

# CLSS User's Guide

Updated: 11/29/16

Log in to [CLSS](#) using your NetID.

## Part 1 - Creating Your Schedule

### 1.1 Selecting a Semester

After logging in, you can choose to work on your schedule by choosing a Semester under the Current or Future headings or review a past schedule by clicking on a term under the Historical heading. No edits can be made to a historical term in CLSS.

CourseLeaf/CLSS - Semesters

admin1 Log Out

Hello Uldaho CLSS Team! Welcome to your site! For more information on how to use command statements to emphasize text, navigate to this site: <https://github.com/adam-p/markdown-here/wiki/Markdown-Cheatsheet>

Historical	Current	Future
2017 Academic Year	New Untitled Group	2018 Academic Year
Fall 2016	Fall 2017	Winter Intercession 2017
Winter Intercession 2016		Spring 2018
Spring 2017		Summer 2018
Summer 2017		

Edit Text/Titles New Group Move Groups Move Semesters

### 1.2 Scheduling Units

Double-click your scheduling unit (department) to view your offerings.

CourseLeaf/CLSS - Fall 2017 - Plan Phase

admin1 Log Out

70 Scheduling Units  
2,541 Courses 6,675 Sections

Visualize Filter Search

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ID	Name	Courses	Sections
078	Accounting	29	47
055	Agricultural & Ext Education	23	88
051	Agricultural & Life Sciences	4	7
054	Agricultural Econ & Rural Soc	26	59
ui10	American Indian Studies	2	2
057	Animal & Veterinary Science	30	67
235	Art and Architecture	151	305
452	Bioinformatics & Comp Biology	10	34
060	Biological Engineering	18	39
006	Biological Sciences	58	185
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29 Courses, 47 Sections  
 Plan Phase Design Mode

View By Validate Bridge Tools Visualize Filter Framer Export

Show courses with no sections

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ACCT 201 – Intro Financial Acctg

ACCT 202 – Intro Managerial Acctg

ACCT 305 – Accounting Information Systems

ACCT 315 – Intermediate Financial Acct I

ACCT 325 – Intermediate Financial Acct II

ACCT 385 – Cost and Mgmt Acctg

ACCT 403 – Workshop

- The first time you view your offerings for a term, you will be presented with the previous like-term’s offerings. (i.e. The first time you view Fall 2017’s schedule, you will be presented with Fall 2016’s offerings). You can then add or delete sections/courses as needed.
- By default, you’ll be viewing the schedule by Course. You can select “View By” from the top panel to view your schedule by instructor or day and time as well.
- To add a course that is not currently visible, check the “show courses with no sections” box in the upper right-hand corner of the page.
- To expand all courses and reveal individual sections, click the outer facing arrows next to the word “Offerings” at the top left of your screen. To collapse, click the inward facing arrows.
- To expand just one course, double click on the course title.

### 1.3 Edit Offerings

- To edit an existing offering, double click on it.
- To add a new section, click on the green plus icon to the right of the class title.

ACCT 201 – Intro Financial Acctg					
01	L	Butler, Shelly (V00471317)	Does Not Meet	Introduction to Financial	
02	L	Hatheway Dial, Karin (V00016325)	MWF 12:30pm-1:20pm		
03	L	Staff	Does Not Meet		
04	L	Staff	Does Not Meet		
900	L	Staff	Does Not Meet		
XX	L	Staff	Does Not Meet		

ACCT 202 – Intro Managerial Acctg

ACCT 305 – Accounting Information Systems

- To delete a section, click on the “X” next to the section. To delete ALL sections of a course, click the red “X” to the right of the section title.

ACCT 201 – Intro Financial Acctg					
01	L	Butler, Shelly (V00471317)	Does Not Meet	Introduction to Financial	
02	L	Hatheway Dial, Karin (V00016325)	MWF 12:30pm-1:20pm		
03	L	Staff	Does Not Meet		
04	L	Staff	Does Not Meet		
900	L	Staff	Does Not Meet		
XX	L	Staff	Does Not Meet		

ACCT 202 – Intro Managerial Acctg

ACCT 305 – Accounting Information Systems

## 1.4 The Edit/Create Section Screen

**Edit Section – ACCT 201-01: Intro Financial Acctg (CRN: 10000; CLSS ID: 1)**

**Section Information**

Title/Topic: Introduction to Financial  
Section #: 01  
Credit Hrs: 3  
Status: Active  
Spec. Approv.: (None Assigned)  
Grade Mode: (Default Value)  
Part of Term: Full Term (8/21/17 to 12/15/17)  
Campus: CBE Outreach  
Inst. Method: Online (Web)  
Integ. Partner: (None Assigned)  
Section Type: Lecture  
Restrictions: Field of Study - Major  
Prerequisites: None

**Section Attributes** | **Course Attributes**

Lower-division | Lower-division

**Instructor** | **Room** | **Schedule**

Butler, Shelly (V00471317) | No Room Assigned | Does Not Meet

**Enrollment** | **Section Text**

111 current, 136 prior

Maximum: 150 | Wait List: 0

**Internal Comments**

Bridge Tools | Cancel | Save Section

1. **Title/Topic-** This field is the basic title of the course. Courses that currently exist at the catalog level will display in the drop down menu. If you have a subtitleable course, select “other” from the dropdown menu and enter the title. Remember, you are limited to 30 characters in this field, including the abbreviations such as ST:, DS:, INTERN:, PRACT:, RES:, SEM:, PD:, and WS:.
2. **Section-** The section number of the course. This must be a number. CLSS will default to the next highest section number. Don’t use this unless it is the only option. Use the lowest section number available. Also, when using single digit number, add a zero before the digit. For example, section 1 should be entered as 01.
3. **Credit Hrs-** The number of units for the class. This field is never editable in CLSS unless the class has variable credits. It will display the minimum amount of units for variable credit courses and can be changed to whatever is desired or left as variable.
4. **Status-** This field will default to “Active” when you edit or create new sections. Select “Cancelled” when cancelling (or inactivating) a section. You will need to remove the instructor and meeting pattern when cancelling a section.
5. **Section Type-** This field allows you to select whether the section you’re working on will be a lecture, lab, recitation, etc.
6. **Part of Term-** This field defaults to the full term, Part of Term 1. This drop down allows you to choose late and early eight-week options as well (Part of Term 2 and 3, respectfully).
7. **Campus-** Choose the applicable campus. You must use an outreach campus (Engineering Off-Campus for the College of Engineering) for any section with an Instructional Method of Online (Web) or Virtual Meeting. Do not use an outreach campus (or Engineering Off-Campus) for a physical campus such as Moscow, CDA, Boise, or IF.
8. **Status-** Sections will default to Active. If you need to cancel your section, you can do so here.
9. **Special Approval -** Use this field to designate whether or not permissions will be required for the section. “Deans Permission” is only used for the College of Law.

10. **Grade Mode-** A section's catalog default will populate automatically. This field is editable prior to the submission of your schedule.

11. **Section Attributes-** This field contains attributes that are listed on the specific course section only. If you click on the blue pencil on the right of the field, you will see all the section attributes.

Use the blue pencil next to this field to designate the section as an Honors (HON). After selecting the blue pencil, a new prompt will appear. Select the green "+" symbol, select the dropdown, then select Honors Course, and accept.

12. **Course Attributes-** This field displays the attributes that are listed on the course in the course catalog and is not editable.

13. **Instructor-** This drop down menu lists all instructors that are associated with your department. If you do not see an instructor listed here, contact the Scheduling team to add the instructor by leaving a comment in the Comments field or emailing [classroomscheduling@uidaho.edu](mailto:classroomscheduling@uidaho.edu). In the email, ensure you include the instructor's name, V#, and the semester they will start teaching.

14. **Room-** Choose the room for this section. **See section 1.6 in this document.**

15. **Characteristics-** Add specific room characteristics for this section. **See section 1.6 in this document.**

16. **Schedule-** Select a meeting pattern for this section. **See section 1.7 in this document.**

17. **Enrollment-** Set up enrollment limits for this section.

a. Maximum- The maximum enrollment for the class.

b. Projected- This field is for planning purposes only and is not displayed anywhere else. It is an expectation of how many students will enroll and is not a required field.

c. Wait Cap- Enter the maximum number of spaces you would like on the section's waitlist. If you leave the field at zero, no waitlist will be available when the class reaches its maximum enrollment limit.

d. Request Rm Cap-Enter your desired room capacity for this section. Please note this value must be greater than or equal to the maximum enrollment capacity.

18. **Internal Comments-** The Internal Comments field allows you to provide any pertinent information you deem necessary. This is a conversation between you and the scheduling team.

19. **Cancel-** Click here to close your section without saving.

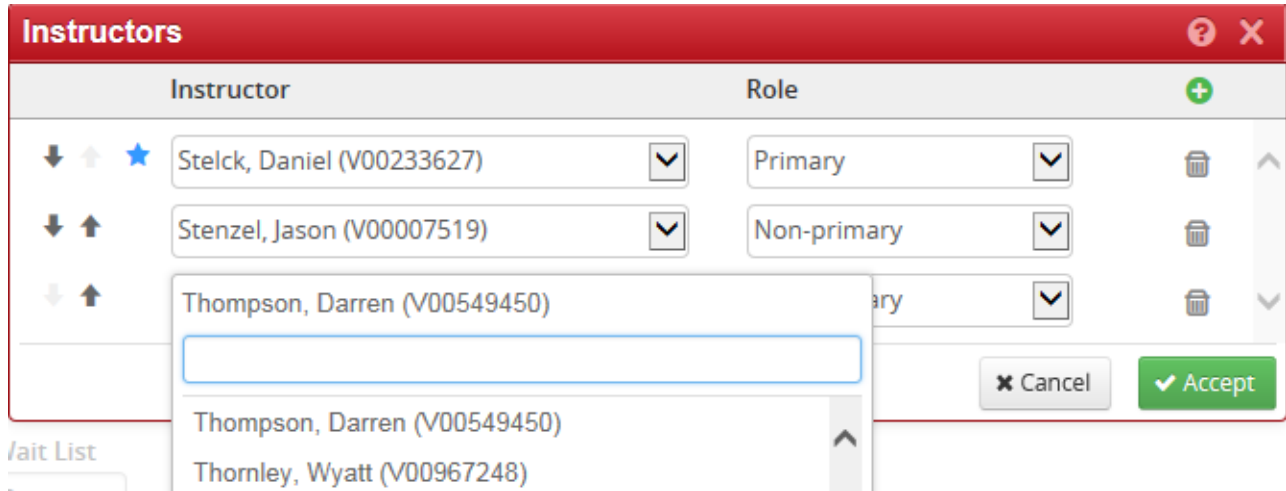
20. **Save Section-** Click here to save your section and run CLSS rules. **See section 1.9 in this document.**

### 1.5 Adding Instructors/TAs

- When you create a new section, the instructor will be listed as "Staff"
- Select the blue pencil next to the Instructor heading to add/edit an instructor.
- Choose one of your department's instructors from the drop down or type the instructor's name for quick access. If you don't see your instructor, the Reg/Sched team can add it to CLSS. The instructor must have a valid EPAF.
- To choose an instructor that teaches in a different department, select Other in the drop down to search.
- Once you have selected your instructor, add their Role (Primary Instructor/Secondary Instructor) from the second drop down menu. A section must have a Primary Instructor and can only have one Primary Instructor.
- To add additional instructors, click the green plus icon on the right.

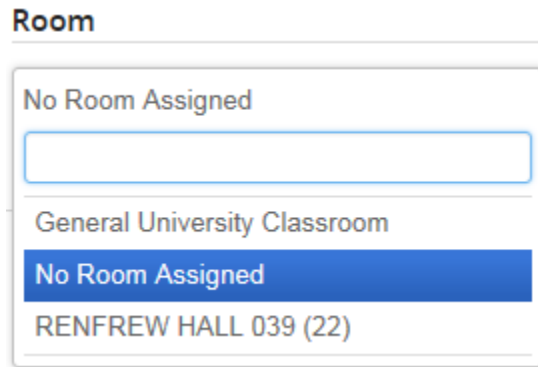
- To switch out an assigned instructor OR change the role of an existing instructor, add a new row with the green plus icon, select the instructor/role, and delete the original instructor row using the trash can icon. **If you change the original instructor row instead of deleting it, your class will not save correctly.**

- Click Accept to save your instructors.



### 1.6 Choosing a Room and Room Attributes

- In the room drop down, you will see multiple options:



1. **Departmentally Controlled Rooms** - Any rooms or locations your department is able to directly schedule will appear in the drop down list. This includes labs and other special purpose rooms.
2. **General University Classroom** - Select this option if you need the Registrar's Office to assign a room for this section.

- No Room Assigned** - This should only be used for sections where the meeting pattern is “Does Not Meet” (i.e. Directed Studies, Internships, etc).

### 1.7 Selecting a Meeting Pattern

- Select the blue calendar icon on the Edit/Create Section page to navigate to the section scheduling (Snapper) screen:

#### Schedule

 Does Not Meet




Scheduling – ACCT 201: Intro Financial Acctg					
Days	Patterns	ACCT 201-03 L	L01		
Monday	Tuesday	Wednesday	Thursday	Friday	
8am					
9am	ACCT 201-01 L		ACCT 201-01 L		ACCT 201-01 L
10am					
11am					
12pm	A. ACCT 201-03 L 11:30 – 12:20p		A. ACCT 201-03 L 11:30 – 12:20p		A. ACCT 201-03 L 11:30 – 12:20p

- Selecting Days from the top allows you to select what days are visible in this screen (if you needed to schedule on a Saturday for example). It does NOT reflect scheduling on specific days.
- To schedule, click Patterns to select the type of Standard Meeting pattern you'd like to offer. This example shows a standard pattern meeting three times a week for 50 minute. Notice that other sections of the same course appear on the calendar so you don't book the different sections of the same class at the same time.

Patterns ▾ ACCT 201-03 L L01

- MP-3cr-2Xwk-TR
- ✓ MP-3cr-3Xwk-MWF
- User Defined

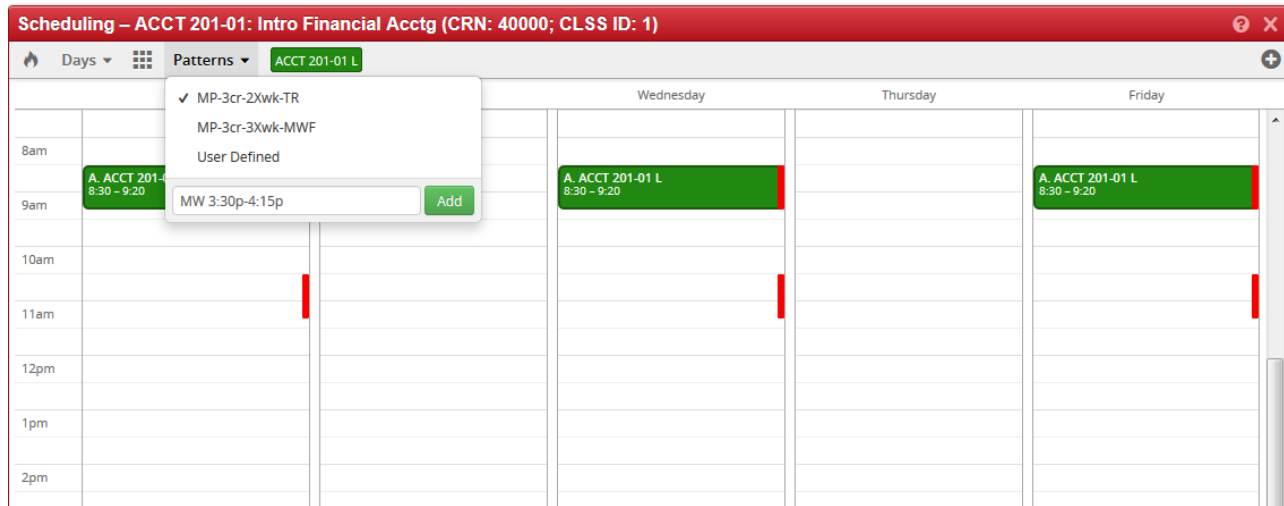
Meeting Pattern Name

- If you roll over the cube to the left of patterns,  , it will give you all the available options for a meeting pattern.

Scheduling – AMER_ST 390-2-20: Senior Project (SIS Class Nbr: NEW)					
Days ▾		Patterns ▾		AMER_ST 390-2-20 SEM	
	Monday	Tuesday	Wednesday	Thursday	Friday
8am	MW 8am-9:20am	TTh 8am-9:20am	MW 8am-9:20am	TTh 8am-9:20am	
9am					
10am	MW 9:30am-10:50am	TTh 9:30am-10:50am	MW 9:30am-10:50am	TTh 9:30am-10:50am	
11am	MW 11am-12:20pm	TTh 11am-12:20pm	MW 11am-12:20pm	TTh 11am-12:20pm	
12pm					
1pm	MW 12:30pm-1:50pm	TTh 12:30pm-1:50pm	MW 12:30pm-1:50pm	TTh 12:30pm-1:50pm	
2pm	MW 2pm-3:20pm	TTh 2pm-3:20pm	MW 2pm-3:20pm	TTh 2pm-3:20pm	
3pm					
4pm	MW 3:30pm-4:50pm	TTh 3:30pm-4:50pm	MW 3:30pm-4:50pm	TTh 3:30pm-4:50pm	
5pm	MW 5pm-6:20pm	TTh 5pm-6:20pm	MW 5pm-6:20pm	TTh 5pm-6:20pm	
6pm					

- A red bar on a time period means the instructor is already teaching another class at that time.
- Roll over and select which time you'd like to offer a section.
- For non-standard meeting patterns, you can use “**User Defined**” in the patterns. Any “User Defined” meeting pattern will initiate a workflow to Classroom Scheduling. “User Defined” meeting patterns during primetime and requesting General University Classrooms will not be approved. The recommended format to enter these dates are DAYS (SPACE) TIME\_START-TIME\_END. Military/24 hour time is recommended as well. If user defined times are entered without a (am) or p (pm), they system will default to am. Be careful, because this could result in sections being scheduled at times such as 1 am.

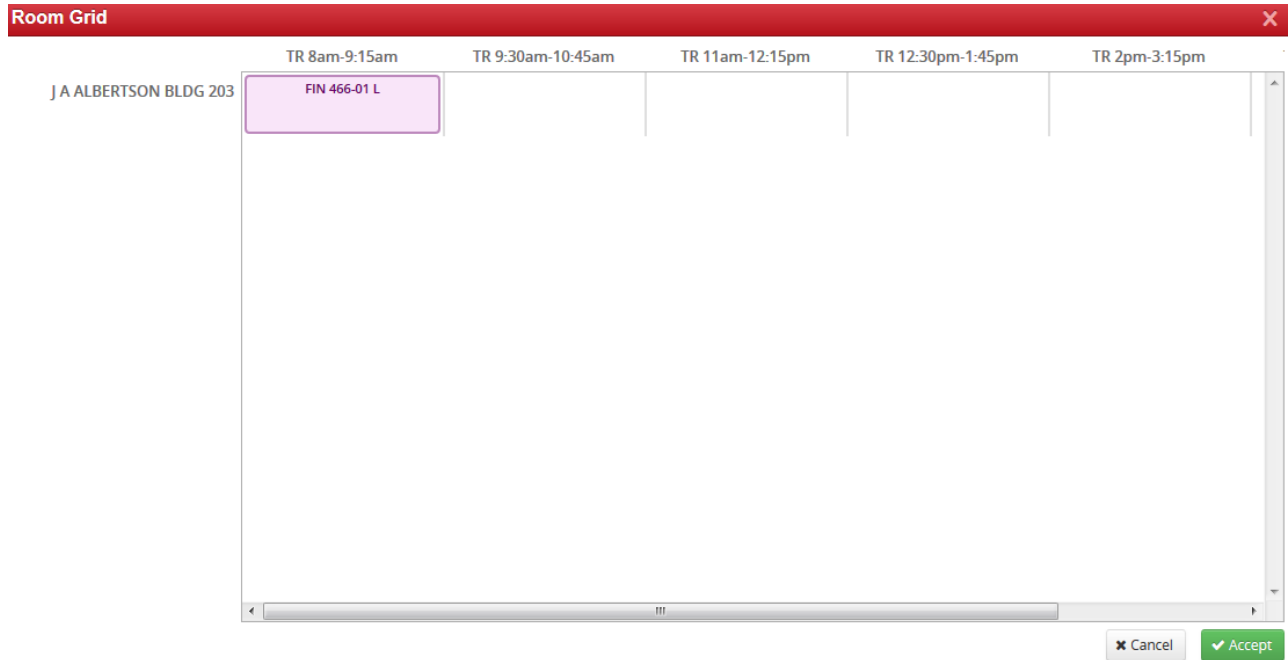
A section that meets Monday/Wednesday from 3:30pm-4:15pm would be written like this:



Day of the Week	Written like this...
Monday	M
Tuesday	T
Wednesday	W
Thursday	R
Friday	F
Saturday	S
Sunday	U

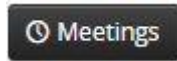
- If you have a departmentally controlled room and want to know when it is available for scheduling your section, select Rooms in the lower left hand corner. The room grid will show giving you departmentally controlled rooms on the left hand side and meeting patterns across the top:





### 1.7.5 Multiple Meeting Patterns

- Select the blue calendar icon on the Edit/Create Section page to navigate to the section scheduling screen
- Schedule the first meeting pattern of your multiple meeting pattern.



- Click the Meetings button in the lower left hand corner
- Click the pencil on meeting pattern “A” and select General Purpose room or other room option from the drop down. Click accept.
- To add a second meeting pattern, press the “+”. Select General Purpose room or other room option from the drop down. Click accept.
- Click on your new meeting pattern “B” to highlight and select it. Enter the meeting pattern days and times using standard patterns or user defined.

Scheduling – FISH 481-01: Ichthyology (CRN: 70136; CLSS ID: 4229)

Days ▾ Patterns ▾ FISH 481-01 L L02

Pattern	Type	Room	Dates
A. MWF 9:30am-10:20am	Lecture (Class)	COLL OF NATURAL RESOURCES 209	Using Part of Term Dates
B. T 1:30pm-4:20pm	Credit Lab (Class)	COLL OF NATURAL RESOURCES 108	Using Part of Term Dates

- Repeat steps for as many meeting patterns as required.

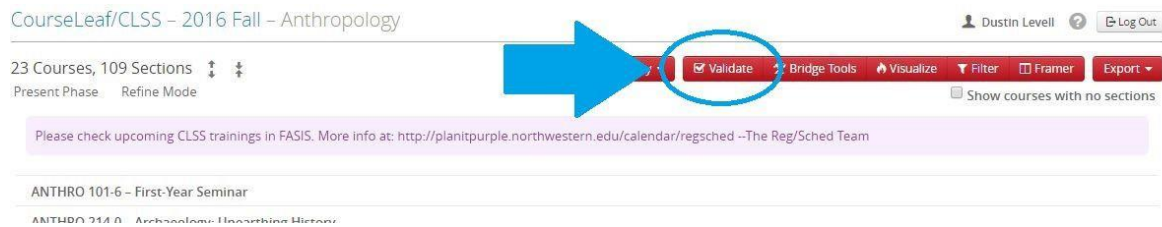
### 1.8 Save Section

- When you save your section, CLSS will run it against a series of rules to make sure the section conforms to university policies. CLSS will give you feedback on your save attempt. Potential outcomes are listed below:

Validation Symbol	Meaning
Warning	Your section can still be saved, but there could be potential issues. Please review the additional information CLSS provides to understand what those issues could be.
Error	Your section could not be saved. CLSS will let you know what needs to be changed in order to save the section successfully.
Workflow	The section data you have provided can be saved, but will require approval. Make sure you hit the Start Workflow button to submit the section.

### 1.9 Submit Your Scheduled (Validate)

- Schedules must be validated and submitted via CLSS by the due date.
- When you're ready to submit, click Validate in the upper right hand corner of your department's page. When you validate, your department's schedule is tested against the rules and you'll receive the same responses as seen in section 1.9 above.

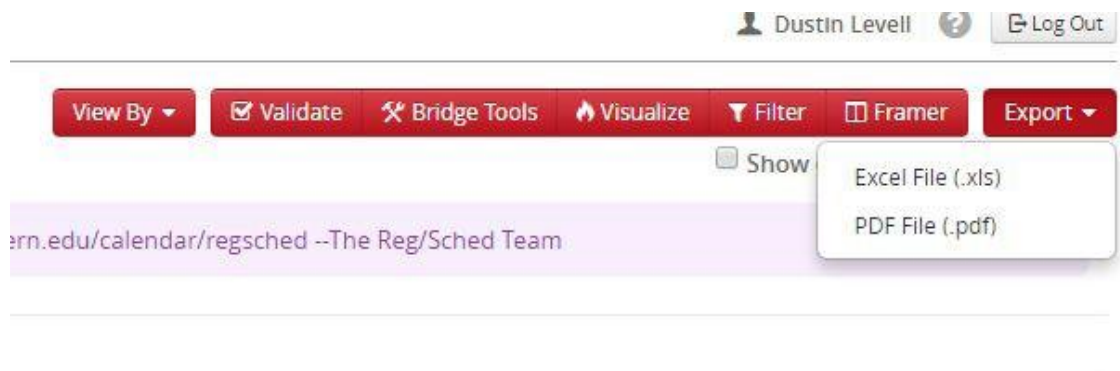


- Note: Even if your schedule isn't 100% complete, you are still required to submit **BY THE DUE DATE**. You can continue to make additions and changes up until Room Assignment Phase and then again after room assignment phase, but on a more limited scale.

## Part 2: Reviewing Your Schedule


### 2.1 Generating Reports of Your Schedule

- In the upper right hand corner of your department's page, select Export to generate an Excel Spreadsheet or PDF of your schedule:



- The spreadsheet provides the greatest detail of all the information in CLSS. The PDF provides a higher level overview of your schedule. It's helpful to use these documents to double check that all the information in CLSS is correct and what you want viewable before the schedule goes live to students.

### 2.2 Schedule Framer

- In the upper right hand corner of your department, there is also a Framer button:  The Framer allows you to look at multiple terms of your department.

	Fall 2018	Spring 2019	Summer 2019
FISH 102 The Fish/Wildlife Professions	1 C (32)	1 L (30)	
FISH 202 Fish&Wildlife Applications II		1 L (60)	
FISH 204 Special Topics			
FISH 314 Fish Ecology	1 L (32)		
FISH 315 Fish Ecology Lab	2 C (31)		
FISH 316 Princ Population Dynamics			

- You can select "View" from the top to change from Summary, Standard, and Detailed view depending on how

much information you would like.

- Select “Customize” to select which terms (up to 3) you’d like to view at the same time:

**Customize View**

**Semesters**

<input type="checkbox"/> Summer 2019	<input checked="" type="checkbox"/> Spring 2019
<input type="checkbox"/> Fall 2018	<input type="checkbox"/> Spring 2016
<input type="checkbox"/> Fall 2015	<input checked="" type="checkbox"/> Spring 2018
<input type="checkbox"/> Fall 2017	<input checked="" type="checkbox"/> Spring 2017
<input type="checkbox"/> Fall 2016	

**Columns**

2 Columns

Close Accept

- You can also Export this information as a PDF or Excel file by clicking Export in the upper right hand corner.

## 2.3 Filtering

- Filtering is how you search in CLSS. With this tool, you can find sections that meet criteria you specify. For example, if you wanted to find all sections taught by a certain professor, using a specific grade mode, following a certain meeting pattern, or any other data available.
- Clicking on “Codes” at the top provides a key for what the criteria in your filtering can be.
- Email [classroomscheduling@uidaho.edu](mailto:classroomscheduling@uidaho.edu) for assistance setting up filters.

**Filter Sections**

Criteria	Codes
	Onuseo college in stat calc
03	Upper Division
14	WWAMI
ZZ	ZZ-Multiple designations
Spec. Approv.	
	(None Assigned)
A4	Advisor Permission Rqd
A5	Call Enrichment 885-6486
A2	Dean's Permission Rqd
A3	Department Permission Rqd
A1	Instructor Permission Rqd
Degree	
300	Academic Certificate
157	Ad.Ed.Sp.
172	Additional Minor
A	Associate
001	B.A.
026	B.Appl.Phys.
123	B.Arch.
013	B.Dan.

Close Clear Apply