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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 Colorado Boulder specific.

Throughout the guide, the following text bubbles appear:

1.1 Where and How to Login

1. Navigate to the CLSS webpage https://catdev.colorado.edu/wen
2. To login, use your University of Colorado Boulder login and password.

Having trouble logging in? Contact the Academic Scheduling team in the Office of the Registrar at academicscheduling@colorado.edu.

1.2 Important Terms

- **Instance**: A term, e.g. Fall Semester 2023, Spring Semester 2023.
  - Instances are further classified into:
    - **Historical**, past academic years
    - **Current**, current academic year
    - **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 all changes to the overall class schedule be validated and sent through workflow for further review and approval.
  - **Refine**: A change made to a class section can be saved; but 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 put into Campus Solutions.
- **Phases**: There are seven phases in CLSS: **Plan, Room Assignment, Review, Publish, Registration, Freshman Pre-registration, Post Registration, Locked, and Archive**.
<table>
<thead>
<tr>
<th>Phase</th>
<th>Design/Refine?</th>
<th>What Happens?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan</td>
<td>DESIGN</td>
<td>Departments put their initial schedule together: securing faculty to teach, setting enrollment capacities, times, setting up combined sections, assigning department scheduled rooms, deleting sections that will not be offered, etc. All fields are editable by schedulers.</td>
</tr>
<tr>
<td>Room Assignment</td>
<td>N/A</td>
<td>CLSS is closed for editing as class sections are assigned rooms.</td>
</tr>
<tr>
<td>Review</td>
<td>REFINE</td>
<td>Departments have access again to make class section changes in CLSS.</td>
</tr>
<tr>
<td>Publish</td>
<td>REFINE</td>
<td>CLSS is published for students to see in Class Search and Buff Portal. This means certain changes will now need to go through a workflow, such as adding or cancelling sections, changing session, location code, changing meeting pattern and/or time.</td>
</tr>
<tr>
<td>Registration</td>
<td>REFINE</td>
<td>Schedulers review class section information, room assignments, and make needed changes. Only certain changes can be made during this phase and may initiate a workflow. In addition, if enrollment is greater than zero, class sections may need to be cancelled and a new section added in its place.</td>
</tr>
<tr>
<td>Freshman Pre-Reg</td>
<td>REFINE</td>
<td>Fall semesters only. Waitlists are removed for undergraduate sections and changes to enrollment capacities on undergraduate sections require review from Academic Scheduling. All other changes can occur through the normal process.</td>
</tr>
<tr>
<td>Post Registration</td>
<td>REFINE</td>
<td>Same changes can be made as Registration phase.</td>
</tr>
<tr>
<td>Locked</td>
<td></td>
<td>CLSS is locked for any changes.</td>
</tr>
<tr>
<td>Archive</td>
<td>N/A</td>
<td>All scheduling changes cease in CLSS. This phase indicates the end of the scheduling cycle. All schedulers are prohibited from making any adjustments to class schedules. Any changes will need to be submitted to <a href="mailto:academicscheduling@colorado.edu">academicscheduling@colorado.edu</a>.</td>
</tr>
</tbody>
</table>

- **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/](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, e.g., combined section attributes.
- **Course Attributes**: These are the attributes on each course at the catalog level. Scheduling liaisons and coordinators cannot make changes to course attributes in CLSS.
- **Validation**: When a scheduling liaison 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 liaison to fix before they can submit their completed schedule.
2.0 View Department Schedule and Course Offerings

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.

TIP: Click on the question mark to open a CLSS help page. These pages are maintained by Lepfrog and contain information not specific to University of Colorado Boulder.
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' and a menu of options will appear. Select whether to view section information by Day and Time, Course and Instructor.

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

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.

Tip: Fill out the Edit Section screen from top to bottom. Save ‘Schedule’ for last.

6) Click ‘Save Section’.
**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 class section will be locked for editing until the Approver(s) approves or rolls back 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 Campus Solutions correctly. **Email Academic Scheduling if changes don’t end with Validation Details and Start Workflow**
### 3.1 Edit Section Field Explanation

<table>
<thead>
<tr>
<th>#</th>
<th>What</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Title/Topic</td>
<td>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 to Registrar box at the bottom of the form. <strong>NOTE:</strong> You cannot change the <strong>title</strong> of a course without it going through the CourseLeaf Curriculum Course Change process.</td>
</tr>
<tr>
<td>2</td>
<td>Section</td>
<td>The section number will default to the next available number, so you may need to change the default value based on section numbering standards. Please refer to the <a href="#">Section Numbering Standards</a> document for any assistance on what section number to use.</td>
</tr>
<tr>
<td>3</td>
<td>Campus (Loc)</td>
<td>This indicates the campus code and location code of the class. Most classes that are in-person are Boulder Main Campus or Boulder Main Campus (Boulder East Campus). If you have questions about campus and location, please contact Academic Scheduling.</td>
</tr>
<tr>
<td>4</td>
<td>Instruction Mode</td>
<td>This relates to the class delivery mode (100% online, In-Person, Remote, Hybrid In-Person/Remote or Online, etc.). (See the Office of the Registrar <a href="#">website</a> for more information).</td>
</tr>
<tr>
<td>5</td>
<td>Schedule Print</td>
<td>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.</td>
</tr>
<tr>
<td>6</td>
<td>Component</td>
<td>This is related to the type of class that is offered (LEC, REC, LAB etc.). Not to be confused with Instruction Mode. (See the Office of the Registrar <a href="#">website</a> for more information).</td>
</tr>
<tr>
<td>7</td>
<td>Final Exam</td>
<td>This indicates if the section will require a final exam row to be populated. Must select “Yes” or “No” for each section.</td>
</tr>
<tr>
<td>8</td>
<td>Auto-Enroll 1/2</td>
<td>For multi-component classes that have three or more linked components. Link To: non-enrollment sections (REC, LAB, etc.) will have a dropdown option to link to the enrollment component. <strong>NOTE:</strong> Enrollment components will always show ‘Not linked to other sections.' You must always link from the non-enrollment component.</td>
</tr>
<tr>
<td>9</td>
<td>Session</td>
<td>This indicates which session this section occurs in. Default is “B (Boulder 16-Wk Session/Full Sem)” for fall and spring classes. To change, choose a different session from the dropdown menu. The corresponding session dates will be listed. Changing a session after enrollment is not allowed; the class would need to be cancelled and rescheduled with a new section number.</td>
</tr>
<tr>
<td>10</td>
<td>Custom Dates</td>
<td>Can only be used if the BVS session is selected. Custom dates must still fall within the session date range.</td>
</tr>
<tr>
<td>11</td>
<td>Units</td>
<td>Cannot be edited in CLSS, unless the credits are variable.</td>
</tr>
<tr>
<td>12</td>
<td>Status</td>
<td>“Active” indicates an active class,. If you need to cancel a class, please select “Cancelled Section.” <strong>Note:</strong> “Stop Further Enrollment” should be used if there is enrollment in a section and you need to cancel and re-create the section due to a change.</td>
</tr>
<tr>
<td>13</td>
<td>Consent</td>
<td>The default pulls from the Course Catalog here. The values are any combination of Add Consent and Drop Consent. You can change the consent by selecting the drop-down.</td>
</tr>
<tr>
<td>14</td>
<td>Grading Basis</td>
<td>The default pulls from the Course Catalog and cannot be changed in CLSS. This section is primarily for informational purposes only.</td>
</tr>
<tr>
<td>15</td>
<td>Link To</td>
<td>Link To: Non-enrollment sections (REC, LAB, etc.) of linked classes will have a dropdown option to link to the enrollment component. <strong>NOTE:</strong> Enrollment components will always show ‘Not linked to other sections.' You must always link from the non-enrollment component.</td>
</tr>
<tr>
<td>16</td>
<td>Combine With</td>
<td>This refers to which course this section is combined with. You can enter a class to combine in the dropdown. Please note, combined sections will share instructors, room, and meeting pattern. Any changes to those fields will need to be made in the parent section.</td>
</tr>
<tr>
<td>17</td>
<td>Course Attributes</td>
<td>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 Academic Scheduling.</td>
</tr>
<tr>
<td>18</td>
<td>Section Attributes</td>
<td>These are attributes that are added on a section level. Section attributes added at the catalog level will show by default and cannot be edited. You may add additional section attributes that correspond to the specific section (e.g., COMB attribute for combined sections).</td>
</tr>
<tr>
<td>19</td>
<td>Instructor</td>
<td>The instructor field should include any instructors listed in your subject. If an instructor you need added is not listed in the drop down, please send an email to Academic Scheduling with their name, id number and academic org(s) for the classes they will be teaching. Multiple instructors may be listed for each class section. The primary instructor in CLSS will show their conflicts on the Snapper screen. Please note, advisors for the department will also show up in the drop-down menu. Please contact Academic Scheduling if you have any questions.</td>
</tr>
<tr>
<td>20</td>
<td>Room</td>
<td>Here, you will indicate the room for this class. You have the option of “Centrally Scheduled Room” if you want the class to go through batch rooming. If the class will be assigned in a department scheduled room but you do not have all the details, you may assign ‘See Department.’ If this is an online class, you would choose Online Class. If the section meets remotely, you would choose ‘Meets Remotely.’ You are only able to view any department scheduled rooms that have been used by the scheduling unit previously. If any department scheduled rooms should be added to the drop down, contact Academic Scheduling.</td>
</tr>
<tr>
<td>21</td>
<td>Schedule</td>
<td>This dictates the meeting pattern for the class. Clicking on the existing meeting pattern or the words “No Time Assigned” will take you to the Schedule Snapper Tool.</td>
</tr>
</tbody>
</table>
| 22 | Enrollment | **Maximum** – The maximum number of students who should be able to register for the class.  
**Wait Cap** – Entering a 0, closes the waitlist and does not allow that option when students are registering. Entering 999 here indicates that you would like to create a waitlist for students to be placed on, or place themselves on, in the event that the seats in the class are full.  
**Combined Cap** – The sum of all combined section caps. Only appears if a class is combined. |
| 23 | Notes | This field is for selecting pre-set Class Notes or for adding free-format notes containing information that the department would like to relay to students upon registration. This field is NOT for internal notes. |
| 24 | Comments to Academic Scheduling | The comments box is for departments to communicate with Academic Scheduling. This includes things like moving room assignments, special information regarding the class, information on combined sections, etc. Only Academic Scheduling can see what is entered into this box. |
3.2 Combined Sections

Only children (secondary sections) can ask to be combined with a parent (primary sections). This is done so that another department does not take over a class 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 class section that will be the child in the combined relationship.

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

CAUTION: Once ‘Combined 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

<table>
<thead>
<tr>
<th>Maximum</th>
<th>Waitlist</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>999</td>
</tr>
</tbody>
</table>

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

### Combined Enrollment

<table>
<thead>
<tr>
<th>Maximum</th>
<th>Waitlist</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>999</td>
</tr>
</tbody>
</table>

The combined sections results can be seen on the **Course** screen.

<table>
<thead>
<tr>
<th>Course</th>
<th>Instructor</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECEN 4652 - Communication Laboratory</td>
<td>Basumatli</td>
<td>TTh 12:30pm-3pm</td>
<td>No-Time-Assigned</td>
</tr>
<tr>
<td>ECEN 4720 - Practical Printed Circuit Board Design Accelerator</td>
<td>Bogatin</td>
<td>MW 9:05am-10:20am</td>
<td>No-Time-Assigned</td>
</tr>
<tr>
<td>ECEN 4730 - Practical Printed Circuit Board Design and Manufacture</td>
<td>Bogatin</td>
<td>MW 9:05am-10:20am</td>
<td>No-Time-Assigned</td>
</tr>
<tr>
<td>ECEN 4840 - Independent Study</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECEN 5002 - Special Topics</td>
<td>Tang</td>
<td>TTh 2pm-3:15pm</td>
<td>No-Time-Assigned</td>
</tr>
<tr>
<td>ECEN 5005 - Special Topics</td>
<td>Gyenes</td>
<td>MWF 11:15am-12:05pm</td>
<td>No-Time-Assigned</td>
</tr>
</tbody>
</table>

**TIP:** ‘Also’ indicates a Parent/Primary

**TIP:** ‘See’ indicates a Child/Secondary
**TIP:** Changes to a combined class must be made in the Parent/Primary/Primary section. The Edit Section screen of the child section will provide a link to the Parent/Primary section at the top of the screen in the purple banner.

3) To un-combine classes, 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 combination.

A section that is being cancelled and is combined will need to go through Academic Scheduling.
3.3 Linked Sections/Link To

The linked sections field allows you to link sections for registration. The ability to link sections comes from the available components on the course level, so if the course has not been set up with those components, there will be no option for linking within CLSS.

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. Groups - means the student must take one of a group of specified sections linked with a specific enrollment section.
   c. Any/All Groups means the student can take any of the linked sections with any of the enrollment sections.
8. Click save section

**REMEMBER!!!**
Enrollment components will always show ‘Not linked to other sections.’
You must always link from the non-enrollment component.
3.4 Notes

The Notes box includes fields for the Class Notes visible to students. Notes should include any information students may need to know about a particular section. If you have a standard note to that you want to add as a pre-set note, please email Academic Scheduling so we can add that for you. Pre-set notes already added have defaulted text. Free format notes can be entered, but should be clear, concise, and free from errors for the students.
2) The notes already assigned to the class will appear. You may need to scroll to see them all. If you have a free format note to enter, in the ‘Notes’ field, add your comments that should be displayed to students.

3) Select ‘Accept’ to save changes. ‘Cancel’ to exit without saving.
3.5 Comments to Academic Scheduling

Comments to Academic Scheduling should only include information for Academic Scheduling. Class Notes should not be added in this field. 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. Requests that you can include in the comments to Academic Scheduling include room swaps, Topics that do not show in the drop-down but have been added in CIM and noting when a section is being cancelled and re-created.

**COMMON Comments to Academic Scheduling REQUESTS**

<table>
<thead>
<tr>
<th>Request Type</th>
<th>Example Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Share Space with non-combined section</td>
<td>Meets with ACCT 3220-002</td>
</tr>
<tr>
<td>Special Topic Titles</td>
<td>Topic: Race and Antiquity</td>
</tr>
<tr>
<td>Other Directions</td>
<td>Please add “Restricted to Leeds Honors Program (PLHP) students only.”</td>
</tr>
<tr>
<td>Room Swap</td>
<td>Swapping rooms with ASEN 3112-001. (ASEN would comment, swapping rooms with MATH 110-0001).</td>
</tr>
<tr>
<td>Cancellation and Re-creation</td>
<td>Cancelling ANTH 2010-001 and creating new section ANTH 2010-002, please move enrolled students to new section</td>
</tr>
</tbody>
</table>

**IMPORTANT:** Swapping rooms? Indicate this in Comments to Academic Scheduling for both sections swapping rooms.

3.5.1 Room or Building Requests

In the Room field, select “Centrally Scheduled Classroom” if you want the class to be included in batch rooming. You may select up to two Preferred Features if needed, but we advise using this very sparingly as it will greatly reduce the number of rooms potentially available for your class during batch rooming.
3.5.2 25Live Room Seek

25Live Room Seek will appear starting in Review phase. This tool will show centrally scheduled rooms that are available based on enrollment cap, meeting pattern, and preferred features.
Centrally Scheduled rooms that are available and meet the enrollment cap, meeting pattern, and preferred features will appear under “Available, Meets All Criteria”.

The “Available, Criteria Not Met” tab displays rooms that have a smaller cap than the enrollment cap or do not have the selected preferred features.
The capacity column shows the cap for each room, the deficit column displays the difference between the room cap and the enrollment cap. The missing features column will show what features are missing based on what was selected on the "preferred features" field.
3.6 Schedule Snapper

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

3.6.1 Schedule Snapper Basics

1) In the Edit Section screen, select the blue text underneath Schedule.
The Schedule Snapper appears.

To see more or fewer days in the weekly view, click ‘Days’ and in the Drop-Down menu, select which days you wish to see.

Hover over the ‘Grid’ icon to see all the standard time options in the weekly view that typically work for sections of this kind.

TIP: Click on sections to turn sections on and off.
Select ‘Patterns’ to see the list of standard meeting patterns. Select the pattern you need and hover over the weekly view to see the standard meeting times in gray.

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.

If your class is approved to meet outside a standard meeting time, click on Meeting Pattern Name and write in your custom meeting pattern. Then click Add and it will then populate in the weekly view.

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:

MTh 8:00am-4:00pm

If am/pm is missing, the default is am. Letter capitalization must be correct.

M = Monday
T = Tuesday
W = Wednesday
Th = Thursday
F = Friday
Sa = Saturday
Su = Sunday
3.6.2 Schedule Snapper: Viewing Additional Class Sections

1) To see another class on the Schedule Snapper, add it by clicking on the gray 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 class section, select ‘Meetings’.
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. The dates option will automatically populate the Regular Academic Session, but you can choose a custom date. Then select **Accept** range by selecting ‘custom’ in the drop down.

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.
- 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. Select a meeting pattern from the drop-down menu or enter custom meeting pattern in Meeting Pattern Name box. Repeat as needed.
6. Once the additional meeting patterns are created, you must either select a department-owned room, indicate that the additional meetings need general assignment space or use 25Live Seek after Room Assignment phase.
   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 “Centrally Scheduled Classroom”
   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:

<table>
<thead>
<tr>
<th>Pattern</th>
<th>Room</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Th 8am-8:50am</td>
<td>DUAN 22B1 (16)</td>
<td>Using Session Dates</td>
</tr>
<tr>
<td>B. W 12:20pm-1:10pm</td>
<td>STAD 217 (16)</td>
<td>1/26/2022</td>
</tr>
<tr>
<td>C. T 3:30pm-4:20pm</td>
<td>STAD 217 (16)</td>
<td>4/12/2022</td>
</tr>
</tbody>
</table>
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 Academic Scheduling.

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 example.

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.
4.1 Flags: Error, Warning, Workflow

Rules are established in CLSS to remind schedulers of certain set up requirements, 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 triggers one or more rules that must be approved by the Chair, Dean, or Academic Scheduling.
5.0 Heat Map/Visualize

1) To open the heat map, click on "Visualize" or the ‘flame’ icon wherever it appears.

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

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

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

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

**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.
7.0 Filtering and Reporting in CLSS

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.

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.
Use on All Filter Fields:

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

Some helpful filtering symbols:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>?</td>
<td>Wild card, one character</td>
</tr>
<tr>
<td>*</td>
<td>Wild card</td>
</tr>
<tr>
<td>&lt;</td>
<td>Less Than</td>
</tr>
<tr>
<td>&gt;</td>
<td>Greater Than</td>
</tr>
<tr>
<td>!</td>
<td>Not</td>
</tr>
<tr>
<td>,</td>
<td>Or (filters in one field not between multiple)</td>
</tr>
</tbody>
</table>

***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.***
If you unsure about what code to use when filtering, you can select the “Codes” tab in the filter. The codes tab will list the specific codes broken down by section. You can copy the code and directly paste it into the filter.

**TIP:** Codes that are listed are organized by different sections; the section names are listed before the codes. The section names are the same as the corresponding filter criteria.
There are numerous ways to filter. Here are some of the most common.

**Department Code**

![Filter Sections](image)

**Subject Code**

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

![Filter Sections](image)
Catalog Number

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

Filter Sections

- Course
- Section
- Instructors
- Meeting Pattern
- Meetings
- Rooms

Room ID: 00200303

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 are missing a room assignment.
Empty Instructor

This is the filtering needed to see any Combined section that has Combined enrollment equal to zero.

7.2 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 the data as needed.
8.0 Questions and CLSS Access

For access to CLSS or questions not covered by this guide, please contact Academic Scheduling.

Thank You:

Thank you for working with us to ensure the accuracy of the class schedule. The Office of the Registrar and the students at the University of Colorado Boulder greatly appreciate it.
Appendix A: FAQ

1. **In CLSS, will class sections roll from one academic year to the next?**
   Yes, the rolling forward of information from like term to like term remains the same.

2. **I need to schedule a class, but don’t see it in my list. Where is it?**
   If the class wasn’t offered during the previous like term, click the checkbox next to “Show courses with no sections,” located below the toolbar. If it doesn’t appear after clicking the checkbox, contact Academic Scheduling.

3. **I want to assign an instructor to this section, but I do not see them in the dropdown. What do I do?**
   Search by the instructor’s name. If you see their name pop-up, go ahead and add them. If not, please email Academic Scheduling with the instructor’s name, id number and academic organization they need to be added to.

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

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 class with that component and delete or cancel the old one. If not, please contact Academic Scheduling.

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 Academic Scheduling.

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 Academic Scheduling.

8. **Why can’t I link my recitation 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 [Academic Scheduling](#).

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

11. **How much class section information will be available in CLSS?**
    CLSS will have several terms of historical data. Information not housed in CLSS will remain available in Campus Solutions and our reporting system, CU Data.

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

13. **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. All changes made by that scheduling unit will be held until clicking Validate which will move all into workflow. In Refine mode, saving your work will trigger a workflow for the individual section.

14. **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 Academic Scheduling.

15. **Who would we contact about technical issues with CLSS?**
    You would need to contact [Academic Scheduling](#) with details about the problem and we will assist in getting it resolved.