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
- Link sections
- Establish cross-listings
- 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
2. To enter a meeting pattern, you will have to click **Patterns**, type your **Meeting Pattern Name**, and then click **Add**.

![Meeting Pattern Screen](image)

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.**

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.
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.

### LINKING SECTIONS

**Scenario 1: If offering one lecture section with one or more 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 *multiple* lecture sections with multiple 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 or instructor 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**.
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 or meeting pattern will need to be made at 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” section. SAVE.
ENABLE VPN ACCESS FOR A SECTION

1. Select the section in CLSS. In the “Internal Notes” field (bottom left), enter “VPN”.

   ![Section Information Screen]

   Click SAVE

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.