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# 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

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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

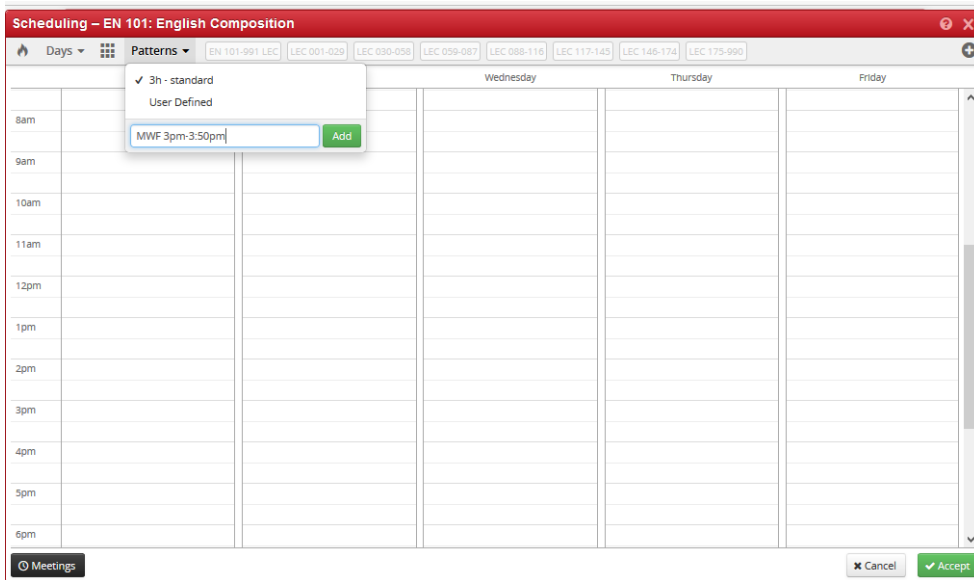
1. Under *Schedule*, select *Does Not Meet*

The screenshot shows the 'Create Section' form for 'EN 101: English Composition'. The form is divided into several sections:

- Section Information:** Fields for Title/Topic (English Composition), 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 (Traditional), Integ. Partner (None), Section Type (Lecture), and Link To (Not linked to other sections).
- Instructor:** Staff (dropdown).
- Room:** General Assignment Room (dropdown).
- Enrollment:** 0 current. Fields for Maximum, Projected (0), and Wait Cap (0).
- Section Text:** None Assigned.
- Internal Notes:** A text area for notes.

A yellow box highlights the 'Schedule' button and the 'Does Not Meet' option. At the bottom, there are buttons for 'Bridge Tools', 'Close', and 'Save Section'.

2. To enter a meeting pattern, you will have to click *Patterns*, type your *Meeting Pattern Name*, and then click *Add*.

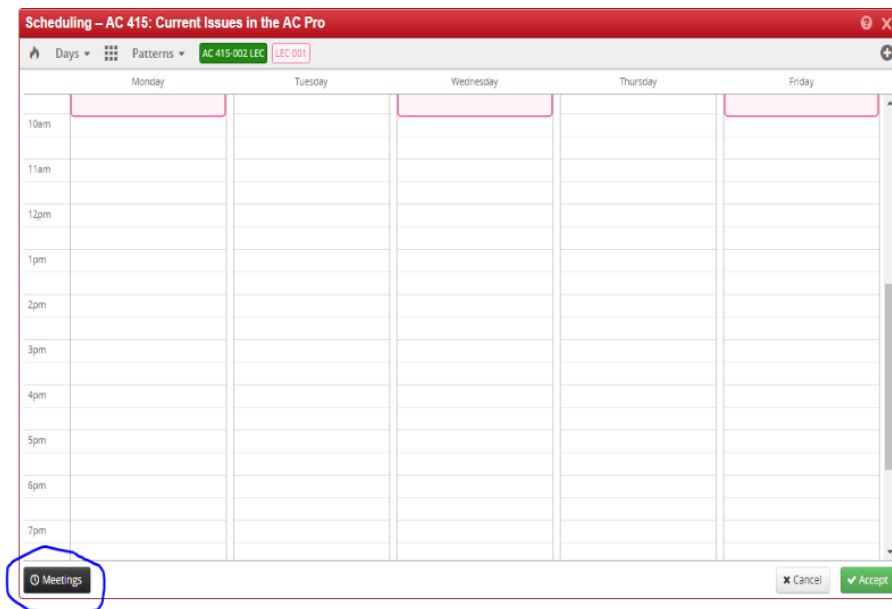


Note: Meeting patterns must be formatted as follows: Day initial, space, start time, dash, end time. For instance, to propose meeting Tuesday and Thursday 3:00 pm to 4:15 pm, enter: TR 3pm-4:15pm



### 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:

Pattern	Type	Room	Dates	
A. Does Not Meet	Lecture (Class)	General Assignment Room	Using Part of Term Dates	 

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.**

**Meeting Details**

Pattern

Type

Room

*Leave the date fields blank to use the default session dates*

Dates  to

## 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.

**Scheduling – AC 415: Current Issues in the AC Pro**





Days  Patterns

3h - standard  
User Defined

Sa 8am-12pm

Pattern	Type	Room	Dates	
A. 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	   

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## 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.