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

1994

LILYPAD UNIVERSITY

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Overview

- Terminology

- Program Basics

- Knowing the Alerts

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Terminology

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

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

- **Section** – scheduling item

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Phases

- Manage your timelines in the system.

- Follow unique rules in different phases.

- Manage editing access by phase.

Plan → **Room Assignment** → **Review** → **Publish** → **Locked** → **Archive**

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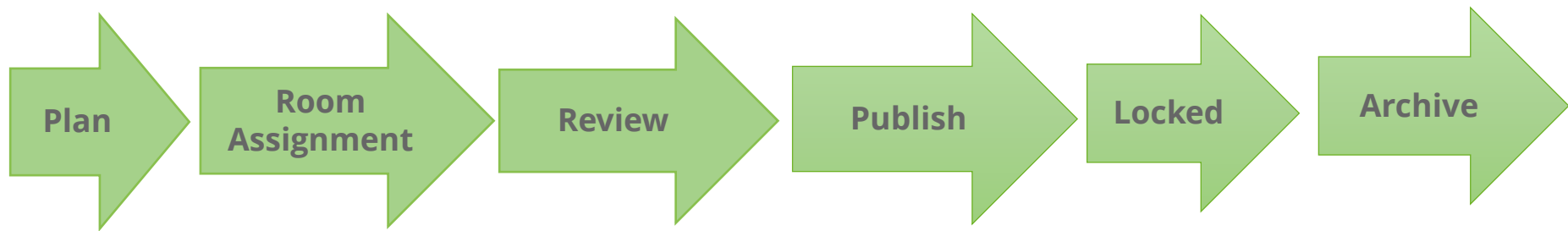
Modes

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

Refine Mode – edit one section, submit each section.

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Getting Started

1. Instance

2. Scheduling Unit

3. Course

4. Add/Edit

5. Save and See

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Alerts to Know

Error – Can't Save

Warning – Can Save, but Proceed with Caution

Workflow – Save for Approval

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Section Info

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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

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

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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

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CLSS – Prof Info in Edit Section Box

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.

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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)

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

Section Information

Title/Topic	Top:Zoning In	Session	Regular Academic Session (1/23/20 to 5/'
Section #	006	Campus	Main Campus (37 S Wabash - Sharp Bldg
Credit Hrs	3	Inst. Method	In Person
Status	Active	Consent	No Special Consent Required

Combine With   ARTHI 4060-002 ✖

Instructor ✏

Crawford, Romi (2070188)

Room

Spertus-707 (50)

Meeting Pattern

📅 T 1pm-4pm ✖

Enrollment   4 current

Maximum	Wait Cap
22	15

Combined Enrollment

Maximum	Wait Cap
22	15

Notes ✏

None Assigned

Comments

⚙ Bridge Tools   ✖ Cancel   ✔ Save Section

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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 – INTRO TO MGRL ACC					❌ ➕
	253	LEC	Felan, Victor	W 10am-11:50am	⤬ *See ACC 2361-259*

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.

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CLSS – Schedule in Snapper

Clicking on "Schedule" in "Edit Section" box leads to Snapper

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CLSS – Snapper (Accept and Red Line)

Instructors

Instructor	
⬇ ⬆ ⭐ Crawford, Romi (2070188) ⬍	🗑
⬇ ⬆ Calisch, Abby (0036853) ⬍	🗑

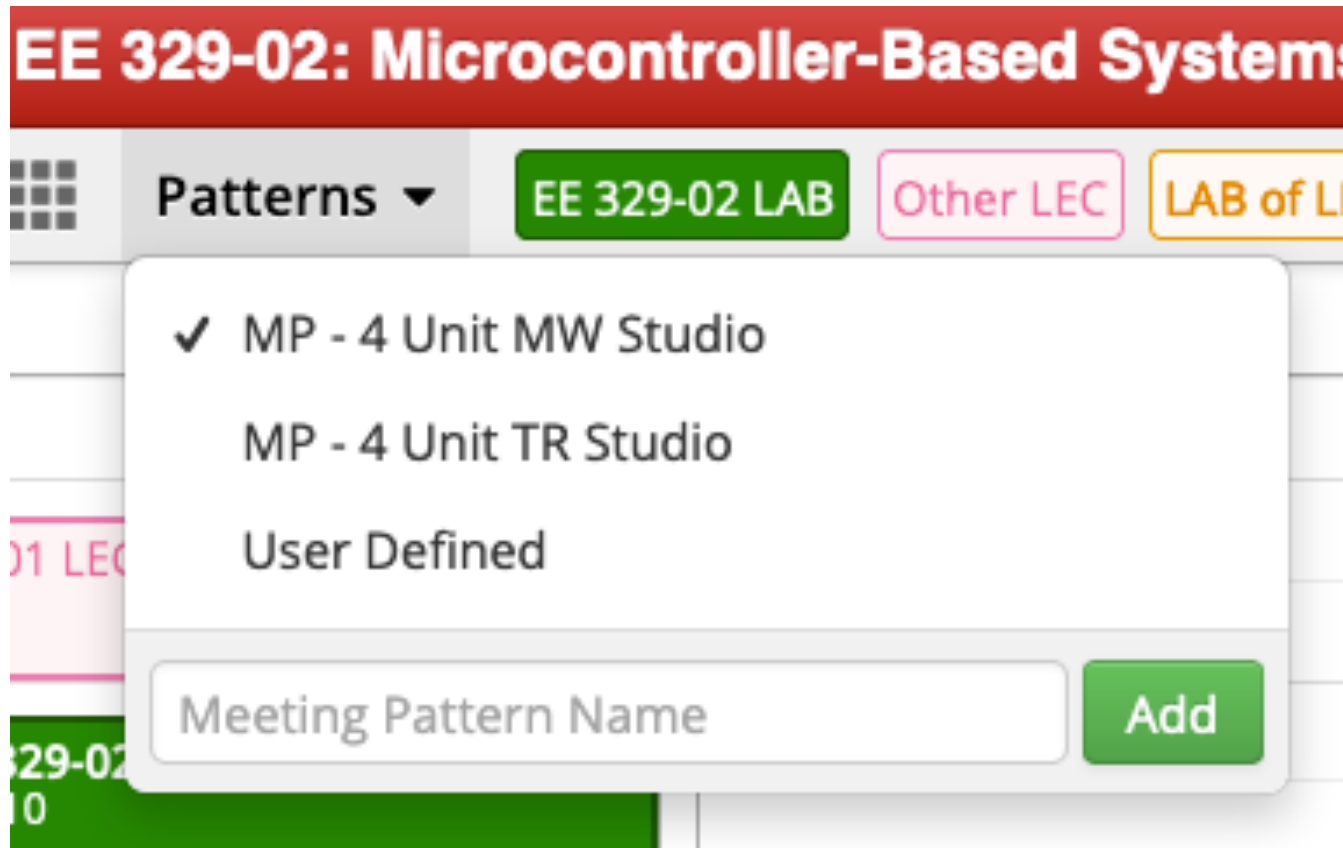✖ Cancel   ✔ Accept

BIO 1330-252 LEC
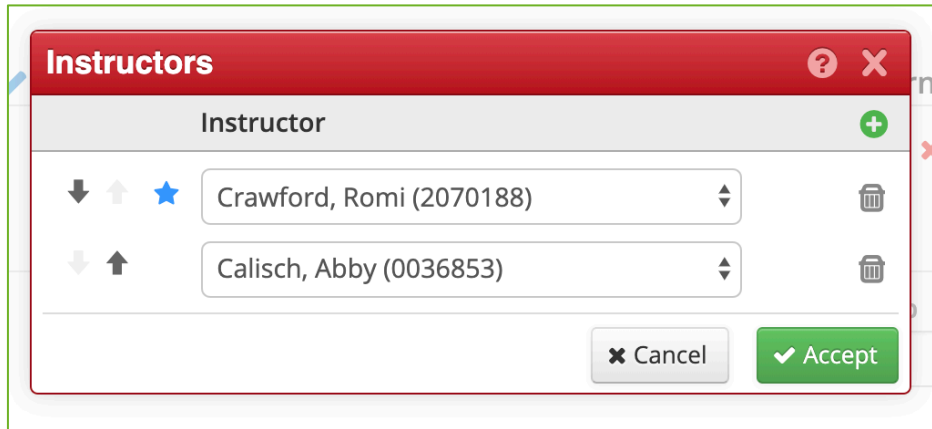
Bold Red Line in Snapper indicates when prof with blue star is already teaching something else, so that instructor would not be available.
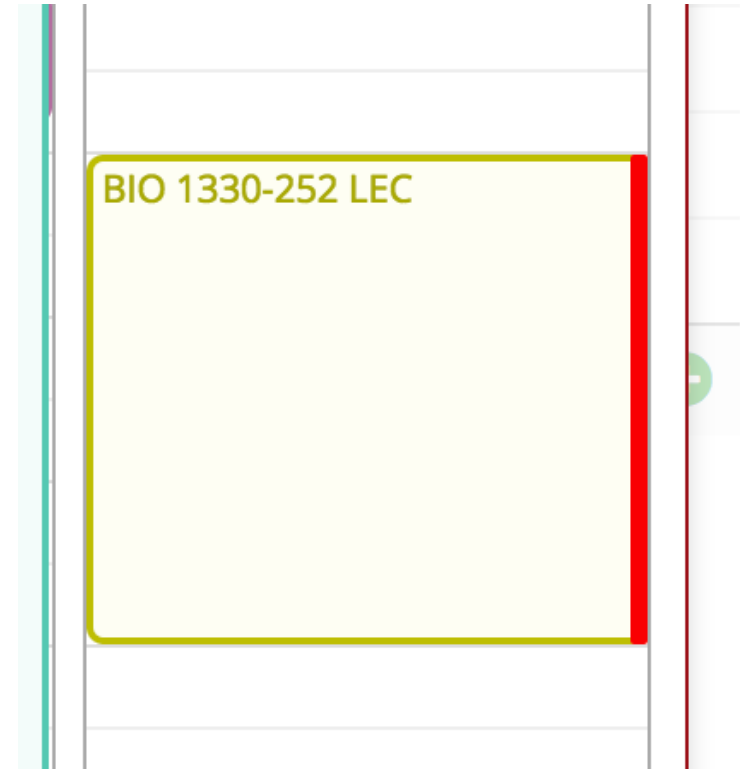
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CLSS – Select Meeting Patterns

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CLSS – Select Meeting Patterns cont'd

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

Times confirmed in solid green box.

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CLSS – User Defined Meeting Pattern
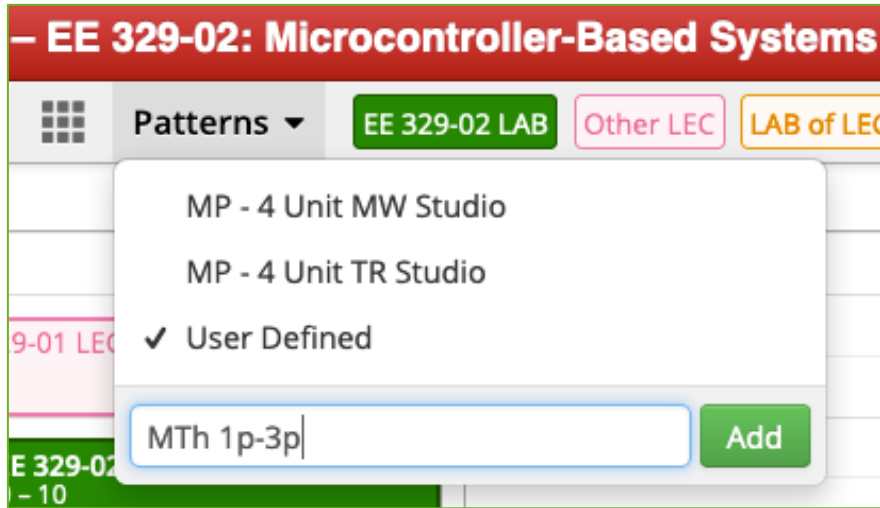
Create custom meeting patterns
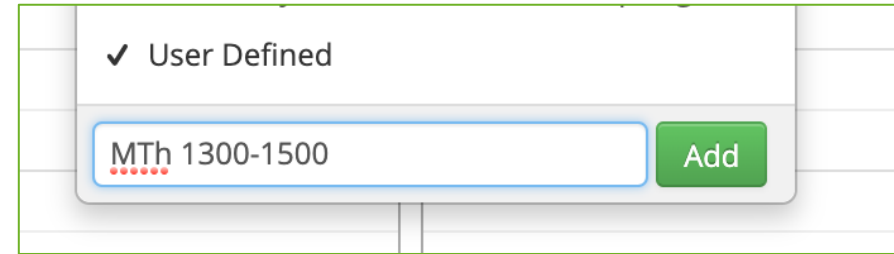
Can also use military time.

Otherwise, use "a" or "p" to define a.m. or p.m.
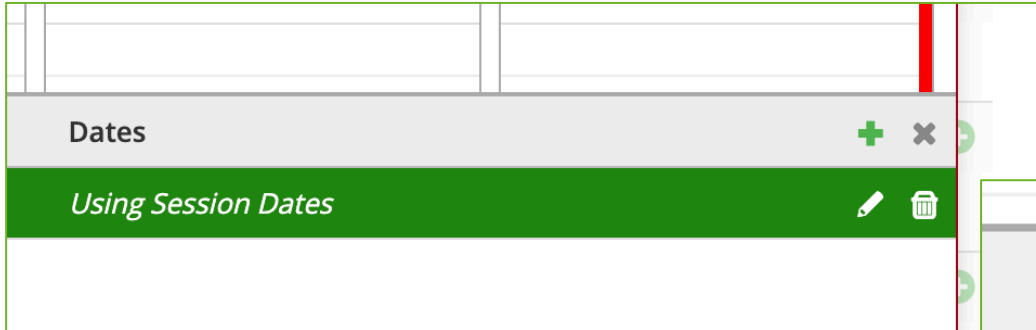*Example: 11a-1p*

CLSS – Multiple Meetings

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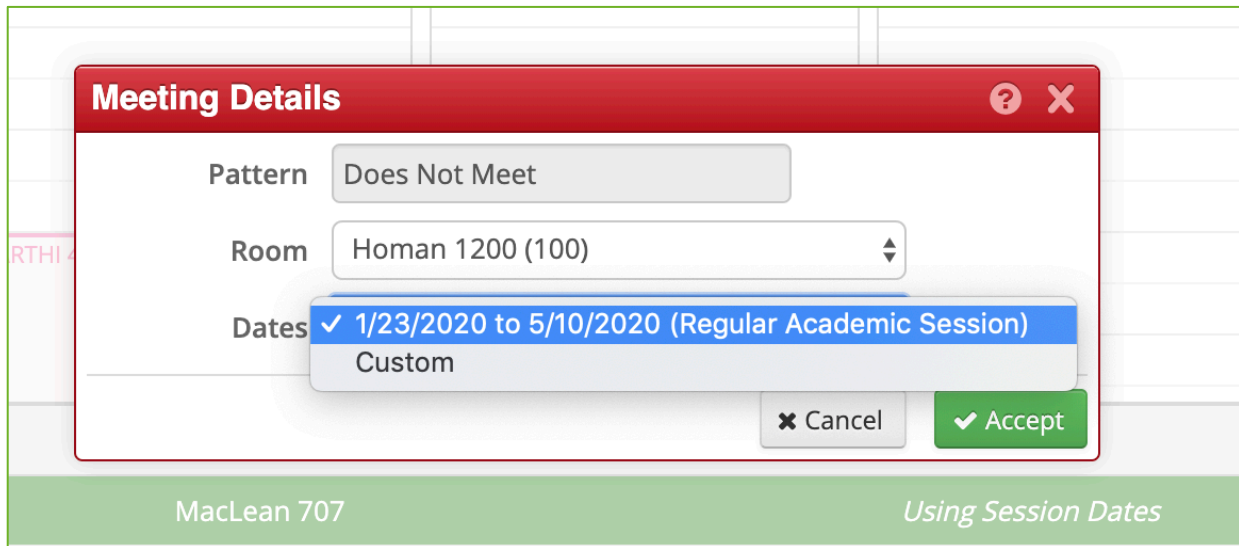This will reveal a line item of the first pattern.

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CLSS – Multiple Meetings cont'd

Next, click on green plus sign just above the line item.

Dates ➕ ✖

Using Session Dates ✏ 🗑

Then choose Room and Dates for the second meeting time.

Custom will prompt you to choose date ranges.

Then click "Accept".

Meeting Details ❓ ✖

Pattern | Does Not Meet

Room | Homan 1200 (100) ⬍

Dates | ✓ 1/23/2020 to 5/10/2020 (Regular Academic Session)
Custom

✖ Cancel | ✔ Accept

MacLean 707 | *Using Session Dates*

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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 D...

100)   *Using Session D...*

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".

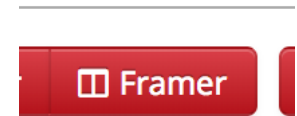| Room	Meeting Pattern
Multiple Rooms ⇕	📅 M 1pm-4pm; W 10:30am-12pm ✖

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.

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CLSS – Schedule Framer

Framer can be viewed by Summary, Standard or Detail

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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

Filter Sections

Criteria Codes

> Meetings

Name: TR*

> Rooms

> Session

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 |

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)

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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)

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Filtering for Gen Ed courses

> Section

    Attributes Code: GE B!!!GE B1

> Instructors

> Course

    Attributes Code: GE B!!!B1 GE 2020

> Section

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

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"

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Approver View - Design

Approver View - Refine

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

In Workflow
1. LA Dean
2. Registrar

Section Information

Instance:	201910 – Spring 2019		
Course:	ENGL 1115	**CRN:**	71355
Title:		**Section #:**	01
Campus:	Westchester	**Credit Hrs:**	1
Inst. Method:	Hybrid ~~Classroom Based~~ Course	**Status:**	Active
Consent:	(None Assigned)	**Schedule Type:**	Lab
Cross-list With:			

Section Attributes   Course Attributes

Restrictions   Prerequisites

Instructor   Schedule

Watson, Mia, H. – Primary – 100%

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

Enrollment   0 current, 224 prior