



University of Missouri – Saint Louis

**CLSS Instruction Guide
for Schedulers**

Last Revised April 2019

Proprietary and Confidential

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1.0 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.umsil.edu/wen>.
2. To login, use your University of Missouri - Saint Louis login and password. You do not need the @umsil.edu.

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

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, *Plan, Room Assignment, Plan 2, Publish, End of Add, Locked, and Archive*. Please see the [Production Calendar](#) for the detailed phase schedule.

| Phase | Design/Refine? | What Happens? |
|-----------------|----------------|--|
| Plan | DESIGN | Departments put their initial schedule together: securing faculty to teach, setting enrollment capacities, times, determining cross-listings, preferred locations, etc. All fields are editable by schedulers. This is what used to be called Round One. |
| Room Assignment | N/A | CLSS is closed for editing as course sections are assigned rooms. |
| Plan 2 | REFINE | CLSS is unpaused. Schedulers review course section information and make any needed changes. This is what used to be called Round Two. |
| Publish | N/A | CLSS is published for students to see. This means certain changes will now need to go through a workflow. |
| End of Add | REFINE | CLSS is unpaused. Schedulers review course section information, room assignments, and make needed changes. Only certain changes can be made during this phase and may initiate a workflow. |
| Locked | | CLSS is locked for any changes. |
| Archive | N/A | After a term's Census date. 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 will need to be submitted on Google Forms. |

- **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.
- **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

CourseLeaf/CLSS – Instances

Instance screen

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

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.

- 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.

2.1 Additional Display Options

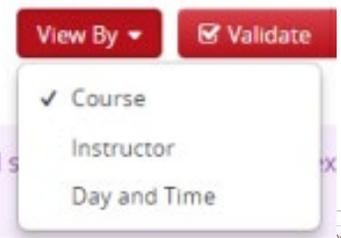
(1) Display all sections by clicking on the **'Expand All'** icon. Select the **'Collapse All'** icon so only courses appear.

(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 Excel file.



3.0 Adding a New Section/Editing a Section

CourseLeaf/CLSS – Instances

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

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-wiki/wiki/Markdown-Cheatsheet>

Current
2018 Academic Year
2018 Fall Semester

Future
2019 Academic Year
Summer 2019
2019 Spring Semester

2018 Summer Semester
2018 Spring Semester
2017 Fall Semester
2016 Fall Semester
2017 Spring Semester
2017 Summer Semester

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

2018 Fall Semester – Plan Phase

admin1 Log Out

Visualize Filter Search

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-wiki/wiki/Markdown-Cheatsheet>

| ID | Name | Courses | Sections |
|---------|---------------------|---------|----------|
| s002300 | Accounting | 27 | 62 |
| s002350 | Adult Education | 3 | 3 |
| s002400 | | 5 | 5 |
| s002450 | Anthropology | 34 | 44 |
| s002500 | Applied Music | 66 | 92 |
| s007750 | Arabic | 1 | 1 |
| s007475 | Art Education | 3 | 5 |
| s002600 | Art History | 11 | 28 |
| s002650 | Astronomy | 3 | 3 |
| s002700 | Atmospheric Science | 2 | 2 |

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

CLSS – 2018 Fall Semester – Anthropology

admin1 Log Out

View By Validate Bridge Tools Visualize Filter Framer Export

Show courses with no sections

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-wiki/wiki/Markdown-Cheatsheet>

- ANTHRO 1005 - Introduction to Biological Anthropology
- ANTHRO 1011 - Introduction To Cultural Anthropology (MOTR ANTH 201)
- ANTHRO 1021 - The Body in Culture
- ANTHRO 1025 - World Cultures
- ANTHRO 1020 - Democracy and War

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

CLSS – 2018 Fall Semester – Anthropology

admin1 Log Out

View By Validate Bridge Tools Visualize Filter Framer Export

Show courses with no sections

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-wiki/wiki/Markdown-Cheatsheet>

- ANTHRO 1005 - Introduction to Biological Anthropology
 - 00A LEC Austin, Anne MW 9:30am-10:45am
 - 0A1 LAB Austin, Anne F 9am-9:50am
 - 0A2 LAB Austin, Anne F 10am-10:50am
- ANTHRO 1011 - Introduction To Cultural Anthropology (MOTR ANTH 201)
- ANTHRO 1021 - The Body in Culture

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

The 'Edit Section' screen.

Edit Section – ACCTNG 2410-001: Managerial Accounting (SIS ID: 12233; CLSS ID: 285)
?
✕

Section Information

| | |
|--|---|
| <p>1 Title/Topic <input type="text" value="Managerial Accounting (Default Value)"/></p> <p>2 Section # <input type="text" value="001"/></p> <p>3 Credit Hrs <input type="text" value="3"/></p> <p>4 Status <input type="text" value="Active"/></p> <p>5 Consent <input type="text" value="No Consent Required"/></p> <p>6 Grading Basis <input type="text" value="Graded"/></p> <p>7 Cross-list With <input type="text" value="Select section..."/></p> | <p>8 Session <input type="text" value="Regular Academic Session - 1 (8/19/19 to"/></p> <p>9 Campus <input type="text" value="Main UMSL Campus (On-Campus)"/></p> <p>10 Inst. Mode <input type="text" value="In Person"/></p> <p>11 Show to Std? <input type="text" value="Yes"/></p> <p>12 Component <input type="text" value="Lecture"/></p> <p>13 Link To <input type="text" value="Not linked to other sections"/></p> |
|--|---|

14 Section Attributes ✎

College or School: College of Business
 Course Level: Freshman or Sophomore Level
 Course Supplemental Fee: Add'l fee:College of Bus Ugrd Fee-\$81.70/crhr

Course Attributes 15

College or School: College of Business
 Course Level: Freshman or Sophomore Level
 Course Supplemental Fee: Add'l fee:College of Bus Ugrd Fee-\$81.70/crhr
 General Education Requirement: EXPLORE: Social Sciences

16 Instructor ✎

Countryman, Marcia

Room 17

Schedule 18

19 Room Attributes ✎

None Selected

20 Enrollment 0 current

| | | |
|--|--|---|
| Maximum <input type="text" value="150"/> | Wait Cap <input type="text" value="99"/> | Rm Cap Request <input type="text" value="150"/> |
|--|--|---|

21 Notes (to Students) ✎

1. Additional Fee - Business School Undergraduate Course Fee applies. See Cashiers website for details. [www.ums1.edu/go/feesFall 18](http://www.ums1.edu/go/feesFall18) / Spring 19 / Summer 19 amount \$81.70/credit hour

22 Comments (to Registrar)

✎ Bridge Tools

(6) Click 'Save Section'.

Validation Details

! The section data you have provided can be saved, however it generated the warnings listed below. Please review these items and make adjustments to the section data if you feel they are necessary. If there are no changes to be made, you can submit this data as-is by clicking the Save As-Is button below.

! **Non-Standard Meeting Time Selected**
Please choose a standard meeting pattern to ensure room availability and student success. Please note, departments must have approval of the Provost's Office in order to schedule a class at a non-standard time. [Meeting Pattern Policy](#)

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).

(6) Click **'Save As-Is'**.

Close Save As-Is

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.

! **Registrar Approval Process**
All changes to a schedule will go through an approval process.

(6) Click **'Start Workflow'**.

Close Start Workflow

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 a 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 with. You can enter a course to crosslist in the dropdown. Please note that the crosslisting will be completed by the Office of the Registrar. Once that is complete, the crosslisted information will show in CLSS. |
| 8 | Session | This indicates which session this section occurs in. Default is "Regular Academic Session – 1 (Dates)." 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. At the very bottom of the drop down, there is the choice of “other.” This can be selected to fill in a name that is not available in the drop down. When doing so, this will assign that instructor to the course. 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 contact the Registrar’s Office if you have 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 ARR, you would choose ARR. 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. 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. |
| 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. |
| 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 higher than the enrollment cap of the course. Crosslist Cap –The sum of all crosslisted course caps. (See Crosslist). Only appears if a 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 Crosslist

Only children (secondary sections) can ask to be crosslisted with a parent (primary sections). This is done so that another department does not take over a course section without that section’s permission. A child (secondary) can only have one parent (primary), but a parent (primary) may have many children (secondary).

(1) Double click on the **course section** that will be the **child** in the crosslist relationship.

| | | | | | |
|---|-----|-----|----------------------|--------------------|------------------------------|
| ANTHRO 2124 – Introduction to Contemporary African Cultures | 001 | INT | Clarke Ekong, Sheila | Does Not Meet | |
| ANTHRO 2134 – Archaeology of The Inca, Aztec, And Maya | 001 | INT | Wright, Pat | Does Not Meet | |
| ANTHRO 2191 – Special Topics in Non-Western Culture | 001 | INT | Nolan, Jennifer | Does Not Meet | Zombies, Vampires & Monsters |
| ANTHRO 2192 – Anthropological Perspectives on Western Culture | 001 | LEC | Craft, Rache | MWF 12:30pm-1:20pm | Alcohol, Drugs & Society |
| ANTHRO 3212 – Medical Anthropology | 001 | REG | Staff | Does Not Meet | |
| ANTHRO 3235 – Women in Sub-Saharan Africa: A Contemporary Perspective | 001 | INT | Clarke Ekong, Sheila | Does Not Meet | |
| ANTHRO 3236 – Sex Trafficking in Cross-Cultural Perspective | | | | | |

(2) In the ‘**Edit Section**’ screen, go to the ‘**Crosslist With**’ field and type in the Course Code with which you’d like to crosslist. Then ‘**Save Section**’.

ANTHRO 2191-001: Special Topics in Non-Western Culture (SIS ID: 13479; CLSS ID: 31)

Topic: Zombies, Vampires & Monsters

Status: Active

Show to Std?: Yes

Component: Internat

Link To: Not linked to other sections

Section Attributes

College or School: College of Arts & Sciences
Course Level: Freshman or Sophomore Level
Fee: Add'l fee:Arts and Sciences Supp Fee-\$10.40/crhr
Fee: Add'l fee:Online Fee-100% Online-\$2.30/crhr
Cross-Listed Section-Primary
Cultural Diversity
Department: EXPLORE: Social Sciences
This course is part of the UMSL NOW program

Room: No Room Assigned

Maximum: 30 | Wait Cap: 99 | Rm Cap Request: 30

Comments (to Registrar)

Session: Regular Academic Session - 1 (8/19/19 to

Campus: Main UMSL Campus (ONLINE)

Inst. Mode: 100% Online (OL)

Auto Enroll 1: None

Consent: No Consent Required

Grading Basis: Graded

Cross-list With: Select section...

Course Attributes

College or School: College of Arts & Sciences
Course Level: Freshman or Sophomore Level
Course Supplemental Fee: Add'l fee:Arts and Sciences Supp Fee-\$10.40/crhr
Cultural Diversity: Cultural Diversity
General Education Requirement: EXPLORE: Social Sciences

Schedule: Does Not Meet

Notes (to Students)

1. Additional Fee - Online Supplemental Fee for 100% online course applies. See Cashiers website for details. www.umsel.edu/go/feesFall 18 / Spring 19 / Summer 19 amount: \$62.30/credit hour

Bridge Tools
Cancel
Save Section

CAUTION: Once ‘Crosslist With’ is saved, the parent section’s **Faculty**, **Meeting Space**, and **Meeting Time** information will immediately replace the child’s. There is no undo button.

| Enrollment | | | Cross-list Enrollment | | |
|------------|----------|----------------|-----------------------|----------|----------------|
| Maximum | Wait Cap | Rm Cap Request | Cap | Wait Cap | Rm Cap Request |
| 100 | 99 | 100 | 100 | 99 | 100 |

TIP: After a section is officially crosslisted, the **Crosslist-Enrollment** field will appear. This field must be filled out or else students will have difficulty registering.

The crosslist results can be seen on the **Course** screen.

| Section | Section | Section | Section | Section | Section |
|---|---------|-----------------|-------------------|---------------|---------------------------------------|
| 001 | LEC | Nolan, Jennifer | TR 11am-12:15pm | Does Not Meet | ↔ Also HIST 1037-W1 |
| 002 | INT | Nolan, Jennifer | Does Not Meet | | ↔ Also SOC 2103-001, GS 2150-001 |
| WI1 | INT | Nolan, Jennifer | Does Not Meet | | ↔ Also SOC 2103-002, GS 2150-002 |
| ANTHRO 1041 – Sex and Gender Across Cultures | | | | | |
| ANTHRO 1095 – Brief Overview of the Four Fields of Anthropology | | | | | |
| 001 | INT | Wright, Patti | Does Not Meet | | ↔ Also SOC 2103-W1, GS 2150-W15 |
| ANTHRO 1271 – Food and Drink: Anthropological Perspective | | | | | |
| 001 | INT | Keuss, Theresa | Does Not Meet | | |
| ANTHRO 2003 – Careers in Health and Medicine | | | | | |
| 001 | INT | TBA, Instructor | Does Not Meet | | ↔ Also INTDSC 2003-001, GERON 20... |
| ANTHRO 2100 – Languages and World View | | | | | |
| 001 | RSD | Allard, Manon | TR 2pm-3:15pm | | ↔ See FGN LANG 2100-001 |
| ANTHRO 2101 – Global Girl Cultures | | | | | |
| 001 | LEC | Miller, Laura | TR 3:30pm-4:45pm | | ↔ Also GS 2150-010, SOC 2192-001, ... |
| ANTHRO 2104 – Medicine in Culture and History | | | | | |
| 001 | LEC | Brownell, Susan | TR 9:30am-10:45am | | |
| 002 | INT | Brownell, Susan | Does Not Meet | | |
| ANTHRO 2105 – Human Variation | | | | | |
| 001 | LEC | Austin, Anne | TR 12:30pm-1:45pm | | |

TIP: 'See' indicates a Parent/Primary

TIP: 'See' indicates a Child/Secondary

Edit Section – ANTHRO 2100-001: Languages and World View (SIS ID: 10639; CLSS ID: 2959)

FGN LANG 2100-001 controls the primary scheduling configuration for this cross-listed section

Section Information

World View (Default Value) [v]

Session: Regular Academic Session - 1 (1/22/19 to [v])

Campus: Main UMSL Campus (On-Campus) [v]

Inst. Mode: In Person [v]

Auto Enroll 1: None [v]

Consent: No Consent Required [v]

Grading Basis: Graded [v]

Cross-list With: FGN LANG 2100-001 [x]
SOC 2200-001

TIP: Changes to a crosslisted course must be made in the Parent/Primary/Primary section. The **Edit Section** screen will provide a link to the Parent/Primary/Primary section.

(3) To stop crosslisting with a course, open the section’s Edit Screen and select the red **X**.

Instructor, Meeting Space, and Meeting will need to be updated as those three fields will still show the parent’s information, even after cancelling the crosslist.

A section that is being cancelled and is crosslisted will need to go through the Registrar’s Office.

Session: Regular Academic Session - 1 (1/22/19 to [v])

Campus: Main UMSL Campus (On-Campus) [v]

Inst. Mode: In Person [v]

Auto Enroll 1: None [v]

Consent: No Consent Required [v]

Grading Basis: Graded [v]

Cross-list With: FGN LANG 2100-001 [x]
SOC 2200-001

3.3 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. Schools configure linked sections differently.

3.3.1 How to Link, Edit, and Unlink Sections

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

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

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

Edit Section – BIOL 1131-AA1: Human Physiology and Anatomy I (SIS ID: 13244; CLSS ID: 165)

Section Information

| | |
|---|---|
| Title/Topic: Human Physiology and Anatomy I (Default) | Session: Regular Academic Session - 1 (8/19/19 to) |
| Section #: AA1 | Campus: Main UMSL Campus (On-Campus) |
| Credit Hrs: 4 | Inst. Mode: Lab |
| Status: Active | Auto Enroll 1: None |
| Show to Std?: Yes | Consent: No Consent Required |
| Component: Laboratory | Grading Basis: Graded |
| Link To: BIOL 1131-00A (Lecture) <ul style="list-style-type: none"> Any Lecture section Not linked to other sections Any enrollment section BIOL 1131-00A (Lecture) | Cross-list With: Select section... |

Section Attributes

College or School: College of Arts & Sciences
 Course Level: Freshman or Sophomore Level
 Course Supplemental Fee: Add'l fee: Arts and Sciences Supp Fee-\$10.40/crhr
 Course Supplemental Fee: Add'l fee: Science Lab Fee-\$25.50/crhr
 General Education Requirement: EXPLORE: Math & Life/Natural Sciences
 General Education Requirement: Mathematics & Life/Natural Sciences Knowledge

Course Attributes

College or School: College of Arts & Sciences
 Course Level: Freshman or Sophomore Level
 Course Supplemental Fee: Add'l fee: Arts and Sciences Supp Fee-\$10.40/crhr
 General Education Requirement: EXPLORE: Math & Life/Natural Sciences
 General Education Requirement: Mathematics & Life/Natural Sciences Knowledge

3.4 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.**

Edit Section – ADULT ED 6230-001: Adult Learning and Development (SIS ID: 14301; CLSS ID: 9)

Section Information

Title/Topic: Adult Learning and Development (Default) | Session: Regular Academic Session - 1 (1/22/19 to ...)

Section #: 001 | Campus: Main UMSL Campus (ONLINE)

Credit Hrs: 3 | Inst. Mode: 100% Online (OL)

Status: Active | Auto Enroll 1: None

Show to Std?: Yes | Consent: No Consent Required

Component: Internet | Grading Basis: Graded

Link To: Not linked to other sections | Cross-list With: Select section...

Section Attributes | **Course Attributes**

College or School: College of Education | College or School: College of Education

Course Level: Graduate Level | Course Level: Graduate Level

Course Supplemental Fee: Add'l fee:College of Education | Course Supplemental Fee: Add'l fee:College of Education

SuppFee-\$28.60/crhr | SuppFee-\$28.60/crhr

Instructor: Isaac-Sav

Enrollment: 0 current

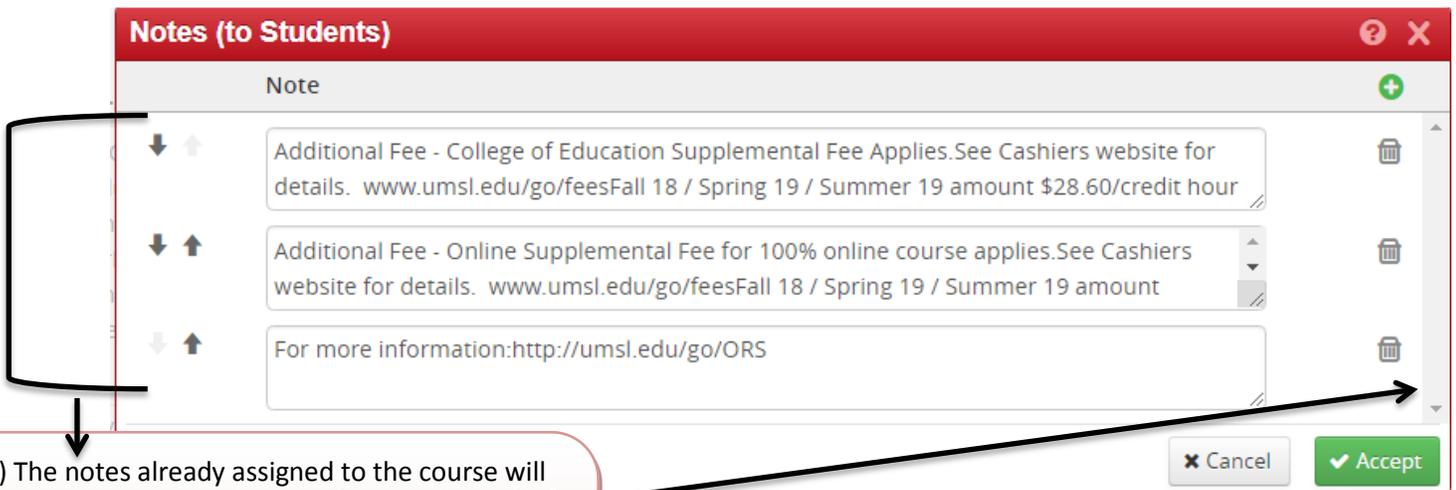
Maximum: 30 | Wait Cap: 99 | Rm Cap Request: 30

Comments (to Registrar)

Notes (to Students)

1. Additional Fee - College of Education Supplemental Fee Applies. See Cashiers website for details. www.ums1.edu/go/feesFall 18 / Spring 19 / Summer 19 amount \$28.60/credit hour

Bridge Tools | Cancel | Save Section



(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.

3.4.1 Notes Numbers for CLSS

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

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

3.5 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.**

3.5.1 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.

COMMON Comments (To Registrar) REQUESTS

| Request Type | Example Comment |
|--|--|
| Room Requests | <ul style="list-style-type: none"> • Benton 103 • Clark 201 • SSB 131 • SCCB 101 |
| Share Space with non-crosslist section | <ul style="list-style-type: none"> • Meets with CHEM 1821 010 • Meets with ART HS 1100 001 |
| Back to Back Instructor | • Same room as ENGL-3100-002 |
| Special Topic Titles | Topic: Meet Me in St. Louis |
| Credits for variable credit courses only | Static 3 Credits |
| Notes to Students (Note Number) | Please add note 0038 |
| Room Swap | Swapping rooms with ENGL 1100 002. (ENGL would comment, swapping rooms with PHIL 1021 001). |

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

3.6 Schedule Snapper

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

3.6.1 Schedule Snapper Basics

Edit Section – COMM 1030-001: Interpersonal Communication I (MOTR CO... (SIS ID: 12390; CLSS ID: 2709)

Section Information

| | |
|---|--|
| Title/Topic: <input type="text" value="Interpersonal Communication I (MOTR C"/> | Session: <input type="text" value="Regular Academic Session - 1 (8/19/19 to"/> |
| Section #: <input type="text" value="001"/> | Campus: <input type="text" value="Main UMSL Campus (On-Campus)"/> |
| Credit Hrs: <input type="text" value="3"/> | Inst. Mode: <input type="text" value="In Person"/> |
| Status: <input type="text" value="Active"/> | Auto Enroll 1: <input type="text" value="None"/> |
| Show to Std?: <input type="text" value="Yes"/> | Consent: <input type="text" value="No Consent Required"/> |
| Component: <input type="text" value="Lecture"/> | Grading Basis: <input type="text" value="Graded"/> |
| Link To: <input type="text" value="Not linked to other sections"/> | Cross-list With: <input type="text" value="Select section..."/> |

Section Attributes

College or School: College of Arts & Sciences
 Course Level: Freshman or Sophomore Level
 Course Supplemental Fee: Add'l fee:Arts and Sciences Supp Fee-\$10.40/crhr

Course Attributes

College or School: College of Arts & Sciences
 Course Level: Freshman or Sophomore Level
 Course Supplemental Fee: Add'l fee:Arts and Sciences Supp Fee-\$10.40/crhr
 General Education Requirement: CORE:Communication Proficiency
 General Education Requirement: Communication Skill
 General Education Requirement: EXPLORE: Social Sciences
 Missouri Transfer: MOTR COMM 120: Interpersonal Communication

Instructor:

Room:

Schedule

Enrollment

0 current

| | | |
|--|---|---|
| Maximum: <input type="text" value="37"/> | Wait Cap: <input type="text" value="99"/> | Rm Cap Request: <input type="text" value="37"/> |
|--|---|---|

Notes (to Students)

1. Additional Fee - Arts and Sciences Supplemental Fee applies. See Cashiers website for details. www.umsll.edu/go/feesFall 18 / Spring 19 / Summer 19 amount \$10.40/credit hour

Comments (to Registrar)

Bridge Tools
Cancel
Save Section

(1) In the **Edit Section** screen select the blue text underneath Schedule.



The Schedule Snapper appears.

The screenshot displays a scheduling interface for the course 'COMM 1030-001: Interpersonal Communication I'. The window title is 'Scheduling - COMM 1030-001: Interpersonal Communication I (MOTR CO... (SIS ID: 12390; CLSS ID: 2709)'. The interface includes a toolbar with 'Days', 'Patterns', and course identifiers 'COMM 1030-001 LEC' and 'LEC E01'. The main area is a grid with days of the week as columns and time slots from 8am to 8pm as rows. Existing green blocks are scheduled for 11am-11:50am on Monday, Wednesday, and Friday. A new pink block for 'COMM 1030-E01 LEC' is being added on Tuesday from 6pm to 8pm. Red vertical lines indicate conflicts at 1pm on Monday and Wednesday. The bottom of the window features 'Meetings' and 'Rooms' buttons, and 'Cancel' and 'Accept' buttons.

Scheduling – COMM 1030-001: Interpersonal Communication I (MOTR CO... (SIS ID: 12390; CLSS ID: 2709)

Days ▾ Patterns ▾ COMM 1030-001 LEC LEC 006 COMM 1030

Monday Tuesday Wednesday Thursday Friday

6pm
7pm
8pm

Days ▾ Patterns ▾

- ✓ Monday
- ✓ Tuesday
- ✓ Wednesday
- ✓ Thursday
- ✓ Friday
- Saturday
- Sunday

A. COMM 1030-001 LEC
11 - 11:50

COMM 1030-006 LEC

Cancel Accept

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 sections 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: 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 8:00am-4:00pm

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

M = Monday
T = Tuesday
W = Wednesday
R = Thursday
F = Friday
Sa = Saturday
Su = Sunday

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.

Patterns ▾ COMM 1030-001 LEC LEC 006

- ✓ 3 credits-3 days-150min-MWF
- 3 credits-1 day-150 min-F
- 3 credits-1 day-150min-M-T-W-R-F
- 3 credits-2 days-150min-MW or TR
- User Defined

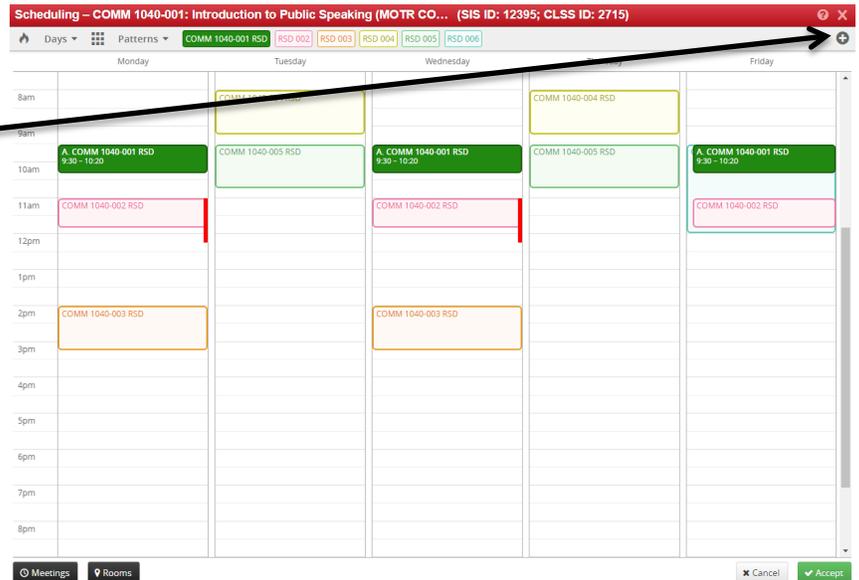
Pattern Name Add

Monday

A. COMM 1030-001 LEC
11 - 11:50

3.6.2 Schedule Snapper: Viewing Additional Course Sections

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

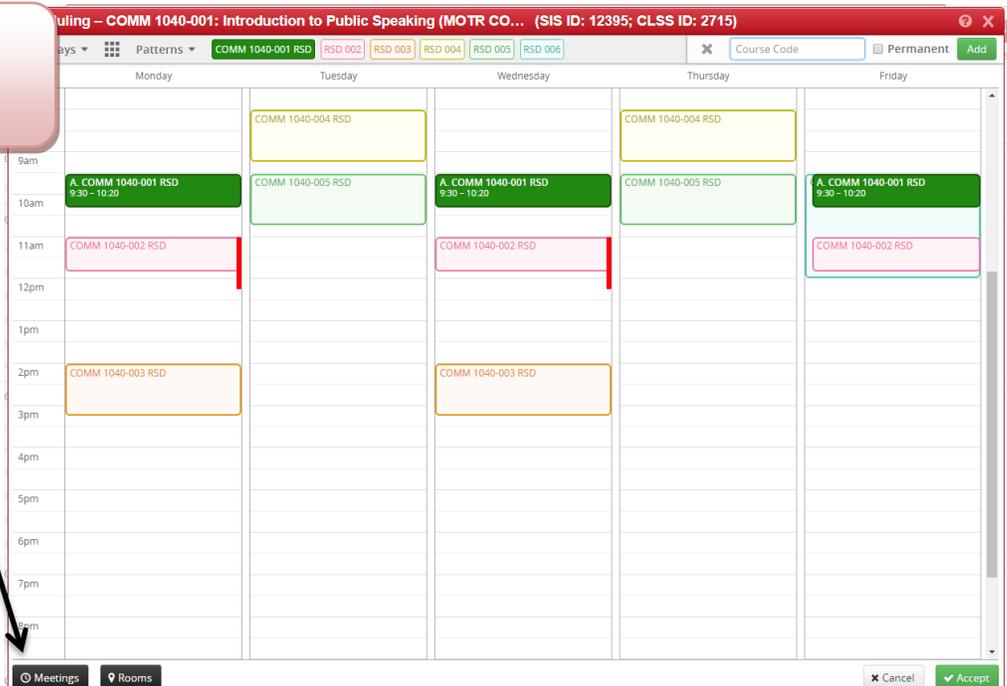


(2) A Course Code field appears. Type in the course code, then click **'Add'**. The schedule for all sections in that course will appear in the Snapper.



3.6.3 Schedule Snapper: Section with More Than One Meeting Pattern

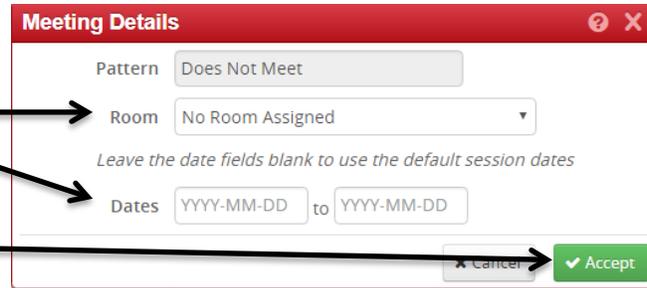
(1) To add another meeting pattern to a course section, select **'Meeting'**.



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



(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, select the meeting patterns then choose the **Pen** icon. To delete, select the **Trash** icon.



3.6.4 Multiple Meeting Patterns

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

- a. Hybrid 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.

Follow these steps to enter multiple meeting patterns in CLSS:

1. Open the Snapper on your class section.
2. Click on the 'Meetings' button on the bottom left-hand corner of the Snapper.
3. Click on the green plus sign (+) to add a meeting pattern.
4. Enter the start and end date(s) for the specific meeting pattern.
 - i. for sections that meet in different rooms on different days, enter the term start and end date
 - ii. for sections that do not meet every week during the term, the start and end date will be the same
5. Click 'Accept,' and then navigate back to the Snapper by double clicking on the new meeting pattern. Choose 'User Defined' from the 'Patterns' dropdown to assign times to the secondary meeting pattern you created. Repeat as needed.
6. Once the additional meeting patterns are created, you must either select a department-owned room or indicate that the additional meetings need general assignment space.
 - i. Click on the 'Meetings' button on the bottom left-hand side to display your meeting patterns
 - ii. Click on the pencil icon to edit each additional meeting pattern
 - iii. Choose a department-owned room from the dropdown, or choose "General Assignment Room"
 - iv. Once you've entered all additional meeting patterns, and assigned or requested a room, you may close out of the Snapper

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.

The screenshot shows the 'Validating Scheduling Unit' window. At the top, a red navigation bar contains buttons for 'View By', 'Validate', 'Bridge Tools', 'Visualize', 'Filter', 'Framer', and 'Export'. The 'Validate' button is highlighted with a dashed box. Below the navigation bar, the window title is 'Validating Scheduling Unit' and the status is 'Rule Validation Complete'. Summary statistics show: Total: 58, Complete: 58, Passed: 54, Failed: 4. The main content area lists several validation rules with icons and links:

- Non-Standard Meeting Time Selected** (Warning icon): Please choose a standard meeting pattern to ensure room availability... must have approval of the Provost's Office in order to schedule a class. [Show noncompliant sections](#)
- Primetime** (Warning icon): No more than 50% of each departments sections can be scheduled Monday through Thursday from 10:00am to 2:00 pm.
 - Sections in Primetime - 60.0% (12/20)
- Scheduling Unit Submission** (Info icon): Thank you for submitting your schedule! Scheduling Unit submissions will be processed into MyView before they will be processed into MyView.
 - [All Sections](#)
- Show to Students - No** (Warning icon): "Show to students" is currently set at no for this course. Are you sure you want to update the Class Search page?
 - [Show to Students - No](#)

At the bottom of the window, there are buttons for 'Export', 'Close', and 'Start Workflow'. The 'Start Workflow' button is highlighted in blue.

Callouts:

- (1) Select 'Validate' from the Course screen.** Points to the 'Validate' button in the navigation bar.
- (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 example.** Points to the 'Show noncompliant sections' link.
- (3) Click 'Start Workflow'** Points to the 'Start Workflow' button.
- TIP: You can export this information to Excel.** Points to the 'Export' button.
- 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.** Points to the small export arrow icon next to the 'Failed: 4' summary.
- 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.** Points to the 'Start Workflow' button.

4.1 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.



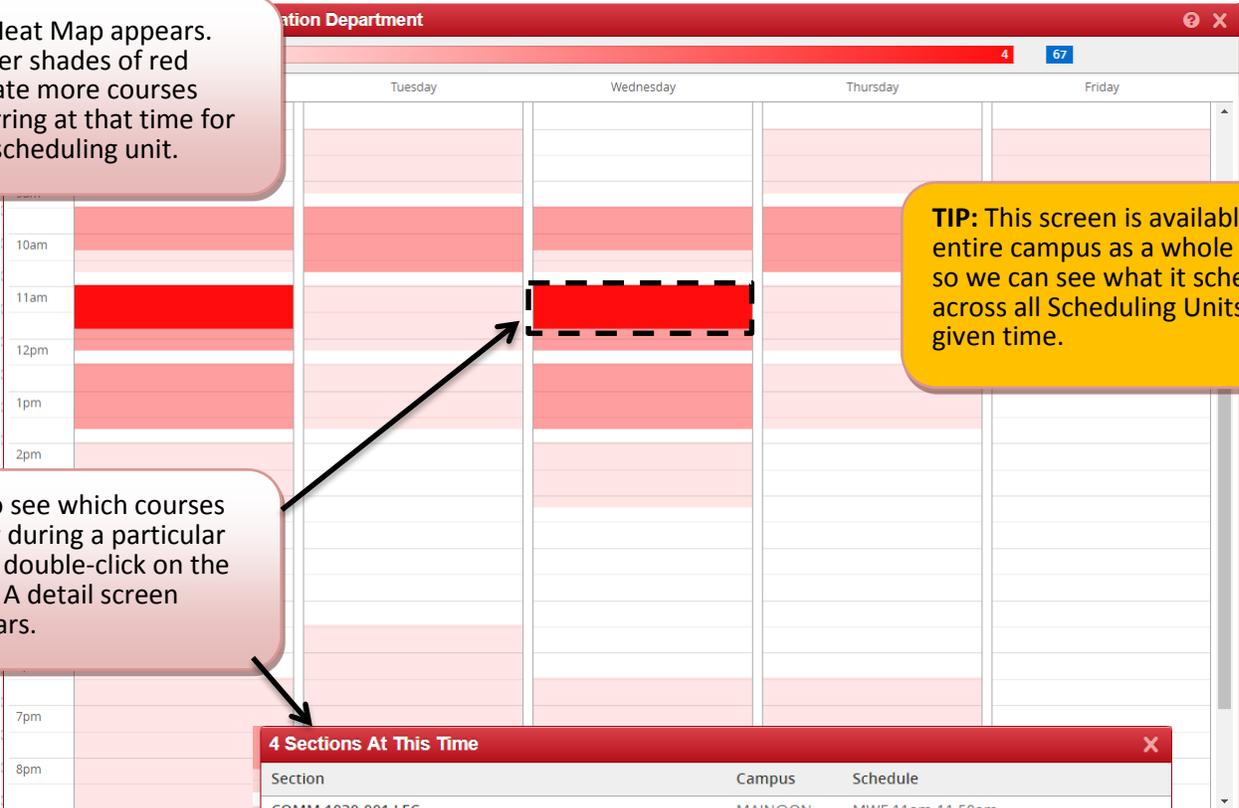
Work flow: Section or scheduling unit may be saved. Further approval required before the course section is entered into MyView. In *Design mode*, all workflow occurs at one time for the entire scheduling unit. In *Refine mode*, each section goes through work flow on its own.

5.0 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.

4 Sections At This Time

| Section | Campus | Schedule |
|--|----------------|------------------|
| COMM 1030-001 LEC Interpersonal Communication I (MOTR COMM 120) Hargis, Jared | MAIN@ON-CAMPUS | MWF 11am-11:50am |
| COMM 1040-002 RSD Introduction to Public Speaking (MOTR COMM 110) Warner, Michelle | MAIN@ON-CAMPUS | MWF 11am-11:50am |
| COMM 2240-001 LEC Persuasive Communication McMillion, Clark | MAIN@ON-CAMPUS | MW 11am-12:15pm |
| COMM 4100-001 LEC Communication Campaigns Alexander, Bill | MAIN@ON-CAMPUS | MW 11am-12:15pm |

6.0 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.

A screenshot of the Framer interface. The main area displays a list of courses with columns for '2018 Summer Semester (H)' and '2018 Fall Semester'. The 'View' dropdown menu is open, showing options: 'Summary' (checked), 'Standard', 'Detail', and 'Customize...'. The 'Customize...' option is highlighted with a red dashed box. A 'Customize View' dialog box is open, showing a list of instances and a 'Columns' dropdown menu set to '2 Columns'. The dialog box has 'Close' and 'Accept' buttons.

(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.

| | 2018 Summer Semester (H) | 2018 Fall Semester |
|--|---|--|
| COMM 1030 - Interpersonal Communication I (MOTR COMM 120) | 001 - INT: Tian, Yan (30) Does Not Meet 002 - INT: Reinhart, Amber (11) Does Not Meet 003 - LEC: Hargis, Jared (8) MTWR 12pm-2:30pm 004 - INT: Geiss, Mary (1) Does Not Meet | 004 - LEC: Staff (30) Does Not Meet 001 - LEC: Hargis, Jared (37) MWF 11am-11:50am 002 - INT: Cho, Suahn (35) Does Not Meet 003 - INT: Cho, Suahn (35) Does Not Meet 004 - INT: Reinhart, Amber (35) Does Not Meet 005 - INT: Zwarun, Lara (35) Does Not Meet E01 - LEC: Duggan, Sharon (35) T 5:30pm-8pm |
| COMM 1040 Introduction to Public Speaking (MOTR COMM 110) | COMM 1040 - Introduction to Public Speaking 001 - LEC: McMillion, Clark (9) MTWR 10am-12:30pm 002 - LEC: Nappier, Elanora (3) MTWR 10am-12:30pm | 001 - RSD: Alexander, Jill (25) MWF 9:30am-10:20am 002 - RSD: Warner, Michelle (25) MWF 11am-11:50am 003 - RSD: McMillion, Clark (25) MW 2pm-3:15pm 004 - RSD: Higgins, Donna (25) Also INTDSC 1004-012 TR 8am-9:15am 005 - RSD: Higgins, Donna (25) TR 9:30am-10:45am 006 - RSD: Clayborn, Miton (25) F 9:30am-12pm |
| COMM 1041 Presentational Speaking | | |
| COMM 1042 | | 001 - RSD: Kwil, Dusa (25) |

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

| | 2018 Summer Semester (H) | 2018 Fall Semester |
|--|---|--|
| COMM 1030 Interpersonal Communication I (MOTR COMM 120) | COMM 1030 - Interpersonal Communication I 002 - INT: Reinhart, Amber (11) Does Not Meet | 004 - INT: Reinhart, Amber (35) Does Not Meet |
| COMM 3361 Interpersonal Health Communication | | |
| COMM 3367 Organizational Health Communication | | |
| COMM 3600 Communication and Families | 001 - INT: Reinhart, Amber (9) Does Not Meet | |

7.0 Filtering and Reporting

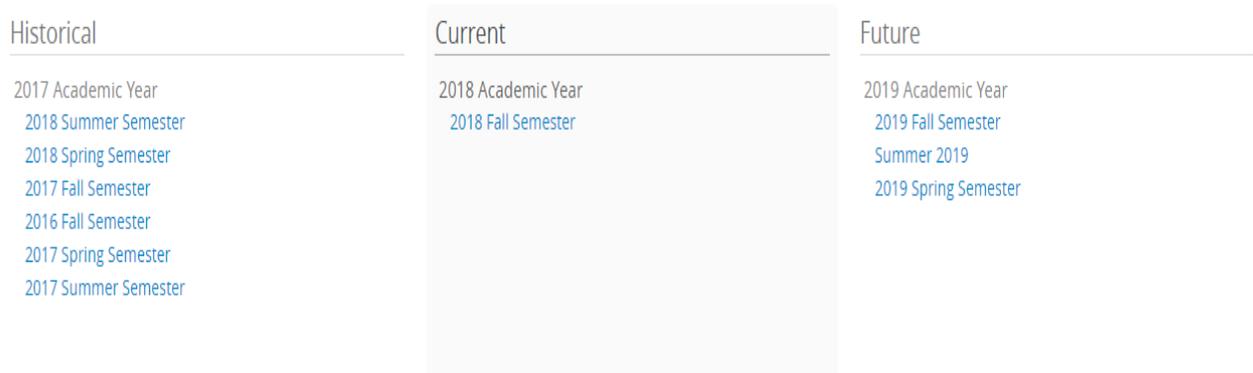
Filtering is a powerful tool to view course sections throughout the university. The ways to use the tool are many, and you are encouraged to experiment with it.

Filtering and Reporting in CLSS

7.1 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

Filter Sections [?] [X]

Criteria Codes

> Course

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

Filter Sections [?] [X]

Criteria Codes

▼ Course

Career Code:

College Code:

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.

Filter Sections [?] [X]

Criteria Codes

▼ Course

Career Code:

College Code:

Department Code:

Subject Code:

Catalog Number

Filter Sections [?] [X]

Criteria Codes

> Course

Catalog Number:

Filter Sections [?] [X]

Criteria Codes

> Course

Catalog Number:

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

Active/Cancelled Sections

Filter Sections [?] [X]

Criteria Codes

> Course

> Section

Status Code:

Change Status Code to C for all cancelled sections.

Enrollment

Filter Sections [?] [X]

Criteria Codes

> Course

> Section

Enrollment:

Status Code:

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

Filter Sections ? X

Criteria Codes

> Course

> Section

> Instructors

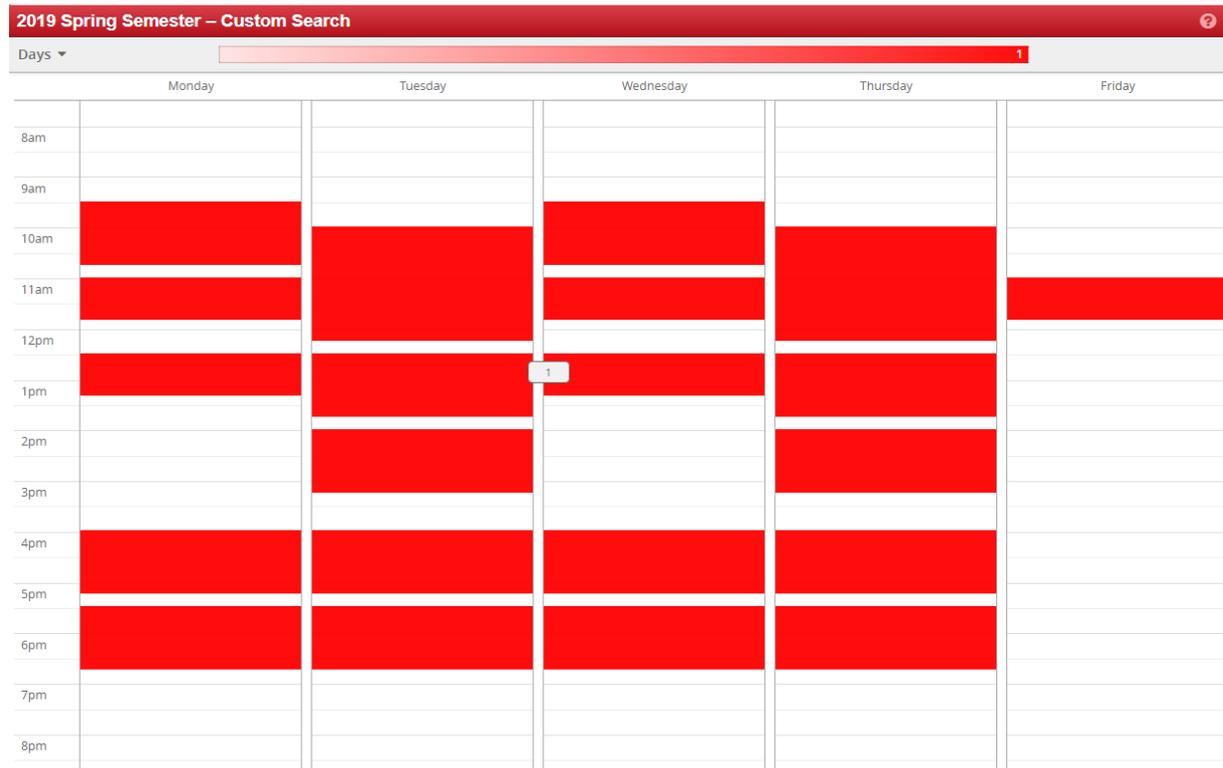
> Meeting Pattern

> Meetings

> Rooms

Room ID:

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.

Filter Sections ⓘ ✕

| Criteria | Codes |
|-------------------|---|
| > Course | |
| > Section | |
| | Status Code: <input type="text" value="A"/> |
| > Instructors | |
| > Meeting Pattern | |
| > Meetings | |
| > Rooms | |
| | Meeting Space ID: <input type="text" value="-1"/> |

-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

The screenshot shows a red header bar with the text "Filter Sections" and a close button. Below the header are two tabs: "Criteria" and "Codes". Under "Criteria", there are three expandable sections: "> Course", "> Section", and "> Instructors". At the bottom, there is a text input field labeled "First Name:" containing the text "STAFF,INSTRUCTOR".

Crosslist Max Cap

The screenshot shows the same "Filter Sections" dialog box. The "Criteria" tab is selected. The "Cross-list Cap:" label is followed by a text input field containing the value "=0".

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

7.2 Reporting

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

The screenshot shows a row of red buttons: "View By", "Validate", "Bridge Tools", "Visualize", "Filter", "Framer", and "Export". The "Export" button is open, showing a dropdown menu with two options: "Excel File (.csv)" and "PDF File (.pdf)".

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.

8.0 Questions and CLSS Access

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

Danielle Faucett
faucettd@umsl.edu
314-516-5406

Megan Heiser
heiserm@umsl.edu
314-516-6930

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 don't see it in my list. Where is it?

If the course wasn't offered during the previous like term, 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 Registrar's Office.

3. I want to assign an instructor to this section, but I do not see them in the dropdown. What do I do?

If you do not see an instructor listed in your dropdown, navigate to the bottom of the list and choose other. Search by the instructor's name. If you see their name pop up, go ahead and add them. If not, please contact the Registrar's Office.

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 27.

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?

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.

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. 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%.

12. 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.

13. 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.

14. 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.

15. 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.

16. How will CLSS handle hybrid courses?

You should be able to select any Instructional 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 the proper fees are added to the course, and that the notes are updated to show any information about how the course meets for students to see.

17. 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.

18. Will we still need to do Google Forms for schedule changes now that we have CLSS?

Google Forms will still be used after a certain date (typically Census), as schedulers will be locked out of CLSS. After this point in time, the Google Forms will need to be submitted to track any other changes made to the schedule.

19. 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. **Crosslistings** must be correctly added in CLSS including “Crosslist With” section, Notes (to Students), Crosslist attribute (primary or secondary) and the crosslist max cap. This takes at least three steps if section hasn’t been created:
 - i. Create Sections
 - ii. Child/Secondary requests crosslist to parent, make sure child has correct Notes (to Students) and caps
 - iii. Parent/Primary adds Crosslist max, make sure parent has correct Notes (to Students) and caps
3. With the bridge—everything that can go through CLSS, must go through CLSS correctly 100% of the time. Exceptions are:
 - a. Title/Topic (if not available in CLSS), and Credit Hours
 - i. These need to be requested in comments to scheduler, changes will be manual
 - b. Session, Cancellations, Cap Decreases, Instruction Mode
 - i. These should be requested in CLSS, but changes will need to be approved by the Registrar’s Office/Workflow process.
 - c. Comments to Scheduler
 - i. This is a highly regulated field and only information needed for room scheduling will be added to MyView, changes will be manual based on time submitted.

Appendix D – Section Numbering Multi-Component Courses

LEC = 00**1**

LAB = 0**10**

RSD = **110**

LAB = 0**11**

RSD = **111**

LAB = 0**12**

RSD = **112**

LEC = 00**2**

LAB = 0**20**

RSD = **220**

LAB = 0**21**

RSD = **221**

LAB = 0**22**

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.