

CLSS guide for Graduate Professional Education Programs (OMBA, Trimester, & Quarter terms)

1. Login using this link: <https://nextcatalog.baylor.edu/wen>
2. Page showing INSTANCES (Terms) will display (shown below)
3. Select the appropriate term by clicking on it

CourseLeaf/CLSS – Instances Log Out

Hello, Baylor CLSS Team! Welcome to your site! For more information about how to use command statements to emphasize text, visit <https://github.com/adam-p/markdown-here/wiki/Markdown-Cheatsheet>

Historical	Current	Future
2021 Academic Year Spring 2021 OMBA Spring 1 2021 OMBA Spring 2 2022 Spring Trimester 2021 Spring Quarter 2021 Summer 2021 OMBA Summer 1 2021 OMBA Summer 2 2021 Summer Trimester 2021 Summer Quarter 2021 Fall 2021 OMBA Fall 1 2021 OMBA Fall 2 2021 Fall Quarter 2021 Winter 2021 Winter Quarter 2021	2022 Academic Year Spring 2022 OMBA Spring 1 2022 OMBA Spring 2 2021 Spring Trimester 2022 Spring Quarter 2022 Summer 2022 OMBA Summer 1 2022 OMBA Summer 2 2022 Summer Trimester 2022 Summer Quarter 2022 Fall 2022 OMBA Fall 1 2022 OMBA Fall 2 2022 Fall Trimester 2022 Fall Quarter 2022	2023 Academic Year Spring 2023 Winter Quarter 2022 OMBA Spring 1 2023 OMBA Spring 2 2023 Spring 2023 Trimester Spring Quarter 2023
		Unsorted Instances Fall 2023 Summer 2023 Summer Quarter 2023 Summer Trimester 2023 OMBA Summer 1 2023 OMBA Summer 2 2023

4. The scheduling units for the selected term will display (shown below)

CourseLeaf/CLSS – Summer Trimester 2023 – Refine Phase Log Out

9 Scheduling Units Visualize Filter Search
 174 Courses 426 Sections

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ID	Name	Courses	Sections
CSO	Computer Science Online	11	11
EDLO	Doctor of Education Online	20	68
DPT	Doctor of Physical Therapy Online	10	10
OSLD	Master of School Leadership Online	4	5
MDSC	Medical Science	0	0
OTD	Occupational Therapy Doctorate Online	13	13
OCSO	Online Communication Sciences & Disorders	25	57
ODNP	Online Doctor of Nursing	69	204
OMSW	Online Master of Social Work	22	58

5. Click on your scheduling unit
6. The display reflects a list of the sections rolled from the most-recent “like term”.

7. Double-click on the course you want to edit and/or review for accuracy.

CourseLeaf/CLSS – Summer Trimester 2023 – Doctor of Education Online Log Out

20 Courses, 68 Sections Refine Phase Design Mode View By Validate Bridge Tools Visualize Filter Framer Export Show courses with no sections

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> EDC 5350 – Teaching for Understanding

- EDC 5391 – Social Foundations of Education
- EDC 5392 – Issues in Diversity
- EDC 6333 – Problem of Practice Phase Three
- EDC 6336 – Qualitative Research and Data Analysis
- EDC 6346 – Mentoring and Supervision
- EDC 6359 – Mixed Methods Research Design and Analysis
- EDC 6360 – Instructional Design
- EDC 6361 – Leadership and Organizational Change
- EDC 6362 – Community Leadership & Collaboration
- EDC 6365 – Philosophy and Ethics in Leadership
- EDC 6368 – Future Trends in Leadership
- EDC 6376 – Organizational Change in a Technological Society
- EDC 6391 – Problem of Practice Phase One
- EDC 6392 – Problem of Practice Phase Two
- EDC 6393 – Problem of Practice Final Phase: Capstone
- EDC 6V99 – Dissertation
- EDP 5327 – Educational Evaluation
- EDP 5333 – Psychology of Learning, Cognition, and Affect
- EDP 5334 – Statistical Methods




- A list of sections will display (shown below).
- If you wish to DELETE a section (ONLY PERMITTED PRIOR TO REGISTRATION), select the specific section and then click on the RED X. Please note if you delete a section while in Design Mode you will not be able to reuse that section number. You can rename sections when in Refine Mode.

CourseLeaf/CLSS – Summer Trimester 2023 – Doctor of Education Online Log Out

20 Courses, 68 Sections Refine Phase Design Mode View By Validate Bridge Tools Visualize Filter Framer Export Show courses with no sections

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> EDC 5350 – Teaching for Understanding ✕ +

	OL1	CI	Pratt, Sarah (892580123)	T 5:30pm-7pm
Delete			Pratt, Sarah (892580123)	T 7:30pm-9pm
	OL3	CI	Ray, Brandi (889226196)	W 5:30pm-7pm
	OL4	CI	Ray, Brandi (889226196)	W 7:30pm-9pm


10. If you wish to ADD a section, click on the GREEN + under the course that needs the section.

CourseLeaf/CLSS – Summer Trimester 2023 – Doctor of Education Online Log Out

20 Courses, 68 Sections ↑ ↓ View By Validate Bridge Tools Visualize Filter Framer Export Show courses with no sections

Refine Phase Design Mode

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> EDC 5350 – Teaching for Understanding ✖ + 

OL1	CI	Pratt, Sarah (892580123)	T 5:30pm-7pm
OL2	CI	Pratt, Sarah (892580123)	T 7:30pm-9pm
OL3	CI	Ray, Brandi (889226196)	W 5:30pm-7pm
OL4	CI	Ray, Brandi (889226196)	W 7:30pm-9pm

11. To delete ALL sections under a course heading select the red x

CourseLeaf/CLSS – Summer Trimester 2023 – Doctor of Education Online Log Out

20 Courses, 68 Sections ↑ ↓ View By Validate Bridge Tools Visualize Filter Framer Export Show courses with no sections

Refine Phase Design Mode

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> EDC 5350 – Teaching for Understanding ✖ + Delete all sections

OL1	CI	Pratt, Sarah (892580123)	T 5:30pm-7pm
OL2	CI	Pratt, Sarah (892580123)	T 7:30pm-9pm
OL3	CI	Ray, Brandi (889226196)	W 5:30pm-7pm
OL4	CI	Ray, Brandi (889226196)	W 7:30pm-9pm

12. To edit an existing section, simply click on it within the list.

CourseLeaf/CLSS – Summer Trimester 2023 – Doctor of Education Online Log Out

20 Courses, 68 Sections ↑ ↓ View By Validate Bridge Tools Visualize Filter Framer Export Show courses with no sections

Refine Phase Design Mode

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> EDC 5350 – Teaching for Understanding ✖ +

OL1	CI	Pratt, Sarah (892580123)	T 5:30pm-7pm
OL2	CI	Pratt, Sarah (892580123)	T 7:30pm-9pm
OL3	CI	Ray, Brandi (889226196)	W 5:30pm-7pm
OL4	CI	Ray, Brandi (889226196)	W 7:30pm-9pm

EDC 5391 – Social Foundations of Education

EDC 5392 – Issues in Diversity

EDC 6333 – Problem of Practice Phase Three

EDC 6336 – Qualitative Research and Data Analysis

EDC 6346 – Mentoring and Supervision

13. A detail section box will display (shown below). This box contains all of the details about the section and is the place where you will make edits to and/or confirm that information is already correct.

Edit Section – EDC 5350-OL1: Teaching for Understanding (CRN: 10565; CLSS ID: 402) Summer Trimester 2023, EDLO

Section Information

Title/Topic: Teaching for Understanding (Default Val)

Section #: OL1

Campus: Online

Inst. Method: Synchronous Online

Visible on Web: Yes

Schedule Type: Class Instruction

Exam Group: N/A

Cross-list With: Select section...

Part of Term: Full Term (5/8/23 to 8/18/23)

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: Level, Student Attribute

Section Attributes

Online EDD Learning & Org

Instructor: Pratt, Sarah (892580123)

Room: ONLINE (999)

Course Attributes

None Assigned

Schedule: T 5:30pm-7pm

Enrollment 0 current, 17 prior, 0 waiting

Maximum: 18

Wait Cap: 0

Class Notes (visible to students)

Comments to Registrar

Bridge Tools User View Cancel Save Section

Fields within section detail:

1. Title/Topic – This comes from the COURSE-LEVEL and may only be updated if you have a Special Topics or Independent Studies course.
2. Section # - Please use ZERO +1 (ex: 01) for your sections. Alpha characters (ex: A1) should be used for co-requisite labs. *There is no longer a need to create sections using the OL leading alpha characters.*
3. Campus – This should be ONLINE for all GPE programs
4. Instructional Method – please refer to this guide to determine the appropriate method: <https://registrar.web.baylor.edu/instructional-method-details-set>
5. Visible on Web – This is defaulted to YES; if you select NO, then students cannot see this in the Schedule of Classes or in BearWeb. The use of NO here is discouraged.
6. Schedule Type – This comes from the COURSE-Level. Cannot be edited. If a change is needed, then departments must go through the approved Curriculum process to update.
7. Part of Term – Part of Term (Full Term) refers to the start/end dates for the ENTIRE term. Part of Term (OL Terms with special dates) refers to those sections with special dates.
 - a. Part of Term FULL should be selected for all sections that BEGIN on the official Start date of the term, regardless of end date. Proper end date must be entered in Custom Dates area.
 - b. Part of Term OL with special dates should be selected for all sections that begin AFTER the official start date of the term, regardless of end date. Proper start and end dates must be entered in Custom Dates area.

8. Credit hours – this comes from the COURSE-LEVEL and cannot be updated unless it is a variable hour course where you will define hours for that specific term (Ex: course with range from 1-3 credit hours that you want to only offer for 3 credit hours for that specific term; you would update to 3)
9. Status – ACTIVE reflected for all active courses. If registration has begun and you wish to no longer offer this course, you will select “CANCEL” (required once registration begins)
10. Special Approval – The field is used to indicate if you’ll require Departmental approval or Instructor Approval for enrollment. Selection of either of these options will require you to grant overrides to any student approved to enroll.
11. Final Exam – PLEASE IGNORE THIS FIELD AS IT IS NOT APPLICABLE TO ONLINE PROGRAMS
12. Link to other sections – This should be reserved only for those sections where a lecture and co-requisite lab are needed (ex: NUR)
13. Restrictions – In this area, you will be able to see existing restrictions on your courses. For the GPE programs, we have historically restricted using the Student Attribute that matches your program (ex: EDLO students restricted to EDLO program sections). This should show up on your existing sections and should be ADDED when you ADD a new section.
14. Section Attributes – In this area, you will be able to see the existing section attribute assigned to your respective programs (ex: OCSD for the OSCD program). This should show up on your existing sections and should be ADDED when you ADD a new section.
15. Course Attributes – we do not currently have attributes set up at the course-level. No need to enter anything in this field.
16. Instructor – Enter instructor or instructors here. Percentages of instructions MUST equal 100% and one instructor should be indicated as Primary. (Primary default for sections with ONE instructor). *Please indicate Staff if instructor is not known at time of scheduling and may be added later.
17. Room will be ONLINE. Cannot update since Campus is ONLINE.
18. Schedule – Meeting times will display for synchronous Online sections. May be updated by clicking on pencil icon. *NOTE* Meeting times must be selected from programmed and approved meeting patterns.
19. Enrollment – Enter your maximum enrollment. Wait Cap should be ZERO.
20. Class Notes (visible to students) – You may enter short notes that are helpful to students. These will appear in the Schedule of Classes. For assistance, please reach out.

21. Comments to Registrar – You may enter information that you need the Office of the Registrar to know and/or consider in helping you get your section set up correctly.

The screenshot shows a web-based form titled "Edit Section – EDC 5350-OL1: Teaching for Understanding (CRN: 10565; CLSS ID: 402)". The form is organized into several sections:

- Section Information:** Includes fields for Title/Topic (Teaching for Understanding), Section # (OL1), Campus (Online), Inst. Method (Synchronous Online), Visible on Web (Yes), Schedule Type (Class Instruction), Exam Group (N/A), Cross-list With, Part of Term (Full Term), Custom Dates, Credit Hrs (3), Status (Active), Special Approval, Final Exam, Link To, and Restrictions.
- Section Attributes:** Includes Online EDD Learning & Org and Instructor (Pratt, Sarah).
- Course Attributes:** Includes Room (ONLINE (999)) and Schedule (T 5:30pm-7pm).
- Enrollment:** Shows 0 current, 17 prior, and 0 waiting students. Includes Maximum (18) and Wait Cap (0) fields.
- Comments to Registrar:** A text area for entering comments, highlighted with a red arrow.

At the bottom of the form, there are buttons for "Bridge Tools", "User View", "Cancel", and "Save Section".

22. Once you have completed entry, click on “Save Section”.

23. Any errors or messages will display when you “Save”.

- Errors – must be corrected
- Warnings – alert you to items that can be updated or submitted
- Workflow – will save and route through workflow for approval

24. Once you have completed the review of ALL of your sections, you will select “Validate” to submit your unit. *Note: for those units with more than one person, coordinate this step as you will not be able to validate until all sections are ready*