TEXAS STATE

Quick Start Guide
CourseLeaf — CLSS

Logging on to the site

In a web browser, navigate to the CLSS instance page at : `http://next.mycatalog.txstate.edu/wen`

1. Choose the appropriate scheduling unit by double clicking the scheduling unit name.
2. From the scheduling unit screen, choose the course to schedule, view by course, instructor, or day and time; or click the Initialize Framer or Visualize button to view the schedule information by those screens.
3. Double click the course title to reveal sections.

Contact Information

Schedule of Classes Email
ClassSchedule@txstate.edu

Schedule Production Website
http://www.registrar.txstate.edu/faculty-staff/soc.html

Common References

Most Common Filters

COURSE	
Course Title	*Math* - All courses with Math in the title.
Schedule Code: Allowed section types	LEC - All courses that allow lectures
Section / Approved Section / Overlapping Section	
Scheduling Unit	All courses in a particular unit
Schedule Type	LAB - All offerings that are labs
Instructor ID	All offerings taught by instructor with ID
Course Code	Subject code + Catalog Number ACC 2301
Maximum Enrollment	>50 - all sections with a Maximum Enrollment greater than 50
Enrollment (will be 0 for future terms)	>50 - all sections with an actual enrollment greater than 50
Comments	*todo* - all sections with the words todo in the comment
Meeting Pattern	
Description	the name of the meeting pattern with M-F and time designation MW* - All Monday Wednesday courses
Overlapping Attribute	the name given to a meeting pattern Primetime - all courses that overlap with (start or end) primetime

Filter Key Words and Symbols

Term	Description
same	in overlapping offering, finds offerings that are the same as another offering. For approved offering, finds fields that are the same as the approved offering.
=	plain text
?	wild card, one character
*	wild card
notsched, dnm, does not meet	the offering has a meeting pattern attribute of “does not meet”
ns, tbd, not supported	the offering has a meeting pattern attribute of “not supported,” meaning the meeting pattern cannot be represented in CLSS
::	between two numbers for a range
>	greater than
<	less than
!	not, as in !dnm would show items that do not have a “does not meet” attribute
@	@LAB would find sections that allow students to register for any lab
NONE	not related sections
#	#LAB would find sections that will allow students to register for a number of different labs
,	or (or filters on a field only, not between multiple fields)
in SIS ID	all new sections

Section Numbers

Term	Section Numbers
Fall	001-250
Spring	251-500
Summer I	501-750
Summer II	751-999
Labs	LXX (0 credit hours)
Honors	HXX or HLX
Learning Community	RXX or RLX

Meeting Pattern Syntax

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

Example: TR 8:00am-9:20am

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Phase Table

Phase	Validate	Edits Sync to INB	Source of Record	Add/Delete Sections	Update Meeting Pattern/Room
Plan	Scheduling Unit	No	CLSS	Yes	Yes
Proof	Scheduling Unit	Entire Unit when saved or workflow approved	CLSS	Yes	Yes
Review	By Section	By section when saved or workflow approved	INB	Yes	No
Publish	By Section	By section when saved or workflow approved	INB	Yes (Add ONLY)	No

Adding a New Section

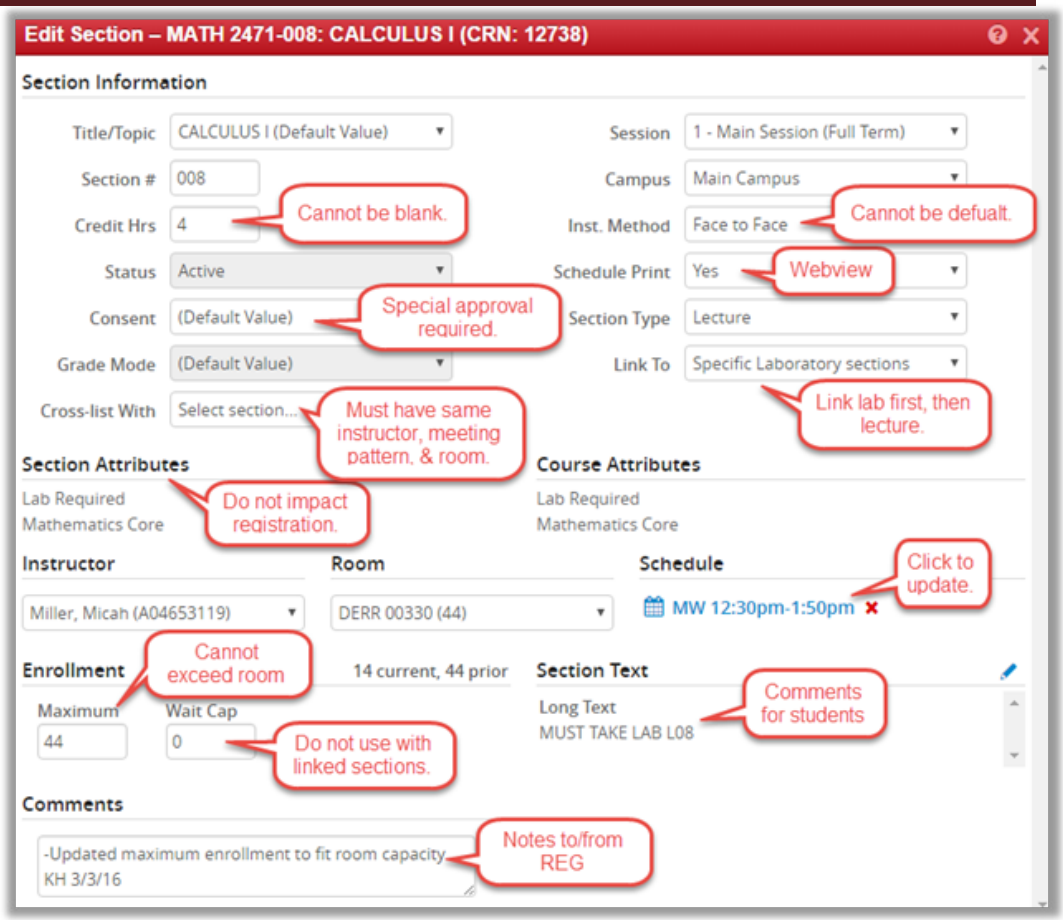
1. Login to CLSS
2. Click the **Add** button to propose a new offering.
3. Enter information in the *Edit Section* window. To update the meeting pattern, click the blue **Does Not Meet** link under *Schedule* to reveal the *Snapper*.
4. Choose the time to offer, then click **Accept**. Date/time patterns are revealed by hovering over the *Snapper view*. Related courses will also be displayed in the *Snapper*.
5. Click **Save Section**.

Linking Sections

1. Create and save both *lecture* and *lab*.
2. Create link on the lab first by selecting the **specific lecture** section.
3. Create link on the lecture by selecting the **lab section number** which should be linked.

Editing Sections

1. Double click the **section** to edit.
2. Make any changes to the section as necessary.
3. Click **Save Section**. *Observe any errors or warnings, and fix as needed*.



Warning/Error Messages

red — Hard stop. You must click "close" and then make the correction noted in the error message.

yellow — Warning. Will not prevent you from saving, but we recommend complying with the message.

blue — Workflow. Clicking "Workflow" will route the proposed changes to the Schedule of Classes Team for review.