How to Edit the Schedule in CLSS Courseleaf

Login to CLSS: https://utsa-clss-impl.dev7.leepfrog.com/wen/

Click on Term:

![CourseLeaf/CLSS - Instances](https://example.com/courseleaf.png)

Double click on your Scheduling Unit:

![CourseLeaf/CLSS - Summer 2022 - Schedule Development Phase](https://example.com/courseleaf.png)
Schedule View Options

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

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

If courses have not been added, click “Show Courses With No Sections”

Click **View By** dropdown to sort by Course, Instructor, Day and Time, or Room:
How to Edit the Schedule in CLSS Courseleaf

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

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

How To Edit a Section
Edit Title, Section #, Credit Hours, Status

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

   ![Course Attributes](https://via.placeholder.com/150)

   - 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, ten-week 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** – 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

<table>
<thead>
<tr>
<th>Schedule Type</th>
<th>Lecture (AIN)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Exam</td>
<td>(No Option Selected)</td>
</tr>
<tr>
<td>Link To</td>
<td>Not linked to other sections</td>
</tr>
<tr>
<td>Restrictions</td>
<td>Campus, Field of Study - Major</td>
</tr>
</tbody>
</table>

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

7. **Link To** – use this field for Linked classes (ex. Lecture and lab sections)

8. **Restrictions** – Click the Pencil icon to view or edit course restrictions:
   - [Campus, Field of Study - Major](#)
   - Most sections will have a Campus restriction to Exclude ONL campus.
   - Some sections may have Field of Study or Major restrictions.
Edit Part of Term, Campus

<table>
<thead>
<tr>
<th>Part of Term</th>
<th>Fall/Spring Full Term - 1 (8/22/22 to 12/9),</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus</td>
<td>Main Campus</td>
</tr>
</tbody>
</table>

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): Used for Online Synchronous (OS), Online Hybrid (OH), and Online Asynchronous (OA) only.

- **Online Campus** (ONL): Used only for ONL sections.
Edit Instructional Method, Special Approval, Grade Mode, Cross-List

**Inst. Method**

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

**Special Approval**
- Advisor Approval required
- Department Approval required
- (Student registration approval given on SFASRPO by selecting S1 from the drop down box.)
- Independent Study approval required

**Grade Mode**
- leave blank (Default value)
- Exception: Select Honors College Grading for Honors courses.

**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” and any changes made to the parent will be saved to the “child” section.

To remove cross-listing – you must remove it 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:
   
   ![Section Attributes](image)

   Click the green + icon to add a Section attribute:
   
   ![Add Attribute](image)

   Click the Select dropdown to add an attribute:
   
   ![Select Attribute](image)

16. **Course Attributes** – These attributes are viewable, but not editable.
   
   ![Course Attributes](image)
Edit Instructor, Room

17. Instructor –
Click the pencil icon to add an Instructor:

Click the dropdown and begin typing an instructor name:

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

Click the Trash can icon to delete an Instructor:

18. Room –
General Assignment Room – Default value for all in-person classes
Internet Class – Select for Internet classes with no room needed
No Room Needed – Select if no room is needed.

If your Department has access to Department-owned rooms, click the dropdown to select:
Edit Meeting Time, Enrollment, Comments, Internal Notes

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

   ![Schedule](image)

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

   ![Schedule](image)

20. **Enrollment** –
   Click **Maximum** box to change Max enrollment
   Wait cap is not editable

   ![Enrollment](image)

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

   ![Comments](image)

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

   ![Internal Notes](image)
Delete a Section

Click the course

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

Delete a Course from the Schedule

**Note**: This should only be done if a class *will not be taught* during the semester.

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

When all updates are complete on your Scheduling Unit, click the **Validate** button:

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

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.

Honors grade mode or Honors attributes missing:

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:

- 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.”
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 – far-left number is least amount of sections, far-right is number of sections at the busiest time.

Smaller blue box shows the number of sections that do not meet.
Reporting Features in CLSS – Export

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.
Reporting Features in CLSS – Framer

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

Click the Framer button to open the Schedule Framer:

Schedule Framer

Change View

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: