University of Missouri – Saint Louis

CourseLeaf Section Scheduler (CLSS) Instruction Guide for Schedulers

Last Revised October 2021

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University of Missouri – Saint Louis

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1.0 Getting Started

This User Instruction Guide provides information for Schedulers using CourseLeaf Section Scheduler (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:

ACTION

TIP

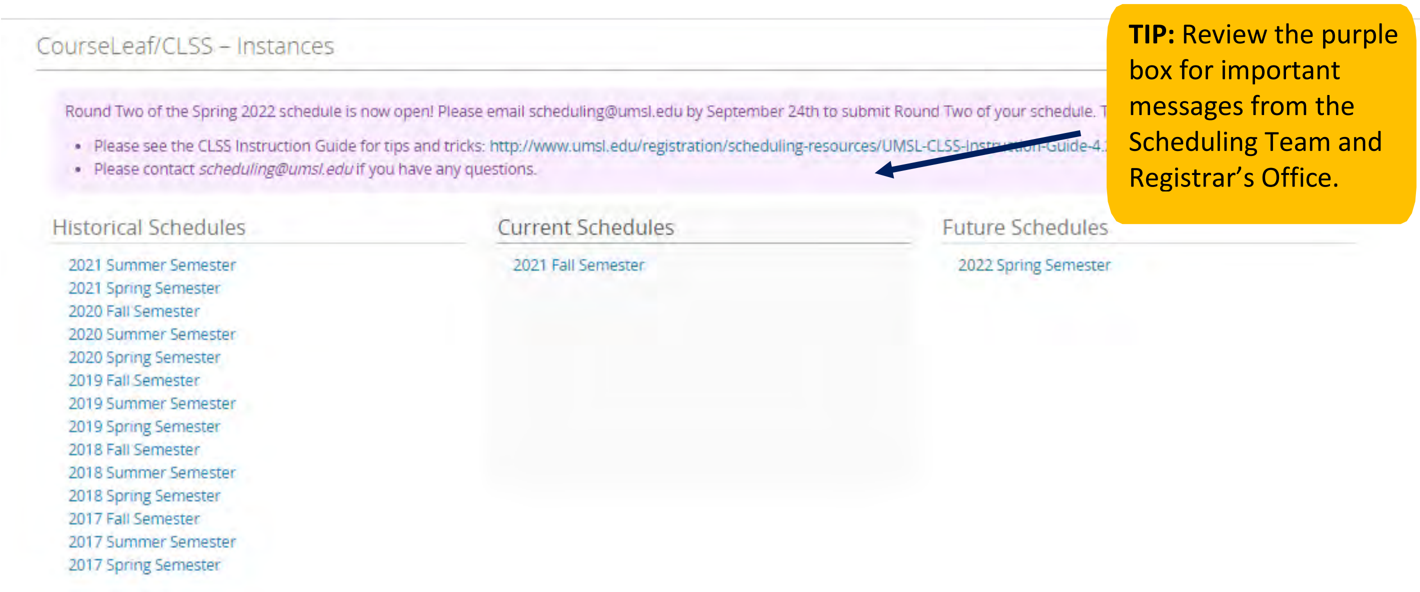
CAUTION

1.1 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 SSO ID and password.

Having trouble logging in? Contact the Office of the Registrar at scheduling@umsl.edu or 516- 5406/516-6930.

1.2 CourseLeaf/CLSS Home Screen



TIP: Review the purple box for important messages from the Scheduling Team and Registrar's Office.

1.3 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.
- Mode: CLSS has two modes, ***Design*** and ***Refine.***
  - ***Design:*** When changes to the schedule are saved, changes will not be validated nor sent through any necessary workflows. Only when the 'Validate' button is clicked will changes be validated and sent through workflow for further review and approval.
  - ***Refine:*** Any change made to the schedule can be saved. Saving during refine mode will automatically trigger validation and workflow for further review and approval. Only save if you are ready for your changes to be validated and eventually put into MyView.
- Phases: There are seven phases in CLSS, ***Round 1, Room Assignment, Round 2, Publish, Locked,*** and ***Archive, and Admin Only.*** Please see the Production Calendar for the detailed phase schedule.

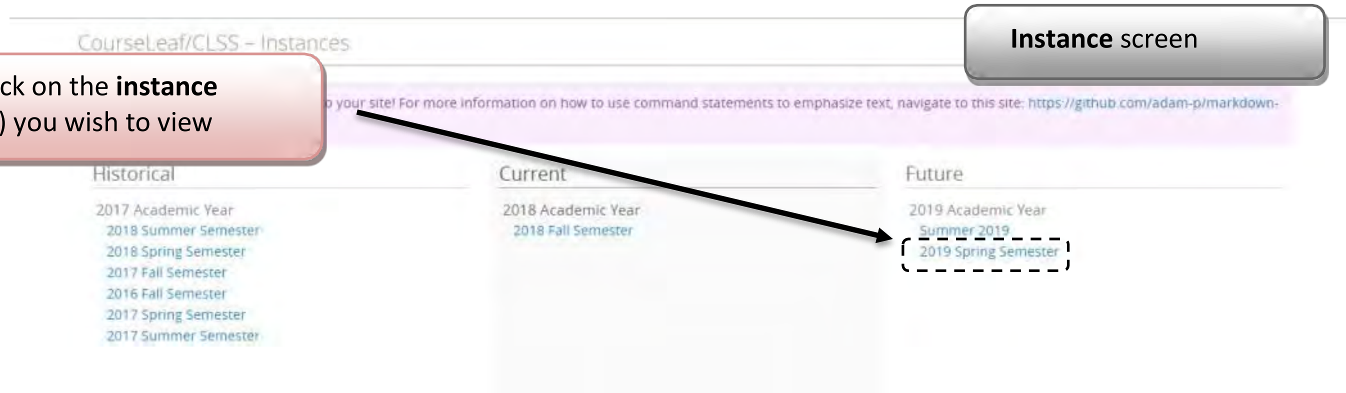
Phase	Design/Refine?	What Happens?
Round 1	DESIGN	Departments put their initial schedule together: securing faculty to teach, setting enrollment capacities, times, determining cross-listings, preferred locations, etc.
Room Assignment	N/A	CLSS is closed for editing as course sections are assigned rooms using the 25Live Optimizer.
Round 2	REFINE	CLSS is unpaused. Schedulers review course section information and make any needed changes.
Publish	REFINE	CLSS is published for students to see. This means certain changes will now need to go through a workflow.
Locked	N/A	CLSS is locked for any changes.
Archive	REFINE	After the completion of a term and all scheduling changes cease in CLSS. This phase indicates the end of the scheduling cycle. All schedulers are prohibited from making adjustments to class schedules. Any changes would need to be made in MyView.
Admin Only	N/A	CLSS is locked for any changes except for CourseLeaf Administrators.

- 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/
- Heat Map: A visual representation of how many class sections are scheduled during specific hours of the day. Heat maps are available to view for specific scheduling units, a selected group of scheduling units, or for all the class sections scheduled during a term. To view a heat map, click on the "Visualize" button at the top of your screen. More information about the Heat Map can be found below.
- 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
- Validation: When a schedule builder is completely finished entering schedule data for a term, they indicate they are done by validating their schedule. During validation, CLSS will check for errors, and prompt the schedule builder to fix before they can submit their completed schedule.

2.0 View Department Schedule and Course Offerings

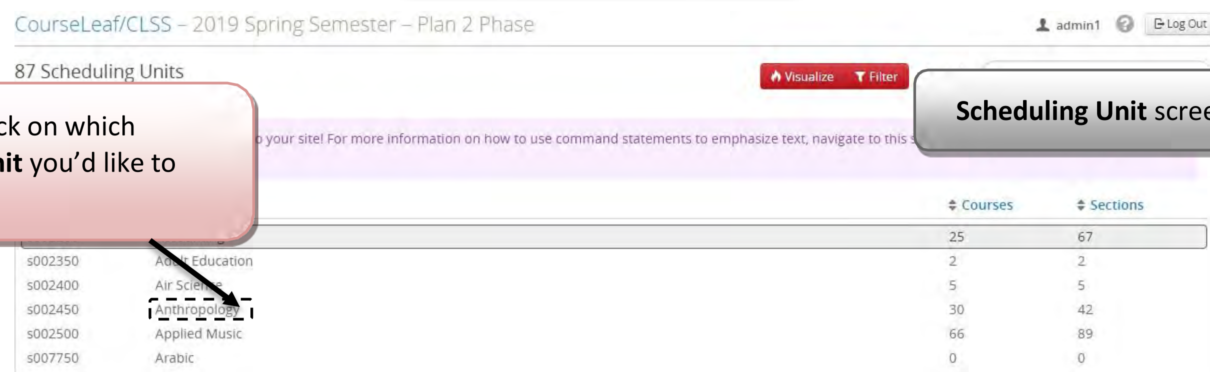
Instance screen

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



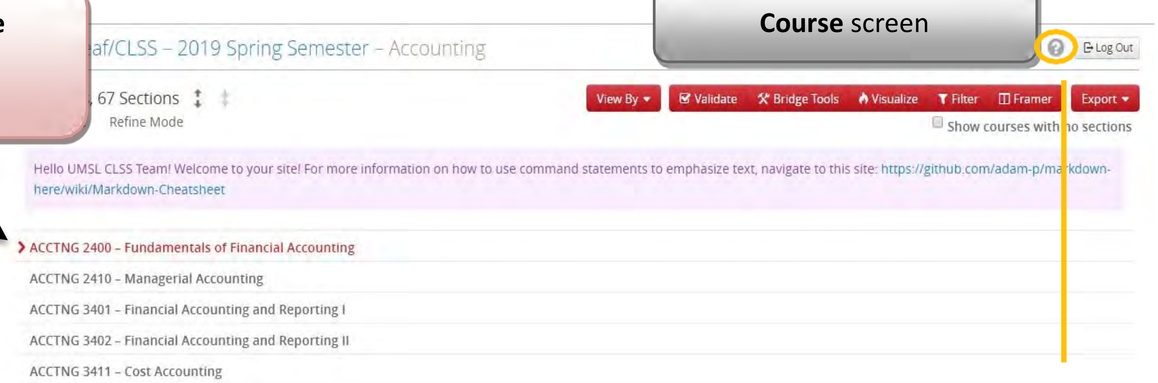
Scheduling Unit screen

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



Course screen

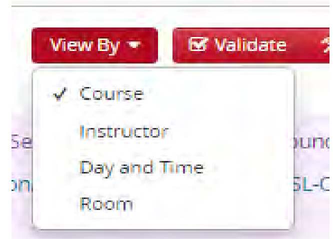
(3) Double-click on a **course** to view all currently scheduled **sections**.



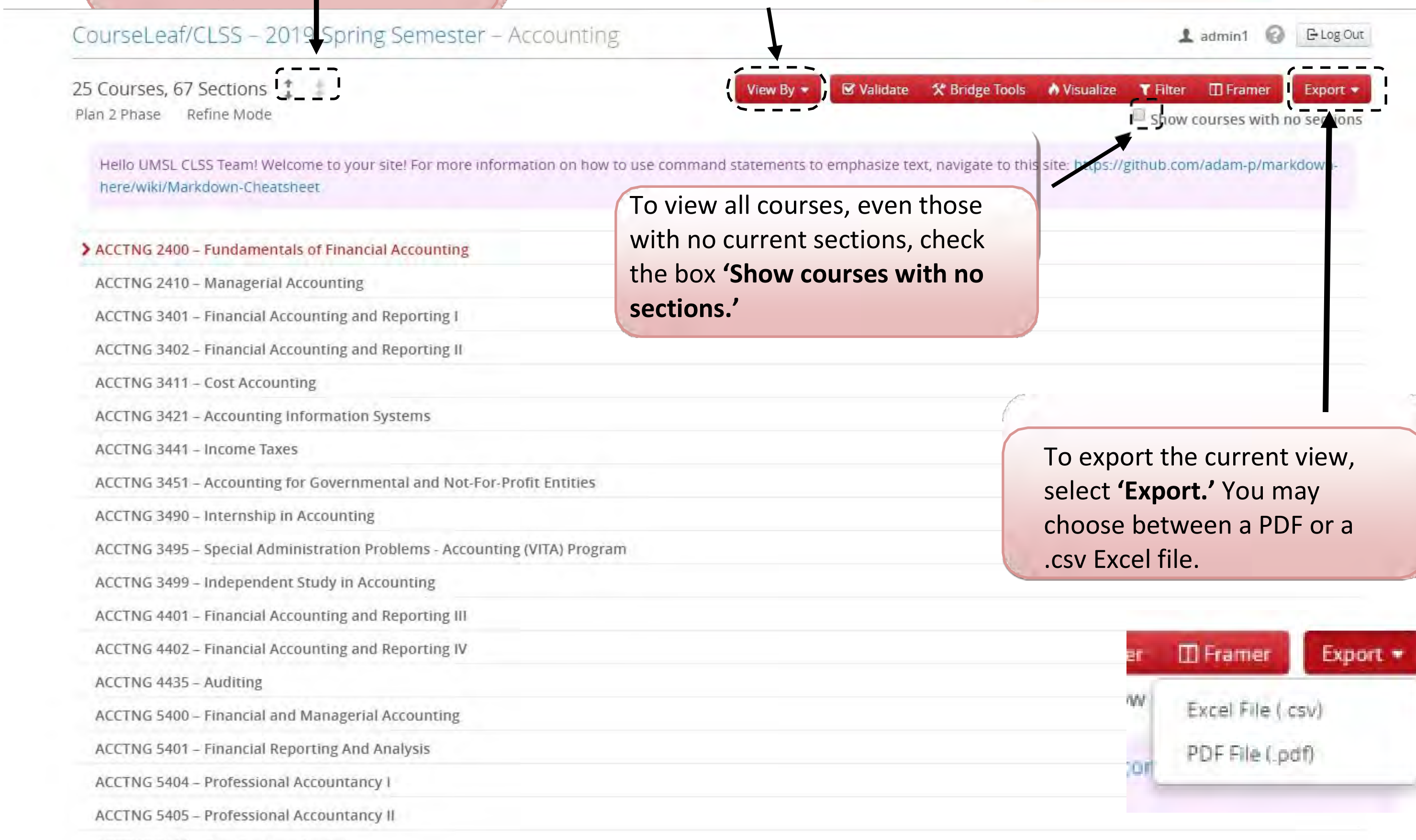
TIP: Click on the question mark to open up a CLSS help page. These pages are maintained by Leepfrog and contains information not specific to University of Missouri - Saint Louis.

2.1 Additional Displays

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



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

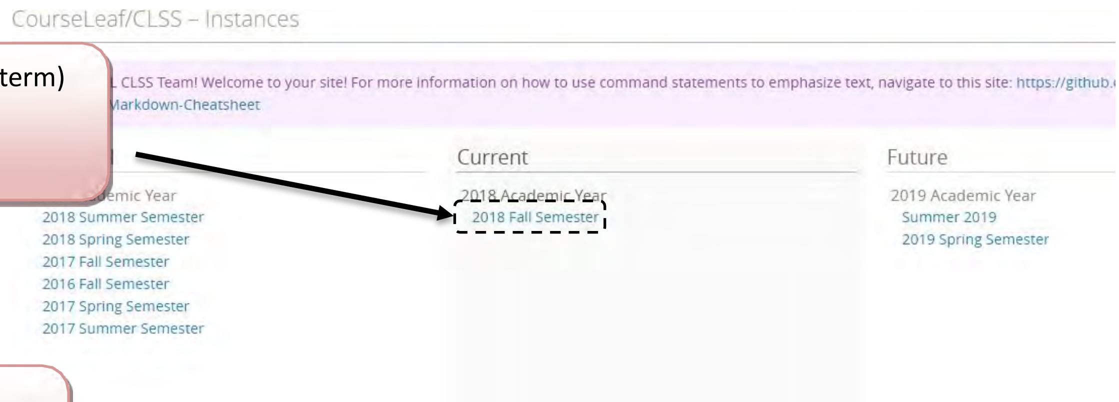


To view all courses, even those with no current sections, check the box **'Show courses with no sections.'**

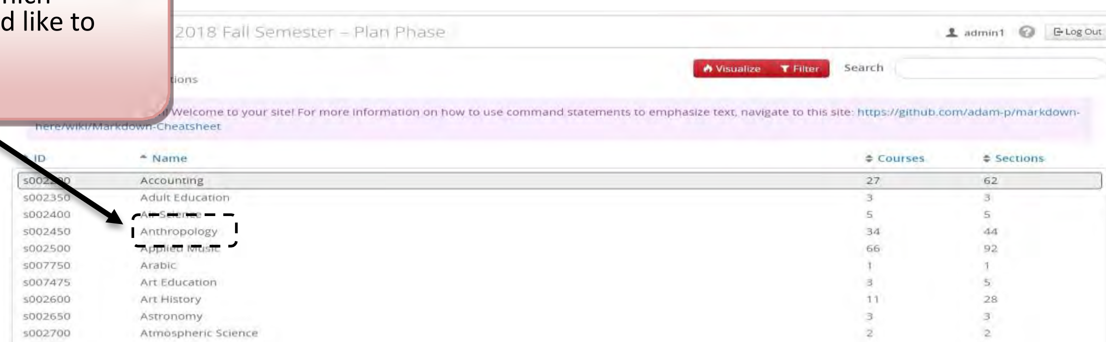
To export the current view, select **'Export.'** You may choose between a PDF or a .csv Excel file.

3.0 Adding a New Section/Editing a Section

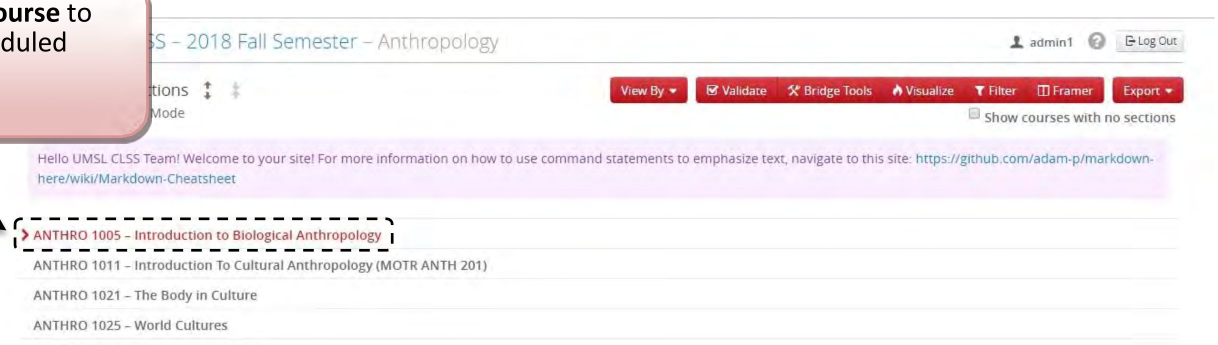
(1) Click on the **instance** (term) you wish to view.



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



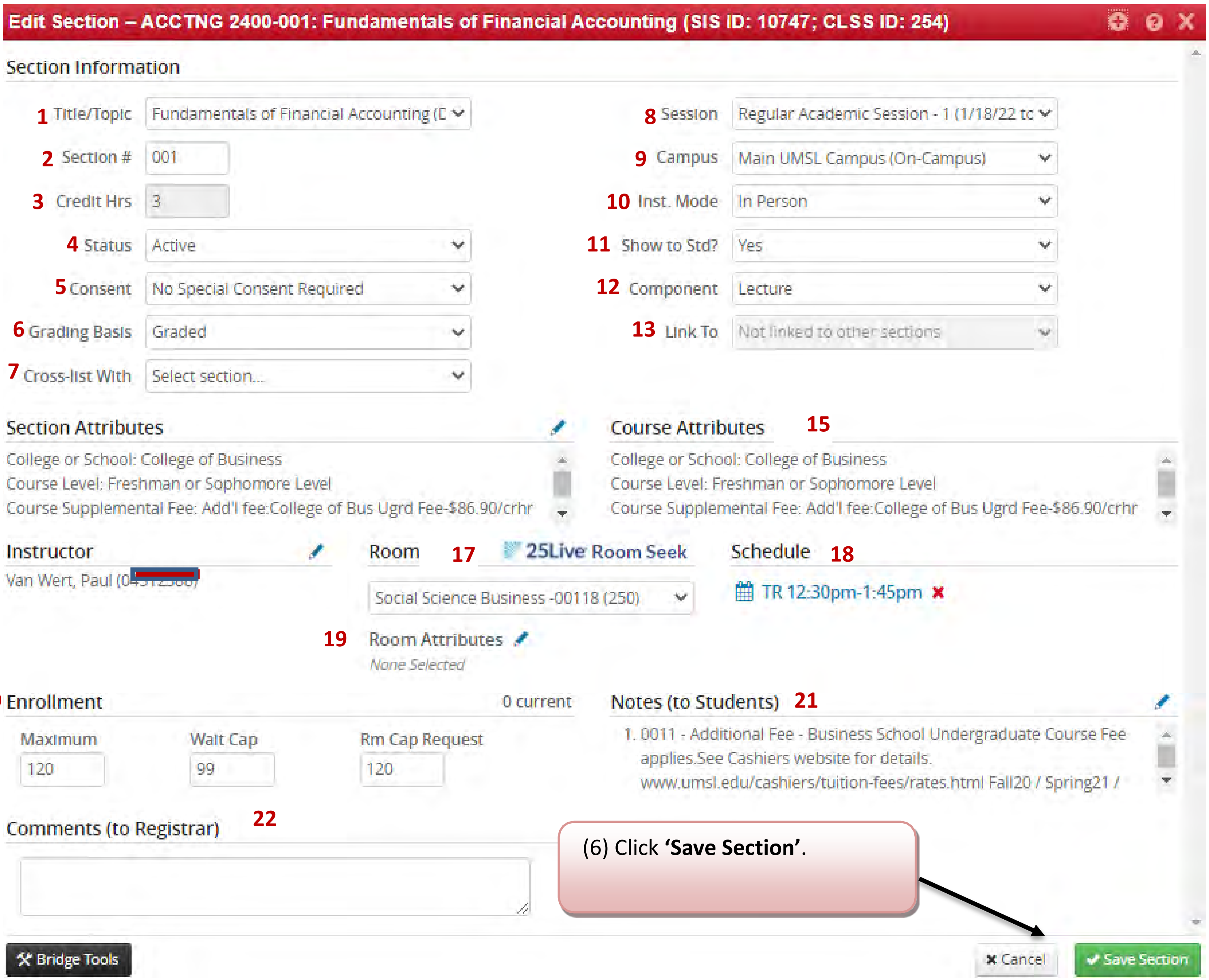
(3) Double click on a **course** to view all currently scheduled **sections**.

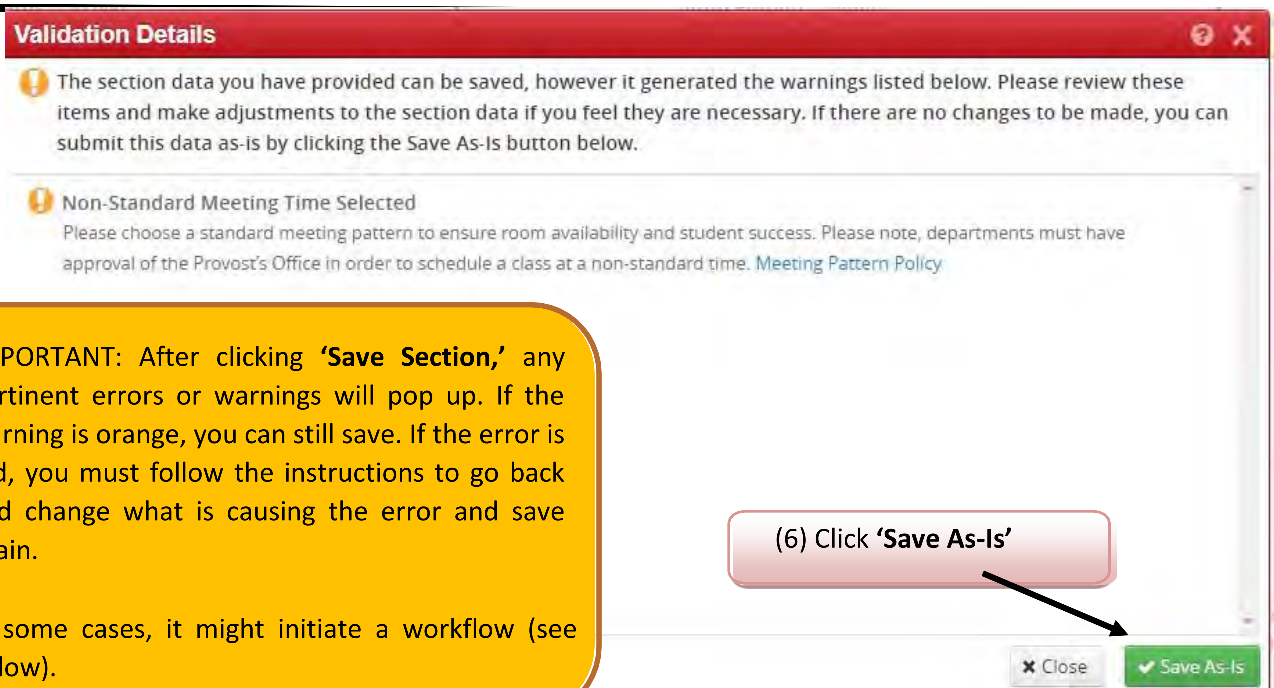


(4) Double click a section to **edit** an already existing section.

(5) To add a **new** section of a course, click the green plus sign.

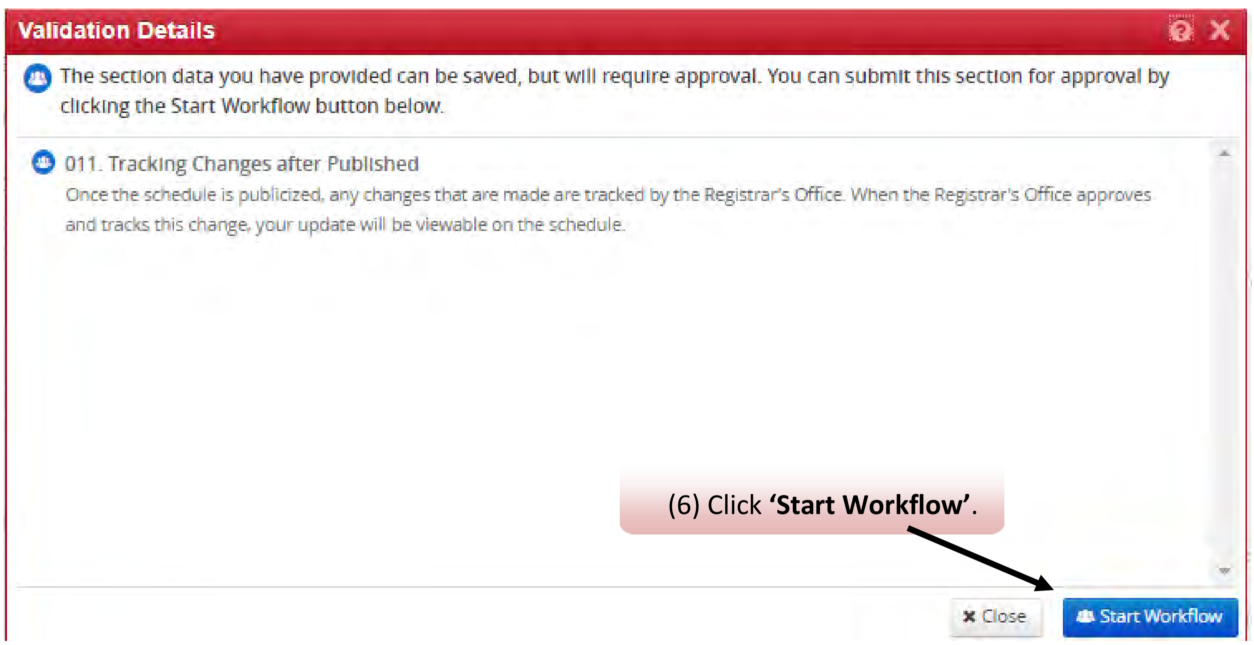
The **'Edit Section'** screen.





IMPORTANT: After clicking **'Save Section,'** any pertinent errors or warnings will pop up. If the warning is orange, you can still save. If the error is red, you must follow the instructions to go back and change what is causing the error and save again.

In some cases, it might initiate a workflow (see below).



IMPORTANT: In ***Design*** Mode, after clicking '**Save Section'**, errors and warnings will display but not trigger workflow. In ***Refine*** mode, after clicking '**Save Section'** workflow is triggered.

Once in workflow, the course section will be locked for editing until the Approver(s) approves or rollbacks the changes.

In ***Refine*** mode workflow is triggered every time Save Section is pushed. If workflow is not triggered the changes may not appear in MyView correctly. **Email the Registrar's Office if changes don't end with Validation Details and Start Workflow.**

3.1 Edit Section Field Explanation

#	What	Notes
1	Title/Topic	If a class is approved for topics, the dropdown menu will include all the current topic listings from the course catalog. Select the desired topic from the dropdown menu. If the topic doesn't appear in the dropdown menu, submit new topic request via the Comments box at the bottom of the form. **NOTE:** You cannot change the **title** of a course without it going through the C&I process.
2	Section	The section number will default to the next available number. This number must be three digits (numeric only) long. Please refer to the Section Numbering Multi-Component Courses document for information on how to number multi-component courses without letters.
3	Credit Hours	If this box is grayed out, the course is in the catalog as that set number of credit hours. If it is a variable credit course, you will see a min and a max box to update.
4	Status	This is the status of the class. All sections should be active for students to see before the schedule goes live. Tentative sections are not viewable to students and are not open for enrollment, but are created just in case that section is needed. Cancelled sections should be switched to active before the schedule goes live. After the schedule is published, courses that may need to be cancelled will initiate a workflow for approval.
5	Show to Std?	Do you want this section to be viewable to students? If so, this should remain "yes". Select "no" to hide this section in the Class Search Page.
6	Component	This is how the course is offered (LEC, RSD, INT). Not to be confused with Instruction Mode, which dictates fees. (See the component document for more information).
7	Cross-list With	This refers to which course this section is crosslisted or combined with (if any). Please note that the crosslisting/combining will be completed by the Office of the Registrar. Once that is complete, the crosslisted information will show in CLSS. See below for additional information.
8	Session	This indicates which session this section occurs in. Default is "Regular Academic Session – 1" for Fall and Spring terms while the default for Summer terms is "Summer Session VI – S6." To change, choose a different session from the dropdown menu. The corresponding session dates will be listed. Changing a session after enrollment, requires Provost's Office approval.
9	Campus	This indicates the campus and location of the course. Most courses that are in person are Main UMSL Campus (On- Campus). INT courses are Main UMSL Campus (Online). If you have questions about campus and location, please contact the Registrar's Office.
10	Inst. Mode	This relates to the course delivery mode (100% online, In Person, Partially Online, etc.), and dictates fees for the students. (See the instruction mode document for more information).
11	Consent	The default pulls from the Course Catalog here. If department consent is a pre-requisite for the course, removing consent will initiate a workflow. If department consent is not a pre-requisite and you wish to add it to a specific section, no approvals are required.

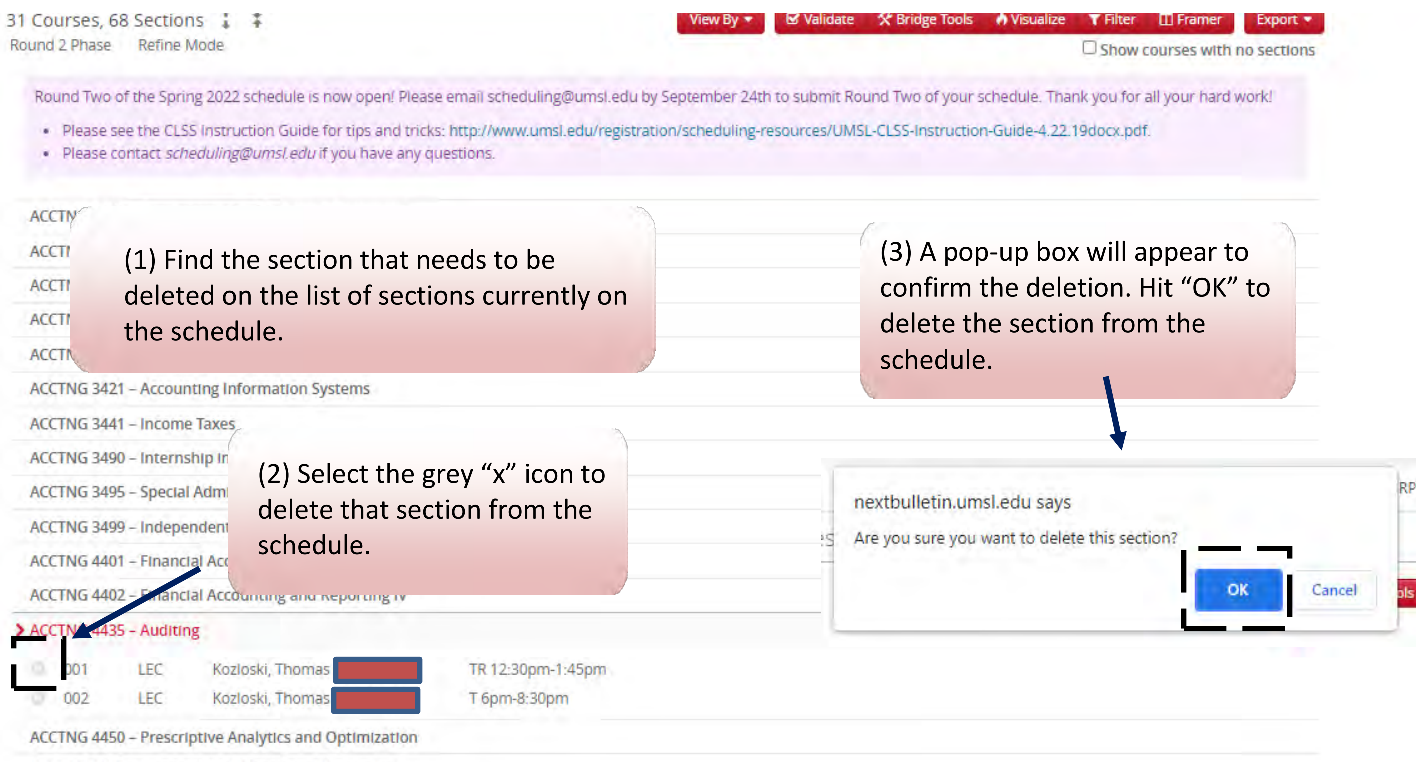
12	Grading Basis	The default pulls from the Course Catalog and cannot be changed in CLSS. You will need to contact the Office of the Registrar. This section is primarily for informational purposes only.
13	Link To	Link To: Non-enrollment sections (RSD, LAB, etc.) of multipart courses will have a dropdown option to link to the enrollment component. For three component courses, the LAB is typically the enrollment section. NOTE: Enrollment components will always show 'Not linked to other sections.' You must always link from the non-enrollment component.
14	Section Attributes	Any attributes listed at the section level will appear here. Fee attributes will need to be added here for corresponding fees (online, partially online, college fees, etc.). Other attributes are also available for the students to see such as credit hour and synchronous. Rules are built in to ensure certain attributes are added in Refine mode if they are not already there.
15	Course Attributes	These attributes pull from the Course Catalog and cannot be updated in CLSS. They are there for informational purposes only. If something is incorrect, please contact the Registrar's Office.
16	Instructor	The instructor field should include any instructors listed in your subject. If the needed instructor does not appear in the dropdown, please indicate the name and Employee ID of the requested instructor. The Registrar's Office will then add that instructor to the dropdown. Please make sure you want to do this and that it is correct before hitting save. Multiple instructors may be listed for each course section. The instructor with the BLUE STAR to the left of their name is the primary instructor in CLSS and will show the conflicts on the Snapper screen. Please refer to the Instructor of Record Policy to determine the roles and load factors for each instructor. Contact the Registrar's Office with any questions.
17	Room	Here, you will indicate which room you would like for this course. You have the option of "general assignment" if you do not have a preference. If this is an online course, you would choose Online; if arranged, you would choose Arranged. You are only able to view the advanced computer rooms on your campus, as well as any department owned rooms. If you would like a room that is not listed, please put that in the Comments (to Registrar) box and hit save. The Registrar's Office will do its best to meet requests, but due to limited classroom space on campus it cannot guarantee request can be granted.
18	Room Attributes	Click on the pencil icon to add a room attribute. You may add up to four attributes. Attributes must describe a room that actually exists on campus. Due to limited classroom space on campus, while the Registrar's Office will do its best to meet requests, it cannot guarantee requests can be granted. The attributes that are added will also become a criteria in the 25Live RoomSeek when that feature is used.
19	Schedule	This dictates the meeting pattern for the course. Clicking on the existing meeting pattern or the words "does not meet" will take you to the Schedule Snapper Tool.

20	Enrollment	**Maximum** – The maximum number of students who should be able to register for the course. **Wait Cap** – Entering 99 here indicates that you would like to open a waitlist for students to be placed on, or place themselves on, in the event that the seats in the course are full. Entering a 0, closes the waitlist and does not allow that option when students are registering. It should be rare that there is a 0 in this box, as we want to be able to see the desire for the course and those trying to enroll. **Rm Cap Request** – This should be the cap of the room you are requesting. If you ask for a general assignment classroom, we will use this number to find a room for you. This number MUST be equal to or higher than the enrollment cap of the course. **Crosslist Cap** –The sum of all crosslisted course caps. Only appears if course is crosslisted.
21	Notes (to Students)	This field is for free-format notes containing information that the department would like to relay to students upon registration. This field is not for internal notes.
22	Comments (to Registrar)	The comments box is for departments to communicate with the Registrar's Office. This includes things like room requests, special information regarding the course, information on combined sections, etc. Only the Registrar's Office can see what is entered into this box.

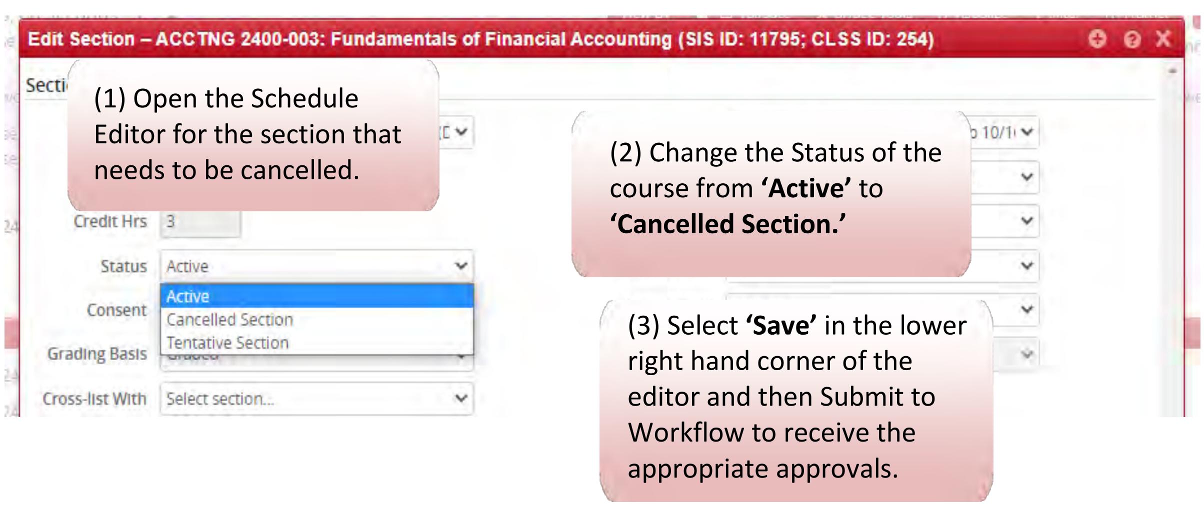
3.2 Deleting/Cancelling a Section

If a section needs to be removed from the schedule, the procedure is determined by what part of the scheduling cycle we are in. If the schedule has not yet been published (during Round One and Round Two) we want to delete the section from the schedule entirely. By doing this, there will be no trace that the course was ever on the schedule. After the schedule is published, the Status of the section is changed to "Cancelled Section" to indicate that the course is no longer being offered.

3.2.1 Deleting a Section (Round One and Round Two)



3.2.2 Cancelling a Section (Publish Phase)



3.3 Changing the Instruction Mode

If the format of how a section is being taught is changing, this may require an update to the instruction mode and/or component field. Only certain combinations of instruction mode and components are allowable so please refer to this helpful document to determine which combination is needed. Definitions of the different instruction modes and components are also available to help determine which method most accurately describes how the course is being taught.

It may be that only the instruction mode needs to be updated while the component can remain as is. If that is the case, update the Instruction Mode field on the Section Editor screen. If it is determined that the component also needs to be updated please refer to sections 3.4.1 and 3.4.2 listed below based on which part of the scheduling cycle the term is in.

3.3.1 Instruction Mode & Component Changes (Round One & Round Two)

In order to update the instruction mode, the component may also need to be updated if the new instruction mode is not a part of an allowable combination with the existing component. In this situation, please follow one of the methods listed below.

- Add a new section and delete the old, incorrect section. In this method, a new section should be added that lists the correct instruction mode and component.
  - If the component that is needed does not appear when adding a new section, please reach out to scheduling@umsl.edu to update the Course Catalog. Only components that are listed in the Course Catalog in MyView will appear in the dropdown. Once the needed component is added to the course catalog, CLSS will update the following day.
- Indicate in the Comments to Registrar box what the correct instruction mode and component should be.
  - Make sure to also indicate all of the details that will be necessary for the section to be updated. For example, if the section is changing to 100% online to In Person, please indicate what the meeting pattern of the In Person section will be and if a specific room is required.

3.3.2 Instruction Mode & Component Changes (Publish Phase)

In order to update the instruction mode, the component may also need to be updated if the new instruction mode is not a part of an allowable combination with the existing component. In this situation, please follow one of the methods listed below.

- Update the instruction mode to be correct and leave the component as is.
  - This will trigger the appropriate workflow and will then come to the Registrar's Office to process after it is fully approved. The Registrar's Office will then update the component in MyView after the instruction mode change is fully approved and processed.
  - If students are enrolled, they will need to be dropped and re-enrolled to make the change. The Registrar's Office will complete this step but the department will need to notify the students about the change.
- Indicate in the Comments to Registrar box what the correct instruction mode and component should be.
  - Make sure to also indicate all of the details that will be necessary for the section to be updated. For example, if the section is changing to 100% online to In Person, please indicate what the

meeting pattern of the In Person section will be and if a specific room is required.

- The Registrar's Office will submit the change on your behalf to start the appropriate workflow. The Registrar's Office will then update the component in MyView after the instruction mode change is fully approved and processed.
- If students are enrolled, they will need to be dropped and re-enrolled to make the change. The Registrar's Office will complete this step but the department will need to notify the students about the change.

3.4 Crosslisted/Combined Courses

Courses that have similar content and share an instructor, meeting pattern, and enrollment may need to be crosslisted or combined. Crosslisted courses would be when the sections that are put together are from two different subjects. For example, a SOC course together with a GERON course would be an example of a crosslisting. Combined sections are from the same subject. For example, MGMT undergraduate course combined with a MGMT graduate course. However, both sets of examples follow the same procedures and sometimes the terms "crosslisted" and "combined" are used interchangeably.

NOTE: If two are more courses are considered "Same as" in the course catalog, one of them cannot be offered on the schedule without the other(s). However, courses do not need to be "Same as" in the course catalog for them to be crosslisted or combined.

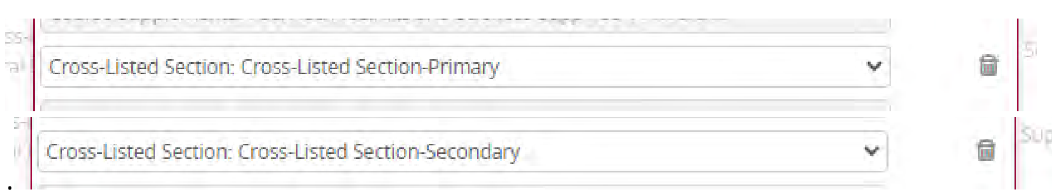
3.4.1 How to Crosslist/Combine Sections

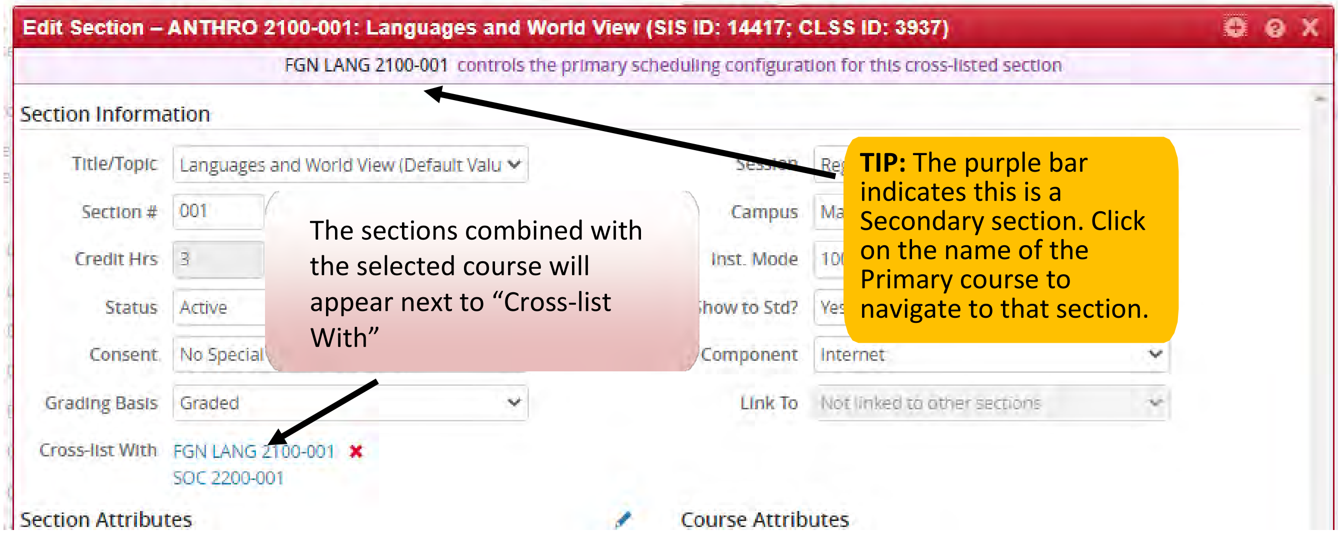
Currently, sections are not crosslisted/combined in CLSS, rather this must be completed by the Registrar's Office in MyView. To indicate that sections should be crosslisted/combined, please indicate in the Comments to Registrar box what section(s) that course should be combined with.

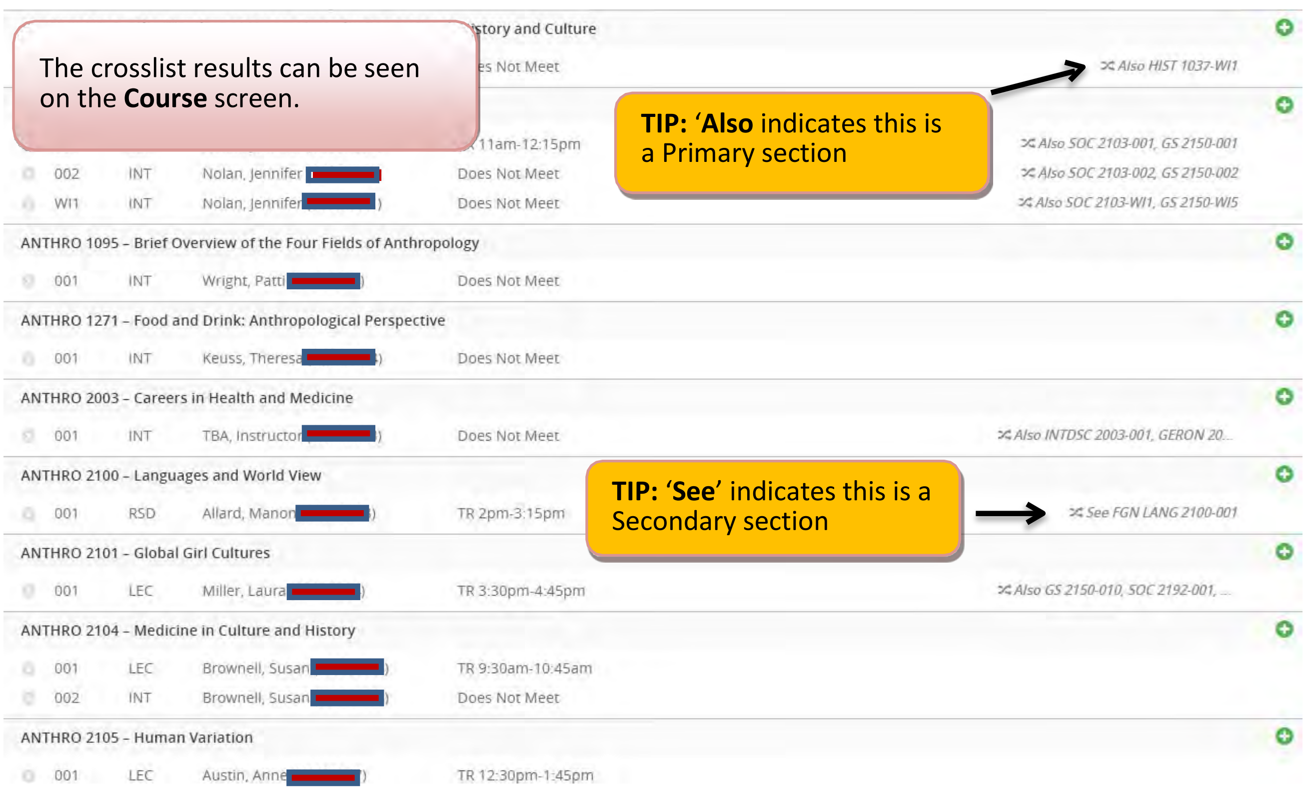
If a section is already crosslisted/combined and that combination needs to be removed, please indicate this in the Comments to Registrar box. NOTE: If the courses are "Same as" in the course catalog then they will not be able to be separated with receiving Dean Approval.

3.4.2 Viewing/Editing Crosslisted/Combined Sections

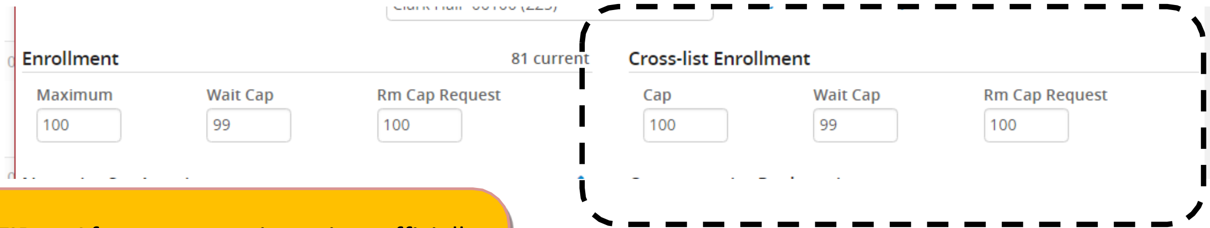
After sections are crosslisted/combined in MyView, that combination will appear in CLSS. One is considered the controlling or **Primary.** The other section(s) within the combination is the controlled or **Secondary** section(s). The section with the "Cross-Listed Section: Cross-Listed Section-Primary" attribute is the Primary. To change this, update that attribute "Cross-Listed Section: Cross-Listed Section-Secondary" to and add the "Cross-Listed Section: Cross-Listed Section-Primary" attribute to the correct section.




Edit Section – ANTHRO 2100-001: Languages and World View (SIS ID: 14417; CLSS ID: 3937)
FGN LANG 2100-001 controls the primary scheduling configuration for this cross-listed section
Section Information
Title/Topic Languages and World View (Default Valu
Section # 001
Credit Hrs 3
Status Active
Consent No Special
Grading Basis Graded
Cross-list With FGN LANG 2100-001
SOC 2200-001
Campus
Inst. Mode
Component Internet
Link To Not linked to other sections
Section Attributes
Course Attributes
The sections combined with the selected course will appear next to "Cross-list With"
TIP: The purple bar indicates this is a Secondary section. Click on the name of the Primary course to navigate to that section.


The crosslist results can be seen on the Course screen.
TIP: 'Also indicates this is a Primary section
Also HIST 1037-WI1
Also SOC 2103-001, GS 2150-001
002 INT Nolan, Jennifer [redacted] Does Not Meet Also SOC 2103-002, GS 2150-002
WI1 INT Nolan, Jennifer [redacted] Does Not Meet Also SOC 2103-WI1, GS 2150-WI5
ANTHRO 1095 – Brief Overview of the Four Fields of Anthropology
001 INT Wright, Patti [redacted] Does Not Meet
ANTHRO 1271 – Food and Drink: Anthropological Perspective
001 INT Keuss, Theresa [redacted] Does Not Meet
ANTHRO 2003 – Careers in Health and Medicine
001 INT TBA, Instructor [redacted] Does Not Meet Also INTDSC 2003-001, GERON 20...
ANTHRO 2100 – Languages and World View
001 RSD Allard, Manon [redacted] TR 2pm-3:15pm See FGN LANG 2100-001
TIP: 'See' indicates this is a Secondary section
ANTHRO 2101 – Global Girl Cultures
001 LEC Miller, Laura [redacted] TR 3:30pm-4:45pm Also GS 2150-010, SOC 2192-001, ...
ANTHRO 2104 – Medicine in Culture and History
001 LEC Brownell, Susan [redacted] TR 9:30am-10:45am
002 INT Brownell, Susan [redacted] Does Not Meet
ANTHRO 2105 – Human Variation
001 LEC Austin, Anne [redacted] TR 12:30pm-1:45pm

The Schedule, Instructor, Room, and Cross-list Enrollment fields can only be edited by the **Primary** section.



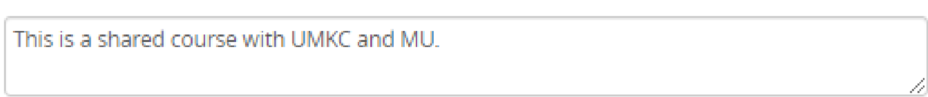
TIP: After a section is officially crosslisted, the **Crosslist-Enrollment** field will appear. This can only be edited by the **Primary** section.

3.5 Intercampus Course Sharing (With Other UM System Schools)

The course sharing program enables faculty to reach students from any University within the UM System by allowing the students to enroll in a course using their regular home campus registration process. Course sharing occurs when courses are shared between two or more UM System schools. Each campus will have their own course listed on their schedule of classes, but those courses will be linked in the Course Sharing App so that students from both campuses can participate in one single Canvas site. For courses to be shared, a proposal must be submitted and approved for Intercampus Course Sharing. After approval is granted, please complete the following steps to ensure that the Registrar's Office can link the UMSL course to the corresponding course on the other campus(es):

1. The Course Sharing Attribute should be added to the shared section. This attribute is what allows the Registrar's Office to successfully link the course on the backend, and allows students to search for and easily identify shared courses on the Class Search Page. The primary campus will add the Primary attribute and the secondary campus will add the Secondary attribute. If you are unsure if we are primary or secondary, please reach out to the instructor teaching the course for assistance.

2. Add a Note (to Students) that indicates which campus the section is being shared with.



3.6 Linked Sections/Link To

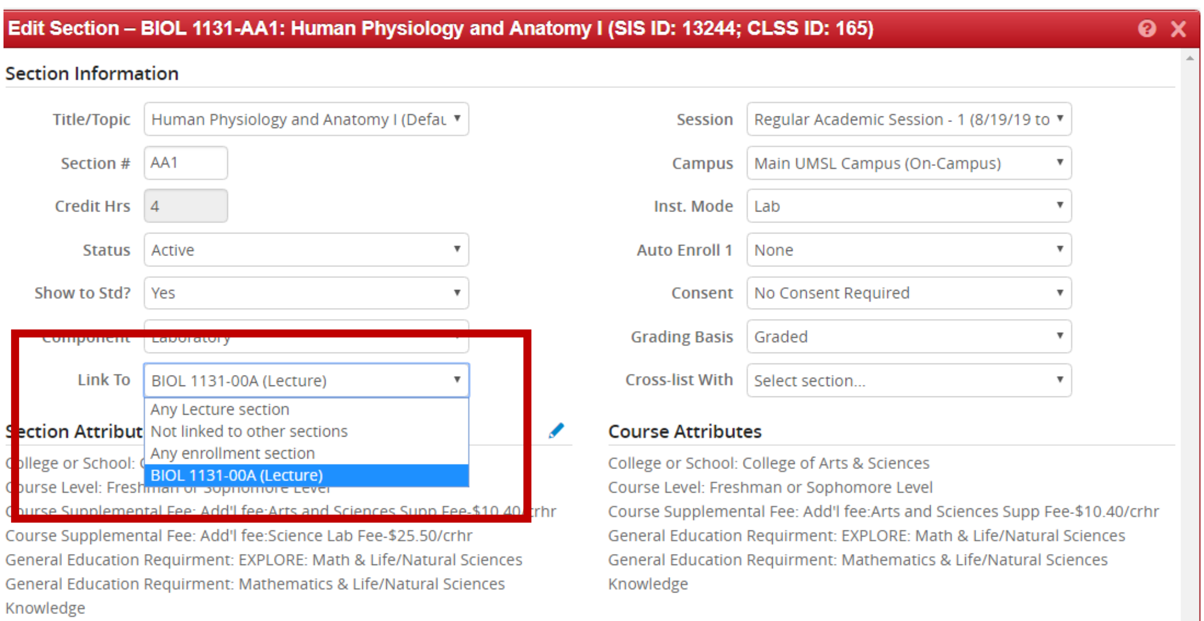
The linked sections field allows you to link sections for registration. The ability to link sections within a course comes from SIS so if the course has not been set up within SIS to allow linking, there will be no option for linking within CLSS.

3.6.1 How to Link, Edit, and Unlink Sections

https://help.courseleaf.com/images/hover.png

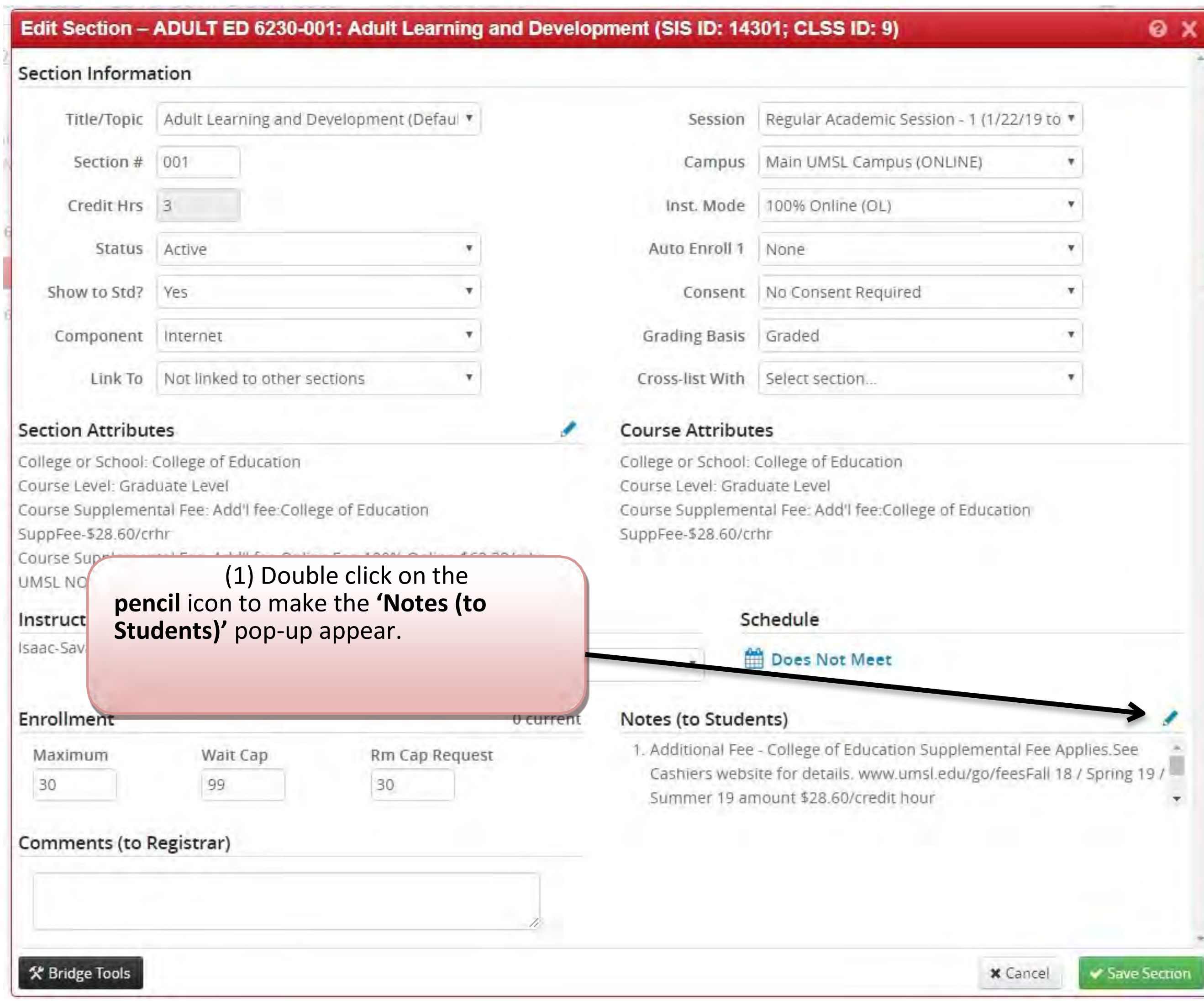
Remember! Enrollment components will always show 'Not linked to other sections.' You must always link from the non-enrollment component.

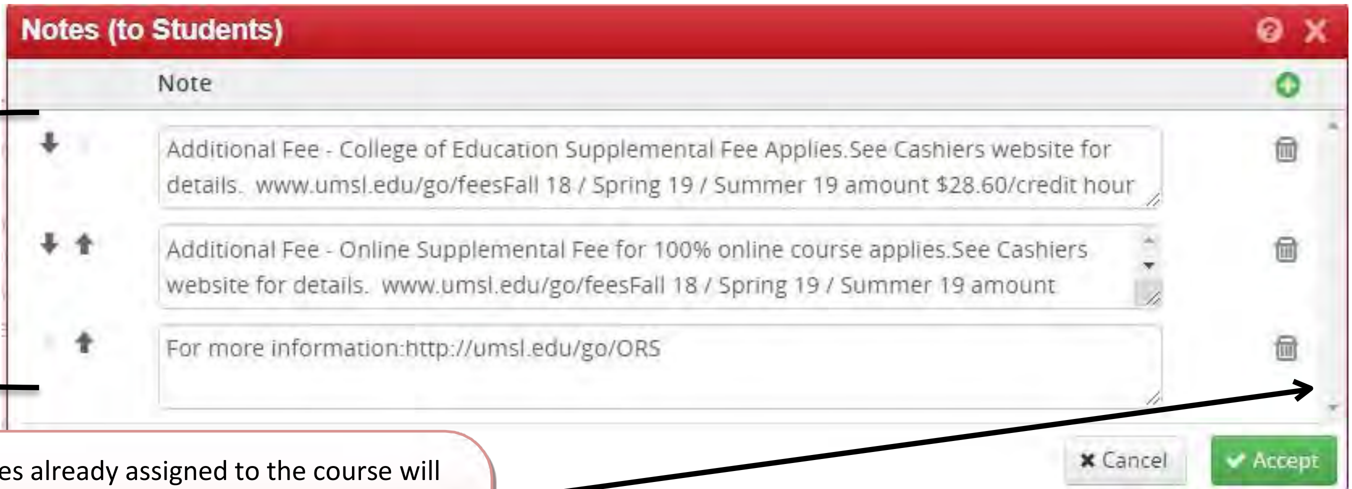
1. Navigate to the CLSS instances screen
2. Click to open an instance
3. Double click to select a scheduling unit
4. Double click to open a course
5. Double click a section to open the editor
6. Click the link to drop down menu
7. Select an option:
   a. Not Linked to Other Sections
   b. Any Section Type (Lecture, Lab, etc.) - means the student can take any of the specified Section Type with this section. Usually on the LEC component of a LEC/LAB/RSD link.
   c. Specific Section Type (Lecture, Lab, etc.) - means the student must take one of a group of the specified Sections Type with this section. Usually on the LAB component of a LEC/LAB link.
   d. Section Numbers individually - Usually on the RSD component of a LEC/LAB/RSD link.
8. Click save section



3.7 Notes (to Students)

The Notes (to Students) box includes fields for the notes visible to students online. Notes (to Students) should include any information students may need to know about a particular section separated by “;”. If you have a standard note to add that is part of our note numbering system, please enter the number of the note you wish to add in the “Comments (to Registrar)” box. We will go through and add those note numbers for you. Notes (to Students) listed in [Note Numbers for CLSS](), have defaulted text and should not be changed. Free format notes can be entered, but should be clear, concise, and free from errors for the students. **Failure to follow these guidelines will result in the section not being setup or adjusted appropriately.**





(2) The notes already assigned to the course will appear. You may need to **scroll** to see them all. If those that fed over are correct, please do not edit them. If you have a free format note to enter, in the '**Notes (to Students)**' field, put your comments that should be displayed to students.

(3) Select **'Accept'** to save changes. **'Cancel'** to exit without saving.

3.7.1 Note Numbers for CLSS

Below is a list of note numbers to use in the Notes (to Students) field.

Note Nbr	Description
0007	Blended Online Supp Fee
0008	Partially Online Supp Fee
0009	Arts and Sciences Supp Fee
0010	Th Dan Supp Fee
0011	UGRD Bus Fee
0012	Grad Bus Fee
0013	CoE Supp Fee
0014	Special Consent Form Required
0027	Education Majors Only
0030	Location Jefferson College
0031	Location Mineral Area College
0032	Location SCCC
0033	Location SLCC Wildwood
0034	Location South County
0035	Nursing Students Only
0038	Online Fee
0043	Art Hst Supp Fee
0044	OL Info
0045	Social Work Practicum Supp Fee
0046	Science Lab Fee
0047	Media Studies Lab Fee
0049	Studio Art Fee
0050	Undergraduate Nursing Fee
0051	Graduate Nursing
0052	Clinical Nursing
0053	Engineering Course Fee
0054	Applied Music Fee
0055	Enroll Cap Strictly Enforced
0056	Social Work Fee - Undergrad
0057	Social Work Fee - Graduate
0058	Nursing DNP Fee

3.8 Comments (to Registrar)

Comments (to Registrar) should only include information for the Office of the Registrar to adjust a section separated by ";". Information from Notes (to Students) should never appear in Comments (to Registrar). Please keep this section brief. Although we greatly appreciate them, there isn't a need for please and thank you; simply write your requests and we will do our best to accommodate them**. Failure to follow these guidelines will result in the section not being setup or adjusted appropriately.**

COMMON Comments (To Registrar) REQUESTS

Request Type	Example Comment
Room Requests	Please assign to Clark 200.
Share space with non-crosslist section	Meets with CHEM 1821.
Back to Back Instructor	Same room as ENGL 3100 003.
Special Topic Titles	Please add topic: Food in St. Louis
Room Swap	Swap rooms with ENGL 1100 002.
Instruction Mode/Component Change	Please change to 100% online, asynchronous
Instructor Not in Dropdown	Please add John Smith (Employee ID)
Justification for certain changes	Low enrollment, section should be cancelled
Justification for room requests	Students need access to specific software

IMPORTANT: Swapping rooms? Indicate this in **Comments (To Registrar)** for ***both*** sections swapping rooms.

3.9 Room or Building Requests

When making room or building requests, first use the pre-room and room attributes options in CLSS (see Edit Section Field Explanation, #18 & #19). This should include only the desired building(s) and rooms(s) or the desired room attributes. You will have access to advanced computer rooms (those with student stations) on your campus, and any of your department owned rooms. If you do not see a room that you wish to use in your dropdown, you would request that room by putting it in the Comments (To Registrar) box. These requests are time-stamped and are on a first-come, first-served basis. Due to limited classroom space on campus, while the Registrar's Office will do its best to meet requests, it cannot guarantee requests can be granted.

During Round Two and after the schedule is published, the 25Live RoomSeek feature can also be used to request classroom spaces (see below).

NOTE: If you are requesting a Learning Studio or Technology Enhanced Classroom, justification for why these types of rooms are need will be required in the Comments to Registrar box.

3.9.1 Using the 25Live Room Seek

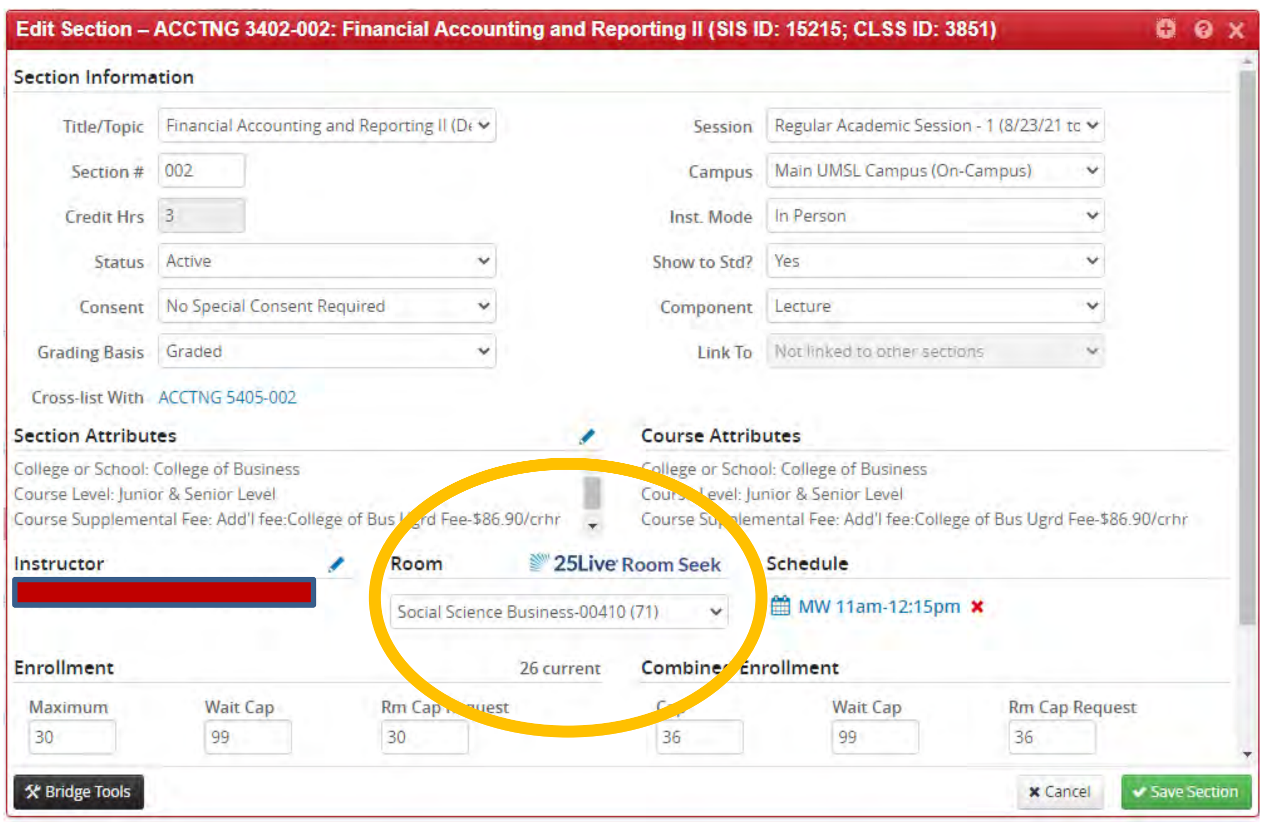
25Live Room Seek is the premier Look and Book functionality of CourseLeaf CLSS. This feature leverages web services from CollegeNET’s 25Live platform and allows schedulers to look at and book a space for their course sections directly in CLSS.

If you are a scheduler and have editing access in CLSS, please log into CLSS using your SSO ID and password: https://nextbulletin.umsl.edu/wen/. **Only those with editing access will be able to use the Room Seek feature in CLSS at this time.**

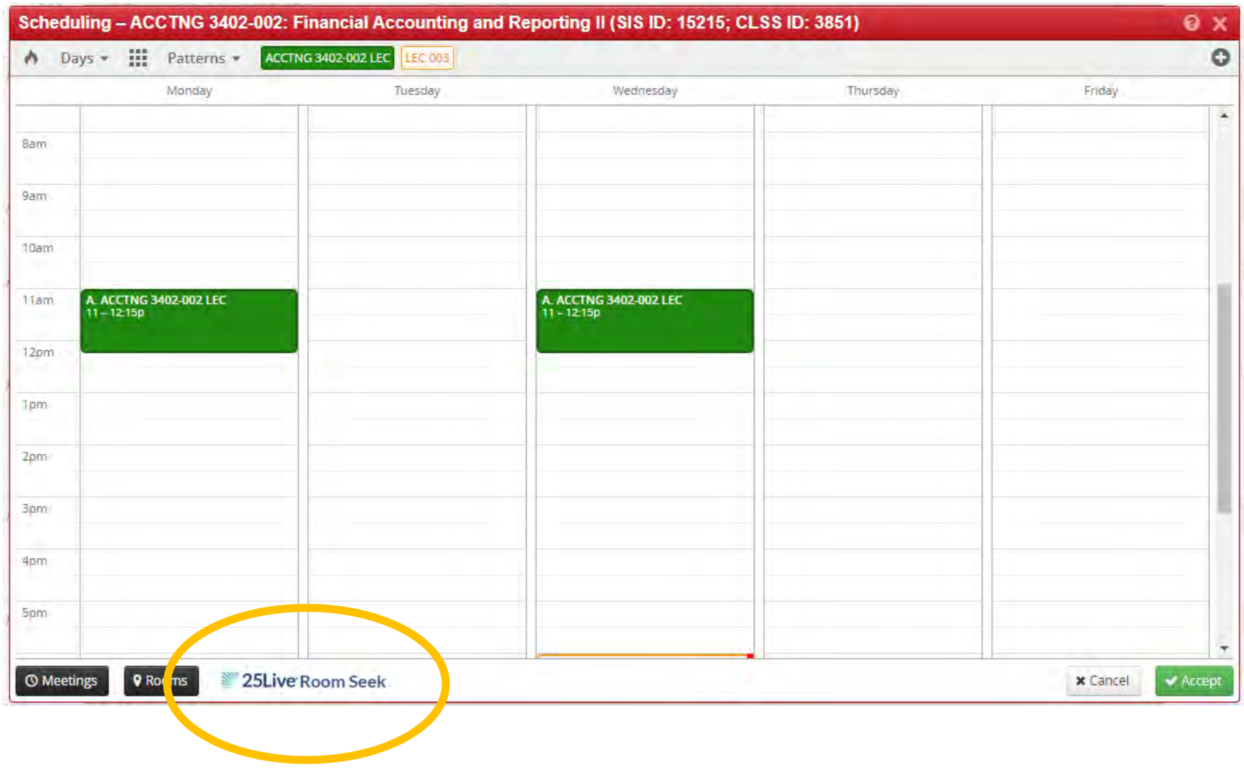
After you are logged in, please select the term, subject, and course you wish to utilize the Room Seek feature for.

This feature is accessible from three different locations in CLSS:

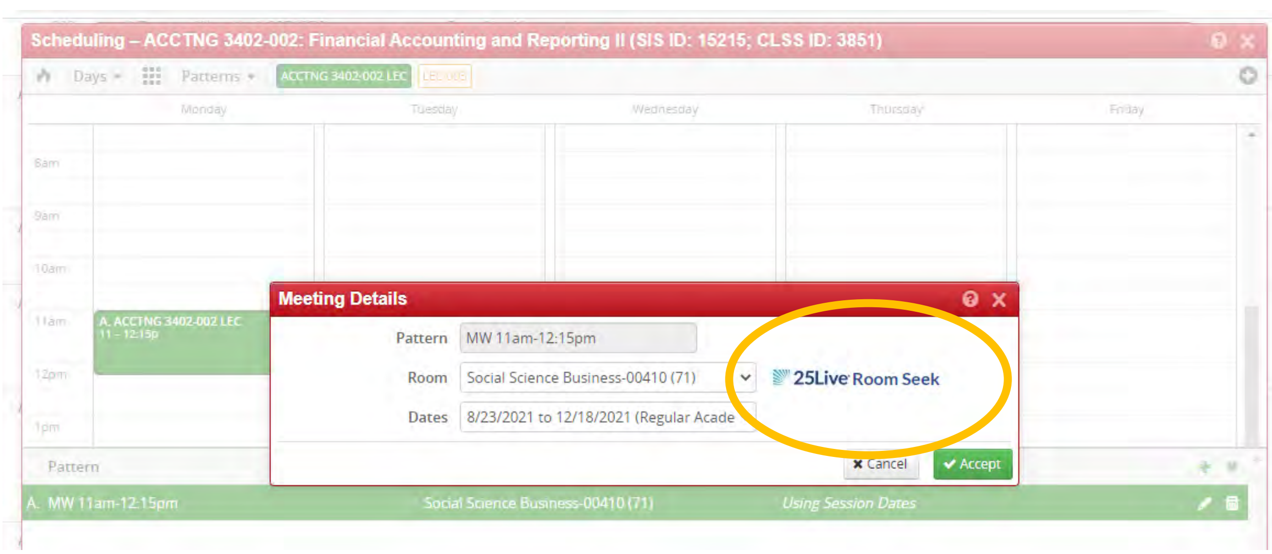
1. From the Edit Section form with the “Room” field



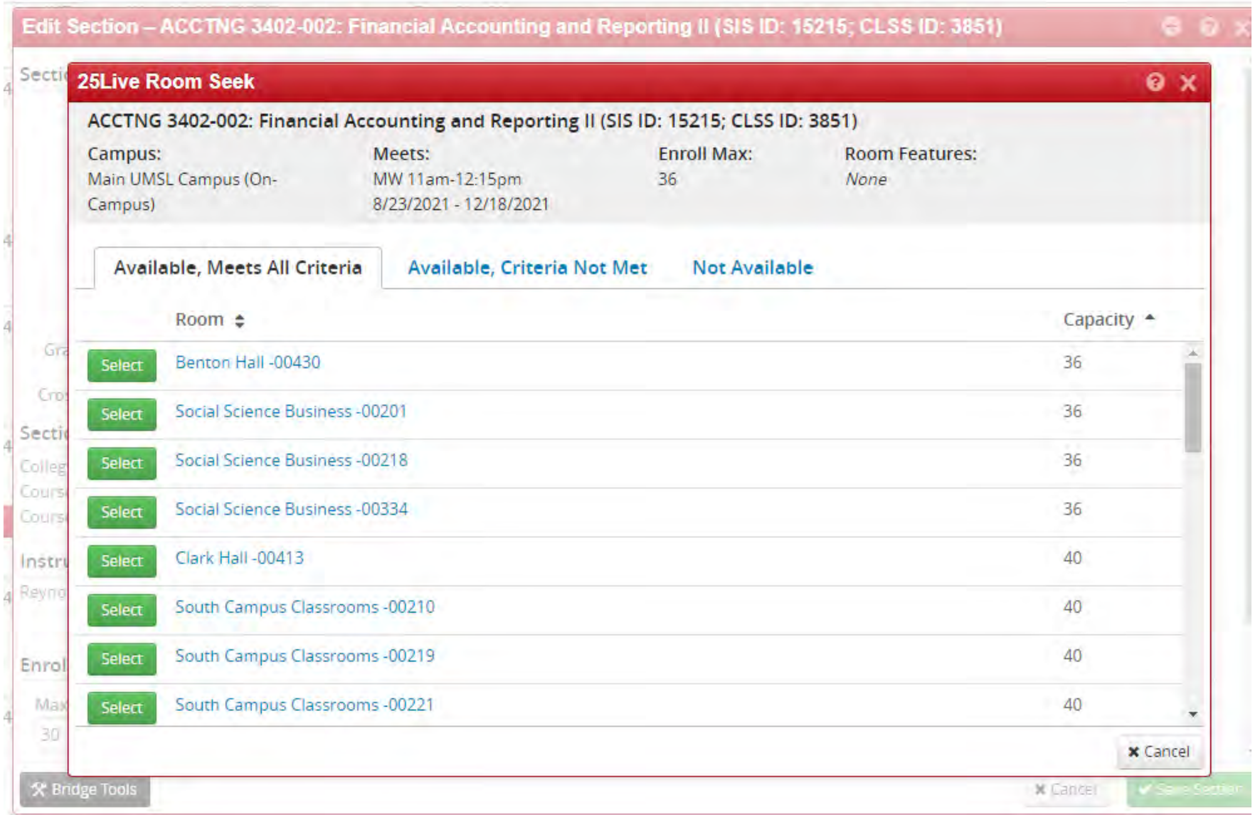
2. From the CourseLeaf Snapper on the bottom left of the window



3. From the Meeting Details screen



When selected, this powerful solution runs an availability search against all the spaces available for schedulers to potentially book at that point in the scheduling cycle (e.g., during Round 2 or after the schedule is published). The results of that search will return a screen similar to the following:



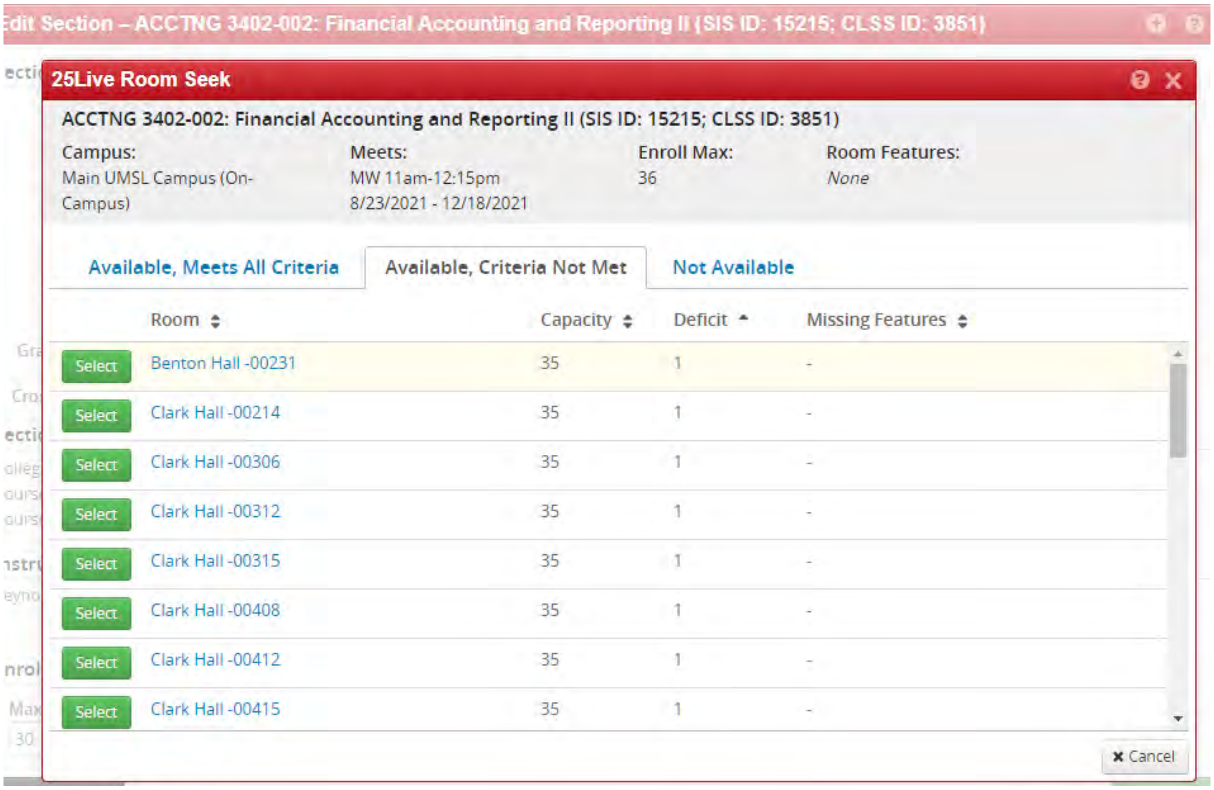
At the top of the screen, highlighted in gray, will be all of the data points CLSS uses for its space search. The Room Seek feature will check the availability of all meeting days for the entire range of dates within the meeting pattern. If there are any conflicts for a room on any of the dates, the room will show under "Not Available". Only spaces that are free on ALL dates within the selected meeting pattern will show as available. If a room is available on all dates, the final two data points (enroll max and room features) are used to determine which "Available" category a room is placed under.

Available, Meets All Criteria

These spaces meet all of the criteria specified for the space search and can be selected for the course section. They are sorted by closest capacity match (without being smaller) to the course enrollment maximum, while the headers ("Room" and "Capacity") are sortable by clicking the outer facing arrows icon next to each. "Room" sorts alphabetically and "Capacity" sorts numerically. Each room is hyperlinked to a space details page in 25Live that will show pictures, calendar details, a full list of features, and more information pertaining to that space.

To select a space for this course, click the green "Select" button next to the preferred room. The room should be updated on the course and is ready for saving in CLSS as normal. If there are any conflicts at the time of saving, an error will show.

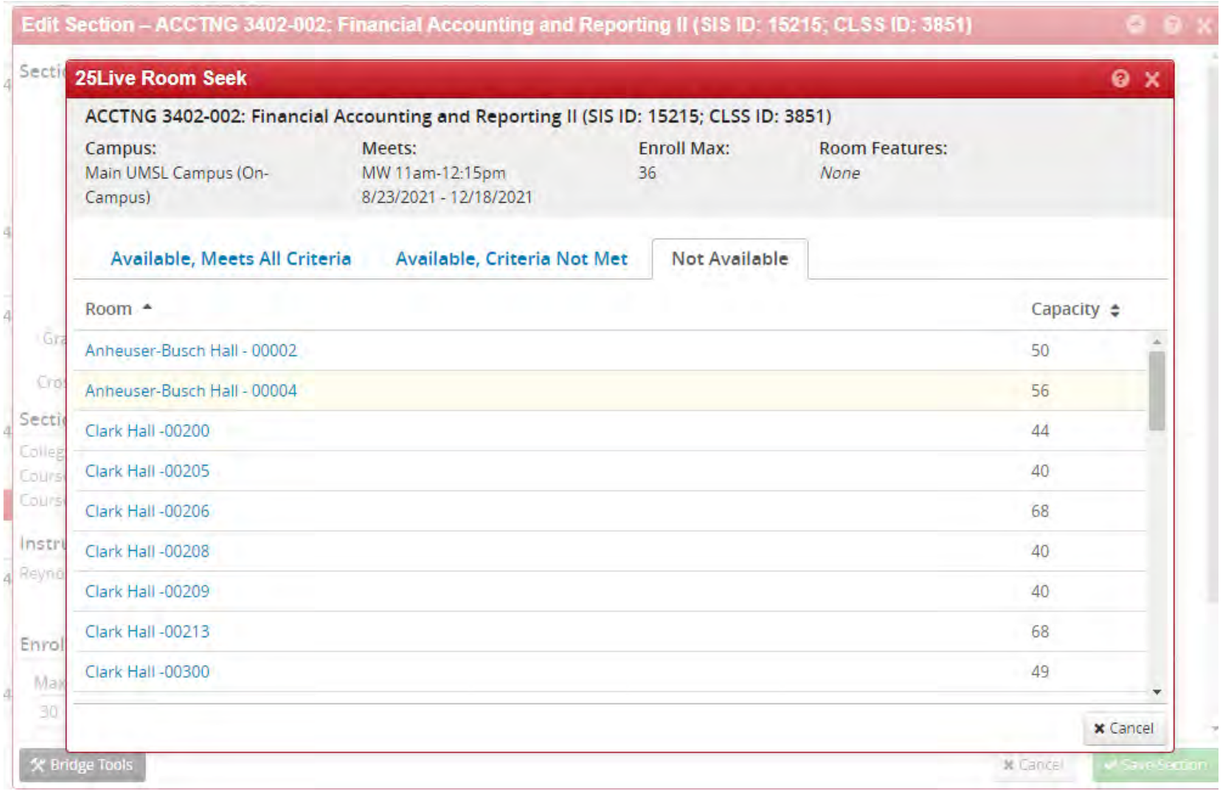
Available, Criteria Not Met



As new sections looking for rooms are added at later dates in the scheduling process, or existing sections see higher/lower enrollments than expected and want to peruse what other options are available, this category will help to view **ALL** possible rooms that a scheduler can book. This includes rooms that are available but do not meet one or more of the criteria. For example, there may be times when few rooms are available. If the search is set up for a 30-seat course but only 20 students are enrolled, there may be a suitable space available with a lower enrollment capacity. While we would never want to limit the seats in a course, this functionality allows schedulers to see what is available within a few seats of the course capacity. Using the Framer Tool in CLSS, the scheduler can see the historical enrollment capacities to help decide if a lower enrollment capacity would be feasible in order to book a room more suitable for the course. Another example is if a certain feature is selected, such as movable tables. This tab will show all rooms available, even those that might not have movable tables. This will allow schedulers to determine if movable tables are negotiable when looking for an open space or if they are a must have for the course. This search category will allow schedulers to look and book those spaces, all while knowing what trade-offs are required to book that space.

Similar to the previous category, all of the resulting columns are sortable. In addition to “Room” and “Capacity”, schedulers can also sort by the “Deficit” number of seats, or the number of “Missing Features” for the space. The view automatically sorts by deficit, showing the spaces with the fewest missing seats (or none) first. Click through each category to organize the results based on what’s most important for the course.

Not Available

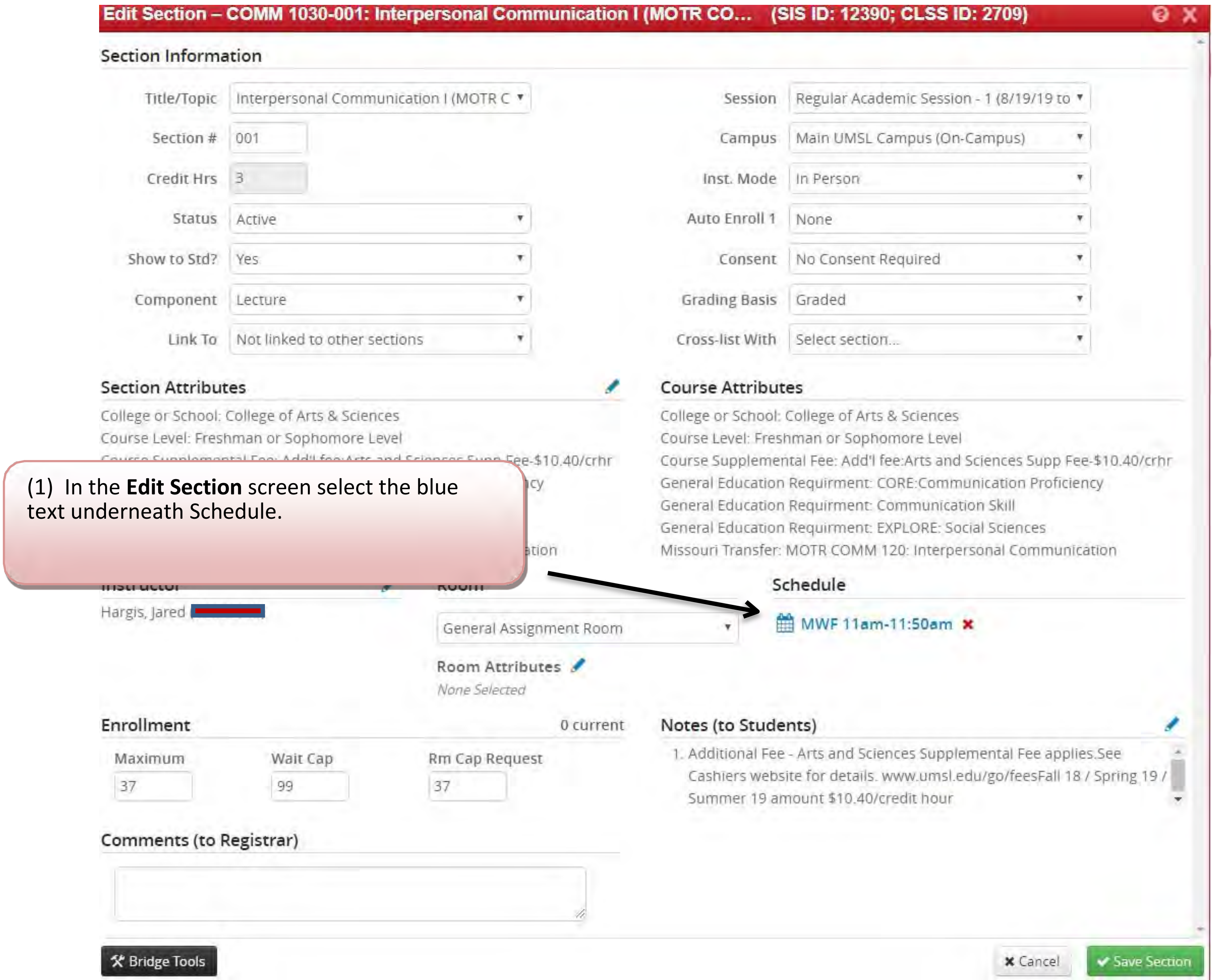


Spaces listed here are those that are unavailable for at least one date within the meeting pattern, or are blocked for use (e.g., maintenance). This list helps schedulers identify the spaces they may prefer but are already in use by a different course or event. Direct links to the space details page in 25Live can then help schedulers view availability for that space to see why the room is unavailable. Spaces are sorted alphabetically by “Name” but can be sorted by “Capacity” as well.

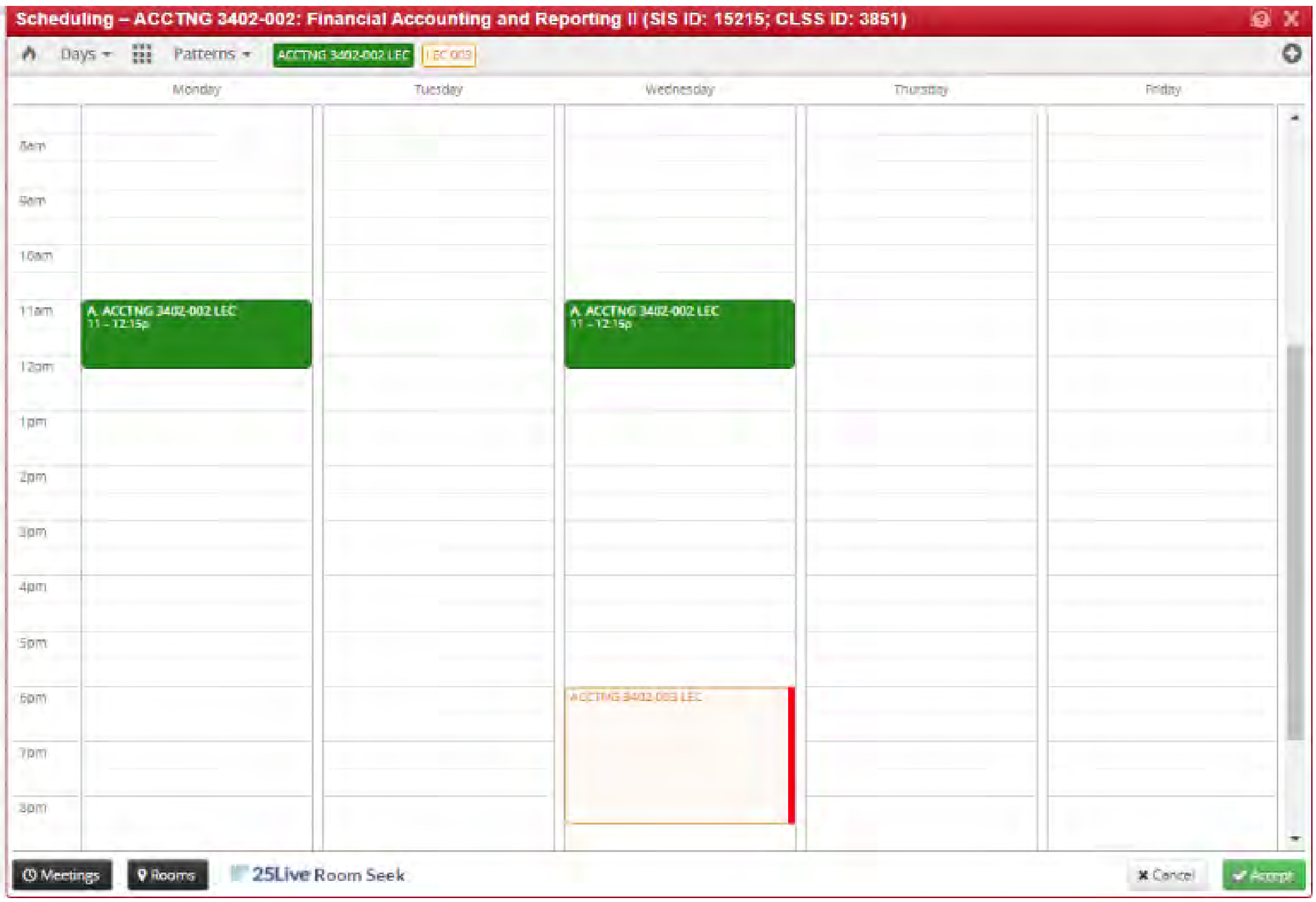
3.10 Schedule Snapper

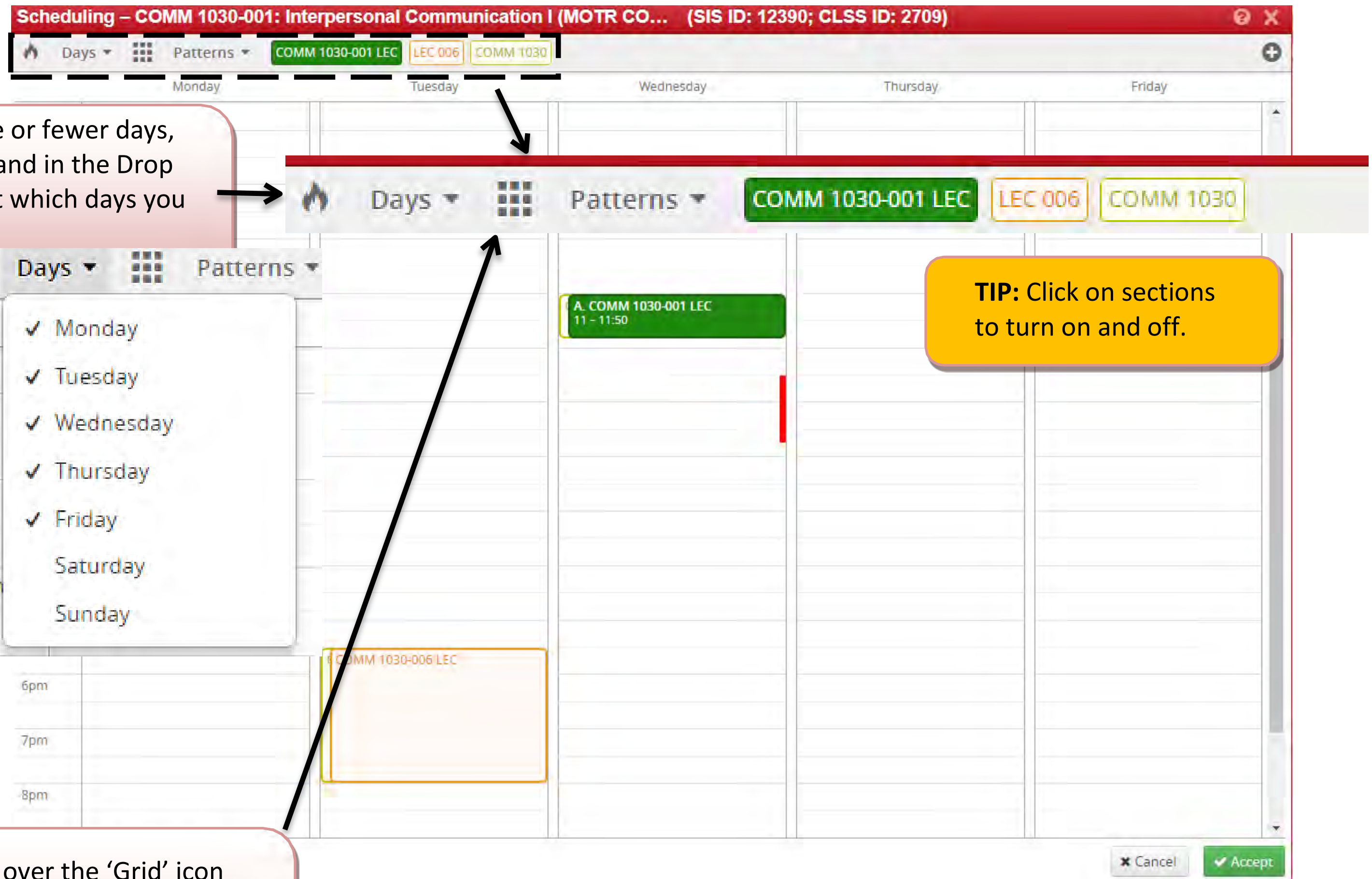
The schedule snapper allows you to “snap” a course onto a defined course meeting time.

3.10.1 Schedule Snapper Basics



The Schedule Snapper appears.



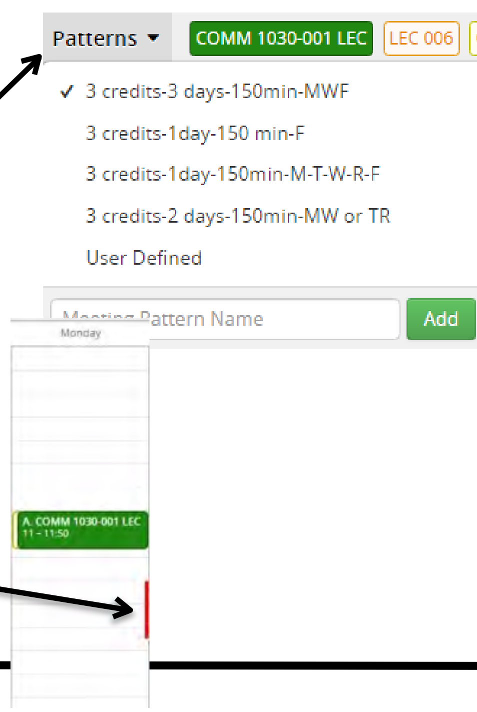


To see more or fewer days, click 'Days' and in the Drop Down select which days you wish to see.

TIP: Click on sections to turn on and off.

Hover over the 'Grid' icon to see all the standard time options that typically work for sections of this kind.

Select 'Patterns' to define your own meeting time.



TIP: In the 'Snapper', a red bar will appear at all the times the instructor of the section for which you are scheduling is already scheduled to teach. You may still save if the time you choose conflicts with a time the instructor is already teaching; the red bar is a cautionary note.

TIP: When defining your own meeting pattern, enter the info like so:

Days, start time, dash, end time

Example: To propose meeting Monday and Thursday 8:00 am to 4:00 pm, enter:

MR 8:00am4:00pm

If am/pm is missing, the default is am.

M=Monday

T=Tuesday

W=Wednesday

R=Thursday

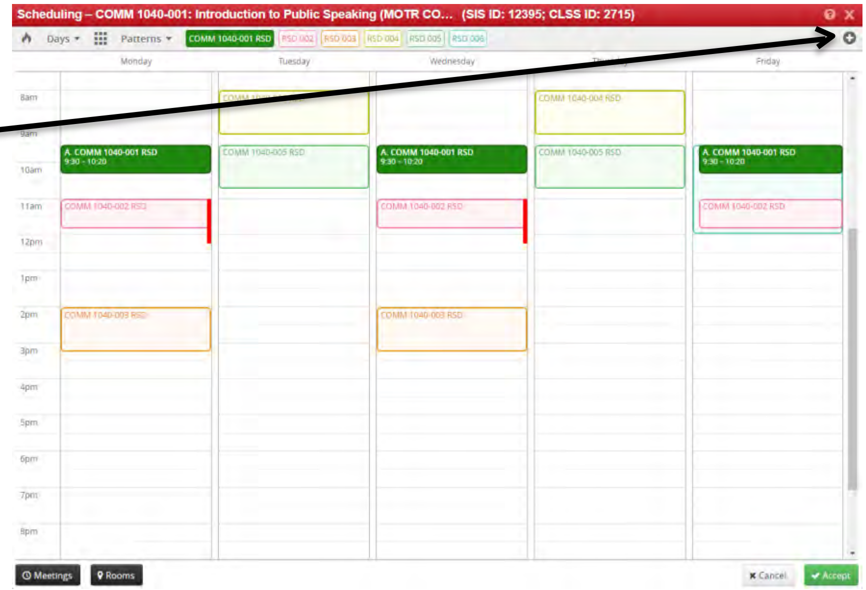
F=Friday

Sa=Saturday

Su=Sunday

3.10.2 Schedule Snapper: Viewing Additional Course Sections

(1) To see another course on the **Schedule Snapper**, add it by clicking on the grey plus sign.



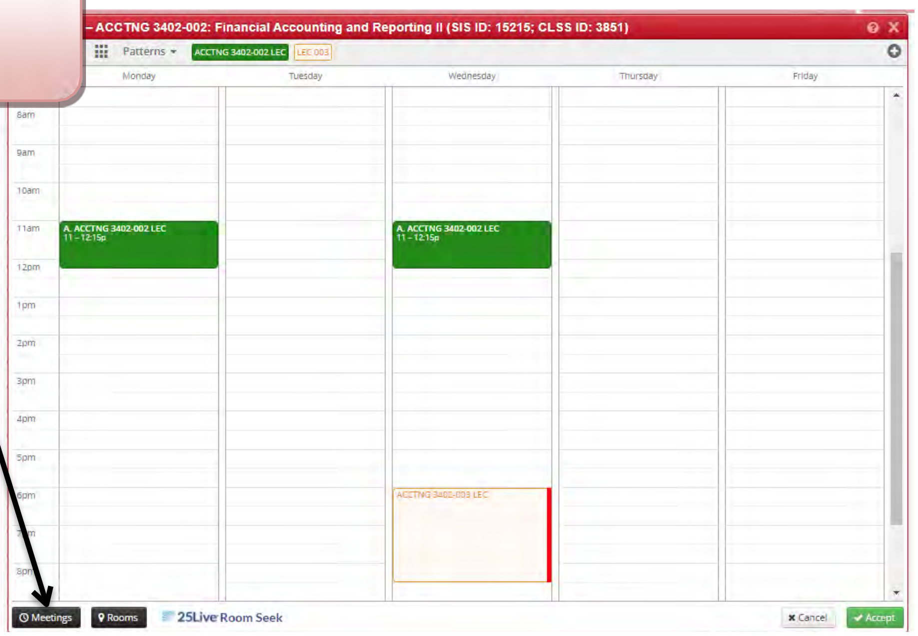
(2) A Course Code field appears. Type in the course code (SUBJECT and Catalog Number), then click **'Add'**. The schedule for all sections in that course will appear in the Snapper.

3.10.3 Schedule Snapper: Section with More Than One Meeting Pattern

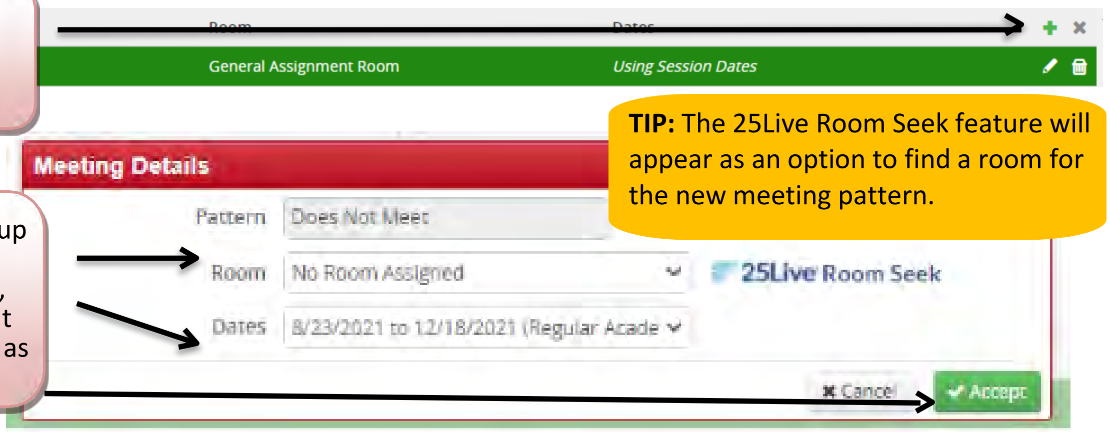
Multiple meeting patterns are used in a few different scheduling situations:

a. Hybrid (blended) sections that do not meet every week.
b. Sections that meet in different rooms on different days.
c. Sections that meet at different times on different days.
d. Blended sections that must include both an online meeting pattern and an in person meeting pattern.

(1) To add another meeting pattern to a course section, select **'Meeting'.**



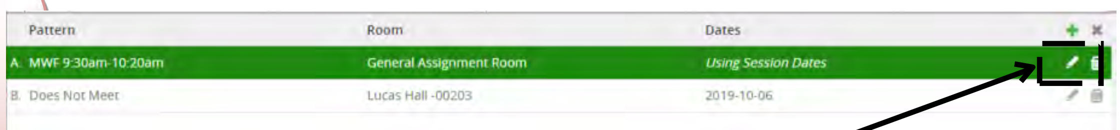
(2) A field appears, select the green plus sign.



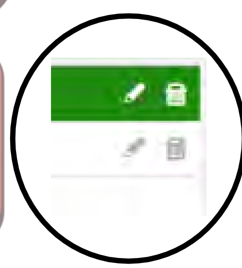
TIP: The 25Live Room Seek feature will appear as an option to find a room for the new meeting pattern.

(3) The **Meeting Details** pop-up appears. From the drop-down, select the room you wish to use, and the date range for using that room. Be sure to enter the date as YYYY-MM-DD in both boxes.

(4) The additional meeting type is now available, but still does not have a meeting pattern assigned to it. To assign a meeting pattern, select it and go back to the Schedule Snapper to select a meeting pattern.



(5) To edit a pattern, choose the **Pen** icon. To delete, select the **Trash** icon.



TIP: For courses that do not meet weekly but only on specific dates, add a meeting pattern for each meeting date with the start and end date indicating that specific date.

Example of multiple meeting patterns with multiple meeting dates, both using the session dates and a single date:

Pattern	Room	Dates
A. MW 8am-9:15am	General Assignment Room	*Using Session Dates*
B. T 8am-8:50am	General Assignment Room	*Using Session Dates*
C. R 8am-8:50am	Clark Hall -00200	2019-08-27

4.0 Validating

In the Course screen, validating runs all relevant rules on all of a scheduling unit's sections for a particular term. It is a useful way to review which sections have a warning or error note and the types of Workflow approvals sections will go through.

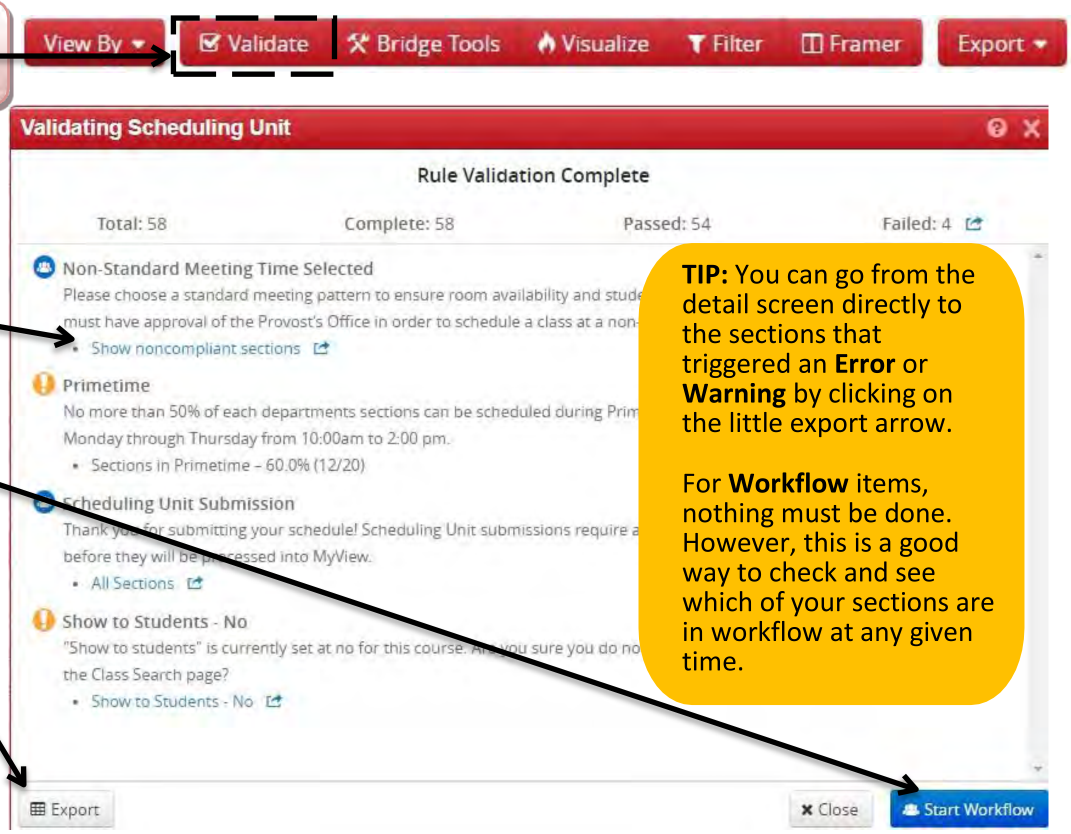
In Plan Phase, validating is how a Scheduler submits a scheduling unit to the Registrar's Office.

(1) Select **'Validate'** from the Course screen.

(2) Click on blue or red text to pull up a detail list of sections that either cause a warning or initiate a workflow. Note: there is no red text on this

(3) Click **'Start Workflow"**

TIP: You can export this information to Excel.



TIP: You can go from the detail screen directly to the sections that triggered an **Error** or **Warning** by clicking on the little export arrow.

For **Workflow** items, nothing must be done. However, this is a good way to check and see which of your sections are in workflow at any given time.

5.0 Flags: Error, Warning, Workflow

Rules are established in CLSS to enforce university policy and assist with managing the numerous course schedule changes that occur in a typical academic year. They are like error reports, except they notify you right away if there is an issue with the section. There are three levels of notification if a class section does not satisfy one or more rules.

a. **Warning:** CLSS will tell you that there is a potential error on the section. The program will let you save and continue.

b. **Error:** The error must be fixed before CLSS will allow you to save your work on a section.

c. **Workflow:** The section is in violation of one or more rules and must be approved by the Dean, Provost, or the Registrar's Office.

IMPORTANT: While rules help catch errors, it is important to note that CLSS is a computer program, and its logic is limited. This means that you may need to do a little detective work if you receive an error that does not make sense. For example, if you have online attributes on a section, but a location of off campus, CLSS will alert you to the conflicting settings on the section. It cannot determine which kind of section you intended to set up, so it will give you a list of all the potential errors for you to sift through. If you still don't understand a rule, please contact the Registrar's Office.

Error: Section or scheduling unit may not be saved. A rationale with possible solutions to error is given. The **Save As-Is** or **Start Workflow** buttons are not available. To save the section, correct the error then attempt to save again.

Warning: Can save, but proceed with caution. Section or Scheduling unit may be saved, but caution should be taken before completing the schedule.

Work flow: Section or scheduling unit may be saved. Further approval required before the course section is entered into MyView. In *Design mode*, all workflow occurs at one time for the entire scheduling unit. In *Refine mode*, each section goes through work flow on its own.

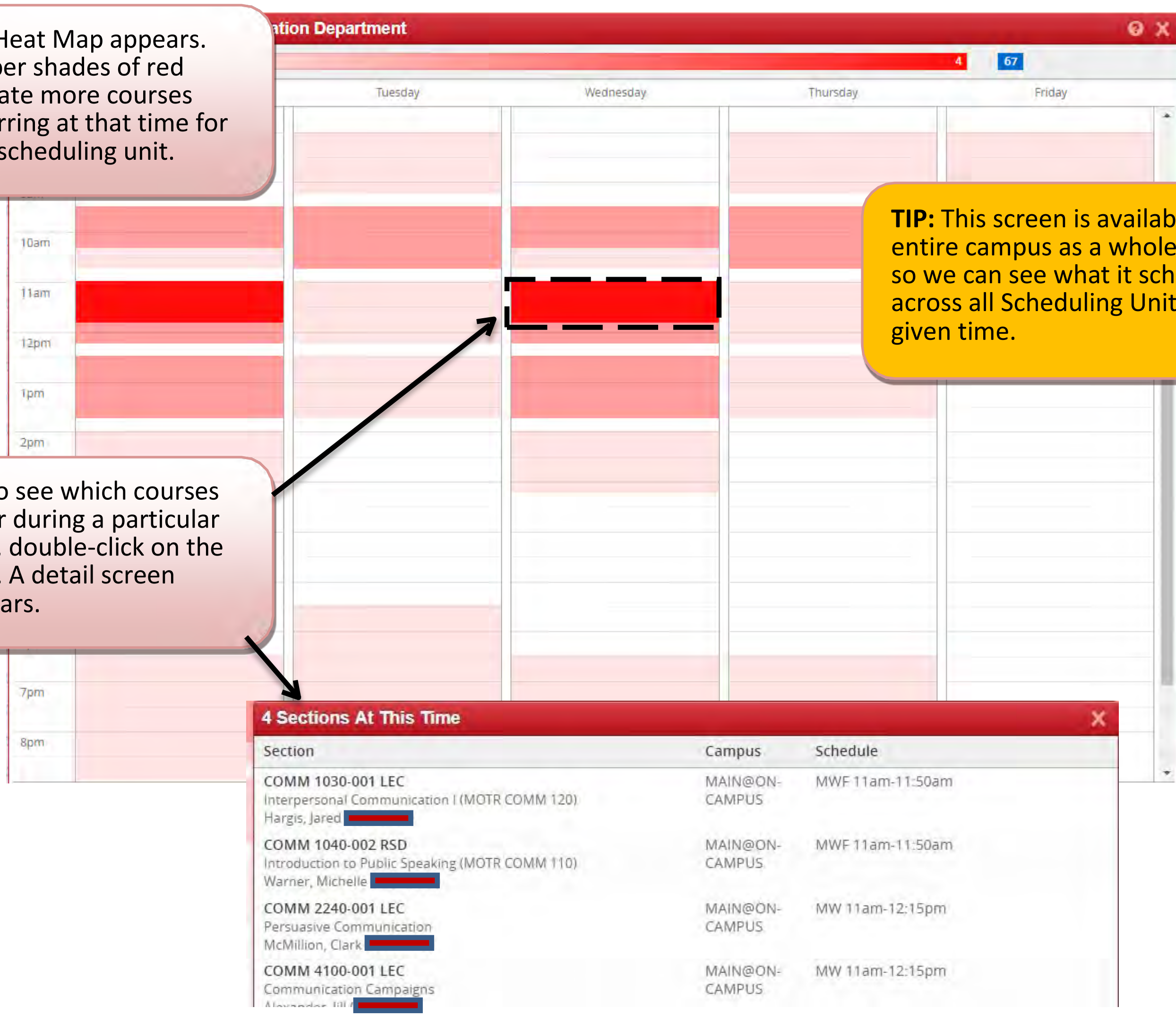
6.0 Heat Map / Visualize

(1) To open the heat map, click on **'Visualize'** or the **'flame'** icon wherever it appears.

The Heat Map appears. Deeper shades of red indicate more courses occurring at that time for that scheduling unit.

TIP: This screen is available for the entire campus as a whole as well, so we can see what it scheduled across all Scheduling Units at any given time.

(2) To see which courses occur during a particular time, double-click on the time. A detail screen appears.



7.0 Using the Framer

The Framer is a useful way to compare terms.

(1) Select **'Framer'** from the Course screen.

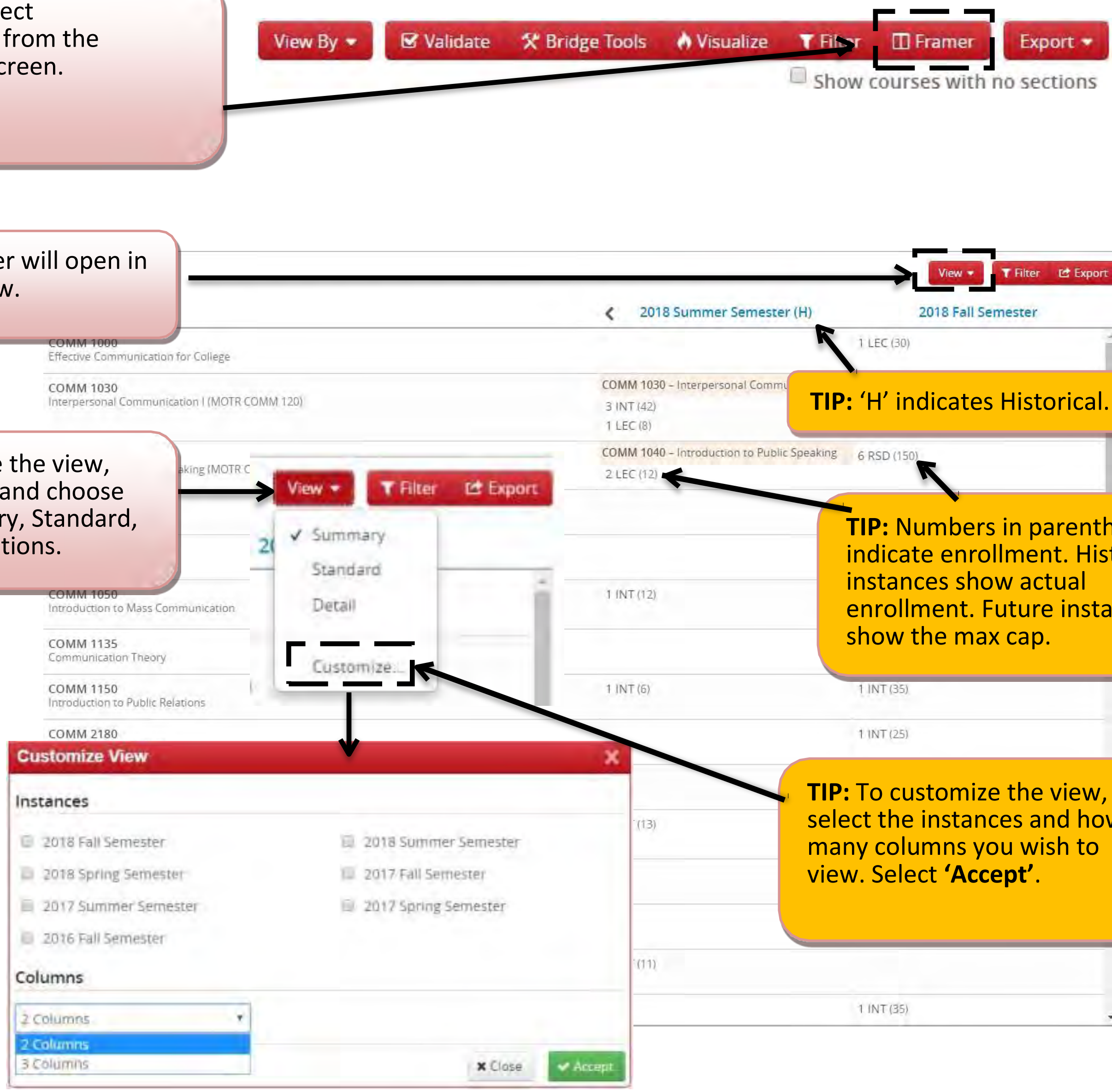
(2) The Framer will open in Summary view.

(3) To change the view, select 'View' and choose from Summary, Standard, and Detail options.

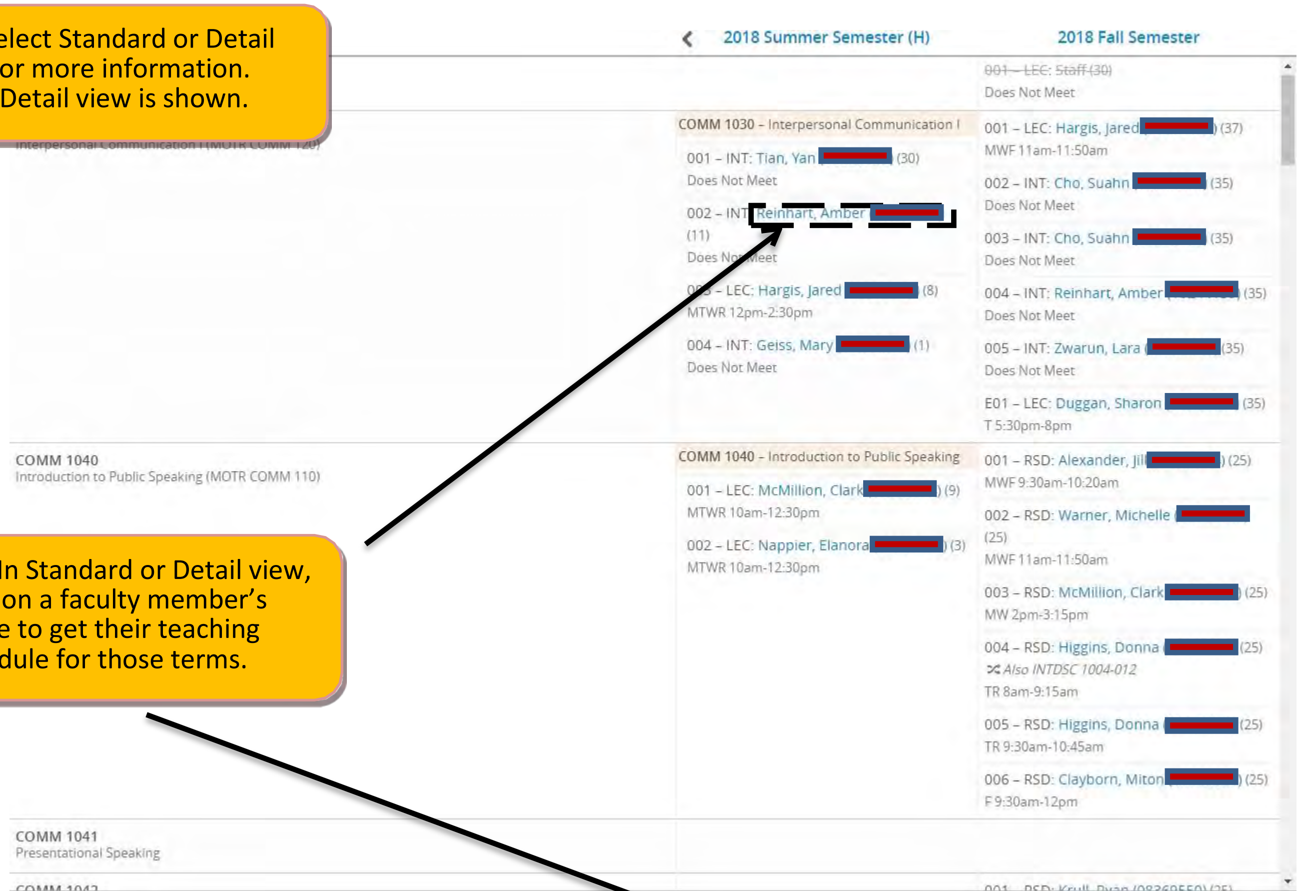
TIP: 'H' indicates Historical.

TIP: Numbers in parentheses indicate enrollment. Historical instances show actual enrollment. Future instances show the max cap.

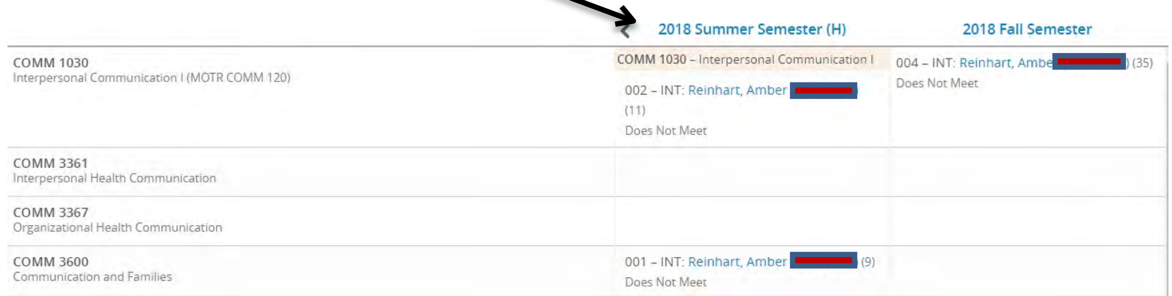
TIP: To customize the view, select the instances and how many columns you wish to view. Select **'Accept'**.



TIP: Select Standard or Detail view for more information. Here, Detail view is shown.



TIP: In Standard or Detail view, click on a faculty member's name to get their teaching schedule for those terms.



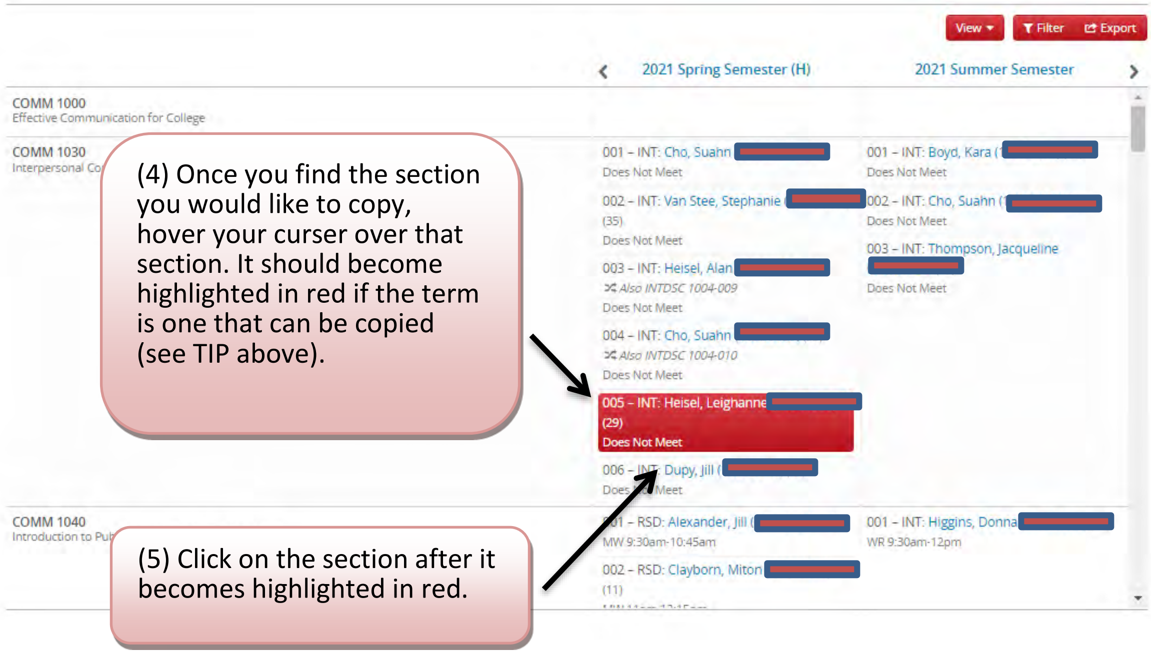
7.1 Copying or Duplicating a Section from a Prior Term Using the Framer

By using the Framer, schedulers can copy or duplicate a section from a Historical (H) term to a term that is open for edits.

(1) Select **'Framer'** from the Course Listings screen.

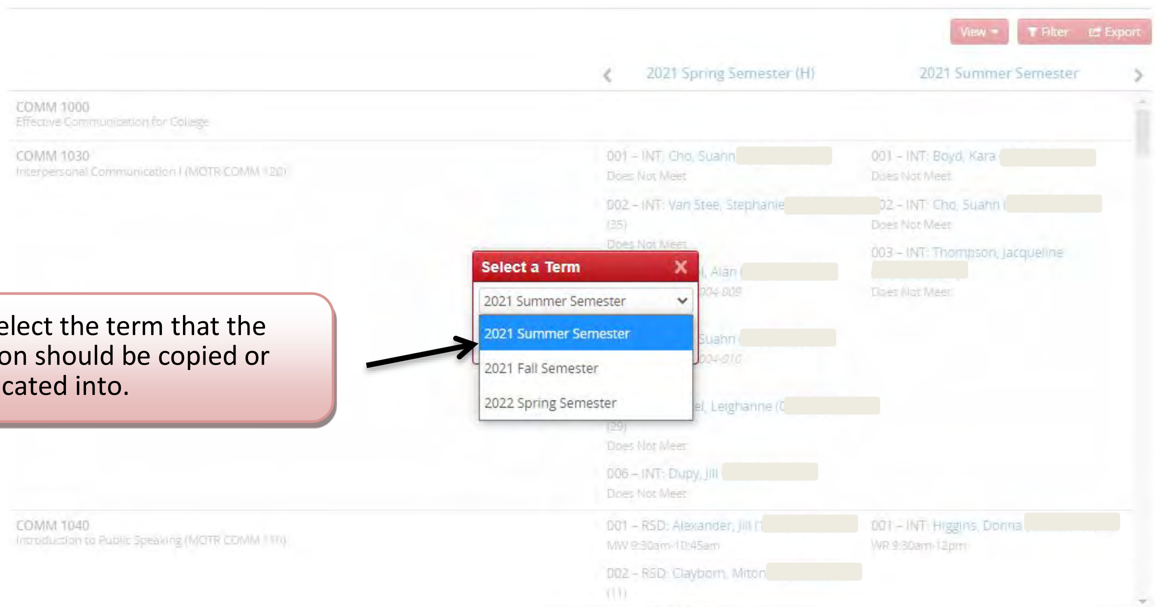

(2) Select the **'View'** menu and then change to either **'Standard'** or **'Detail'.**
View
Filter
Export
2021 Spring Semester (H)
Summary
Standard
Detail
Customize...
COMM 1040
Introduction to Public Speaking (MOTR COMM 110)


(3) Use the arrows to navigate to the term that has the section you would like to copy or duplicate.
View
Filter
Export
2021 Spring Semester (H)
2021 Summer Semester
COMM 1040
Introduction to Public Speaking (MOTR COMM 110)
TIP: Sections can only be copied or duplicated from terms that are considered **'Historical'** with **'(H)'** listed after the term.

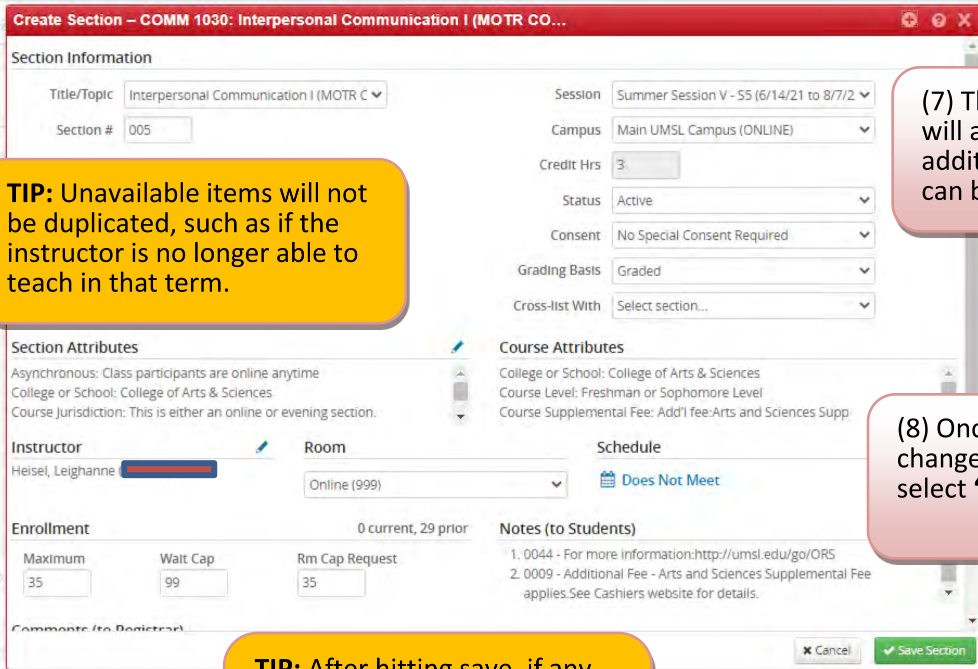


(4) Once you find the section you would like to copy, hover your curser over that section. It should become highlighted in red if the term is one that can be copied (see TIP above).

(5) Click on the section after it becomes highlighted in red.



(6) Select the term that the section should be copied or duplicated into.



TIP: Unavailable items will not be duplicated, such as if the instructor is no longer able to teach in that term.

(7) The section editor screen will appear where any additional changes or edits can be made to the section.

(8) Once all necessary changes are made (if any) select **'Save Section'.**

TIP: After hitting save, if any red errors are triggered please follow the instructions to resolve that error and then hit save again.

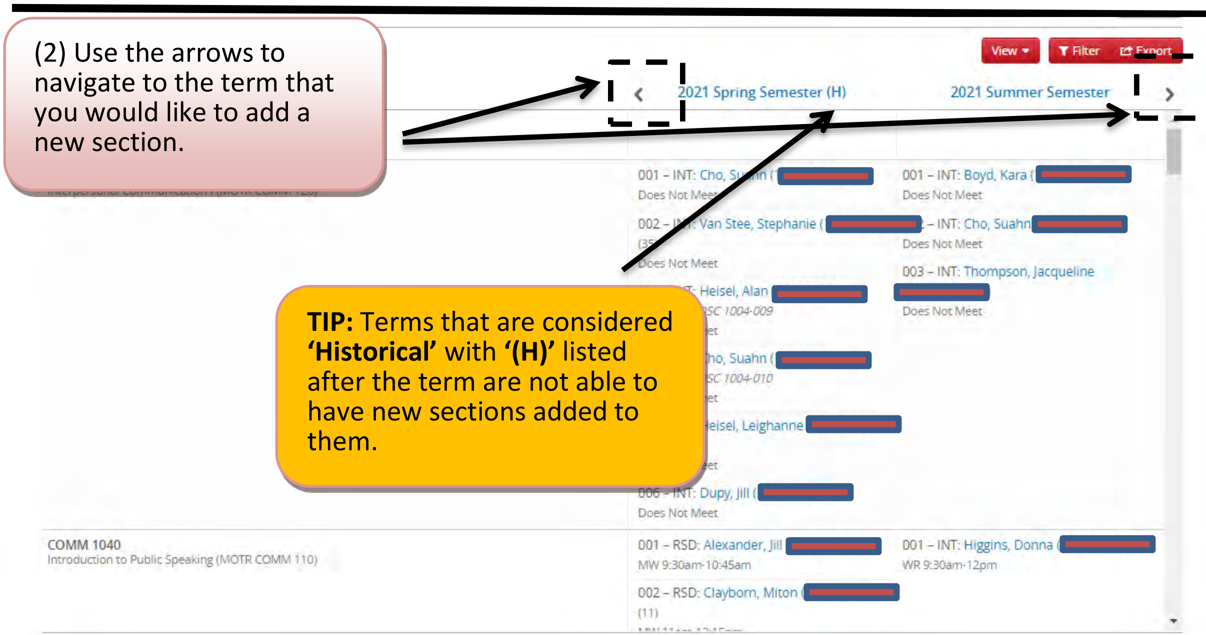
7.2 Creating New Sections Using the Framer

By using the Framer, schedulers can copy or duplicate a section from a Historical (H) term to a term that is open for edits.

(1) Select **'Framer'** from the Course Listings screen.

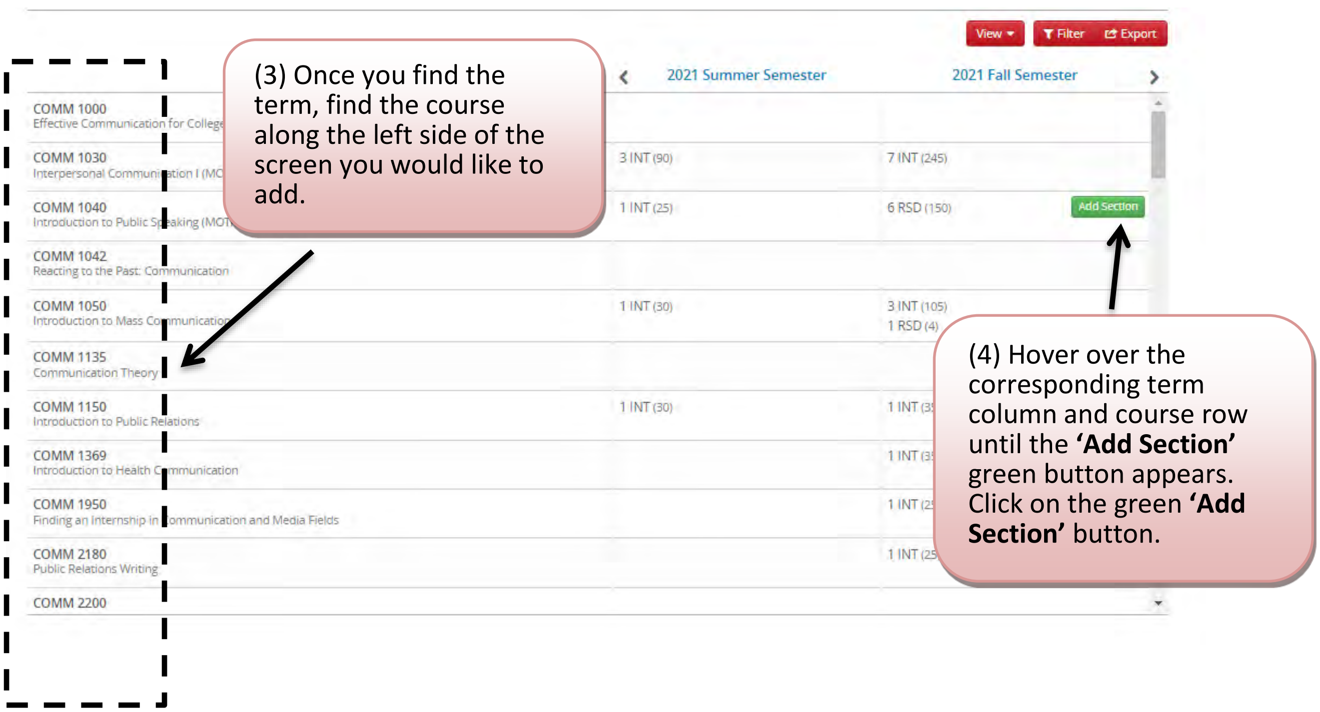
(2) Use the arrows to navigate to the term that you would like to add a new section.

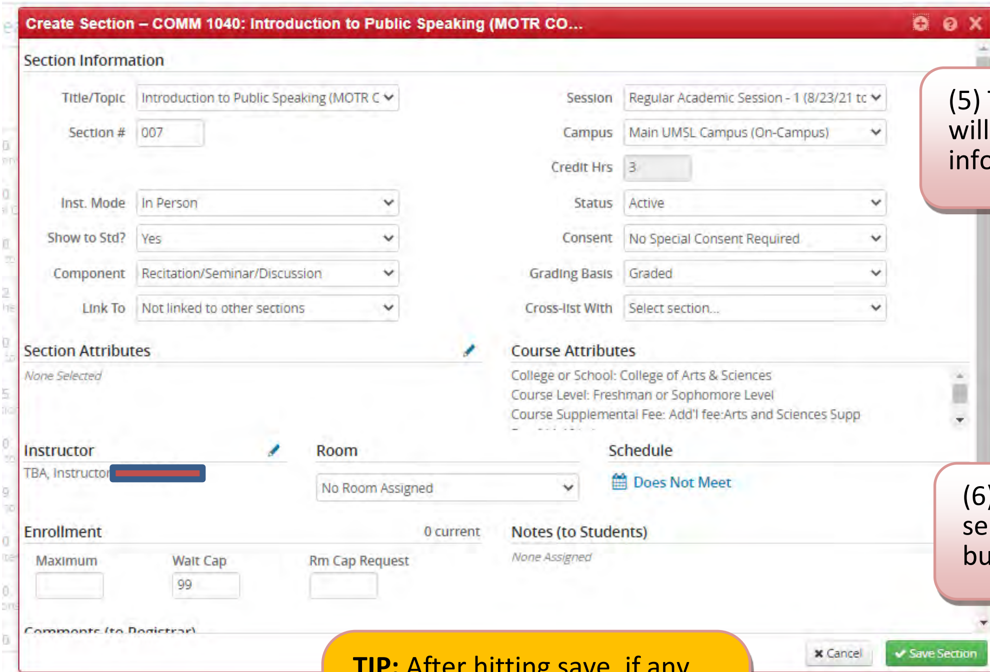
TIP: Terms that are considered **'Historical'** with **'(H)'** listed after the term are not able to have new sections added to them.



(3) Once you find the term, find the course along the left side of the screen you would like to add.

(4) Hover over the corresponding term column and course row until the **'Add Section'** green button appears. Click on the green **'Add Section'** button.





(5) The section editor screen will appear where the section information can be filled in.

(6) Once all fields are filled in select the **'Save Section'** button.

TIP: After hitting save, if any red errors are triggered please follow the instructions to resolve that error and then hit save again.

8.0 Filtering and Reporting

Filtering is a powerful tool to view course sections throughout the university. The ways to use the tool are many, and you are encouraged to experiment with it.

8.1 Filtering

Navigate to CLSS and login.

Choose what term you would like to pull a report in.

Click the Filter button.

Filtering can be done on several different data points. Filters are used to drill down in the data and to create Rules.

Key words and symbols can be used individually or combined to limit and specify your search criteria. Go to CourseLeaf's Help Site for more information on how to use filters: https://help.courseleaf.com/clss/filters/.

Use in All Filter Fields:

!	Not
,	Match any of the items in the comma-separated list
=	Exact match, ignoring other special characters
?	One wild card character
*	0 or more wild card characters
>	Greater than
>=	Greater than or equal to
<	Less than
<=	Less than or equal to
::	Range
same	Field's value is the same as the corresponding field in another group
NUM	Numeric
ALPHA	Alphabetic
ALPHANUM	Alphanumeric

Some helpful filtering symbols:

Symbol	Description
?	Wild card, one character
*	Wild card
<	Less Than
>	Greater Than
!	Not
,	Or (filters in one field not between multiple)

*****URLs in CLSS are stable so if you create a very complicated set of filters, save the URL. You can easily adjust the term to pull this information up again.**

https://umsl-test.courseleaf.com/wen/4743/search/#oaa=COLL!!!ARTSCIENCE&os=A&oimc=OL

The link above will pull up all FS19 active sections with a College of Arts and Sciences attribute that are scheduled as 100% online (OL) in our test instance (not CLSS production).

There are numerous ways to filter. Here are some of the most common.

College Code

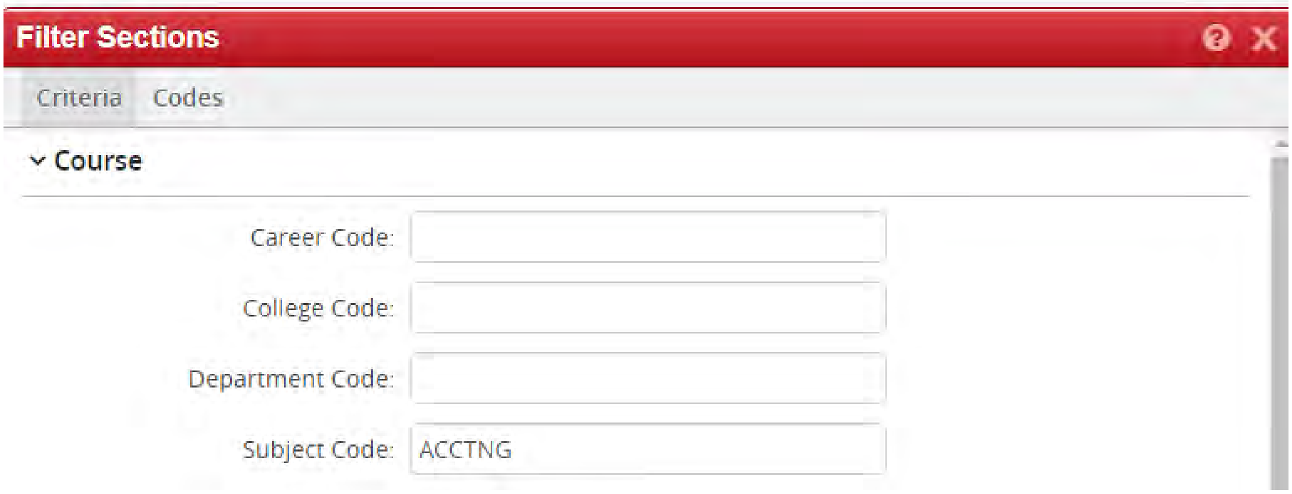
College Code	Description
SA_S	College of Arts & Sciences
SBUSN	College of Business Adminstrtn
SEDUC	College of Education
SENGR	UMSL/Wash Univ Engineering
SGRAD	Graduate School
SNRSG	College of Nursing
SOPTO	College of Optometry
SSCWK	School of Social Work

Department Code

A full list of department codes can be found by clicking Codes instead of Criteria. If you are looking for one department, you can also search for this quickly in the Search bar.

Subject Code

The subject code, as entered below, is the code that you would typically use in MyView.



Catalog Number

<5000 is for all Undergrad sections, >=5000 is for all Graduate sections.

Active/Cancelled Sections

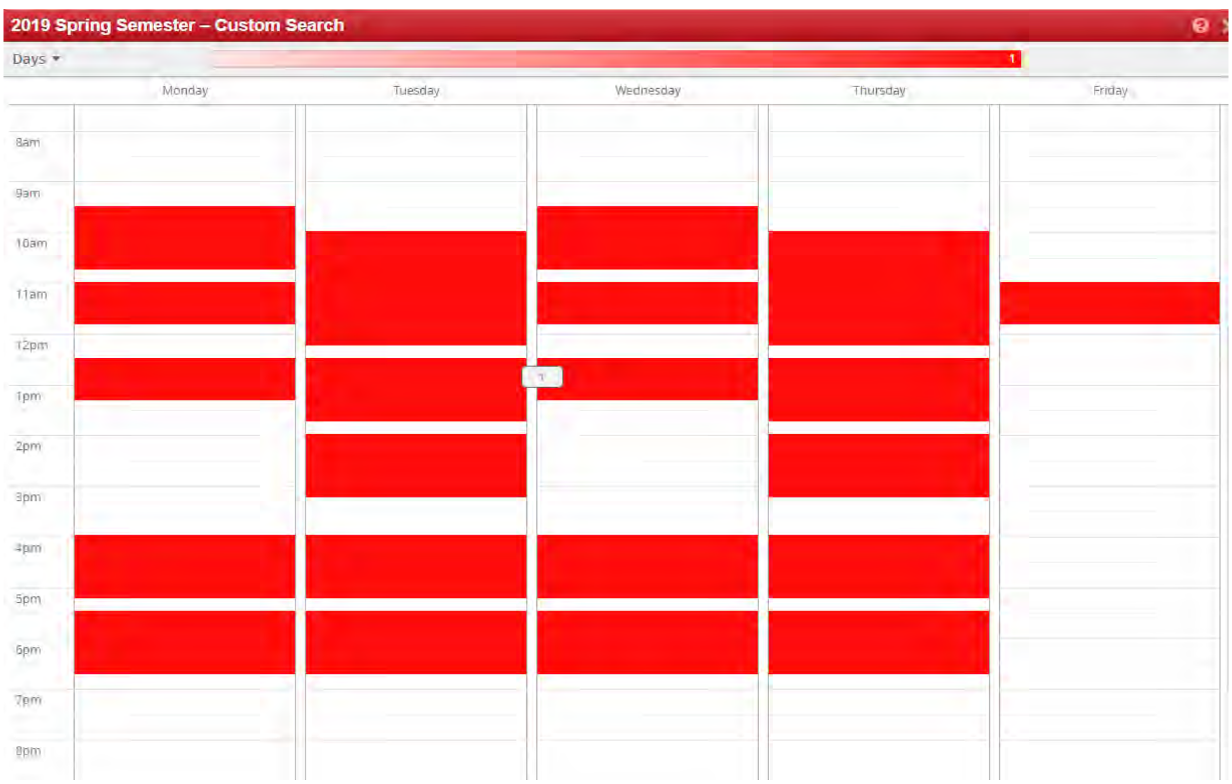
Change Status Code to X for all cancelled sections.

Enrollment

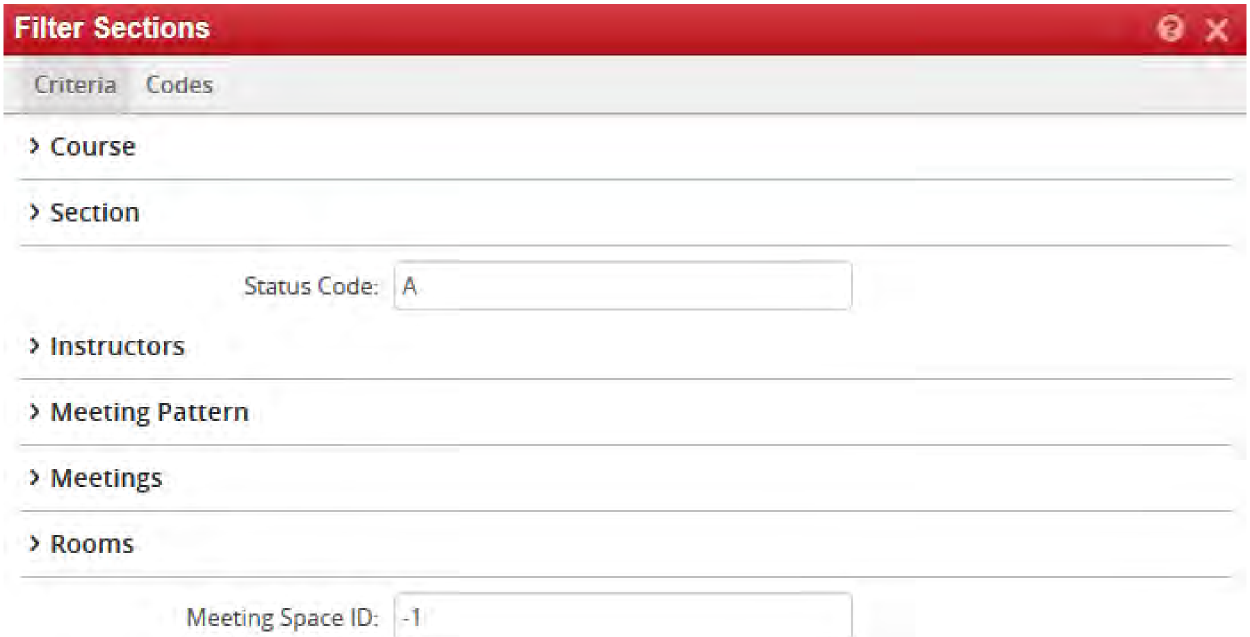
This is the field to look at to check for 0 or low enrollment. Be sure to have the status code be “A” otherwise cancelled sections will also be displayed.

Room/Building

This is how you would look for a specific room. You can click Visualize, which will pull up a heat map, to see if there are any availabilities in the space (this will not mean the room is open, only that there are no sections scheduled in the room at the time you searched).

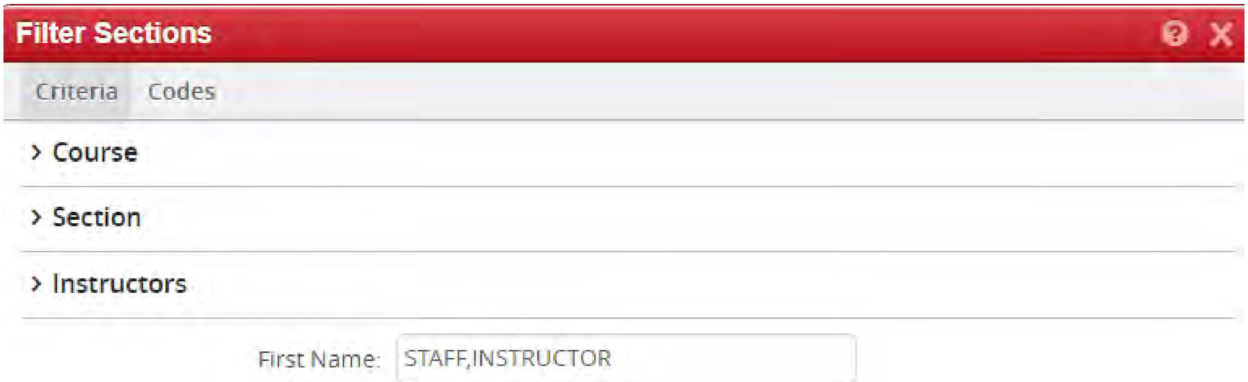


Clicking on the area that is pink/red will pull up what section is scheduled at that time.



-1 is how to look for sections that do not have a room assigned. It is also best here to only look at Active sections. This is a good way to see if any sections have been orphaned.

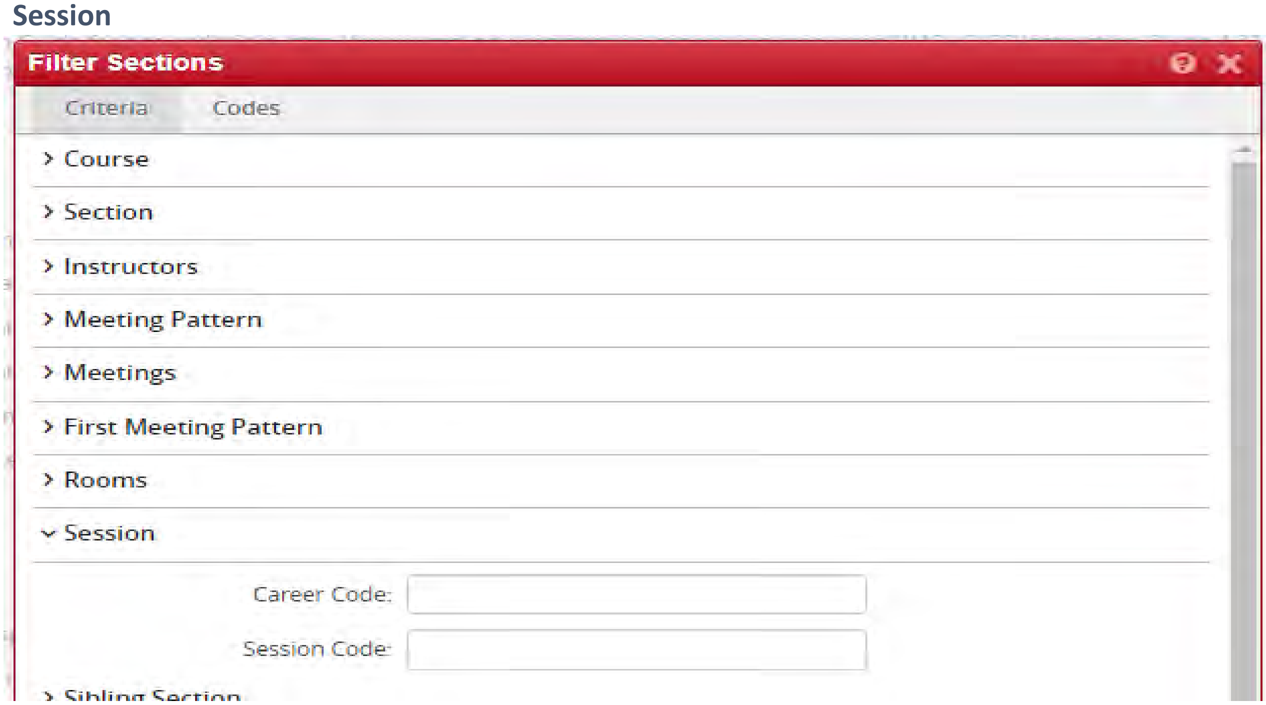
Empty Instructor



Crosslist Max Cap

This is the filtering needed to see any Crosslist section that has Cross-list Cap equal to zero.

Session

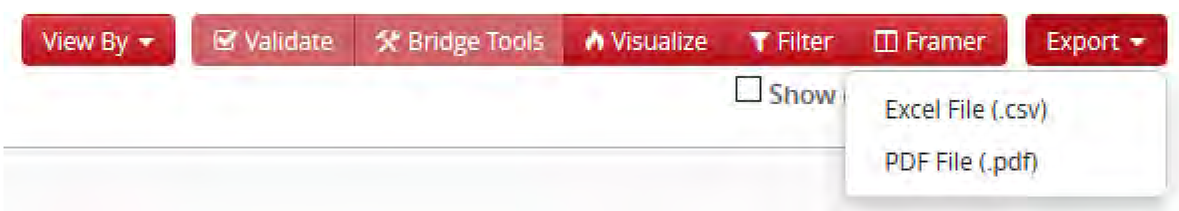


In the Session Code box, you will indicate the session that you are wanting to filter on by typing in the session code. Below are the list of codes to use for each session:

Session	Session Code
Regular	1
Eight Week One	8W1
Eight Week Two	8W2
Off-Schedule One	OS1
Off-Schedule Two	OS2
Winter Intersession	WI
Summer Session One	S1
Summer Session Two	S2
Summer Session Three	S3
Summer Session Four	S4
Summer Session Five	S5
Summer Session Six	S6

8.2 Reporting

After entering all the filters click on the export button. Exporting to Excel is the most useful.



After opening the excel file, filter out what you need and do not need for your purposes. You should be able to sort and filter on the data as needed.

9.0 Questions and CLSS Access

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

The Scheduling Team
scheduling@umsl.edu

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 A: FAQ

1. **In CLSS, will course sections roll from one academic year to the next?**
   Yes, the rolling forward of information from academic year to academic year remains the same. Some sections (ACP, Placeholder courses, etc.) are not available in CLSS.

2. **I need to schedule a course, but do not see it in my list. Where is it?**
   If the course currently isn't listed on the schedule, click the checkbox next to "Show courses with no sections," located below the toolbar:

   ☐ Show courses with no sections

   If it doesn't appear after clicking the checkbox, contact the Scheduling Team.

3. **I want to assign an instructor to this section, but I do not see them in the dropdown. What should I do?**
   Indicate the instructors name and Employee ID in the Comments to Registrar's box. The Scheduling Team will then add them to the instructor table for that subject. They should then appear in the CLSS dropdown the following day.

4. **My class section needs to be scheduled in two different rooms, how do I do this?**
   In CLSS, you can create multiple meeting patterns in the Snapper screen. See page 34.

5. **The component I need is not showing in the dropdown. What do I do?**
   If you do not see the component you need, try adding a section and see if the component is in the dropdown. If it is, go ahead and schedule a new course with that component and cancel the old one. If not, please contact the Registrar's Office.

6. **When I open the section it says that edits cannot be made in this interface. How do I proceed?**
   If you receive this error, please contact the Registrar's Office.

7. **An error keeps occurring that I cannot fix. What needs to be done?**
   If you keep receiving an error that cannot be fixed, please contact the Registrar's Office.

8. **Why can't I link my discussion or lab to the lecture?**
   Check to make sure that you have chosen the correct component from the dropdown and try linking again. Remember, enrollment components will always show 'Not linked to other sections.' You must always link from the non-enrollment component.

9. **Will CLSS notify me when my changes are approved?**
   During Round One and Round Two, no. CLSS will only send you notifications if changes you made are incorrect or unapproved. However, if you have a question, you can always contact the Registrar's Office. Once the schedule is published you will receive an email from CourseLeaf when your change has completed the required approval process and MyView has been updated.

10. **Are high school courses, or Advanced Credit Courses, in CLSS?**
    No. High school courses, or Advanced Credit Courses are handled by the ACP Office and are NOT in CLSS. To schedule course sections for these types of courses, contact the Advanced Credit Office.

11. **My section is not cross-listed or combined correctly. How is that updated?**
Indicate in the Comments to Registrar how the course should be correctly listed and the Scheduling Team will make the appropriate changes in MyView.

12. **How many course sections are allowed during certain times (i.e. primetime)?**
The rules governing primetime remain the same, and dictate that no more than 50% of a department's sections at the 1000/2000 level should be held at primetime. If you have 10 or fewer sections, that rule changes to 65%.

13. **How will we know when other courses are scheduled?**
Similar to now, course section information relies on departments and colleges inputting their information into the system. Once those updates occur, you can see the results in CLSS.

14. **How much course section information will be available in CLSS?**
CLSS will have several terms of historical data. Information not housed in CLSS will remain available in MyView and our reporting system, Cognos.

15. **What kind of enrollment information will CLSS have?**
MyView will update CLSS nightly with enrollment information. During registration periods, you should still rely on MyView for the most up-to-date enrollment figures.

16. **Will CLSS automatically save your work?**
No, you will need to click the save button to save your work. In Design mode, saving your work will not move it forward in the workflow. Only Validate will move it into workflow. In Refine mode, saving your work will trigger a workflow.

17. **How will CLSS handle hybrid courses?**
You will need to select "30-74% Online (BL) as the Instruction Mode. You will need to make sure the Instructional Mode matches the Component (ex. LEC cannot be INT). You will also need to make sure that the notes are updated to show any information about how the course meets for students to see.

18. **What if we are unable to select the topic, grading basis, credit hours, or other information needed for a section in CLSS?**
If you do not see information needed to successfully create your section in any of the drop downs or boxes, please contact the Registrar's Office. Please be aware that dean approval may be required for certain changes. Typically, not seeing something in CLSS means we need to do something on our end.

19. **Will we still need to do Google Forms for schedule changes now that we have CLSS?**
No, Google Forms are no longer required for schedule changes.

20. **Who would we contact about technical issues with CLSS?**
You would need to contact the Registrar's Office with details about the problem, and we will assist in getting it resolved.

Appendix B – CLSS Scheduling Timeline

CLSS SCHEDULING TIMELINE

OFFICE OF THE REGISTRAR

SPRING SCHEDULE	SUMMER SCHEDULE	FALL SCHEDULE
GENERATED BY EARLY MAY	GENERATED BY EARLY OCTOBER	GENERATED BY EARLY NOVEMBER
PLAN 1 PHASE CHANGES DUE BY END OF JULY	PLAN 1 PHASE CHANGES DUE BY END OF OCTOBER	PLAN 1 PHASE CHANGES DUE BY MIDDLE OF DECEMBER
PLAN 2 PHASE CHANGES DUE BY BEGINNING OF SEPTEMBER	PLAN 2 PHASE CHANGES DUE BY MIDDLE OF NOVEMBER	PLAN 2 PHASE CHANGES DUE BY BEGINNING OF FEBRUARY
PUBLISHED ONLINE BY OCTOBER 1	PUBLISHED ONLINE BY DECEMBER 1	PUBLISHED ONLINE BY MARCH 1
CHANGES ENTERED INTO CLSS UNTIL CENSUS	CHANGES ENTERED INTO CLSS UNTIL CENSUS	CHANGES ENTERED INTO CLSS UNTIL CENSUS

Appendix C – CLSS to MyView Bridge

1. There is now a bridge to take the information from CLSS to MyView. Most changes will no longer be manual for the Registrar's Office.

2. **Schedulers won't see too many differences once the bridge is running. Except:**
    a. **Faculty** will need to be changed in CLSS not MyView.
        i. For the Faculty Load Process, faculty adjustments can now be made in CLSS.
    b. With the bridge—everything that can go through CLSS, must go through CLSS correctly 100% of the time. Exceptions are listed below. In these scenarios, please indicate in the Comments to Registrar box the change that is needed and the Registrar's Office will update the course in MyView.
        i. Title/Topic (if topic is new or not available in the dropdown)
        ii. Cross-listings - If the course is not correctly combined or crosslisted
        iii. Credit hours – these are set in the catalog and can only be changed with Dean Approval
        iv. Instructors that don't appear in the dropdown – Please indicate the Employee ID as well so the Registrar's Office can correctly identify them in MyView.
        v. Room Requests – The 25Live Room Seek or Room dropdown may be used as well.

Appendix D – Section Numbering Multi-Component Courses

LEC = 001
- LAB = 010
  - RSD = 110
- LAB = 011
  - RSD = 111
- LAB = 012
  - RSD = 112

LEC = 002
- 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.