

## Using CLSS to create, delete, and update the Schedule of Classes

**Logging in:** Navigate to the CLSS webpage. Login, using your Texas State University net Id and password.

### To view departmental schedule and course offerings:

1. Click on the instance (term) that you wish to view.

#### CourseLeaf/CLSS – Instances

Historical		Current	Future
2014 Academic Year	2013 Academic Year	2015 Academic Year	2016 Academic Year
Fall 2013	Fall 2012	Fall 2014	Fall 2015
Spring 2014	Spring 2013	Spring 2015	Spring 2016
Summer 2014	Summer 2013	Summer 2015	Summer 2016
2012 Academic Year			
Fall 2011			
Spring 2012			
Summer 2012			

2. Sections may be viewed by course, instructor, or meeting pattern. To change the view click on the View By drop down and make selection.

#### CourseLeaf/CLSS – Summer 2016 – Enginee...

24 Courses, 73 Sections



Plan Phase Design Mode

View By ▾



Export ▾

Course

✓ Instructor

Day and Time

➤ Ameri, Farhad

Bartlett, Laura

Batey, Andy

Hager, Cassandra

Humphries, Steven

Kim, Yoo-Jae

Sharma, Vivek

Song, In-Hyouk

Spencer, Bobbi

Sriraman, Vedaraman

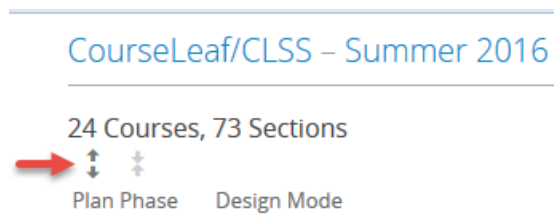
Summers, Mark

Talley, Kimberly

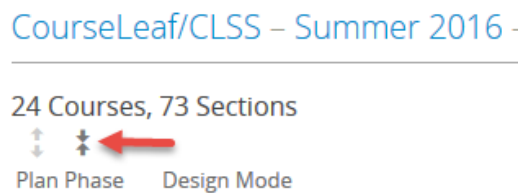
Winek, Gary

You, Byoung

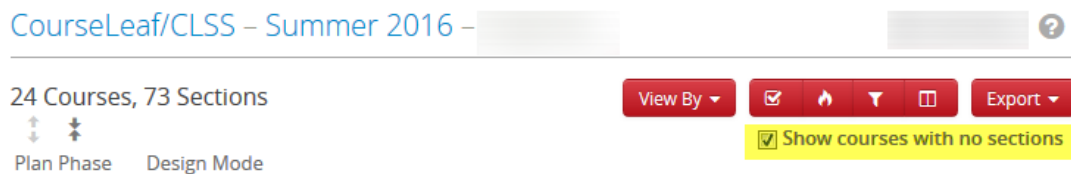
3. To view all sections under each course, click on the double arrows to expand.



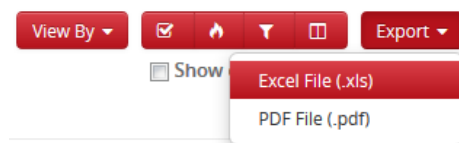
4. To close the view, click on the double arrow to minimize



5. To view active courses with no current sections, click on the check box next for “Show courses with no sections”.



6. To export the course schedule, click on the Export button and make select format. The report will export in the view currently selected.



## Viewing historical course information using the Framer:

1. Click the **Framer** button.

CourseLeaf/CLSS – Summer 2016 – Engineering Technology

24 Courses, 73 Sections    View By    Validate    Visualize    Filter    **Framer**    Export    Show courses with no sections

2. The framer will show two terms at a time. Use the left and right arrows to view a different term.
3. You may add a section using the framer by hovering over the course and click on the green **Add Section** button.

CourseLeaf/CLSS – Schedule Framer

View    Filter    Export

Spring 2016    Summer 2016

CAPSTONE		
CIM 5340 INNOV STRATE CONC		
CSM 1260 INTRO CONS & CONCR	2 LEC (120)	
CSM 2160 INTRO CONST SURVEY	2 LEC (40) 2 LAB (40)	
CSM 2313 ARCH DESIGN I	4 LEC (88) 4 LAB (88)	1 LEC (22) 1 LAB (22)
CSM 2342 CONST MAT & PROCES	1 LEC (50) 1 LAB (50)	1 LEC (50) 1 LAB (50)

- 4.

## How to create a new section:

1. Click on the instance (term) that you wish to add a section to.

CourseLeaf/CLSS – Instances

Historical		Current	Future
2014 Academic Year	2013 Academic Year	2015 Academic Year	2016 Academic Year
Fall 2013	Fall 2012	Fall 2014	Fall 2015
Spring 2014	Spring 2013	Spring 2015	Spring 2016
Summer 2014	Summer 2013	Summer 2015	Summer 2016
2012 Academic Year			
Fall 2011			
Spring 2012			
Summer 2012			

2. Double click Subject and Course Number to be added.

76 Courses, 480 Sections



Plan Phase

Design Mode

View By ▾



Export ▾

☐ Show courses with no sections**ENG 1300 – DEVELOPMENTAL WRIT** 

ENG 1310 – COLLEGE WRITING I

ENG 1320 – COLLEGE WRITING II

ENG 2310 – BRIT LIT - 1785

ENG 2320 – BRIT LIT 1785 +

ENG 2330 – WORLD LIT - 1600

ENG 2340 – WORLD LIT

ENG 2359 – AM LIT BEFORE 1865

ENG 2360 – AM LIT SINCE 1865

ENG 3301 – CRIT THEORY MAJORS

ENG 3302 – FILM VIDEO THRY PR

ENG 3303 – TECHNICAL WRITING

3. To add a new section, click the green plus sign.

66 Courses, 243 Sections



Plan Phase

Design Mode

View By ▾



Export ▾

☐ Show courses with no sections

MATH 1101 – MATH DEV ED INTERV

MATH 1300 – ELEMENTARY ALGEBRA

MATH 1311 – INTRMED ALGEBRA

MATH 1312 – COLLEGE STAT &amp; ALG

**MATH 1315 – COLL ALGEBRA**

	251	LEC	Garrett, Christopher	MWF 8am-8:50am
	252	LEC	Gutt-Lehr, Joanna	MWF 9am-9:50am
	253	LEC	Melnikova, Yuliya	MWF 9am-9:50am
	254	LEC	Gerlofs, Maureen	MWF 10am-10:50am
	255	LEC	Hruzek, Emilie	MW 11am-12:20pm
	256	LEC	Bower, Rachel	MWF 11am-11:50am
	257	LEC	Lund, Merrie	MW 12:30pm-1:50...

4. The section editing screen will open. Update the section information as necessary.

Edit Section – CTE 3304-001: HUMAN RELATIONS (CRN: 16293)

### Section Information

Title/Topic	HUMAN RELATIONS (Default Value)	Session	81 - First 8 Week Session
Section #	001	Campus	Main
Credit Hrs	3	Inst. Method	Face to Face
Status	Active	Schedule Print	Yes
Consent	Dept Appr Needed (APPR)	Section Type	Lecture
Grade Mode	(Default Value)	Link To	Not linked to other sections
Cross-list With	Select section...		

### Section Attributes

Audit (conv)

Instructor	Room
Springer, Stephen	Pedernales 00114

### Course Attributes

None Assigned

Schedule
Does Not Meet

### Enrollment

Maximum	Wait Cap
20	0

### Section Text

Long Text

HYBRID COURSE (\$150 ELECTRONIC FEE) TAUGHT VIA INTERNET - REQUIRED MEETINGS 8/25, 9/15 AND 10/6 IN SAN MARCOS

### Comments

Close Save Section

- Click the “Save Selection” button to save and create the new CRN and section.

## Editing and updating section information:

The Subject, Course Number, Course Title, Credit Hours, Status, Grade Mode, and Course Attributes will auto fill in from the catalog.

1. **Updating Section Numbers:** The section number will automatically update to the next available section number. Section numbers may be updated to fill in gaps in sequencing or to indicate an Honors, Learning Community, or Lab section.

Edit the section information as needed.

*Section Numbers-*

Fall= 001-250

Spring= 251-750

Summer I= 501-750

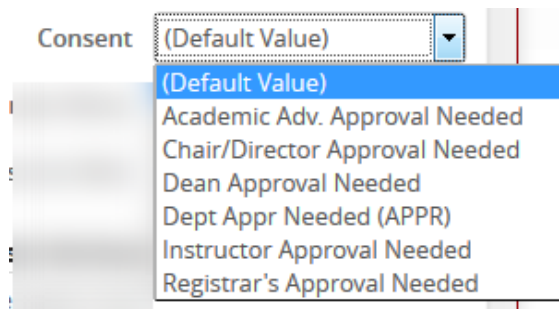
Labs (0 credit hours) - LXX

Honors= HXX

Learning Community= RXX

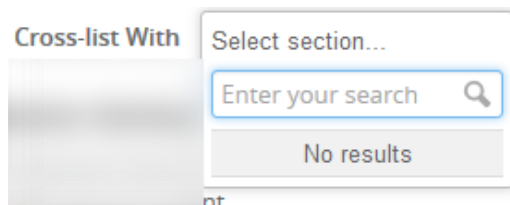
2. **Updating Consent:** The Consent field indicates whether Special Approval is needed for a student to register for the section.

To update consent click on the drop down menu and select the desired Special Approval option.

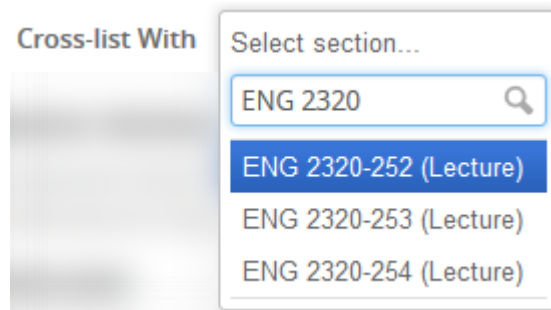


3. **Updating Cross-listing:** The Cross-listing field indicates whether a section is stacked. Stacked sections have the same meeting pattern, meet in the same room, and have the same instructor.

To update the cross-listing of a section with another, click on the drop down.



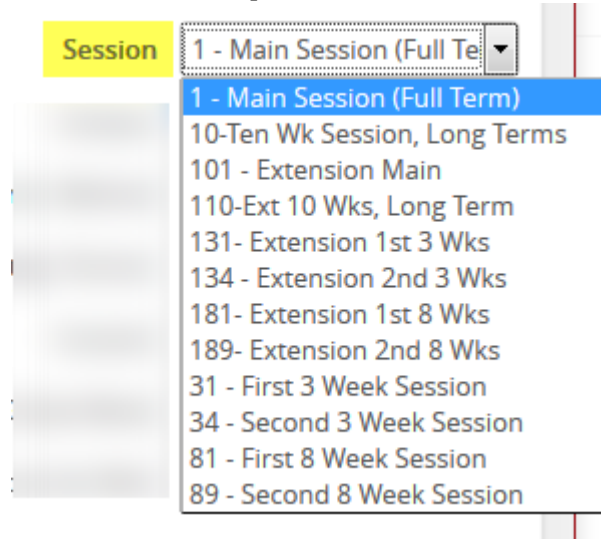
Type in the Subject and Course number. CLSS will bring up a list of sections matching the entered search criteria. Select the section that is to be Cross-listed with the section being updated.



A screenshot of a web form. On the left, the text "Cross-list With" is visible. To its right is a dropdown menu. The menu's header is "Select section...". Below the header is a search input field containing the text "ENG 2320" and a magnifying glass icon. Below the search field is a list of four options: "ENG 2320-252 (Lecture)" (highlighted in blue), "ENG 2320-253 (Lecture)", and "ENG 2320-254 (Lecture)".

4. **Updating Session:** The session updates the Part of Term.

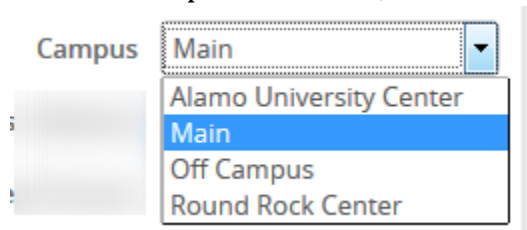
To update the Session, click on the drop down arrow. Select the desired Part of Term.



A screenshot of a web form. On the left, the text "Session" is visible. To its right is a dropdown menu. The menu's header is "1 - Main Session (Full Te" followed by a downward arrow. Below the header is a list of ten options: "1 - Main Session (Full Term)" (highlighted in blue), "10-Ten Wk Session, Long Terms", "101 - Extension Main", "110-Ext 10 Wks, Long Term", "131- Extension 1st 3 Wks", "134 - Extension 2nd 3 Wks", "181- Extension 1st 8 Wks", "189- Extension 2nd 8 Wks", "31 - First 3 Week Session", "34 - Second 3 Week Session", "81 - First 8 Week Session", and "89 - Second 8 Week Session".

5. **Campus:**

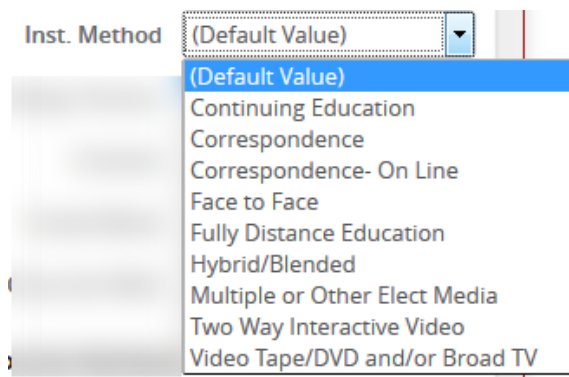
To update the Campus, click on the drop down arrow, and select the desired campus.



A screenshot of a web form. On the left, the text "Campus" is visible. To its right is a dropdown menu. The menu's header is "Main" followed by a downward arrow. Below the header is a list of four options: "Alamo University Center", "Main" (highlighted in blue), "Off Campus", and "Round Rock Center".

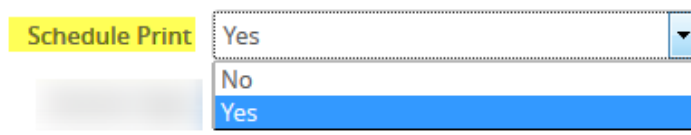
6. **Updating Inst. Method:** The Inst. Method (Instructional Method) updates the method the course will be taught.

To update the Instructional Method, click the drop down arrow and select the desired method.



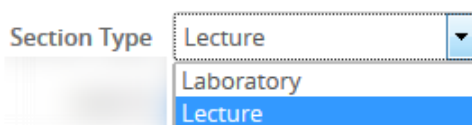
7. **Updating Schedule Print:** The Schedule Print section indicates whether a section will appear in the course listings on CatsWeb.

To update, Select Schedule Print. Click on the drop down arrow and select “No” or “Yes”.



8. **Updating Section Type:** The list of available Section Types pulls from the Catalog level.

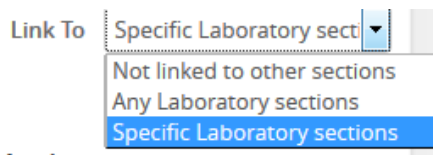
To update the Section Type click on the drop down arrow and make the selection.



9. **Updating Links:** Linking two sections requires a student to take two sections of a particular course during the same term.

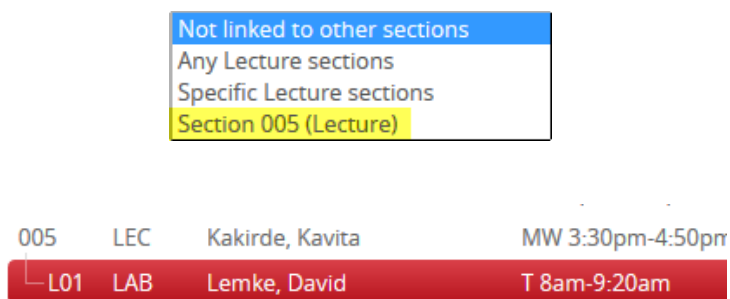
To link a lecture section to any lab section, click on the drop down arrow and select either “Any Laboratory sections”.

To link a lecture section to a specific lab section, select “Specific Laboratory sections”





Then link the lecture section to the specific lecture section.

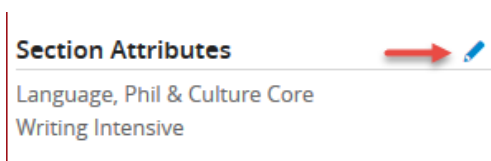


**Note:** If there is only one lecture/lab combination, the dashes indentation may not appear.

**10. Section Attributes:** Attributes are codes that are primarily used for degree audits, transcripts, and/or fees. They differ from section restrictions and prerequisites, which are used to manage enrollment.

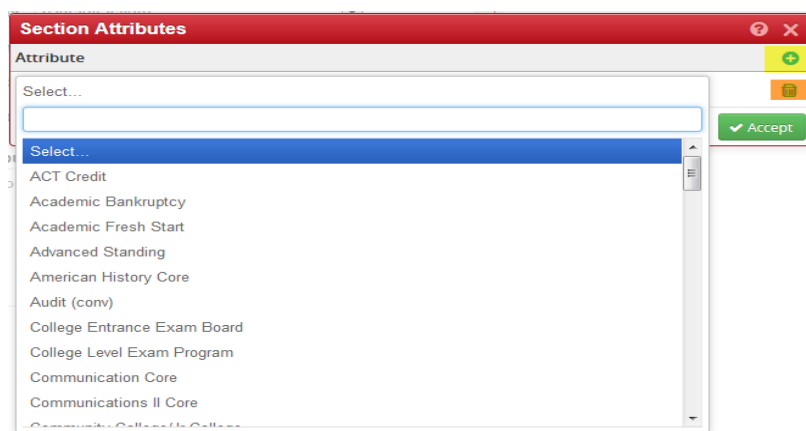
**Note:** Any changes to the section attributes, will not update the Catalog information and will not be rolled to the next like instance.

To edit the Section Attributes, click on the pencil icon.

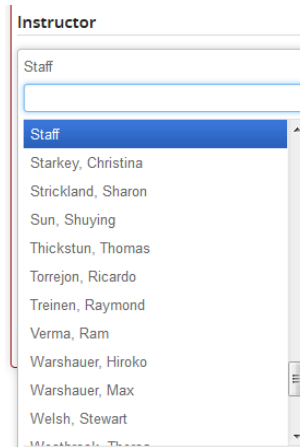


To add an attribute, click the green plus sign.

To remove an attribute, select the trash can icon to delete an existing attribute from the section.



**11. Instructor:** To search for a particular instructor, begin typing the instructor's last name. A list of available instructors will appear below.



**12. Room:** The room list contains a listing of all department owned first call classrooms and their labs. The Room Grid will open another window to view individual room grids.

To select a room click on the drop down arrow and make the desired room option.

**No Room Needed-** Will appear as ARR, ARR in CatsWeb.

**General Room Assignment-** Will route the section to the SOC Team for room assignment. Requests for a general room assignment will be processed once all departments have moved to refine mode. A max enrollment greater than zero is needed for a room assignment.

**Edit Section – CHEM 1430-251: CHEM NON-SCI MJ (CRN: 32199)**

**Section Information**

Title/Topic	CHEM NON-SCI MJ (Default)	Session	1 - Main Session (Full Te)
Section #	251	Campus	Main
Credit Hrs	4	Inst. Method	Face to Face
Status	Active	Schedule Print	Yes
Consent	(Default Value)	Section Type	Lecture
Grade Mode	(Default Value)	Link To	Any Laboratory sections
Cross-list With	Select section...		

**Section Attributes**      **Course Attributes**

Lab Required  
Life & Physical Sciences Core

**Instructor**      **Room**      **Schedule**

Staff      Chemistry 00100      TTh 8am-9:20am

**Enrollment**      0      **Text**

Maximum      Wait Cap      t

100      0      KE A FOLLOWING LAB 32201,

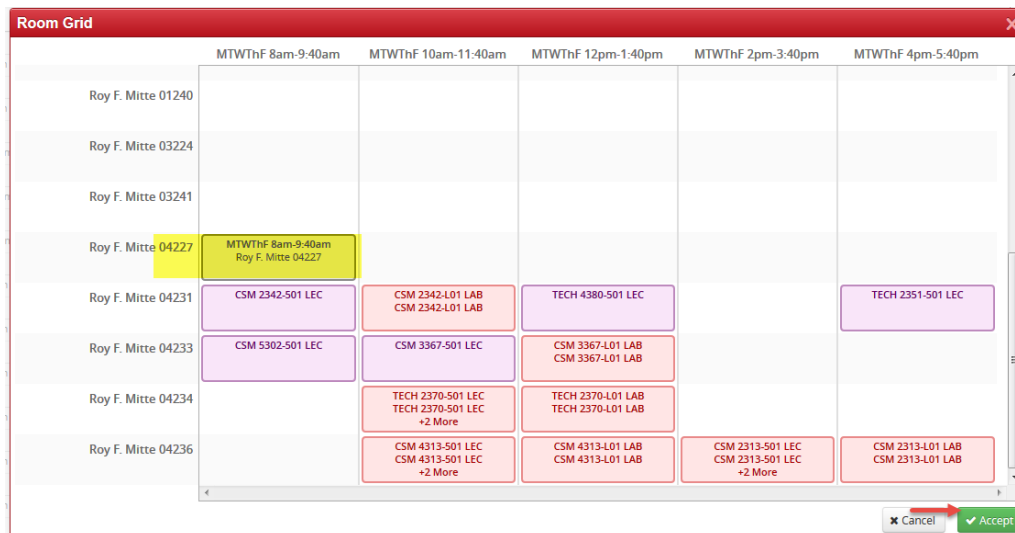
**Comments**      General Assignment Room      2203, 32204

No Room Needed

13. Alternately, you may use the **Room Grid** to view, click on the Rooms button.

Close Rooms Accept

14. To make room selection in the room grid click on the room and time. Then click accept.



**15. Updating the Schedule:** The Schedule updates the Meeting Pattern (meeting days, start, and end time).

To update the meeting pattern, click on “Does Not Meet”. The Schedule Snapper window will open.

#### Schedule

 Does Not Meet

The Schedule Snapper grid will show all the meeting patterns of other like sections.

Click on an available timeslot and then click accept.

Scheduling – MATH 1315: COLL ALGEBRA

Days

Patterns

MATH 1315-351 LEC

LEC 251-254

LEC 255-258

LEC 259-262

LEC 263-266

LEC 267-270

LEC 271-303

LEC 304-350

	Monday	Tuesday	Wednesday	Thursday	Friday
8am	MATH 1315-251 LEC	MATH 1315-263 LEC	MATH 1315-251 LEC	MATH 1315-263 LEC	MATH 1315-251 LEC
9am	MATH 1315-253 LEC	MATH 1315-264 LEC	MATH 1315-253 LEC	MATH 1315-264 LEC	MATH 1315-253 LEC
10am	MATH 1315-254 LEC	MATH 1315-265 LEC	MATH 1315-254 LEC	MATH 1315-265 LEC	MATH 1315-254 LEC
11am	MATH 1315-256 LEC	MATH 1315-266 LEC	MATH 1315-256 LEC	MATH 1315-266 LEC	MATH 1315-256 LEC
12pm					
1pm	MATH 1315-258 LEC	TTh 12:30pm-1:50pm	MATH 1315-258 LEC	TTh 12:30pm-1:50pm	
2pm	MATH 1315-260 LEC	MATH 1315-269 LEC	MATH 1315-260 LEC	MATH 1315-269 LEC	
3pm	MATH 1315-261 LEC		MATH 1315-261 LEC		
4pm					
5pm					
6pm					
7pm	MATH 1315-262 LEC	MATH 1315-270 LEC	MATH 1315-262 LEC	MATH 1315-270 LEC	
8pm					

Close

Rooms

Accept

To view all of the possible standard start times, click on the box icon. The grid view will update.

**Scheduling – CHEM 1430-251: CHEM NON-SCI MJ (CRN: 32199)**


Patterns ▾ CHEM 1430-251 LEC LAB L01 LAB L02 LAB L03 LAB L04

	Monday	Tuesday	Wednesday	Thursday	Friday
8am	MWF 8am-8:50am	CHEM 1430-251 LEC TTh 8am-9:20am	MWF 8am-8:50am	CHEM 1430-251 LEC TTh 8am-9:20am	MWF 8am-8:50am
9am	MWF 9am-9:50am		MWF 9am-9:50am		MWF 9am-9:50am
10am	MWF 10am-10:50am	TTh 9:30am-10:50am	MWF 10am-10:50am	TTh 9:30am-10:50am	MWF 10am-10:50am
11am	MWF 11am-11:50am	TTh 11am-12:20pm	MWF 11am-11:50am	TTh 11am-12:20pm	MWF 11am-11:50am
12pm					
1pm	MW 12:30pm-1:50pm	TTh 12:30pm-1:50pm	MW 12:30pm-1:50pm	TTh 12:30pm-1:50pm	CHEM 1430-L03 LAB
2pm	MW 2pm-3:20pm	TTh 2pm-3:20pm	MW 2pm-3:20pm	TTh 2pm-3:20pm	
3pm	MW 3:30pm-4:50pm	TTh 3:30pm-4:50pm	MW 3:30pm-4:50pm	TTh 3:30pm-4:50pm	CHEM 1430-L04 LAB
4pm					
5pm	MW 5pm-6:20pm	TTh 5pm-6:20pm	MW 5pm-6:20pm	TTh 5pm-6:20pm	
6pm					
7pm	MW 6:30pm-7:50pm	TTh 6:30pm-7:50pm	MW 6:30pm-7:50pm	TTh 6:30pm-7:50pm	
8pm	MW 8pm-9:20pm	TTh 8pm-9:20pm	MW 8pm-9:20pm	TTh 8pm-9:20pm	

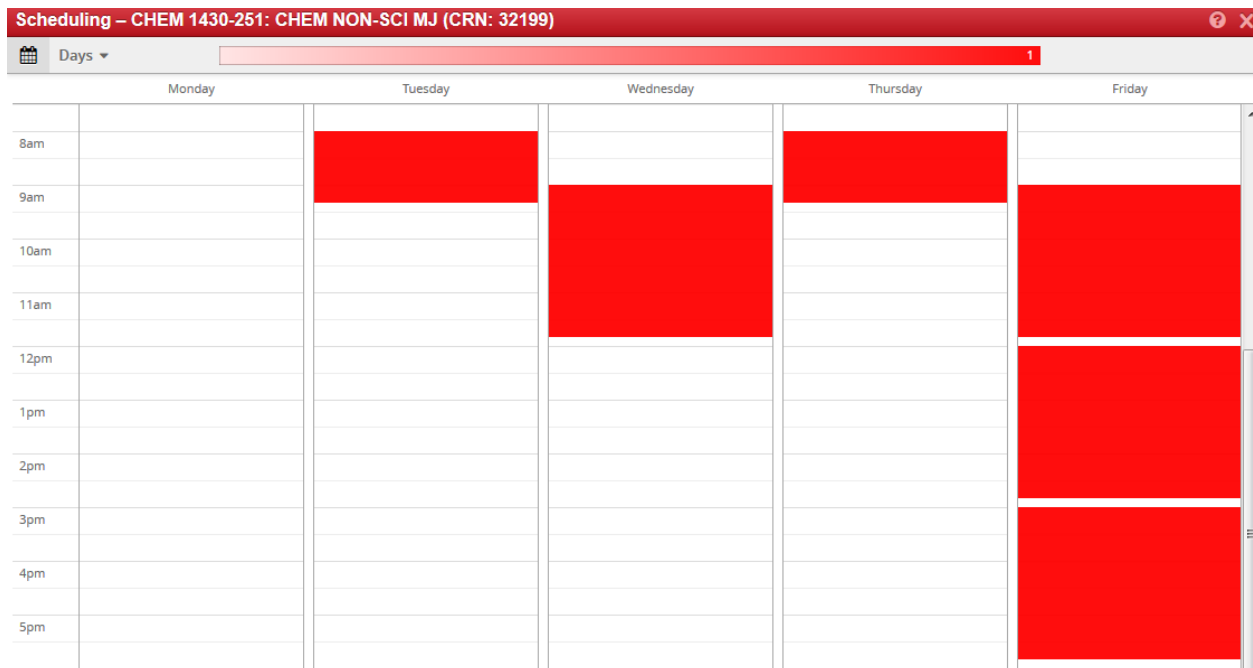
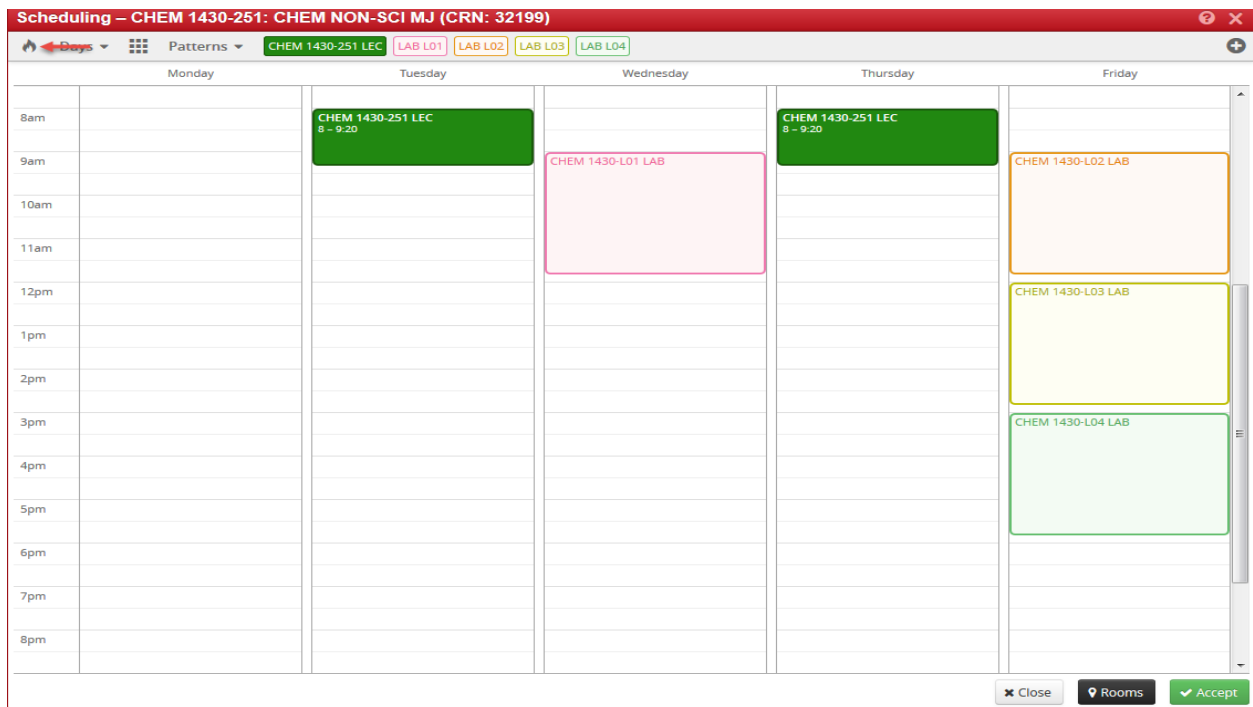
Close Rooms Accept

To remove the Meeting Pattern, click on the red X icon.

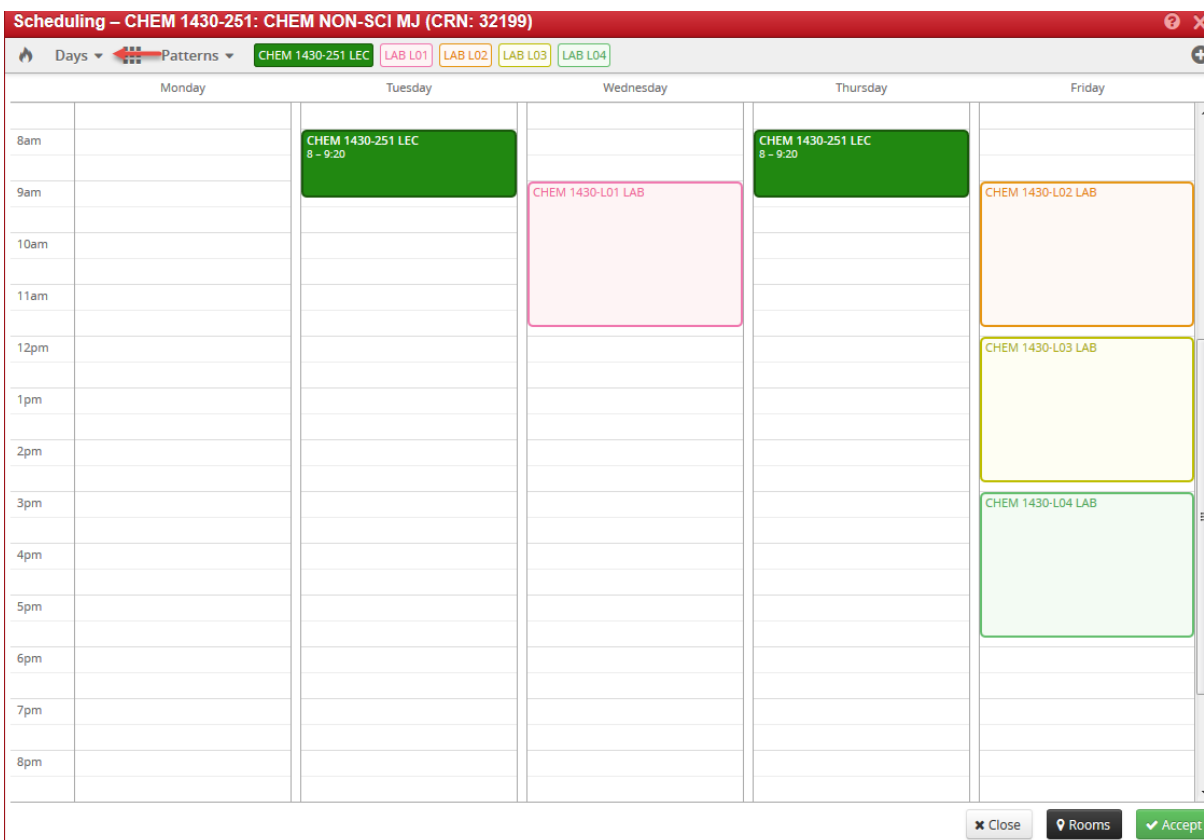
### Schedule

 MWF 8am-8:50am 

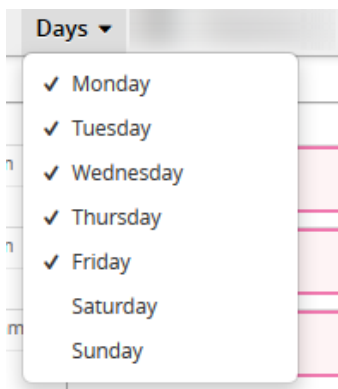
To view a heat map of the currently scheduled sections click on the flame icon.



To view only certain days click on the days drop down arrow.

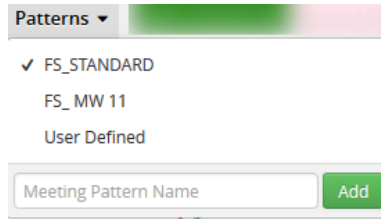


Uncheck the day to remove it from the Schedule Snapper view.



To view approved non-standard times, click on the Patterns drop down arrow. A list of standing approved non-standard times for the course will appear. If a previously used non-standard time does not appear on the list, it was granted a one-time approval only.





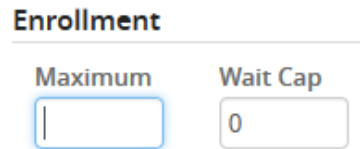
Patterns ▾

- ✓ FS\_STANDARD
- FS\_ MW 11
- User Defined

Meeting Pattern Name

**16. Enrollment:** Used to manage max and waitlist enrollment.

Click in the box for either Maximum or Wait Cap. Type in the desired maximum or waitlist enrollment.



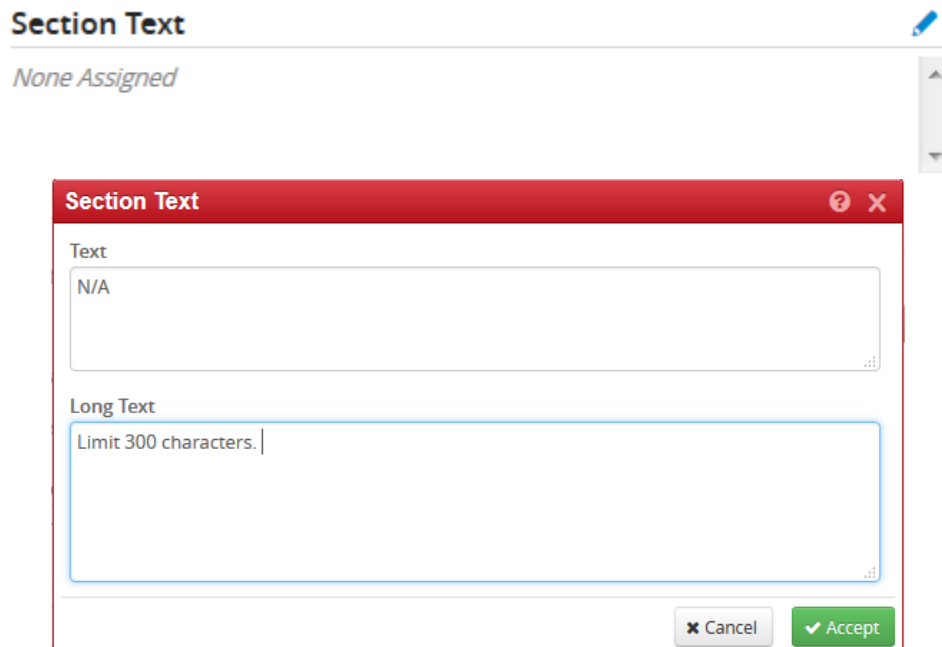
**Enrollment**


Maximum	Wait Cap
<input type="text"/>	<input type="text" value="0"/>

**17. Updating Section Long Text:** Information entered into the Long Text field will appear in CatsWeb.



**Note:** Banner will accept a maximum of 300 characters.

To update the Long Text, click on the pencil icon. Click in the Long Text box and type in the information to appear on CatsWeb. Once done, click on the Accept button to save.



**Section Text** 

*None Assigned*

**Section Text**  

Text

N/A

Long Text

Limit 300 characters. |

**18. Comments:** Are used for internal notes and information to be sent to the Schedule of Classes Team.

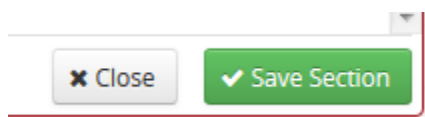
To update the Comments section, type any internal notes and information.

#### Comments

Internal Notes

### Saving Updates:

1. Once all the necessary changes have been made to the section, click on the “Save Section” button.
2. Alternately, to cancel any change, click on the “Close” button.



### Deleting course or section:

1. To delete a single section, navigate the section to be deleted, select the section to be deleted. Next, click on the white X that appears on the same line of the section to be deleted.

**Note:** Deleting a course in CLSS (and sections), will only delete the sections from the current instance and not the Catalog.

2. To delete a course and all the existing sections, click on the red X.

MATH 1312 – COLLEGE STAT & ALG

MATH 1315 – COLL ALGEBRA

251

LEC

Garrett, Christopher

MWF 8am-8:50am

252

LEC

Gutt-Lehr, Joanna

MWF 9am-9:50am

253

LEC

Melnikova, Yuliya

MWF 9am-9:50am

254

LEC

Gerlofs, Maureen

MWF 10am-10:50am

255

LEC

Hruzek, Emilie

MW 11am-12:20pm

256

LEC

Bower, Rachel

MWF 11am-11:50am

257

LEC

Lund, Merrie

MW 12:30pm-1:50pm

258

LEC

Gerlofs, Maureen

MW 12:30pm-1:50pm

259

LEC

Cheshire, Daniel

MW 2pm-3:20pm

260

LEC

Jones, Theresa

MW 2pm-3:20pm

261

LEC

Jones, Theresa

MW 3:30pm-4:50pm

262

LEC

Seol, Youngsoo

MW 6:30pm-7:50pm

263

LEC

Zielinski, Cam

TTTh 8am-9:30am

</