

CLSS Training Guide

CourseLeaf Section Scheduler (CLSS) Business Process Guide

Action Taken

Date	Who	Action	Pages
9/3/2020	Vicky Myers	Document Created	All

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1 Overview

CourseLeaf Section Scheduler (CLSS) streamlines how colleges and universities determine their class offerings each term; everything from inputting, editing, validating, approving and updating course offerings.

CLSS Terminology

- Section – a particular course at a specific time, place and instructor. Sections are also referred to as classes or offerings
- Instance – the term being scheduled. An instance may have multiple sessions (i.e. summer first 5 weeks, second five weeks, 8 weeks and 10 week regular)
- Scheduling Unit – group of courses that are scheduled together by the same department
- Phases – periods of time during the scheduling process. Rules will determine what and when items can be changed by the department scheduler.
- Modes – there are two modes associated with CLSS: Design and Refine Mode.
 - Design mode, all changes to the schedule are held for a scheduling unit and validated at one time by clicking the Validate button. Data only lives in CLSS.
 - Refine mode, changes to sections are validated and sent through workflow when each section is saved. Data transfers to PSoft.

2 Getting Started

Navigate to: (URL will be provided after training sessions)

- Click on the instance you wish you schedule

CourseLeaf/CLSS – Instances

Welcome to CourseLeaf CLSS, where you will have direct access to manage your class schedule.

Historical

2017-18 Academic Year
Summer Quarter 2017
Fall Quarter 2017
Winter Quarter 2018
Spring Quarter 2018

2018-19 Academic Year
Summer Quarter 2018
Fall Quarter 2018
Winter Quarter 2019
Spring Quarter 2019

2019-20 Academic Year
Summer Quarter 2019
Fall Quarter 2019
Winter Quarter 2020
Spring Quarter 2020

2020-21 Academic Year
(Term Complete)
Summer Quarter 2020

Current

2020-21 Academic Year
(Term in Progress)
Fall Quarter 2020

Future

2020-21 Academic Year
(Term Preparation)
Winter Quarter 2021
Spring Quarter 2021

- See the Phase – Phases are set by University Scheduling at set times

CourseLeaf/CLSS - Fall Quarter 2020 – Plan Phase

69 Scheduling Units
1,866 Courses 7,714 Sections

Visualize Filter Search

admin2 Log Out

- Double click on Scheduling Unit

ID	Name	Courses	Sections
112-AERO	Aerospace Engineering	23	106
127-AGB	Agribusiness	21	47
124-AGED	Agricultural Education & Communication	22	50
122-AG	Agriculture	16	92
144-ASCI	Animal Sciences	46	138
108-ARCE	Architectural Engineering	28	78
135-ARCH	Architecture	21	103
136-ART	Art and Design	27	102
146-BIO	Biological Sciences	69	280
224-BMED	Biomedical Engineering	23	103
125-BRAE	BioResource & Agricultural Engineering	31	156
161-BUS	Business	0	0
101-BUSA	Business - Accounting	15	45
262-BUSF	Business - Finance	10	19

- **Scheduling unit screen provides a list of all courses and sections assigned to a scheduling unit, or department, and used to add, edit and remove sections from a course.**

CourseLeaf/CLSS – Fall Quarter 2020 – Aerospace Engineering admin2 ? Log Out

23 Courses, 106 Sections ⌵ ⌴

Plan Phase Design Mode

View By Validate Bridge Tools Visualize Filter Framer Export

✓ Course
Instructor
Day and Time

☐ Show courses with no sections

Hello Cal Poly SLO CLSS Team, welcome to your CLSS site! For more information on how to use p/markdown-here/wiki/Markdown-Cheatsheet

user1 (Art)
user2 (Biological Sciences)
user3 (English)

Currently pointing to: STG Environment

AERO 121 – Aerospace Fundamentals ✕ +

01	LEC	Abercromby, Kira (004613774)	M 2:10pm-3pm
02	LAB	Lehmann, Jared (010835483)	T 8:10am-11am
03	LAB	Prakash, Deeksha (009208806)	T 12:10pm-3pm
04	LAB	King, Jacob-Michael (008499175)	T 3:10pm-6pm
05	LAB	Diamantopoulos, Stavros (013107...)	R 8:10am-11am
06	LAB	Prakash, Deeksha (009208806)	R 12:10pm-3pm
07	LAB	Ochoa, Andrew (012518424)	R 3:10pm-6pm

AERO 200 – Special Problems for Undergraduates ✕ +

01	IND	Marshall, David (000153877)	Does Not Meet
02	IND	Abercromby, Kira (004613774)	Does Not Meet

Legend:

- **View By** - view sections by course, instructor, or day and time
- **Expand All Arrows** - view all sections
- **Collapse All Arrows** - hide all sections
- **Plus Button** + - Add Section
- **X Button** ✕ - Delete Section

Cross-listed sections will be indicated with a *See or Also* indicator to the far right of the section

Linked sections are indicated by a vertical line connecting parent sections to child sections

Multiple Instructors will list the primary instructor + a number indicating the additional instructors for that section

- **“View By” default setting is by Course**

- Select “Expand All” arrows to view all sections

CourseLeaf/CLSS – Fall Quarter 2020 – English

66 Courses, 188 Sections



Plan Phase

Refine Mode

Expand All

ENGL 131 – Writing and Rhetoric Stretch (Part I)

01 LEC Gardner, Tyler (017353942) +1 MTWR 1:10pm-2pm

ENGL 132 – Writing and Rhetoric Stretch (Part II)

01 LEC Starkey, Glen (000007302) MW 12:10pm-2pm

ENGL 133 – Writing and Rhetoric for Multilingual Students

01 LEC Peters, Jason (012100630) MW 10:10am-12pm
 02 LEC Peters, Jason (012100630) MW 12:10pm-2pm
 03 LEC Ferree, Scott (013607850) TWRF 9:10am-10am
 04 LEC Ferree, Scott (013607850) Does Not Meet

ENGL 134 – Writing and Rhetoric

01 LEC Bates, Jennifer (001872347) Does Not Meet
 02 LEC Ashley, Jennifer (000157192) MW 12:10pm-2pm
 03 LEC Brogno, Courtney (000125836) Does Not Meet
 04 LEC Brogno, Courtney (000125836) Does Not Meet
 05 LEC Bartel, Jonathan (004109374) Does Not Meet
 06 LEC St. John, Leslie (004038576) MW 2:10pm-4pm
 07 LEC Brogno, Courtney (000125836) Does Not Meet
 08 LEC Walters, William (000007679) TWRF 10:10am-11am
 09 LEC Staff Does Not Meet
 10 LEC Martin-Elston, Erin (000010929) TWRF 8:10am-9am

- Select “Collapse All” arrows to hide all sections

CourseLeaf/CLSS – Fall Quarter 2020 – English

66 Courses, 188 Sections



Plan Phase

Refine Mode

Collapse All

ENGL 131 – Writing and Rhetoric Stretch (Part I)

ENGL 132 – Writing and Rhetoric Stretch (Part II)

ENGL 133 – Writing and Rhetoric for Multilingual Students

ENGL 134 – Writing and Rhetoric

ENGL 135 – Writing and Rhetoric Tutorial

ENGL 145 – Reasoning, Argumentation, and Writing

ENGL 148 – Reasoning, Argumentation and Professional Writing

ENGL 149 – Technical Writing for Engineers

ENGL 150 – Writing Tutorial

- To view schedule by instructor, click on “View By” and select Instructor

CourseLeaf/CLSS – Fall Quarter 2020 – English

66 Courses, 188 Sections

Plan Phase Refine Mode

View By   Validate

Course
✓ Instructor

Hello Cal Poly SLO CLSS Team, welcome to your CLSS site! For more information on how to use

> Allen, Regulus (0

Ashley, Jennifer (

Bartel, Jonathan

Bates, Brian (012

Bates, Jennifer (C

Battenburg, John

Bolyard, Elizabeth

Brown, Courtney

- To view schedule by Day and Time, Click on “View By” and select Day and Time

CourseLeaf/CLSS – Fall Quarter 2020 – English

66 Courses, 188 Sections

Plan Phase Refine Mode

View By   Validate

Course
Instructor
✓ Day and Time

Hello Cal Poly SLO CLSS Team, welcome to your CLSS site! For more information on how to use
p/markdown-here/wiki/Markdown-Cheatsheet

> Monday

Tuesday

Wednesday

Thursday

Friday

Does Not Meet

> Monday

ENGL 145-08 – Reasoning, Argumentation, and Writing	LEC	Roberts, Mark	MTWR 8:10am-9am
ENGL 205-01 – Sequence III: Mid-Seventeenth to Late Ei...	LEC	Starkey, Glen	MWF 8:10am-9am; T 10:10am-11:...
ENGL 231-01 – British Literature: 1789 to the Present	LEC	Staff	MTWF 8:10am-9am

> Tuesday

ENGL 134-10 – Writing and Rhetoric	LEC	Martin-Elston, Erin	TWRF 8:10am-9am
ENGL 145-08 – Reasoning, Argumentation, and Writing	LEC	Roberts, Mark	MTWR 8:10am-9am
ENGL 231-01 – British Literature: 1789 to the Present	LEC	Staff	MTWF 8:10am-9am

> Wednesday

ENGL 134-10 – Writing and Rhetoric	LEC	Martin-Elston, Erin	TWRF 8:10am-9am
ENGL 145-08 – Reasoning, Argumentation, and Writing	LEC	Roberts, Mark	MTWR 8:10am-9am
ENGL 205-01 – Sequence III: Mid-Seventeenth to Late Ei...	LEC	Starkey, Glen	MWF 8:10am-9am; T 10:10am-11:...
ENGL 231-01 – British Literature: 1789 to the Present	LEC	Staff	MTWF 8:10am-9am

> Thursday

ENGL 134-10 – Writing and Rhetoric	LEC	Martin-Elston, Erin	TWRF 8:10am-9am
ENGL 145-08 – Reasoning, Argumentation, and Writing	LEC	Roberts, Mark	MTWR 8:10am-9am
ENGL 253-01 – Introduction to Romanticist through Mo...	LEC	Preston, Alison	MTWR 8:10am-9am

> Friday

Does Not Meet

ENGL 133-04 – Writing and Rhetoric for Multilingual Stu...	LEC	Ferree, Scott	Does Not Meet
ENGL 134-01 – Writing and Rhetoric	LEC	Bates, Jennifer	Does Not Meet
ENGL 134-03 – Writing and Rhetoric	LEC	Brogno, Courtney	Does Not Meet

> Does Not Meet

ENGL 133-04 – Writing and Rhetoric for Multilingual Stu...	LEC	Ferree, Scott	Does Not Meet
ENGL 134-01 – Writing and Rhetoric	LEC	Bates, Jennifer	Does Not Meet
ENGL 134-03 – Writing and Rhetoric	LEC	Brogno, Courtney	Does Not Meet

Arrows will expand or collapse all days of the week



3 Creating Your Schedule

- Adding/Editing

➤ ENGL 131 – Writing and Rhetoric Stretch (Part I)

- Double click course offering to view/edit

➤ ENGL 131 – Writing and Rhetoric Stretch (Part I)

01 LEC Gardner, Tyler (017353942) +1 MTWR 1:10pm-2pm



- To add a section, click on the plus icon

Create Section – ENGL 131: Writing and Rhetoric Stretch (Part I)

Section Information

Title/Topic	Writing and Rhetoric Stretch (Part I) (Default)	Session	Regular Academic Session (9/14/20 to 11/14/20)
Section #	02	Campus	Main Cal Poly Campus (Cal Poly-San Luis)
Units	4	Inst. Method	In Person
Status	Active	Schedule Print	Yes
Consent	No Special Consent Required	Component	Lecture
Grade Mode	Credit / No Credit	Final Exam	(No Option Selected)
Link To	Not linked to other sections	Combined With	Select section...

Section Attributes

None Selected

Instructor

Staff

Room

No Room Assigned

Course Attributes

Course Level: Lower Division
State Support: State Support

Schedule

Does Not Meet

Enrollment

Maximum Wait Cap Rm Cap Request

0 current

Notes

None Assigned

- Section # - will auto-populate in chronological order
- Component – defaults to Lecture
- Enrollment – enter Maximum and Rm Cap Request
- Instructor – enter instructor on record or leave as staff
- Schedule – select **Does Not Meet** to add a day/time or leave as is for TBA
- Notes – add if applicable
- Room – select from drop down or use search field to find
- Schedule Print – Yes or No to publish to Schedule of Classes

- Meeting Pattern is changed from *Does Not Meet* to a Standard Meeting Pattern using the Snapper

Create Section – ENGL 131: Writing and Rhetoric Stretch (Part I)

Section Information

Title/Topic	Writing and Rhetoric Stretch (Part I) (Def...	Session	Regular Academic Session (9/14/20 to 11...
Section #	02	Campus	Main Cal Poly Campus (Cal Poly-San Luis...
Units	4	Inst. Method	In Person
Status	Active	Schedule Print	Yes
Consent	No Special Consent Required	Component	Lecture
Grade Mode	Credit / No Credit	Final Exam	(No Option Selected)
Link To	Not linked to other sections	Combined With	Select section...

Section Attributes *None Selected*

Course Attributes
 Course Level: Lower Division
 State Support: State Support

Instructor *Staff*

Room
 No Room Assigned

Schedule
 Does Not Meet

Enrollment 0 current

Maximum	Wait Cap	Rm Cap Request
24	99	24

Notes *None Assigned*

- Click on “*Does Not Meet*”
- Click on Patterns drop down menu to view Standard Meeting Patterns

Patterns ▾ ENGL 131-02 LEC LEC 01

- ✓ MP - 4 Unit MF
- MP - 4 Unit MF2
- MP - 4 Unit MTRF
- MP - 4 Unit MTWF
- MP - 4 Unit MTWR
- MP - 4 Unit MW
- MP - 4 Unit MW2
- MP - 4 Unit MWRF
- MP - 4 Unit TR
- MP - 4 Unit TR2
- MP - 4 Unit TWRF
- MP - 4 Unit WF**
- MP - 4 Unit WF2
- User Defined

Meeting Pattern Name

- The section will be highlighted in green when meeting pattern is selected

Scheduling – ENGL 131: Writing and Rhetoric Stretch (Part I)

Days ▾ Patterns ▾ **ENGL 131-02 LEC** LEC 01

	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
9am					
10am					
11am					
12pm					
1pm	ENGL 131-01 LEC	ENGL 131-01 LEC	ENGL 131-01 LEC	ENGL 131-01 LEC	
2pm					
3pm					

Scheduling – ENGL 131: Writing and Rhetoric Stretch (Part I)

Days ▾ Patterns ▾ **ENGL 131-02 LEC** LEC 01

	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
9am					
10am					
11am					
12pm					
1pm	ENGL 131-01 LEC	ENGL 131-01 LEC	ENGL 131-01 LEC	ENGL 131-01 LEC	
2pm					
3pm					
4pm		A. ENGL 131-02 LEC 4:10p – 6p		A. ENGL 131-02 LEC 4:10p – 6p	
5pm					
6pm					
7pm					
8pm					

Meetings Cancel Accept

- Choose the meeting pattern that works and click on “Accept” to SAVE

- Click on pencil to Edit Instructor on Record

Create Section – ENGL 131: Writing and Rhetoric Stretch (Part I)

Section Information

Title/Topic: Writing and Rhetoric Stretch (Part I) (Default) Session: Regular Academic Session (9/14/20 to 11/14/20)

Section #: 02 Campus: Main Cal Poly Campus (Cal Poly-San Luis Obispo)


Units: 4 Inst. Method: In Person

Status: Active Schedule Print: Yes


Consent: No Special Consent Required Component: Lecture

Grade Mode: Credit / No Credit Final Exam: (No Option Selected)

Link To: Not linked to other sections Combined With: Select section...

Section Attributes  **Course Attributes**

None Selected Course Level: Lower Division
State Support: State Support

Instructor  **Room** **Schedule**




Staff No Room Assigned TR 4:10pm-6pm

Enrollment 0 current **Notes**

Maximum Wait Cap Rm Cap Request None Assigned

24 99 24

Comments


  



- Use Search to type in name or scroll

Instructors

Instructor % Responsible

TR 4:10pm-6pm

★ Staff 100 % 

Staff

Starkey, Glen

Stegner, Paul

- Use Plus Icon to add additional instructors

Instructors
?
✕

Instructor	%	Responsible
TR 4:10pm-6pm +		
★ Starkey, Glen ▼	50	% 🗑
☆ Stegner, Nicole ▼	50	% 🗑

✕ Cancel
✓ Accept

- Select Trash Can icon to remove instructor
- Adjust workload percentage as needed
- Select “Accept” to SAVE

Create Section – ENGL 131: Writing and Rhetoric Stretch (Part I)
+
?
✕

Section Information

<p>Title/Topic: Writing and Rhetoric Stretch (Part I) (Default) ▼</p> <p>Section #: 02</p> <p>Units: 4</p> <p>Status: Active ▼</p> <p>Consent: No Special Consent Required ▼</p> <p>Grade Mode: Credit / No Credit ▼</p> <p>Link To: Not linked to other sections ▼</p>	<p>Session: Regular Academic Session (9/14/20 to 11) ▼</p> <p>Campus: Main Cal Poly Campus (Cal Poly-San Luis) ▼</p> <p>Inst. Method: In Person ▼</p> <p>Schedule Print: Yes ▼</p> <p>Component: Lecture ▼</p> <p>Final Exam: (No Option Selected) ▼</p> <p>Combined With: Select section... ▼</p>
---	--

Section Attributes ✎

None Selected

Course Attributes

Course Level: Lower Division

State Support: State Support

<p>Instructor ✎</p> <p>Starkey, Glen (000007302)</p> <p>Stegner, Nicole (004791848)</p>	<p>Room</p> <p>No Room Assigned ▼</p>	<p>Schedule</p> <p>📅 TR 4:10pm-6pm ✕</p>
--	--	---

Enrollment 0 current

Maximum	Wait Cap	Rm Cap Request
24	99	24

Notes ✎

None Assigned

Comments

✕ Bridge Tools
✕ Cancel
✓ Save Section

- Multiple instructors will appear as +1 (+2, +3, etc.)

➤ ENGL 131 – Writing and Rhetoric Stretch (Part I)

✕ 01	LEC	Gardner, Tyler ([REDACTED]) +1	MTWR 1:10pm-2pm
✕ 02	LEC	Starkey, Glen ([REDACTED]) +1	TR 4:10pm-6pm

- Double click on the section to view multiple instructors on record
- Class notes – click on pencil to edit

Notes

None Assigned

- Select Plus Icon



Notes

Note

None Assigned

- Use Search or scroll to add pre-defined class note

Notes

Search:

Add Your Own Note

0005 - Contact instructor for consent.

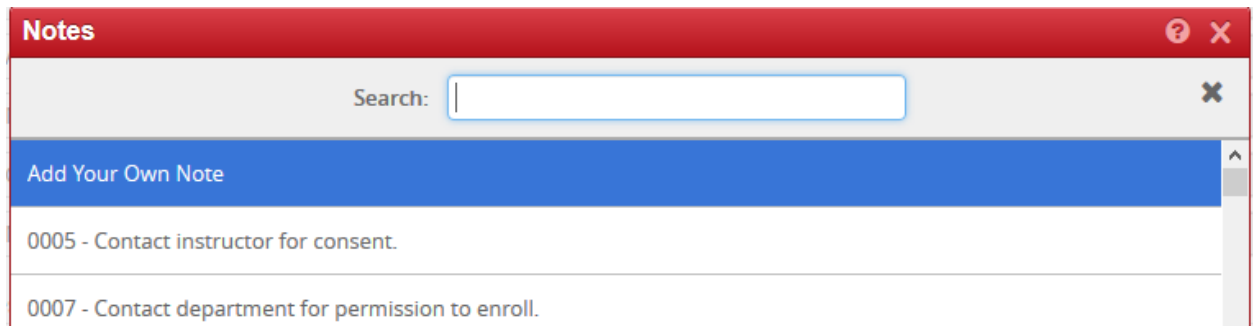
0007 - Contact department for permission to enroll.

0013 - Contact instructor by email for consent.

0015 - Freshmen and Sophomores only.

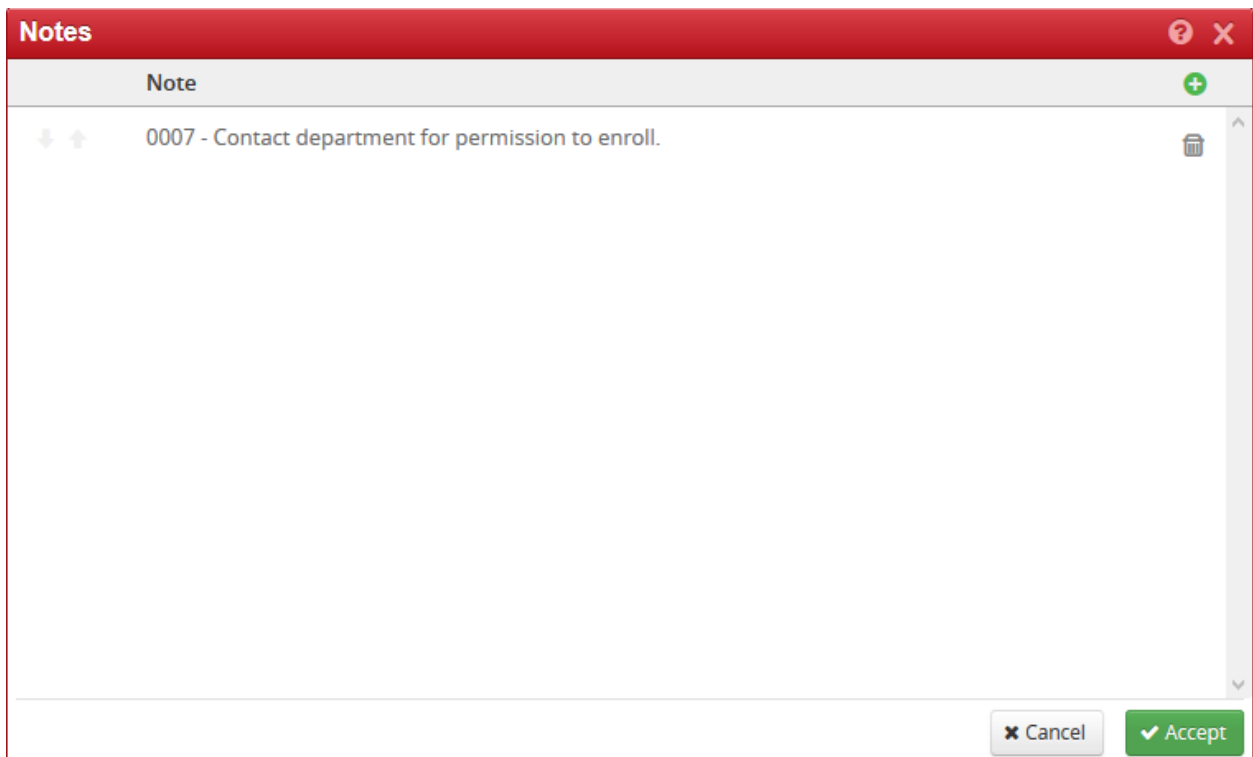
0016 - Sophomore-level not for freshman.

- **Select “Add Your Own Note” to add Free Format note***



The screenshot shows a window titled "Notes" with a red header bar. Below the header is a search bar with the text "Search:" and a text input field. Below the search bar is a blue button labeled "Add Your Own Note". Below the button is a list of notes. The first note is "0005 - Contact instructor for consent." and the second note is "0007 - Contact department for permission to enroll.".

- **Click on “Accept” to SAVE**



The screenshot shows the same "Notes" window. The "Add Your Own Note" button is no longer visible. The list of notes now only contains "0007 - Contact department for permission to enroll." with a trash icon to its right. At the bottom right of the window, there are two buttons: "Cancel" and "Accept".

***Free Format notes – notify University Scheduling if you have a free format note that needs to be pre-defined.**

- Review fields before clicking on “Save Section”

Create Section – ENGL 131: Writing and Rhetoric Stretch (Part I)

Section Information

Title/Topic

Writing and Rhetoric Stretch (Part I) (Default)

Session

Regular Academic Session (9/14/20 to 11)

Section #

02

Campus

Main Cal Poly Campus (Cal Poly-San Luis)

Units

4

Inst. Method

In Person

Status

Active

Schedule Print

Yes

Consent

No Special Consent Required

Component

Lecture

Grade Mode

Credit / No Credit

Final Exam

(No Option Selected)

Link To

Not linked to other sections

Combined With

Select section...

Section Attributes

None Selected

Course Attributes

Course Level: Lower Division

State Support: State Support

Instructor

Starkey, Glen (000007302)

Stegner, Nicole (004791848)

Room

No Room Assigned

Schedule

TR 4:10pm-6pm

Enrollment

0 current

Maximum

24

Wait Cap

99

Rm Cap Request

24

Notes

1. 0007 - Contact department for permission to enroll.

Comments

Bridge Tools

Cancel

Save Section

- Section has been successfully added

ENGL 131 – Writing and Rhetoric Stretch (Part I)				
01	LEC	Gardner, Tyler () +1	MTWR 1:10pm-2pm	
02	LEC	Starkey, Glen () +1	TR 4:10pm-6pm	

- Adding a new course to the schedule

☐ Show courses with no sections

Select “Show courses with no sections” upper right hand corner

Left side column is *before* selecting “Show courses with no sections”

Right side column is *after* selecting “Show courses with no sections:

➤ HIST 100 – Introduction to the Study of History

HIST 110 – Western Civilization: Ancient to Renaissance
HIST 200 – Special Problems for Undergraduates
HIST 201 – United States History to 1865
HIST 202 – United States History Since 1865
HIST 206 – American Cultures
HIST 210 – World History I
HIST 213 – Modern Political Economy
HIST 216 – Comparative Social Movements
HIST 222 – World History, 1000 - 1800
HIST 223 – World History, 1800 - Present
HIST 225 – The World at War
HIST 303 – Research and Writing Seminar in History
HIST 304 – Historiography
HIST 306 – The Witch-Hunts in Europe, 1400-1800
HIST 313 – Modern Middle East
HIST 316 – Modern East Asia

➤ HIST 21P – Study Abroad

HIST 41P – Study Abroad
HIST 100 – Introduction to the Study of History
HIST 110 – Western Civilization: Ancient to Renaissance
HIST 111 – Western Civilization: Reformation to the P
HIST 200 – Special Problems for Undergraduates
HIST 201 – United States History to 1865
HIST 202 – United States History Since 1865
HIST 206 – American Cultures
HIST 207 – Freedom and Equality in American History
HIST 208 – Survey of California History
HIST 210 – World History I
HIST 213 – Modern Political Economy
HIST 216 – Comparative Social Movements
HIST 221 – World History, Beginnings to 1000
HIST 222 – World History, 1000 - 1800
HIST 223 – World History, 1800 - Present
HIST 225 – The World at War

- New course will appear as follows when view is expanded

HIST 111 – Western Civilization: Reformation to the Present	✖ +
---	-----

- Select the Plus icon to add new course 

- Delete offering by clicking on the red x next to section

ENGL 131 – Writing and Rhetoric Stretch (Part I)

✖	01	LEC	Gardner, Tyler () +1	MTWR 1:10pm-2pm
☑		LEC	Starkey, Glen () +1	TR 4:10pm-6pm

Delete

- View of a cross-listed course

HNRS 101 – Public Speaking					✖ +
70	LEC	Davis, Sheree (000013763)	TR 9:10am-11am	See COMS 101-70	
71	LEC	Davis, Sheree (000013763)	TR 12:10pm-2pm	See COMS 101-71	
72	LEC	Frisco, Patrick (000294914)	MW 10:10am-12pm	See COMS 101-72	
73	LEC	Frisco, Patrick (000294914)	MW 10:10am-12pm	See COMS 101-73	
HNRS 142 – Calculus II					✖ +
70	LEC	Retsek, Dylan (000127318)	MTRF 9:10am-10am	Also MATH 142-70	
71	LEC	Retsek, Dylan (000127318)	MTRF 10:10am-11am	Also MATH 142-71	

“See” is the primary section (parent) – changes to pattern, e-caps, etc.

Edit Section – HNRS 143-71: Calculus III (Class No.: 3986; CLSS ID: 3713)

Section Information

Title/Topic	Calculus III (Default Value)	Session	Regular Academic Session (9/14/20 to 11)
Section #	71	Campus	Main Cal Poly Campus (Cal Poly-San Luis)
Units	4	Inst. Method	Synchronous Mode
Status	Active	Schedule Print	No
Consent	No Special Consent Required	Component	Lecture
Grade Mode	Student Option	Final Exam	(No Option Selected)
Link To	Not linked to other sections	Combined With	MATH 143-71

Section Attributes

Course Level: Lower Division
 GE Area B: 2019-20 or earlier catalog: GE Area B1
 GE Area B: 2020-21 or later catalog: GE Area B4

Course Attributes

Course Level: Lower Division
 GE Area B: 2019-20 or earlier catalog: GE Area B1
 GE Area B: 2020-21 or later catalog: GE Area B4

Instructor Brussel, Eric (008376221)

Room Virtual Class (0)

Schedule MTRF 10:10am-11am

Enrollment 1 current

Maximum	Wait Cap	Rm Cap Request
10	99	35

Combined Enrollment

Maximum	Wait Cap	Rm Cap Request
35	99	35

Notes

1. 0528 - Some seats are reserved for new freshman or transfer students. Any remaining seats will be made available to all students on the first day of the second round of registration.

Comments



- HNRS 143-71 is cross-listed with MATH 143-71
- Click on MATH 143-71 to view combined section

“Also” are (child) sections added to primary section



Edit Section – MATH 143-71: Calculus III (Class No.: 3600; CLSS ID: 3711)

HNRS 143-71 controls the primary scheduling configuration for this Combined section

Section Information

Title/Topic	Calculus III (Default Value)	Session	Regular Academic Session (9/14/20 to 11)
Section #	71	Campus	Main Cal Poly Campus (Cal Poly-San Luis)
Units	4	Inst. Method	Synchronous Mode
Status	Active	Schedule Print	No
Consent	Department Consent Required	Component	Lecture
Grade Mode	Student Option	Final Exam	(No Option Selected)
Link To	Not linked to other sections	Combined With	HNRS 143-71  

Section Attributes	Course Attributes
Course Level: Lower Division	Course Level: Lower Division
GE Area B: 2019-20 or earlier catalog: GE Area B1	GE Area B: 2019-20 or earlier catalog: GE Area B1
GE Area B: 2020-21 or later catalog: GE Area B4	GE Area B: 2020-21 or later catalog: GE Area B4

Instructor	Room	Schedule
Brussel, Eric (008376221)	Virtual Class (0)	 MTRF 10:10am-11am 

Enrollment	32 current	Combined Enrollment		
Maximum	Wait Cap	Maximum	Wait Cap	Rm Cap Request
35	99	35	99	35

Notes	Comments
1. 0033 - Honors section. 2. 0892 - Also offered as HNRS 143.	

- MATH 143-71 is cross-listed with HNRS 143-71
- Click on HNRS 143-71 to view combined section

- Adding Related Components such as lecture/laboratory

> CHEM 439 - Instrumental Analysis +
 01 LEC Staff MWF 12:10pm-1pm; TR 8:10am-1... Add
 02 LAB Staff TD 8-10am, 11am

- Select the “Add” Icon to add a new section

Create Section – CHEM 439: Instrumental Analysis + ? X

Section Information

Title/Topic: Instrumental Analysis (Default Value) Session: Regular Academic Session (9/14/20 to 11/14/20)

Section #: 04 Campus: Main Cal Poly Campus (Cal Poly-San Luis)

Units: 5 Inst. Method: In Person

Status: Active Schedule Print: Yes

Consent: No Special Consent Required Component: Lecture

Grade Mode: Student Option Final Exam: (No Option Selected)

Link To: Not linked to other sections Combined With: Select section...

Section Attributes ✎
None Selected

Course Attributes
Course Level: Upper Division
State Support: State Support

Instructor: Staff Room: University Lecture Room

Schedule: MWF 11:10am-12pm ✕

Room Attributes ✎
None Selected

Enrollment 0 current

Maximum: 48 Wait Cap: 99 Rm Cap Request: 48

Notes ✎
None Assigned

Comments

Bridge Tools X Cancel Save Section

- Section # - will auto-populate in chronological order
- Component – defaults to Lecture
- Enrollment – enter Maximum and Rm Cap Request
- Instructor – enter instructor on record or leave as staff
- Schedule – select **Does Not Meet** to add a day/time or leave as is for TBA
- Notes – add if applicable
- Room – select from drop down or use search field to find
- Units – as with PSoft, units shown is for both components.
i.e. 5 Units = 3 unit lecture + 2 unit lab
- Schedule Print – Yes or No to publish to Schedule of Classes

- **Snapper** – use pre-defined “Patterns” or “User Defined” and type in MWF 11:10am-12pm, select “Add”

Scheduling – CHEM 439: Instrumental Analysis

Days ▾ Patterns ▾ CHEM 439-04 LEC LEC 01 LAB 02 LAB 03

✓ MP - 5 Unit M-F
User Defined

MWF 11:10am-12pm Add

Wednesday Thursday Friday

8am

9am

10am

11am A. CHEM 439-04 LEC 11:10 - 12p

12pm CHEM 439-01 LEC CHEM 439-03 LAB CHEM 439-01 LEC CHEM 439-03 LAB CHEM 439-01 LEC

1pm

2pm

3pm

4pm

5pm

6pm

7pm

8pm

Meetings Cancel Accept

Click on “Accept” when meeting pattern is selected.

✓ Accept

- Review new section and if no changes needed, click on “Save Section”

Edit Section – CHEM 439-04: Instrumental Analysis (Class No.: NEW; CLSS ID: 7799)
+ ? X

Section Information

Title/Topic: Instrumental Analysis (Default Value) ▼	Session: Regular Academic Session (9/14/20 to 11) ▼
Section #: 04	Campus: Main Cal Poly Campus (Cal Poly-San Luis) ▼
Units: 5	Inst. Method: In Person ▼
Status: Active ▼	Schedule Print: Yes ▼
Consent: No Special Consent Required ▼	Component: Lecture ▼
Grade Mode: Student Option ▼	Final Exam: (No Option Selected) ▼
Link To: Not linked to other sections ▼	Combined With: Select section... ▼

Section Attributes

None Selected

Instructor

Staff

Room

University Lecture Room ▼

Room Attributes ✎
None Selected

Enrollment

Maximum	Wait Cap	Rm Cap Request
48	99	48

Course Attributes

Course Level: Upper Division
State Support: State Support

Schedule

MWF 11:10am-12pm ✖

Notes

None Assigned

Comments

✎ Bridge Tools
✖ Cancel
✔ Save Section

- Select Plus Icon to add related component

CHEM 439 – Instrumental Analysis +				
✖	01	LEC	Staff	MWF 12:10pm-1pm; TR 8:10am-1...
✖	02	LAB	Staff	TR 8:10am-11am
✖	03	LAB	Staff	TR 12:10pm-3pm
✖	04	LEC	Staff	MWF 11:10am-12pm

Create Section – CHEM 439: Instrumental Analysis

Section Information

Title/Topic: Instrumental Analysis (Default Value) ▾

Section #: 05

Units: 5

Status: Active ▾

Consent: No Special Consent Required ▾

Grade Mode: Student Option ▾

Link To: Not linked to other sections ▾

Session: Regular Academic Session (9/14/20 to 11 ▾

Campus: Main Cal Poly Campus (Cal Poly-San Luis ▾

Inst. Method: In Person ▾

Schedule Print: Yes ▾

Component: Lecture ▾

Final Exam: Laboratory ▾

Combined With: Select section... ▾

Section Attributes *None Selected*

Instructor: Staff

Room: No Room Assigned ▾

Enrollment 0 current

Maximum:

Wait Cap: 99

Rm Cap Request:

Course Attributes

Course Level: Upper Division

State Support: State Support

Schedule

[Does Not Meet](#)

Notes *None Assigned*

Comments

Bridge Tools

Cancel Save Section

- Section # - will auto-populate in chronological order
 - Component – defaults to Lecture, select Laboratory
 - Enrollment – enter Maximum and Rm Cap Request
 - Instructor – enter instructor on record or leave as staff
 - Schedule – select “[Does Not Meet](#)” to add a day/time or leave as is for TBA
 - Notes – add if applicable
 - Room – select from drop down or use search field to find
 - Units – as with PSoft, units shown is for both components.
i.e. 5 Units = 3 unit lecture + 2 unit lab
 - Schedule Print – Yes or No to publish to Schedule of Classes
- Meeting pattern is changed by clicking on “[Does Not Meet](#)”

- Click on “Accept” once meeting pattern is finalized

Scheduling – CHEM 439: Instrumental Analysis

Days
Patterns
CHEM 439-05 LEC
LEC 01
LAB 02
LAB 03
LEC 04

MP - 5 Unit M-F
✓ User Defined
MW 3:10pm-6pm
Add

Wednesday

Thursday

Friday

8am
9am
10am
11am
12pm
1pm
2pm
3pm
4pm
5pm
6pm
7pm
8pm

CHEM 439-04 LEC
CHEM 439-01 LEC
A. CHEM 439-05 LEC
3:10p – 6p

CHEM 439-03 LAB
CHEM 439-01 LEC
A. CHEM 439-05 LEC
3:10p – 6p

CHEM 439-04 LEC
CHEM 439-01 LEC
CHEM 439-03 LAB
CHEM 439-01 LEC
CHEM 439-04 LEC
CHEM 439-01 LEC

Meetings
Cancel
Accept

Create Section – CHEM 439: Instrumental Analysis

Section Information

Title/Topic
Instrumental Analysis (Default Value)

Section #
05

Units
5

Status
Active

Consent
No Special Consent Required

Grade Mode
Student Option

Link To
Any enrollment section
Any enrollment section
CHEM 439-01 (Lecture)
CHEM 439-04 (Lecture)

Session
Regular Academic Session (9/14/20 to 11

Campus
Main Cal Poly Campus (Cal Poly-San Luis

Inst. Method
In Person

Schedule Print
Yes

Component
Laboratory

Final Exam
(No Option Selected)

Combined With
Select section...

Section Attributes
None Selected

Course Attributes
Course Level: Upper Division
State Support: State Support

Instructor
Staff

Room
No Room Assigned

Schedule
MW 3:10pm-6pm

Enrollment
0 current

Notes
None Assigned

Maximum
24

Wait Cap
99

Rm Cap Request
24

Comments

Bridge Tools
Cancel
Save Section

- “Link To”

Link To

n Attribut

Selected

- Any enrollment section
- CHEM 439-01 (Lecture)
- CHEM 439-04 (Lecture)

- CHEM 439-04 would be one to one relationship
- Any enrollment section would be “9999”

Create Section – CHEM 439: Instrumental Analysis

Section Information

Title/Topic: Instrumental Analysis (Default Value) Session: Regular Academic Session (9/14/20 to 11/11/20)

Section #: 05 Campus: Main Cal Poly Campus (Cal Poly-San Luis)

Units: 5 Inst. Method: In Person

Status: Active Schedule Print: Yes

Consent: No Special Consent Required Component: Laboratory

Grade Mode: Student Option Final Exam: (No Option Selected)

Link To: CHEM 439-04 (Lecture) Combined With: Select section...

Section Attributes *None Selected*

Course Attributes

Course Level: Upper Division

State Support: State Support

Instructor *Staff*

Room No Room Assigned

Schedule MW 3:10pm-6pm

Enrollment 0 current

Maximum: 24 Wait Cap: 99 Rm Cap Request: 24

Notes *None Assigned*

Comments

Bridge Tools Cancel Save Section

- Review all fields and click on “Save Section”

CHEM 439 – Instrumental Analysis



01	LEC	Staff
02	LAB	Staff
03	LAB	Staff

- One to one relationships are seen with a related line between lecture and lab

4 Validate

- In Design Mode, when finished scheduling, click “Validate”

CourseLeaf/CLSS – Fall Quarter 2020 – Agriculture

16 Courses, 92 Sections  
Plan Phase Refine Mode

View By 

 Validate

Validating Scheduling Unit



Total: 53

Complete: 42

Passed: 37

Failed: 5



Primetime: Percentage of Sections across Prime Hours

Primetime: Percentage of Sections across Prime Hours

You are scheduling outside of the recommended primetime hour usage for University Lecture space.

- Primetime: 7AM - 12PM – 38.8% (26/67)
- Primetime: 12 - 2PM – 19.4% (13/67)
- Primetime: 2 - 4PM – 23.9% (16/67)
- Primetime: 4 - 10PM – 17.9% (12/67)



Standard Meeting Pattern Rule - Fall, Winter, Spring

Standard Meeting Pattern Rule - Fall, Winter, Spring. This section is not scheduled using a standard meeting pattern.

- [Show noncompliant sections](#) 



In Design Mode -> Plan Phase, all scheduling units must go through workflow approval

In Design Mode (Planning Phase), all scheduling units must go through the workflow approval process when pressing validate.

- [All Sections - Validation](#) 



Enrollment Cap must be < or = Requested Room Cap

Enrollment Cap must be < or = the Requested Room Cap




- [Enrollment Cap < or = Requested Room Cap](#) 





Enrollment Cap must be < or = Actual Room Cap (SHARED Room Group)

 Close

CLSS Rule Error Messages


- **Error**  - An Error indicates that the section or scheduling unit may not be saved as is. The error description will give the rationale and possible solutions to the error. To save the section, correct the error then attempt to save again.
- **Warning**  - A Warning indicates that the section or scheduling unit may be saved, but caution should be taken before completing the schedule. The warning description will give the rationale and may list possible issues that may arise from this section. The Save As-Is Button will appear if the validation only required a warning and not a workflow or error. Warnings do not require any further workflow or approval to be saved.
- **Workflow**  - Workflow indicates that the section or scheduling unit may be saved as is but approval will be required to complete entry of the schedule into PSoft. The workflow description will give the rationale. The Start Workflow button will appear when validating a scheduling unit as a whole in Design Mode. When saving a section in Design Mode the workflow indicator will show, but the Save As-Is button will display. In Design mode all workflow takes place at one time for the entire scheduling unit. In Refine Mode when the section is saved the Start Workflow button will appear and the section must be sent through workflow on its own.

- **Correct Errors**

-  Enrollment Cap must be < or = Requested Room Cap
 Enrollment Cap must be < or = the Requested Room Cap
 - [Enrollment Cap < or = Requested Room Cap](#) 

Found 1 Section

Section	Campus	Schedule
COMS 101-05 LEC Public Speaking Patrick Frisco	MAIN@SLO	MW 8:10am-10am

- Select  icon to be directed to the section that needs to be corrected before being able to proceed with workflow.

➤ COMS 101 – Public Speaking

- Double click on section


Enrollment

Maximum	Wait Cap	Rm Cap Request
<input type="text" value="48"/>	<input type="text" value="99"/>	<input type="text" value="24"/>



- Error: Enrollment cap is 48; Room Cap Request is 24

Enrollment

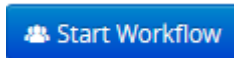
Maximum	Wait Cap	Rm Cap Request
<input type="text" value="24"/>	<input type="text" value="99"/>	<input type="text" value="24"/>

- Enrollment/Room Caps are amended as needed; click on Save Section when completed 

- **Note:** If receiving error about shared space, you should 1) modify the facility the class is assigned to or 2) notify University Scheduling so a “share” may be created.

-  Enrollment Cap must be < or = Actual Room Cap (SHARED Room Group)
 Enrollment Cap must be < or = Actual Room Cap (SHARED Room Group)
 - [Enrollment Cap < or = Actual Room Cap](#) 

- **Warnings and Workflow validation messages will allow the scheduler to proceed with selecting Start Workflow**



- **Once the scheduler “Validates” in Design Mode, the system will automatically turn to Refine Mode.**

5 Approved Meeting Patterns



Scheduling Time Patterns

Prime Time = 9 am - 3 pm

REMINDER: 50% of scheduled lecture classes should be outside of Prime Time hours

MWF 3 units (150 min/wk) MW, WF, MF, TR 2 units (100 min/wk) 7:10am-8:00am 8:10am-9:00am 9:10am-10:00am 10:10am-11:00am 11:10am-12:00pm 12:10pm-1:00pm 1:10pm-2:00pm 2:10pm-3:00pm 3:10pm-4:00pm 4:10pm-5:00pm 5:10pm-6:00pm 6:10pm-7:00pm 7:10pm-8:00pm 8:10pm-9:00pm	MW, WF, MF 4 units (220 min/wk) 8:10am-10:00am 10:10am-12:00pm 12:10pm-2:00pm 2:10pm-4:00pm 4:10pm-6:00pm 6:10pm-8:00pm 7:10pm-9:00pm 8:10pm-10:00pm MW 3 units (160 min/wk) 7:40am-9:00am 4:10pm-5:30pm 4:40pm-6:00pm 5:10pm-6:30pm 5:40pm-7:00pm 6:10pm-7:30pm 6:40pm-8:00pm 7:10pm-8:30pm 7:40pm-9:00pm 8:10pm-9:30pm	TR 3 units (160 min/wk) 7:40am-9:00am 8:10am-9:30am 9:40am-11:00am University Hour 12:10pm-1:30pm 1:40pm-3:00pm 3:10pm-4:30pm 4:10pm-5:30pm 4:40pm-6:00pm 5:10pm-6:30pm 5:40pm-7:00pm 6:10pm-7:30pm 6:40pm-8:00pm 7:10pm-8:30pm 7:40pm-9:00pm 8:10pm-9:30pm 8:40pm-10:00pm	TR 4 units (220 min/wk) 7:10am-9:00am 9:10am-11:00am University Hour 12:10pm-2:00pm 2:10pm-4:00pm 4:10pm-6:00pm 5:10pm-7:00pm 6:10pm-8:00pm 7:10pm-9:00pm 8:10pm-10:00pm LABS Any day/wk (3 hrs/wk) 8:10am-11:00am 9:10am-12:00pm University Hour 12:10pm-3:00pm 3:10pm-6:00pm 6:10pm-9:00pm 7:10pm-10:00pm <small>*Department space only</small>	Any 4 days/wk 4 units (200 min/wk) 7:10am-8:00am 8:10am-9:00am 9:10am-10:00am 10:10am-11:00am 11:10am-12:00pm 12:10pm-1:00pm 1:10pm-2:00pm 2:10pm-3:00pm 3:10pm-4:00pm 4:10pm-5:00pm 5:10pm-6:00pm 6:10pm-7:00pm 7:10pm-8:00pm 8:10pm-9:00pm	5 days/wk 5 units (250 min/wk) 7:10am-8:00am 8:10am-9:00am 9:10am-10:00am 10:10am-11:00am University Hour 12:10pm-1:00pm 1:10pm-2:00pm 2:10pm-3:00pm 3:10pm-4:00pm 4:10pm-5:00pm 5:10pm-6:00pm 6:10pm-7:00pm 7:10pm-8:00pm 8:10pm-9:00pm
---	---	--	--	---	---

**MW/TR 4 units
STUDIO SCHEDULE***
8:10am-9:30am 3:10pm-4:30pm
9:40am-11:00am 4:40pm-6:00pm
12:10pm-1:30pm 6:10pm-7:30pm
1:40pm-3:00pm 7:40pm-9:00pm
Lecture and Lab taught back to back in **studio** pattern.
Select two of the above in consecutive pattern. *Must be in department controlled space.*
*Ex. TR 8:10-9:30am (Lect) | TR 9:40-11am (Lab)

11/20/2017

- **Prime Time Scheduling percentages***

- 7:10am-12pm – 35%
- 12:10pm-2pm – 20%
- 2:10pm-4pm – 20%
- 4:10pm-10pm – 15%

* 90% of lecture, seminar, and discussion sections are scheduled in University space between the hours of 8am-6pm. Departments are asked to follow the above scheduling breakdown in order to maximize use of University Lecture space.

A warning will be received if deviating from these percentages.

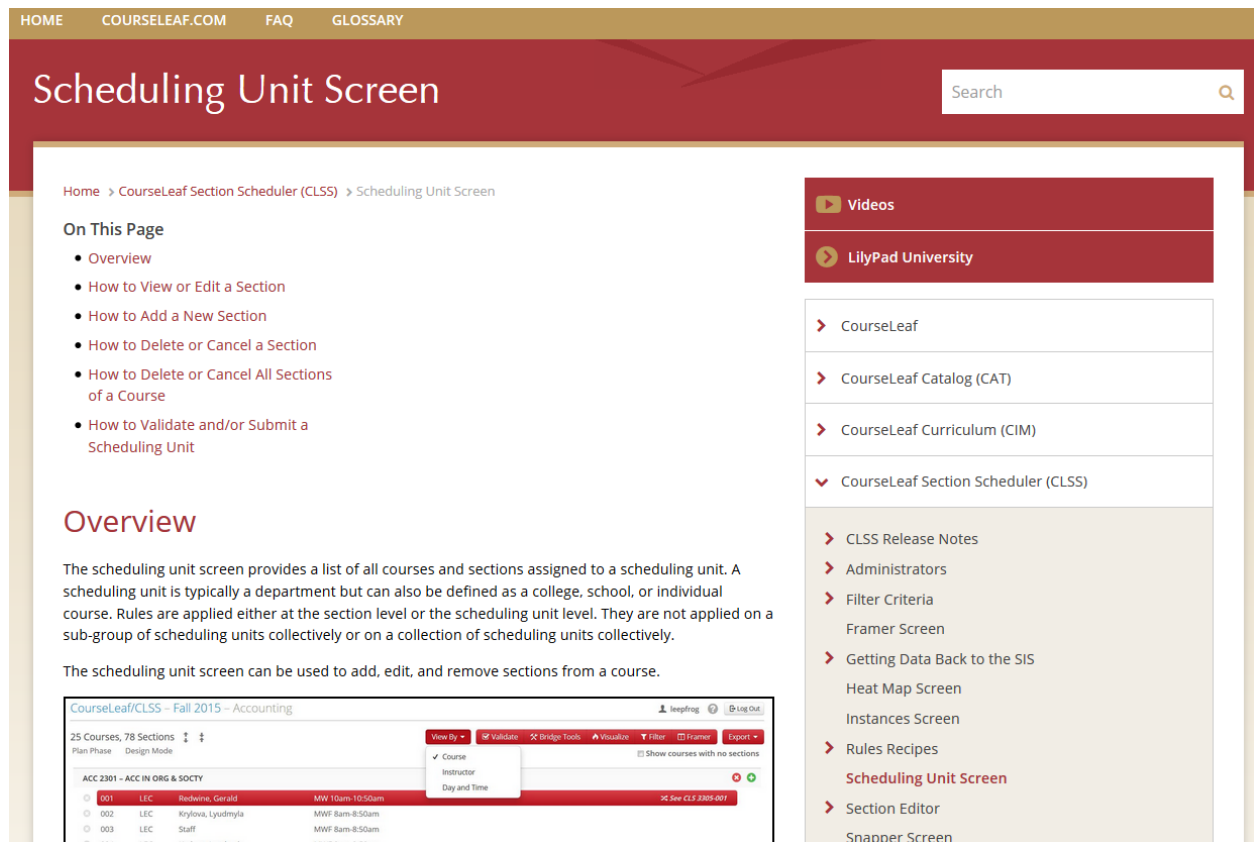
6 Glossary

- **Child** section – a section added to an existing “parent” section becomes the child and inherits the meeting pattern, e-caps, instructor on record; appears as “See” section on combined sections. *i.e. See HNRS 145-70*
- **CLSS** – CourseLeaf Section Scheduler – Plan, edit, validate and publish class schedule.
- **Course Code** – the subject code and number that uniquely identifies a course.
- **Cross-referenced/Cross-Listed Course** – are shared by two or more scheduling units; have identical course elements (number, title, description, units, mode of instruction, prerequisites) except the course prefix which reflects the academic department or program.
- **Design Mode** – all changes to the schedule are held for a scheduling unit and validated at one time by clicking the Validate button.
- **Framer** – a view of sections by Instance. Historical data can be viewed in three formats.
- **Hard Refresh** – Performing a hard refresh completely clears your web browser cache and loads the web page from the server. Windows: CTRL + F5 Apple/MAC: COMMAND + R
- **Heat Map** – a visual representation of the number of sections in a scheduled week.
- **Instance** – the term being scheduled. An Instance can have multiple sessions (i.e. 5W1, 5W2, 8W and 10W/regular).
- **Modes** – How CLSS processes requests.
- **Parent** section – changes to pattern, e-caps, and instructor on record; appears as “Also” section on combined sections. *i.e. Also HNRS 145-70*
- **Phases** – periods of time where changes are based on security (Plan, Proof, Print, Archive).
- **Prime Time** – distribution of lecture, seminar and discussion sections between 9am-3pm
- **Refine Mode** – changes to sections are validated and sent through workflow when each section is saved.
- **Rules** – are used by CLSS to determine whether sections or scheduling units meet certain criteria set by the Office of the Registrar.
- **Scheduling Unit** – group of courses that are scheduled together by the same department.
- **Section** – a section is the most granular scheduling item; a particular course at a specific meeting pattern and instructor.
- **SIS** – Student Information System.
- **Snapper** – shows the section being scheduled and related sections. The Snapper will attempt to “snap” the section into a pre-defined, standard meeting pattern. Default view is all sections of the same course but other courses of interest can be added.
- **Workflow** – a standardized sequence of steps that may follow for approval.

7 Resources

- Resources/Bibliography:

CLSS LilyPad University offers step by step instructions with video tutorials. Click on  in the upper right hand corner.



The screenshot displays the 'Scheduling Unit Screen' in the CourseLeaf CLSS system. The top navigation bar includes links for HOME, COURSELEAF.COM, FAQ, and GLOSSARY. A search bar is located in the top right corner. The main heading is 'Scheduling Unit Screen'. Below this, a breadcrumb trail shows the path: Home > CourseLeaf Section Scheduler (CLSS) > Scheduling Unit Screen.

On This Page

- Overview
- How to View or Edit a Section
- How to Add a New Section
- How to Delete or Cancel a Section
- How to Delete or Cancel All Sections of a Course
- How to Validate and/or Submit a Scheduling Unit

Overview

The scheduling unit screen provides a list of all courses and sections assigned to a scheduling unit. A scheduling unit is typically a department but can also be defined as a college, school, or individual course. Rules are applied either at the section level or the scheduling unit level. They are not applied on a sub-group of scheduling units collectively or on a collection of scheduling units collectively.

The scheduling unit screen can be used to add, edit, and remove sections from a course.

The main content area shows a table of sections for 'ACC 2301 - ACC IN ORG & SOCIETY'. The table has columns for Section ID, LEC, Instructor, and Day/Time. A dropdown menu is open for the first section, showing options for 'View By' (Course, Instructor, Day and Time), 'Validate', 'Bridge Tools', 'Visualize', 'Filter', 'Printer', and 'Export'. A 'Show courses with no sections' checkbox is also visible.

Videos

- LilyPad University
- CourseLeaf
- CourseLeaf Catalog (CAT)
- CourseLeaf Curriculum (CIM)
- CourseLeaf Section Scheduler (CLSS)
 - CLSS Release Notes
 - Administrators
 - Filter Criteria
 - Framer Screen
 - Getting Data Back to the SIS
 - Heat Map Screen
 - Instances Screen
 - Rules Recipes
 - Scheduling Unit Screen**
 - Section Editor
 - Snapper Screen

~ End BPG ~