Use Chrome, Safari, or Firefox to go to https://nextcatalog-admin.calpoly.edu/wen

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Leepfrog Technologies, Inc.
Overview

• Terminology

• Program Basics

• Knowing the Alerts
Terminology

• **Instance** – scheduling timeframe (term)

• **Scheduling Unit** – group of courses (department, subject)

• **Section** – scheduling item
Phases

- Manage your timelines in the system.
- Follow unique rules in different phases.
- Manage editing access by phase.
Modes

Design Mode – build the entire scheduling unit, submit it once.

Refine Mode – edit one section, submit each section.
Getting Started

1. Instance

2. Scheduling Unit

3. Course

4. Add/Edit

5. Save and See
Alerts to Know

**Error** – Can’t Save

**Warning** – Can Save, but Proceed with Caution

**Workflow** – Save for Approval
**Section Info**

### Edit Section – EE 329-01: Microcontroller-Based Systems Design (Class No.: 7374; CLSS ID: 1343)

#### Section Information

<table>
<thead>
<tr>
<th>Title/Topic</th>
<th>Microcontroller-Based Systems Design (D)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section #</td>
<td>01</td>
</tr>
<tr>
<td>Units</td>
<td>4</td>
</tr>
<tr>
<td>Status</td>
<td>Active</td>
</tr>
<tr>
<td>Consent</td>
<td>No Special Consent Required</td>
</tr>
<tr>
<td>Final Exam</td>
<td>(No Option Selected)</td>
</tr>
<tr>
<td>Combined With</td>
<td>Select section...</td>
</tr>
<tr>
<td>Session</td>
<td>Regular Academic Session (3/29/21 to 6/4)</td>
</tr>
<tr>
<td>Campus</td>
<td>Main Cal Poly Campus (Cal Poly-San Luis)</td>
</tr>
<tr>
<td>Inst. Method</td>
<td>Synchronous Mode</td>
</tr>
<tr>
<td>Schedule Print</td>
<td>Yes</td>
</tr>
<tr>
<td>Component</td>
<td>Lecture</td>
</tr>
<tr>
<td>Link To</td>
<td>Not linked to other sections</td>
</tr>
</tbody>
</table>

#### Section Attributes

- Course Level: Upper Division
- State Support: State Support

**Instructor**

Hummel, Paul (013805203)

**Room**

Virtual Class (0)

**Schedule**

- MWF 8:10am-9am

#### Course Attributes

- Course Level: Upper Division
- State Support: State Support

**Enrollment**

<table>
<thead>
<tr>
<th>Maximum</th>
<th>Wait Cap</th>
<th>Rm Cap Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>99</td>
<td>32</td>
</tr>
</tbody>
</table>

**Notes**

1. 1565 - Seats are reserved for Computer Engineering and Electrical Engineering majors during the registration rotations. Any remaining seats will be made available to all students on the first day of open enrollment.
Fields you can change:

- **Section #:** Follow numbering sequence
  - 70-range (combined sections)
  - 80-range (distance learning outside the current virtual model)

- **Status:** Leave *Active* but DELETE sections that are no longer needed.

- **Consent:** No change unless a permission number is required to enroll in course

- **Final Exam:** Request this from dept; choose an option.

- **Combined With:** If section is cross-listed at the catalog level it will have something.

- **Campus:** Change if course offered via DL or Intl programs

- **Notes:** Preset notes vs. Add your own note

- **Instr. Method:** Change based on course delivery

- **Schedule Print:** Based on visibility

- **Section Attributes:** Limited options but may include info if “fully online” or DL component
Section Info

Fields you can change:

- **Instructor**:  
  - Can add up to 8  
  - Must total 100%

- **Room**:  
  - If *Synchronous*, then “Virtual”

- **Enrollment**:  
  - Make sure Max is within Rm Cap Request

- **Comments**:  
  - Internal

- **Notes**:  
  - Info relevant for students
Blue star = person who is hardest to schedule / in the classroom most.

This may not necessarily be the Primary.
Blue star is stagnant, but you can change the order of instructors.
CLSS – Cross-Listing Examples

Edit Section box for VCS 4010, which is cross-listed with ARTHI 4060. Cross-listing must originate from “child”, which is saying ‘I give control of this course to’ vs. ‘I control this course’.

Parent = Lower number course + “Also” on field.

If there are multiple combinations, then must go to each child to add the parent!!
CLSS – Cross-Listing Examples

Parent = Lower number course _and_ "Also" on the line item.

If course codes are the same, then parent is generally whichever department the instructor reports to.

If there are multiple combinations, then must go to each child to add the parent!!

ACC 2361 – INTO TO MGRL ACC

ACC 2362 – INTO TO MGRL ACC

ACC 2361 is Parent.
Child's Edit Section box (ACC 2362) has purple strip.
CLSS – Schedule in Snapper

Clicking on “Schedule” in “Edit Section” box leads to Snapper

Meeting Pattern

📅 M 1pm-4pm ✗
CLSS – Snapper (Accept and Red Line)

Bold Red Line in Snapper indicates when prof with blue star is already teaching something else, so that instructor would not be available.
CLSS – Select Meeting Patterns

- MP - 4 Unit MW Studio
- MP - 4 Unit TR Studio
- User Defined
CLSS – Select Meeting Patterns cont’d

<table>
<thead>
<tr>
<th>Time</th>
<th>M-Th 12:30am-1:50am</th>
<th>M-Th 12:30am-1:50am</th>
</tr>
</thead>
<tbody>
<tr>
<td>12am</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1am</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2am</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Mouse hovered over pre-set times denoted by grey boxes with dotted lines.

<table>
<thead>
<tr>
<th>Time</th>
<th>A. BIO 1330-251 LEC 12:30p - 1:50p</th>
<th>A. BIO 1330-251 LEC 12:30p - 1:50p</th>
</tr>
</thead>
<tbody>
<tr>
<td>2pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4pm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Times confirmed in solid green box.

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Create custom meeting patterns

Can also use military time.
Otherwise, use “a” or “p” to define a.m. or p.m.
Example: 11a-1p
CLSS – Multiple Meetings

To add additional meeting times, select black “Meetings” icon in lower left of Snapper. This will reveal a line item of the first pattern.
Next, click on green plus sign just above the line item.

Then choose Room and Dates for the second meeting time.

Custom will prompt you to choose date ranges.

Then click “Accept”.

CLSS – Multiple Meetings cont’d
CLSS – Multiple Meetings cont’d

After clicking “Accept” then select the second line item.

This will then allow you to go into the Snapper, choose a MP or define a new meeting, and “snap” it into the grid *without losing your first meeting pattern.*

After clicking “x” to close the box, and clicking “Accept” in the Snapper, both meeting times will appear in the Edit Section box and be identified as ”Multiple Rooms”.
CLSS – Comparing Class Times

Indicates other courses on the Snapper.

You can also add courses in Snapper to see how that course cross-checks in with what’s already on there. DO NOT click “Permanent” as it will always compare courses.
CLSS – Schedule Framer

Framer can be viewed by Summary, Standard or Detail

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Spring 2016 (H)</th>
<th>Spring 2017 (H)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 2301</td>
<td>ACC IN ORG &amp; SOCTY</td>
<td>251 – LEC: Krylova, Lyudmyla (49)</td>
<td>251 – LEC: Hampshire, Alexandra (140)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>252 – LEC: Krylova, Lyudmyla (137)</td>
<td>277 – LEC: Wilhelm, Justin (140)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>253 – LEC: Krylova, Lyudmyla (88)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>277 – LEC: Wilhelm, Justin (141)</td>
<td></td>
</tr>
<tr>
<td>ACC 2361</td>
<td>INTRO TO FIN ACC</td>
<td>252 – LEC: Ponder, Elizabeth (57)</td>
<td>252 – LEC: Ponder, Elizabeth (55)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>253 – LEC: Ponder, Elizabeth (57)</td>
<td>253 – LEC: Ponder, Elizabeth (55)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>254 – LEC: Brown, Laurie (57)</td>
<td>254 – LEC: Brown, Laurie (55)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>255 – LEC: Proschko, Christopher (238)</td>
<td>255 – LEC: Proschko, Christopher (200)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>256 – LEC: Ponder, Elizabeth (57)</td>
<td>256 – LEC: Ponder, Elizabeth (55)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>257 – LEC: Proschko, Christopher (238)</td>
<td>257 – LEC: Proschko, Christopher (200)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Fall 2016 (H)</th>
<th>Fall 2017 (H)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2016 (H)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 LEC (264)</td>
<td>2 LEC (277)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 LEC (749)</td>
<td>8 LEC (716)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 LEC (469)</td>
<td>5 LEC (474)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 LEC (322)</td>
<td>7 LEC (306)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Filtering for level courses

*Example:* Filtering for 200-level EE courses.

1. Click in the scheduling unit.
2. Click on Filter icon
3. *Scheduling unit* field under *Section* will be automatically filled out.
4. Go to *Catalog Number* field under the *Course* section with the range: 200::299
5. Click “Apply”,
6. Result should show only 200 level courses.
Filtering for Day-Specific courses

Example:
Filtering for Thursday only courses.

1. Click on Filter icon
2. Go to Name field under the Meetings section. Type in R*
3. Click “Apply”
4. Result will show classes offered on Thursdays.
(screenshot shows a sample of results)
Filtering for LAB sections

1. Click on Filter icon
2. Go to Meeting Type Code field under the Meetings section. Type in LAB
3. Click “Apply”
4. Result will show all LAB sections. (screenshot shows sample of results)
Filtering for Gen Ed courses

Example:
Filtering for Gen Ed courses in 2019-20 catalog or earlier

1. Click on Filter icon
2. Attributes Code field under Section will be automatically filled out.
3. Go to Name field under the Meetings section. Type in R*
4. Click “Apply”

Example: Filtering for courses in 2020-21 catalog or later
Approved View - Design

Note: Validate and submit in Design mode.

CourseLeaf

Pages Pending Approval

<table>
<thead>
<tr>
<th>PAGE</th>
<th>USER</th>
</tr>
</thead>
<tbody>
<tr>
<td>/wen/201910/engl/1264: ENGL 1115-01 University Writing Lab</td>
<td>clmg-mwest</td>
</tr>
<tr>
<td>/wen/201910/engl/1272: ENGL 2207-01 Introduction to Poetry</td>
<td>clmg-mwest</td>
</tr>
<tr>
<td>/wen/201910/hst: Theological Studies</td>
<td>clmg-mwest</td>
</tr>
</tbody>
</table>

Page Info

Title: Theological Studies
Last Update: Aug 30, 2019 11:43am
Template: wen
Page Authors: THST DUS
Workflow:
College:
Department:

Page Review

Theological Studies – Spring 2019

Rules Triggered

- Did not follow Meeting Pattern Policy
  Please follow Meeting Pattern Policy.
  - Show noncompliant sections

- Room - Enrollment Cap Greater than Room Capacity
  Room - Enrollment Cap Greater than Room Capacity
  - Room - Enrollment Cap Greater than Room Capacity

- Scheduling Unit Submission
  Scheduling Unit Submission
  - All Sections Validation

In Workflow
1. THST Chair
2. LA Dean
3. Registrar
ENGL 1115-01 University Writing Lab

Rules Triggered
- Workflow: In 2nd Review Phase Only, changes to Instructional Method require approval from the Dean and Registrar.
- Workflow: Beginning in 2nd Review Phase, changes to the below fields require approval from Registrar
- Room - Enrollment Cap Greater than Room Capacity

Section Information
- Instance: 201910 – Spring 2019
- Course: ENGL 1115
- Title: 
- Campus: Westchester
- Inst. Method: Hybrid Classroom-Based Course
- Consent: (None Assigned)

Cross-list With:

Section Attributes

Course Attributes

Restrictions

Schedule

Prerequisites

Instructor
Watson, Mia, H. – Primary - 100%

Enrollment
0 current, 224 prior

Note: Only save in Refine mode.