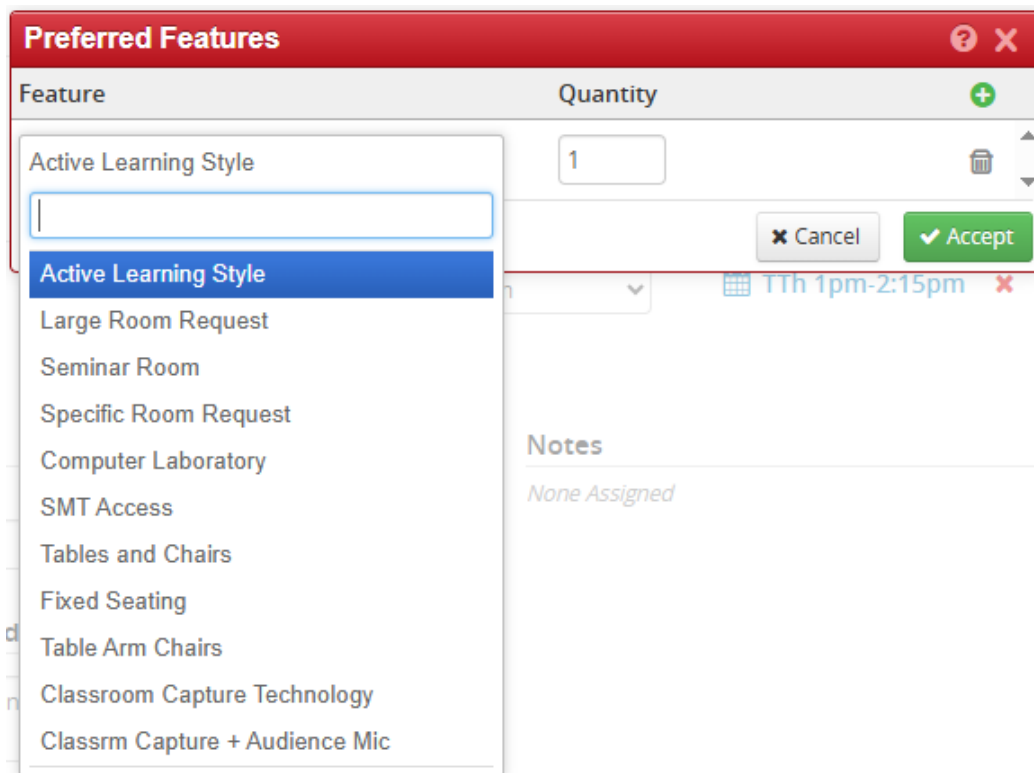# Active Learning Room Request Instructions

Instead of using a form, you will now submit your active learning room requests within CLSS. Instructions on the settings to use on your sections are detailed below, along with instructions on how to generate a report of your requests.

Settings to Use on the CLSS Form

1. Create or open the section in CLSS that will need an active learning room.
2. Under Room, select "Centrally Scheduled Classroom." Once selected, you'll see an additional field called "Preferred Features."
   a. Use the pencil icon to open the list of features.
   b. Click the green plus button in the upper right-hand corner to add a feature, then click the drop-down to select your feature (Active Learning Style).

3. Once the preferred feature is selected, list the room you are requesting in the "Comments to Academic Scheduling" text field, along with any additional reasoning/comments you would like to make regarding this room request.
4. All additional fields on the section editing screen must be filled out correctly. There should be a meeting pattern, enrollment max and requested room cap.

Note: The process for assigning active learning style rooms remains the same. Selecting Preferred Features will not guarantee a room assignment.
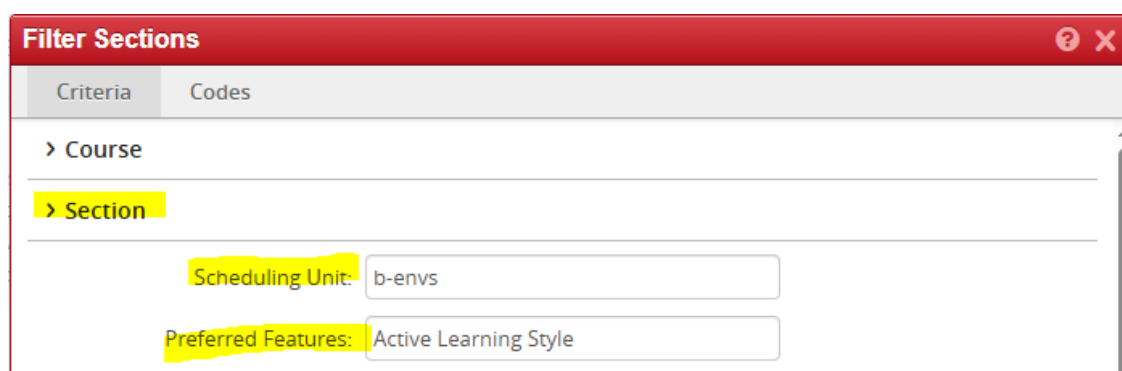
Running the Report in CLSS for Review and Approval

You'll need to generate an Excel report in CLSS of just your active learning requests before you validate and submit your class schedule. Be sure that all requests are present on the report and email them to academicscheduling@colorado.edu.

Note: Classes should only be included on one of the room feature request reports. Additional details should be added to the "Comments to Academic Scheduling."

To run the report of your active learning requests, you will first set a filter in CLSS by clicking on the red Filter button at the top right of the screen. Once the filter is open you will use the following criteria:

1. Click "Section."
2. Your scheduling unit should automatically populate in the "scheduling unit" text box (i.e. b-envs).
3. In the "Preferred Features" text box, write Active Learning Style.

4. Click the green "Apply" button in the bottom right corner of the pop-up window to save the changes and close the pop-up.
5. After setting the filter, click the red "Export" button in the top right corner of the screen. It will display two options. Select Excel File (.csv) as the output.
6. An Export Options window will pop up, which allows you to select the columns to include in your report. Click the "Check All" button to include all columns in your report if all of the fields are not already included.
7. Click the green "Generate" button at the bottom of the Export Options window to generate the Excel file.
8. The Excel file will show as a download in the top right of your web browser. Open and save the file as an Excel Workbook. The file will serve as the report for the selected room requests.

Note: If you see an Excel prompt to remove leading zeros in your spreadsheet, click the "Don't Convert" button to keep the leading zeros in your section numbers.

Overall class schedules will still need to be validated and submitted in CLSS on time. All information in your reports should match what is in CLSS upon validation.