UVU

ACADEMIC SCHEDULING OFFICE

CourseLeaf CLSS

Instructions

JUNE 2023

Academic Scheduling
CLSS – *CourseLeaf Section Scheduler*

Introduction

CourseLeaf Section Scheduler (aka "**CLSS**") streamlines how departments prepare their class sections each term. This software allows authorized department schedulers to add, modify, and cancel sections from their semester schedules, and uses "phases" to permit or restrict (lock) those activities. In addition to section details, it displays semester, scheduling unit (department code), current phase, current mode, and key processing dates.

Navigation	**CourseLeaf CLSS**, https://nextcatalog.uvu.edu/wen/ **CourseLeaf CIM**, https://nextcatalog.uvu.edu/courseadmin/
Resources	**Academic Scheduling,** https://www.uvu.edu/academicscheduling/index.html **CourseLeaf CLSS Help,** https://luc.courseleaf.com/help/clss/ **Curriculum Office,** https://www.uvu.edu/curriculumoffice/index.html **UVU Course Catalog,** https://www.uvu.edu/catalog/current/
Terminology	**Instance –** The semester (term) being accessed (e.g., Spring 2024). **Scheduling Unit –** The scheduling unit refers to your academic department code. Multiple subjects may be included in one scheduling unit. **Modes** – There are two modes associated with CLSS: Design and Refine. UVU uses Refine mode only, which allows schedulers to submit individual section requests vs batch submissions. **Section –** A single course offering (class) scheduled with an instructor. **Phases –** Periods of time for scheduling a semester, which are defined as: **Phase 0 – Planning:** Several months in advance of actual data entry, academic departments begin planning a new semester. To assist with this process, historical data is available in CLSS. **Phase 1 – Initial Review:** Banner data is rolled (copied) from the previous like-semester *(e.g., Fall 2023 to Fall 2024)* and imported to CLSS. All **major** section changes, including the assignment of classrooms and/or labs *(where prescheduling authority exists)* <u>must</u> be submitted in Phase 1.

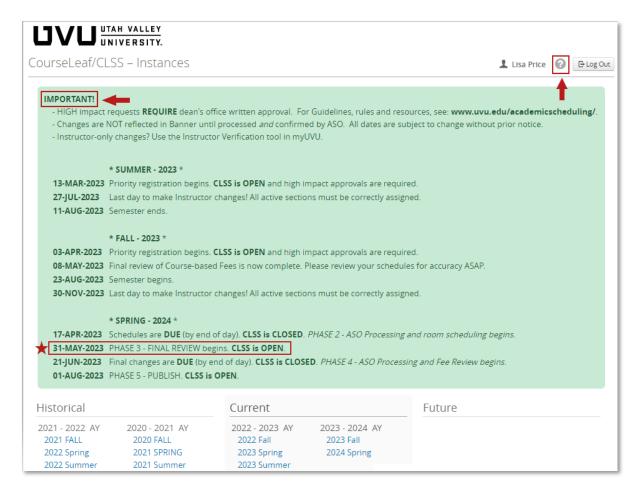|	
	Phase 2 – ASO Processing and Room Scheduling: The semester is temporarily locked to accommodate data review and processing, and automated room scheduling. Requests are <u>not</u> accepted during this phase *(includes CLSS, phone and email).* **Phase 3 – Final Review:** **Minor**, low-impact section changes can be requested *(subject to space availability).* High-impact requests require dean's office written approval and justification before processing. **Phase 4 – ASO Processing and Fee Review:** The semester is temporarily locked to accommodate data review and processing, which includes a course-based fee review. Requests are <u>not</u> accepted during this phase *(includes CLSS, phone and email).* *Banner student views open.* *Priority registration begins.* **Phase 5 – Publish:** Modify sections as enrollment numbers dictate. For example: cancel low enrolled sections, request enrollment increases, or create additional sections to support student demand. *Semester begins.* **Phase 6 – Archive:** Semester has ended. No changes can be accepted (includes CLSS, phone and email). However, the data remains viewable for historical comparisons.
SIS Rules	CourseLeaf CLSS has a series of inherent rules that are specific to the SIS (Banner) and include the following: **Section Numbers** - Each section of a course must have a unique section number. **Variable Credit Course** – The credit hours field must be populated with a number that is within the range set at the course level. **Canceled Sections –** Canceled sections cannot have a meeting pattern, room assignment, or instructor. **Instructor Assignments –** The value "Staff" cannot be selected as the instructor with the Primary role.

CLSS Navigation

1. Navigate to [CourseLeaf CLSS](#). Login using your UVID credentials (and dual authentication), as needed.

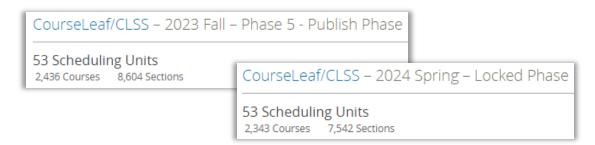The CourseLeaf CLSS - Instances "Welcome" screen will be displayed. For example:
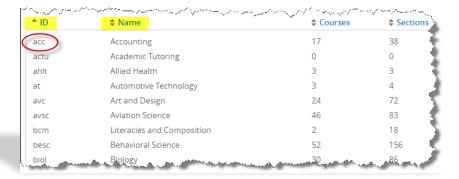
This screen includes:

- Current semester phases, descriptions, and strict deadlines.
- Important reminders and announcements.
- CLSS tips and help topics are accessed by clicking the "**?**" icon (top, right screen).

2. To begin editing your schedule, select the appropriate semester from the "Current" or "Future" list.

The semester selected will then be noted at the top of the next screen, along with the current phase. You can also see the number of scheduling units, courses, and sections that currently exist. For example:

The scheduling unit list can be sorted by clicking any column heading. By default, CLSS will display alphabetically by "Name".

Double-click on a scheduling unit to display all subjects and courses within that unit (or department) where sections currently exist.

> **? Did You Know…?**
>
> If a particular subject and/or course does not appear in your list, it could mean:
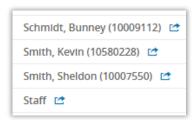>
> - the course is inactive,
> - the course has not reached the final level of approval in the curriculum process, *or*
> - no active sections currently exist for the course.

3. Once you've selected a scheduling unit, you'll see the following options (top, right):

[View By ▼] [☑ Validate] [🔥 Visualize] [▼ Filter] [⊞ Framer] [Export ▼]

Selecting **View By** gives the option to list all available sections by:

…*Course*:

| ACC 2010 – Financial Accounting |
| ACC 2020 – Managerial Accountng |
| ACC 281R – Coop Work Experience |
| ACC 3000 – Fin Managerial Cost Concepts |
| ACC 3010 – Intermediate Accounting I |
| ACC 3020 – Intermediate Accounting II |

…*Day and Time*:

| Monday |
| Tuesday |
| Wednesday |
| Thursday |
| Friday |
| Saturday |
| ❯ Does Not Meet |

…*Instructor:*

| Schmidt, Bunney (10009112) ↗ |
| Smith, Kevin (10580228) ↗ |
| Smith, Sheldon (10007550) ↗ |
| Staff ↗ |

…*or Room:*

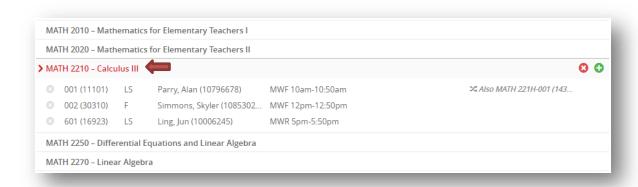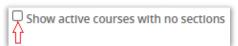| ❯ Choose an Option ↗ |
| HP 128 ↗ |
| HP 136 ↗ |
| HP 141B ↗ |
| LA 110 ↗ |

4. To **ADD** a new section of a course, first double-click the appropriate subject and course number. The heading will expand to show all current sections. For example:

? Did You Know…?

If you do not see the subject and course number desired, click the check box located at the top, right of your screen:

This will expand the list to include all active courses, *whether sections currently exist or not.*

5. To the right of each subject and course heading you will see the following icons:

Use with extreme caution! Clicking this icon will delete all current sections of the course from CLSS, and subsequently Banner. ***There is no way to retrieve them.*** Deleting sections is only an option in Phase 1—Initial Review.

Click this icon to add a new section of the selected subject and course.

If the icons do not appear, check the top-left of your screen for the current semester **Phase** and **Mode**. For example:

A "Locked" phase indicates the semester data is not currently available for editing.
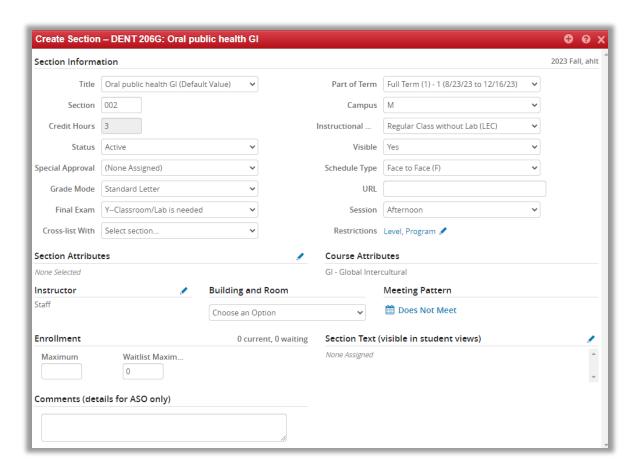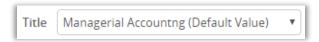
Adding a Course Section

> ### ? Did You Know…?
>
> As an authorized department scheduler, it is _your_ responsibility to verify all data fields are correct. Review each section and each field for accuracy; modify as appropriate.

6. Click "**+**" icon to add a new course section. The Create Section screen will open. For example:

7. The first field, "Title" is automatically populated based on current curriculum. For example:

- This field _cannot_ be changed at the section level.
- Subtitles are _required_ on topics course sections. Use the "Comments" field to request a subtitle to clearly identify the topic content.

> **Did You Know…?**
>
> - The "Title" field is limited to 30 alpha-numeric characters and cannot include special characters (%, @, #, +, &, ", etc.). This limit includes transcript title, subtitle (if used), spaces and GE course indicators (e.g., BB, FF, HH, etc.).
>
> - Subtitles provides truth in advertising for students as they plan their schedules and register for classes.
>
> - Subtitles are required for "Topics" course sections, and sections that require a separation (e.g., instrument). Refer to the Academic Scheduling Guidelines for more information.
>
> - Adding a subtitle to a section carries the same restrictions as a course transcript title.
>
> - Academic Scheduling reserves the right to abbreviate the title and/or subtitle, as the integrity of the original title must be maintained.

8. The "Section" field allows for three alpha-numeric characters and is automatically populated with the next available number.
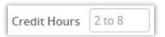
Section [602]

- The default number may not coincide with the section type being added (evening, internet, lab, etc.).
- Always review for accuracy and modify as appropriate.
- For section numbers that include alpha characters, use UPPER CASE letters only.

Refer to the Section Numbering web page for alpha and numeric options.

> **Did You Know…?**
>
> - Banner does <u>not</u> allow duplicate section numbers for the same course (whether active or inactive).
> - Section numbers do <u>not</u> drive reporting or tuition/fee assessment. Refer to the Academic Scheduling Rules document for more information.
> - Section numbers are <u>not</u> used to indicate the number of credits earned for a course.

9. The **Credit Hours** field reflects the number of credits built into the course curriculum. This field can <u>only</u> be edited if the selected course includes a *variable* (range) credit ratio option (common to repeatable courses). For example:

Credit Hours [2 to 8]

Enter the number of credits (within the available range shown) that apply to this section. Use the Comments box to indicate the full credit ratio to be used for that section. For example:

	CREDITS	LEC HOURS	LAB HOURS
If your credit ratio range is:	1 to 4	0 to 4	0 - 12

You might request:	**2**	2	0
or:	**3**	1	6

> **Did You Know…?**
>
> Full credit ratios are displayed for each active course in the curriculum information management tool, CourseLeaf **CIM**. The university *Catalog* *displays credit hours only.*

> **Caution!**
>
> Credit ratio changes made to a course ***prior*** to the semester roll (copy) process are automatically reflected at the header (top) level of existing sections. However, they are NOT automatically applied to the meeting line level. This means additional changes may be necessary for active sections of the course including:
>
> - credit ratio,
> - schedule type,
> - instructional method, and/or
> - meeting pattern.
>
> ***Know your course curriculum and review every section carefully.***

10. The **Status** field defaults to "Active" when creating a new section:

Status	Active ▼

Active
- Indicates the section is *(or will be)* active once saved.
- Section will roll (copy) to the next like-semester *(i.e., Fall 2023 to Fall 2024, etc.).*

Cancelled
- Indicates the section is *(or will be)* inactive/cancelled once saved.
- Section can be reactivated during a semester but *may be subject to space availability.*
- Section will not roll (copy) to the next like-semester.

11. **Special Approval** indicators refer to a restriction placed on an individual section that prevents a student from registering without a manual system approval.

There are three distinct approval codes that can be placed on a section:

| Approval Code	Message Displayed to Student	Appropriate Use	*Inappropriate Use*
"DE"	Department Approval Required	• Independent Study • Research • Auditions • Professional level courses	• *Enrollment management* • *Reserving sections for online only programs.* • *Where Pre-/Co-requisites should be present in course curriculum.*
"IN"	Contact Internship Coordinator	Internships	*Any course not designated as an internship.*
"LR"	*Late Add—Must See Instructor*	***Automatically** applied when the late registration date is reached for a particular part of term code.*	*N/A*
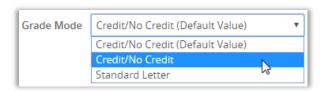
By limiting the use of "department approval required" restrictions and changing the way approvals are granted, the university is removing enormous burdens on students and advisors.

> **? Did You Know…?**
>
> "Department approval required" when written into your course curriculum has **NO AFFECT** on any sections of that course <u>unless</u> the "Department Approval Required" code ("DE") is <u>manually</u> placed on every section by the authorized scheduler in CourseLeaf CLSS.

12. The **Grade Mode** options listed in the drop-down menu depend on the curriculum design of the course. In most cases, "Standard Letter" will be the only option available.

Grade Mode: Credit/No Credit (Default Value) ▼
- Credit/No Credit (Default Value)
- **Credit/No Credit**
- Standard Letter

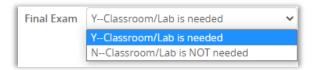Select the appropriate option for the section.

> **⚠ Warning!**
>
> Changing the Grade Mode <u>after</u> students have registered for the section <u>will</u> impact how students can be graded. A change will require timely coordination with the Registration Office to un-enroll / re-enroll those students to correctly apply the new grade mode.
>
> Late requests (within 3 weeks of a class end date) may not be possible. ***Plan ahead!***
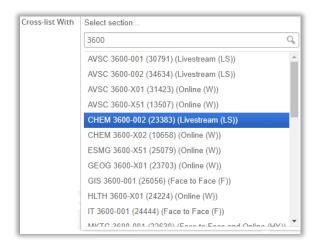
13. To indicate the **Final Exam** intent, select the appropriate option from the drop-down menu:

Select "**Y**" if a Final Exam space (classroom or lab) will be needed for this section.
Select "**N**" if a physical space is not needed (i.e., exam is project-based, held online, etc.).

Indicating the intent correctly in CLSS now will assist in the Final Exam conflict resolution process later.

14. The **Cross-list With** feature allows you to request cross-listing one section with one or more related sections. Simply enter a subject and/or course number to begin a search. For example:

By selecting a section from the list, you are <u>giving control</u> of the cross-list pairing to another section. That section become the "controller" of your section information upon saving.

A ribbon message at the top of cross-listed sections will reflect which section controls the primary scheduling for the cross-listed pairing. For example:

- The "**controlling**" section controls/manages most of the information about the cross-listed pairing.

- The "**controlled**" section can control/manage information that is unique to the cross-listed portion (e.g., cross-list maximum enrollment).

- If you are creating a new cross-list pairing, the cross-list maximum enrollment field will not be visible until the request has been processed. Use the Comment field to inform the Academic Scheduling Office as to what the cross-list maximum should be.

- Existing cross-listed sections will show the cross-list max enrollment field. When changing your section enrollment, you may need to edit this field as well.

- When cancelling a cross-listed section, ***ALL sections in the group will be cancelled!***

Did You Know…?

There are three distinct types of cross-listing, and each carries its own restrictions:

- SIS (Banner)--**course** level,
- SIS (Banner)--**section** level, *and*
- **LMS** (Canvas)--section level.

For more information, refer to the [Academic Scheduling Guidelines](#).

Caution!

If a cross-listed pairing is locked, it is "unbridgeable" and cannot sync with Banner. CLSS will display the following message at the top of the section editor screen:

> ❗ This section has features that cannot be edited in CLSS. Changes to this section must be made directly in Banner by ASO.　✕

This is common when critical fields (e.g., Schedule Type) do not match on all sections in the pairing. If this happens, email the Academic Scheduling Office for assistance.

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15. Next, select the appropriate **Part of Term** code from the drop-down menu:

Part of Term	Full Term (1) - 1 (8/23/23 to 12/16/23)
	Full Term (1) - 1 (8/23/23 to 12/16/23)
	Block 1 First 7 1/2 weeks (B1) - B1 (8/23/23 to 10/10/23)
	Block 2 Second 7 1/2 weeks (B2) - B2 (10/11/23 to 12/8/23)

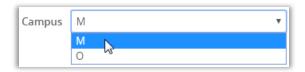Your selection here will determine the:

- number of weeks the section will be scheduled,
- minimum hours per week required,
- meeting pattern options available, *and*
- final exam scheduling.

For current dates, refer to the [Parts of Term](#) web page.

16. Select the appropriate **Campus** (Budget) code from the drop-down menu:

"**M**" Indicates tuition <u>and</u> student fees will be assessed.
"**O**" Indicates tuition <u>only</u> will be assessed (excludes student fees).
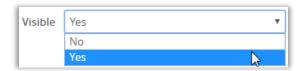
17. **Instructional Method** indicates the type of instruction or method by which organized instruction is conducted. Select the appropriate code from the drop-down list:

Inst. Method	Regular Class without Lab (LEC) ⌄
	Regular Class without Lab (LEC)
	Regular Class with Lab (LEL)
	Laboratory (LAB)
	Individualized Instruction (INV)
	Other-Performance Ensemble (OPR)
	Other-Private Lesson Majors (OPL)
	Other-Private Lesson NonMajors (OLN)
	Supervision at Remote Site (SUP)
	Thesis Credit (THE)

- Your selection must accurately reflect how the class will be conducted, as defined by USHE guidelines. Refer to the Instructional Methods web page for more information.

- **Always review for accuracy** and modify as appropriate. This code offers truth in advertising for students as they plan their schedules and register for classes.

18. The **Visible** field drives which sections can be seen in student views. Select "Yes" from the drop-down menu to make a section visible to students for registration.

Visible	Yes ▾
	No
	Yes

When a section is not visible, the academic department will still be able to see the section in myUVU (Banner Services), but it will be 'greyed out' as an indicator of no student visibility.

? Did You Know...?
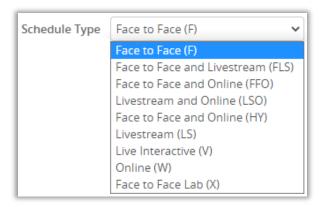
All sections are hidden from student views (field is locked) until **Phase 5** - **Publish**. Sections can be **hidden** from student view and registration by request from an authorized scheduler. However:

- the general classroom or lab assignment will be forfeited,
- the maximum enrollment will be decreased to "0", and
- the instructor assignment will be removed.

Making the section **visible** to students and open for registration later is subject to:

- space availability, and
- the maximum capacity of the available space.

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19. The **Schedule Type** code (aka "delivery method", "modality") indicates the primary way a course section will be taught. Select the appropriate code from the drop-down list:

Schedule Type	Face to Face (F) ⌄
	Face to Face (F)
	Face to Face and Livestream (FLS)
	Face to Face and Online (FFO)
	Livestream and Online (LSO)
	Face to Face and Online (HY)
	Livestream (LS)
	Live Interactive (V)
	Online (W)
	Face to Face Lab (X)

- Your selection must accurately reflect how the class will be delivered, as defined by USHE guidelines. Refer to the Schedule Type web page for more information.
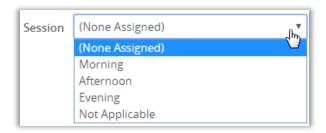- **Always review for accuracy** and modify as appropriate. This code offers truth in advertising for students as they plan their schedules and register for classes.

20. The **URL** field is locked to scheduler editing. If a URL has been assigned to the section by ASO, it will be displayed here. For example:

URL	https://www.uvu.edu/concurrent/

This information is visible to students during planning and registration.

21. The **Session** code indicates the time of day a section <u>begins</u>. Select the appropriate code from the drop-down list:

Session	(None Assigned) ▾
	(None Assigned)
	Morning
	Afternoon
	Evening
	Not Applicable

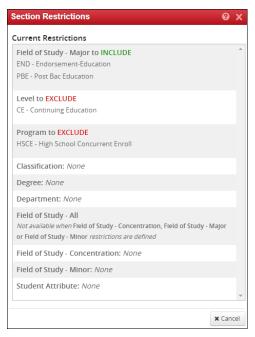| **Morning**	*class begins before* **1200** *(0600-1159)*
Afternoon	*class begins before* **1700** *(1200-1659)*
Evening	*class begins @ 1700 or later*
Not Applicable	*used for sections with no meeting pattern (i.e., online, internships, etc.)*

22. Where registration restrictions exist in the course curriculum, they automatically copy to the section level and are displayed in the **Restrictions** field:

Restrictions   Field of Study - Major, Level, Program

This field is locked to editing; however, you can click on any restriction for more information. For example:

Section Restrictions

Current Restrictions

Field of Study - Major to INCLUDE
END - Endorsement-Education
PBE - Post Bac Education

Level to EXCLUDE
CE - Continuing Education

Program to EXCLUDE
HSCE - High School Concurrent Enroll

Classification: *None*

Degree: *None*

Department: *None*

Field of Study - All
Not available when Field of Study - Concentration, Field of Study - Major *or* Field of Study - Minor *restrictions are defined*

Field of Study - Concentration: *None*

Field of Study - Minor: *None*

Student Attribute: *None*

✖ Cancel

Requests to modify a course restriction must be submitted via CourseLeaf CIM.

Contact the University Curriculum Committee representative for your school/college for assistance.

? **Did You Know…?**

Sections that exist for special programs (i.e., non-resident students) may see additional restrictions. Refer to Academic Scheduling Rules for more information.

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23. GE distribution, Essential Learning Outcomes, approved course-based fees, Canvas materials charges, and other codes are displayed in the **Course Attributes** and **Section Attributes** fields. For example:

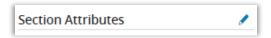| Section Attributes ✎	Course Attributes
Course fee of $10 applies	Course fee of $10 applies
GI - Global Intercultural	GI - Global Intercultural
Lab access fee of $45 applies	Lab access fee of $45 applies

Course Attributes are built into the curriculum and cannot be adjusted at the section level.

GE distribution codes aid students and transfer institutions by identifying how courses meet graduation requirements, and how they apply to the Associate in Arts/Science Degrees and Bachelor of Arts/Science Degrees. For example:

AS	American Institutions	**LH**	Foreign Language
BB	Biology	**PP**	Physical Science
CC	English Composition	**QL**	Quantitative Literacy
FF	Fine Arts	**SS**	Social Science

24. Additional (limited) codes can be added to (or removed from) a section to denote a specific offering. To add or remove a section attribute code, click the ✏ icon next to the Section Attributes heading:

The Section Attributes box will open. Click the ➕ icon to open the list of options:

Select the appropriate code from the available options, then click **Accept** to save your work.

> **?** **Did You Know...?**
>
> Some programs may require adding/removing codes at the section level based on Academic Scheduling Rules for the current academic year. These requirements are processed by the Academic Scheduling Office prior to student registration.

25. To assign an **Instructor** to a section, first click the ✏ icon next to the Instructor field:

…which will open the "**Instructors**" box:

The "**Staff**" listing, in this case, simply means no instructor has been assigned to the section. Multiple instructors can be assigned; however:

- only one instructor can be marked as "Primary", and

- where multiple instructors exist, the combined assignments must total **100%**.

? **Did You Know…?**

o **Instructional Assistants** paid as a part-time employee by the academic department must be listed on the appropriate section(s) in Banner at "**0%**" responsibility.

o Grades can only be entered by the *primary instructor* noted on the course section.

o All instructor assignments must be recorded in Banner before third week reporting and USHE review each semester.

o For more information, refer to "**How do I Activate an Instructor?**" from the Academic Scheduling Frequently Asked Questions website.
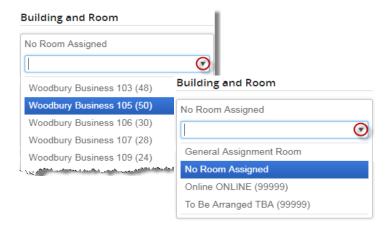

⚠ **Warning!**

The Instructor Verification tool (myUVU > Banner Services) **closes** two weeks prior to the end of a semester. Late changes cannot be accommodated. ***Plan ahead!***

If an instructor has not been assigned by the deadline, grades must be submitted to the Registration Office via the Grade Change form. Refer to Faculty and Staff Resources for more information.

26. To request a **Building and Room** for a section, click the drop-down list arrow to view the available options. For example:

This list will vary based on department code and approved pre-scheduling authority. Before selecting a building and room, verify the maximum <u>enrollment</u> limit of the section does not exceed the maximum <u>capacity</u> of the room.

If you do not see the desired space in the list:

- select "General Assignment Room", ***and***
- enter the building and room information in the **Comments** box.

ASO will honor requests based on ADA status, approved prescheduling authority, max room capacity and space availability.

Prescheduling authority requests must include a reasonable justification, be approved by your Dean and the Academic Affairs Deputy Provost, and be documented by ASO.

USHE policy R751, <u>Facilities Space Utilization</u>, for classroom and laboratory space assignments. It includes standards for station occupancy (based on room capacity) which UVU is required to report. The standard for classrooms is 66.7% occupancy* of the room's capacity; laboratory space is 80% occupancy.

*Occupancy is equal to <u>actual</u> enrollment, not maximum enrollment.

> **? Did You Know…?**
>
> "**General Assignment Room**" is used for:
>
> - Sections held in university-controlled space where pre-scheduling authority does <u>not</u> currently exist.
>
> **"LIVE STREAM"** is used with Schedule Types:
>
> - **LS** (Livestream) sections where lecture is held live on specific days and times using MS Teams (no physical classroom space is scheduled), *and*
> - **LSO** (Livestream + Online) sections for the livestream meeting line only.
>
> "**ONLINE ONLINE**" is used with Schedule Types:
>
> - **FFO** (Face to Face + Online) sections for the online meeting line only (where no meeting pattern is assigned),
> - **LSO** (Livestream + Online) sections for the online meeting line only (where no meeting pattern is assigned),
> - **W** (Online) sections where <u>all</u> content is offered online (no face-to-face time).
>
> "**TBA TBA**" can be used for:
>
> - Internships and Coop Work Experience,
> - Independent study,
> - Performance ensembles,
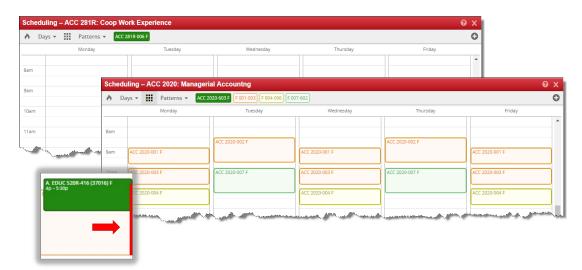> - Private lessons, and
> - Student Teaching.

> **⚠ Caution!**
>
> - Faculty member(s) with documented **ADA** accommodations *(approved through Accessibility Services)* should be assigned to sections and pre-scheduled in appropriate spaces during **Phase 1 -- Initial Review**.
>
> - **Do NOT select "TBA"** for sections that <u>need</u> a classroom or lab assignment! Doing so prevents a space from being assigned in the automated room scheduling process.

27. To add a **Meeting Pattern** to a section, click the "Does Not Meet" link:

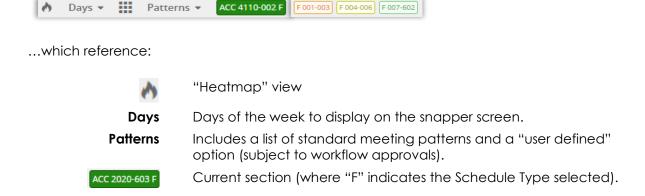**Meeting Pattern**
📅 Does Not Meet ⬅

The **Scheduling** screen (referred to as the "snapper") is then displayed. The number of sections that currently exist for this course will determine what is displayed. For example:

*Where veritical red lines are visible a **Primary Instructor** conflict exists.*
Note: CLSS does not currently identify the specific details of each conflict from the snapper.

At the top of the screen, you'll see the following icons:

...which reference:
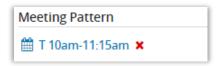
🔥	"Heatmap" view
Days	Days of the week to display on the snapper screen.
Patterns	Includes a list of standard meeting patterns and a "user defined" option (subject to workflow approvals).
ACC 2020-603 F	Current section (where "F" indicates the Schedule Type selected).
F 001-003 F 004-006 F 007-602	Existing sections of the same course.

❓ **Did You Know…?**

The "snapper" shows the section currently being scheduled plus related sections. The snapper is so named because when hovering over the time grid, CLSS will attempt to "snap" the section into a pre-defined, standard meeting time.

28. Many times, it is necessary to include <u>multiple meeting lines</u> on a section to capture the online or livestream portion of a hybrid-type section delivery, or to reflect separate lab time, field excursions, etc.

To add an additional meeting line to a section, first click the current meeting pattern under **Schedule**. For example:
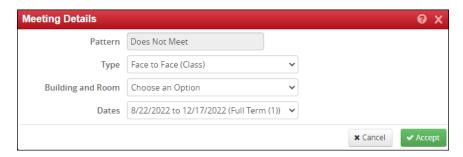

When the Schedule "snapper" screen opens, click the **Meetings** button located in the bottom left corner:
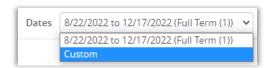

From the meeting line screen, click the ✚ sign in the right-hand corner:

The **Meeting Details** window will then be displayed. For example:

- Select a **Type** code from the drop-down list (all meeting line "types" must <u>match</u> the Schedule Type code selected in Step 19 above).

- Choose a **Building and Room** assignment.

- To indicate a field trip or excursion on specific dates, select "Custom" from the **Dates** drop-down list:

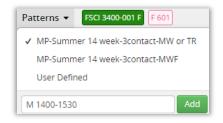…which opens new fields where the beginning and ending dates can be entered:

08/22/2022 to 12/17/2022

Do NOT *adjust the meeting line dates for any other reason without permission from the Academic Scheduling Office.*

Once the necessary changes have been made, click **Accept**. The screen will refresh and display the additional meeting line:

Pattern	Building and Room	Dates	+ ×
W 2pm-5:20pm	ME 136 (12)	*Using Session Dates*	✎ 🗑
Does Not Meet	General Assignment Room	*Using Session Dates*	✎ 🗑

To assign a meeting pattern to the new meeting line, *single click on that line*. The Meeting Line screen will disappear.

29. Next, click the **Patterns** tab at the top of the Scheduling "snapper" screen. Select a standard meeting pattern from the list or use the "**User Defined**" field to manually enter a meeting pattern. For example:
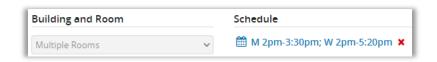

Patterns ▾   FSCI 3400-001 F   F 601
✓ MP-Summer 14 week-3contact-MW or TR
  MP-Summer 14 week-3contact-MWF
  User Defined
  M 1400-1530   Add

Click **Add** to save the entry. The new meeting line will now show the new meeting pattern:

Pattern	Building and Room	Dates	+ ×
W 2pm-5:20pm	ME 136 (12)	*Using Session Dates*	✎ 🗑
M 2pm-3:30pm	General Assignment Room	*Using Session Dates*	✎ 🗑

Click the **X** in the top right of the Meetings window.
Click **Accept** in the bottom right of the Scheduling "snapper" screen to save your work.

Both meeting times will show in the Schedule field:

Building and Room   Schedule
Multiple Rooms   📅 M 2pm-3:30pm; W 2pm-5:20pm ✖

The Building and Room field will now reflect "Multiple Rooms". To edit the building and/or room for either meeting line, return to the black **Meetings** button in the Scheduling "snapper" view and edit as shown in Step 28.

30. The black **Rooms** button in the Scheduling "snapper" screen (bottom, left) will show current room availability based on the meeting line selected in the previous step.

Click the **Rooms** button:

From the Room Grid screen, all classrooms and labs rooms that can be prescheduled by your department will be displayed. For example:

This display will help with room availability questions as you adjust your semester schedule.

31. **Enrollment Maximum** field reflects the total number of students allowed to register for the individual section. For example:
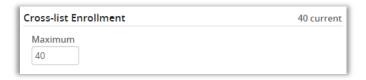

The **Waitlist Maximum** must <u>match</u> the Enrollment Maximum *up to 25 students*. Larger sections should reflect:

- Enrollment Maximum between 26 and 99 = Waitlist Maximum **25**
- Enrollment Maximum of 100+ = Waitlist Maximum **50**
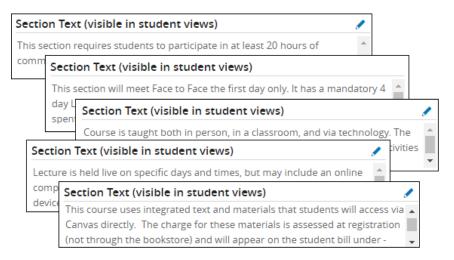
Approved exceptions include:

- Lab sections with a co-requisite lecture = **0**
- High school concurrent enrollment = **0**

32. When a section is cross-listed, you will also see the Cross-list Enrollment Maximum field:

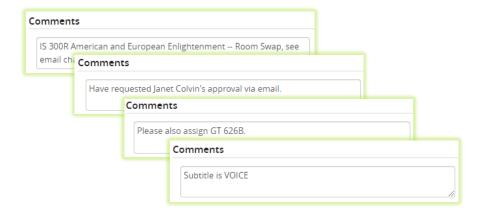**Cross-list Enrollment**   40 current

Maximum
40

This field must reflect either:

- the total number of seats when the Enrollment Maximum of each section is summed together, (e.g., 20 + 10 = 30), *or*

- the Enrollment Maximum of each section <u>and</u> the Cross-list Enrollment Maximum must be the same (e.g., 30 + 30 = 30).

33. The **Section Text** field is <u>visible to students</u> during registration and should be used to notify students of important section information. For example:

Section Text (visible in student views)

This section requires students to participate in at least 20 hours of comm

Section Text (visible in student views)

This section will meet Face to Face the first day only. It has a mandatory 4 day L spen

Section Text (visible in student views)

Course is taught both in person, in a classroom, and via technology. The tivities

Section Text (visible in student views)

Lecture is held live on specific days and times, but may include an online comp devic

Section Text (visible in student views)

This course uses integrated text and materials that students will access via Canvas directly. The charge for these materials is assessed at registration (not through the bookstore) and will appear on the student bill under -

A list of standard/common section notes is available in the <u>Academic Scheduling Rules</u>.
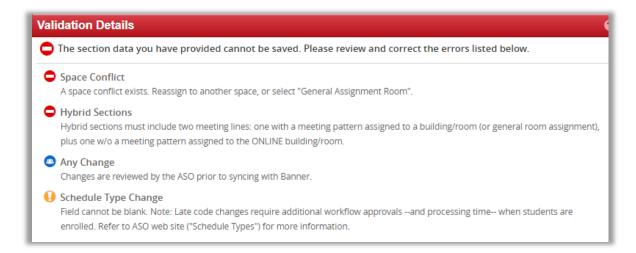
34. The **Comments** field is used to notify the Academic Scheduling Office of important section information only (e.g., scheduling rule you followed, credit ratio (including credit hours, lecture hours, and lab hours) for variable credit courses, subtitles, miscellaneous part of term dates, etc.). For example:

35. Once all fields have been reviewed for accuracy, click **Save Section** to save your work (bottom, right of screen):
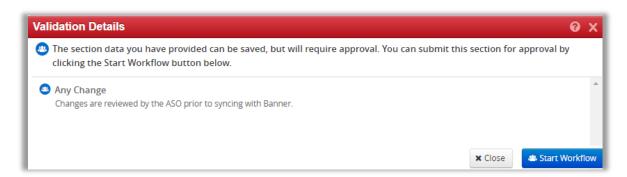

The section will automatically begin validating against established scheduling rules. CLSS will display the results in a "Validation Details" screen. For example:

🚫	**Errors**	• The section <u>cannot</u> be saved as-is. The error description will provide the rationale and possible solutions. • The **Save As-Is** and **Start Workflow** buttons will not be available. • Errors must be corrected before continuing.
⚠️	**Warnings**	• Caution should be taken before saving as-is and submitting to workflow. The warning description will provide rationale and possible solutions. • The **Save As-Is** button will appear if no errors are present. • Warnings should be corrected before continuing.
👥	**Workflow**	• The section may be saved as is. The workflow description will give the rationale. • Review and approval by ASO is required before the section will appear in the SIS (Banner). • The **Start Workflow** button will appear.

Once the necessary corrections have been made, click **Save Section** again. You should now see a "Validation Details" screen that is free from errors and warnings:

Validation Details

👥 The section data you have provided can be saved, but will require approval. You can submit this section for approval by clicking the Start Workflow button below.

👥 Any Change
Changes are reviewed by the ASO prior to syncing with Banner.

✖ Close   👥 Start Workflow

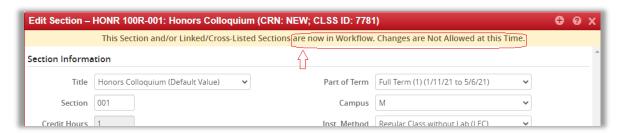Click **Start Workflow** to submit your request to the Academic Scheduling Office for review and processing.

Did You Know…?

• All submissions are reviewed for accuracy prior to syncing with Banner.

• Incorrect submissions will be rolled back to the department for corrections.

• Changes will <u>not</u> appear in Banner until they have been reviewed, approved, and processed by the Academic Scheduling office.

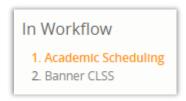36. To check the processing status of a section, select it from the department list:

If you see a yellow ribbon at the top of the "Edit Section" screen, the section is currently in Workflow. For example:

To see where in the workflow your section currently resides, click the **Workflow Status** button (bottom, right of screen):

…and the "In Workflow" window will be displayed:

- **Academic Scheduling** = ASO queue for review, approval, and processing. Additional changes can be made by the <u>original requester</u> until the section is fully processed by ASO or has been rolled back for corrections.

- **Banner** = Section could not sync with ("bridge" to) Banner and may be rolled back for corrections. *"Banner" does <u>not</u> mean the request has been processed!*

Edit or Cancel Existing Sections

37. To **EDIT** an existing section:

   a) Select a section from the department list.

   b) Make the appropriate changes.

   c) Review all fields for accuracy.

   d) Click **Save Section** to save your work.

   e) Verify there are no errors or warnings to correct from the "Validation Details" screen.

   f) Click **Start Workflow** to submit to Academic Scheduling for review, approval, and processing.

38. To **CANCEL** an existing section where registered students need to be moved to an alternate (identical) section, first email the Registration office (cc the Academic Scheduling Office) and include the following information:

   - Semester code

   - Subject, Course, Section, and CRN *(moving students FROM)*

   - Subject, Course, Section, and CRN *(moving students TO)*

   - List of student names and UVIDs

   The Registration office will facilitate moving the students between sections and confirm when complete. You can then continue to the next step.

   > ⚠️ **Caution!**
   >
   > - Do not submit a cancellation request in CLSS *before* the Registration office has moved the registered students to an alternate section. If the cancellation is processed first, the students will automatically be dropped from the section. The request to move students then changes to a request to re-register.
   >
   > - Cancellation of high-enrolled sections where the actual enrollment exceeds 50% of a section's maximum enrollment, or 10+ students (whichever is greater) is considered a **high-impact** request and requires dean's office written approval to process.

39. Next, select the section to cancel from the department list and make the following changes:

   - Change **Status** field to "Cancelled". Status [Cancelled ⌄]

   - Change **Visible** field to "No". Visible [No ⌄]

- Remove the meeting pattern by clicking the **X** icon:

…which automatically removes the building and room assignment:

- Remove the assigned Instructor and replace with "Staff":

- Click "**Save Section**" to save your work. Verify there are no errors or warnings to correct from the Validation Details screen.

- Click "Start Workflow" to submit to Academic Scheduling for review, approval, and processing.

? Did You Know…?

Cancelled sections can be reactivated during the semester but *may be subject to space availability*.

⚠ Caution!

Students are <u>automatically</u> dropped from the section when the Academic Scheduling Office processes the cancellation request.

---

40. To delete a single section of a course, select it from the department list. Click the **X** icon to the left of the section number. For example:

When prompted to confirm the action, click **OK**.

nextcatalog.uvu.edu says:

Are you sure you want to delete this section?

OK   Cancel

The section will be deleted from both CLSS *and* Banner.

? Did You Know...?

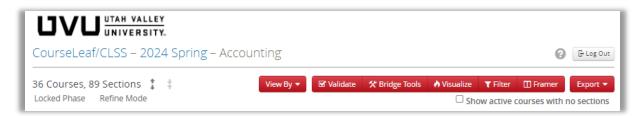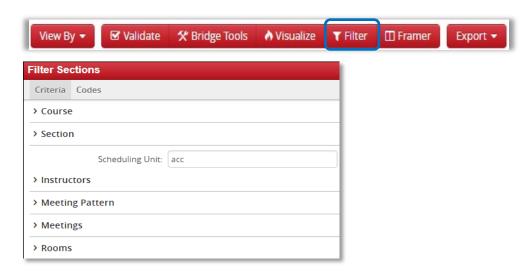Course sections can only be deleted in **Phase 1 – Initial Review**.

⚠ Warning!

To delete all sections of a subject and course, click **X** in the top, right corner of the screen. You will be prompted to confirm. If this action is performed in error, the sections cannot be recalled for you, as they are also deleted in Banner.

Planning and Reporting Tools

CLSS planning and reporting tools are located at the top, right corner of your department's Course Sections page. For example:
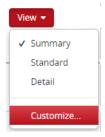

41. The **FILTER** tool can be used to find course sections containing specific data (e.g., Schedule Type, Instructional Method, room assignment, etc.).
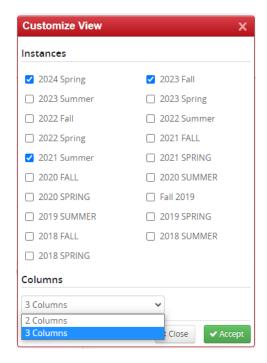

42. The **FRAMER** tool is used to show which courses were offered in previous instances (terms).

To view up to three like-terms together, click **View** from the **Schedule Framer** screen, then select **Customize**:

From the **Customize View** screen, select two or three instances (terms) that you want to compare:

If you select three instances, you must also change the "Columns" option to "3 columns".

Click **Accept**.

The **Schedule Framer** screen will be refreshed to include your selections. For example:

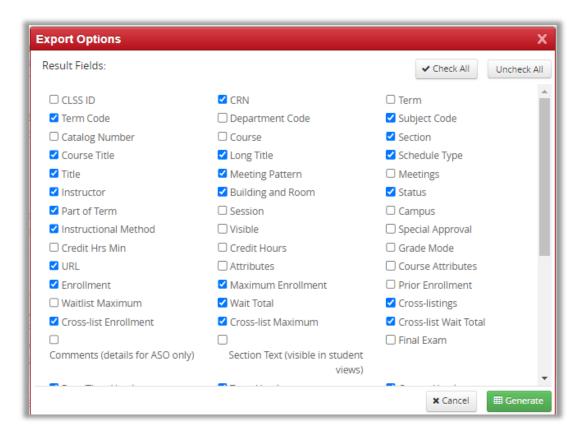Each column will include information about the course listed to the left.

You can change the detail displayed by clicking the **View** button again and selecting one of the following options:

- "**Summary view**" includes the number of sections offered with the schedule type code and the max enrollment (see screenshot above).
- "**Standard view**" includes the CRN, Instructor and UVID.
- "**Detail view**" includes cross-list information and meeting patterns.

43. The **Export** tool allows you to download instance (term) data in two formats:

If you select Excel, you can customize the report to your needs. For example:

> **Did You Know…?**
>
> If you uncheck the Date/Time Header, Term Header, and Course Header choices from the list, your report will be easier to sort and filter.

Common Error Messages

❖ **Section has features that cannot be edited in CLSS.**

> ❗ This section has features that cannot be edited in CLSS. Changes to this section will need to be made directly in your institution's student information system.

This error may appear if one or more of the following is occurring:

- o Live Interactive section.
- o Information in Banner does not match the information in CLSS.
- o Part of term dates haven't been included in Banner on the meeting line.
- o Cross-listed sections where the room override code for the building/room conflict is only on one section in Banner.
- o Session indicator code is not "01" in Banner for the instructor.

Email the Academic Scheduling Office for assistance.

> ❗ This section has features that cannot be edited in CLSS. Changes to this section will need to be made directly in your institution's student information system.
> 005 (2:   BIOL 1010-151 (12329) controls the primary scheduling configuration for this cross-listed section

This error indicates changes may need to be made from the cross-list controlling section.
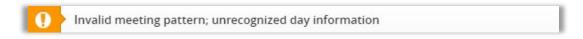If the controlling section is locked, it may need to be edited directly in Banner.

Email the Academic Scheduling Office for assistance.

❖ **Section is in workflow.**

> **Edit Section – BIOL 494R-001: Student Seminar WE (CRN: 12393; CLSS ID: 610)**   ⊕ ❓ ✕
> This Section and/or Linked/Cross-Listed Sections are now in Workflow. Changes are Not Allowed at this Time.
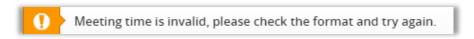
This message means additional changes can only be made by the <u>original</u> requester until the section is out of workflow (processed by ASO or rolled back for corrections).

❖ **Invalid meeting pattern.**

Invalid meeting pattern; unrecognized day information

This message indicates an error was made on the Scheduling "snapper" screen. Verify the day information entered in the Patterns "User Defined" field is incorrect (e.g., "TH" used for Thursday instead of "R").

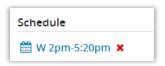Meeting time is invalid, please check the format and try again.

This message also indicates an error was made on the Scheduling "snapper" screen. Verify the meeting time entered in the Patterns "User Defined" field is incorrect (e.g., "1250-1200" instead of "1200-1250").

❖ **Invalid meeting pattern.**

🚫 1. Meetings Meeting Type Must match Section Schedule Type
   • 1. Section Schedule Type is V, so Meetings Meeting Type Must be V
   • 2. Section Schedule Type F, so Meetings Meeting Type Must be F

This error appears when the **Schedule Type** code was changed at the section header level and <u>not</u> at the meeting line level. To correct this error:

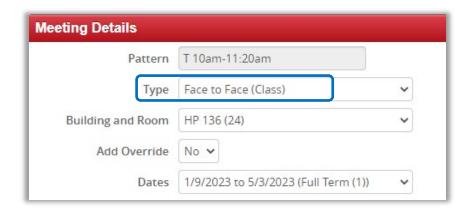 o Click the blue meeting pattern displayed under "Schedule".

Schedule
📅 W 2pm-5:20pm ✖

  o From the Schedule "snapper" screen, click the black **Meetings** tab in the bottom left corner.

🕐 Meetings

  o Click the pencil icon on the "Using Session Dates" row.

Dates ➕ ✖
Using Session Dates ✏ 🗑

o The "Meeting Details" window will be visible.

The "Type" field must <u>match</u> the Schedule Type code selected on the header page.

❖ **SIS connection.**

This message indicates the connection from the SIS (Banner) to CourseLeaf is down. Email the Academic Scheduling Office for assistance.