CLSS TRAINING FOR ROOM 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
- 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
2. To enter a meeting pattern, you will have to 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, to propose meeting Tuesday and Thursday 3:00 pm to 4:15 pm, enter: TR 3pm-4:15pm

Using Special Dates

Courses that meet on specific dates throughout the semester will require additional steps 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. On the meeting patterns screen, click the ‘Meetings’ button located in the bottom left corner
This will bring up the following information:

2. Click the pencil icon next to the meeting to edit, OR click the trash icon to remove the meeting.
3. The pattern field will be greyed out. Select ‘Accept’ and edit the pattern through the Snapper's calendar view. Use the Meeting Details screen to edit the type, room or dates. **Dates should be entered in the format YYYY-MM-DD.**

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**CREATING A MEETING PATTERN**

Once the date has been added you will need to create the meeting pattern. You do this by:

1. Click the date you just created (make sure it is highlighted in green) and then
2. Click the ‘Patterns’ button at the top and enter the desired meeting pattern.

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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.

<table>
<thead>
<tr>
<th>Pattern</th>
<th>Type</th>
<th>Room</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>2:00pm-12pm</td>
<td>Lecture (Class)</td>
<td>General Assignment Room</td>
<td>2017-01-21</td>
</tr>
</tbody>
</table>

**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.