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# CLSS TRAINING FOR DEPARTMENTAL SCHEDULERS

## COURSE DESCRIPTION:

Participants will use CLSS to create sections of courses and meeting patterns for those sections.

## AUDIENCE:

This class is appropriate for staff who are responsible for creating and scheduling courses.

## OBJECTIVES:

Upon completion of this course, participants will be able to:

- Create sections of courses in CLSS
- Set a meeting pattern for a section
- Assign a section to an available classroom
- Link Sections
- Cross-Listing Sections
- Assign VPN and VO attributes
- Assign Restrictions
- Validate a scheduling unit

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## CREATING A SECTION

1. Access CLSS at: <http://courseinventory.ua.edu/wen>
2. Click the academic year that you would like to edit.
3. Select a Scheduling Unit
  - A scheduling unit is typically a department but can also be defined as a college, school, or individual subject code.
4. Double click the course followed by the section(s) you are trying to edit.  
**\* If you create an academic section that no longer will be taught, select the option to CANCEL—not delete.**

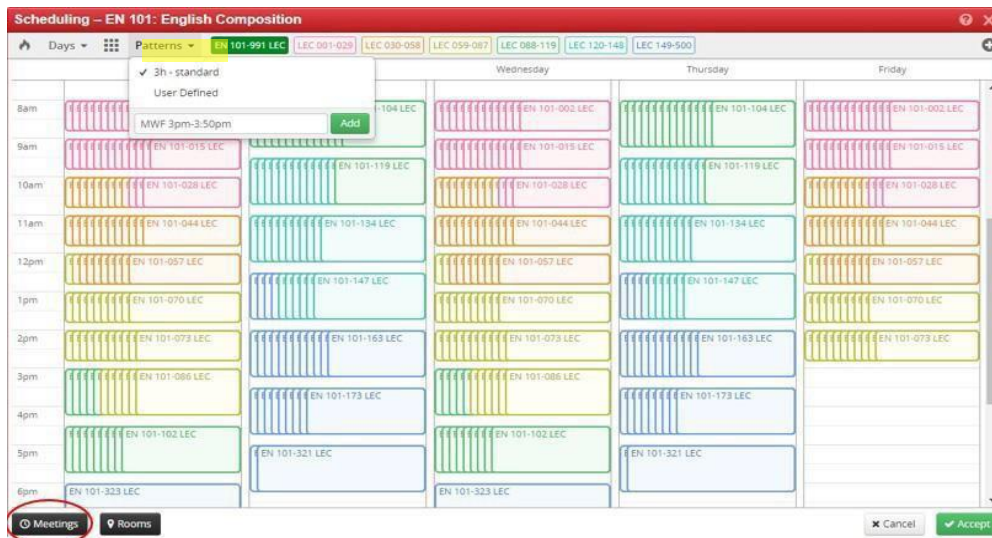
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## SETTING A MEETING PATTERN

1. Under *Schedule*, select *Does Not Meet*.

The screenshot shows the 'Create Section' form for EN 101: English Composition. The form is divided into several sections: 'Section Information' (Title/Topic: English Composition (Default Value), Section #: 991, Credit Hrs: 3, Status: Active, Special Approval: None, Grade Mode: (Default Value), Cross-list With: Select section...), 'Part of Term' (Full Term), 'Campus' (Main Campus (Tuscaloosa)), 'Inst. Method' (Face-to-Face), 'Integ. Partner' (None), 'Schedule Type' (Lecture), 'Link To' (Not linked to other sections), 'Instructor' (Staff), 'Room' (General Assignment Room), 'Schedule' (Does Not Meet), 'Enrollment' (Maximum: 0, Projected: 0, Wait Cap: 0), 'Section Text' (None Assigned), and 'Internal Notes' (empty text area). At the bottom, there are 'Bridge Tools', 'Cancel', and 'Save Section' buttons.

- To enter a meeting pattern, click *Patterns*, type your *Meeting Pattern Name*, and then click *Add*.



**Note:** Meeting patterns must be formatted as follows: Day initial, space, start time, dash, end time. For instance, for a meeting patter of Tuesday and Thursday 3:00 pm to 4:15 pm, enter: TR 3pm-4:15pm

- If the course needs a second meeting pattern, click the *Meetings* button located in the bottom left corner (circled in screenshot above). That will bring up the following information:

Pattern	Type	Room	Dates
A. MWF 3pm-3:50pm	Lecture (Class)	General Assignment Room	Using Part of Term Dates

To add the second meeting, click the green plus (+) sign.

- The *Meeting Details* window will open. Use this window to edit the *Type* and *Room* fields if necessary. The *Pattern* field will be grayed out. Click *Accept* and edit the pattern using the *Patterns* button in the Snapper's calendar view.

**Meeting Details**

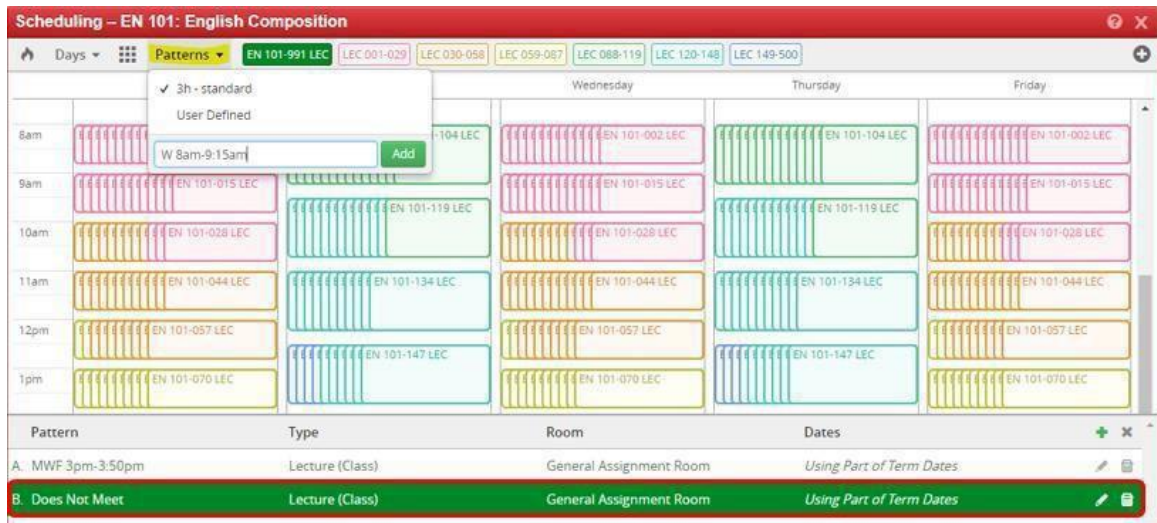
Pattern: Does Not Meet

Type: Lecture (Class) ▼

Room: General Assignment Room ▼

Dates: 1/6/2021 to 4/23/2021 (Full Term) ▼

- To add the meeting pattern, click the newly created line (make sure it is highlighted in green) and then click the *Patterns* button at the top and enter the desired meeting pattern.



Once you click *Add*, the meeting pattern should appear on the new line.

Pattern	Type	Room	Dates	
A. MWF 3pm-3:50pm	Lecture (Class)	General Assignment Room	Using Part of Term Dates	
B. W 8am-9:15am	Lecture (Class)	General Assignment Room	Using Part of Term Dates	

- After all meeting patterns have been created, click the gray 'X' (circled in screenshot above) to click the *Accept* button in the lower right corner.

- The meeting patterns should now be listed under *Schedule*.

### Schedule

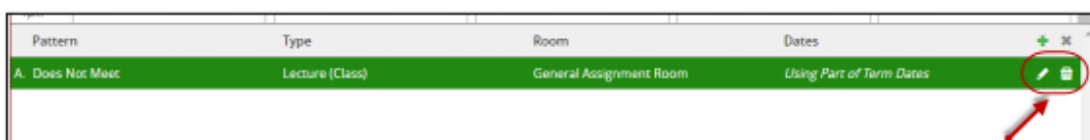
MWF 3pm-3:50pm; W 8am-9:15am

- If no other changes need to be made, click *Save Section*. You must click this button in order for the meeting pattern to stay on the course.

### Using Specific Dates

Courses that meet on specific dates throughout the semester will require an additional step when creating the meeting pattern. For example, if a course meets on specific Saturdays during the semester, this is how you will add those dates:

- Click *Does Not Meet* under *Schedule*.
- Click the *Meetings* button located in the bottom left corner.
- Click the pencil icon next to the meeting to edit OR click the trash icon to remove the meeting.



4. In the *Meeting Details* window, select **Custom** from the Dates drop-down menu, and then insert the same date in both fields.

5. Once the date has been added, you will need to create the meeting pattern. To do this:
  - I. click the date you just created (make sure it is highlighted in green) and then
  - II. click the *Patterns* button at the top and enter the desired meeting pattern.

Pattern	Type	Room	Dates
Does Not Meet	Lecture (Class)	General Assignment Room	2017-01-21

This is how the meeting will look once the pattern has been created. To add the next date, you will click the green plus sign (circled below) and repeat the steps above.

Pattern	Type	Room	Dates
A. Sa 8am-12pm	Lecture (Class)	General Assignment Room	2017-01-21

## ROOM SCHEDULING IN CLSS

Departments may assign sections to classrooms within their respective regions subject to the following rules:

1. The classroom **is not included in the optimization process** in Astra as designated by the Dean's Office.
2. A section must have a meeting pattern in order for a classroom to be assigned.
3. A classroom may not be assigned to a section if the section maximum enrollment is greater than the classroom capacity (listed in parenthesis). The same holds true for cross-listed sections.

### Assigning Rooms

Classrooms may be assigned to sections in one of two ways:

- A. By selecting the classroom in the drop-down menu of the **Room** field (screen shot below)

The screenshot shows the 'Edit Section' form for 'SW 210-002: Family & Child Welfare (CRN: 22140)'. The 'Room' field is open, displaying a list of available rooms. The room 'LI 2036 - Little Hall 2036 (12)' is selected and highlighted. A large blue arrow points to this selection. The 'Save Section' button is visible at the bottom right of the form.

Once the correct room is selected, click "Save Section".

B. Room Grids

**NOTE: This feature can be used only if the section meets during a standard pattern.**

1) To access the room grids feature, click on the meeting pattern under the **Schedule** field.

**Edit Section – SW 210-002: Family & Child Welfare (CRN: 22140)**

**Section Information**

Title/Topic	Family & Child Welfare (Default Value)	Part of Term	Full Term
Section #	002	Campus	Main Campus (Tuscaloosa)
Credit Hrs	3	Inst. Method	Face-to-Face
Status	Active	Integ. Partner	None
Special Approval	None	Schedule Type	Seminar
Grade Mode	(Default Value)	Link To	Not linked to other sections
Cross-list With	Select section...		

**Instructor** ✎ **Room** ✎ **Schedule** 📅 Does Not Meet

**Enrollment** 0 current, 0 prior **Section Text** ✎

Maximum	Projected	Wait Cap
10	0	0

**Internal Notes**

✎

Bridge Tools ✕ Cancel ✔ Save Section

2) Click on the Rooms button located at the bottom-left of the scheduling window.

5pm	SW 210-320 SEM	
6pm		
7pm		
8pm		

🕒 Meetings 📍 Rooms

- Using the Room Grid window, select the appropriate room and meeting pattern. Note that this feature also displays scheduled sections in rooms within your specific region. Scroll across the page to view all available standard patterns.

The Room Grid window displays a table of rooms and their scheduled sections. The columns represent meeting patterns: MWF 10am-10:50am, MWF 11am-11:50am, MWF 12pm-12:50pm, MWF 1pm-1:50pm, and MWF 2pm-2:50pm. The rows list rooms such as FA 104B - Farrah Hall 104B, LI 1018 - Little Hall 1018, LI 1032 - Little Hall 1032, LI 2018 - Little Hall 2018, LI 2019 - Little Hall 2019, LI 2020 - Little Hall 2020, LI 2036 - Little Hall 2036, and LI 3030 - Little Hall 3030. A green box highlights the selected pattern 'MWF 12pm-12:50pm LI 2020 - Little Hall 2020' in room 'LI 2020 - Little Hall 2020'. Buttons for 'Cancel' and 'Accept' are visible at the bottom right.

- Once the desired room and pattern are selected, click Accept, then Save Section.

## LINKING SECTIONS

### Scenario 1: If offering lecture sections that **do not require** registration with **specific** lab sections

Build each individual section first. Once all sections have been built and properly set up, link the courses in the following order:

- Lecture section linked to *Any Laboratory Sections*

The Edit Section window for 'APR 300-001: Basic Principles of Design (CRN: 40081)' shows the following configuration:

- Title/Topic: Basic Principles of Design (Default Value)
- Section #: 001
- Credit Hrs: 3
- Status: Active
- Special Approval: None
- Grade Mode: (Default Value)
- Cross-List With: Select section...
- Part of Term: Full Term
- Campus: Main Campus (Tuscaloosa)
- Inst. Method: Face-to-Face
- Integ. Partner: Blackboard Learn
- Schedule Type: Lecture
- Link To: Any Laboratory sections

1. Lab sections linked to *Any Lecture Sections*

**Edit Section – APR 300-003: Basic Principles of Design (CRN: 43168)**

**Section Information**

Title/Topic	Basic Principles of Design (Default Value)	Part of Term	Full Term
Section #	003	Campus	Main Campus (Tuscaloosa)
Credit Hrs	0	Inst. Method	Face-to-Face
Status	Active	Integ. Partner	Blackboard Learn
Special Approval	None	Schedule Type	Laboratory
Grade Mode	Not graded	Link To	Any Lecture sections
Cross-list With	Select section...		

**Scenario 2:** If offering lecture sections that require registration with specific lab sections

Build each individual section first. Once all sections have been built and properly set up, link the courses in the following order:

1. Lab sections linked to specific lecture section (*Section 001(Lecture)*)

**Edit Section – CH 101-011: General Chemistry (CRN: 11619)**

**Section Information**

Title/Topic	General Chemistry (Default Value)	Part of Term	Full Term
Section #	011	Campus	Main Campus (Tuscaloosa)
Credit Hrs	0	Inst. Method	Traditional
Status	Active	Integ. Partner	None
Special Approval	None	Section Type	Laboratory
Grade Mode	Not graded	Link To	Section 001 (Lecture)
Cross-list With	Select section...		

2. Lecture sections linked to *Specific Laboratory Sections*.

**Edit Section – CH 101-001: General Chemistry (CRN: 41036)**

**Section Information**

Title/Topic	General Chemistry (Default Value)	Part of Term	Full Term
Section #	001	Campus	Main Campus (Tuscaloosa)
Credit Hrs	4	Inst. Method	Face-to-Face
Status	Active	Integ. Partner	Blackboard Learn
Special Approval	None	Schedule Type	Lecture
Grade Mode	(Default Value)	Link To	Specific Laboratory sections
Cross-list With	Select section...		



## CROSS-LISTING SECTIONS

In CLSS, each cross-listing has one “parent” section and one or more “child” section(s). Once established in CLSS, any subsequent changes to the meeting pattern, instructor, or maximum cross-list enrollment would have to be edited in the parent section.

### CROSS-LISTINGS MUST ADHERE TO THE [CROSS-LISTING POLICY](#) IN ORDER TO BE CONSIDERED VALID

In this example, we will cross-list AMS 300-006 with HY 315-002. To do this, take the following steps.

1. Start with the section that should be considered the “child” section. In this case, AMS300-006. In the *Cross-List With* field, enter the course and section to which this section should be cross-listed. Click *Save Section*.

The screenshot shows the 'Edit Section' form for AMS 300-006: Special Topics (CRN: NEW). The 'Cross-list With' field is highlighted with a yellow arrow and contains 'HY 315-002 (Lecture)'. Other fields include Title/Topic, Section #, Credit Hrs, Status, Special Approval, Grade Mode, Part of Term, Campus, Inst. Method, Integ. Partner, Section Type, Link To, Instructor, Room, and Schedule.

You will receive a warning informing you that the section that you updated will now have a meeting pattern reflective of the section entered under the Cross-List field.

2. Now that the cross-listing has been established, changes to the instructor, meeting pattern, or maximum cross-list enrollment will need to be made on the parent section (in this case, HY 315-002). These changes will be automatically reflected in the child section (AMS 300-006 above).

The screenshot shows the 'Edit Section' form for AMS 300-006: Special Topics (CRN: NEW) after cross-listing. A warning message is displayed: 'HY 315-002 controls the primary scheduling configuration for this cross-listed section'. The 'Cross-list With' field is highlighted with a yellow arrow and contains 'HY 315-002' with a red 'x' icon.

- To remove a section from the cross-listing, go to the child section. Click the red 'X' that appears next to the *Cross-List With* field. Click *Save Section*.

**Note:** When you open a section in CLSS, if you see the following warning message at the top of the page, please email [schedule@ua.edu](mailto:schedule@ua.edu). This message will prevent you from making changes to a section until the error has been resolved by the Office of the University Registrar.




## ENABLE VPN ACCESS FOR A SECTION

- Select the section in CLSS. Click the blue pencil next to the header Section Attributes.


**Edit Section – HY 352-001: The Right to Privacy (CRN: 48057; CLSS ID: 8131)**


**Section Information**

Title/Topic: The Right to Privacy (Default Value) | Part of Term: Full Term  
 Section #: 001 | Campus: Main Campus (Tuscaloosa)  
 Credit Hrs: 3 | Inst. Method: Hybrid  
 Status: Active | Integ. Partner: Blackboard Learn  
 Special Approval: None | Schedule Type: Lecture  
 Grade Mode: Standard Letter Grade (Default Value) | Link To: Not linked to other sections  
 Cross-list With: Select section...

**Section Attributes**  ←

*None Selected*

**Instructor**  | **Room** | **Schedule**  
 Cappello, Lawrence C | TH 252 - Ten Hour Hall 252 (71) | TR 9:30am-10:45am



**Enrollment** 43 current, 0 prior | **Section Text** 


Maximum: 40 | Projected: 0 | Wait Cap: 0

**Internal Notes**

Bridge Tools | Cancel | Save Section

- Then click the Green + circle to access the section attribute options.

**Section Attributes**  

Attribute 

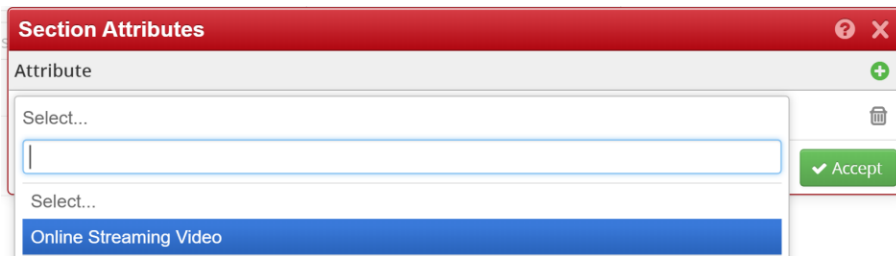
*None Selected*

Cancel | Accept

3. A dropdown menu will display. From the dropdown select the section attribute required.



If building a new section and VPN is a course level attribute, then the option for that attribute will not appear. Example: CS 101 has VPN as a course level attribute and the dropdown only contains Online Streaming Video.



Once the new section is saved for the first time, the course section attribute will appear.

4. Then click the green Accept button.



- The section attribute will now appear on the section and will be saved to the section by clicking the green Save Section button.

**Edit Section – HY 352-001: The Right to Privacy (CRN: 48057; CLSS ID: 8131)**

**Section Information**

Title/Topic: The Right to Privacy (Default Value) | Part of Term: Full Term  
 Section #: 001 | Campus: Main Campus (Tuscaloosa)  
 Credit Hrs: 3 | Inst. Method: Hybrid  
 Status: Active | Integ. Partner: Blackboard Learn  
 Special Approval: None | Schedule Type: Lecture  
 Grade Mode: Standard Letter Grade (Default Value) | Link To: Not linked to other sections  
 Cross-list With: Select section...

**Section Attributes**

Virtual Private Network Enable

**Instructor** | **Room** | **Schedule**  
 Cappello, Lawrence C | TH 252 - Ten Hour Hall 252 (71) | TR 9:30am-10:45am

**Enrollment** | **Section Text**  
 43 current, 0 prior

Maximum	Projected	Wait Cap
40	0	0

**Internal Notes**

Bridge Tools | Cancel | **Save Section**

## Section Restrictions

- To Add and/or Edit a Section Restriction select the section in CLSS. Click the blue pencil next to the header “Restrictions”.

**Edit Section – GY 204-001: Map & Air Photo Interpretation (CRN: 40257; CLSS ID: 251)**

**Section Information**

Title/Topic: Map & Air Photo Interpretation (Default) | Part of Term: Full Term (8/17/22 to 12/2/22)  
 Section #: 001 | Campus: Main Campus (Tuscaloosa)  
 Credit Hrs: 4 | Inst. Method: Face-to-Face  
 Status: Active | Integ. Partner: Blackboard Learn  
 Special Approval: None | Schedule Type: Lecture  
 Grade Mode: Standard Letter Grade (Default Value) | Link To: Not linked to other sections  
 Cross-list With: Select section...

**Section Attributes**

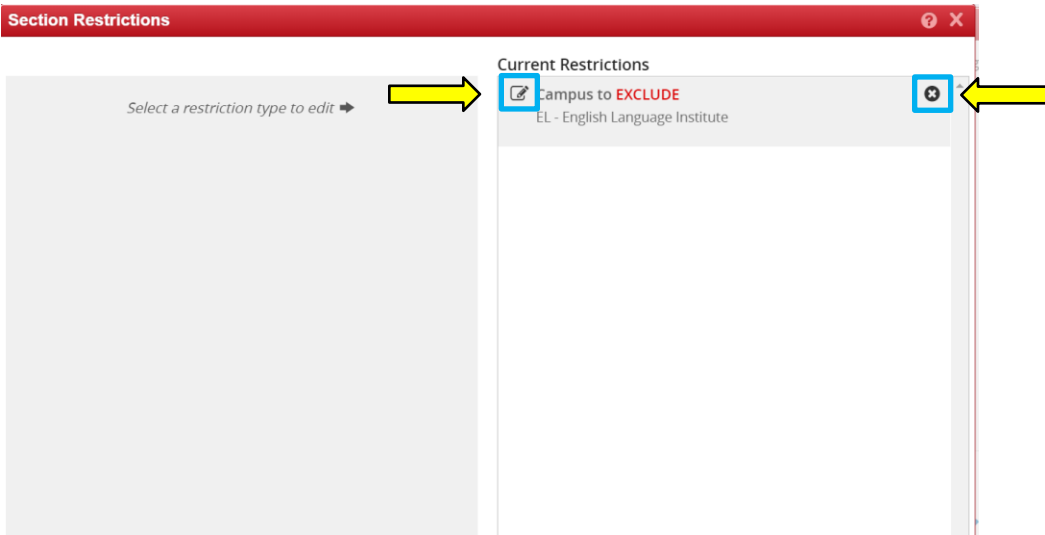
None Selected

**Instructor** | **Room** | **Schedule**  
 Staff | General Assignment Room | TR 8am-9:15am

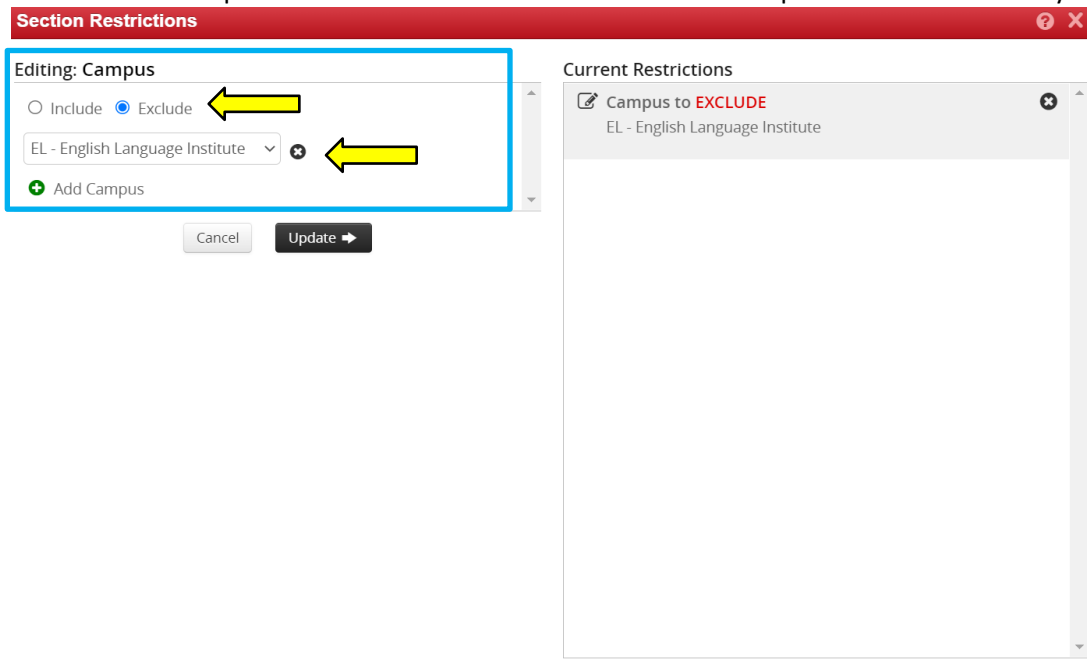
**Enrollment** | **Section Text**  
 0 current, 40 prior, 0 waiting

Restrictions: Campus

- The current restrictions will be listed in the righthand column. Click on the box with pencil to edit or click on the “x” box to remove.



- If editing a section restriction, the current section restriction will be listed at the top of the lefthand column. There will be an option to “Include” or “Exclude” as well as a drop down menu to modify the current campus.




4. To Add a campus, select the green “+” sign.

Editing: Campus

Include  Exclude

EL - English Language Institute




5. After clicking the green “+” sign an additional drop down menu will appear. Select the additional desired campus.

**Section Restrictions**

Editing: Campus

Include  Exclude

EL - English Language Institute

DL - Distance Learning Student  


6. Once the desired revisions are made, select the “Update” button. The “Current Restrictions” section will update to reflect all revisions.

Editing: Campus

Include  Exclude


EL - English Language Institute

DL - Distance Learning Student



**Current Restrictions**

Campus to **EXCLUDE**

DL - Distance Learning Student 

EL - English Language Institute

**\*Restriction Coding Guide:**

- Executive Cohorts Sections
  - Campus code= ED2
  - Campus Restriction = Include ED2
- Gadsden University Center Sections
  - Campus Code=GD
  - Campus Restriction= Include GD
- Online DL/Gadsden Students (facilitated by the Office of Teaching Innovation and Digital Education) Sections
  - Campus Code=OL
  - Campus Restriction= Include DL & Include GD
- Online Main Campus Students (facilitated by the Office of Teaching Innovation and Digital Education) Sections
  - Campus Code=OLM
  - Campus Restriction=Exclude DL, Exclude GD & Exclude EL
- Overseas Sections
  - Campus Code=OS
  - Campus Restriction=Include OS

## VALIDATE AND/OR SUBMIT A SCHEDULING UNIT

1. Navigate to the CLSS Instances screen.
2. Click to open an instance.
3. Double click to open a scheduling unit.
4. Click the *Validate* button.
5. Click one of the following buttons:
  - a. Click the *Close* button to return to editing without submitting. If there are errors, this will be the only available option.
  - b. Click the *Submit Now* button to submit the scheduling unit. This option will appear if there are only warnings or if the scheduling unit was valid.
  - c. Click the *Start Workflow* button to submit the scheduling unit through workflow. This option will appear if there were any rules that required workflow. Workflow will be completed before any data is moved to the SIS.