



**TULANE UNIVERSITY**  
**OFFICE OF THE UNIVERSITY REGISTRAR**

CourseLeaf Section Scheduler

**CLSS**

Instruction Guide for Schedulers

Last Revised August 2, 2019

Confidential and Proprietary

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## Contents

1.0	Getting Started.....	4
1.2	Where and How to Login .....	4
1.3	Terminology .....	4
2.0	View Department Schedule and Course Offerings .....	9
2.1	Additional Display Options .....	10
3.0	Adding a New Section/ Editing a Section.....	11
3.1	Edit Section Field Explanation .....	14
3.2	Cross-list .....	16
3.3	Restrictions .....	18
3.4	Comments to Students .....	21
3.4.1	Note Wording Formats for CLSS.....	23
3.5	Comments to Registrar .....	24
3.6	Schedule Snapper.....	25
3.6.1	Schedule Snapper Basics .....	25
3.6.2	Schedule Snapper: Viewing Additional Course Sections.....	28
3.6.3	Schedule Snapper: Section with More Than One Meeting Pattern .....	28
3.6.4	Multiple Meeting Patterns.....	30
4.0	Validating .....	32
4.1	Flags: Error, Warning, Workflow .....	33
5.0	Heat Map / Visualize.....	34
6.0	Using the Framer .....	35
7.0	Filtering and Reporting .....	37
7.1	Filtering.....	37
7.2	Exporting Filtered Results.....	41
8.0	Questions and CLSS Access .....	42



## 1.0 Getting Started

This User Instruction Guide provides information for Schedulers using CLSS to schedule course sections.

The guide is organized around processes and provides step-by-step instructions. It will be most effective if you have it open while using CLSS. In addition to this guide, when using CLSS, **click on the gray question mark wherever it appears for Leepfrog-provided instructions and videos**. Instructions provided by Leepfrog are generic and not specific to Tulane University.

Throughout the guide, the following text bubbles appear:

(1) Steps in a process

CLSS Screen Name screen

**TIP or IMPORTANT:**  
Notes with helpful info or required actions.

## 1.2 Where and How to Login

1. Navigate to the CLSS webpage <https://nextcatalog.tulane.edu/wen>
2. To login, use your Tulane University login and password. (You do not need the @tulane.edu.)

Having trouble logging in? Contact the Office of the Registrar's **Division of Academic Scheduling** at [ClassSchedule@tulane.edu](mailto:ClassSchedule@tulane.edu) or (504) 865-5231.

## 1.3 Terminology

- **Instance:** A term or semester. Ex: 2019 Fall semester, 2020 Spring semester

Instances are further classified into:

- **Historical:** past academic terms
- **Current:** the academic term in session
- **Future:** the upcoming academic terms

A Tulane **academic year** =  
Fall, Spring, Summer  
(in that order)

### Codes for terms:

10 = Spring  
20 = Summer  
30 = Fall  
40 = Year Long

Ex: 202010 = 2020 **Spring**

- **Mode:** CLSS has two modes, **Design** and **Refine**.
  - **Design:** When changes to the schedule are saved, those changes will not be validated nor sent through any necessary workflows. Only when the 'Validate' button is clicked will the entire entered schedule (for that unit) be validated and sent through workflow for further review and approval.
  - **Refine:** Any change made to the schedule can be saved. Changing certain data fields during refine mode will automatically trigger validation and workflow for further review and approval. Save only if you are ready for your changes to be validated.

- **Phase:** Below are the phases used for CLSS: (See next page for **Spring 2020 Timeline**.)

- **Plan**
  - **Proof & Final Submission**
  - **Room Assignment & Audit**
  - **Review**
  - **Publish**
  - **Registration**
  - **Post-Registration**
- Design Mode
- Refine Mode

## Spring 2020 Course Creation/Scheduling Timeline

SCHEDULING PHASES							
PHASE	PLAN	PROOF & FINAL SUBMISSION	ROOM ASSIGNMENT & AUDIT	REVIEW	PUBLISH	REGISTRATION	POST-REGISTRATION
DATES	8/1/2019 - 8/16/2019	8/17/2019 - 8/30/2019	9/2/2019 - 9/24/2019	9/25/2019 - 10/8/2019	10/9/2019 - 11/3/2019	11/4/2019 - Last Day to Add	Last Day to Withdraw - End of Term
ACTION	Training & Creation of Draft Schedules	Depts. Proof Schedules in CLSS & submit Final version of offerings.	Registrar Assigns General Pool Rooms, Updates Fees, Audits Offerings, etc.	Depts. REVIEW Schedules, Room Assignments, Fees etc. in CLSS & Schedule of Classes	FINAL Schedules Published to Schedule of Classes on 10/9/19	STUDENTS REGISTER	Update Instructors as needed for Grading
COMMENTS	- 8/6 - 8/7: Training - 8/1 - 8/16: Depts. build schedules in CLSS (See Note A below)	- Depts. <b>MUST</b> submit finalized schedules to workflow (See Note B below)		Depts. will have access to Schedule of Classes Preview Mode in this phase. - Depts. may change only certain section data at this point without workflow approval (See Note C below)	- Students plan their schedules & get advised - Depts. may change even fewer section data elements at this point without workflow approval (See Note D below)	NEW SECTIONS ONLY All other changes require Workflow Approval	INSTRUCTOR CHANGES ONLY
DEADLINE	<b>8/16/19</b>	<b>8/30/19</b>	<b>9/24/19</b>	<b>10/8/19</b>	<b>11/3/19</b>		

<i>NOTE A: Departments whose schedules "roll" will find their previous spring courses already populated in CLSS.</i>	<i>NOTE B: Departments who do not submit by the deadline will have their schedule pushed to PROD "as is".</i>
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<i>NOTE C: Data allowed to be updated at this point without approval:</i>	<i>NOTE D: Data allowed to be updated at this point without approval:</i>
Instructor (primary flag, %)	Instructor (primary flag, %)
Maximum Enrollment / Xlist Caps (up to assigned room cap, otherwise will be routed to approval workflow)	Maximum Enrollment / Xlist Caps (up to assigned room cap, otherwise will be routed to approval workflow)
Special Approvals (Dept or Instructor Restrictions)	Bldg/Rm (If housed in Dept. owned space)
Restrictions (School, Level, Major, etc.)	Restrictions (School, Level, Major, etc.)
Waitlist Availability	Special Approvals (Dept or Instructor Restrictions)
Titles (Special Topics Only)	
Course Notes	
Bldg/Rm (If housed in Dept. owned space)	
Co-Requisites	

- 
- **Scheduling Unit:** A department, typically. There may be multiple scheduler builders within a scheduling unit. Example: the French & Italian Department, a single scheduling unit, may have multiple schedule builders – one each for French and Italian.
  - **Schedule Builder/ Scheduler:** A person, representing a Scheduling Unit, responsible for inputting section data into CLSS.
  - **Approver:** A person or group of people (usually a Department Chair, the Provost, and/or the Registrar) responsible for authorizing/ rejecting requests made by schedule builders as triggered by a CLSS workflow.
  - **Reviewer:** A person who has view-only access but cannot make edits to a schedule.
  - **Workflow:** A validation process triggered by certain types of data entries or updates from the schedule builder; the data or update cannot go into effect without the authorized approval. This process can vary in the number or type of steps involved, depending on the data.
  - **Filters:** A tool that can search for specific sections based on criteria (such as section attribute or meeting pattern).
  - **Heat Map:** A visual representation of how many class sections are scheduled during specific hours of the day and days of the week. Heat maps are available to view for specific scheduling units, a selected group of scheduling units, or for all the class sections scheduled during a term. To view a heat map, click the "Visualize" button at the top of your screen.
  - **Section Attributes:** The term-specific attributes on a class section at the **section level**. Only certain types of classes are allowed to add these. Example: the Writing Tier-2 attribute.
  - **Course Attributes:** These are attributes on a course at the **catalog level**. Schedule builders cannot make changes to course attributes in CLSS.
  - **Validation:** When a schedule builder is completely finished entering schedule data for a term, they indicate they are done by validating their schedule. During validation, CLSS will check for errors, and prompt the schedule builder to fix any before they can submit their completed schedule.

## 2.0 View Department Schedule and Course Offerings

(1) Click on the **instance** (term) you'd like to view

Instances screen

CourseLeaf/CLSS – Instances

admin1 ? Log Out

### Historical

2018-2019 Academic Year  
2018 Fall  
2019 Spring  
2019 Summer

2017-2018 Academic Year  
2017 Fall  
2018 Spring  
2018 Summer  
2018 Year Long

### Current

### Future

2019-2020 Academic Year  
2019 Fall  
2020 Spring  
2019 Year Long

(2) Double-click on the **scheduling unit** you'd like to view

Scheduling Units screen

CourseLeaf/CLSS – 2019 Fall – Plan Phase

161 Scheduling Units

3,327 Courses 10,243 Sections

Visualize Filter

Search

ID	Name	Courses	Sections
maca	Academic Affairs (Medicine)	0	0
accn	Accounting	19	56
afrs	Africana Studies	7	11
amst	American Studies	0	0
anat	Anatomy	5	5

(3) Double-click on a **course** (subject + course number) to view all currently scheduled sections

Course Sections screen

CourseLeaf/CLSS – 2019 Fall – Africana Studies

7 Courses, 11 Sections  
Plan Phase Design Mode

View By

Validate

Bridge Tools

Visualize

Filter

Framer

Export

Show courses with no sections

> AFRS 2000 – Intro to Africana Studies

AFRS 3200 – Issues in African Studies

AFRS 3300 – Issues Africana Diaspora Study

AFRS 4570 – Internship

AFRS 4810 – Special Topics

AFRS 4830 – Special Topics

AFRS 4910 – Independent Study

? Log Out

**TIP:** Click on the question mark in any CLSS screen to open a **CLSS help page** specific to that screen. These pages are maintained by Leepfrog and contain information not specific to Tulane University.

## 2.1 Additional Display Options

(1a) To display all sections, click the **'Expand All'** icon.

(1b) To display only courses, click the **'Collapse All'** icon.

(2) To view additional display options, click **'View By.'** A menu of options drops down. Select whether to view section information by Course, Instructor, or Day and Time.

(3) To view all courses, even those with no current sections, check the box **'Show courses with no sections.'**

(4) To export the current view, select **'Export.'** You may choose a PDF or a .csv spreadsheet.

CourseLeaf/CLSS - 2019 Fall - Accounting

19 Courses, 56 Sections  
Plan Phase Design Mode

Validate Bridge Tools Visualize Filter Framer Export

Show courses with no sections

View By

- ✓ Course
- Instructor
- Day and Time

Export

- Excel File (.csv)
- PDF File (.pdf)

ACCN 2010 - Financial Accounting

ACCN 3010 - Managerial Accounting

ACCN 3100 - Intermed Accounting I

ACCN 4100 - Auditing

ACCN 4110 - Interm Financial Accounting II

ACCN 4140 - Adv Managerial Accountng

ACCN 4550 - Accounting Internship

ACCN 6040 - Financial Reportin II

ACCN 6050 - Acctg Measurement, Report & Ct

ACCN 7100 - Ethics In Acct & Finance

ACCN 7110 - Auditing

ACCN 7140 - Adv Managerial Accountng

ACCN 7150 - Accounting Info Systems

ACCN 7170 - Advanced Auditing

ACCN 7240 - Forensic Accounting

ACCN 7280 - Acctg & Controls for Oper Risk

ACCN 7420 - Govt & Not-For-Profit Accn

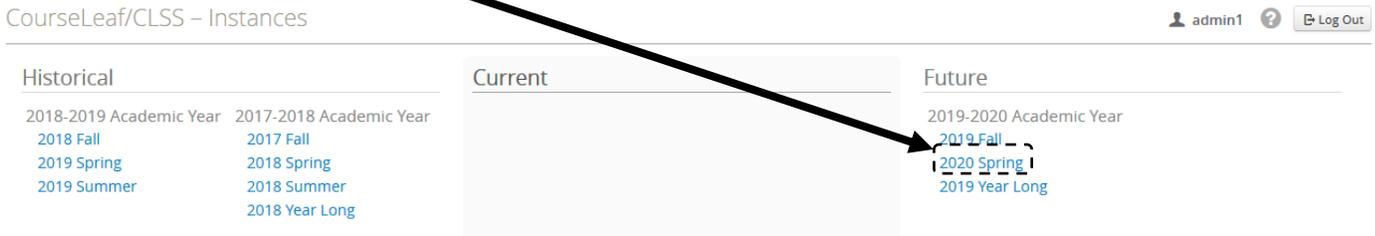
ACCN 7560 - Prof Accn Internship

ACCN 7900 - Independent Study

### 3.0 Adding a New Section/ Editing a Section

(4) Click on the **instance** (term) you'd like to view

**Instances screen**



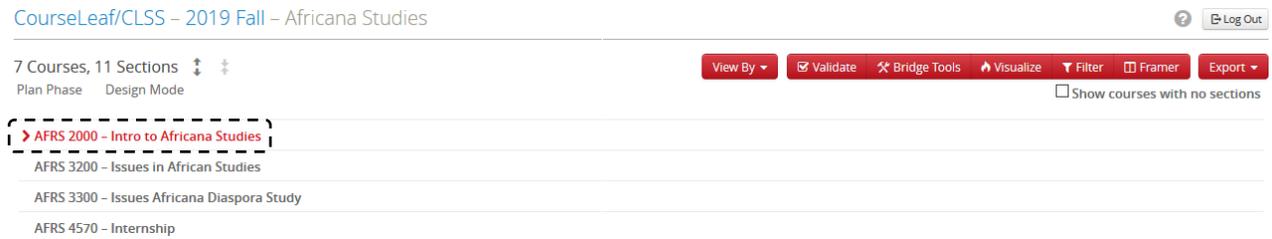
(2) Double-click on the **scheduling unit** you'd like to view

**Scheduling Units screen**

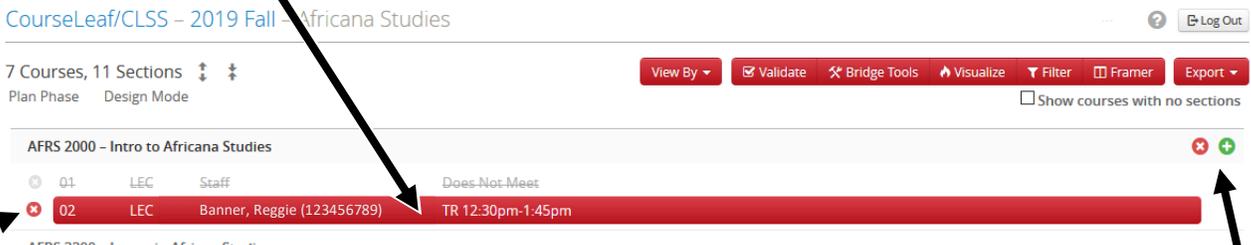


(3) Double-click on a **course** to view all currently scheduled **sections**

**Course Sections screen**



(4) Double-click on a **section** to edit an already-existing section *(see next page for more info on editing a section)*



(5b) To delete one section, click the X next to that section.

(5a) To add a new section, click the green plus sign. To delete all sections, click the red X sign.

Edit Section screen

**Edit Section – AFRS 2000-02: Intro to Africana Studies (CRN: 96828; CLSS ID: 10877)**

**Section Information**

1 Title/Topic Intro to Africana Studies (Default Value) 8 Part of Term Full Term

2 Section # 02 9 Campus Uptown

3 Credit Hrs 3 10 Inst. Method Traditional

4 Status Active 11 Visible Yes

5 Special Approval (None Assigned) 12 Schedule Type Lecture

6 Grade Mode Student Choice 13 Final Exam (No Option Selected)

7 Cross-list With Select section...

**14 Section Attributes** **15 Course Attributes**

Billing CS or X-Listed to CS Global Perspectives  
Billing LA Course College Textual & Hist Perspect  
Global Perspectives  
Textual & Hist Perspect

**16 Instructor** **17 Room** **19 Schedule**

Banner, Reggie (123456789) NH 316A - Newcomb Hall 316A (999) TR 12:30pm-1:45pm ✖

**18 Room Attributes**

None Selected

**20 Enrollment** 80 current, 62 prior **21 Comments to Students**

Enrollment Cap	Absolute Max	Wait List
35	35	0

**22 Comments to Registrar**

Bridge Tools Cancel Save Section

**TIP:** Fill out this screen from top to bottom (not all fields may be editable). Fill out (19) 'Schedule' as the last step (details later on how to do this.)

(6a) Click 'Save Section'

**IMPORTANT:**  
After clicking 'Save Section,' the following may pop up (see next page for more details):

-  **Warnings** (in orange): You should review the noted items, but you can still save without making any changes.
-  **Errors** (in red): You must follow the instructions to change what is causing the error, then save again.
-  **Workflow** (in blue): See section on Workflow for more details.

## Examples of Warnings, Errors, and Workflow pop-up windows:

**Validation Details**

The section data you have provided can be saved, however it generated the warnings listed below. Please review these items and make adjustments to the section data if you feel they are necessary. If there are no changes to be made, you can submit this data as-is by clicking the Save As-Is button below.

- Non-Standard Meeting Time Selected**  
Please choose a standard meeting pattern to ensure room availability

(6b) Click 'Save As-Is', or click 'Close' and make any requested

Close Save As-Is

**Validation Details**

The section data you have provided cannot be saved. Please review and correct the errors listed below.

- Invalid Room**  
The room option you have selected is not compatible with the meeting pattern "Does Not Meet". Either add a meeting pattern for the class or select a different room to save successfully.

(6c) 'Save' is not an option. Click 'Close' and make the required change(s).

Close

**Validation Details**

The section data you have provided can be saved, but will require approval. You can submit this section for approval by clicking the Start Workflow button below.

- Registrar Approval Process**  
All changes to a schedule will go through an approval process.

(6d) Click 'Start Workflow' to begin the process of requesting approval.

Close Start Workflow

### IMPORTANT:

In **Design Mode**, after clicking 'Save Section', errors and warnings will display but will not trigger workflow, giving the scheduler a chance to review and/or correct.

In **Refine Mode**, after clicking 'Save Section', errors and warnings may trigger workflow (if one exists for those specific errors). Once a workflow is triggered, the course section will be locked for editing until the Approver(s) approves or rolls back the changes.

### 3.1 Edit Section Field Explanation

FIELD	EXPLANATION or NOTES
1 → <b>Title/Topic</b>	Only a course with the Variable Course Title (RVCT) attribute may change its title in CLSS; all other course titles will default to the title approved by a curriculum committee and stored in Banner. (To change a title of a non-RVCT course would require curriculum committee approval and would go into effect for the next catalog cycle.)
2 → <b>Section #</b>	The section number will default to the next available number. The number must be two digits.
3 → <b>Credit Hrs</b>	If this box is grayed out and un-clickable, the course was approved for only the number of credit hours listed (invariable credit). If the course was approved for variable credit hours, you can click in the box, delete the number, and your options will appear in the box. NOTE: You must select only one credit hour number per section; a single section cannot be offered for 3 OR 4 credit hours.
4 → <b>Status</b>	Classes with Active status will be rolled from the previous like term (ex: Spring 2019 to Spring 2020); classes with Cancelled status will not be rolled. Prior to Review phase, you may delete a section that will no longer be offered, but you can't change to Cancelled status. From Publish phase to Post-Registration phase, changing from Active to Cancelled will initiate a workflow for approval.
5 → <b>Special Approval</b>	Either Departmental Approval or Instructor Approval. Both require a Comment to Students of "Register for course in department" so that the required approver may issue an override, allowing the student to self-register.
6 → <b>Grade Mode</b>	Dictates what type of grade will be issued. Ex: Standard (S) can issue letter grades A – F. Some course numbers may have multiple grade mode options; the default will be the one to appear in CLSS but can be changed. (Grade mode options are based on curriculum committee approval.)
7 → <b>Cross-list With</b>	This refers to which course this section is cross-listed with. You can select a section to cross-list, in the dropdown menu. In the Plan phase, any sections may be cross-listed without a workflow; one section will be the Parent and the other(s) will be the Child(ren). In Review phase onward, to cross-list any section requires a workflow.
8 → <b>Part of Term</b>	A session within a term. The default is 1 and has the same start/end dates as the term itself. Any scheduling units with their own parts of term will have access to those from the drop-down menu; the corresponding session dates will be listed. In Publish phase onward, this cannot be changed.
9 → <b>Campus</b>	The broad location of the course. Distance-Learning (DS) is the campus for Online (ONL) course types; and Abroad (AB) is usually the campus for study-abroad courses of any course type. If you have questions about campus and location, please contact the Registrar's Office.
10 → <b>Inst. Method</b>	Instructional Method is Non-Traditional (NT) for Online courses, and Traditional (TR) for all others.
11 → <b>Visible</b>	Almost all sections are required to select Yes as Visible, so that students may be aware of all possible offerings. Exceptions include non-zero sections of Independent Studies, Internships, and Honors Theses, which are specific to usually one student.
12 → <b>Schedule Type</b>	The default type pulls from the Course Catalog; if multiple types are available, they will be selectable from the drop-down menu. Any type not listed has not been approved by the curriculum committee.

13 →	<b>Final Exam</b>	This allows schedulers to confirm if the section will require a classroom on the date of its final exam.
14 →	<b>Section Attributes</b>	Section attributes are populated from the course inventory as approved by your curriculum committee. The editing of section attributes is allowed only for designated courses, i.e. Special Topics, Honors.
15 →	<b>Course Attributes</b>	These attributes pull from the Course Catalog and cannot be updated in CLSS. They are there for informational purposes only. If something is incorrect, please contact the Registrar's Office.
16 →	<b>Instructor</b>	A drop-down menu will include all Tulane instructors. At the bottom is the choice "Other." Select this to search for an instructor name not listed. If the person you search for has instructor status, the name will appear and you may select it, then click Accept. If the name does not appear, contact either Human Resources (to see if new-hire processing is complete) or the Registrar (for current staff or graduate student Teaching Assistants). Multiple instructors may be listed for each section; in the pop-up instructor window, you may click the green plus sign to add more. All assigned instructors will be visible in the online listings (unless assigned as 0% Responsible). The instructor with the BLUE STAR to the left of their name is the primary instructor.
17 →	<b>Room</b>	Indicate a room you would like for this section. You have the option of "General Pool Room" if you do not have a preference. If your department owns any rooms, those will be listed for your classes only. For schedule types that do not meet on campus (example: Service), in person (example: Online), or otherwise don't require classroom space (example: Research), you may select "No Room Needed." Due to limited classroom space on campus, the Registrar's Office will do its best but cannot guarantee to meet requests. NOTE: Sections not using a standard meeting pattern that request a General Pool room will not be addressed until all standard meeting sections are assigned.
18 →	<b>Room Attributes</b>	Not a required field – requestable options for General Pool Rooms only. Click on the pencil icon to request one or more attributes. You may request a campus area (example: Newcomb quad) and a seating style (example: seminar), among others. Due to limited classroom space on campus, the Registrar's Office will do its best but cannot guarantee to meet requests.
19 →	<b>Schedule</b>	This allows you to select the meeting pattern(s) for the course. Clicking on the existing meeting pattern or the words "does not meet" will take you to the <a href="#">Schedule Snapper Tool</a> .
20 →	<b>Enrollment</b>	<b>Enrollment Cap</b> –The maximum number of students able to register for the section. <b>Absolute Max</b> – Should equal Enrollment Cap. (The only exception: Enrollment Cap may be lower than Absolute Max temporarily during freshmen registration, to more equitably distribute seats.) <b>Wait List</b> – The only two options are Available (999) or Not Available (0). <b>Combined Cap</b> –The sum of all cross-listed Enrollment Caps. (See <a href="#">Crosslist</a> ). Only appears if a section is cross-listed.
21 →	<b>Comments to Students</b>	This has two sub-fields, below. (Neither is for internal notes to the Registrar.) <b>Special Topic Description</b> – the course section description of any section with the Variable Course Title attribute; limited to 60 characters. <b>Course Notes</b> – for notes that the department would like to communicate to students which would affect their registration; will display online. This field is not for internal notes.
22 →	<b>Comments to Registrar</b>	This field is for departments to communicate with the Registrar's Office. Examples include fees, tuition-waived sections, co-requisites (section-level only), co-ops, SoPA cross-listings, cross-listings with "break-out" meeting patterns, room requests not covered in Room Attributes, and any other special comments. See section on Comments to Registrar for more information. Only the Registrar's Office can see what is entered into this box.

### 3.2 Cross-list

Only “children” (secondary sections) can ask to be cross-listed with a “parent” (primary section). This is done so that another department does not take over a course section without that section’s permission. A child (secondary) can only have one parent (primary), but a parent (primary) may have many children (secondary); the children are “siblings” of each other.

Course Sections screen

(1) Double click on the **section** that will be the **child** in the cross-list relationship.

ARHS 6510 – Seminars in the History of Art	✖	+
02 SEM Banner, Banner, B... Does Not Meet		
ARHS 6511 – Seminars in the History of Art	✖	+
02 SEM Banner, Banner, B... Does Not Meet		
ARHS 6512 – Seminars in the History of Art		
ARHS 6513 – Seminars in the History of Art		
ARHS 6514 – Seminars in the History of Art		

Edit Section screen

(2) In the ‘**Edit Section**’ screen, go to ‘**Cross-list With**’ and type in the course section with which you’d like to cross-list. (A list will begin to appear as you type, so you can select from there.)

**Edit Section – ARHS 6510-02: Seminars in the History of Art (CRN: NEW; CLSS ID: 10441)**

**Section Information**

Title/Topic: Seminars in the History of Art (Default V...  
Section #: 02  
Credit Hrs: 3  
Status: Active  
Special Approval: (None Assigned)  
Grade Mode: Student Choice  
Part of Term: Full Term  
Campus: Uptown  
Inst. Method: Traditional  
Visible: Yes  
Schedule Type: Seminar  
Final Exam: Classroom Required  
Restrictions: Classification, Level

**Cross-list With**  
Select section...  
arhs 651  
ARHS 6511-02 (Seminar)  
ARHS 6512-01 (Seminar)  
ARHS 6513-01 (Seminar)  
ARHS 6514-01 (Seminar)

**Section Attributes**  
None Selected  
Instructor: Banner, Banner, Banner

**Course Attributes**  
None Assigned

**Schedule**  
Does Not Meet

**Enrollment**  
0 current  
Enrollment Cap: 10  
Absolute Max: 10  
Wait List: 0

**Comments to Registrar**

Bridge Tools | Cancel | Save Section

**IMPORTANT:** Once ‘**Crosslist With**’ is saved, the parent section’s **Instructor**, **Room**, and **Schedule** information will immediately replace the child’s. There is no undo button.

**IMPORTANT:** When cancelling a cross-listed section, please **FIRST** remove the cross-list, **THEN** cancel the section.

(3) Click ‘**Save Section**’

(4) Repeat the above steps for each **child** section.

**Edit Section – ARHS 6510-02: Seminars in the History of Art (CRN: NEW; CLSS ID: 10441)**

ARHS 6511-02 controls the primary scheduling configuration for this cross-listed section

**Section Information**

Title/Topic: Seminars in the History of Art (Default V:   
 Section #: 02   
 Credit Hrs: 3   
 Status: Active   
 Special Approval: (None Assigned)   
 Grade Mode: Student Choice   
 Cross-list With: ARHS 6511-02   
 Prerequisites: None

Part of Term: Full Term   
 Campus: Uptown   
 Inst. Method: Traditional   
 Visible: Yes   
 Schedule Type: Seminar   
 Final Exam: Classroom Required   
 Restrictions: Classification, Level

**Section Attributes**   
 None Selected

**Course Attributes**   
 None Assigned

**Instructor**   
 Banner, Banner, Banner (5550/5555)

**Room**   
 No Room Needed

**Schedule**   
 Does Not Meet

**Enrollment**   
 Enrollment Cap: 10   
 Absolute Max: 10   
 Wait List: 0   
 0 current   
**Cross-list Enrollment**   
 Combined Cap: 20

**Comments to Students**   
**Comments to Registrar**

Bridge Tools | Cancel | Save Section

**TIP:** Any child section will display the name of the parent section at the top, with a link to that parent. Changes to cross-listed sections' meeting patterns must be made in the parent section.

**IMPORTANT:** After a cross-listing is saved, the **Cross-list Enrollment** field will appear. This field must be filled out or students may get errors in attempting to register.

(5) To remove a parent's cross-listing to a child, click the red X.   
**Instructor, Room, and Schedule** will then need to be updated on the child, the parent, or both, since those fields will still show matching information (which is no longer correct since now the child does not share space with the parent).

(4) Confirm the cross-listings are correct in the **Course Sections** screen.   
 "See" directs to the parent section (ARHS 6511-02).   
 "Also" directs to any child sections (ARHS 6510-02).

**Course Sections** screen

ARHS 6510 – Seminars in the History of Art					✖	+
✖	02	SEM	Banner, Banner, B...	Does Not Meet	See ARHS 6511-02	
ARHS 6511 – Seminars in the History of Art					✖	+
✖	02	SEM	Banner, Banner, B...	Does Not Meet	Also ARHS 6510-02	

**IMPORTANT:** After the Room Assignment phase, newly cross-listed sections will require workflow validation.

### 3.3 Restrictions

Restrictions allow scheduling units to limit an enrolling population based on various eligibility criteria, including those listed in the **Section Restrictions** pop-up window.

Scheduling units are allowed to edit these restrictions throughout all CLSS phases EXCEPT for:

- 1.) **Room Assignment & Audit phase** (when no fields will be editable)
- 2.) **Post Registration phase** (when students can no longer self-register, after the last Drop Date).

**Edit Section – ARHS 6510-02: Seminars in the History of Art (CRN: NEW; CLSS ID: 10441)**

ARHS 6511-02 controls the primary scheduling configuration for this cross-listed section

**Section Information**

Title/Topic: Seminars in the History of Art (Default Ve) | Part of Term: Full Term

Section #: 02 | Campus: Uptown

Credit Hrs: 3 | Inst. Method: Traditional

Status: Active | Visible: Yes

Special Approval: (None Assigned) | Schedule Type: Seminar

Grade Mode: Student Choice | Final Exam: Classroom Required

Cross-list With: ARHS 6511-02 ✖ | Restrictions: [Classification, Level](#) ✎

Prerequisites: None ✎

**Section Attributes** ✎ | **Course Attributes** ✎

None Selected | None Assigned

**Instructor** ✎ | **Room** | **Schedule**

Banner, Banner, Banner (555005555) | No Room Needed | Does Not Meet

**Enrollment** | 0 current | **Cross-list Enrollment**

Enrollment Cap: 10 | Absolute Max: 10 | Wait List: 0 | Combined Cap: 20

**Comments to Students** ✎ | **Comments to Registrar**

Bridge Tools | Cancel | Save Section

(2) A **Section Restrictions** pop-up appears.

(3) To edit a restriction, click the pencil.

(9) To remove all restrictions within a category, click the black X.

Remove All Level Restrictions

(4) Details will then appear in the left column, where you can make your updates.

Three examples, below:

**IMPORTANT:** A section should always list Undergraduate and/or Graduate in its Level restrictions (and may list others in Level). If you see none listed, please contact the Registrar to update its Catalog-level restriction.

(10) To confirm all your edits, click 'Accept.'

(5) Click the green Plus sign to 'Add' a restriction.

(6) A drop-down menu will appear. Search for options within that restriction type. (You may use keywords or the Banner code if you know it.) Select an option. Repeat for any multiple options of that type.

**TIP:** Please contact the Registrar's Office if you have difficulty finding a restriction code.

(7) Click the black X to remove a restriction.

**IMPORTANT:** Newly-added restrictions default to 'Exclude.' Don't forget to change this if you intend to "Include" (or you will block the students you intend to open the section to).

(8) Click 'Update' when finished with a Restriction type.

## How RESTRICTIONS Work \*

← Options that involve more than one restriction type are "AND" →					
Options within one restriction type are "OR"					
Field of Study/ Major	Level	Degree	School	etc.	
Psychology	Junior	Bachelor of Science	Science & Engineering	etc.	
<b>OR</b>	<b>OR</b>	<b>OR</b>	<b>OR</b>	<b>OR</b>	<b>OR</b>
Neuroscience	Senior	Master of Science	SoPA	etc.	
<b>OR</b>					
Cell					
ALL the above options ... **	... apply to ALL the above options...	... apply to ALL the above options...	... apply to ALL the above options...	... etc.	

\* All examples are ONLY examples; this is not meant to confirm actual enrollment options or curricular tracks.

\*\* To be eligible to register, a student must meet one restriction within EVERY restriction type that a scheduling unit posts. Banner can NOT limit a student to only certain options within each restriction type that are dependent on another type.

**POSSIBLE:** Restricted to a PSYC or NSCI student seeking a BS

Field of Study/ Major	AND	Degree
Psychology		Bachelor of Science
<b>OR</b>		
Neuroscience		

**POSSIBLE:** Restricted to a PSYC student seeking a BS or MS

Field of Study/ Major	AND	Degree
Psychology		Bachelor of Science
		<b>OR</b>
		Masters of Science

**POSSIBLE:** Restricted to a PSYC or NSCI student seeking a BS or MS

Field of Study/ Major	AND	Degree
Psychology		Bachelor of Science
<b>OR</b>		<b>OR</b>
Neuroscience		Masters of Science

**NOT POSSIBLE:** Restricted to (a PSYC student seeking a BS) or (a NSCI student seeking a MS)

Field of Study/ Major	AND	Degree
Psychology		Bachelor of Science
<b>OR</b>		<b>OR</b>
Neuroscience		Masters of Science

### 3.4 Comments to Students

Any text in either of the two **Comments to Students** fields will be visible online. This field should include any information that students should know about a particular section before they attempt to register.

**IMPORTANT:** Comments to Students alone cannot manually enforce anything.

(Example: Listing a pre-requisite here that is not listed as a pre-req in Banner will not prevent the registration of students who don't have that pre-req.)

Section Information

Title/Topic: Seminars in the History of Art (Default V: [dropdown])

Section #: 02

Credit Hrs: 3

Status: Active [dropdown]

Special Approval: (None Assigned) [dropdown]

Grade Mode: Student Choice [dropdown]

Part of Term: Full Term [dropdown]

Campus: Uptown [dropdown]

Inst. Method: Traditional [dropdown]

Visible: Yes [dropdown]

Schedule Type: Seminar [dropdown]

Final Exam: Classroom Required [dropdown]

Restrictions: Classification, Level [link]

Course Attributes: None Assigned

Enrollment: 0 current

Enrollment Cap: 10, Absolute Max: 10, Wait List: 0

Cross-list Enrollment: Combined Cap: 20

Comments to Students [text area]

Comments to Registrar [text area]

Bridge Tools [button] Cancel [button] Save Section [button]

(1) Click the pencil icon to make the 'Comments to Students' pop-up appear.

(2) Use of the 'Special Topic Description' field is reserved for sections with the Variable Course Title attribute. Those sections should enter their topic's description here (a 60-character limit).

(3) The 'Course Notes' field may be used by any scheduling unit for any section. This field uses free-form text with no character limit, but please refer to the guidelines on the next page.

Comments to Students

Special Topic Description [text area]

Course Notes [text area]

Cancel [button] Accept [button]

(4) Click 'Accept.'

**IMPORTANT:** Any line breaks will not display online to registering students, so please use punctuation to separate multiple notes within the Course Notes.

---

## Guidelines:

- **Pre-Requisites:** Sections that rolled from a previous term (if they were listed correctly) should already have their pre-requisites typed in the Course Notes. Any new sections created for the current term will require the scheduling unit to manually type those pre-requisites.

**IMPORTANT:** Verify your pre-requisites in the catalog before typing them in the Course Notes. Please contact the Registrar if you are unsure that any AND/OR pre-reqs are worded correctly.

- **Approval:** Any section restricted to Departmental/ Instructor Approval requires the Comment to Students of “**Register for course in department.**”
- **Restriction Lift Dates:** Some sections’ restrictions are only temporary; in this case, the date that the specific restriction will be lifted should be included in the Course Notes. Please use the following wording template: “**Open only to [restriction(s)] until [time] [full date], when restrictions will begin to be lifted.**”  
NOTE: The scheduling unit will be responsible for removing the restriction(s) on their selected lift date(s).
- **Specific Meeting Dates:** For sections occurring in the Special Offerings part of term, it may be helpful to clarify the specific meeting dates in the Course Notes when the meetings don’t occur on the same days in a set pattern (and so doesn’t allow for a Schedule to be entered in the Snapper). Listing dates may also be helpful for hybrid courses, or for Online courses that have synchronous meeting patterns.
- **Personal Contact Information:** This will not be allowed in the Course Notes without prior approval. A more generic note should be used, such as “**In lieu of pre-requisites as specified, contact the department for permission to enroll.**”
- **Web Links:** In the case where either a Course Note or a Special Topic Description might be too lengthy but is listed elsewhere such as a Tulane department’s webpage, a live web link or URL may be included here. It is the scheduling unit’s responsibility to ensure the link is accurate and up-to-date, noting that any changes to the Comments to Students field beginning in the Publish phase will trigger a workflow for review/approval.
- **Schedule Type:** For certain schedule types, especially those that may allow for only one student such as Studio or Research, a note may need to be included: “Meeting pattern to be coordinated between instructor and student(s).”
- **Curriculum Requirements:** The Course Notes field is NOT for listing any curricular requirements a course may fulfill (Example: “SUBJ 1000 may fulfill an elective course for X minor.”) Those requirements should be outlined on the Department’s webpage and/or the course catalog.

**Failure to follow these guidelines will result in the section not being set up appropriately.**

---

### 3.4.1 Note Wording Formats for CLSS

Below is a list of note wording formats to use in the Course Notes field when applicable to the listed section.

<b>The section:</b>	<b>The note:</b>
Schedule type possibilities: Studio, Research, Practicum	Meeting pattern to be coordinated between the instructor and student(s).
Restriction: Department/ Instructor Approval	Register for course in department.
Restriction: Major or School	Open to only [restriction(s)] until [time] [full date], when restrictions will begin to be lifted.
Any	In lieu of pre-requisites as specified, contact the department for permission to enroll.
Non-SoPA sections	This section of [SUBJ 1234] will not be made available to Newcomb-Tulane College students.
Subjects: Foreign Language courses	Course taught in [language]. <i>(Can be English)</i>
SoPA sections	SoPA Writing Across the Curriculum (WAC) course.

---

## 3.5 Comments to Registrar

Any text in the **Comments to Registrar** field will not be visible online; this field is used to internally communicate to the Registrar's Office any information that is not covered elsewhere in CLSS. Any text in the **Comments to Registrar** field should NOT also be entered in either of the **Comments to Students** fields.

### **REQUIRED WORDING FORMATS for any Comments to Registrar within these listed categories:**

- **Fees:** Please list any class fees associated with the section. (Student fees are not listed here. See *Fee-Waived*.)  
Format: Fee: FeeCode \$Amount  
Example: **Fee: F884 \$175.00**  
(Listing the fee description is not necessary; the description will auto-populate in Banner based on its code.)
- **Tuition- and Fee-Waived Section:** Please note if a section should be offered this way.  
NOTE: The fees waived here would be the student fees charged to all students (Activity Fee, Technology Fee, etc.), not any section fees that may be associated with that class only (those will still be charged separately).  
Format: **Tuition and Fee Waived Section**
- **Co-Requisites, section level:** Please list any SECTION-level co-requisites. (Most co-reqs will automatically roll down from the catalog level.) Be sure to list co-req A in co-req B's Comments to Registrar, and list co-req B in co-req A's Comments to Registrar.  
Format: co-req: SubjectCode CourseNumber-SectionNumber  
Example: **co-req: PSYC 1000-01**
- **Co-Ops:** This comment may be used only by the School of Liberal Arts, for Special Topics and other approved courses co-opted at the SECTION level only, for specific terms. Generally, all other co-ops are stored permanently at the Course level as approved by the curriculum committee. ("Co-opting" allows a section to appear in the results of a search for a different subject than the section's subject.)  
Format: co-op: SubjectCode  
Example: **co-op: ANTH**
- **Cross-Listings that share only one of multiple meeting patterns:** Some sections that are cross-listed share only one of their multiple meeting patterns (usually a MWF pattern; and a second, non-shared meeting pattern is on T or R, which may be informally called a "break-out session.") Scheduling units cannot cross-list any of those sections in CLSS, so they must include these in the Comments to Registrar, and the Registrar will cross-list. Please list ALL cross-listed sections in the Comments to Registrar of ALL sections.  
Format: Cross-List: SubjectCode CourseNumber-1stSectionNumber, SubjectCode CourseNumber-2ndSectionNumber, ...  
Example: **Cross-List: MATH 1230-01, MATH 1230-02, MATH 1230-03**
- **Room Request Note:** This field may be used by any scheduling unit that has selected "General Pool Room" in the Edit Section screen, to request a specific room for their section. **IMPORTANT: The Registrar will make every effort to accommodate specific room requests but cannot guarantee the fulfillment of those requests.**  
Format: Room Request: Building Room  
Example: **Room Request: GI 127**
- **Other:** This can be a free-form note that any scheduling unit can include if their comment does not fall under any of the previous categories.

## 3.6 Schedule Snapper

The schedule snapper allows you to “snap” a course onto a pre-defined standard meeting time.

### 3.6.1 Schedule Snapper Basics

**Edit Section – FREN 1010-06: Elementary French I (CRN: 72580; CLSS ID: 3882)**

**Section Information**

Title/Topic	Elementary French I (Default Value)	Part of Term	Full Term
Section #	06	Campus	Uptown
Credit Hrs	4	Inst. Method	Traditional
Status	Active	Visible	Yes
Special Approval	(None Assigned)	Schedule Type	Lecture
Grade Mode	Student Choice	Final Exam	(No Option Selected)
Cross-list With	Select section...	Restrictions	Level

Prerequisites 1 configured

**Section Attributes**

Billing LA Course College  
Billing Regular

**Instructor** Banner, Banner, Banner (555005555)

**Room** General Pool Room

**Course Attributes** None Assigned

**Schedule** [Does Not Meet](#)

**Enrollment** 0 current, 14 prior

Enrollment Cap	Absolute Max	Wait List
19	19	999

**Comments to Students** Prerequisite; Placement in FREN 1010.

**Comments to Registrar**

Bridge Tools Cancel Save Section

(1) In the **Edit Section** screen, click the blue text underneath Schedule.

Page 25

(2) The **Schedule Snapper** appears.

The default view displays all sections of the same course, but other courses of interest can also be added.

Scheduling – FREN 1010-06: Elementary French I (CRN: 72580; CLSS ID: 3882)

Days ▾ Patterns ▾ FREN 1010-06 LEC LEC 01 LEC 02 LEC 03 LEC 04 LEC 05

	Monday	Tuesday	Wednesday	Thursday	Friday
8am	FREN 1010-01 LEC	FREN 1010-01 LEC		FREN 1010-01 LEC	FREN 1010-01 LEC
9am					
10am	FREN 1010-02 LEC	FREN 1010-02 LEC	FREN 1010-02 LEC	FREN 1010-02 LEC	
11am	FREN 1010-03 LEC	FREN 1010-03 LEC		FREN 1010-03 LEC	FREN 1010-03 LEC
12pm	FREN 1010-04 LEC	FREN 1010-04 LEC		FREN 1010-04 LEC	FREN 1010-04 LEC
1pm		FREN 1010-05 LEC		FREN 1010-05 LEC	
2pm	FREN 1010-05 LEC	FREN 1010-05 LEC		FREN 1010-05 LEC	FREN 1010-05 LEC
3pm					
4pm					
5pm					
6pm					
7pm					
8pm					

Meetings Cancel Accept

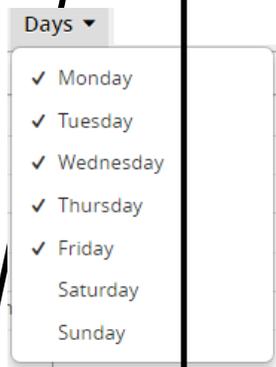
**IMPORTANT:** For more information on scheduling using the Snapper, please refer to <https://help.courseleaf.com/clss/snapper>

Information includes:

- How to Add a Section Meeting Time
- How to Propose a Meeting Pattern (video)
- How to Propose a Meeting Pattern with Multiple Times/ Rooms/ Dates
- Room Grid View (for departmental rooms)

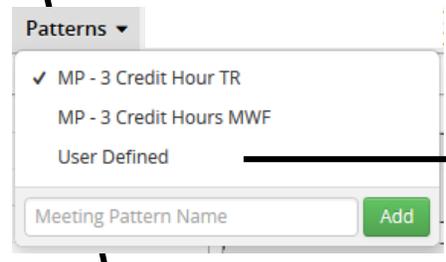


(3) This icon switches to Heat Map view.



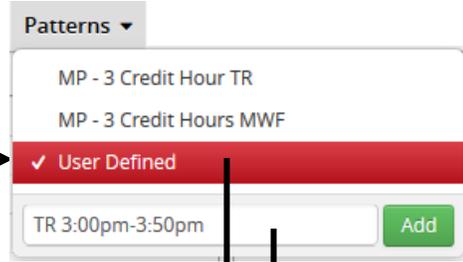
(4) To see more or fewer days, click 'Days.' In the drop-down menu, check which days you wish to see.

(5) Hover over the 'Grid' icon to view some standard meeting patterns typically used.



(6) Click 'Patterns,' and from the drop-down menu, choose one of the standard Meeting Patterns (MP), or choose User Defined to enter a different time.

(8) Click on individual sections to view or not view them.



**TIP:** To propose your own meeting pattern, drop down 'Patterns' and click 'User Defined.'

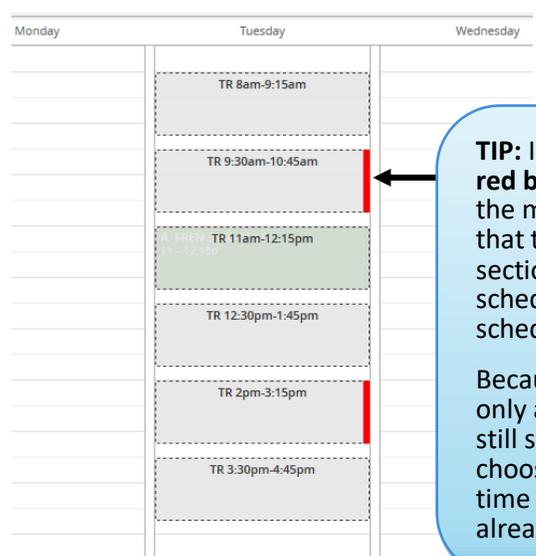
Drop down 'Patterns' again, and type your proposed meeting pattern in this format:

**day initial(s), space, start time, hyphen, end time**

Ex: TR 3:00pm-3:50pm

(If am/pm is missing, am will default. Don't use military time.)

M	Monday
T	Tuesday
W	Wednesday
R	Thursday
F	Friday
S	Saturday
U	Sunday



**TIP:** In the 'Snapper', a red bar will appear at all the meeting patterns that the instructor of the section for which you are scheduling is already scheduled to teach.

Because the red bar is only a caution, you may still save if the time you choose conflicts with a time the instructor is already teaching.

### 3.6.2 Schedule Snapper: Viewing Additional Course Sections

Scheduling – FREN 1010-06: Elementary French I (CRN: 72580; CLSS ID: 3882)

Days ▾ Patterns ▾ FREN 1010-06 LEC LEC 01 LEC 02 LEC 03 LEC 04 LEC 05

Monday Tuesday Wednesday Thursday Friday

8am FREN 1010-01 LEC FREN 1010-01 LEC FREN 1010-01 LEC

9am

10am FREN 1010-02 LEC FREN 1010-02 LEC FREN 1010-02 LEC

11am FREN 1010-03 LEC FREN 1010-03 LEC FREN 1010-03 LEC

12pm FREN 1010-04 LEC FREN 1010-04 LEC FREN 1010-04 LEC

1pm

2pm FREN 1010-05 LEC FREN 1010-05 LEC FREN 1010-05 LEC

3pm

4pm

5pm

6pm

7pm

8pm

Meetings

Cancel Accept

(1) To see another course on the Snapper, add it by clicking on the grey plus sign.

(2) A Course Code field appears. Type in the course code, then click 'Add'. The schedule for all sections of that course will appear in the Snapper.

Format example: **REGR 1010**

Course Code Permanent Add

### 3.6.3 Schedule Snapper: Section with More Than One Meeting Pattern

Meetings

(1) To add another meeting pattern to a course section, select 'Meetings'.

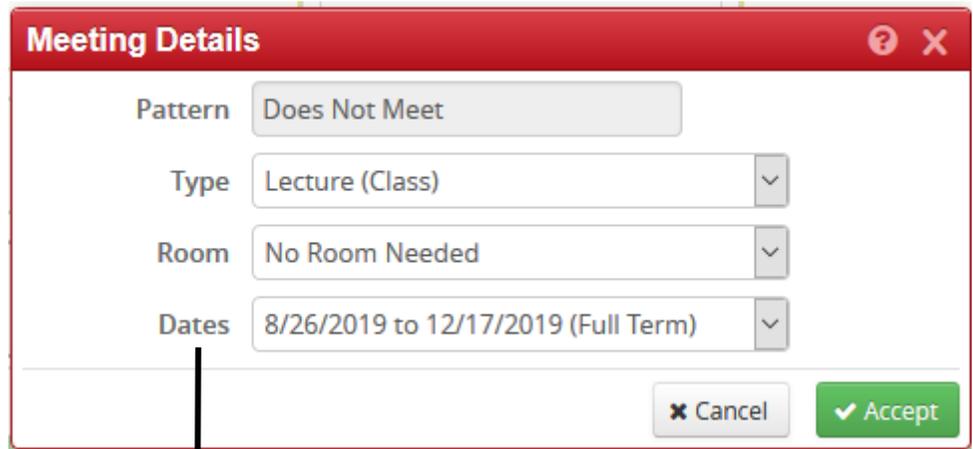
(2) A field slides up from the bottom. Click the green plus sign.

Pattern	Type	Room	Dates
A. MF 2pm-2:50pm	Lecture (Class)	NH 209 - Newcomb Hall 209	Using Part of Term Dates
B. TR 2pm-3:15pm	Lecture (Class)	NH 209 - Newcomb Hall 209	Using Part of Term Dates

(3) The **Meeting Details** pop-up appears.

From the drop-down, select your room (or select General Pool Room to be assigned one).

The date range will default to part of term 1.



The Meeting Details pop-up window has a red header with a question mark and a close button. It contains four fields: Pattern (Does Not Meet), Type (Lecture (Class)), Room (No Room Needed), and Dates (8/26/2019 to 12/17/2019 (Full Term)). At the bottom right are Cancel and Accept buttons.

To change the dates, drop down the Dates menu and select Custom. Input the dates using the format YYYY-MM-DD for both boxes.



The Custom Dates selection screen shows the Dates field set to Custom. Below it are two input boxes: 2019-08-26 and 2019-09-26, separated by a 'to' label.

(4) The additional meeting type is now available, but still does not have a meeting pattern assigned to it.

To assign a meeting pattern, select the new meeting type (the field will slide back down) or if already selected (will be green), click the gray X to go back to the Schedule Snapper to select a meeting pattern.



Pattern	Type	Room	Dates	
A. MF 2pm-2:50pm	Lecture (Class)	NH 209 - Newcomb Hall 209	Using Part of Term Dates	+ X
B. TR 2pm-3:15pm	Lecture (Class)	NH 209 - Newcomb Hall 209	Using Part of Term Dates	X
C. Does Not Meet	Lecture (Class)	General Pool Room	8/26/2019 to 9/26/2019	X

(5) To edit the meeting type, select it (if it slides back down, click 'Meetings' again), then click the **Pencil** icon.

To delete the meeting type, click the **Trash** icon.



---

### 3.6.4 Multiple Meeting Patterns

#### Multiple meeting patterns can be used for different scheduling situations, including:

- **4-hour credit courses** (which usually use one 3-hour standard meeting pattern plus an additional 1-hour meeting pattern). Ex: Math, Foreign Languages
- Courses with one standard meeting pattern, plus an additional meeting for **film screenings**.
- Courses that schedule **exam times** outside of/ in addition to their primary standard meeting pattern.
- **Hybrid sections** that do not meet every week.

#### Follow these steps to enter multiple meeting patterns in CLSS:

1. From the 'Edit Section' screen, open the Snapper for your class section (click the linked blue text under 'Schedule').
2. Click on the black 'Meetings' button in the bottom-left corner of the Snapper.
3. Click on the green plus sign (+) to add a meeting pattern.
4. In the 'Meeting Details' pop-up window, select an available option from each of the following drop-down menus:
  - a. 'Type' of class
  - b. 'Room' needed – either a departmental room or General Pool Room (to be assigned by the Registrar's Office)
  - c. 'Dates' – will default to part of term 1, but you may select 'Custom' and enter your dates using the format **YYYY-MM-DD** for both boxes.
5. Click 'Accept,' and then navigate back to the Snapper by clicking on the new meeting pattern.
6. Drop down the 'Patterns' menu and click 'User Defined.'  
Drop down 'Patterns' again to enter the times to the secondary meeting pattern you created, using the format of the example: **TR 3:00pm-3:50pm**  
Click 'Add.' Repeat as needed for any additional meeting patterns.
7. When all meeting patterns have been entered, click '**Accept.**'
8. Back in the 'Edit Section' screen, click '**Save Section.**'

## Examples:

**A 4-credit course has one shared 3-credit standard meeting pattern, plus one “break-out session”:**

Pattern	Type	Room	Dates
A. MWF 3pm-3:50pm	Lecture (Class)	General Pool Room	<i>Using Part of Term Dates</i>
B. R 3:30pm-4:45pm	Lecture (Class)	General Pool Room	<i>Using Part of Term Dates</i>

**A 3-credit course has a standard meeting pattern, plus a monthly evening meeting pattern for exams or screenings:**

Pattern	Type	Room	Dates
A. TR 8am-9:15am	Lecture (Class)	General Pool Room	<i>Using Part of Term Dates</i>
B. M 6pm-8pm	Lecture (Class)	General Pool Room	9/16/2019
C. M 6pm-8pm	Lecture (Class)	General Pool Room	10/14/2019
D. M 6pm-8pm	Lecture (Class)	General Pool Room	11/18/2019
E. M 6pm-8pm	Lecture (Class)	General Pool Room	12/16/2019

**A course that meets once a month:**

Pattern	Type	Room	Dates
A. U 9am-5pm	Lecture (Class)	General Pool Room	9/8/2019
B. U 9am-5pm	Lecture (Class)	General Pool Room	10/6/2019
C. U 9am-5pm	Lecture (Class)	General Pool Room	11/3/2019
D. U 9am-5pm	Lecture (Class)	General Pool Room	12/8/2019

**A hybrid course meets Tuesday in person and Thursday online:**

Pattern	Type	Room	Dates
A. T 2pm-2:50pm	Seminar (Class)	General Pool Room	<i>Using Part of Term Dates</i>
B. R 2pm-2:50pm	Online Course (Class)	No Room Needed	<i>Using Part of Term Dates</i>

## 4.0 Validating

In the Course Sections screen, clicking the **'Validate'** button will run all relevant rules on all of a scheduling unit's sections within the selected term. Validating is a useful way to review which sections have a warning or error note and the types of workflow approvals that these sections will go through.

**Within Design Mode** (specifically, in the Proof & Final Submission Phase, which is right after the Plan Phase), **validating is how a scheduler submits their complete scheduling unit to the Registrar's Office.**

Any part of the schedule that is not complete at that point will automatically be included in the submission, so schedulers should either delete any incomplete sections, or be aware that those sections may later require one or more validation workflows with each additional submission, during **Refine Mode**.

The screenshot shows the 'Validating Scheduling Unit' interface. At the top, a red navigation bar contains buttons for 'View By', 'Validate', 'Bridge Tools', 'Visualize', 'Filter', 'Framer', and 'Export'. A dashed box highlights the 'Validate' button, with a callout box stating: (1) Click 'Validate' on the Course Sections screen. A progress bar below the navigation bar shows 'Total: 36', 'Complete: 3', 'Passed: 1', and 'Failed: 2'. Below this, a larger window titled 'Validating Scheduling Unit' shows 'Rule Validation Complete' with 'Total: 36', 'Complete: 36', 'Passed: 27', and 'Failed: 9'. A list of validation rules follows, each with a warning icon and a blue export arrow. A callout box (2a) points to these arrows: (2a) Click on blue or red text to pull up a detail list of sections that either triggered a warning or will initiate a workflow. (Note: no red text is in this example.) Another callout box (2b) points to the blue export arrow for the 'Absolute Max within 90% of Actual Room Cap' rule: (2b) Click on the blue export arrow to go directly to the sections that triggered a warning or error. A callout box (3) points to the 'Start Workflow' button at the bottom right: (3) Click 'Start Workflow'. A callout box (TIP) points to the 'Export' button at the bottom left: TIP: You can export this information to Excel. A final callout box (TIP) points to the 'Failed: 9' section: TIP: For Workflow items, nothing needs to be done. However, this is a good way to check and see which of your sections are in workflow at any given time.

## 4.1 Flags: Error, Warning, Workflow

Rules are established in CLSS to enforce university policies and assist with managing course schedule changes that may occur in a typical academic year. They are like error reports, except they notify you right away if there is an issue with the section. There are three levels of notification if a class section does not satisfy one or more rules.

	<b>Warning</b>	CLSS will alert you that there is a potential error on the section. <b>The section or scheduling unit may be saved</b> , but proceed with caution before completing the full schedule.
	<b>Error</b>	<b>The section or scheduling unit may not be saved.</b> A rationale with possible solutions to the error is given. The error must be corrected first, before the 'Save As-Is' or 'Start Workflow' buttons become available.
	<b>Workflow</b>	The section is in violation of one or more rules and must be approved by the Chair, the Department, and/or the Registrar's Office. <b>The section may be saved</b> , which will trigger the workflow.  In <b>Design Mode</b> , all workflows occurs at one time for the entire scheduling unit. In <b>Refine Mode</b> , each section – upon its individual submission – will go through a workflow on its own when one is triggered.

**IMPORTANT:** While rules help catch errors, remember that CLSS is a computer program with limited logic.

**You may need to do some detective work if you generate an error that does not make sense to you.** CLSS cannot determine the full nature of the section you intended to set up, so it will give you a list of all the potential errors for you to consider.

**If you still don't understand a rule, please contact the Registrar's Office.**

## 5.0 Heat Map / Visualize

(1) To open the **Heat Map**, click '**Visualize**' or the flame icon wherever it appears in CLSS (also in the Snapper). 

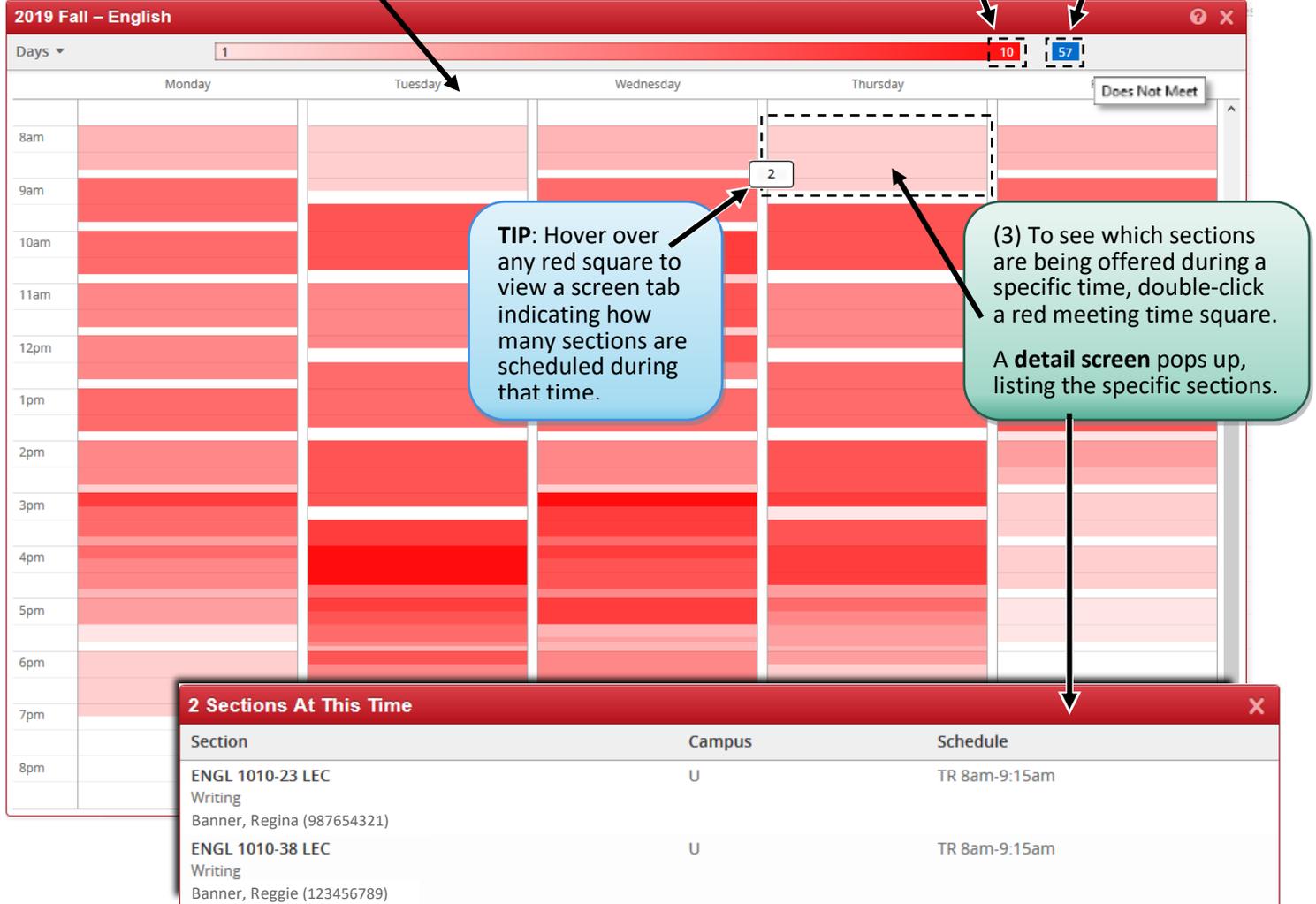
(2) The **Heat Map** appears. The darker an area of red is, the more sections there are scheduled during that meeting time, for the selected scheduling unit.

**TIP:** This denotes the highest number of section offerings scheduled within any one meeting time (for the selected scheduling unit).

This denotes the total number of sections that do not meet.

**TIP:** Hover over any red square to view a screen tab indicating how many sections are scheduled during that time.

(3) To see which sections are being offered during a specific time, double-click a red meeting time square. A **detail screen** pops up, listing the specific sections.



2019 Fall - English			
Days	1	10	57
	Monday	Tuesday	Wednesday
8am			
9am			
10am		2	
11am			
12pm			
1pm			
2pm			
3pm			
4pm			
5pm			
6pm			
7pm			
8pm			

2 Sections At This Time		
Section	Campus	Schedule
ENGL 1010-23 LEC Writing Banner, Regina (987654321)	U	TR 8am-9:15am
ENGL 1010-38 LEC Writing Banner, Reggie (123456789)	U	TR 8am-9:15am

**TIP:** From the **Scheduling Units** screen, you may click Visualizer to view the heat map for all section offerings for all scheduling units within a term. This can assist in determining your "prime-time" meeting pattern trends.

**IMPORTANT:** The Heat Map displays meeting time densities but is not specific to locations. ANY section (within this scheduling unit) that meets will display here, regardless of room or campus; even online meetings patterns can display here.

## 6.0 Using the Framer

The Framer is a useful way to compare terms.

(1) Click 'Framer' in the Course Sections screen.

(2) The Framer will open in Summary view.

(3a) To change the view, click 'View' and choose from Summary, Standard, and Detail in the drop-down menu.

(3b) Choose **Customize** to add or delete Instances from your Framer view.

(3c) Check the boxes of all Instances you wish to view. Select 2 or 3 columns.

(4) Click 'Accept.' (See this Custom View, next page.)

**TIP:** Numbers in parentheses indicate enrollment. Historical instances show **actual enrollment**. Future instances show the **enrollment cap**.

2019 Spring		2019 Summer	
PORT 1121 Intensive Portuguese Lab	1 LAB (15)		
PORT 2030 Intermediate Portuguese	2 LEC (30)		
PORT 2050 Immersive Intermedia Portugues			
PORT 2890 Service Learning: PORT 2030	3 SER (50)		
PORT 2910 Independent Studies			
PORT 3040 Grammar & Writing - Portuguese			
PORT 3050 Immersive Grammar & Writing		1 LEC (30)	
PORT 3130 Intro to Brazilian Culture			
PORT 3250	1 LEC (45)		
	1 SEM		

**Customize View**

**Instances**

<input type="checkbox"/> 2019 Summer	<input checked="" type="checkbox"/> 2019 Spring
<input type="checkbox"/> 2018 Fall	<input type="checkbox"/> 2018 Summer
<input checked="" type="checkbox"/> 2018 Spring	<input type="checkbox"/> 2017 Fall
<input type="checkbox"/> 2017 Summer	<input checked="" type="checkbox"/> 2017 Spring

**Columns**

2 Columns  
2 Columns  
3 Columns

Close Accept

(5) After customizing the instances to view, you may select **View** > Summary, Standard, or Detail. (Detail is shown below.)

CourseLeaf/CLSS – Schedule Framer

**TIP: 'H' indicates Historical.**

View Filter Export

2017 Spring (H)

2018 Spring (H)

2019 Spring (H)

	2017 Spring (H)	2018 Spring (H)	2019 Spring (H)
PORT 4910 Independent Study	0 – IND: Staff, Tulane (000000000) (0) Does Not Meet	0 – IND: Staff, Tulane (000000000) (0) Does Not Meet	
PORT 4990 Honors Thesis	0 – HTH: Staff, Tulane (000000000) (0) Does Not Meet	0 – HTH: Staff, Tulane (000000000) (0) Does Not Meet	0 – HTH: Staff, Tulane (000000000) (0) Does Not Meet
PORT 5000 Honors Thesis	0 – HTH: Staff, Tulane (000000000) (0) Does Not Meet	0 – HTH: Staff, Tulane (000000000) (0) Does Not Meet	0 – HTH: Staff, Tulane (000000000) (0) Does Not Meet
PORT 5190 Semester Abroad			
PORT 6000 Independent Study	0 – IND: Staff, Tulane (000000000) (0) Does Not Meet	0 – IND: Staff, Tulane (000000000) (0) Does Not Meet	0 – IND: Staff, Tulane (000000000) (0) Does Not Meet
PORT 6130 Brazilian Cultural Imaginaries			
PORT 6160 Afro-Brazilians			
PORT 6230 Brazilian Lit & The City	01 – SEM1 <b>Gadro, Avo (602214086)</b> (5) See PORT 4130-01 TR 2pm-3:15pm	01 – LEC: Staff (5) Does Not Meet	<b>Add Section</b>

**TIP:** In Standard or Detail view, click on an instructor's name to get their teaching schedule for those terms.

To add a new section, hover your cursor over the cell where your course section (row) and instance (column) intersect.

A green 'Add Section' button will appear. Click this to open a 'Create Section' pop-up.

**IMPORTANT:** For more information on using the Framer, please refer to <https://help.courseleaf.com/clss/framer/>

Information includes:

- View Options (summary, standard, detail, or customize)
- How to Duplicate a Section from Another Instance
- How to Create a New Section in the Framer

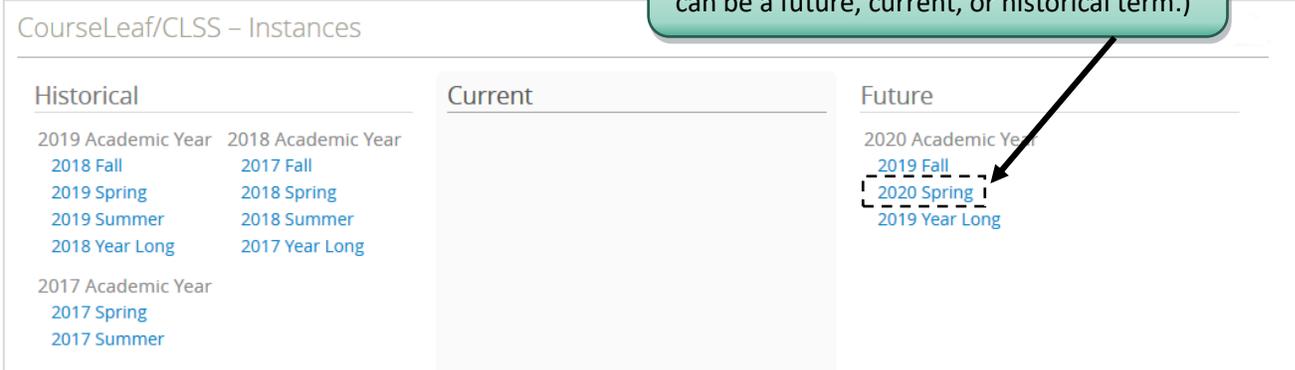
## 7.0 Filtering and Reporting

Filtering is a powerful tool to view course sections throughout the university. There are many ways to use this tool, and you are encouraged to experiment with it.

### 7.1 Filtering

**Filtering** can be run using one or more data fields per filter. These data fields serve as conditions that will narrow the results of a search on your Scheduling Unit's sections. **Key words and symbols** can be used individually or in combination, to limit and specify your search criteria.

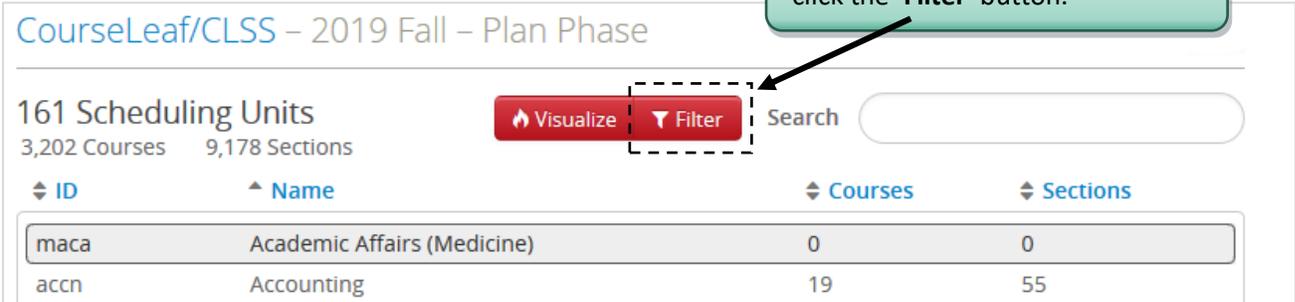
(1) In the **Instances** screen, click which term you would like to apply a filter to. (It can be a future, current, or historical term.)



CourseLeaf/CLSS - Instances

Historical	Current	Future
2019 Academic Year 2018 Fall 2019 Spring 2019 Summer 2018 Year Long	2018 Academic Year 2017 Fall 2018 Spring 2018 Summer 2017 Year Long	2020 Academic Year 2019 Fall 2020 Spring 2019 Year Long
2017 Academic Year 2017 Spring 2017 Summer		

(2) In the **Scheduling Units** screen, click the 'Filter' button.



CourseLeaf/CLSS - 2019 Fall - Plan Phase

161 Scheduling Units  
3,202 Courses 9,178 Sections

Visualize Filter Search

ID	Name	Courses	Sections
maca	Academic Affairs (Medicine)	0	0
accn	Accounting	19	55

**IMPORTANT:** For more on using Filters, please refer to <https://help.courseleaf.com/clss/filters/>

Information includes:

- Key Words and Symbol Definitions:  
Use in All Filter Fields

(3) In the pop-up 'Filter Sections' window, explore the numerous options under each drop-down menu.

There are numerous ways to filter. Some of the most common are by:

- College
- Department
- Subject
- Catalog (course) Number
- Course Restrictions
- Instructors
- Meetings
- Rooms

**TIP:** Click 'Codes' to search for the codes of any data fields.

You can search for Scheduling Units (departments) using the Search bar in the 'Scheduling Units' screen.

**Examples of Filters:**

> Section

Schedule Type Code: LEC, SEM

▼ Instructors

ID:

Display Name:

First Name:

Last Name: Banner\*

Role Code:

% Responsible: 100

(4) Input your search criteria. See Filter Fields, next page.

**IMPORTANT:** When entering multiple entries in the same data field (example: LEC, SEM), the entries are case-sensitive.

**TIP:** If you click 'Filter' from the 'Course Sections' screen, your scheduling unit will already be set as a filter under 'Section.' To add more filters under 'Section,' click 'Section' to drop down its full menu.

**Filter Sections**

Criteria Codes

- > Course
- > Course Restrictions
- > Course Prerequisites
- > Section
- > Instructors
- > Meeting Pattern
- > Meetings
- > Rooms
- > Part of Term
- > Section Restrictions
- > Section Prerequisites
- > Sibling Section
- > Linked Parent Section
- > Linked Child Section
- > Cross-list Parent Section
- > Cross-list Child Section
- > Approved Section
- > Overlapping Section

(5) Click 'Apply' to run a filter. Click 'Clear' to clear all filters.

**TIP:** You can't create a new section while a Filter is being used.

## Use in All Filter Fields:

Symbol	Description
!	Not
,	Or (matches any of the items in the comma-separated list)
=	Exact match, ignoring other special characters
?	One wild card character
*	Zero or more wild-card characters
>	Greater than
>=	Greater than or equal to
<	Less than
<=	Less than or equal to
::	Range
same	Field's value is the same as the corresponding field in another group
NUM	Numeric
ALPHA	Alphabetic
ALPHANUM	Alphanumeric
[0-9]	Matches one character (Number) from the range given in the bracket
[A-Z]	Matches one character (Capital Letter) from the range given in the bracket
[a-z]	Matches one character (Lower Case Letter) from the range given in the bracket
[A-Za-z]	Matches one character (Any Letter) from the range given in the bracket
[^wW]	Matches one character that is <b>not</b> a W of either case

**TIP:** URLs in CLSS are stable, so if you create a complicated set of filters, save or bookmark the URL. You can easily adjust the term by typing a different term directly in the URL.

Below is an example: **The highlighted text is a filter for all courses with the subject MGMT, in the Fall 2019 term.** The term (instance) can be updated as needed, and the full link below can be shared among all schedule builders within that scheduling unit. (One URL can include multiple filters.)

<https://tulane-test.courseleaf.com/wen/201930/mgmt/#osu=mgmt&ssc=SO>

**More Examples of Filters (and searching with symbols):**

Catalog Number



The screenshot shows a 'Filter Sections' dialog box with a red header. Below the header are two tabs: 'Criteria' and 'Codes'. Under the 'Criteria' tab, there is a section titled '> Course'. Below this section is a text input field labeled 'Catalog Number:' containing the text '<5000'.

**For undergrad-only sections (all course numbers at the 4000 level and below).**  
(Some exceptions: Architecture, Education)

Active/Canceled Sections



The screenshot shows a 'Filter Sections' dialog box with a red header. Below the header are two tabs: 'Criteria' and 'Codes'. Under the 'Criteria' tab, there are two sections: '> Course' and '> Section'. Below the '> Section' section is a text input field labeled 'Status Code:' containing the text 'A'.

**Change Status Code to X for all canceled sections.**  
(Note that in the Design phase, sections are deleted instead of canceled.)

Enrollment



The screenshot shows a 'Filter Sections' dialog box with a red header. Below the header are two tabs: 'Criteria' and 'Codes'. Under the 'Criteria' tab, there are two sections: '> Course' and '> Section'. Below the '> Section' section is a text input field labeled 'Enrollment:' containing the text '<12'.

**This field can be used to check for low or zero enrollment.**

Empty Instructor

**Filter Sections** ? X

Criteria Codes

---

> **Course**

---

> **Section**

---

> **Instructors**

---

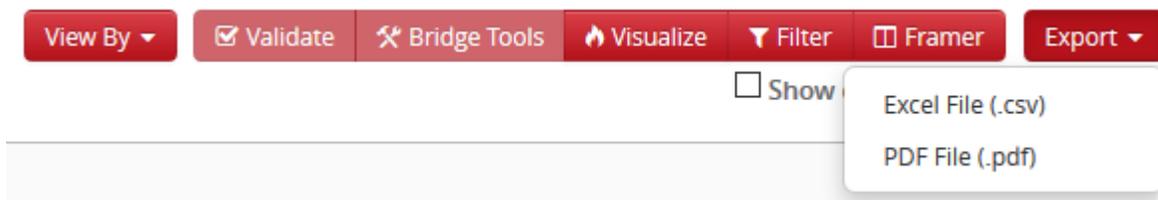
ID:

**Sections that do not have an instructor entered will default to “Staff” (ID: 000000000).**  
(This search method will go into full effect by Fall 2020.)

## 7.2 Exporting Filtered Results

After entering all the filters, click on the **‘Export’** button.

Exporting to Excel will generate an editable file; exporting to a PDF file will be read-only.



After opening the Excel file, you may further filter out and sort what data you need or don't need.

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## 8.0 Questions and CLSS Access

For access to CLSS or questions not covered by this guide, please contact:

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## Thank You!

Thank you for working with us to ensure the accuracy of the course schedule. The Office of the Registrar and the students of Tulane University greatly appreciate it!