



University of Missouri – Saint Louis

**CLSS Instruction Guide
for Advisors**

The following contains information taken from our complete CLSS guide, and edited for easy access to the CourseLeaf Section Scheduler for:


1. Viewing Department Schedules
2. Filtering for the desired information
3. Exporting information as a document

For access to the complete guide for using the CLSS go to:

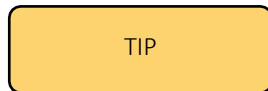
<http://www.umsl.edu/registration/scheduling-resources/UMSL-CLSS-Instruction-Guide-4.22.19docx.pdf>

Getting Started

This User Instruction Guide provides information for Schedulers using CLSS to schedule course sections.

The guide is organized around processes, and provides step-by-step instructions. It will be most effective if you have it open while using CLSS. In addition to this guide, when using CLSS, click on the grey question mark  wherever it appears for Leepfrog provided instructions and videos. Instructions provided by Leepfrog are generic and not University of Missouri - Saint Louis specific.

Throughout the guide, the following text bubbles appear:



1.2 Where and How to Login

1. Navigate to the CLSS webpage <https://nextbulletin.umsl.edu/wen>.
2. To login, use your University of Missouri - Saint Louis login and password. You do not need the @umsl.edu.

Having trouble logging in? Contact the Office of the Registrar at scheduling@umsl.edu or phone Megan at 516-6930 , Danielle at 516- 5406 or Kathleen at 314 516 5875.

Important Terms

- **Instance:** A term, e.g. Fall Semester 2017, Spring Semester 2017. Instances are further classified into **Historical**, past academic years; **Current**, current academic year; and **Future**, the next academic year.
- **Scheduling Unit:** Typically a department or subject.
- **Filters:** A tool that can search for specific sections based on criteria or class attributes. NOTE: More information about filters may be found on the CourseLeaf Help site: <https://help.courseleaf.com/clss/filters/>
- **Section Attributes:** The term-specific attributes added to a class section, i.e. online attributes.
- **Course Attributes:** These are the attributes on each course at the catalog level. Schedule builders and coordinators cannot make changes to course attributes in CLSS.

View Department Schedule and Course Offerings

CourseLeaf/CLSS – Instances **Instance screen**

(1) Click on the **instance (term)** you wish to view

Historical

- 2017 Academic Year
- 2018 Summer Semester
- 2018 Spring Semester
- 2017 Fall Semester
- 2016 Fall Semester
- 2017 Spring Semester
- 2017 Summer Semester

Current

- 2018 Academic Year
- 2018 Fall Semester

Future

- 2019 Academic Year
- 2019 Summer Semester
- 2019 Spring Semester

CourseLeaf/CLSS – 2019 Spring Semester – Plan 2 Phase **Scheduling Unit screen**

(2) Double click on which **scheduling unit** you'd like to view

ID	Name	Courses	Sections
s002200	Accounting	25	67
s002350	Adult Education	2	2
s002400	Air Science	5	5
s002450	Anthropology	30	42
s002500	Applied Music	66	89
s007750	Arabic	0	0
.....	-	-

CourseLeaf/CLSS – 2019 Spring Semester – Accounting **Course screen**

(3) Double-click on a **course** to view all currently scheduled sections.

67 Sections

- > ACCTNG 2400 – Fundamentals of Financial Accounting
- ACCTNG 2410 – Managerial Accounting
- ACCTNG 3401 – Financial Accounting and Reporting I
- ACCTNG 3402 – Financial Accounting and Reporting II
- ACCTNG 3411 – Cost Accounting

TIP: Click on the question mark to open up a CLSS help page. These pages are maintained by Leepfrog and contains information not specific to University of Missouri - Saint Louis.

Additional Display Options

(1) Display all sections by clicking on the **'Expand All'** icon. Select the **'Collapse All'** icon so only courses appear.

(2) To view additional display options click on **'View By.'** A menu of options appear. Select whether to view section information by Course, Instructor, or Day and Time.

CourseLeaf/CLSS – 2019 Spring Semester – Accounting

25 Courses, 67 Sections
Plan 2 Phase Refine Mode

View By Validate Bridge Tools Visualize Filter Framer Export

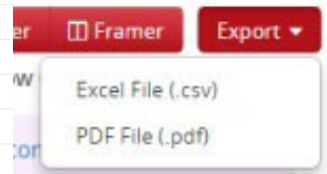


Hello UMSL CLSS Team! Welcome to your site! For more information on how to use command statements to emphasize text, navigate to this site: <https://github.com/adam-p/markdown-here/wiki/Markdown-Cheatsheet>

- > ACCTNG 2400 – Fundamentals of Financial Accounting
- ACCTNG 2410 – Managerial Accounting
- ACCTNG 3401 – Financial Accounting and Reporting I
- ACCTNG 3402 – Financial Accounting and Reporting II
- ACCTNG 3411 – Cost Accounting
- ACCTNG 3421 – Accounting Information Systems
- ACCTNG 3441 – Income Taxes
- ACCTNG 3451 – Accounting for Governmental and Not-For-Profit Entities
- ACCTNG 3490 – Internship in Accounting
- ACCTNG 3495 – Special Administration Problems - Accounting (VITA) Program
- ACCTNG 3499 – Independent Study in Accounting
- ACCTNG 4401 – Financial Accounting and Reporting III
- ACCTNG 4402 – Financial Accounting and Reporting IV
- ACCTNG 4435 – Auditing
- ACCTNG 5400 – Financial and Managerial Accounting
- ACCTNG 5401 – Financial Reporting And Analysis
- ACCTNG 5404 – Professional Accountancy I
- ACCTNG 5405 – Professional Accountancy II
- ACCTNG 5411 – Cost Systems Analysis

(3) To view all courses, even those with no current sections, check the box **'Show courses with no sections.'**

(4) To export the current view, select **'Export.'** You may choose between a PDF or a .csv Excelfile.

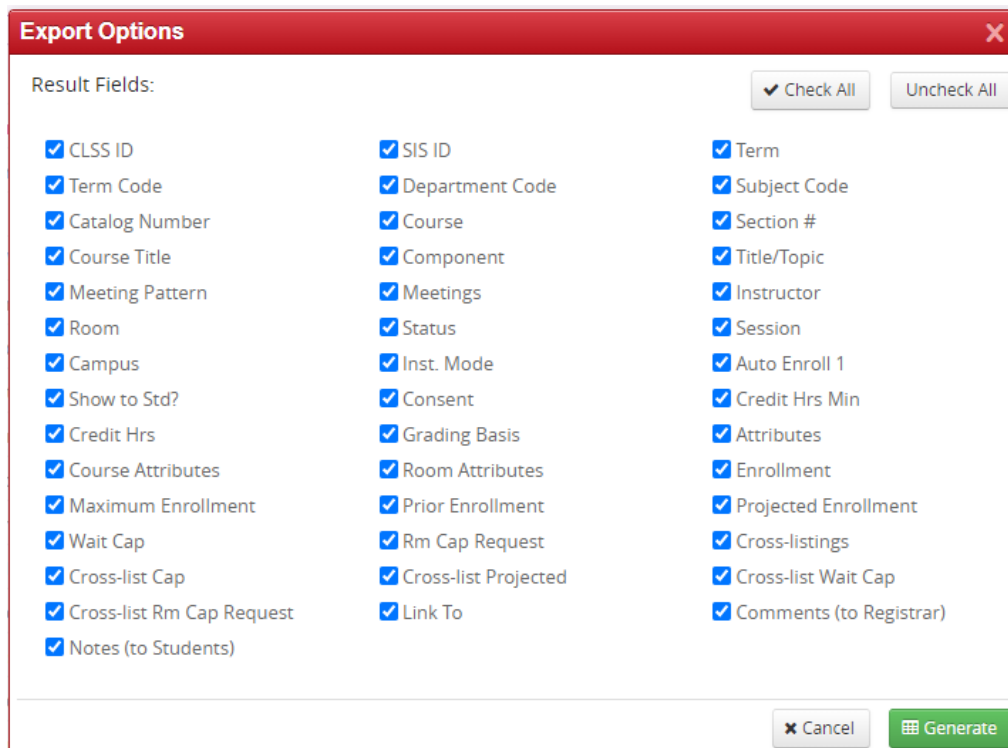


Information about using filters when exporting schedules:

> If you select the option to export as PDF you will immediately be prompted to download or save the file. Simply open document to view the filtered schedule.

> If you apply a filter, both exports (PDF or Excel) will show the courses as you have them filtered, but the Excel export offers an additional option to select what fields appear on your Excel report.

When you select the option to export as an Excel spreadsheet the screen below will open for you to select the desired data fields. Then hit the Generate button to view the chart:



The screenshot shows a dialog box titled "Export Options" with a red header and a close button (X) in the top right corner. Below the title bar, there is a section labeled "Result Fields:" followed by two buttons: "Check All" (with a downward arrow) and "Uncheck All". The main area of the dialog contains a list of 30 fields, each with a checked checkbox. The fields are arranged in three columns:

<input checked="" type="checkbox"/> CLSS ID	<input checked="" type="checkbox"/> SIS ID	<input checked="" type="checkbox"/> Term
<input checked="" type="checkbox"/> Term Code	<input checked="" type="checkbox"/> Department Code	<input checked="" type="checkbox"/> Subject Code
<input checked="" type="checkbox"/> Catalog Number	<input checked="" type="checkbox"/> Course	<input checked="" type="checkbox"/> Section #
<input checked="" type="checkbox"/> Course Title	<input checked="" type="checkbox"/> Component	<input checked="" type="checkbox"/> Title/Topic
<input checked="" type="checkbox"/> Meeting Pattern	<input checked="" type="checkbox"/> Meetings	<input checked="" type="checkbox"/> Instructor
<input checked="" type="checkbox"/> Room	<input checked="" type="checkbox"/> Status	<input checked="" type="checkbox"/> Session
<input checked="" type="checkbox"/> Campus	<input checked="" type="checkbox"/> Inst. Mode	<input checked="" type="checkbox"/> Auto Enroll 1
<input checked="" type="checkbox"/> Show to Std?	<input checked="" type="checkbox"/> Consent	<input checked="" type="checkbox"/> Credit Hrs Min
<input checked="" type="checkbox"/> Credit Hrs	<input checked="" type="checkbox"/> Grading Basis	<input checked="" type="checkbox"/> Attributes
<input checked="" type="checkbox"/> Course Attributes	<input checked="" type="checkbox"/> Room Attributes	<input checked="" type="checkbox"/> Enrollment
<input checked="" type="checkbox"/> Maximum Enrollment	<input checked="" type="checkbox"/> Prior Enrollment	<input checked="" type="checkbox"/> Projected Enrollment
<input checked="" type="checkbox"/> Wait Cap	<input checked="" type="checkbox"/> Rm Cap Request	<input checked="" type="checkbox"/> Cross-listings
<input checked="" type="checkbox"/> Cross-list Cap	<input checked="" type="checkbox"/> Cross-list Projected	<input checked="" type="checkbox"/> Cross-list Wait Cap
<input checked="" type="checkbox"/> Cross-list Rm Cap Request	<input checked="" type="checkbox"/> Link To	<input checked="" type="checkbox"/> Comments (to Registrar)
<input checked="" type="checkbox"/> Notes (to Students)		

At the bottom right of the dialog box, there are two buttons: "Cancel" (with an X icon) and "Generate" (with a grid icon).

Questions and CLSS Access

For access to CLSS or questions not covered by this guide, please contact:

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Thank You:

Thank you for working with us to ensure the accuracy of the course schedule. The Office of the Registrar and the students of University of Missouri - Saint Louis greatly appreciate it.

Appendix D – Section Numbering Multi-Component Courses

LEC = 00**1**

LAB = **010**

RSD = **110**

LAB = **011**

RSD = **111**

LAB = **012**

RSD = **112**

LEC = 00**2**

LAB = **020**

RSD = **220**

LAB = **021**

RSD = **221**

LAB = **022**

RSD = **222**

For these re-numberings, the red number indicates the LEC section, and the yellow highlighted number indicates the LAB that it corresponds with. You can pair the RSD by looking at the first number to tell which LEC it pairs with, and the last two numbers to pair it to the correct LAB.