

CLSS Quick Tips

Phases and Modes

There are seven phases and two modes in CLSS. **Modes** (Design and Refine) dictate when information bridges between CLSS and CU-SIS. Rules in CLSS are tied to the **phases** and dictate what changes require review. The scheduling timeline posted for each term will outline when we move into each phase; you can also view what phase and mode CLSS is in at the top of your scheduling unit page:

CourseLeaf/CLSS – Fall 2023 CU Boulder

60 Courses, 184 Sections 
Plan Phase Design Mode 

- **Plan**
 - Design mode
 - Initial phase when access is granted for a new term.
 - Will need to delete sections rather than cancel in this phase.
- **Room Assignment**
 - Refine mode
 - CLSS will be in Room Assignment phase after schedules are validated. During this phase, CLSS will be locked and no edits can be made.
- **Review**
 - Refine mode
 - After Rooms have been assigned, access will be returned in the Review phase.
 - 25Live Seek will be available starting with this phase
- **Publish**
 - Refine mode
 - CLSS is published for students to see in Class Search and Buff Portal. Certain changes will now need to go through a workflow for approval
 - i.e., adding and cancelling sections, changing session or campus location code, changing meeting pattern and/or time.
- **Registration**
 - Refine mode
 - Registration is now live and students are actively enrolling in classes. Access is still available in CLSS but it is limited, and changes may trigger additional workflows for approval.
 - If enrollment is greater than 0, class sections may need to be canceled and a new section added in its place (see [Canceling and Re-creating in CLSS](#) for detailed information).
- **Freshman Pre-Reg**
 - Refine mode
 - This phase applies to Fall semesters only. Waitlists are removed for undergraduate sections and changes to enrollment caps on undergraduate sections will trigger a workflow. All other changes follow the same process as the Registration phase.

- **Post-Registration**
 - Refine mode
 - All changes will follow the same process as the Registration phase.
- **Locked**
 - Design or Refine mode
 - If CLSS is in the Locked phase, no changes can be made in CLSS. This phase may be used by administration for CLSS updates.
- **Archive**
 - Refine mode
 - Once a term is archived, no changes can be made to that term in CLSS. This phase indicates the end of the scheduling cycle, any changes will need to be submitted to [academic scheduling](#).

Design Mode

When schedules are live for liaisons to edit in CLSS, they are first in Design mode. Design mode is when all changes to classes exist only in CLSS. Below are tips and information related to Design mode in CLSS.

Rooming

- **Large and Specific Room Requests**
 - Academic scheduling will post a timeline for each term detailing when [Large and Specific room requests](#) are due. Academic scheduling will schedule Large/Specific room requests during the Room Assignment phase.
- **Active Learning, CC+ and SEEC Room Requests**
 - Academic scheduling will post a timeline for each term detailing when [Active Learning](#), [CC+](#) and [SEEC](#) room requests are due. Academic scheduling will schedule these rooms during the Room Assignment phase.
- **Centrally Scheduled Rooms**
 - In the Design mode/Plan phase, classes that would like a centrally scheduled room should select “Centrally Scheduled Classroom” from the room drop-down menu list.
- **Department Scheduled Rooms**
 - Department scheduled rooms are available in the room drop-down menu in CLSS.
 - If a room is missing from the drop-down menu, email [academic scheduling](#).
- **Centrally Scheduled Rooms with Department Priority**
 - During design mode, centrally scheduled rooms with department priority should be selected from the drop-down menu in CLSS.
 - If a room is missing from the drop-down menu, email [academic scheduling](#).

Refine Mode

Once CLSS is in Refine mode, all changes to classes will bridge over to CU-SIS. There are additional rules in place when making changes within Refine mode that will trigger workflows for additional approval. Below are tips and information related to Refine mode.

Un-roomed Classes after Batch Rooming (Review phase only)

Classes that did not receive a room during the room assignment phase may be given a room at a different time that they can opt into using.

- **Use the 25Live Room Seek tool to view available centrally scheduled rooms.**
- Academic scheduling will send an email to departments with an optional time for some un-roomed sections

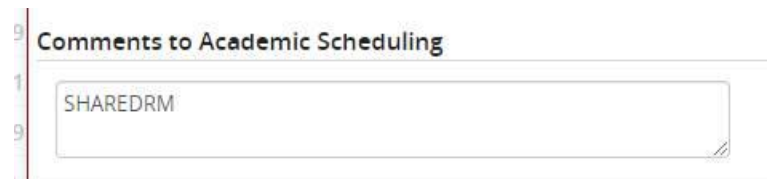
Room Swaps

- **Review phase only**
 - Centrally Scheduled Rooms
 - If swapping classrooms that involve a centrally scheduled room, please use the [Room Swap Request Form](#).
 - The following are swaps you should include in your request form:
 - Centrally scheduled room swapped with centrally scheduled room
 - Centrally scheduled room swapped with a department-scheduled room
 - Large room swaps
 - East campus room swaps
 - Department scheduled room swaps
 - Use the room drop-down menu in CLSS to swap these rooms
- **After Review phase**
 - Most room swaps will need to be processed within CLSS after the review phase
- **Centrally Scheduled Room swaps**
 - If you are swapping two centrally scheduled rooms, please follow this process
 1. Remove the room assigned by selecting “see dept” and save. This ensures that the rooms are properly dropped in 25Live before being reassigned.
 2. Go back into the sections and go to the 25Live Seek tool and select the appropriate room.
 3. Save and submit to workflow.
 4. Repeat for any other sections
 5. Add a comment that you are swapping rooms between class A and class B, and what the room assignments should be.

Important If your room does not appear in the 25Live Seek tool, please be sure that you have properly dropped the room from the first section. If you have followed all the steps and the room does not show as available, please **email** [academic scheduling](#) to help assist. Putting a comment alone does not trigger workflow and will not ensure that academic scheduling will receive the request.
- **Department Scheduled Room swaps**
 - If you are swapping department-scheduled rooms, please follow this process:
 1. Remove the room assigned by selecting “see dept” and save. This will ensure that the rooms are properly dropped in 25Live before being reassigned.
 2. Second, go back into the sections and add your department scheduled room with the room drop-down menu and save.
 3. Changing department-scheduled rooms will no longer trigger a workflow for approval as long as the meeting pattern and time is staying the same.

Other Rooming Reminders

- **Centrally Scheduled Rooms**
 - After the Room Assignment phase, liaisons should use the 25Live Room Seek tool to select a centrally scheduled room. The 25Live Room Seek tool will show available rooms that meet the enrollment cap and any preferred features selected. Once a room is selected, the section will be sent to a workflow for academic scheduling to approve.
 - Specialized spaces such as centrally scheduled computer labs will not show up in 25Live Room Seek. Please email [academic scheduling](#) if you are in need of this type of room.
 - For instructions related on the 25Live Room Seek tool, please refer to page 18 of the [CLSS Instruction Guide](#).
- **Centrally Scheduled Rooms with Department Priority**
 - Once in refine mode, department priority rooms will be considered a centrally scheduled room and should be selected from the 25Live Seek tool instead of the drop-down menu.
- **Department Scheduled Rooms**
 - Department scheduled rooms should still be selected from the drop-down menu in CLSS.
- **Room Overlap Rule**
 - This error will trigger if two classes have selected the same room during a time that overlaps. The error will prevent saving until the conflict has been resolved. This change will prevent multiple users from selecting the same room from 25Live Seek and submitting to workflow.
- **Classes that share the same room, but are not combined**
 - If you have multiple classes that meet in the same room but are not combined, you can save your section by including the SHARED RM code in the comments. If you include this code in the comments, you will be able to save your sections. This code will not roll from term to term, so you will need to add this at the start of every term for any classes that meet together and aren't combined.
 - Classes that meet together, that can be combined, should be combined
 - ***Important*** you need to keep this code in the comments as long as the sections share a room. Please do not remove this code.
 - Ex.



- **Large Classrooms**
 - Large classrooms (rooms with a capacity of 88 or more) will not appear in the 25Live Room Seek Tool. Please email [academic scheduling](#) if you have a request for a large classroom or if you need to change the meeting time of your class with a large classroom.

Additional Information

When to use “Comments to Academic Scheduling” and when to email

- **Email**
 - Use the online form for [instructor provisioning](#).
- **Comments**
 - **When canceling and re-creating sections:** Leave a comment on both the canceled section and new section (see [Canceling and Re-creating in CLSS](#) for instructions).
 - **Topics:** When a topic has been added in CIM but does not appear in drop-down menu, you may leave a comment asking for academic scheduling to add that topic.
 - **Classes meeting in the same room:** Indicate in the comments section classes that are not combined but meet in the same room using the code SHARED RM.

Other Reminders

- New sections added in CLSS will auto-populate the next numerical section number. Meaning, if there is a section 001, 004 and 581, the next section number will automatically populate as 582. **Please be sure to double-check your section numbers on new sections.**
- There are some meeting patterns in the Snapper that are close together; be sure you are selecting on the correct time.
 - i.e., there is a T/Th time that starts at 3:30 p.m. or 3:35 p.m. You must carefully select 3:30 p.m. exactly for that meeting time to appear. If you have issues selecting the meeting time, you can alternatively type in the meeting time in the user define space.
- If you do not have access to the child section of a combined course, be sure to reach out to the correct liaison to have changes made. You can utilize our live department scheduler list on the [academic scheduling website](#).
 - If you still have issues or are unsure who to contact, email [academic scheduling](#).
- If you have linked sections, you will see a warning message stating “Linked Sections require review for proper setup” when you save your sections. Academic Scheduling will review linked sections once the department’s schedule is validated to ensure the linking is correct. Department liaisons don’t need to do anything additional regarding this warning message.