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
- Request VPN access
- Validate a scheduling unit

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.

SETTING A MEETING PATTERN

1. Under Schedule, select Does Not Meet.

![Image of CLSS interface for creating sections and setting meeting patterns]
2. 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 pattern of Tuesday and Thursday 3:00 pm to 4:15 pm, enter: TR 3pm-4:15pm

3. 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:

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

4. 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.
5. 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.

6. 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.

7. The meeting patterns should now be listed under Schedule.

8. 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:
1. Click Does Not Meet under Schedule.
2. Click the Meetings button located in the bottom left corner.
3. 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, type the specific date in the *Dates* field. Insert the same date in both fields. **Dates must be entered in the format YYYY-MM-DD.**

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.

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.
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 (screenshot below)

Once the correct room is selected, click “Save Section”.

Updated 11/18
Page 5
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.

2) Click on the Rooms button located at the bottom-left of the scheduling window.
3) 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.

4) 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:

1. Lecture section linked to Any Laboratory Sections
2. Lab sections linked to *Any Lecture Sections*

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)*)

2. Lecture sections linked to *Specific Laboratory Sections.*
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, AMS 300-006. In the Cross-List With field, enter the course and section to which this section should be cross-listed. Click Save Section.

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).
3. 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. This message will prevent you from making changes to a section until the error has been resolved by the Office of the University Registrar.

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### ENABLE VPN ACCESS FOR A SECTION

1. Select the section in CLSS. In the Internal Notes field (bottom left), enter “VPN”. Click Save Section.
2. A notification will appear to indicate that the Office of the University Registrar (OUR) will manually assign the VPN attribute in Banner. Click the Start Workflow button in the window to initiate this process.

**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.