



# SEATTLE UNIVERSITY

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## **CLSS Instruction Guide For Schedulers**

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Last Revised July 2018

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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 Seattle University specific.

Throughout the guide, the following text bubbles appear:



## 1.2 Where and How to Login

1. Navigate to the CLSS webpage <https://courseleaf.seattleu.edu/wen>
2. To login, use your Seattle University login and password. You do not need the @seattleu.edu.

Having trouble logging in? Contact the Registrar-Scheduler at [registrar-scheduler@seattleu.edu](mailto:registrar-scheduler@seattleu.edu) or 206.296.5855.

## 1.3 Important Terms

- **Instance:** A term, e.g. Fall Quarter 2016, Winter Quarter 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. SU is not currently using the Design mode.
  - **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 Colleague.
- **Pause:** A pause occurs when a quarter can no longer accept changes to any course section information. Each quarter is paused for manual data entry or rooming work, but all other quarters remain open for work (e.g. 18WQ paused for rooming, but 18SQ and 18RQ still open for work). See the [production calendar](#) (see Appendix B) for detailed information.

- **Phases:** There are six phases in CLSS, *Plan, Manual Data Entry (MDE), Proof, Room, Review,* and *Archive*. Please see the [production calendar](#) for the detailed phase schedule.

Phase	Design / Refine?	What Happens?
<b>Plan*</b>	DESIGN	Departments/Schools 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.
<b>Manual Data Entry</b>	N/A	CLSS paused as information is manually data entered in Colleague. May appear as Admin, rather than MDE.
<b>Proof</b>	REFINE	CLSS unpaused. Schedulers review course section information and make any needed changes.
<b>Room</b>	N/A	CLSS paused as course sections are assigned rooms. May appear as Admin, rather than MDE.
<b>Review</b>	REFINE	CLSS unpaused. Schedulers review course section information, room assignments, and make needed changes.
<b>Archive</b>	N/A	After a term's add/drop 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.

- **Scheduling Unit:** Typically a department, but can also be defined as a school/college or collection of courses (i.e. UCOR).

\* SU is not currently using the Plan Phase.

## 2.0 View Department Schedule and Course Offerings

CourseLeaf/CLSS – Instances

**Instance screen**

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

Historical		Current	Future
14-15 Academic Year	15-16 Academic Year	16-17 Academic Year	17-18 Academic Year
<a href="#">Summer Quarter 2014</a>	<a href="#">Summer Quarter 2015</a>	<a href="#">Summer Quarter 2016</a>	<a href="#">Summer Quarter 2017</a>
<a href="#">Fall Quarter 2014</a>	<a href="#">Fall Quarter 2015</a>	<a href="#">Fall Quarter 2016</a>	<a href="#">Fall Quarter 2017</a>
<a href="#">Winter Quarter 2015</a>	<a href="#">Winter Quarter 2016</a>	<a href="#">Winter Quarter 2017</a>	<a href="#">Winter Quarter 2018</a>
<a href="#">Spring Quarter 2015</a>	<a href="#">Spring Quarter 2016</a>	<a href="#">Spring Quarter 2017</a>	<a href="#">Spring Quarter 2018</a>

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

CourseLeaf/CLSS – Fall Quarter 2017 – Proof Phase

**Scheduling Unit screen**

62 Scheduling Units

743 Courses 1,305 Sections

ID	Name	Courses	Sections
acct	Accounting	13	17
aedt	Adult Education & Training	6	6
assw	Anthplgy, Sociology, & Socl Wrk	33	42
aah	Art and Art History	25	32
biol	Biology	21	52
chem	Chemistry	13	44

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

CourseLeaf/CLSS – Fall Quarter 2016 – Accounting

**Course screen**

14 Courses, 19 Sections

Plan Phase Design Mode

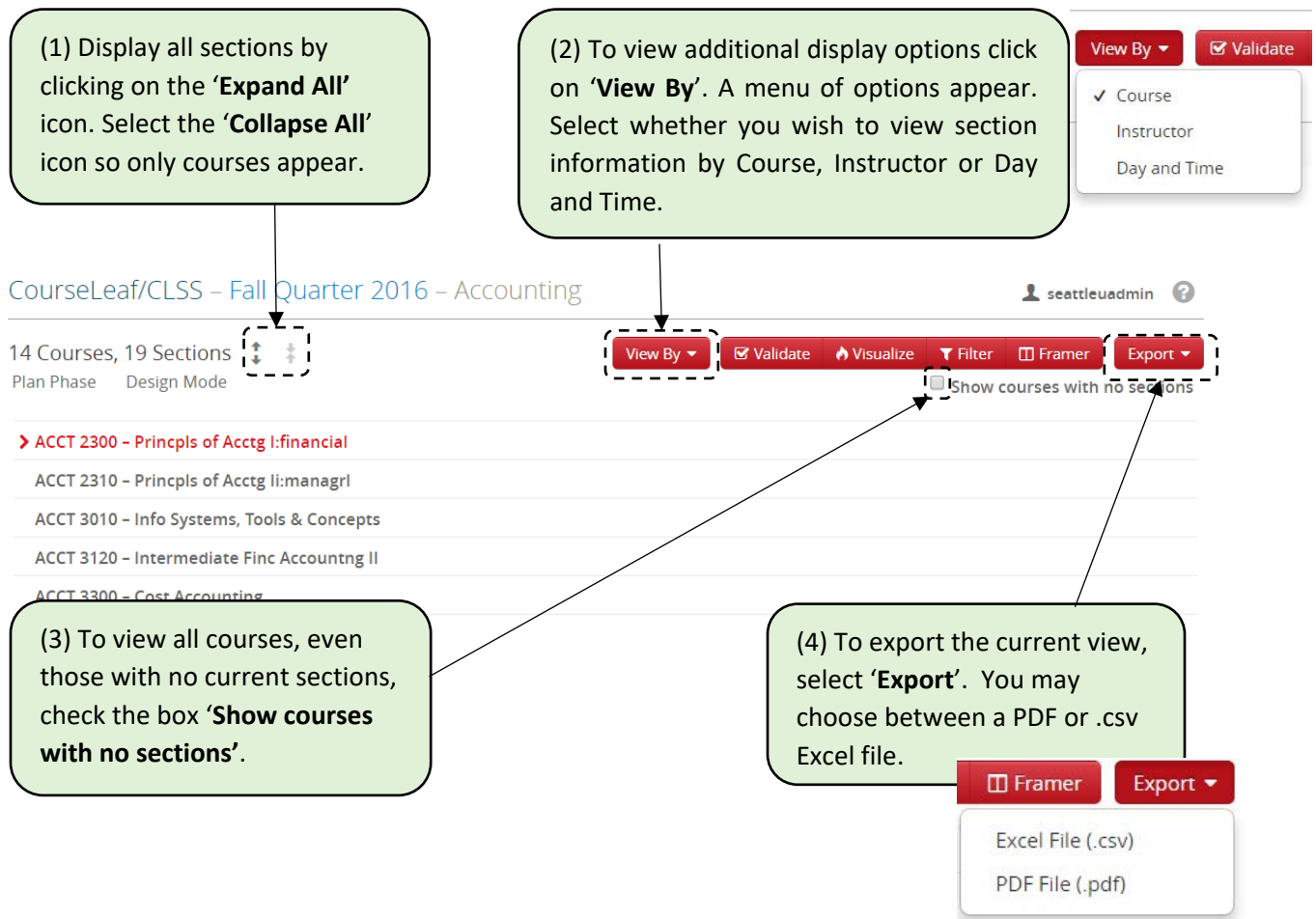
<a href="#">ACCT 2300 - Princpls of Acctg I:financial</a>
ACCT 2310 - Princpls of Acctg II:managrl
ACCT 3010 - Info Systems, Tools & Concepts
ACCT 3120 - Intermediate Finc Accounting II
ACCT 3300 - Cost Accounting

View By Validate Visualize Filter Framer Export

Show courses with no sections

**TIP:** Click on the question mark to open up a CLSS help page. These pages are maintained by Leepfrog and contains information not specific to Seattle University.

## 2.1 Additional Display Options



The screenshot shows the CourseLeaf/CLSS interface for 'Fall Quarter 2016 - Accounting'. The interface includes a header with '14 Courses, 19 Sections' and 'Plan Phase Design Mode'. A toolbar contains buttons for 'View By', 'Validate', 'Visualize', 'Filter', 'Framer', and 'Export'. A dropdown menu for 'View By' is open, showing options for 'Course', 'Instructor', and 'Day and Time'. A checkbox labeled 'Show courses with no sections' is visible. A list of courses is displayed below, including 'ACCT 2300 - Princpls of Acctg I:financial', 'ACCT 2310 - Princpls of Acctg II:managrl', 'ACCT 3010 - Info Systems, Tools & Concepts', 'ACCT 3120 - Intermediate Finc Accounting II', and 'ACCT 3300 - Cost Accounting'.

**(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 you wish to view section information by Course, Instructor or Day and Time.

**(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 .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.

Historical	Current	Future
14-15 Academic Year Summer Quarter 2014 Fall Quarter 2014 Winter Quarter 2015 Spring Quarter 2015	15-16 Academic Year Summer Quarter 2015 Fall Quarter 2015 Winter Quarter 2016 Spring Quarter 2016	16-17 Academic Year Summer Quarter 2016 <b>Fall Quarter 2016</b> Winter Quarter 2017 Spring Quarter 2017
		17-18 Academic Year Summer Quarter 2017 Fall Quarter 2017 Winter Quarter 2018 Spring Quarter 2018

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

CourseLeaf/CLSS - Fall Quarter 2017 - Proof Phase

62 Scheduling Units  
743 Courses 1,305 Sections

Visualize Filter Search

ID	Name	Courses	Sections
acct	Accounting	13	17
aedt	Adult Education & Training	6	6
assw	Anthplgy, Sociology, & Soci Wrk	33	42
aah	Art and Art History	25	32
biol	Biology	21	52
chem	Chemistry	13	44

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

CourseLeaf/CLSS - Fall Quarter 2016 - Accounting


14 Courses, 19 Sections  
Plan Phase Design Mode

View By Validate Visualize Filter Framer Export

Show courses with no sections

> ACCT 2300 - Princpls of Acctg I:financial
ACCT 2310 - Princpls of Acctg II:managrl
ACCT 3010 - Info Systems, Tools & Concepts
ACCT 3120 - Intermediate Finc Accountng II
ACCT 3300 - Cost Accounting

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

> ACCT 2300 - Princpls of Acctg I:financial				
01	LEC	Ishii, Raymond (0683029)	MWF 7:45am-9:10am	
02	LEC	Merle, John (1198459)	MWF 10:55am-12:20pm	
03	LEC	Staff	MW 6pm-8:05pm	
04	LEC	Saucedo, Gabriel (2101373)	TTh 10:15am-12:20pm	

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

The 'Edit Section' screen.

**Edit Section – ACCT 2300-01: Princpls of Acctg I:financial (SIS ID: 252280)**

**Section Information**

<p><b>1</b> Title: Princpls of Acctg I:financial (Default Value)</p> <p><b>2</b> Section: 01</p> <p><b>3</b> UCOR Dept Co...: (None)</p> <p><b>4</b> Synonym: 165607</p> <p><b>5</b> Crosslist With: Select section...</p>	<p><b>6</b> Term: Full</p> <p><b>7</b> Credit Hrs: 5</p> <p><b>8</b> Status: Active</p> <p><b>9</b> Instr. Method: Lecture</p>
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**10** Section Attributes: *None Selected*

<p><b>11</b> Instructor: De Mello E Souza, Carlos (0732698)</p>	<p><b>12</b> Meeting Space: General Assignment Room</p>	<p><b>14</b> Schedule: MWF 9:20am-10:45am</p>
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**13** Room Resources: *None Selected*

<p><b>15</b> Enrollment: 0 current</p> <table border="0" style="width: 100%;"> <tr> <td>Initial Cap: 35</td> <td>Max Cap: 40</td> <td>Waitlist Max:</td> </tr> </table>	Initial Cap: 35	Max Cap: 40	Waitlist Max:	<p><b>16</b> Printed Comments: BUE-FNDTNS; COMPLETED AT LEAST 30 CREDITS</p>
Initial Cap: 35	Max Cap: 40	Waitlist Max:		

**17** Comments to Scheduler

(6) Click "Save Section"

Cancel Save Section

**TIP:** Fill out the **Edit Section** screen from top to bottom. Save Schedule for last.

### 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.

(7) 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.

Because SU is only using *Refine* mode workflow is triggered every time Save Section is pushed. If workflow is not triggered the changes may not appear in Colleague correctly. **Email registrar-scheduler if changes don't end with Validation Details and Start Workflow.**



**EDIT SECTION FIELD EXPLANATION**

#	What	Notes
1	Title	-
2	Section	-
3	UCOR Dept	UCOR is its own scheduling unit. In this field, identify which department is affiliated with the UCOR course section. Used only for UCOR sections.
4	Synonym	This field for future use.
5	Crosslist With	See <a href="#">Crosslist</a> .
6	Term	For Fall, Winter and Spring quarter, the only option is FULL. For Summer quarter, one of the five sub-terms must be selected.
7	Credit Hours	Credit hours can only be edited for variable credit courses.
8	Status	Used to activate or cancel a course section.
9	Instructional Method	Choose which instructional method is appropriate for this section. Sections should only be changed to HYB, OLN or back to default. LEC sections shouldn't change to SEM or LLB (this can be changed on the course via curriculum change forms).
10	Section Attributes	This field for future use.
11	Instructor	ALL INSTRUCTOR CHANGES SHOULD BE MADE IN CLSS
12	Meeting Space	The default is General Assignment Room. If meeting space is department arranged or not needed, select ARR/DEPT. If you'd like to request a change in meeting space after Rooming, put a comment in the Comments to Scheduler field and change the rooming back to General Assignment Room. 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.
13	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.
14	Schedule	Select meeting pattern (see <a href="#">Schedule Snapper</a> ) or Does Not Meet.
15	Enrollment	<b>Initial Cap</b> – The number of students who should be able to self-register online. Entering 0 (zero) prevents online self-registration. <b>Max Cap</b> – The max number of students who can be in the class, including those who register themselves online and those registered by the department. Can input 0 if no room is needed. <b>Waitlist Max</b> – Number of students who can sign up for waitlist. <b>Crosslist Cap</b> – Only appears if a course is crosslisted. The sum of all crosslisted course caps. (See <a href="#">Crosslist</a> )
16A	UCOR Title	For UCOR courses only, where UCOR section title is placed. For more info, see <a href="#">Printed Comments</a> .
16B	Printed Comments	See <a href="#">Printed Comments</a> .
17	Comments to Scheduler	See <a href="#">Comments to Scheduler</a> .

### 3.1 Crosslist

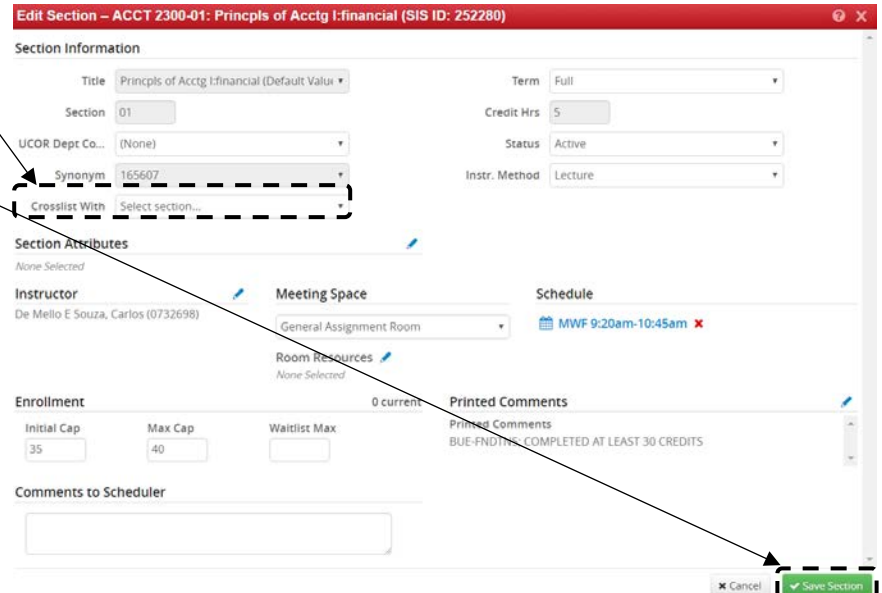
Only children can ask to be crosslisted with a parent. This is done so that another department does not take over a course section without that section’s permission. A child can only have one parent, but a parent may have many children.

For UCOR courses: When crosslisting, UCOR is always the parent. If crosslisting with a UCOR section, first create the UCOR section, then create the department/college section.

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

BIOL 1200 - Nursing Anatomy & Physiology I			
01	LEC	Luckey, Stephen (2045467)	MWF 9:35am-10:45am; M ...
02	LEC	Luckey, Stephen (2045467)	MWF 9:35am-10:45am; W ...
03	LEC	Morefield, Samantha (122...	MWF 2:20pm-3:30pm; T 3:...
04	LEC	Morefield, Samantha (122...	MWF 2:20pm-3:30pm; Th 3...

(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’.



**Edit Section – ACCT 2300-01: Princpls of Acctg I:financial (SIS ID: 252280)**

**Section Information**

Title: Princpls of Acctg I:financial (Default Value) | Term: Full

Section: 01 | Credit Hrs: 5

UCOR Dept Co...: (None) | Status: Active

Synonym: 165607 | Instr. Method: Lecture

**Crosslist With:** Select section...

**Section Attributes**

Instructor: De Mello E Souza, Carlos (0732698) | Meeting Space: General Assignment Room | Schedule: MWF 9:20am-10:45am

Enrollment: Initial Cap: 35, Max Cap: 40, Waitlist Max: | 0 current

Printed Comments: BUE-FNDTNS COMPLETED AT LEAST 30 CREDITS

Comments to Scheduler: [Text Area]

Buttons: 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			20 current	Cross-list Enrollment
Initial Cap	Max Cap	Waitlist Max		Total
18	20			30

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

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

**TIP: 'See' indicates a Child**

BIOL 1200 - Nursing Anatomy & Physiology I				
01	LEC	Brown, Heather (1307139)	MWF 8am-9:05am	<a href="#">See BIOL 1620-01</a>
02	LEC	Luckey, Stephen (2045467)	MWF 9:35am-10:45am; W ...	
03	LEC	Morefield, Samantha (122...)	MWF 2:20pm-3:30pm; T 3:...	
04	LEC	Morefield, Samantha (122...)	MWF 2:20pm-3:30pm; Th 3...	

**TIP: 'Also' indicates a Parent**

BIOL 1620 - Bio II: Evolution and Ecology				
01	LEC	Brown, Heather (1307139)	MWF 8am-9:05am	<a href="#">Also BIOL 1200-01</a>

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

**Edit Section - BIOL 1200-01: Nursing Anatomy & Physiology I (SIS ID: 245543)**

BIOL 1620-01 controls the primary scheduling configuration for this crosslist section

Section Information

Title: Nursing Anatomy & Physiology I (Default) | Term: Full

Section: 01 | Credit Hrs: 5

UCOR Dept Co...: (None) | Status: Active

Synonym: 158990 | Instr. Method: Lecture

Crosslist With: BIOL 1620-01 **X**

(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 should have the crosslist removed when requesting cancelation.

**Section Information**

Title: Nursing Anatomy & Physiology I

Section: 01

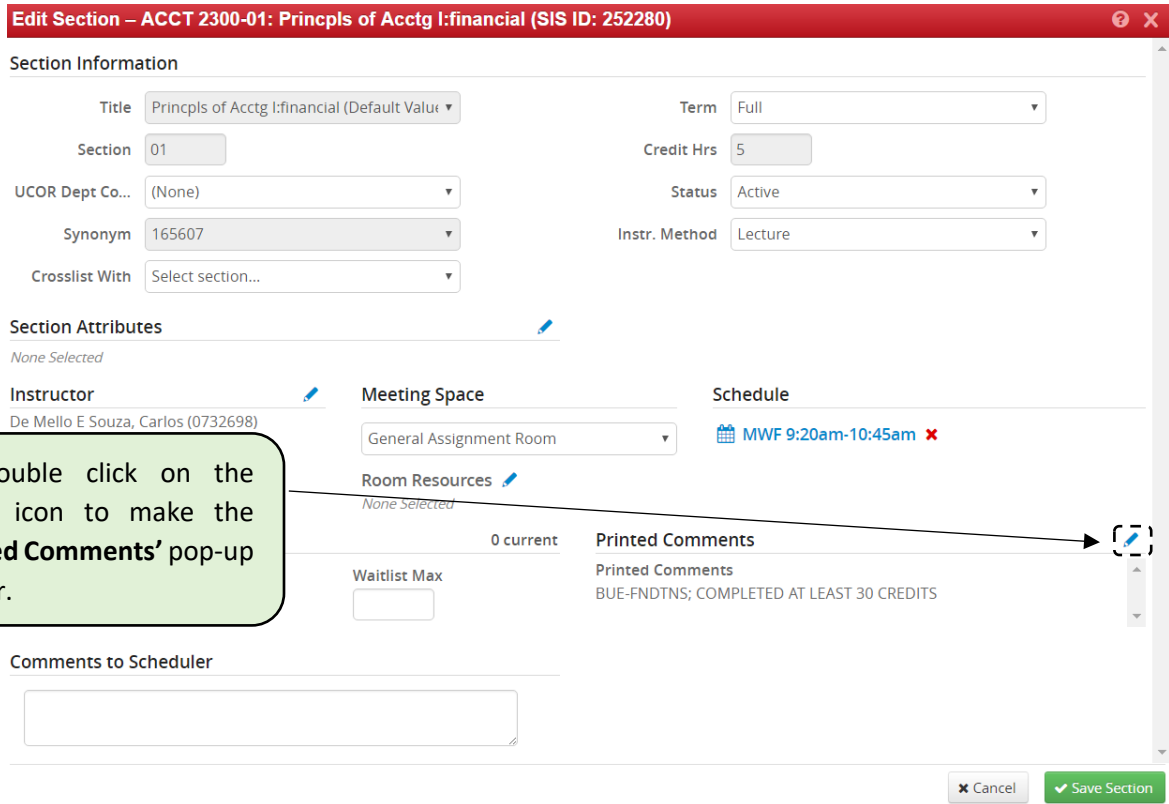
UCOR Dept Co...: (None)

Synonym: 158990

Crosslist With: BIOL 1620-01 **X**

### 3.2 Printed Comments

The Printed Comments box includes fields for the UCOR Title and for Printed Comments visible to students online. Printed Comments should include any information students may need to know about a particular section separated by “;”. Information for printed comments should follow the abbreviations listed in [3.2.1 Common Abbreviations](#), should include all needed information while also being kept brief. **Failure to follow these guidelines will result in the section not being setup or adjusted appropriately.**



**Edit Section – ACCT 2300-01: Princpls of Acctg I:financial (SIS ID: 252280)**

**Section Information**

Title: Princpls of Acctg I:financial (Default Value) | Term: Full

Section: 01 | Credit Hrs: 5

UCOR Dept Co...: (None) | Status: Active

Synonym: 165607 | Instr. Method: Lecture

Crosslist With: Select section...

**Section Attributes**

*None Selected*

Instructor: De Mello E Souza, Carlos (0732698)

Meeting Space: General Assignment Room

Schedule: MWF 9:20am-10:45am

Room Resources: *None selected*

0 current

Waitlist Max:

**Printed Comments**

Printed Comments: BUE-FNDTNS; COMPLETED AT LEAST 30 CREDITS

Comments to Scheduler:

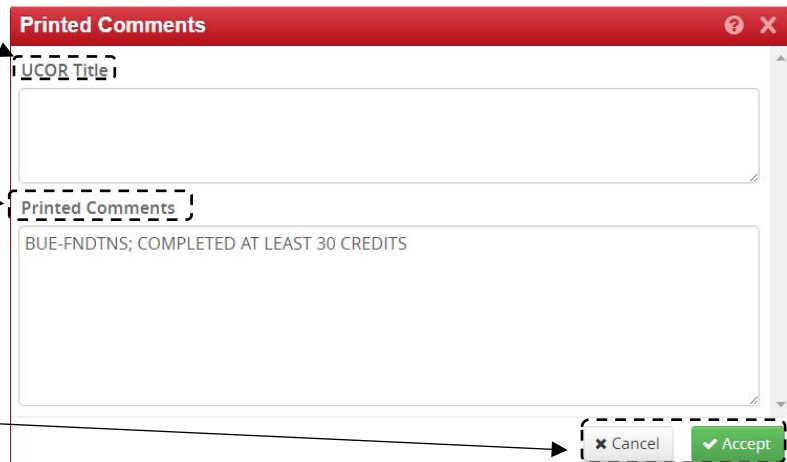
Buttons: Cancel, Save Section

(1) Double click on the pencil icon to make the 'Printed Comments' pop-up appear.

(2) In the 'UCOR Title' field, input the UCOR course title. This is the title that displays online.

(3) In the 'Printed Comments' field, put comments that are displayed online to students.

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



**Printed Comments**

UCOR Title:

Printed Comments: BUE-FNDTNS; COMPLETED AT LEAST 30 CREDITS

Buttons: Cancel, Accept

### 3.2.1 Common Abbreviations

Below is a list of abbreviations to use in the Printed Comments field.

#### **COMMON PRINTED COMMENTS ABBREVIATIONS**

<b>Description</b>	<b>Abbreviation</b>
Catholic Studies	CAST
Co-Requisite	COREQ:
Credit/Fail Grading	CR-F
Cross-Listed	X:
Faith & Great Ideas	FGI
Fee	FEE
Freshman Standing	FR-STND
Freshman/Sophomore Standing	FR-STND; SO-STND
Hybrid	HYB
Junior Standing	JR-STND
Majors Only	MJR-ONLY
Meeting Dates	MTS:
Online	OLN
Permission of Department	PRM-DEPT
Permission of Instructor	PRM-INSR
Pre-Requisite	PREQ:
Required for the Major	REQD-MJR
Service Learning	SRV-LRNG
Sophomore Standing	SO-STND
Senior Standing	SR-STND
Study Abroad	SABD
To Be Arranged	TBA
8 Week Summer Session	8-WEEK
1 <sup>st</sup> 4 Week Summer Session	1ST-4-WEEK
2 <sup>nd</sup> 4 Week Summer Session	2D-4-WEEK
10 Week Summer Session	10-WEEK
Summer Intersession	INTERSESSION

### 3.3 Comments to Scheduler

Comments to Scheduler should only include information for the Office of the Registrar to adjust a section separated by “;”. Information from Printed Comments should never appear in Comments to Scheduler. Please keep this section brief, 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.**

#### 3.3.1 Room or Building Requests

When making room or building requests, first use the room resources and pre-room options in CLSS (see [Edit Section Field Explanation](#), #12 and #13). This should include only the desired building(s) and rooms(s). The Office of the Registrar doesn’t accommodate negative rooming requests, e.g. No ADMN, unless accompanied by a documented ADA need. Do not include room or building requests if included in either of these other places.

#### COMMON COMMENTS TO SCHEDULER REQUESTS

Request Type	Example Comment
Room Requests	<ul style="list-style-type: none"> <li>• BANN or ENGR</li> <li>• PIGT</li> <li>• Caseroom</li> <li>• LEML 122</li> </ul>
Share Space with non-crosslist section	<ul style="list-style-type: none"> <li>• same room as all NURS-6001</li> <li>• same room as BIOL-1611-03</li> </ul>
Back to Back Instructor	<ul style="list-style-type: none"> <li>• same room as ENGL-3910-02</li> </ul>
Special Topic Titles	Title: Criminology
Credits for variable credit courses only	CR 3
Adjustments on the section level based on updated course catalog	AY 17-18 change to 3 credits

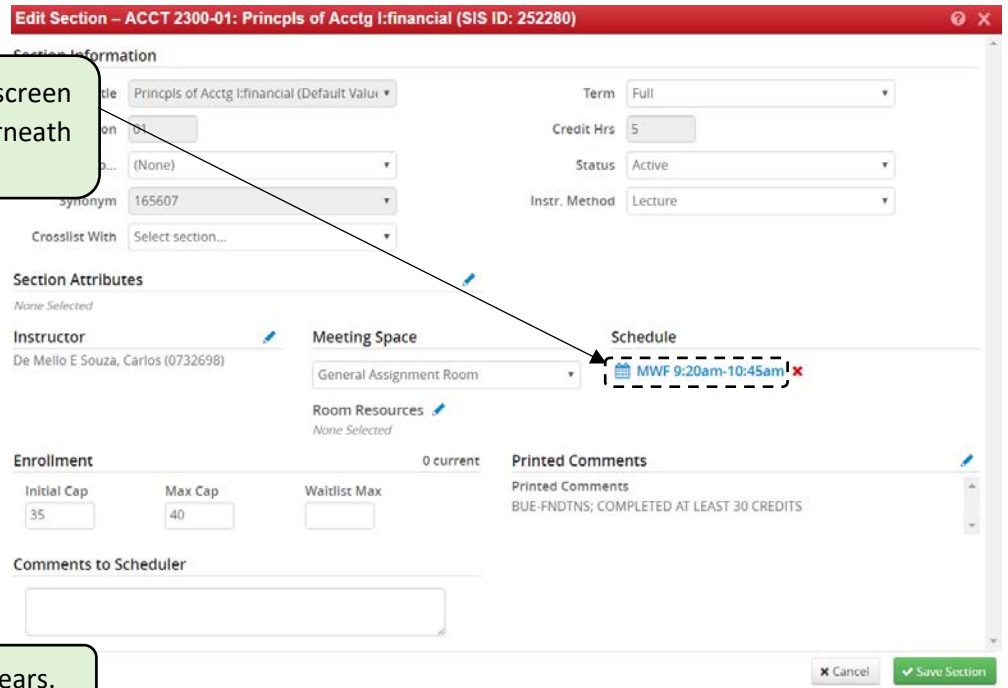
**IMPORTANT:** Swapping rooms? Indicate this in Comments to Scheduler for *both* sections swapping rooms.

### 3.4 Schedule Snapper

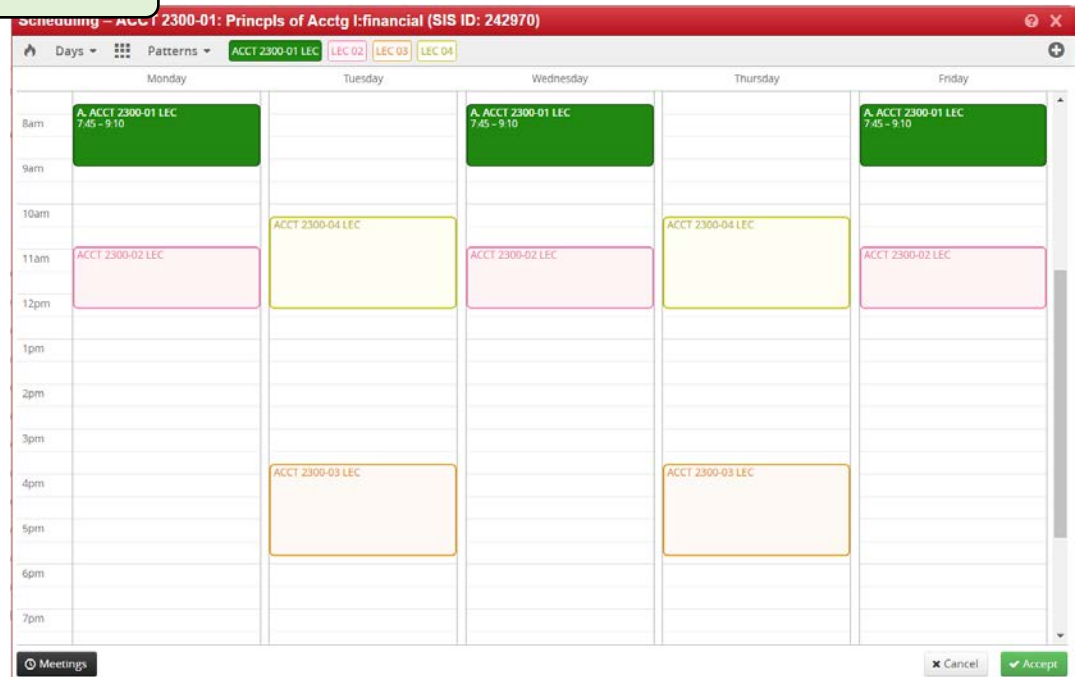
The schedule snapper allows you to “snap” a course onto a defined course meeting time.

#### 3.4.1 Schedule Snapper Basics

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



The Schedule Snapper appears.



Time	Monday	Tuesday	Wednesday	Thursday	Friday
8am	A. ACCT 2300-01 LEC 7:45 - 9:10		A. ACCT 2300-01 LEC 7:45 - 9:10		A. ACCT 2300-01 LEC 7:45 - 9:10
9am					
10am		ACCT 2300-04 LEC		ACCT 2300-04 LEC	
11am	ACCT 2300-02 LEC		ACCT 2300-02 LEC		ACCT 2300-02 LEC
12pm					
1pm					
2pm					
3pm					
4pm		ACCT 2300-03 LEC		ACCT 2300-03 LEC	
5pm					
6pm					
7pm					

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

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

Select 'Patterns' to define your own meeting time.

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

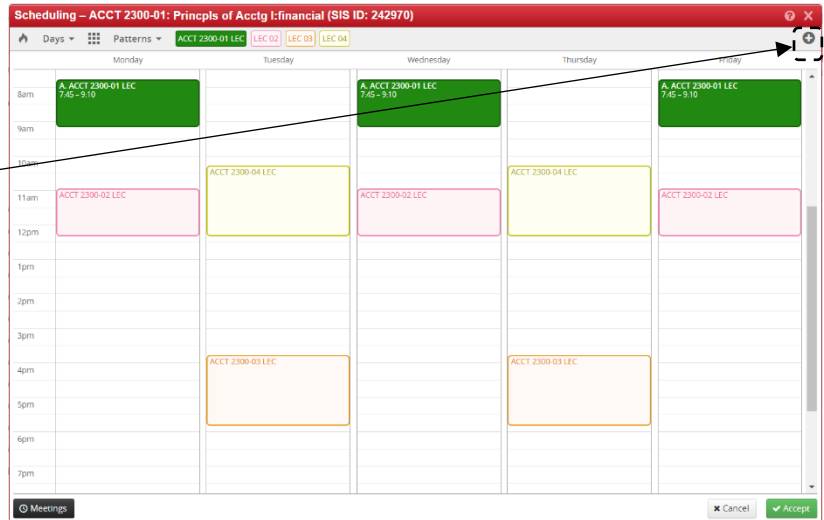
**TIP:** Click on sections to turn sections on and off.

**TIP:** When defining your own meeting pattern, enter the info like so:  
 Day initial, space, 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.  
 M = Monday  
 T = Tuesday  
 W = Wednesday  
 Th = Thursday  
 F = Friday  
 Sa = Saturday  
 Su = Sunday



### 3.4.2 Schedule Snapper: Viewing Additional Course Sections

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

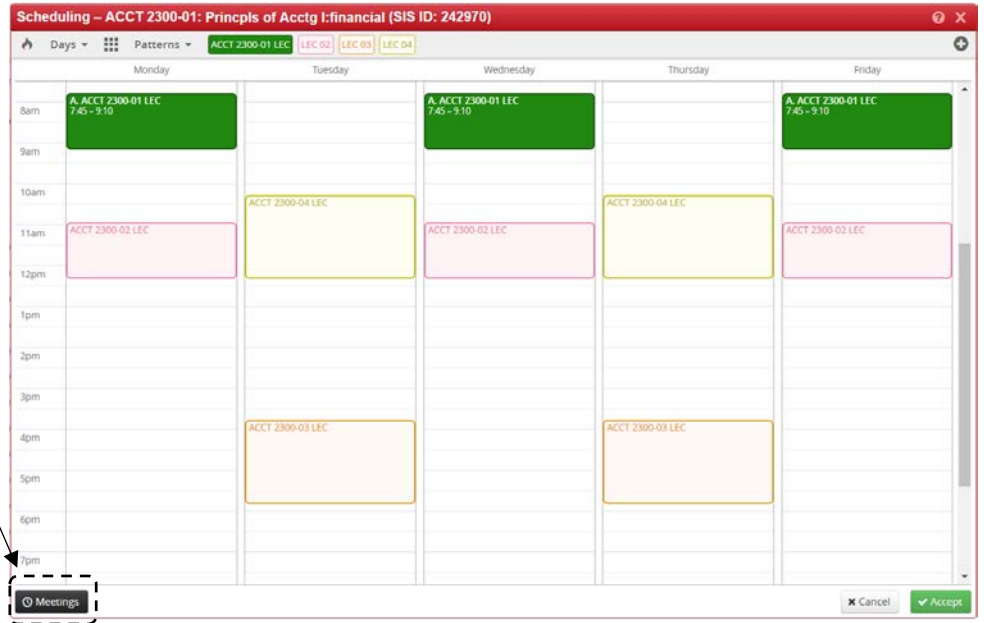


(2) A Course Code field appears. Type in the course code, then click 'Add'. The schedule for all sections in that course will appear in the Snapper.

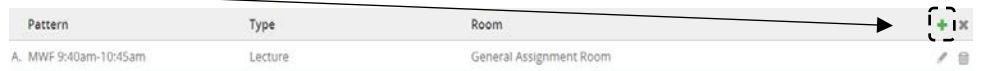


### 3.4.3 Schedule Snapper: Section with More Than One Meeting Pattern

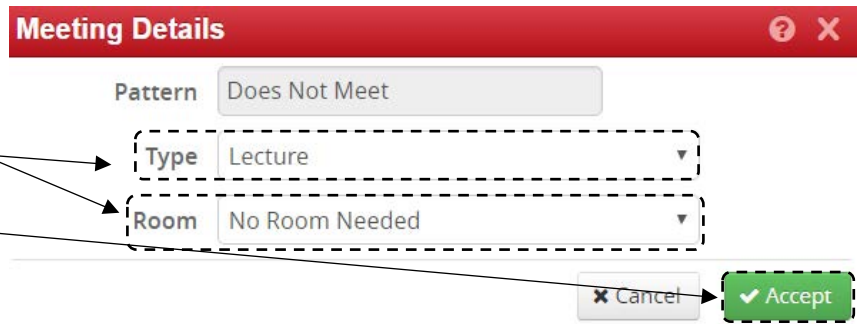
(1) To add another meeting pattern to a course section, select 'Meeting'.



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



(3) The Meeting details pop-up appears. From the drop-down, select the type of meeting, and, if applicable, the room. Click 'Accept'.



**Meeting Details** [?] [X]

Pattern: Does Not Meet

Type: Lecture

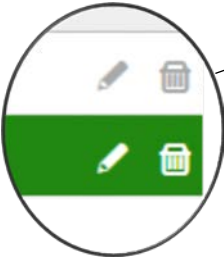
Room: No Room Needed

[X] Cancel [✓] Accept

(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.

	Type	Room	
8:40am-10:45am	Lecture	General Assignment Room	[+][X]
10:40am-12:00pm	Does Not Meet	General Assignment Room	[+][X]
10:40am-12:00pm	Lecture	General Assignment Room	[+][X]

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



## 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's a useful way to review which sections have a Caution note and the types of Workflow approvals sections will go through.

In Plan Phase, validating is how a Scheduler submits a scheduling unit to a Scheduling Lead or the Registrar's Office. The university will first use the Plan phase in August or September of 2017.

(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.

### Validating Scheduling Unit

Rule Validation Complete

Total: 24      Complete: 24      Passed: 22      Failed: 2

- ⚠ Please select a standard meeting pattern
  - Please select a standard meeting pattern
  - Show noncompliant sections
- 🔵 Approval Process
  - All changes to a schedule will go through an approval process.
  - New Section
  - CLSS New Section
  - Changed Section

**TIP:** You can not go from the detail screen directly to the sections that triggered an **Error** or **Warning**. Use copy and paste to create a list of sections to then go back in and edit.

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.

(3) Click 'Start Workflow' to start workflow. Or click 'Close' to exit out of screen.



## 4.1 Flags: Error, Warning, Workflow

Rules are established in CLSS to enforce university policy and assist with managing the over 5,000 course section changes that occur in a typical academic year.



**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.



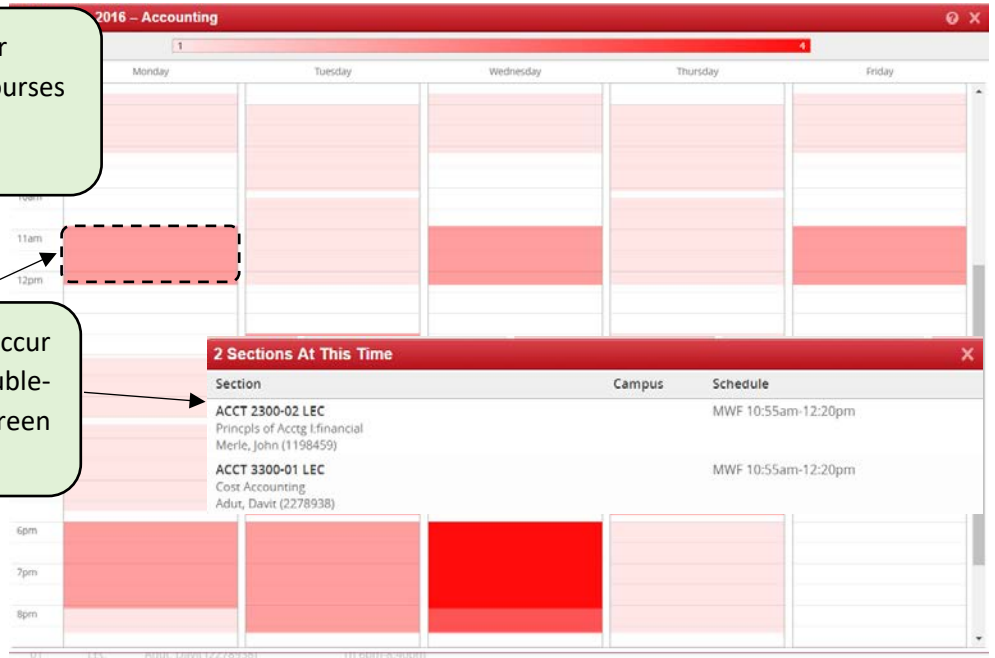
**Work flow:** Section or scheduling unit may be saved. Further approval required before the course section is entered into Colleague. In *Design mode*, all workflow occurs at one time for the entire scheduling unit. In *Refine mode*, each section goes through work flow on its own.

## 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.



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

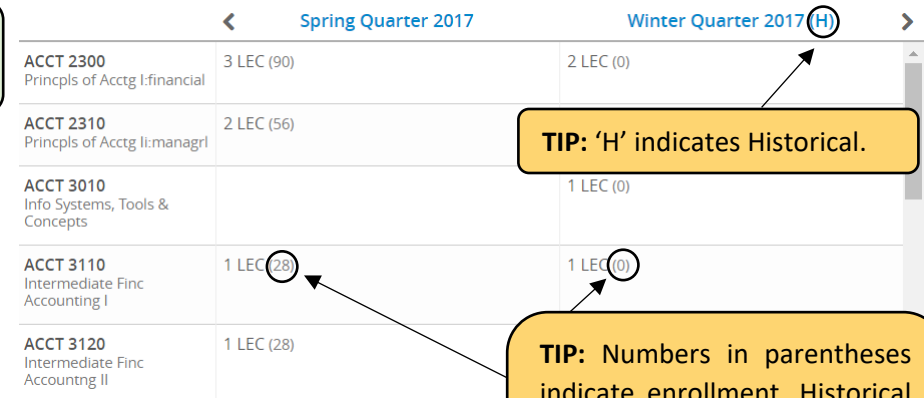
## 5.0 Using the Framer

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.

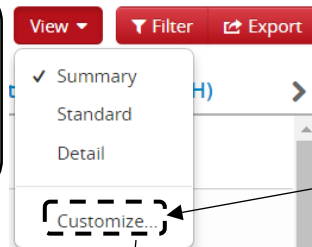
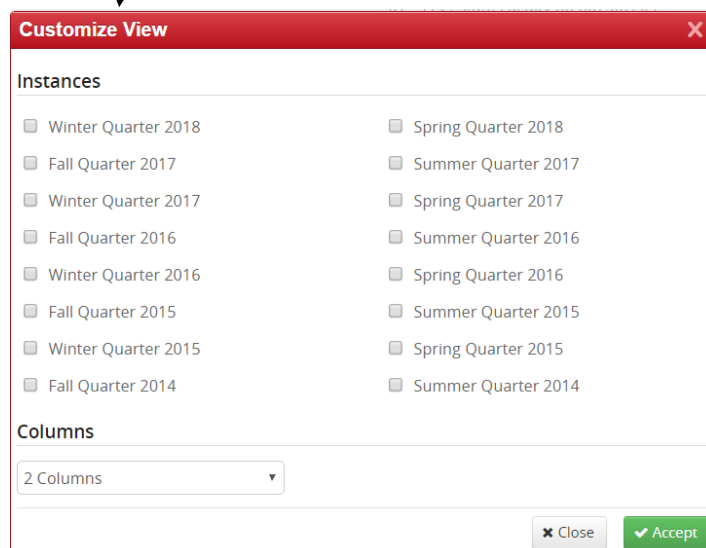



	Spring Quarter 2017	Winter Quarter 2017 (H)
ACCT 2300 Principles of Acctg I:financial	3 LEC (90)	2 LEC (0)
ACCT 2310 Principles of Acctg II:managrl	2 LEC (56)	
ACCT 3010 Info Systems, Tools & Concepts		1 LEC (0)
ACCT 3110 Intermediate Finc Accounting I	1 LEC (28)	1 LEC (0)
ACCT 3120 Intermediate Finc Accounting II	1 LEC (28)	

**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'.

**Customize View**

**Instances**

- Winter Quarter 2018
- Spring Quarter 2018
- Fall Quarter 2017
- Summer Quarter 2017
- Winter Quarter 2017
- Spring Quarter 2017
- Fall Quarter 2016
- Summer Quarter 2016
- Winter Quarter 2016
- Spring Quarter 2016
- Fall Quarter 2015
- Summer Quarter 2015
- Winter Quarter 2015
- Spring Quarter 2015
- Fall Quarter 2014
- Summer Quarter 2014

**Columns**

2 Columns

Close Accept

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

	Fall Quarter 2017	Spring Quarter 2018
	LEC: Koch, Bruce (0833349) (32) 5pm-5:50pm	
	LEC: Kimbro, Marinilka (1285012) (32) 05pm-3:30pm	01 - LEC: Zamora, Valentina (1522074) (28) MWF 10:55am-12:20pm
	02 - LEC: Kimbro, Marinilka (1285012) (32) MW 6pm-8:05pm	02 - LEC: Zamora, Valentina (1522074) (28) MWF 2:05pm-3:30pm
<b>ACCT 3010</b> Info Systems, Tools & Concepts	01 - LEC: <a href="#">Bee, Sarah (0283929)</a> (32) MW 3:40pm-4:45pm	
<b>ACCT 3110</b> Intermediate Finc Accounting I		01 - LEC: Koch, Bruce (0833349) (28) TTh 10:15am-12:20pm
<b>ACCT 3120</b> Intermediate Finc Accountng II	01 - LEC: Chipalkatti, Niranjan (0874848) (32) TTh 1:30pm-3:35pm	01 - LEC: Koch, Bruce (0833349) (28) TTh 1:30pm-3:35pm

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

	Fall Quarter 2017	Spring Quarter 2018
<b>ACCT 2300</b> Princpls of Acctg I:financial	02 - LEC: <a href="#">Bee, Sarah (0283929)</a> (32) MWF 12:30pm-1:55pm	
<b>ACCT 2310</b> Princpls of Acctg li:managrl		
<b>ACCT 3010</b> Info Systems, Tools & Concepts	01 - LEC: <a href="#">Bee, Sarah (0283929)</a> (32) MW 3:40pm-5:45pm	
<b>ACCT 5040</b> Managerial Accounting		
<b>ACCT 5320</b> Internal Audit II		01 - LEC: <a href="#">Bee, Sarah (0283929)</a> (25) T 6pm-8:40pm

## 6.0 Filtering & 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

#### Filtering

Navigate to [CLSS](#) and login.

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

#### CourseLeaf/CLSS – Instances

##### Historical

15-16 Academic Year	16-17 Academic Year
Summer Quarter 2015	Summer Quarter 2016
Fall Quarter 2015	Fall Quarter 2016
Winter Quarter 2016	Winter Quarter 2017
Spring Quarter 2016	Spring Quarter 2017
14-15 Academic Year	17-18 Academic Year (H)
Summer Quarter 2014	Summer Quarter 2017
Fall Quarter 2014	Fall Quarter 2017
Winter Quarter 2015	Winter Quarter 2018
Spring Quarter 2015	Spring Quarter 2018

##### Current

18-19 Academic Year
Summer Quarter 2018
Fall Quarter 2018
Winter Quarter 2019
Spring Quarter 2019



Click the Filter button.

Filtering can be done on several different data points, each filter can only count as an “and” so you will have to pull two reports to have NURS sections and UCOR NURS sections.

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://courseleaf.seattleu.edu/wen/18FQ/search/#ccc=CAS&os=A&mifn=No%20Instructor%20Selected%2C%20Faculty>

The link above will pull up all 18FQ active sections within the School of CAS that don’t have faculty assigned. Changing the 18FQ to 19WQ will pull this up for the winter term. The URL is case sensitive, so make sure that you time the term code exactly right.

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
ASB	Albers School of Business
CAS	College of Arts & Sciences
COE	College of Education
CON	College of Nursing
CSE	College of Science & Engineering
NCS	School New & Continuing Studies
STM	School of Theology and Ministry
USP	Univ. Sponsored Academic Programs

### Department Code

**Filter Sections** ? X

Criteria Codes

> Course

---

Department Code:

A full list of departments 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.

🔥 Visualize

⌵ Filter

Search

### UCOR Department Code

**Filter Sections** ? X

Criteria Codes

> Course

---

> Section

---

UCOR Dept Code Code:

Notice that this filtering is based on the section, rather than on the course.



Subject Code

**Filter Sections** ? X

Criteria Codes

> Course

---

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.

**Filter Sections** ? X

Criteria Codes

> Course

---

Subject Code:

Catalog Number:

Catalog number can also be used to find all special topics numbers. To do this input all special topics numbers that are needed and include !UCOR, CLBR, ELCB (these subjects have an x910 course that isn't a special topic so including this will filter out these sections).

### Active/Cancelled Sections

**Filter Sections** ? X

Criteria	Codes
> Course	
> Section	
Status Code: <input style="width: 150px;" type="text" value="A"/>	

Change Status Code to C for all cancelled sections.

### Enrollment

**Filter Sections** ? X

Criteria	Codes
> Course	
> Section	
Enrollment: <input style="width: 150px;" type="text" value="&lt;12"/>	
Status Code: <input style="width: 150px;" type="text" value="A"/>	

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	
Meeting Space ID: <input style="width: 150px;" type="text" value="PIGT 207"/>	

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. ).

Fall Quarter 2018 – Custom Search					
Days	1		2		
	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
9am	Red		Red		Red
10am	Red		Red		Red
11am	Red				
12pm	Red				
1pm	Red		Red		Red
2pm					
3pm					
4pm					
5pm					
6pm		Pink		Pink	
7pm		Pink		Pink	
8pm		Pink		Pink	

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

**Filter Sections** ? X

Criteria Codes

---

› **Course**

---

› **Section**

---

Status Code:

---

› **Instructors**

---

› **Meeting Pattern**

---

› **Meetings**

---

› **Rooms**

---

Meeting Space ID:

-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

**Filter Sections** ? X

Criteria	Codes
> Course	
> Section	
> Instructors	
First Name: <input style="width: 80%;" type="text" value="No Instructor Selected, Faculty"/>	

### Crosslist Max Cap

**Filter Sections** ? X

Criteria	Codes
> Course	
> Section	
Crosslist Xlist Max Cap: <input "="" style="width: 80%;" type="text" value="="/>	
Crosslist Section: <input style="width: 80%;" type="text" value="&gt;=0"/>	

This is the filtering needed to see any Crosslist section that has Xlist Max Cap as blank.

### Reporting

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

View By ▾
 Validate
 Bridge Tools
 Visualize
 Filter
 Framer
Export ▾

Show
 

Excel File (.csv)  
 PDF File (.pdf)

After opening the excel file delete rows 1 and 2 as well as columns A-D. Click the small triangle between the new 1 and A, which should read Term Code. This selects the whole sheet. Filter the sheet.

	A	B	C
1	Term Code	Departme	Subject Cc
2			
3	18FQ	ANSO	ANTH
4			
5	18FQ	AAH	ARTH
6			
7	18FQ	AAH	ARTH

After filtering select A so that only blanks remain. Delete all the blank rows. Anything that shows up as blue on the rows has data in it. Delete until you get to green.

Unfilter the spreadsheet. Now the spreadsheet is easily sortable. Delete any data not needed.

## 7.0 Questions and CLSS Access

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

Registrar-Scheduler

[registrar-scheduler@seattleu.edu](mailto:registrar-scheduler@seattleu.edu)

206.296.5855

### **Thank You:**

Thank you for working with us to ensure the accuracy of section data. The Office of the Registrar and the students of Seattle University 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 information (UCOR, Specialized Sections, Room Recourses, etc...) are not included in the roll.

**2. Will CLSS notify me when my changes are approved?**

No. CLSS will only when send you notifications if changes you made are incorrect or unapproved.

**3. Are high school courses, Professional Development, or non-matric courses in CLSS?**

No. High school courses, Professional Development and non-matric courses are not in CLSS. To schedule course sections for these types of courses, email the Registrar-Scheduler at [registrar-scheduler@seattleu.edu](mailto:registrar-scheduler@seattleu.edu).

**4. How many course sections are allowed during certain times (i.e. primetime)?**

The rules governing primetime are not changing.

**5. 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.

**6. How does CLSS work for grad schools?**

Similar to undergraduate schools, each school or college has one or more scheduling units. A scheduling unit is responsible for creating the course section schedule for its area and submitting that information for validation. If there is more than one scheduling unit for a school or college, a workflow will send the information to a lead scheduler for review. The Law School does not use CLSS.

**7. 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 Colleague and our reporting warehouse, InformSU.

**8. What kind of enrollment information will CLSS have?**

Colleague will update CLSS nightly with enrollment information. During registration periods, you should still rely on SU-Online or Colleague for the most up-to-date enrollment figures.

**9. Will CLSS automatically save your work?**

No, you will need to click the save button to save your work. In Design mode (SU isn't currently using), 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.

**10. How will CLSS handle hybrid courses?**

You should be able to select any Instructor Method. Having multiple instructor methods for one section is not available just yet. You will be alerted once this feature is available.

**11. What process guarantees are available as we transition to the new system?**

There are no firm process guarantees yet, as some experience with the new system is required before the Registrar's Office can make any realistic guarantees.

**12. Will we still need to do course counts now that we have CLSS?**

Course counts are the number of classes each college/school is planning to offer in each time block each quarter using a standard classroom. Comparing this to the number of available standard classrooms before we get to the rooming phase allows us to spot problems before we get too far down the path. We are still working through how this process will happen with CLSS.

**13. Will we still need to complete Special Topic and Internship forms?**

Yes. The Special Topics form and Internship form process remains the same.

## Appendix B – Production Calendar

### SU| 2018-2019 Course Schedule Production Calendar

<b>Term Dates</b>		<b>Monday, June 18, 2018</b>	<b>Saturday, September 08, 2018</b>
<b>18RQ</b>	Advising	Monday, January 22, 2018	Friday, February 09, 2018
	Registration	Tuesday, February 20, 2018	Term Start
<b>Summer Quarter 2018</b>	CLSS Phase	Start	End
	Proof 1	Monday, August 14, 2017	Tuesday, October 31, 2017
	Rooms/MDE	Wednesday, November 01, 2017	Thursday, November 30, 2017
	Review	Friday, December 01, 2017	Friday, September 07, 2018
	Archive	Monday, September 10, 2018	

<b>Term Dates</b>		<b>Wednesday, September 19, 2018</b>	<b>Saturday, December 08, 2018</b>
<b>18FQ Fall Quarter 2018</b>	Advising	Monday, April 16, 2018	Friday, May 04, 2018
	Registration	Monday, May 07, 2018	Term Start
	CLSS Phase	Start	End
	Proof 1	Monday, August 14, 2017	Tuesday, October 31, 2017
	MDE	Wednesday, November 01, 2017	Thursday, November 30, 2017
	Proof 2	Friday, December 01, 2017	Friday, March 02, 2018
	Rooms	Monday, March 05, 2018	Friday, March 23, 2018
	Review	Monday, March 26, 2018	Tuesday, September 25, 2018
Archive	Wednesday, September 26, 2018		

<b>Term Dates</b>		<b>Monday, January 07, 2019</b>	<b>Saturday, March 23, 2019</b>
<b>19WQ Winter Quarter 2019</b>	Advising	Monday, October 22, 2018	Monday, November 12, 2018
	Registration	Tuesday, November 13, 2018	Term Start
	CLSS Phase	Start	End
	Proof 1	Monday, August 14, 2017	Tuesday, October 31, 2017
	MDE	Wednesday, November 01, 2017	Thursday, November 30, 2017
	Proof 2	Friday, December 01, 2017	Friday, September 21, 2018
	Rooms	Monday, September 24, 2018	Wednesday, October 10, 2018
	Review	Monday, October 15, 2018	Sunday, January 13, 2019
Archive	Monday, January 14, 2019		

<b>Term Dates</b>		<b>Monday, April 01, 2019</b>	<b>Saturday, June 15, 2019</b>
<b>19SQ Spring Quarter 2019</b>	Advising	Monday, January 21, 2019	Friday, February 08, 2019
	Registration	Monday, February 11, 2019	Term Start
	CLSS Phase	Start	End
	Proof 1	Monday, August 14, 2017	Tuesday, October 31, 2017
	MDE	Wednesday, November 01, 2017	Thursday, November 30, 2017
	Proof 2	Friday, December 01, 2017	Wednesday, October 10, 2018
	Rooms	Thursday, October 11, 2018	Friday, October 26, 2018
	Review	Monday, October 29, 2018	Sunday, April 07, 2019
Archive	Monday, April 08, 2019		

Rooms are assigned by or before the end of the rooming period  
 Rooms released to CES at the start of Advising (except RQ- first 3/12/18, second 4/9/18)  
 MDE, Manual Data Entry, closes CLSS for Nov. to enable catalog adjustments  
 17-18 adjustments--18WQ Rooming 9/25/17-10/11/17 | 18SQ Rooming 10/12/17-10/27/17

Schedule published on SU-Online: 18RQ--1/22/18 | 18FQ, 19WQ, 19SQ--4/9/18  
 Process guarantee for CLSS changes is one month prior to publish



## Appendix C – CLSS to Colleague Bridge

1. ITS is currently working on development of a CLSS to Colleague Bridge. Most changes will no longer be manual for Reg. Office.
  - a. There is not date yet when this will be in effect, but we will notify you as soon as testing is complete.
2. **Schedulers won't see too many differences once the bridge is running. Except:**
  - a. **Faculty** will need to be changed in CLSS not Colleague
    - i. This will start once the bridge is in place, but faculty adjustments can now be made in CLSS.
  - b. **Special Topics** must be input in CLSS before turning in the form. Form must match what is in CLSS (only adjustments from form are Title and Credits).
  - c. **Crosslistings** must be correctly added in CLSS including “Crosslist With” section, Printed Comments and Xlist Max cap (Max cap is currently blank for many sections—this will cause registration issues). This takes at least three steps if section hasn't been created:
    - i. Create Sections
    - ii. Child requests crosslist to parent, make sure child has correct printed comments and caps
    - iii. Parent adds Crosslist max, make sure parent has correct printed comments 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, Section #, and Credit Hours
    - i. These need to be requested in comments to scheduler, changes will be manual
  - b. Term, Meeting Space, Schedule
    - i. These should be requested as usual, but changes will be manual unless the section is new
  - c. Comments to Scheduler
    - i. This is a highly regulated field and only information needed for room scheduling will be added to Colleague, changes will be manual
4. Bridge will run once a day in the evenings. Changes that have been approved will reflect on SU-Online the following morning. Manual changes will reflect immediately. We can do extra manual changes in an emergency so things display immediately, but will still need the request to go through CLSS and be approved.
5. Rollback sections will not run on the bridge—check for rollback emails frequently and immediately ASAP.