Baylor CLSS End User

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Shuva Rahim Trainer



CLSS Intro



CATALOG • CURRICULUM • SECTION SCHEDULER • REGISTRATION • SYLLABI

Overview

Terminology

Program Basics

Knowing the Alerts

Demo



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.

CLSS is source of truth



Refine Mode – edit one section, submit each section.

Banner is source of truth





Alerts to Know



Error Can't Save **Warning** Can Save, but Proceed with Caution **Workflow** Save for Approval



CLSS Edit Section Box (Most Items)



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Section Information

Section Informa	ation					Fall 2023, ENG
Title/Topic	Thinking & Writing (Default	/alue) ~		Part of Term	Full Term (8/21/23 to 12/13/23)	~
Section #	01			Custom Dates	mm/dd/yyyy 🗖 to mm/dd/yyyy	
Campus	Main Campus	~		Credit Hrs	3	
Inst. Method	Face-to-Face	~		Status	Active	~
Visible on Web	Yes	~		Special Approval	(None Assigned)	~
Schedule Type	Class Instruction	~		Final Exam	(No Option Selected)	~
Exam Group $ {m C} $	N/A			Link To	Not linked to other sections	~
Cross-list With	Select section	~		Restrictions	None 🖋	
Section Attribut	tes			Course Attrib	putes	
None Selected				None Assigned		
Instructor		Room			Schedule	
Webster, Rachel (8	89065510)	Morrison Hall	110 (19)	~	🛗 MWF 12:20pm-1:10pm 🗙	
Enrollment0 cur	rent, 10 prior, 0 waiting			Class Notes (visible to students)	
Maximum	Wait Cap			Face to Face Co	burse	
11	0					
Comments to R	egistrar					
E						
T			ZI		X Cancel	✓ Save Section

Edit Section – ENG 1302-01: Thinking and Writing (CRN: 44461; CLSS ID: 5173)



🔁 🛛 X

Section Info To Pay Attention To

• Title/Topic

Workflow for new section titles; typically only changed for Special Topics, Independent Studies, and Honors

- Section # Can change until Registration begins
- Campus: Select appropriate item

Instructional Method: Choose what matches the campus.

Visible on Web: "Yes" makes visible to all; "No" hides it

• Schedule Type: Default; select options for certain sections.



Section Info To Pay Attention To

- Cross-list: FDM + JOU (Example)
- Custom Date:
 Add in dates (workflow)
- Credits

 (if credit needs to change):
 Submit a request first

• Status:

Up to + before registration, can Delete After registration, must Cancel

- Special Approval: Can change if needed
- Link To: BIO 1401-A



Section Info You Can Change Cross-listing

Step 1: Enter the course you want to cross-list with

Example: Adding BIO 1330 (parent) as a cross-list with BIO 1320 (child)

Cross-list With	With Select section				
Course Attribı	Bio 1330				
Life & Phys Scien	BIO 1330-251 (Lecture)				
	BIO 1330-252 (Lecture)				

Step 2:

After saving section, notice line item of BIO 1320 (child) says "See BIO 1330-251" (parent)

BIC) 1320 – I	MODERN B	IOLOGY I		8
8	251	LEC	Chandler, Aglaia	MWF 4pm-5:40pm	ズ See BIO 1330-251

Section Info You Can Change Cross-listing cont'd

Step 3:

Double-click to view the BIO 1320 (child), and it will display the following at the top of the Edit Section box:

Edit Section – BIO 1320-251: MODERN BIOLOGY I (CRN: 31274; CLSS ID: 1262)

BIO 1330-251 controls the primary scheduling configuration for this cross-listed section

Step 4:

Notice the *Cross-list With* field does not have a dropdown, but instead a link to BIO 1330-251 (parent) with an X, Therefore, child can get rid of parent by clicking the X. *For UNH, removing the cross-list will remove the Cross-list Enrollment field.*

Cross-list With BIO 1330-251 X



Section Info You Can Change

• Room:

Select an item from dropdown

- Maximum: Keep at or below room capacity
- Wait List:

Put in 999 for lectures; can only be 0 for labs, independent study

- Class Notes: Example: Must also enroll in a numerical section (workflow)
- Comments to Registrar: Additional info you want Reg to know Example: Want X Room that's not in dropdown Want a variable credit to be a single-dig number



CLSS Edit Section Box (Instructor, Meeting Days & Times)



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Section Info You Can Change Instructor

- Enter instructor name or Staff.
- "% Responsible" must add up to 100%
- Must have a primary
- Blue star for instructor in classroom most

istructor		Role		% Resp	onsible	
10am-11:50am	Co-F	Requisite Lab (Class)				e
🗙 Murtha, Kaitlin (892384272)	~	Primary	\checkmark	34	%	
☆ Duke, Jacquelyn (889477010)	\sim	Non-primary	\checkmark	33	%	ſ
🛠 Sese, Weintari (892691747)	~	Non-primary	\sim	33	%	fi

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Section Info You Can Change Meeting Days & Times (Snapper)

Scheduling – BIO 1401-A: Current Issues in Human Biology				
0	Days 👻 🗰	Patterns 👻	BIO 1401-A CLB CLB B CLB C CI 01	
8am		✓ MP- 1x we MP- 2x we MP- 3x we	eek- 165 min- M-T-W-R-F eek- 75 min- MW-TR eek- 50 min- MWF	
9am		User Defir Meeting Patt	tern Name	
10am 11am	BIO 1401-01	CI		
	Sche Normalized Schemen Same	Scheduling – BIC Days – III 8am 9am 10am BIO 1401-01 11am	Scheduling – BIO 1401-A: Cu Days • III Patterns • MP- 1x we MP- 2x we MP- 3x we User Defin 9am 10am BIO 1401-01 Cl	

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Section Info You Can Change Meeting Days & Times (Snapper) cont'd

Instructors			
nstructor		BIO 1330-252 LEC	
TR 8:10am-9:30am			
Miller, Glen (Glen.Miller@unh.edu)	~		
Bold Red Line in Snapper indicates when prof with blue star is already teaching something else, so that instructor would not be available.			



Section Info You Can Change Meeting Patterns (Snapper)

– CH	EM 708-01: Spectroscopic Inv Organc Mo		
	Patterns - CHEM 708-01 A	TR 9:40am-11am	TR 9:40am-11am
	✓ MP - Durham - MWF		
	MP - Durham - TR		
	User Defined	Mouse hovered over pre	-set times denoted by grey
	Meeting Pattern Name Add	boxes with dotted lines.	
		Times confirmed in solid	areen box.





Section Info You Can Change User Defined Meeting Pattern (Snapper)

Create custom meeting patterns





Section Info You Can Change Comparing Class Times (Snapper)

Indicates other courses on the Snapper.

BIO 1330-251 LEC	LEC D02 LEC 252 LEC 253 LEC 254 LEC 255
T	NAT- die die



You can also add courses in Snapper to see how that course compares in schedule. DO NOT click "Permanent" as it will always compare courses.



Section Info You Can Change Multiple Meetings (Snapper)

8pm	I: ACC	C IN ORG & SOCTY (CRN:	32976)		ΘX
	ACC	2301-251 LEC LEC 277			0
© Meetings 255 LEC	Krvlova, Lvudmvla	Tuesday	Wednesday ACC 2301-277 LEC	Thursday	Friday
ep 1: add additional	At ACC 2301-251 LEC 12pm A. ACC 2301-251 LEC 12:30p - 2:20p				
ack "Meetings" icon in wer left of Snapper.	2pm 3pm 4pm				
em of the first pattern.	A. M 12:30pm-2:20pm	Type Lecture (Class)	Room Emmett & Miriam McCoy H	Dates all 00233 Using Session Dates	+ × / 1

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Section Info You Can Change Multiple Meetings (Snapper) cont'd

Dates		+ ×)	+ ×	Step 2: Click on green plus sign
Using Session Dates				just above the line item.
Meeting Details			Ø X	Step 3:
Pattern	Does Not Meet			Fill in Meeting Details.
Туре	Co-Requisite Lab (Class)	\checkmark		Click "Accept".
Room	No Room Needed	\sim		
Add Override	No ~			
			🗙 Cancel 🗸 Accept	
CO-Requisite Lap	(CldSS) DayiOi .	sciences building Ci	11 (24)	

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Section Info You Can Change Multiple Meetings (Snapper) cont'd

A	Pattern	Room	Dates	+ × >	
e A	A. M1pm-4pm	MacLean 707	Using Session Dates	1	
AI	3. Does Not Meet	Homan 1200 (100)	Using Session Dates		
A				B. ARTHI W 10:30am-12pm 10:30 - 12p	
	This will then allow or define a new me <i>losing your first me</i>	you to go into the S eting, and "snap" it i <i>eting pattern</i> .	napper, choose a MP nto the grid <i>without</i>		
	After clicking "x" to	close the box, and o	clicking "Accept" in		Dates
	Section box and be	identified as "Multip	ble Rooms".	100)	Using Session L

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Room		Meeting Pattern		
Multiple Rooms	*	🛗 M 1pm-4pm; W 10:30am-12pm 🗙		

CLSS Info Pieces



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Schedule Framer

Framer can be viewed by Summary, Standard or Detail

				View 🔻 🔽 Filter	r 🖆 Export
	Spring 2016 (H)	Spring 2017 (H)		Summary	
ACC 2301 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:	Detail Customize	ira (140)
ACC 2361 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: 253 - LEC: 254 - LEC: 255 - LEC: 256 - LEC: 257 - LEC:	Ponder, Elizabeth (Ponder, Elizabeth (Brown, Laurie (55) Proschko, Christop Ponder, Elizabeth (Proschko, Christop	55) 55) her (200) 55) her (200)



III Framer

courses with no

Thank you!

