Baylor CLSS End User

Use Chrome, Firefox, or Safari to log in: https://nextcatalog.baylor.edu/wen

Shuva Rahim
Trainer
CLSS Intro
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.

Refine Mode – edit one section, submit each section.

CLSS is source of truth

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)
Section Information

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

Section Information

Title/Topic: Thinking & Writing (Default Value)
Section #: 01
Campus: Main Campus
Inst. Method: Face-to-Face
Visible on Web: Yes
Schedule Type: Class Instruction
Exam Group: N/A
Cross-list With: Select section...

Part of Term: Full Term (8/21/23 to 12/13/23)
Custom Dates: mm/dd/yyyy to mm/dd/yyyy
Credit Hrs: 3
Status: Active
Special Approval: (None Assigned)
Final Exam: (No Option Selected)
Link To: Not linked to other sections
Restrictions: None

Section Attributes
None Selected

Instructor: Webster, Rachel (889065510)

Room: Morrison Hall 110 (19)

Schedule: MWF 12:20pm-1:10pm

Enrollment:
Current: 10
Prior: 0
Waiting: 0

Maximum: 11
Wait Cap: 0

Comments to Registrar:

Course Attributes
None Assigned

Class Notes (visible to students):
Face to Face Course

[Submit button] Yes Save Section
[Cancel button] Yes Cancel
## 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)

**Step 2:**
After saving section, notice line item of *BIO 1320* (child) says “See *BIO 1330-251*” (parent)
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  ✗
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-digit number*
CLSS Edit Section Box
(Instructor, Meeting Days & Times)
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
Section Info You Can Change

Meeting Days & Times (Snapper)

Clicking “Meeting Days & Times” in “Edit Section” box opens the Snapper

Meeting Days & Times

📅 TR 8:10am-9:30am ✗
Section Info You Can Change
Meeting Days & Times (Snapper) cont’d

<table>
<thead>
<tr>
<th>Instructor</th>
<th>TR 8:10am-9:30am</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miller, Glen (<a href="mailto:Glen.Miller@unh.edu">Glen.Miller@unh.edu</a>)</td>
<td></td>
</tr>
</tbody>
</table>

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)

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

Times confirmed in solid green box.
Section Info You Can Change

User Defined Meeting Pattern (Snapper)

Create custom meeting patterns

- MP - 3x week - 50 min - MWF
- MP - 2x week - 75 min - MW-TR
- MP - 1x week - 165 min - M-T-W-R-F
- User Defined

MR 1p-3p Add
Section Info You Can Change

Comparing Class Times (Snapper)

Indicates other courses on the Snapper.

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)

Step 1:
To add additional meeting times, select black “Meetings” icon in lower left of Snapper. This will reveal a line item of the first pattern.
Section Info You Can Change
Multiple Meetings (Snapper) cont’d

Step 2:
Click on green plus sign just above the line item.

Step 3:
Fill in Meeting Details. Click “Accept”.
Section Info You Can Change

Multiple Meetings (Snapper) cont’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”.

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

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**Room**

Multiple Rooms

**Meeting Pattern**

📅 M 1pm-4pm; W 10:30am-12pm ✗
CLSS Info Pieces
## Schedule Framer

Framer can be viewed by Summary, Standard or Detail

<table>
<thead>
<tr>
<th>Course</th>
<th>Spring 2016 (H)</th>
<th>Spring 2017 (H)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 2301</td>
<td>251 – LEC: Krylova, Lyudmyla (49)</td>
<td>251 – LEC: Hampshire, Alexandra (137)</td>
</tr>
<tr>
<td></td>
<td>252 – LEC: Krylova, Lyudmyla (137)</td>
<td>277 – LEC: Wilhelm, Justin (140)</td>
</tr>
<tr>
<td></td>
<td>253 – LEC: Krylova, Lyudmyla (88)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>277 – LEC: Wilhelm, Justin (141)</td>
<td></td>
</tr>
<tr>
<td>ACC 2361</td>
<td>252 – LEC: Ponder, Elizabeth (57)</td>
<td>252 – LEC: Ponder, Elizabeth (53)</td>
</tr>
<tr>
<td></td>
<td>253 – LEC: Ponder, Elizabeth (57)</td>
<td>253 – LEC: Ponder, Elizabeth (54)</td>
</tr>
<tr>
<td></td>
<td>254 – LEC: Brown, Laurie (57)</td>
<td>254 – LEC: Brown, Laurie (55)</td>
</tr>
<tr>
<td></td>
<td>255 – LEC: Proschko, Christopher (238)</td>
<td>255 – LEC: Proschko, Christopher (200)</td>
</tr>
<tr>
<td></td>
<td>256 – LEC: Ponder, Elizabeth (57)</td>
<td>256 – LEC: Ponder, Elizabeth (54)</td>
</tr>
<tr>
<td></td>
<td>257 – LEC: Proschko, Christopher (238)</td>
<td>257 – LEC: Proschko, Christopher (197)</td>
</tr>
</tbody>
</table>

**CourseLeaf**

**PROPRIETARY AND CONFIDENTIAL**
Thank you!