**Courseleaf CLSS**

**Course Scheduling for the Next Semester**

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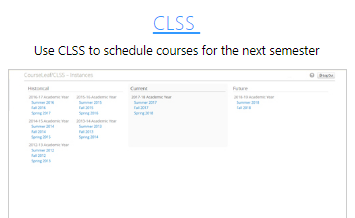
Courseleaf CLSS is web-based, so can do it anywhere you have internet access. Preferred browsers are Firefox, Safari, Chrome (you lose functionality if you use an older version of Internet Explorer).

Please note that if there are several people able to edit the same scheduling unit (generally a department), you will need to coordinate to make sure that only one of you is editing a section at a time or the one who hits save first will win. You will also need to coordinate to ensure the entire schedule is submitted, but only after all edits are made (we recommend that chairs do the final validation/submission).

* Login to CLSS <https://courseleaf-next.canisius.edu/wen/>. You can also login if you are in the portal. There is a link to “CLSS” within the CourseLeaf icon under the My Campus heading



* This takes you to the “Instances” screen



* Click on the semester that you would like to schedule
* Click on the department/program/unit that you are scheduling

***Adding and deleting sections (you must have the course expanded to see the add or delete buttons)***

* + Expand the course by double clicking on the name of the course
  + You can expand the courses to see all the sections for every course, using the double arrow buttons beside the number of courses and number of sections at the top left (under the Courseleaf/CLSS text).
* You can delete a section by clicking on the gray x in front of the section (x turns red when you hover over it). Please note that we prefer that you “revise” a section if possible because if you delete a section, you will not be able to recycle that letter (section #) until the “refine” mode when we are making final revisions to the schedule.
* You can add a section (use the green plus button on the same line as the course)
* If you don’t see a class, you can add it by checking the box “Show courses with no sections”, which is located in the top right section of the screen (you may also add it from the framer – see notes on other tools at the end of this document). Only active courses can be added to the schedule.

***Filling in the section information form:***

* The ***Title/Topic*** cannot be changed, if there are multiple names in the system, there is a drop-down to allow you to choose the course name.
* You must enter ***Section #*** (these are actually letters).
  + Section number: must be unique letter (e.g., A or B or whatever)
  + If it is online, it must begin with ON (1st one would be ONA, 2nd would be ONB, etc.)
* ***Inst. Method*** indicates the instructional method. These were revised in 2017 to provide more information for students. There is a drop down menu and on-campus courses are Face-to-Face. Note that online classes need to indicate if there are any synchronous meetings expected. Note that you should not use TR or NT. I have attached a document that provides descriptions of all the instructional methods and section types.
* ***Display on Web*** will either make the course visible to the students on the web (Yes), or will hide the class (No). If you tentatively schedule a section in case there is “overflow”, this is how you can keep it hidden initially.
* ***Section Type*** indicates the type of class (lecture, lab, internship, etc) and is limited to the options available in the “master course record”. If you don’t see the correct designation, you can edit the master course in CIM for Courses. This will then be added to the course record in Banner and then must sync overnight for you to be able to pick it in CLSS. I have attached a document that provides descriptions of all the instructional methods and section types.
* ***Session*** indicates whether the course is full term (the vast majority of courses) or a shorter term (often used in graduate courses)
* ***Campus*** should be set to Main (the default), except for graduate business courses which are designated as Graduate Business.
* The ***Credit Hours*** cannot be changed here; if it is incorrect the course credit hours can be updated by editing the master course in CIM for Courses.
* ***Status*** should be Active (you won’t be able to change it)
* ***Signature Required*** is used to indicate that students may not register without a signature. The default value is no signature required. Other options are Instructor, Department Chair, Program Director, or Registrar.
* ***Co-list With*** is where you can link sections. Think of this as a parent-child relationship.
  + You can only give ownership, you can’t take ownership. So co-listing is only filled in for the “child” section
    - When there is an undergraduate & a graduate section, the “parent” should be the undergrad section and the “child” is the graduate section
    - When there are several programs in the same department, the “parent” should be the departmental section (e.g., COM is the parent and DMA and JRN would be children)
    - When there are several sections at different levels, the course at the lowest level should be the parent section (e.g., ARBC 215 is the “parent” and ARBC 323 is the “child”).
    - If there are co-listed sections across departments, the parent is the first one in the alphabet
* ***Section Attributes*** will provide important information about the section, especially in that they may impact the student’s cost and/or availability of the section. You have the ability to choose from the following attributes. Please note that if there will always be a particular attribute, it can be added to the master course
  + - 50% in class and 50% online
    - Additional travel fee required
    - Additional fee required
    - Contact Instructor ASAP
    - Course completely online
    - International Educational Experience
    - Majors Only (select if course limited to majors)
    - Majors have first preference (select if seat limits are placed on course)
    - Must be online day/time listed (for synchronous online courses)
    - Service Learning component
    - Team Learning
    - Travel Required
  + Please note that Course Attributes (including core curriculum designations) will automatically populate in the section once a new section is created in Banner.
  + To add an attribute, click on the blue pencil
  + On the “Section Attributes” pop-up menu, click on the green plus button on the right.
  + Click the down arrow in the new line that says “Select”.
  + You can add additional attributes by clicking on the green plus button again.
  + Click the Green Accept Button.
* ***Course Attributes*** are the attributes assigned to the master course (and thus ALL sections of the course). For sections that are rolled over (or pushed forward), the attributes will generally be displayed. However, they are based on the last section scheduled, if attributes have changed in Banner it will change when it syncs. So if a course has recently been certified for the core, that would be shown in the new section. Likewise, if a course has been decertified, it will have that attribute removed when it syncs with Banner. The timing of this is still being determined, so please contact Lisa Fischer if you run into section that does not have the proper attribute assigned to it.
* The ***Instructor*** area will allow you to designate an instructor for your section. The default is currently “Staff”. That is what you will use if you don’t know yet (or if an adjunct is not in the system yet).
  + To add or change a faculty member, click the blue pencil icon
  + Click on the down arrow beside the currently scheduled instructor and click on “Other”
  + Begin typing the last name of the instructor
  + After the first 3-4 letters, you will see the options that are available and you can click on the correct instructor.
  + If there is more than one instructor:
    - click on the green plus button
    - Choose the additional instructor
    - You will need to designate one person as the primary instructor (this is the person who will be responsible for the grades and for the progress reports).
    - You will need to assign a % responsibility (this should add up to 100%). For now, do this evenly – if there are 2 instructors, each should be 50%, for 3 instructors, the primary should be 34% and the two others should be 33%.
    - Assign the “blue star” to the person who will spend the most time in the classroom or who is hardest to schedule (this person’s schedule will show in the “snapper” when you are scheduling the time for the class.
  + Once you have the instructor(s) assigned, click on the green “Accept” button.
* Use the ***Room*** to request a room. This is NOT a guarantee, but it will allow us to track the requests for rooms. There is a dropdown, but you can also start typing the room name, beginning with the building name.
  + You may choose the room from the dropdown, or start typing the name of the building.
  + If you do not need a room for the class (i.e., it is all off campus, involves meeting in your office, or meets only in the quad), please choose *No Building Assigned NONE*
  + If you do not meet (e.g., it is entirely online), please choose *No Room Assigned*
  + ***Room Attributes****: If you have* ***required room attributes*** *(computer lab, lecture capture, document camera, etc.) they may be entered by using the attributes below the room choice. You may add multiple attributes, but these will be taken as required and if you request something that is not available – Mac computer lab, lecture capture, and tiered seating, you will actually not get a room. The scheduling software will assign all other courses rooms and your options will be limited.*
* Choosing the section ***Schedule***:
  + You can choose a meeting pattern from the dropdown of patterns (on the top bar toward the left). Your options are based on credit hours for your courses. When you find the correct pattern you should be able to click on the standard pattern.
  + To define your own meeting pattern – in the “Patterns” Drop-down “User Defined” will allow you to schedule it at its own time.

To define meeting pattern, you must include the

* + - Day(s) Time
    - M = Monday, T = Tuesday, W = Wednesday, Th = Thursday, F = Friday, Sa = Saturday
    - StartTime-EndTime (assumes am if do not put pm)
    - Example MW 7:30-8:30 (note: this would be a morning class unless you added pm to each of the times; i.e., 7:30PM-8:30PM)
  + If you want to see other classes on the snapper (schedule window) to avoid conflicts, you use the gray plus button in the top right of the snapper screen. You can choose classes or type in specific classes (you must have it in the correct form with a space between the subject code and the course number e.g., ACC 201)
* In the ***Enrollment*** area, we are requesting 2 values:
  + ***Maximum*** is used to set the seat cap. This will affect the number of students that will be able to register for the class.
  + ***Projected*** enrollment is the number of students you expect. Often the seat cap is very different from the expected class size and this will help with determining if we have enough rooms at a given time period before students start registering.
  + In co-listed classes, use the Maximum to set the seat cap for the individual section, use projected in the parent class to provide the projected combined enrollment (so we are able to ensure we have enough rooms) and use 0 as the projected for “child” sections.
* In the ***Enrollment*** area, we also have the place to indicate whether or not the course will need a room for a final exam (you should enter either Y or N). If you are unsure, please enter **Y** (**capitalized**)
* ***Section Text*** –provides text that will be viewable to students (there is a 60 character limit). Examples, there is a $500 fee for travel, or Saturday field trips are required Please check this, we haven’t used this in a while, but it is now visible. Delete outdated text that may have been carried over from the past.
* ***Comments*** - provide comments to the deans and registrar here. These will not be viewable by students. If you are scheduling during a non-standard meeting pattern, this is where you should provide the rationale for your request that would allow the deans to evaluate the request. This is also where you can request that a certain number of seats be set aside for a particular group of students.
* After everything is filled in, you can hit the green ***“Save Section”*** button. You may get a pop-up window about the section. As a reminder:
  + Errors (in Red), will not allow you to save. Errors are triggered by things like leaving the section number blank, having the section number be a number not a letter (it must be a letter), having too few contact hours for the number of credit hours, having some fields suggesting traditional class and others suggesting online, etc.
  + Warnings (in yellow), provide an alert that you should be aware of a particular issue. This could occur if you have a high percentage of your classes offered in the same time block. You will still be able to save, but you may want to think about these issues
  + Work Flow (in blue) will be triggered if your request requires additional approval. For example, using a non-standard meeting time will require approval by a committee of the deans. Please make sure you include a comment that will allow them to evaluate your request. All room requests will trigger “work flow” this semester so the Registrar knows they have been submitted.

***Once you have all your Courses scheduled:***

* Before Submitting – Click on the red “Validate” button (that will show you any warnings or issues that will lead to workflow for approval).
  + In design mode (initial process) – it will validate the entire scheduling unit
  + In refine mode (after initial validation) – it will validate one section at a time
* Once you have validated and have corrected any errors and addressed any warnings you need to address (warnings do not necessarily have to be corrected), you can hit the blue “Start Workflow” button to submit your schedule.

***Helpful hints***

* Courseleaf always requires that courses be written in the form MAT 111 (subject-code space course-number). If you are missing the space between the subject-code and the course-number, it will not be recognized.
* ***For entirely online courses***: there are 3 things that need to indicate "online":

1. "Section Number", i.e. ONL, ONA, ONB, etc.
2. "Section Type" -- "Course Completely Online"
3. "Section Attributes" -- Course Completely Online (for this, you have to click on the little crayon and then choose it from the drop-down.

If any of these are not correct, the course should not allow you to save.

* + - For Synchronous online courses, please include text in the section text field that outlines this information for the students, and select the “Must be online day/time listed (for synchronous online courses)” section attribute

***Other tools (red buttons):***

* Visualize will allow you to look at the “heat map” to see when all your classes are being offered. This can be helpful if you are looking for a time with the least amount of conflicts with your other courses
* Filters will allow you to see various subsets of data. There are LOTS of filters. If you are interested in this talk with Lisa Fischer.
* Framer
  + You can change the view to show other instances (semesters) so you could see a non-like semester (you could see fall in spring or see the last two springs, not just one)
  + You can also see the summary (combines all sections to see the total numbers of students) or the standard (shows each section individually) or the detail.
  + You can push a historic section forward (note that it must be in an instance or semester with an (H) after it).
* Export – you can export your schedule to excel or pdf. This could be very helpful to have others in your department help you review the schedule.