

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



**LILYPAD**  
**UNIVERSITY**

Shuva Rahim, Trainer  
Leapfrog Technologies, Inc.

# Overview

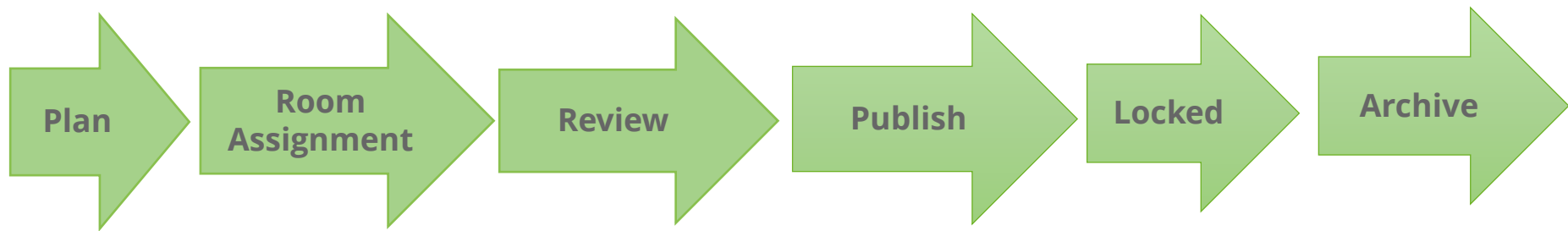
- Terminology
- Program Basics
- Knowing the Alerts

# 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)**
+ ? ✕

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### Section Information

<p><b>Title/Topic</b> <span style="border: 1px solid #ccc; padding: 2px;">Microcontroller-Based Systems Design (D</span></p> <p><b>Section #</b> <span style="border: 1px solid #ccc; padding: 2px;">01</span></p> <p><b>Units</b> <span style="border: 1px solid #ccc; padding: 2px;">4</span></p> <p><b>Status</b> <span style="border: 1px solid #ccc; padding: 2px;">Active</span></p> <p><b>Consent</b> <span style="border: 1px solid #ccc; padding: 2px;">No Special Consent Required</span></p> <p><b>Final Exam</b> <span style="border: 1px solid #ccc; padding: 2px;">(No Option Selected)</span></p> <p><b>Combined With</b> <span style="border: 1px solid #ccc; padding: 2px;">Select section...</span></p>	<p><b>Session</b> <span style="border: 1px solid #ccc; padding: 2px;">Regular Academic Session (3/29/21 to 6/4</span></p> <p><b>Campus</b> <span style="border: 1px solid #ccc; padding: 2px;">Main Cal Poly Campus (Cal Poly-San Luis</span></p> <p><b>Inst. Method</b> <span style="border: 1px solid #ccc; padding: 2px;">Synchronous Mode</span></p> <p><b>Schedule Print</b> <span style="border: 1px solid #ccc; padding: 2px;">Yes</span></p> <p><b>Component</b> <span style="border: 1px solid #ccc; padding: 2px;">Lecture</span></p> <p><b>Link To</b> <span style="border: 1px solid #ccc; padding: 2px;">Not linked to other sections</span></p>
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### Section Attributes

Course Level: Upper Division  
State Support: State Support

**Instructor** ✎  
Hummel, Paul (013805203)

**Room**  
Virtual Class (0)

### Course Attributes

Course Level: Upper Division  
State Support: State Support

**Schedule**  
📅 MWF 8:10am-9am ✕

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### Enrollment

**0 current**

Maximum	Wait Cap	Rm Cap Request
20	99	32

### Notes

- 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.

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### Comments

✕ Cancel
✓ Save Section



# Section Info

## 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

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

**Section Information**

Title/Topic: Microcontroller-Based Systems Design (D)  
Section #: 01  
Units: 4  
Status: Active  
Consent: No Special Consent Required  
Final Exam: (No Option Selected)  
Combined With: Select section...

**Session**: Regular Academic Session (3/29/21 to 6/4)  
**Campus**: Main Cal Poly Campus (Cal Poly-San Luis)  
**Inst. Method**: Synchronous Mode  
**Schedule Print**: Yes  
**Component**: Lecture  
**Link To**: Not linked to other sections

**Section Attributes**

Course Level: Upper Division  
State Support: State Support  
Instructor: Hummel, Paul (013805203)  
Room: Virtual Class (0)  
Enrollment: 0 current  
Maximum: 20  
Wait Cap: 99  
Rm Cap Request: 32

**Course Attributes**

Course Level: Upper Division  
State Support: State Support

**Schedule**

MWF 8:10am-9am

**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.

**Comments**

Cancel Save Section

## **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

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

**Section Information**

Title/Topic: Microcontroller-Based Systems Design (D) Session: Regular Academic Session (3/29/21 to 6/4)

Section #: 01 Campus: Main Cal Poly Campus (Cal Poly-San Luis)

Units: 4 Inst. Method: Synchronous Mode

Status: Active Schedule Print: Yes

Consent: No Special Consent Required Component: Lecture

Final Exam: (No Option Selected) Link To: Not linked to other sections

Combined With: Select section...

**Section Attributes**

Course Level: Upper Division  
State Support: State Support

Instructor: Hummel, Paul (013805203) Room: Virtual Class (0)

**Course Attributes**

Course Level: Upper Division  
State Support: State Support

**Schedule**

MWF 8:10am-9am

**Enrollment** 0 current

Maximum: 20 Wait Cap: 99 Rm Cap Request: 32

**Comments**

**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.

Cancel Save Section

# CLSS – Prof Info in Edit Section Box

Blue star = person who is hardest to schedule / in the classroom most.

Instructors	
Instructor	% Responsible
MWF 9:10am-10am	
★ Hummel, Paul (013805203)	50 %
☆ Stieber, Marcel (003096206)	50 %

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!!

Edit Section – VCS 4010-006: Topics in Visual and Critical Studies (SIS ID: 2300; CLSS ID: 744)

ARTH I 4060-002 controls the primary scheduling configuration for this combined section

Section Information

Title/TopicTop:Zoning In

SessionRegular Academic Session (1/23/20 to 5/

Section #006

CampusMain Campus (37 S Wabash - Sharp Bldg

Credit Hrs3

Inst. MethodIn Person

StatusActive

ConsentNo Special Consent Required

Combine WithARTH I 4060-002

InstructorCrawford, Romi (2070188)

RoomSpertus-707 (50)

Meeting PatternT 1pm-4pm

Enrollment

4 current

Maximum22

Wait Cap15

Combined Enrollment

Maximum22

Wait Cap15

NotesNone Assigned

Comments

Bridge Tools

Cancel

Save Section

# 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					
✕	259	LEC	Felan, Victor	W 10am-11:50am	⚡ Also ACC 2362-253
ACC 2362 – INTO TO MGRL ACC					
✕	253	LEC	Felan, Victor	W 10am-11:50am	⚡ See ACC 2361-259

6

D

Edit Section – ACC 2362-253: INTRO TO MGRL ACC (CRN: 30144)

ACC 2361-259 controls the primary scheduling configuration for this cross-listed section

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

**Scheduling – ARTHI 4060-001: Topics in VCS (SIS ID: 1098; CLSS ID: 792)**

Days Patterns ARTHI 4060-001 LEC LEC 002

Monday Tuesday Wednesday Thursday Friday

8am  
9am  
10am  
11am  
12pm  
1pm  
2pm  
3pm

A. ARTHI 4060-001 LEC 1p - 4p

ARTHI 4060-002 LEC

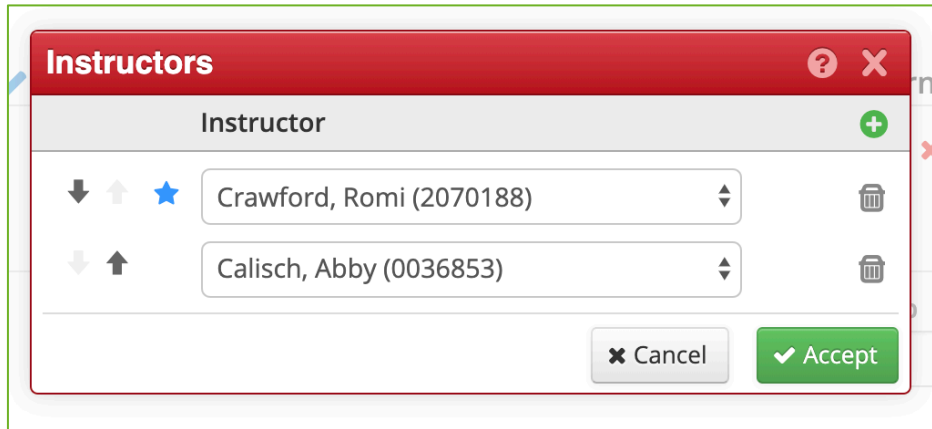
**Meeting Pattern**

📅 M 1pm-4pm ✖

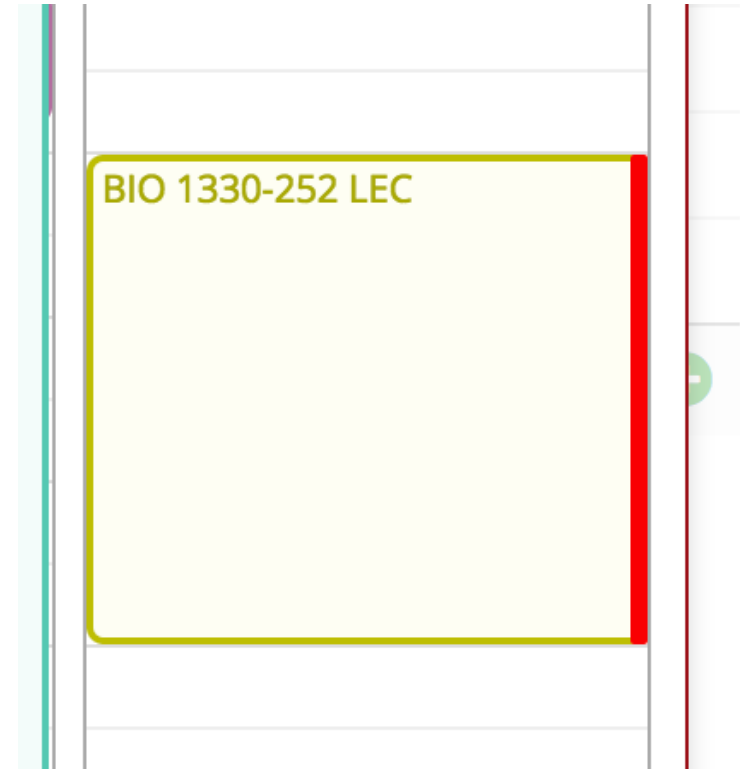
🕒 Meetings 📍 Rooms

✖ Cancel ✔ Accept

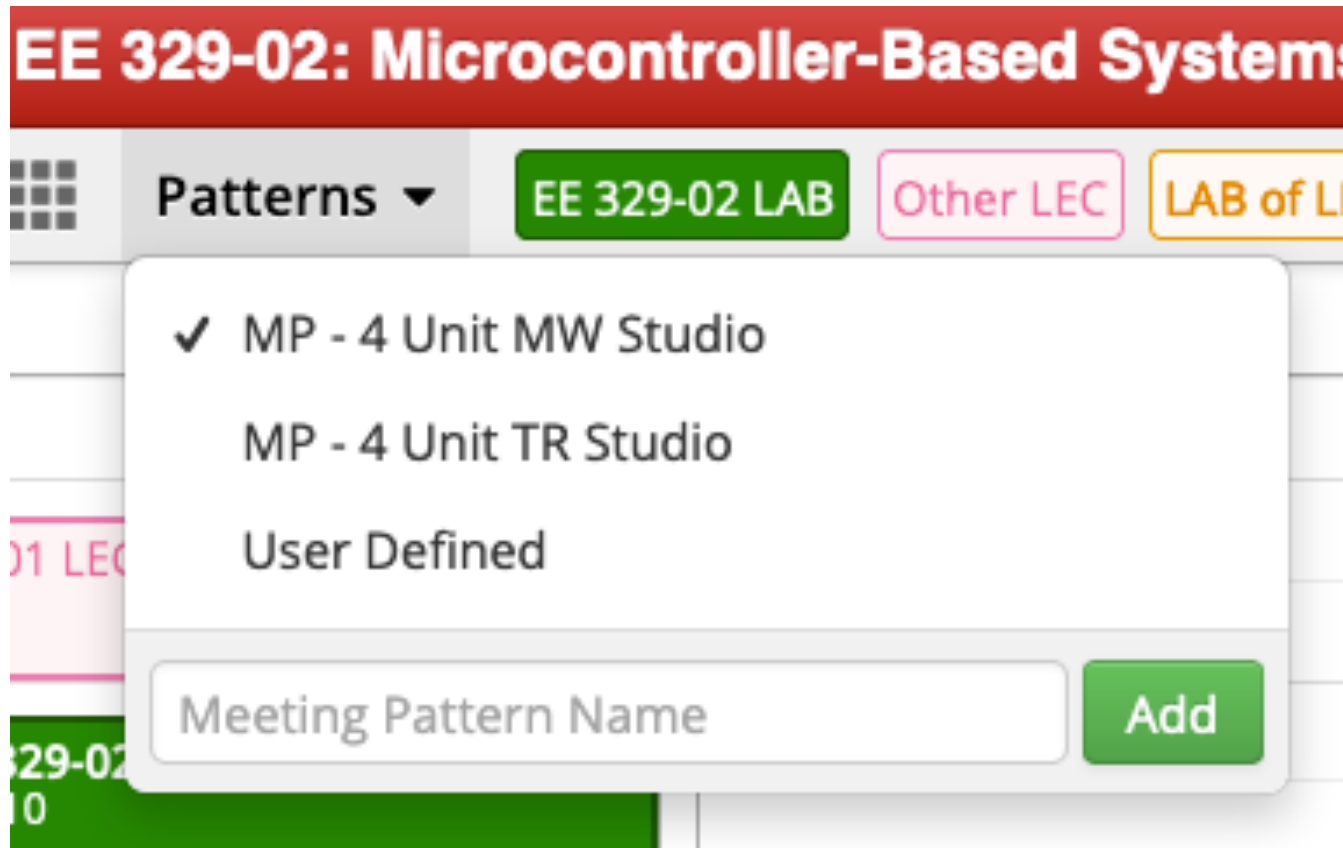
# CLSS – Snapper (Accept and Red Line)



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





# CLSS – Select Meeting Patterns cont'd

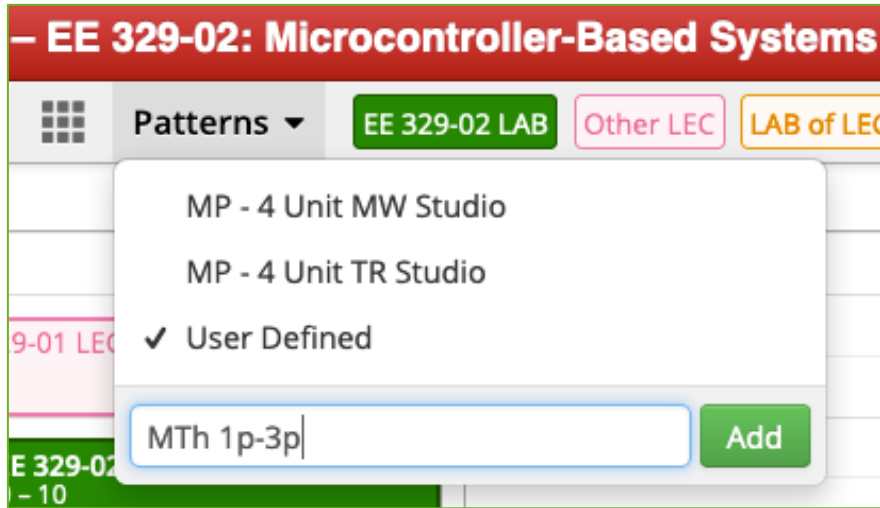
12am				
1am	A. B MTh 12:30am-1:50am 0:30 – 1:50			A. B MTh 12:30am-1:50am 0:30 – 1:50
2am				

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

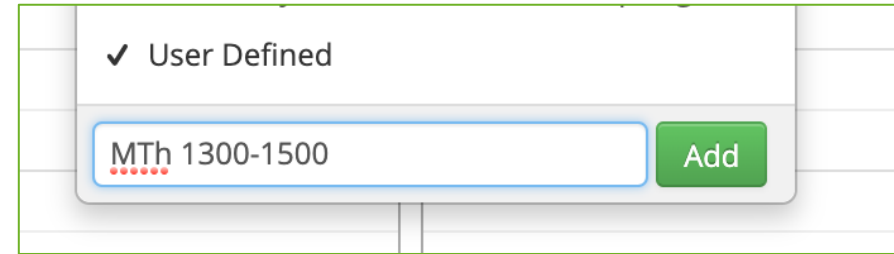
2pm				
3pm	A. BIO 1330-251 LEC 12:30p – 1:50p			A. BIO 1330-251 LEC 12:30p – 1:50p
4pm				
5pm				

Times confirmed in solid green box.

# CLSS – User Defined Meeting Pattern



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

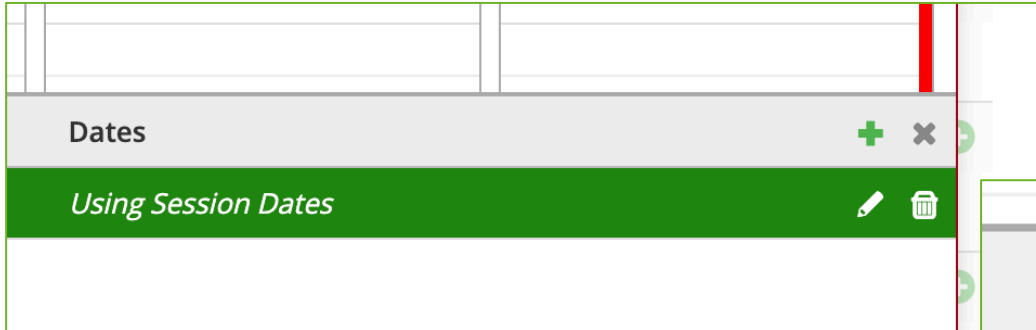


To add additional meeting times, select black “Meetings” icon in lower left of Snapper. This will reveal a line item of the first pattern.

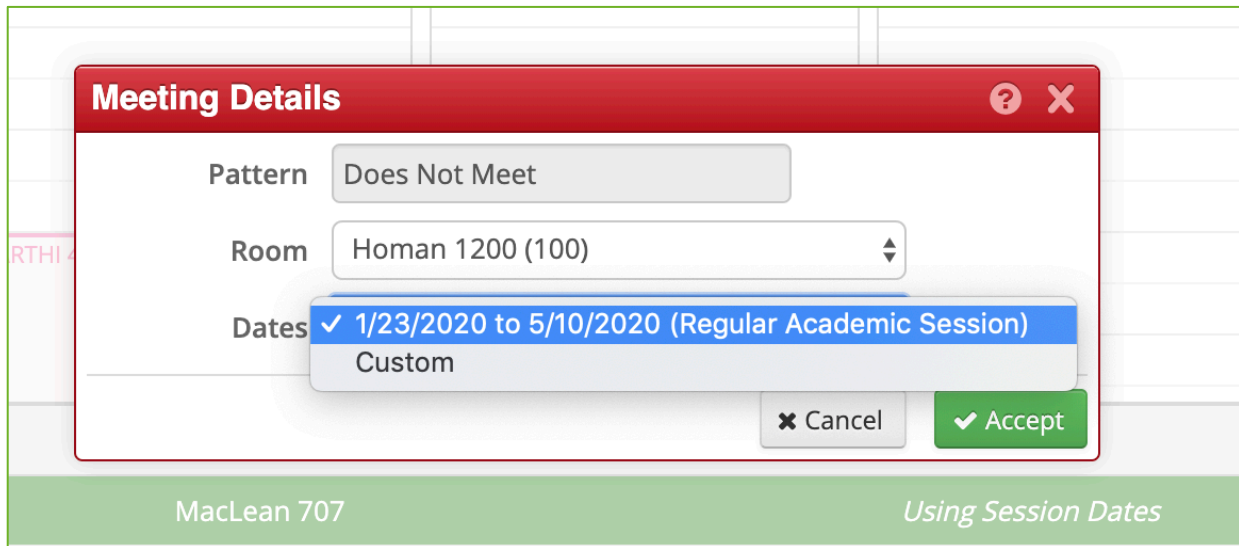
The screenshot shows the CLSS interface. At the top, there is a red header bar with the text '& SOCTY (CRN: 32976)'. Below this is a grey bar with the text 'LEC 277'. The main area is a weekly schedule grid with columns for Monday, Tuesday, Wednesday, Thursday, and Friday. The grid shows time slots from 9am to 4pm. A green block labeled 'A. ACC 2301-251 LEC 12:30p - 2:20p' is shown on Monday. A blue block labeled 'ACC 2301-277 LEC' is shown on Wednesday. At the bottom, there is a table with the following data:

Pattern	Type	Room	Dates	
A. M 12:30pm-2:20pm	Lecture (Class)	Emmett & Miriam McCoy Hall 00233	Using Session Dates	

# CLSS – Multiple Meetings cont'd



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



After clicking "Accept" then select the second line item.

Pattern	Room	Dates	
A. M 1pm-4pm	MacLean 707	Using Session Dates	 
B. Does Not Meet	Homan 1200 (100)	Using Session Dates	 

	B. ARTH! W 10:30am-12pm 10:30 - 12p	
Dates		
		Using Session L
(100)		Using Session L

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”.

<b>Room</b>	<b>Meeting Pattern</b>
Multiple Rooms	 M 1pm-4pm; W 10:30am-12pm 

# CLSS – Comparing Class Times

BIO 1330-251 LEC

LEC D02

LEC 252

LEC 253

LEC 254

LEC 255

Indicates other courses on the Snapper.

ACC 3313

☐ Permanent

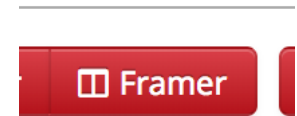
Add

Friday

Saturday

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

/ courses with no

Spring 2016 (H)		Spring 2017 (H)	
<b>ACC 2301</b> ACC IN ORG & SOCTY	251 – LEC: Krylova, Lyudmyla (49) 252 – LEC: Krylova, Lyudmyla (137) 253 – LEC: Krylova, Lyudmyla (88) 277 – LEC: Wilhelm, Justin (141)	251 – LEC: Hampshire, Alexandra (137) 277 – LEC: Wilhelm, Justin (140)	251 – LEC: 277 – LEC: bra (140)
<b>ACC 2361</b> INTRO TO FIN ACC	252 – LEC: Ponder, Elizabeth (57) 253 – LEC: Ponder, Elizabeth (57) 254 – LEC: Brown, Laurie (57) 255 – LEC: Proschko, Christopher (238) 256 – LEC: Ponder, Elizabeth (57) 257 – LEC: Proschko, Christopher (238)	252 – LEC: Ponder, Elizabeth (53) 253 – LEC: Ponder, Elizabeth (54) 254 – LEC: Brown, Laurie (55) 255 – LEC: Proschko, Christopher (200) 256 – LEC: Ponder, Elizabeth (54) 257 – LEC: Proschko, Christopher (197)	252 – LEC: Ponder, Elizabeth (55) 253 – LEC: Ponder, Elizabeth (55) 254 – LEC: Brown, Laurie (55) 255 – LEC: Proschko, Christopher (200) 256 – LEC: Ponder, Elizabeth (55) 257 – LEC: Proschko, Christopher (200)

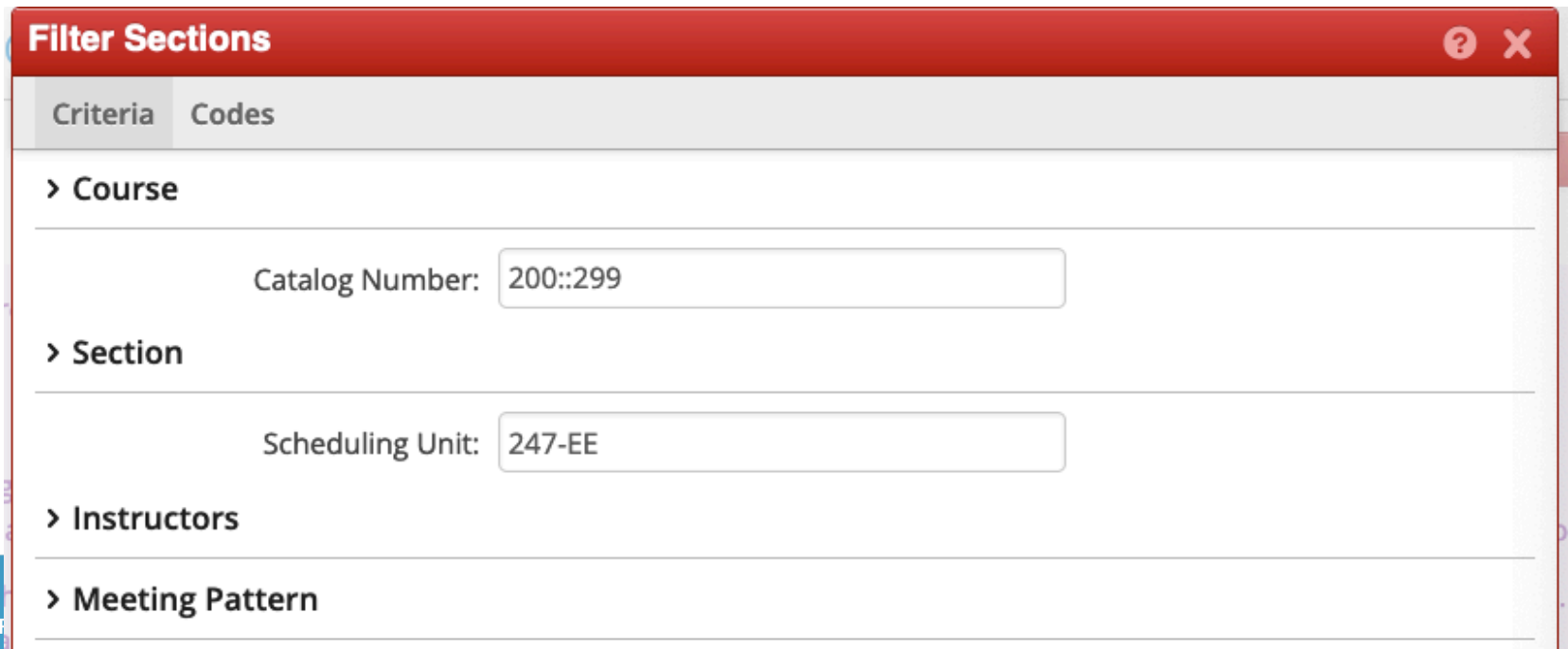
Fall 2016 (H)	
2 LEC (264)	2 LEC (277)
8 LEC (749)	8 LEC (716)
5 LEC (469)	5 LEC (474)
7 LEC (322)	7 LEC (306)

Fall 2016 (H)	
003 – LEC: Wilhelm, Justin (135) W 10am-11:50am	277 – LEC: W 10am-11:50am
001 – LEC: Proschko, Christopher (198) M 5pm-7:50pm	252 – LEC: M 5pm-7:50pm
002 – LEC: Ponder, Elizabeth (58) M 5pm-7:50pm	253 – LEC: Ponder, Elizabeth (54) MWF 9am-38pm
003 – LEC: Ponder, Elizabeth (55) T 5pm-7:50pm	254 – LEC: Brown, Laurie (55) T 5pm-7:50pm
004 – LEC: Ponder, Elizabeth (57) MWF 9am-38pm	255 – LEC: Proschko, Christopher (200) M 5pm-7:50pm

# 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.



The screenshot shows a 'Filter Sections' dialog box with a red header bar containing a question mark icon and a close button. Below the header is a table with two columns: 'Criteria' and 'Codes'. The table has four rows, each with a collapse/expand icon (a right-pointing triangle) and a label. The first row is 'Course', the second is 'Section', the third is 'Instructors', and the fourth is 'Meeting Pattern'. The 'Course' row is expanded, showing a 'Catalog Number' field with the value '200::299'. The 'Section' row is also expanded, showing a 'Scheduling Unit' field with the value '247-EE'. The 'Instructors' and 'Meeting Pattern' rows are collapsed.

Criteria	Codes
> Course	
	Catalog Number: 200::299
> Section	
	Scheduling Unit: 247-EE
> Instructors	
> Meeting Pattern	



# Filtering for Day-Specific courses



**Filter Sections**

Criteria Codes

> Meetings

Name: TR\*

> Rooms

> Section

*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)

AERO 570 – Selected Advanced Topics				
×	01	LEC	Wait, Daniel (001365230)	TR 4:10pm-6pm
AG 360 – Holistic Management				
×	70	LEC	Lukehart, Raven (004687614)	TR 9:40am-11am
AG 450 – Applied Holistic Management				
×	70	LEC	Lukehart, Raven (004687614)	TR 9:40am-11am
AGB 214 – Agribusiness Financial Accounting				
×	02	ACT	Slayter, Erik (000087538)	TR 9:10am-10am
×	04	ACT	Slayter, Erik (000087538)	TR 10:10am-11am

# Filtering for LAB sections

> Meeting Pattern

> Meetings

Meeting Type Code:

> Rooms

> Session

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)

AERO 569 – Aerodynamic Research and Development II				
✕	02	LAB	Horton, Damien (011035293)	TR 12:10pm-3pm
AG 360 – Holistic Management				
✕	71	LAB	Lukehart, Raven (004687614)	W 8:10am-11am
✕	72	LAB	Lukehart, Raven (004687614)	T 12:10pm-3pm
AG 450 – Applied Holistic Management				
✕	71	LAB	Lukehart, Raven (004687614)	W 8:10am-11am
✕	72	LAB	Lukehart, Raven (004687614)	T 12:10pm-3pm
ANT 471 – Selected Advanced Laboratory				
✕	02	LAB	Jones, Terry (000002596)	F 3:10pm-6pm
ARCE 224 – Mechanics of Structural Members Laboratory				
✕	01	LAB	Baltimore, Craig (000058288)	T 8:10am-11am
✕	02	LAB	Baltimore, Craig (000058288)	T 3:10pm-6pm

# Filtering for Gen Ed courses

> Section

Attributes Code:

> Instructors

*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"

> Course

Attributes Code:

> Section

*Example:* Filtering for courses in 2020-21  
catalog or later

# Approver View - Design

Note: Validate and submit in Design mode.



COURSELEAF

Help

User: cladmin-srahim

## Pages Pending Approval

Filter List

Refresh List

Your Role: LA Dean

PAGE	USER
/wen/201910/engl/1264: ENGL 1115-01 University Writing Lab	clmig-mwest
/wen/201910/engl/1272: ENGL 2207-01 Introduction to Poetry	clmig-mwest
/wen/201910/thst: Theological Studies	clmig-mwest

### Page Info

Workflow Status

Attached Files

Revision

Title: Theological Studies

Last Update: Aug 30, 2019 11:43am

Template: wen

Page Authors: THST DUS

Workflow:

College:

Department:

## PAGE REVIEW

Hide Changes

View Changes By: All Changes

Edit



Rollback

## 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

# Approver View - Refine

Note: Only save in Refine mode.

## Pages Pending Approval

Filter List

Refresh List

Your Role: LA Dean

PAGE	USER
/wen/201910/engl/1264: ENGL 1115-01 University Writing Lab	clmig-mwest
/wen/201910/engl/1272: ENGL 2207-01 Introduction to Poetry	clmig-mwest
/wen/201910/thst: Theological Studies	clmig-mwest

## Page Info Workflow Status Attached Files Revision History

Title: ENGL 1115-01 University Writing Lab  
Last Update: Sep 6, 2019 9:25am  
Template: wen  
Page Authors: ENGL DUS  
Workflow:  
College:  
Department:

## PAGE REVIEW

Hide Changes

View Changes By: All Changes

Edit

Rollback

Approve

## 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:  
CRN: 71355  
Section #: 01  
Credit Hrs: 1  
Status: Active  
Schedule Type: Lab

### In Workflow

- LA Dean
- Registrar

### Section Attributes

### Restrictions

### Instructor

Watson, Mia, H. – Primary – 100%

### Schedule

Pattern	Type	Room	Dates
Does Not Meet	Lab (Class)	Daum Hall 201	Using Part of Term Dates

### Course Attributes

### Prerequisites

### Enrollment

0 current, 224 prior