

CLSS Training Guide

CourseLeaf Section Scheduler (CLSS) Business Process Guide

Cal Poly State University
San Luis Obispo, CA 93407

Action Taken

Date	Who	Action	Pages
9/3/2020	Vicky Myers	Document Created	All
10/5/2020	Vicky Myers	Framer & Visualize added	All

Table of Contents

1	Overview	4
2	Getting Started.....	5
3	Creating Your Schedule.....	10
4	Validate	28
5	Approved Meeting Patterns.....	31
6	Framer.....	32
7	Heat Map / Visualize	35
8	Glossary.....	38
9	Resources	39

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	2019-20 Academic Year
Summer Quarter 2017	Summer Quarter 2019
Fall Quarter 2017	Fall Quarter 2019
Winter Quarter 2018	Winter Quarter 2020
Spring Quarter 2018	Spring Quarter 2020
2018-19 Academic Year	2020-21 Academic Year
Summer Quarter 2018	(Term Complete)
Fall Quarter 2018	Summer Quarter 2020
Winter Quarter 2019	
Spring Quarter 2019	

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 admin2 Log Out

69 Scheduling Units Visualize Filter Search

1,866 Courses 7,714 Sections

- 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 courses and sections assigned to a scheduling unit, or department, and used to add, edit or 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 ✓ Course
 Instructor
 Day and Time

[Validate](#) [Bridge Tools](#) [Visualize](#) [Filter](#) [Framer](#) [Export](#)

☐ 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 ()	T 8:10am-11am
03	LAB	Prakash, Deeksha ()	T 12:10pm-3pm
04	LAB	King, Jacob-Michael ()	T 3:10pm-6pm
05	LAB	Diamantopoulos, Stavros ()	R 8:10am-11am
06	LAB	Prakash, Deeksha ()	R 12:10pm-3pm
07	LAB	Ochoa, Andrew ()	R 3:10pm-6pm

AERO 200 – Special Problems for Undergraduates			
01	IND	Marshall, David ()	Does Not Meet
02	IND	Abercromby, Kira ()	Does Not Meet

- **“View By” default value is “Course”**

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

- Select “Expand All” arrows to view all sections

CourseLeaf/CLSS – Fall Quarter 2020 – English

66 Courses, 188 Sections



Plan Phase Refine Mode

Expand All

- 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)

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

ENGL 132 – Writing and Rhetoric Stretch (Part II)

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

ENGL 133 – Writing and Rhetoric for Multilingual Students

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

ENGL 134 – Writing and Rhetoric

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

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 and Editing

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

Double click on course to view/edit

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

01 LEC Gardner, Tyler ([REDACTED]) +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

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
	99	

Notes
None Assigned

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

Notes

None Assigned

Maximum	Wait Cap	Rm Cap Request
24	99	24

Click on “*Does Not Meet*” and again 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
Add

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

The screenshot shows a scheduling window titled "Scheduling – ENGL 131: Writing and Rhetoric Stretch (Part I)". The interface includes tabs for "Days" and "Patterns". The "Patterns" tab is active, showing two options: "ENGL 131-02 LEC" (highlighted in green) and "LEC 01" (highlighted in pink). The main area displays a calendar grid for Monday through Friday. The time slots range from 8am to 3pm. On Monday and Friday, the 10am-12pm slot is highlighted in green and labeled "A. ENGL 131-02 LEC 10:10 – 12p". The 1pm-2pm slot is highlighted in pink and labeled "ENGL 131-01 LEC".

The screenshot shows the same scheduling window. The "Patterns" tab is active, with "ENGL 131-02 LEC" (green) and "LEC 01" (pink) visible. The main area displays a calendar grid for Monday through Friday. The time slots range from 8am to 8pm. On Tuesday and Thursday, the 4:10p-6p slot is highlighted in green and labeled "A. ENGL 131-02 LEC 4:10p – 6p". The 1pm-2pm slot is highlighted in pink and labeled "ENGL 131-01 LEC". At the bottom of the window, there are buttons for "Meetings", "Cancel", and "Accept".

Choose the desired meeting pattern 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 *None Selected*

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

Instructor 
Staff

Room
No Room Assigned

Schedule
TR 4:10pm-6pm

Enrollment 0 current
Maximum: 24 Wait Cap: 99 Rm Cap Request: 24

Notes *None Assigned*

Comments

Bridge Tools Cancel Save Section

Use Search to type in name or scroll list

Instructors

Instructor % Responsible

TR 4:10pm-6pm

★ Staff 100 %

Staff

Starkey, Glen

Stegner, Paul

Cancel Accept

Select Plus Icon to add additional instructors

Instructors
? ✕

Instructor	% Responsible
TR 4:10pm-6pm +	
★ Starkey, Glen [REDACTED] ▼	<input style="width: 50px;" type="text" value="50"/> % ✕
☆ Stegner, Nicole [REDACTED] ▼	<input style="width: 50px;" type="text" value="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

<div style="margin-bottom: 5px;">Title/Topic Writing and Rhetoric Stretch (Part I) (Def4) ▼</div> <div style="margin-bottom: 5px;">Section # 02</div> <div style="margin-bottom: 5px;">Units 4</div> <div style="margin-bottom: 5px;">Status Active ▼</div> <div style="margin-bottom: 5px;">Consent No Special Consent Required ▼</div> <div style="margin-bottom: 5px;">Grade Mode Credit / No Credit ▼</div> <div style="margin-bottom: 5px;">Link To Not linked to other sections ▼</div>	<div style="margin-bottom: 5px;">Session Regular Academic Session (9/14/20 to 11) ▼</div> <div style="margin-bottom: 5px;">Campus Main Cal Poly Campus (Cal Poly-San Luis) ▼</div> <div style="margin-bottom: 5px;">Inst. Method In Person ▼</div> <div style="margin-bottom: 5px;">Schedule Print Yes ▼</div> <div style="margin-bottom: 5px;">Component Lecture ▼</div> <div style="margin-bottom: 5px;">Final Exam (No Option Selected) ▼</div> <div style="margin-bottom: 5px;">Combined With Select section... ▼</div>
---	---

Section Attributes

None Selected

Course Attributes

Course Level: Lower Division
 State Support: State Support

Instructor

Starkey, Glen [REDACTED]
 Stegner, Nicole [REDACTED]

Room

No Room Assigned ▼

Schedule

📅 TR 4:10pm-6pm ✕

Enrollment

0 current

Maximum 24	Wait Cap 99	Rm Cap Request 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.

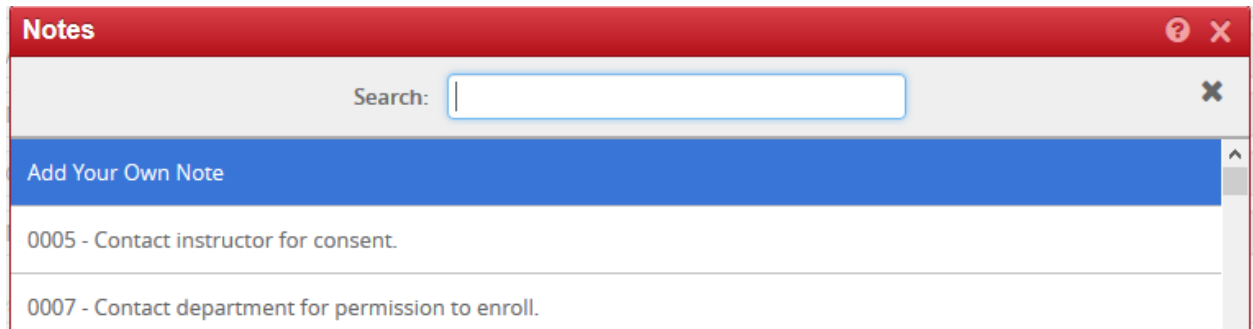
0007 - Contact department for permission to enroll.

0013 - Contact instructor by email for consent.

0015 - Freshmen and Sophomores only.

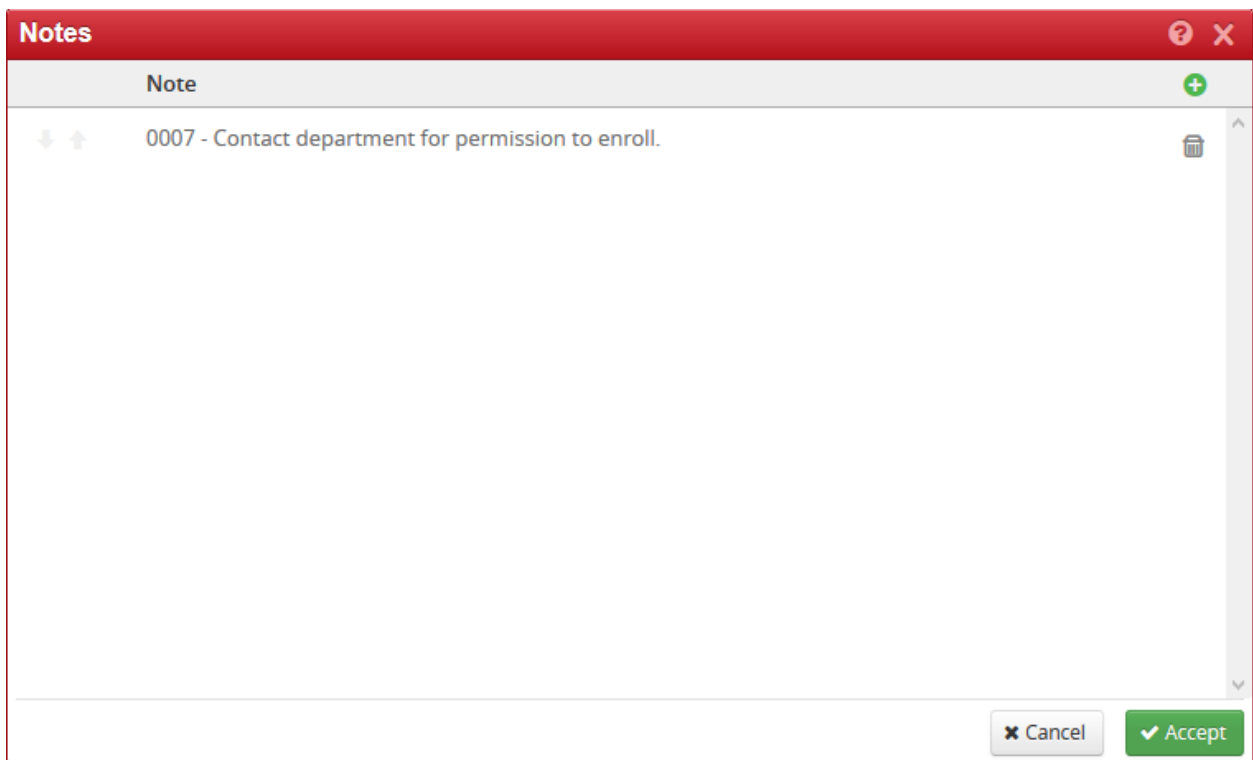
0016 - Sophomore-level not for freshman.

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 an empty input field. Below the search bar is a list of notes. The first note, "Add Your Own Note", is highlighted in blue. Below it are two other notes: "0005 - Contact instructor for consent." and "0007 - Contact department for permission to enroll.".

Click on “Accept” to SAVE



The screenshot shows the same "Notes" window. The "Add Your Own Note" option is no longer highlighted. The note "0007 - Contact department for permission to enroll." is now the only note in the list. 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 for on-going use.**

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 11/15/20)

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 *None Selected*

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

Instructor
Starkey, Glen
Stegner, Nicole

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 Renaissan
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 to the left of the 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
				

- **View of a cross-listed course**

HNRS 101 – Public Speaking					<div><div></div><div>⌕ See COMS 101-70</div><div>⌕ See COMS 101-71</div><div>⌕ See COMS 101-72</div><div>⌕ See COMS 101-73</div></div>
70	LEC	Davis, Sherree		TR 9:10am-11am	
71	LEC	Davis, Sherree		TR 12:10pm-2pm	
72	LEC	Frisco, Patrick		MW 10:10am-12pm	
73	LEC	Frisco, Patrick		MW 10:10am-12pm	
HNRS 142 – Calculus II					<div><div></div><div>⌕ Also MATH 142-70</div><div>⌕ Also MATH 142-71</div></div>
70	LEC	Retsek, Dylan		MTRF 9:10am-10am	
71	LEC	Retsek, Dylan		MTRF 10:10am-11am	

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

Edit Section – HNRS 143-70: Calculus III (Class No.: 3985; CLSS ID: 3712)

Section Information

Title/Topic	Calculus III (Default Value)	Session	Regular Academic Session (9/14/20 to 11/11/20)
Section #	70	Campus	Main Cal Poly Campus (Cal Poly-San Luis Obispo)
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 143-70

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

Room

Virtual Class (0)

Schedule

MTRF 9:10am-10am

Enrollment

2 current

Combined Enrollment

Maximum	Wait Cap	Rm Cap Request	Maximum	Wait Cap	Rm Cap Request
10	99	35	35	99	35



- Primary, or parent section, cannot be deleted from the child section
- The section added to the schedule first is the primary section
- Click on MATH 143-71 to view combined section


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




Edit Section – MATH 143-70: Calculus III (Class No.: 1706; CLSS ID: 3710)

HNRS 143-70 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 #	70	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 143-70  

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	v	GE Area B: 2020-21 or later catalog: GE Area B4

Instructor		Room	Schedule
Brussel, Eric (Virtual Class (0)	 MTRF 9:10am-10am 

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

- **MATH 143-71 is cross-listed with HNRS 143-71**
- **“Also” or child section, can be deleted from the parent**
- **Click on HNRS 143-71 to view combined section**
- **The section combined to an existing section, is the child**

- 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

Section Information

Title/Topic: Instrumental Analysis (Default Value) Session: Regular Academic Session (9/14/20 to 11/1/20)

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

Enrollment 0 current

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

Notes
None Assigned

Comments

Bridge Tools Cancel Save Section

- Section # - will auto-populate in chronological order
- Component – defaults to primary component
- Enrollment – enter Maximum and Rm Cap Request
- Instructor – enter instructor on record or select staff
- Schedule – select **Does Not Meet** to add a day/time
- 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 – No or Yes to publish to Schedule of Classes

- **Snapper – use pre-defined “Patterns” or “User Defined”**
 - If User Defined - type in meeting pattern i.e. MWF 11:10am-12pm, select “Add”
 - Reminder to use 10 or 40 mins after the hour in keeping with Cal Poly time
 - Be sure to use AM or PM or the system will default to AM
 - Military time can be used i.e. MW 1410-1600

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

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)

Section Information

Title/TopicInstrumental Analysis (Default Value)

SessionRegular Academic Session (9/14/20 to 11

Section #04

CampusMain Cal Poly Campus (Cal Poly-San Luis

Units5

Inst. MethodIn Person

StatusActive

Schedule PrintYes

ConsentNo Special Consent Required

ComponentLecture

Grade ModeStudent Option

Final Exam(No Option Selected)

Link ToNot linked to other sections

Combined WithSelect section...

Section Attributes

None Selected

Course Attributes

Course Level: Upper Division

State Support: State Support

Instructor

Staff

Room

University Lecture Room

Room Attributes

None Selected

Schedule

MWF 11:10am-12pm

Enrollment

0 current

Maximum48

Wait Cap99

Rm Cap Request48

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: Lecture

Combined With: Select section...

Section Attributes

None Selected

Instructor: Staff

Room: No Room Assigned

Enrollment

Maximum:

Wait Cap: 99

Rm Cap Request:

0 current

Course Attributes

Course Level: Upper Division

State Support: State Support

Schedule

Does Not Meet

Notes

None Assigned

Comments

Bridge Tools

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

- Meeting pattern is changed by clicking on “*Does Not Meet*”
 - Active section is highlighted in green
 - Select “Patterns” for standard meeting patterns or User Defined to add a day/time
 - 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
 CHEM 439-03 LAB
 A. CHEM 439-05 LEC 3:10p - 6p

Meetings Cancel Accept

- “Link To” related component by selecting desired lecture or Any enrollment section

Link To

n Attribute

Selected

- CHEM 439-04 would be one to one relationship between lecture/lab
- Any enrollment section (lecture) would be “9999”

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

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

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”

- View of related components

One to one lecture/lab relationships are shown with a related line

CHEM 439 – Instrumental Analysis

✕	01	LEC	Staff
✕	02	LAB	Staff
✕	03	LAB	Staff

Link to *any* enrollment section, or “9999” does not have a related line between the lecture/act



> ERSC 144 – Introduction

✕	01	LEC
✕	02	ACT
✕	03	ACT
✕	04	ACT

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 -05

Enrollment

Maximum 48	Wait Cap 99	Rm Cap Request 24
---------------	----------------	----------------------



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

Enrollment

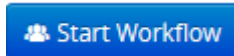
Maximum 24	Wait Cap 99	Rm Cap Request 24
---------------	----------------	----------------------

- Enrollment/Room Caps are amended accordingly - 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](#) 

- **“Validate” can be selected more than once to determine if errors, warnings or workflow messages might require action prior to generating workflow. Caution: do not “Start Workflow” until ready to submit schedule**
- **Warnings and Workflow validation messages will allow the scheduler to proceed with selecting “Start Workflow”**



- **Once the scheduler starts workflow in Design Mode, the system will automatically turn to Refine Mode**
- **Changes in Refine Mode are real time to PSoft unless workflow has been generated that requires approval from the Office of the Registrar**

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 Framer

- The Framer provides a view of sections by Instance. Historical data can be viewed in the Framer based on information provided by PSoft.

CourseLeaf/CLSS – Fall Quarter 2020 – English

admin2 ?

48 Courses, 165 Sections
Plan Phase Design Mode

View By Validate Bridge Tools Visualize Filter Framer Export

☐ Show courses with no sections

View By Validate Bridge Tools Visualize Filter Framer Export

☐ Show courses with no sections

CourseLeaf/CLSS – Schedule Framer

admin2 ?

				View Filter Export
				Summary Standard Detail Customize...
ENGL 131 Writing and Rhetoric Stretch (Part I)		1 LEC (20)		
ENGL 133 Writing and Rhetoric for Multilingual Students		4 LEC (88)	1 LEC (21)	
ENGL 134 Writing and Rhetoric		50 LEC (968)	24 LEC (528)	
ENGL 135 Writing and Rhetoric Tutorial		2 ACT (200)	1 ACT (100)	
ENGL 145 Reasoning, Argumentation, and Writing	7 LEC (175)	20 LEC (575)	23 LEC (550)	
ENGL 148 Reasoning, Argumentation and Professional Writing			3 LEC (75)	
ENGL 149 Technical Writing for Engineers	2 LEC (50)	13 LEC (350)	19 LEC (450)	
ENGL 150	2 ACT (50)	1 ACT (50)	1 ACT (50)	

- Summary view gives a snapshot of each section with the number of sections offered, student count (as reported in PSoft) and delivery method information.

				View Filter Export
<	Spring Quarter 2020	Summer Quarter 2020	Fall Quarter 2020	>

Use the arrows to navigate through Instances

- Standard view provides summarized information and instructor name

CourseLeaf/CLSS - Schedule Framer

admin2

View Filter Export

Summary
Standard
Detail
Customize...

	Summer Quarter 2020	Fall Quarter 2020
ENGL 131 Writing and Rhetoric Stretch (Part I)		01 - LEC: Gardner, Tyler
ENGL 133 Writing and Rhetoric for Multilingual Students		01 - LEC: Peters, Jason () 02 - LEC: Peters, Jason () 03 - LEC: Ferree, Scott (I) 04 - LEC: Ferree, Scott (I)
ENGL 134 Writing and Rhetoric		01 - LEC: Bates, Jennifer 02 - LEC: Ashley, Jennife 03 - LEC: Brogno, Court (22) 04 - LEC: Brogno, Court (22) 05 - LEC: Bartel, Jonathn 06 - LEC: St John, Leslie

- Detail view provides the standard information and the day/time

CourseLeaf/CLSS - Schedule Framer

admin2

View Filter Export

Summary
Standard
Detail
Customize...

	Summer Quarter 2020	Fall Quarter 2020
ENGL 131 Writing and Rhetoric Stretch (Part I)		01 - LEC: Gardner, Tyler MTWR 1:10pm-2pm
ENGL 133 Writing and Rhetoric for Multilingual Students		01 - LEC: Peters, Jason () MW 10:10am-12pm 02 - LEC: Peters, Jason () MW 12:10pm-2pm 03 - LEC: Ferree, Scott (I) Does Not Meet 04 - LEC: Ferree, Scott (I) Does Not Meet
ENGL 134 Writing and Rhetoric		01 - LEC: Bates, Jennifer Does Not Meet 02 - LEC: Ashley, Jennife MW 12:10pm-2pm 03 - LEC: Brogno, Court (22) Does Not Meet 04 - LEC: Brogno, Court (22)

- Customize view will allow to choose the instances and the number of columns to view

Customize View

Instances

☒ Spring Quarter 2021 ☐ Fall Quarter 2020

☐ Summer Quarter 2020 ☒ Spring Quarter 2020

☐ Winter Quarter 2019

Columns

2 Columns

Close **Accept**

Instances selected = Spring Quarter 2020 & Spring Quarter 2021

Columns = 2

Select Accept



CourseLeaf/CLSS – Schedule Framer

admin2 ?

View **Filter** **Export**

	Spring Quarter 2020	Spring Quarter 2021
ENGL 131 Writing and Rhetoric Stretch (Part I)		
ENGL 133 Writing and Rhetoric for Multilingual Students	01 – LEC: Peters, Jason (I) Does Not Meet	01 – LEC: Peters, Jasi MTWR 9:10am-10am
ENGL 134 Writing and Rhetoric	01 – LEC: Garcia, Isabell Does Not Meet 02 – LEC: St. John, Leslie TR 2:10pm-4pm 03 – LEC: Nichols, Caleb Does Not Meet 04 – LEC: Moretti, Alicia I TR 7:10am-9am 05 – LEC: St. John, Leslie TR 4:10pm-6pm 06 – LEC: Moretti, Alicia I	01 – LEC: Garcia, Isai MTRF 8:10am-9am 02 – LEC: St. John, Le TR 2:10pm-4pm 03 – LEC: Nichols, Ca Does Not Meet 04 – LEC: Moretti, Ali TR 7:10am-9am 05 – LEC: St. John, Le TR 4:10pm-6pm 06 – LEC: Moretti, Ali

- Selecting an instructor from the “Standard” or “Detail” view will open a new window with historical data specific to that instructor

7 Heat Map / Visualize

- Heat maps provide a visual representation of the number of sections in a scheduled week.

CourseLeaf/CLSS – Fall Quarter 2020 – English

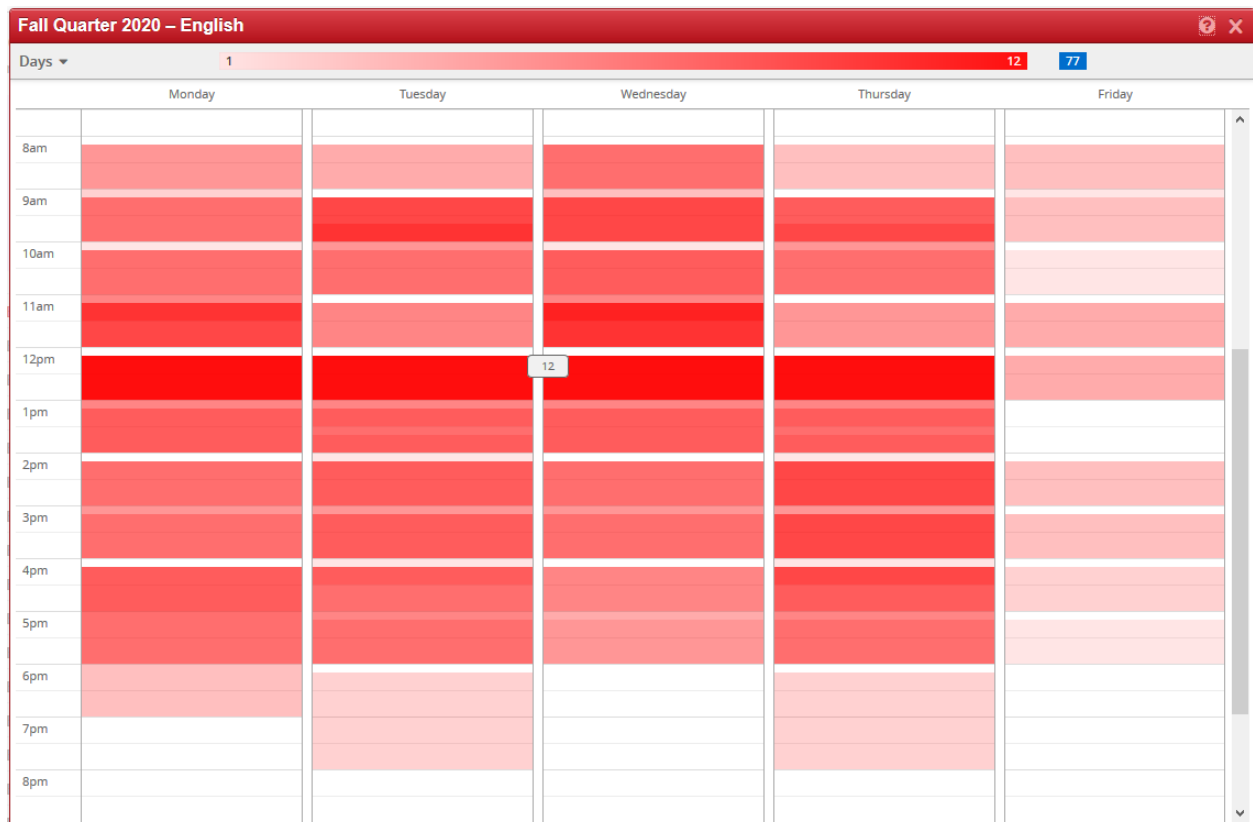
admin2

48 Courses, 165 Sections
Plan Phase Design Mode

View By Validate Bridge Tools Visualize Filter Framer Export
☐ Show courses with no sections

Hello Cal Poly SLO CLSS Team, welcome to your CLSS site! For more information on how to use command statements to emphasize text, navigate to this site: <https://github.com/adam-p/markdown-here/wiki/Markdown-Cheatsheet>

View By Validate Bridge Tools Visualize Filter Framer Export
☐ Show courses with no sections



- Hovering over a particular shade of red on the heat map will reveal the number of offerings for that time. “Visualize” maps out the intensity of when course offerings are scheduled the heaviest.



- The shaded bar displays a visual on the sections. The far left number (1) indicates the least amount of sections in a scheduled time frame and the far right number (12) shows the number of sections during the busiest time.
- The small blue number (77) indicates sections that Do Not Meet (TBA)
- Clicking on the heat map will reveal detailed descriptions of offerings

Fall Quarter 2020 - English

Days ▾ 1 12 77

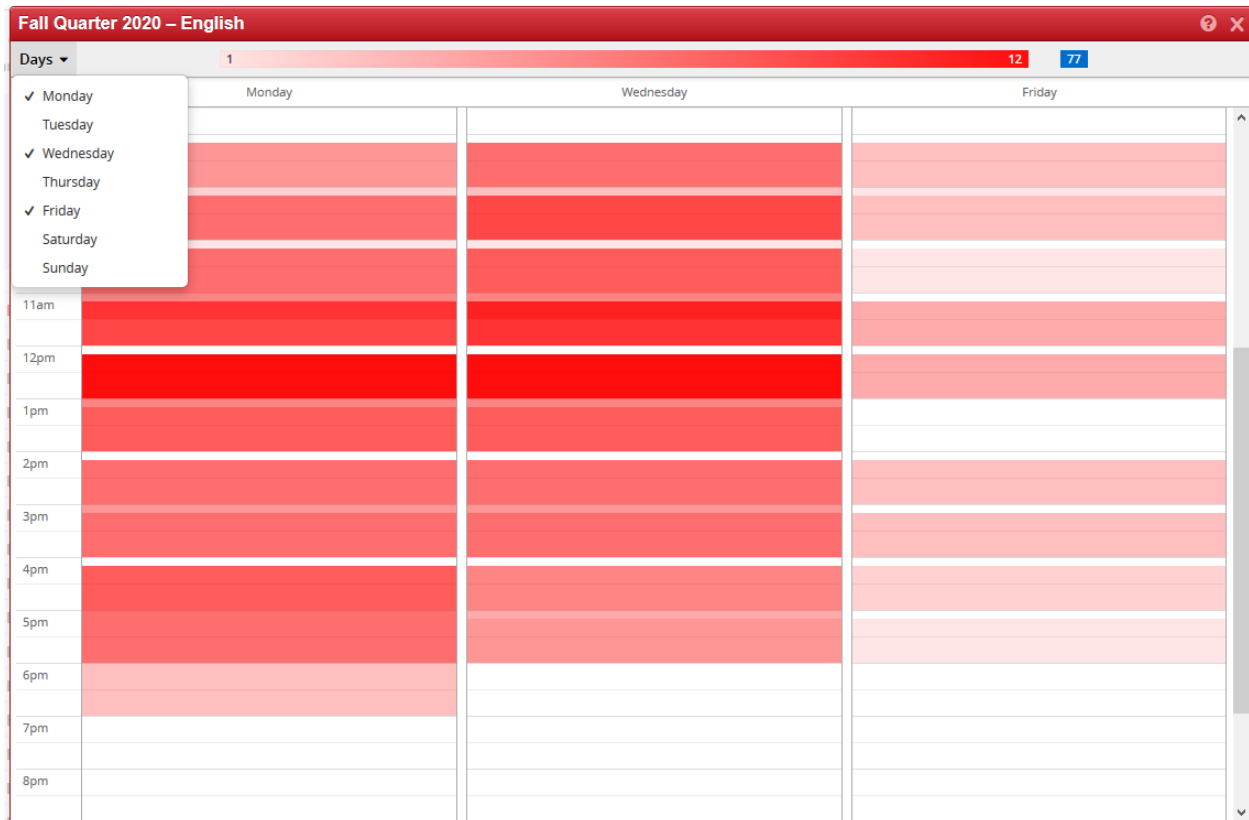
Monday Tuesday Wednesday Thursday Friday

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
9am					
10am					
11am					
12pm					
1pm					
2pm					
3pm					
4pm					
5pm					

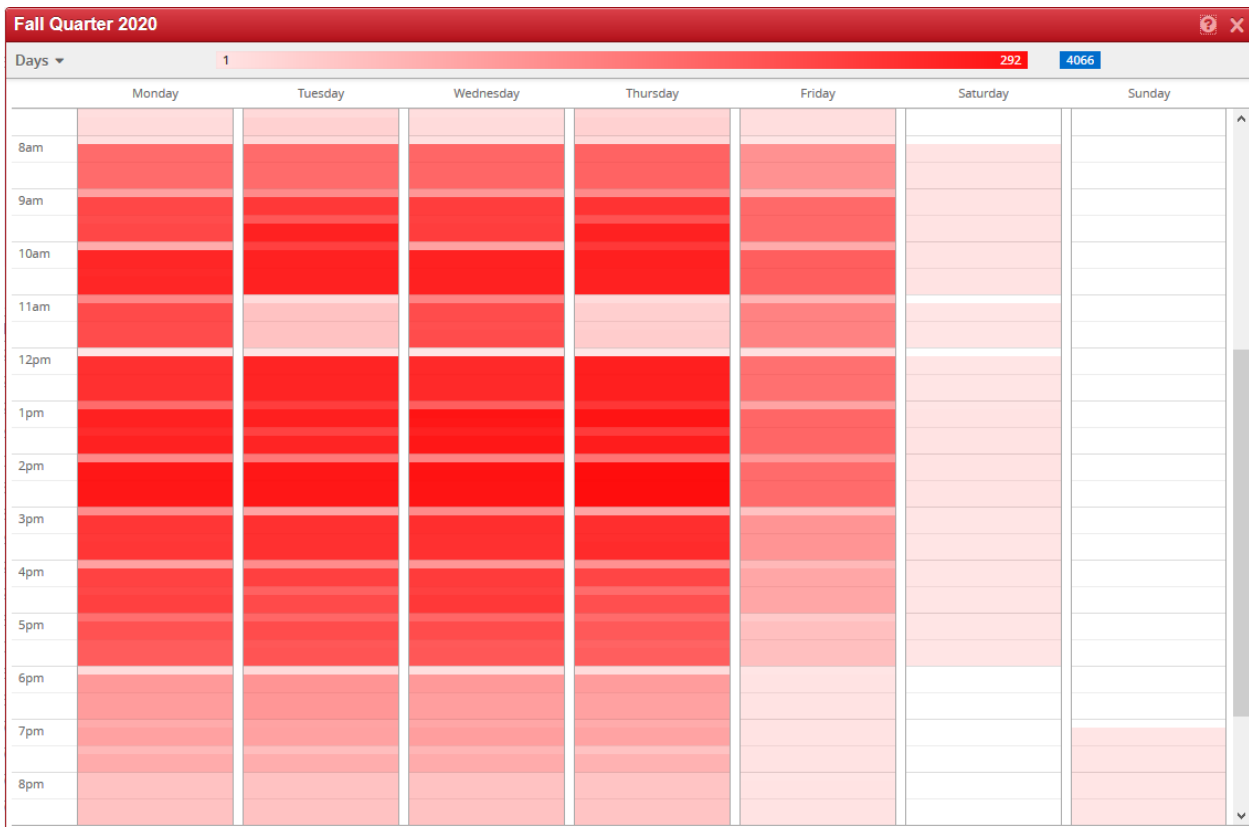
12 Sections At This Time

Section	Campus	Schedule
ENGL 133-02 LEC Writing and Rhet Peters, Jason (D)	MAIN@SLO	MW 12:10pm-2pm
ENGL 134-02 LE Writing and Rhet Ashley, Jennifer D	MAIN@SLO	MW 12:10pm-2pm
ENGL 134-18 LE Writing and Rhet Gossick, Jonathan	MAIN@SLO	MWRF 12:10pm-1pm
ENGL 134-26 LE Writing and Rhet Martin-Esson, En	MAIN@SLO	TWRF 12:10pm-1pm
ENGL 145-06 LE Reasoning, Argue Hennessey, Davi	MAIN@SLO	MTWR 12:10pm-1pm
ENGL 145-14 LE Reasoning, Argue Roberts, Mark (D)	MAIN@SLO	MTWR 12:10pm-1pm
ENGL 145-19 LE Reasoning, Argue Cuniet, Carol (DO)	MAIN@SLO	MTWF 12:10pm-1pm
ENGL 204-01 LE Sequence II: Soda Fitcherry, William	MAIN@SLO	MW 12:10pm-2pm
ENGL 253-04 LEC Introduction to Romanticism through Modernist Literature	MAIN@SLO	MTWR 12:10pm-1pm

- Heat Map can be viewed by selected days of the week



- Heat Map for *all* scheduling units Fall 2020



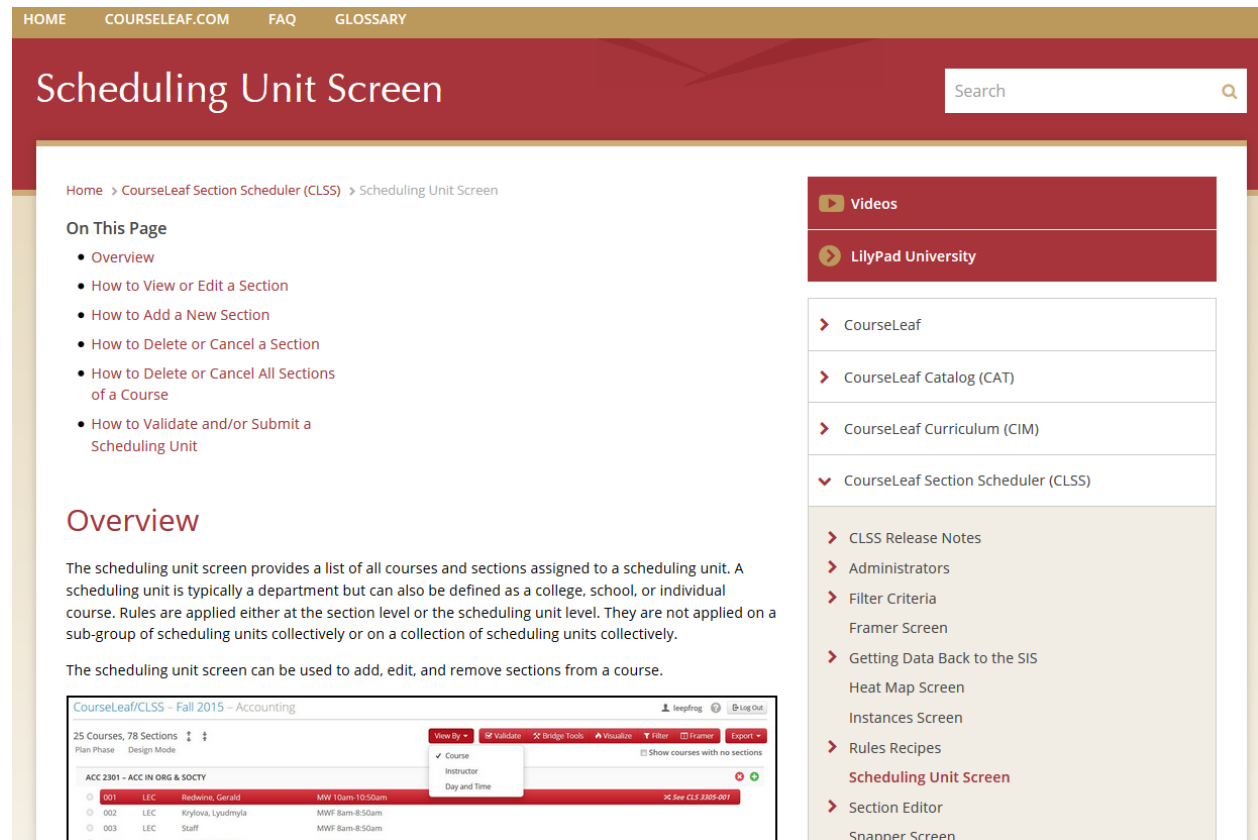
8 Glossary

- **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.

9 Resources

- **Resources/Bibliography:**

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



The screenshot shows the 'Scheduling Unit Screen' in the CourseLeaf system. The top navigation bar includes links for HOME, COURSELEAF.COM, FAQ, and GLOSSARY. The main header is 'Scheduling Unit Screen' with a search bar. Below the header, a breadcrumb trail reads: Home > CourseLeaf Section Scheduler (CLSS) > Scheduling Unit Screen. The 'On This Page' section lists several links: 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, and How to Validate and/or Submit a Scheduling Unit. The 'Overview' section explains that the screen provides a list of all courses and sections assigned to a scheduling unit, typically a department, but can also be defined as a college, school, or individual course. It notes that rules are applied at the section level or the scheduling unit level, but not on a sub-group of scheduling units collectively or on a collection of scheduling units collectively. It also states that the screen can be used to add, edit, and remove sections from a course. An inset image shows a sample of the scheduling unit screen for 'ACC 2301 - ACC IN ORG & SOCIETY' in Fall 2015, displaying a table of sections with columns for course ID, section ID, instructor, and time. The right sidebar contains a 'Videos' section with a link to 'LilyPad University' and a list of links for CourseLeaf, CourseLeaf Catalog (CAT), CourseLeaf Curriculum (CIM), and CourseLeaf Section Scheduler (CLSS). The CLSS section is expanded, showing links to CLSS Release Notes, Administrators, Filter Criteria, Framers Screen, Getting Data Back to the SIS, Heat Map Screen, Instances Screen, Rules Recipes, Scheduling Unit Screen (highlighted), Section Editor, and Snapper Screen.

- **Office of the Registrar website:** <https://registrar.calpoly.edu/academic-scheduling>
 - **FAQ's (Frequently Asked Questions)**

~ End BPG ~