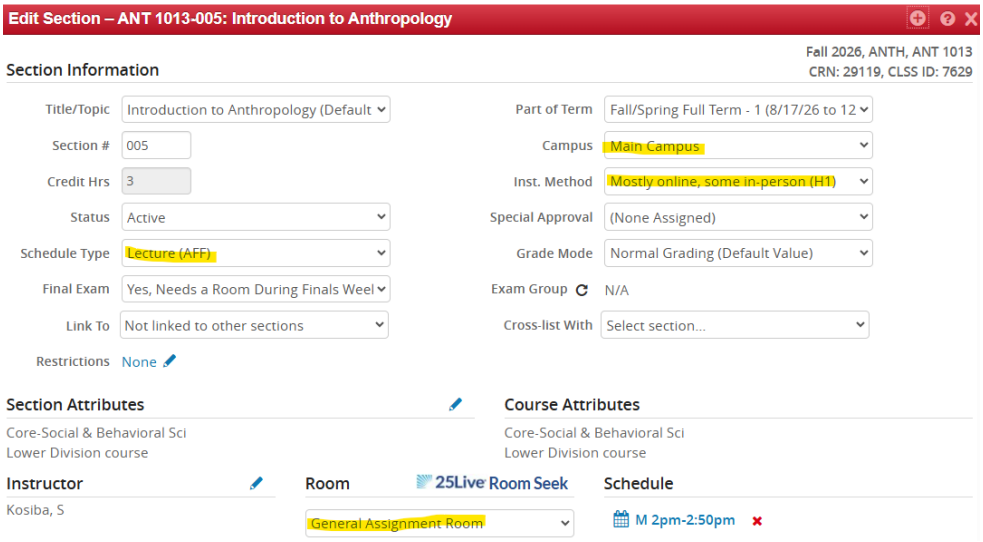
c. If no Meeting patterns display, select **User Defined** to add the meeting time:



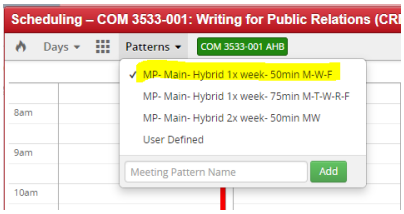
Tip: Remember to include **am** or **pm** after the time.

7. **Save section.**

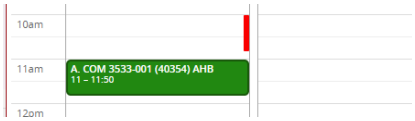
How to Add a Hybrid Section in CLSS: Add a Hybrid 1/3 (H1)



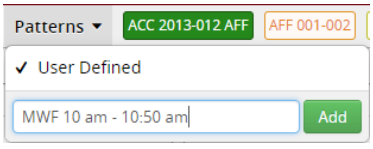
1. Select **Campus** – **Main Campus** or **DT**
2. Select **Instruction Method – H1**
3. Select **Schedule Type – AFF**
4. Select **Final Exam – No Room Needed – Final Online** (Hybrid sections are expected to have their Final exams online – if an in-person Final exam is needed, be sure to select that, 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 1x week – 50 min M W F**



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

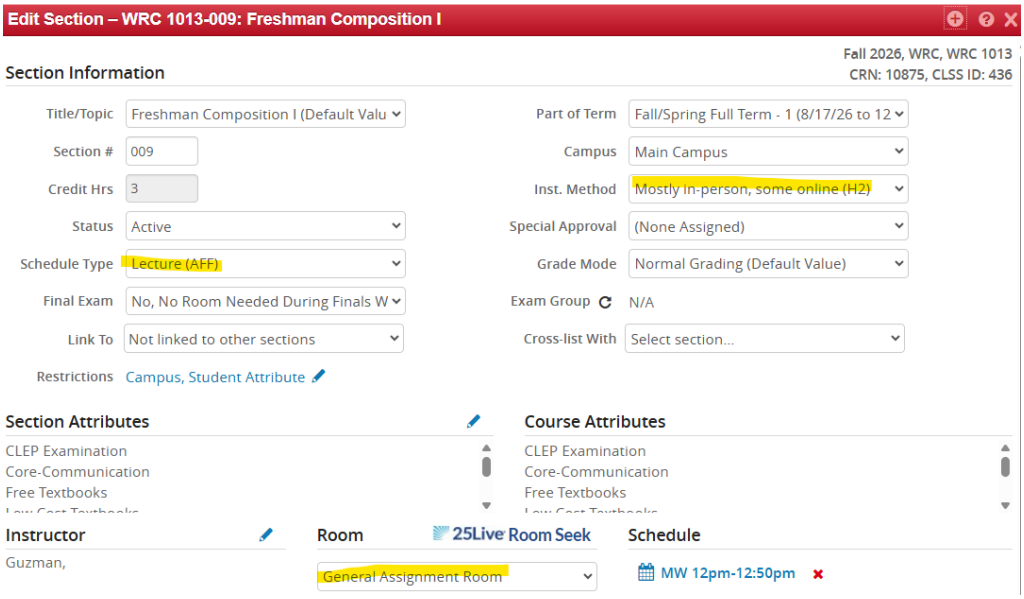


    c. If no Meeting patterns display, select **User Defined** to add the meeting time:

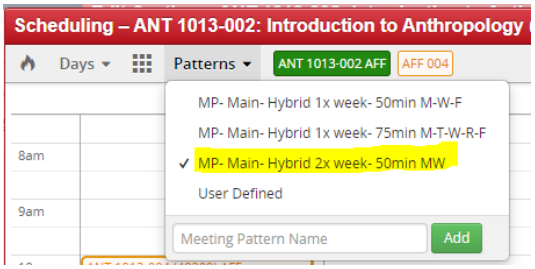


    Tip: Remember to include AM or PM after the time.
7. **Save section.**

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

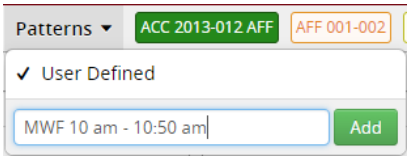


1. Select **Campus** – **Main Campus** or **DT**
2. Select **Instruction Method – H2**
3. Select **Schedule Type – AFF**
4. Select **Final Exam – No Room Needed – Final Online** (Hybrid sections are expected to have their Final exams online – if an in-person Final exam is needed, be sure to select that, 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**



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

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



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

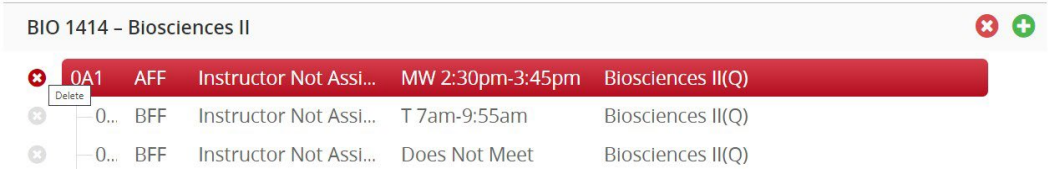
7. **Save section.**

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

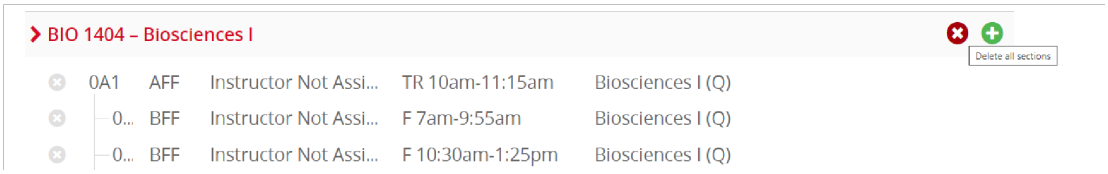
Click the section, then click the gray X on the left:



How To Delete a Course from the Schedule

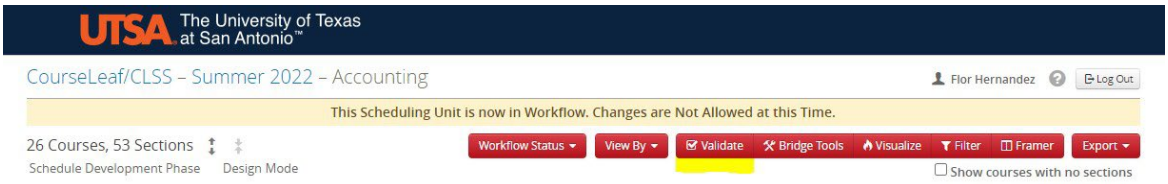
Caution: This should only be done if a course *will not be taught* during the semester– **this deletes ALL sections of a course.**

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

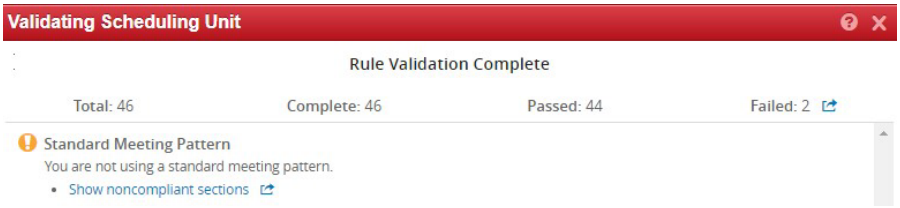


How To Validate the Schedule and Start Workflow

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:



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

Examples of Possible Errors:

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

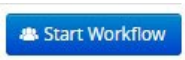
Schedule Type and Instructional Method do not match:

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

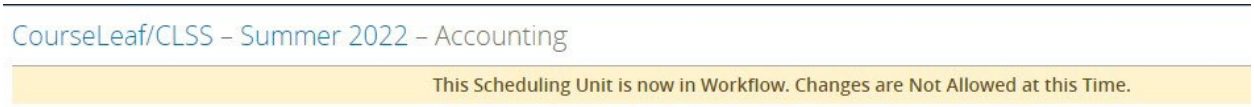
How To Start Workflow

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."**



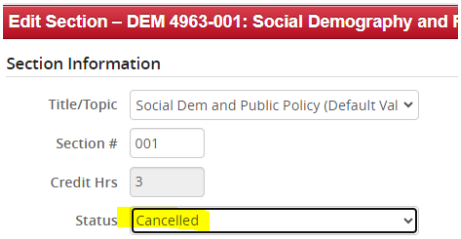
Workflow Steps for Unit Approval

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.

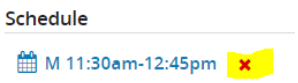
How To Cancel a Section

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

1. Open the section, select Status **Cancelled**.



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



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

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

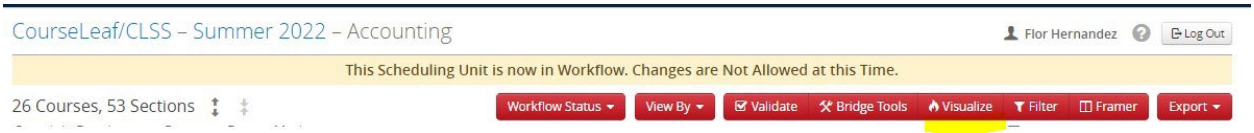
Sections may be Closed to enrollment temporarily and are not visible on the schedule while closed. Closed sections do not receive room assignments. Additionally, if students are enrolled, they can't remove themselves from a Closed section. If a section will not be taught, it should be Canceled instead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

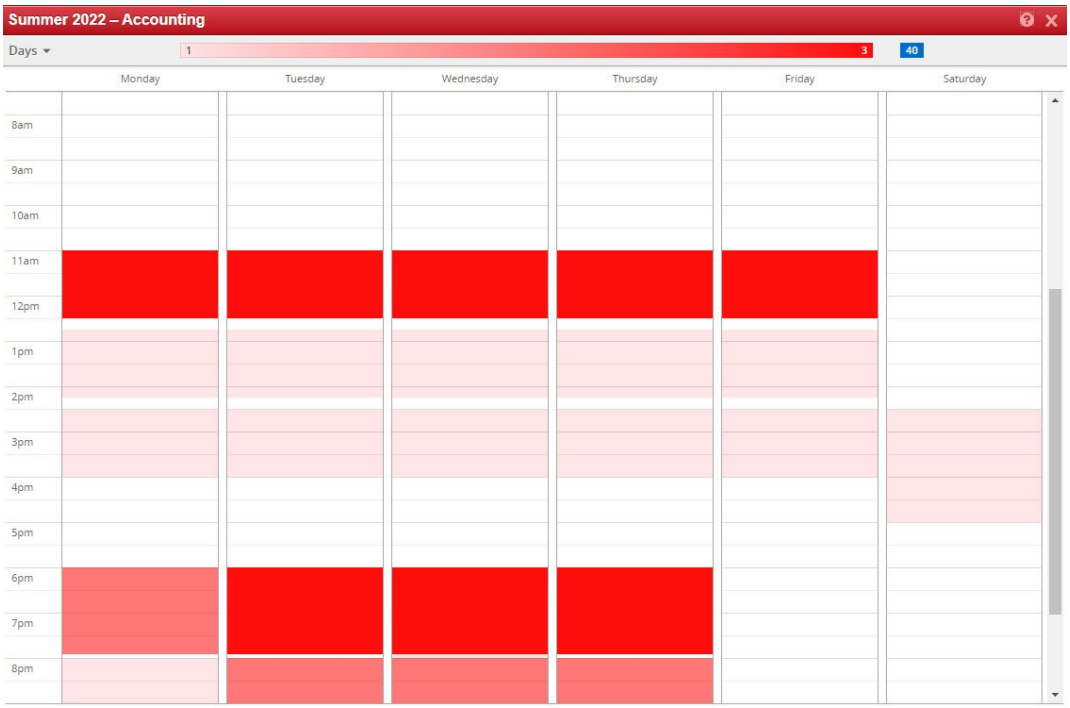


Heat Map view

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

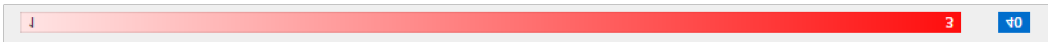
Hover over a particular shade of red to show the number of courses at that time.

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



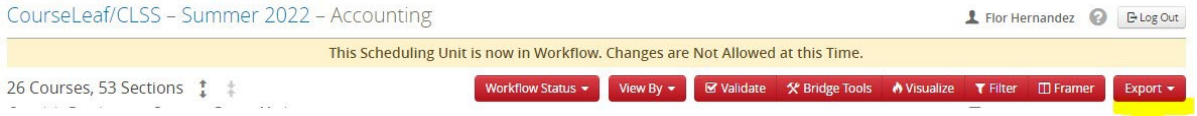
The shaded bar at top gives a visual of sections – the far-left number is the smallest number of sections, the far-right is the highest number of in person sections at a given time.

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



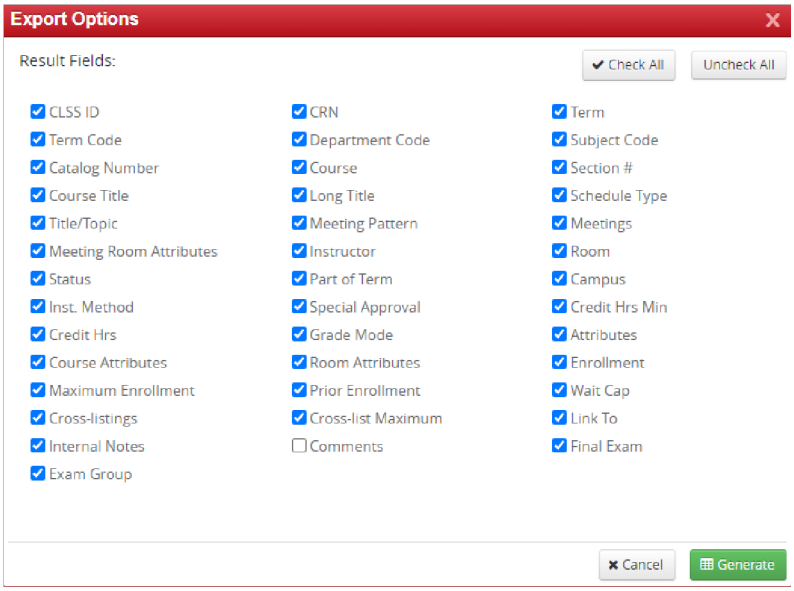
Reporting Features in CLSS - Export Options

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



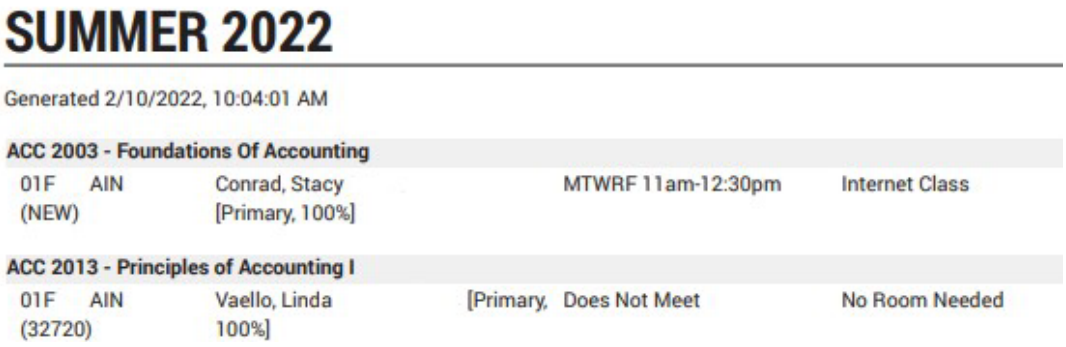
Excel list

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



PDF List

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



SUMMER 2022

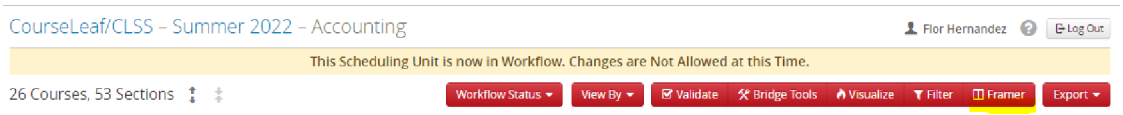
Generated 2/10/2022, 10:04:01 AM

ACC 2003 - Foundations Of Accounting					
01F (NEW)	AIN	Conrad, Stacy [Primary, 100%]		MTWRF 11am-12:30pm	Internet Class
ACC 2013 - Principles of Accounting I					
01F (32720)	AIN	Vaello, Linda	[Primary, 100%]	Does Not Meet	No Room Needed

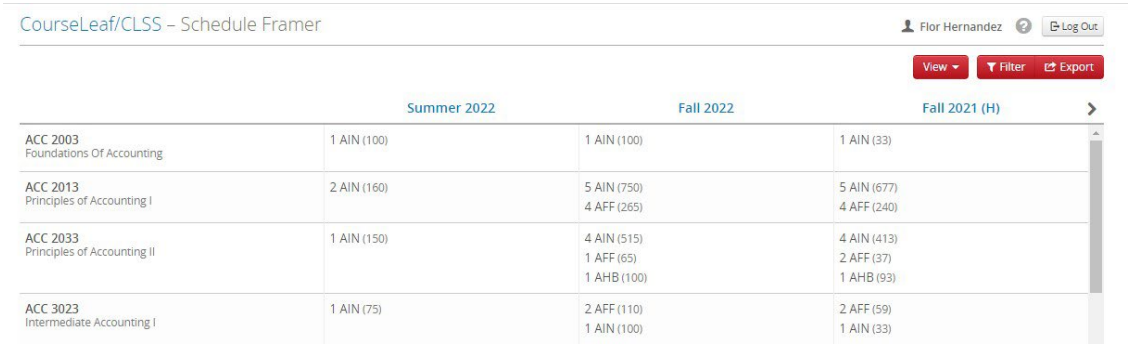
Framer Tool

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

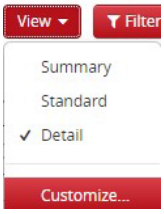
Click the **Framer** button to open the Schedule Framer:



Schedule Framer



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: