CLSS User Guide

Updated: 11/21/2024

CLSS website: https://next-bulletin.miami.edu/wen/
Course Scheduling: scheduling.rg@miami.edu
Office of Classroom Management: ocm@miami.edu

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Logging into CLSS:

1. Navigate to https://next-bulletin.miami.edu/wen/.

2. If you are not already signed in, you will be prompted to sign in using the University CaneID and password (SSO).
   ➢ If you do not have access to CLSS or can't access your scheduling unit (department), please contact scheduling.rg@miami.edu. If you haven't already attended a scheduling training, you will be required to do so before CLSS access is granted.

3. Click on the term you wish to schedule or view.

4. Click on the subject code you wish to schedule or view.

CLSS Terminology:

- **Instance:** A term, e.g. Fall Semester 2019, Spring Semester 2019. Instances are further classified into *Historical*, past academic years; *Current*, current academic year; and *Future*, the next academic year.

- **Mode:** CLSS has two modes, *Design* and *Refine.*
  - **Design***:* When changes to the schedule are saved, changes will not be validated nor sent through any necessary workflows. Only when the 'Validate' button is clicked will changes be validated and sent through workflow for further review and approval.
  - **Refine:** Any change made to the schedule can be saved. Saving during refine mode will automatically trigger validation and workflow for further review and approval. Only save if you are ready for your changes to be validated and put into Pathway.

- **Phases:** There are five phases in CLSS as shown below**.**

Phase	Design/Refine?	What Happens?
Plan	DESIGN	Departments put their initial schedule together: securing faculty to teach, setting enrollment capacities, times, determining combined or linked sections, preferred locations, etc. All fields are editable by schedulers. This is what used to be called Open Access.
Room Assignment	N/A	CLSS is closed for all editing as course sections are assigned rooms.
Publish	REFINE	CLSS is published for students to see. This means certain changes will now need to go through a workflow. You may only create and update sections. NO DELETE.
Registration	REFINE	Schedulers review course section information, room assignments, and make needed changes. Only certain changes can be made during this phase and may initiate a workflow.
Locked	N/A	CLSS is locked in any changes.
Archive	N/A	All scheduling changes cease in CLSS. This phase indicates the end of the scheduling cycle. All schedulers are prohibited from making adjustments to class schedules. Any changes will need to be submitted to scheudling.rg@miami.edu

- **Scheduling Unit:** Typically, a department or subject.

- **Filters:** A tool that can search for specific sections based on criteria or class attributes. NOTE: More information about filters may be found on the CourseLeaf Help site: https://help.courseleaf.com/clss/filters/

- **Heat Map:** A visual representation of how many class sections is scheduled during specific hours of the day. 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 on the "Visualize" button at the top of your screen.
- **Section Attributes:** The term-specific attributes added to a class section.

- **Course Attributes:** These are the attributes on each course at the catalog level. Schedule builders and coordinators cannot make changes to course attributes in CLSS.

- **Validation:** During validation, CLSS will check for errors, and prompt the schedule builder to fix them before they can submit their completed schedule. We recommend validating often while you are working in CLSS so that you may fix any errors as you go. When a scheduler is finished entering schedule data for a term, they must be validated before they can submit their scheduling unit.

Viewing Department Schedule and Course Offerings:

(1) Display all sections by clicking on the **'Expand All'** icon. Select the **'Collapse All'** icon so only courses appear.

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

View By ▾   ☑ **Validate**

✓ Course
Instructor
Day and Time

CourseLeaf/CLSS – 202_ Spring Semester – Accountancy

19 Courses, 44 Sections
Plan Phase   Design Mode

View By ▾   ☑ Validate   ✗ Bridge Tools   ♦ Visualize   ▼ Filter   ☷ Framer   Export ▾

☐ Show courses with no sections

Hello UMKC CLSS Scheduling Team!

Pathway will be down and CLSS will be unavailable for updates Friday, March 26th @ 5pm through Monday, March 29th @ 8am.

- Spring 2022 schedules are due on August 6, 2021
- Summer 2022 schedules are due September 3, 2021
- Fall 2022 schedules are due on December 24, 2021

For more information about scheduling, visit https://www.umkc.edu/regis

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

> ❯ ACCTNG 210 – Introduction To Financial Accounting

ACCTNG 211 – Introduction To Managerial Accounting

ACCTNG 306 – Introduction to the Accounting Profession and Procedures

ACCTNG 307 – Cost Management

ACCTNG 310 – Intermediate Accounting

ACCTNG 318 – Introduction to Data Analysis in Accounting

ACCTNG 350 – Accounting Systems And Controls

ACCTNG 360 – Accounting Research and Communications

ACCTNG 405 – Auditing

ACCTNG 412 – Introduction to Income Taxation

ACCTNG 418 – Data Analytics for Accounting

ACCTNG 487 – Special Topics

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

☷ Framer   Export ▾

Excel File (.csv)

PDF File (.pdf)

CourseLeaf/CLSS – Fall 2024 – Plan Phase

👤 Cynthia Connor-Urbina   ❓   ⬗ Log Out

164 Scheduling Units
3,242 Courses   7,265 Sections

♦ Visualize   ▼ Filter   Search [   ]

Hello UM CLSS schedulers! Welcome to CLSS.

Please submit any questions pertaining to Course Scheduling to scheduling.rg@miami.edu.

For any classroom or academic schedulable space questions (CLSS/CaneLink/25Live), please email ocm@miami.edu.
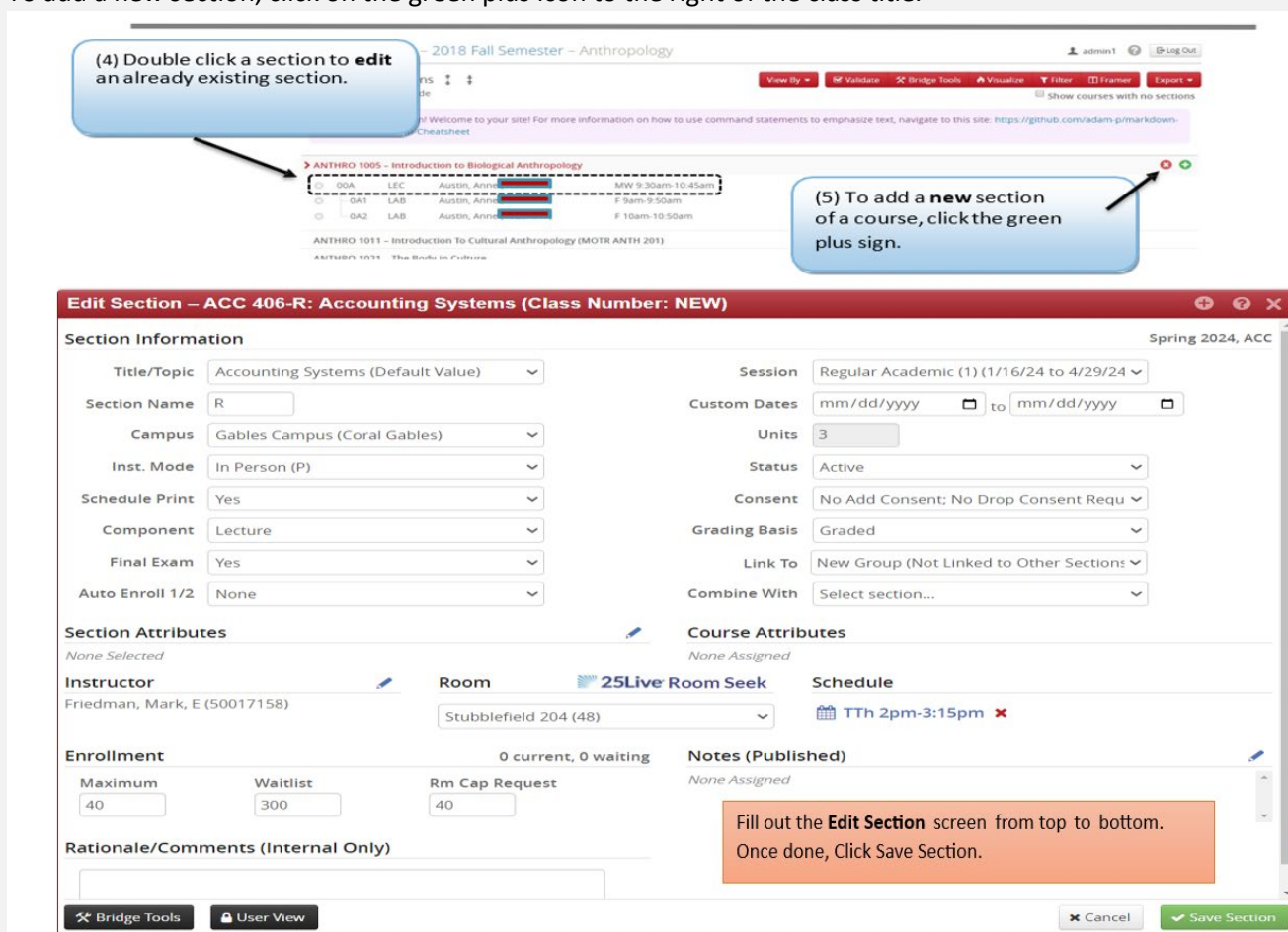
The University of Miami publishes standard class times on the University's Registrar's Office for undergraduate and Graduate School courses. These are specifically designed to meet federal credit hour requirements in alignment with the academic calendar for each term/session. Non-standard courses need to follow the guidelines on this webpage to meet the minimum credit hour requirements. Please visit https://ua.miami.edu/credit-hour-course-scheduling-tool.html

Summer 2024- Open Access Tue, December 5, 2023- Fri, February 23, 2024 @ 5:00 pm
Fall 2024- Open Access from Tue, December 5, 2023- Fri, February 2, 2024 @ 5:00 pm

⇕ ID	▲ Name	⇕ Courses	⇕ Sections
ACCGRAD	Accounting Graduate	17	32
ACC	Accounting Undergraduate	4	33
AIS	Aerospace Studies	5	5
AAS	Africana Studies	3	4
AMS	American Studies	6	7
APY	Anthropology	28	84
ARC	Architecture	72	223

Adding a New Section/Editing a Section:

- The first time you view your offerings for a term, you will be presented with the previous like-term's offerings. (i.e. The first time you view Spring 2025's schedule, you will be presented with Spring 2024's offerings). You can then add, modify or delete sections/courses as needed.
- By default, you'll be viewing the schedule by Course. You can select "View By" from the top panel to view your schedule by instructor, day and time, or room location as well. Room location will likely be most helpful after room assignments have been completed.
- To add a course that is not currently visible, check the "show courses with no sections" box in the upper right-hand corner of the page. To add a newly approved course, you will need to submit a new course form in CIM Courses.
- To expand all courses and reveal individual sections, click the outer facing arrows next to the words "Course Sections" at the top left of your screen. To collapse, click the inward facing arrows.
- To expand just one course, double click on the course title.
- To edit an existing offering, double click on it.
- To add a new section, click on the green plus icon to the right of the class title.

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Definitions of fields on the Edit Section form:

1. **Title/Topic**: This field is the basic title of the course. For topics courses, topics that currently exist at the catalog level will be displayed in the drop-down menu. If you have a new topic that does not appear in the drop-down menu, add a comment in the comments field to let the Registrar Office know to add your new topic as a section topic.
2. **Section**: The section name of the course. This must be standard letter or # followed by standard letter if multiple sections of same time. The university's standard section-naming convention is that the components Lectures, Seminars, Discussions, Harkness and Flipped begin and end with standard times. Any component that is not a standard component i.e., Labs/Discussions, etc., must end with a standard end time.
3. **Credit Hrs**: The number of units for the class. This field is only editable in CLSS for variable credit courses where it shows the minimum to maximum allowable credits. You can set it to a fixed amount or leave it variable for students to select their number of credits when registering.
4. **Schedule Print**: This field allows you to designate whether a course will be viewable in the CaneLink class search.
5. **Section Type**: This field allows you to select the component type whether the section you're working on will be a lecture, lab, seminar, discussion, etc. The listed defaults in the course catalog populate automatically.
6. **Link To**: When adding a secondary component (for example, a discussion or lab) use this field to link it to its primary section. This field should be empty for primary sections. You can link to a specific enrollment-based section (i.e. lecture) or make the discussions for ANY lecture. That allows students to enroll in any available discussion that isn't linked to specific section or instructor.
7. **Session**: This field defaults to Regular Academic Session for the fall and spring terms. If your section uses an alternate session, this drop down allows you an alternate session option. For summer courses, choose session A, B, C or D that has start and end dates that encompasses your class meeting dates. If you are using an alternate session, you must verify that your class meets the minimum requirements per the Credit Hour Course Scheduling Tool.
8. **Campus:** The campus defaults from the course catalog. For courses that take place off campus, please be sure to select the appropriate off campus location. For example, for Study Abroad courses and other courses that take place abroad, Off Campus – International should be selected. For a course that takes place in California, Off-Campus – United States should be selected.
9. **Status**: Sections will default too Active. If you need to cancel your section, you can do so here if there is no enrollment. You can change the Status to Cancelled Section to cancel a class. If students are enrolled, do not cancel section, you must set Status as tentative status and student must be dropped from sections. Then you will recreate new sections. For more assistance email scheduling.rg@miami.edu.
10. **Consent**: Use this field to designate whether permissions will be required for enrollment for your section.
11. **Grade Mode**: A section's catalog default will populate automatically. This field is not editable. Changes to Grade Mode must be made via CIM Courses.
12. **Combined With**: shows whether your section has been combined. To combine a class, see section 2 of this guide.
13. **Section Attributes**: This field contains attributes that are listed in the specific course section only. If you click on the blue pencil on the right of the field, you will see all the section attribute options that are available and can be added to the section.
14. **Course Attributes**: This field displays the attributes that are listed on the course in the course catalog. They are automatically added to the section when it's created in CLSS. Changes to Course Attributes must be made via CIM Courses.

15. **Instructor**: This drop-down menu lists all instructors that are associated with your department. If you do not see an instructor listed here, contact us at scheduling.rg@miami.edu to add the instructor.
16. **Room**: Choose the room for this section. Options will vary for Department Schedulers versus School Schedulers/Approvers. Please see page ____ for further information about rooming
17. **Schedule**: Select a meeting pattern for this section. If you a non-standard time, you must verify that your class meets the minimum requirements per the Credit Hour Course Scheduling Tool.
18. **Enrollment:** Set up enrollment limits for this section.
19. **Maximum:** The maximum enrollment for the class.
20. **Wait Cap:** Maximum number of spaces you would like on the section's waitlist. The default is 300. If you leave the field at zero, no waitlist will be available when the class reaches its maximum enrollment limit.
21. **Request Rm Cap**: Enter your desired room capacity for this section. Please note this value must be equal to the maximum enrollment capacity.
22. **Notes**: This field will be displayed in CaneLink for students to see additional notes or information about the course. (i.e. "Students must audition prior to enrolling" or "Midterm exam will be given on 10/8" etc.)
23. **Comments**: The Comments field allows you to request changes from the Registrar or School Approver that you cannot make in CLSS directly. Comments are not visible in CaneLink.
24. **Cancel**: Click here to close your section without saving changes.
25. **Save Section**: Click here to save your section and run CLSS rules.

Schedule Snapper:

The schedule snapper allows you to "snap" a course onto a defined course meeting time. Open the schedule snapper by clicking on the blue text that appears below 'Schedule' on the section scheduling form.

The schedule snapper appears. Approved standard meeting times will appear when you run your mouse over the scheduling grid. Select 'Patterns' from the grey toolbar at the top of the snapper to define your own meeting time.

Scheduling – ACC 312: Intermediate Accounting II

To see another course on the schedule snapper, add it by clicking on the grey plus sign (+) from the top right corner of the snapper. **Do not click to make it permanent**; you will not be able to reverse that class combination later.

Standard Meeting Pattern:

All Undergraduate and Graduate classes that do not match any of the Standard Meeting Times approved by this policy, regardless of length, must start at a Standard Start Time and must End 15 min. before the next Standard Start Time. Under the Federal Department of Education guidelines, each clock hour (60-min) may include a 10-minute break which The University of Miami has calculated into the 15-minutes break between classes. Each credit unit is equivalent to a minimum of 60 min (50 min plus 10 min break). Please refer to the Course Curriculum web page to view the standard meeting patterns and names for sections.

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User Defined (Meeting Times):

When scheduling a section at a non-standard time, you must enter **day(s), start time, dash, end time.** Example: To enter a meeting time Monday and Thursday 8:00 am to 4:00 pm, enter with the following formatting:

MTh 8:00am-4:00pm. If am/pm is missing, CLSS will default the time to am.

M = Monday

T = Tuesday

W = Wednesday
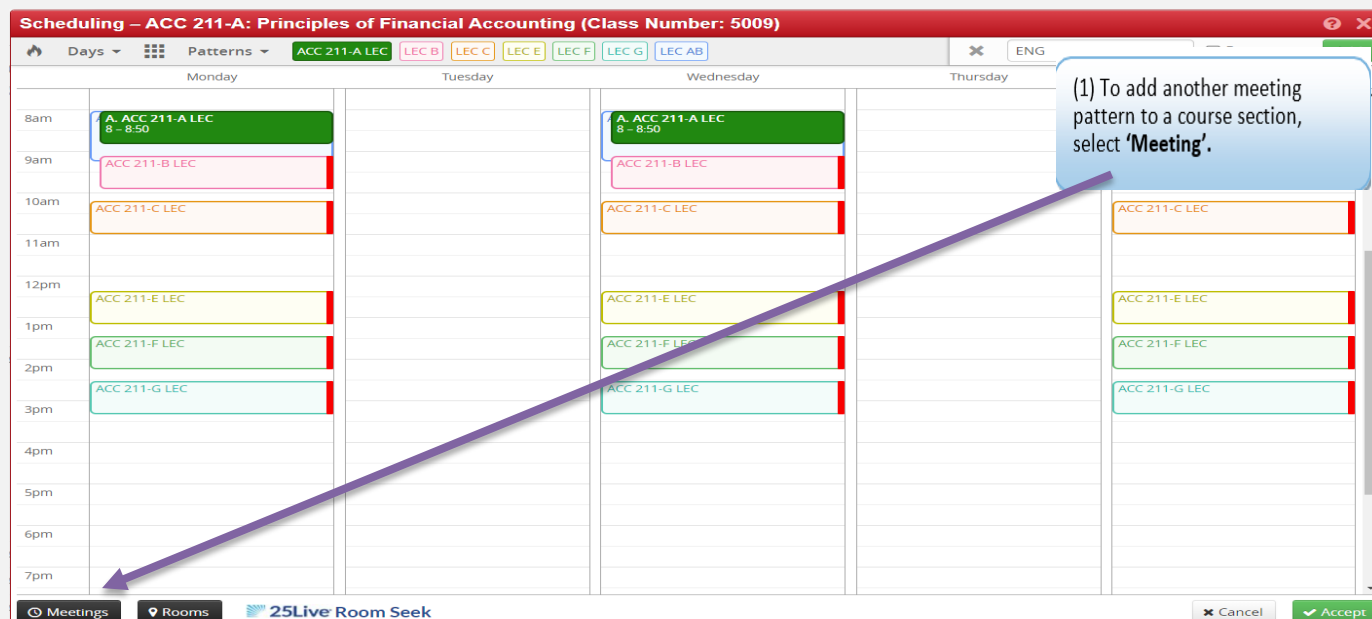
Th = Thursday

F= Friday

Sa = Saturday

Su = Sunday

Sections with more than one meeting pattern:
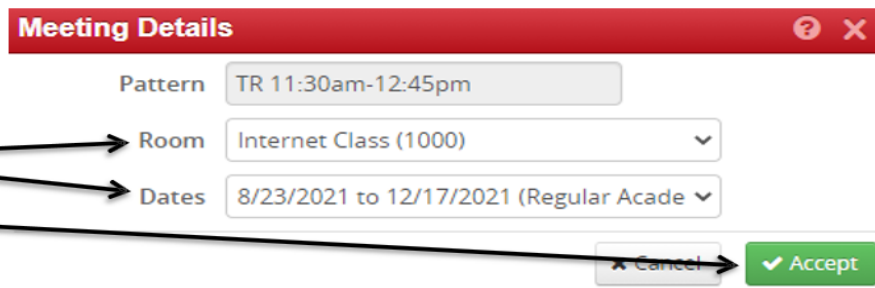
(2) A field appears, select the green plus sign.

Room — Dates — + ✕

General Assignment Room — Using Session Dates — ✏ 🗑

(3) The **Meeting Details** pop-up appears. From the drop-down, select the room you wish to use, and the date range for using that room. The dates option will automatically populate the Regular Academic Session, but you can choose a custom date range by selecting 'custom' in the drop down.

Meeting Details ❓ ✕

Pattern TR 11:30am-12:45pm

Room Internet Class (1000) ⌄

Dates 8/23/2021 to 12/17/2021 (Regular Acade ⌄

✕ Cancel ✔ Accept

(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 it and go back to the Schedule Snapper to select a meeting pattern.

Pattern	Room	Dates	+ ✕
A. MWF 9:30am-10:20am	General Assignment Room	Using Session Dates	✏ 🗑
B. Does Not Meet	Lucas Hall -00203	2019-10-06	

(5) To edit, select the meeting patterns then choose the **Pen** icon. To delete, select the **Trash** icon.

✏ 🗑

✏ 🗑
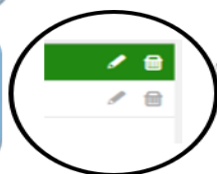
Multiple meeting patterns are used in a few different scheduling situations:

a. Online and hybrid sections that may only meet synchronously occasionally.
b. Sections that meet in different rooms on different days.
c. Sections that meet at different times on different days.
d. Custom dates will go through an approval workflow.

Follow these steps to enter multiple meeting patterns in CLSS:

1. Open the Snapper on your class section.
2. Click on the 'Meetings' button on the bottom left-hand corner of the Snapper.
3. Click on the green plus sign (+) to add a meeting pattern.
4. Enter the start and end date(s) for the specific meeting pattern.
   i. for sections that meet in different rooms on different days, enter the term start and end date
   ii. for sections that do not meet every week during the term, the start and end date will be the same
5. Click 'Accept,' and then navigate back to the Snapper by double clicking on the new meeting pattern. Choose 'User Defined' from the 'Patterns' dropdown to assign times to the secondary meeting pattern you created. Repeat as needed.

6. Once the additional meeting patterns are created, you must either select a department-owned room or indicate that the additional meetings need general assignment space.

      i. Click on the 'Meetings' button on the bottom left-hand side to display your meeting patterns.

      ii. Click on the pencil icon to edit each additional meeting pattern.

      iii. Please refer to page 18 for instructions on assigning locations to courses in CLSS.

      iv. Once you've entered all additional meeting patterns, and assigned or requested a room, you may close out the Snapper

Example of multiple meeting patterns with multiple meeting dates, both using the session dates and a single date:

Pattern	Room	Dates	+ ✕
A. R 12pm-12:50pm	Health Sciences Bldg 3301 (120)	*Using Session Dates*	✎ 🗑
B. R 4pm-4:50pm	Health Sciences Bldg 3301 (120)	*Using Session Dates*	✎ 🗑

Adding Instructors and TAs:

- When you create a new section, the instructor will be listed as "TBA."
- Select the blue pencil next to the instructor heading to add/edit an instructor.
- Choose one of your department's instructors from the drop down or type the instructor's name for quick access. If you don't see your instructor, please contact the Registrar's Office at scheduling.rg@miami.edu for assistance. Include the instructor's Employee ID (5#) number and name.
- To choose an instructor that teaches in a different department, select Other in the drop down to search.
- Once you have selected your instructor, add their Role (Primary Instructor/Secondary Instructor/TA) from the second drop down menu. A section can have more than one Primary Instructor.
- To add additional instructors or TAs, click the green plus icon on the right. If you do not find the instructor or TA in class, please email the instructor's name, EMPL, and the course and section that they will be teaching to scheduling.rg@miami.edu.
- Primary instructors MUST have Approve Grade Roster access. Teaching Assistants and Course Coordinators should not have grade roster access. If they need grading access, contact the Registrar's Office.
- Click 'Accept' to save your instructors.

To remove name, click on the garbage icon.

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Adding Notes/Comments:

- The Notes (Published) field includes fields for the notes visible to students in Canelink via the class search. Notes should include any information students may need to know about a particular section.
- The Office of the University Registrar will go through and add those note numbers for you.
- Free format notes can be entered, but should be clear, concise, and free from errors for the students.
- Failure to follow these guidelines will result in the section not being set up or adjusted appropriately.
- The Rationale/Comments field is to make notes to your School Scheduler or to the Registrar's Office. They will not be published in Canelink or visible to students. It is for internal use only.
- Use the Rationale/Comments section if you want to enter a Topic Name for the section, and to specify if you would like the topic to be printed on transcript.

Notes (Published)

None Assigned

Deleting Sections:

Sections may only be deleted prior to submitting your scheduling unit during **Design Mode**. You may delete an individual section by clicking on the 'X' to the left of the section listing. To delete ALL sections of a course, click the red 'X' to the right of the section title. Once the section/scheduling unit has been submitted, you may not delete sections. Rather, sections that will not be offered should be set to a Status: Cancelled.

Combing Sections (also known as co-listing/cross-listing)

Combined Sections are multiple sections are offering the same course under different names at the same time, in the same location and with the same instructor. Combined classes may be listed across career (undergraduate and graduate, for example) or across multiple departments or subject codes. Combined sections must go through an approval workflow to avoid any conflicts or mistakes. Please keep the following in mind when scheduling combined sections:

> *DO NOT CANCEL NONENROLLMENT SECTIONS WITHIN A COMBINE SECTION, PLEASE PUT STATUS AS TENTATIVE.*

Only children (secondary sections) can ask to be combined with a parent (primary sections). 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).

- Confirm that the Parent Section has been created.
- Navigate to the Section Editor for the Child Section that you will be combining with the Parent Section.
- Complete all required fields in the Section Editor for the Child Section, but skip over the following fields:
  - Combine With (you will complete this field in a later step)
  - Instructor

- Room
- Schedule

- **IMPORTANT**: When a new combination is first created, CLSS will **add up the total enrollment of the two combining sections to create a combined total**. If section A has an enrollment capacity of 40 and Section B has an enrollment capacity of 40, the combined enrollment will be 80. If the combined enrollment total should be 40, either the Combined Enrollment needs to be lowered after the combination is created, or section A should set their enrollment to "0" before initiating a combination and then raise the combination after it has saved.

- CLSS view combined sections as "Siblings" and they share most of the same information. However, one section is always the "Primary Scheduler" section and is the first among equals. The "Primary Scheduler" is often the department who is providing the faculty and/or space for teaching a course. You will see the message below letting you know who controls the combination.

> **Edit Section – APY 601-EF: Advanced Seminar in Archaeology, Theory … (Class Number: 4240)**
>
> APY 201-EF **controls the primary scheduling configuration for this combined section**

When a department initiates a combination, the section they are joining is the primary scheduler. Therefore, if COM 202 wanted to combine (co-list) with GER 232 and GER should be the primary scheduler, COM would initiate the combination in CLSS. Each department has some control over their side of combined sections (including the enrollment capacities for that section). The "Primary Scheduler" is the only section able to update certain fields like the combined enrollment capacity, meeting day and time, instructors, and room. If a primary section needs to be updated in CLSS, please leave a note in the comments. Once the parent section is established, absolutely no edits or changes should be made on the child section. This cannot be reversed.

How to Combine Section in CLSS:

(1) Double click on the **course section** that will be the **child** in the crosslist relationship.

(2) In the 'Edit Section' screen, go to the Combine With field and type in the Course Code with which you'd like to combine. Then 'Save Section'.

CAUTION: Once 'Combine With' is saved, the parent section's Faculty, Meeting Space, and Meeting Time information will immediately replace the children. There is no undo button.

> TIP: After a section is officially combined, the Combined-Enrollment field will appear. This field must be filled out or else students will have difficulty registering.

Combined Enrollment

Maximum	Waitlist	Rm Cap Request
25	0	25

- In the field "Combine With" start typing the other course you want to combine to. Double check that it is the correct course number and section number and type (lecture or discussion).
- **The section must be created in CLSS for it to appear in the "Combine With" listing.**
- Remember, that when the combination is approved to CaneLink your section will inherit the meeting information from the section you're combining with. That includes the meeting pattern day and time, instructors and TAs, and room location.

  The combined enrollment is the COMBINED TOTAL of the two sections. If ENG and MTH are doing a combination that will have 40 total students, but only 15 of the seats are for ENG students then when ENG initiates the combination, they should have 15 as the enrollment capacity for their section and MTH should set their enrollment capacity at 25. The Room Request are also combined totals and should be handled the same as above. **Wait List capacities field should be zero. Double check the enrollment capacities on your combined sections regularly!**

Edit Section – BIL 230-N: Introduction to Marine Biology (Class Number: NEW)

MBE 230-N controls the primary scheduling configuration for this combined section

Section Information   Spring 2025, BIL

Field	Value
Title/Topic	Introduction to Marine Biology (Default V ˅)
Section Name	N
Campus	Gables Campus (Coral Gables) ˅
Inst. Mode	In Person (P) ˅
Schedule Print	Yes ˅
Component	Lecture ˅
Final Exam	Yes ˅
Auto Enroll 1/2	None ˅

Field	Value
Session	Regular Academic (1) (1/13/25 to 4/28/25 ˅
Custom Dates	mm/dd/yyyy to mm/dd/yyyy
Units	3
Status	Active ˅
Consent	No Add Consent; No Drop Consent Requ ˅
Grading Basis	Graded ˅
Link To	New Group (Not Linked to Other Sections ˅
Combine With	MBE 230-N ✖

Section Attributes ✏
None Selected

Course Attributes
STEM: Individualized STEM Cognate

Instructor ✏
Oleksiak, Marjorie, F (50018399)

Room 25Live Room Seek
GPC RQT (500) ˅

Schedule
📅 TTh 8am-9:15am ✖

Enrollment   0 current, 0 waiting

Maximum	Waitlist	Rm Cap Request
5	0	5

Combined Enrollment   0 current, 0 waiting

Maximum	Waitlist	Rm Cap Request
30	0	30

Notes (Published) ✏

Rationale/Comments (Internal Only)

✂ Bridge Tools   🔒 User View   ✖ Cancel   ✔ Save Section

The crosslist results can be seen on the **Course** screen.

TIP: 'See' indicates a Child/Secondary

⇄ See MBE 230-N

BIL 250 – Genetics

| | C1T | LEC | Wang, Yunqiu (50015732) | MWF 10:10am-11am; T 5:05pm-6:... |
| | P1H | LEC | Wilson, Alexandra, C C (50017741) | TTh 11am-12:15pm; M 3:35pm-4:... |

BIL 251 – Genetics Laboratory

	H7	LEC	Wang, Yunqiu (50015732)	F 3:35pm-4:50pm
	F3H	LAB	TBA, X, X (50159690) +1	M 2pm-4:50pm
	R3H	LAB	TBA, X, X (50159690) +1	T 2pm-4:50pm

BIL 255 – Cellular and Molecular Biology

TIP: 'Also' indicates a Parent/Primary

⇄ Also BIL 675-O

| | O | LEC | Baker, James, D (50019479) | TTh 9:30am-10:45am |
| | R | LEC | Rieger, Sandra (54324636) | TTh 2pm-3:15pm |

Once the combination has been approved and in CaneLink, the section that was added on to becomes the primary scheduler and is the only one able to change the combined enrollment fields, meeting day/time, instructor, and room location. To request a change to the primary scheduler, leave a message in the Comments. Individual sections still can update their enrollment capacity, consent, topic/title, etc. Each section can have different pre-req's and requirements which are done in CaneLink.

- Changes to a combined course must be made in the Parent section. The Edit Section screen will provide a link to the parent section. Seen below.

To Stop/Cancel – (no enrollment) Combined Section:

To stop combining with a course, open the section's Edit Screen and select the red X. Instructor, Meeting Space, and Meeting will need to be updated as those three fields will still show the parent's information, even after cancelling the combination. A section that is being cancelled and is combined will need to go through the Registrar's Office. If there is enrollment, all students need to be dropped and combined sections must be cancelled.

Session	Regular Academic (1) (1/13/25 to 4/28/25 ⌄
Custom Dates	mm/dd/yyyy 📅 to mm/dd/yyyy 📅
Units	3
Status	Active ⌄
Consent	No Add Consent; No Drop Consent Requ ⌄
Grading Basis	Graded ⌄
Link To	New Group (Not Linked to Other Sections ⌄
Combine With	MBE 230-N ✖

Linked Sections/Link To (Enrollment and Non-Enrollment Sections)

The linked sections field allows you to link sections for registration. The ability to link sections within a course comes from Canelink (course catalog) so if the course has not been set up within Canelink to allow linking, there will be no option for linking within CLSS. Schools configure linked sections differently. **The course must have multiple components at the catalog level to create a link section.**

1. Navigate to the CLSS instances screen.

2. Click to open an instance.

3. Double click to select a scheduling unit.

4. Double click to open a course.

5. Double click a section to open the editor.

6. Click the link to drop down menu.

7. Select an option:
    a. Not Linked to Other Sections

> **Remember!** Enrollment components will always show 'Not linked to other sections.' You must always link from the non-enrollment component.

> Once in Refine mode you cannot unlink sections. They must be cancelled.

    b. Any Section Type (Lecture, Lab, etc.) - means the student can take any of the specified Section Type with this section, usually on the LEC component of a LEC/LAB/DIS link.

    c. Specific Section Type (Lecture, Lab, etc.) - means the student must take one of a group of the specified Sections Type with this section. Usually on the LAB component of a LEC/LAB link.

8. Click save section.
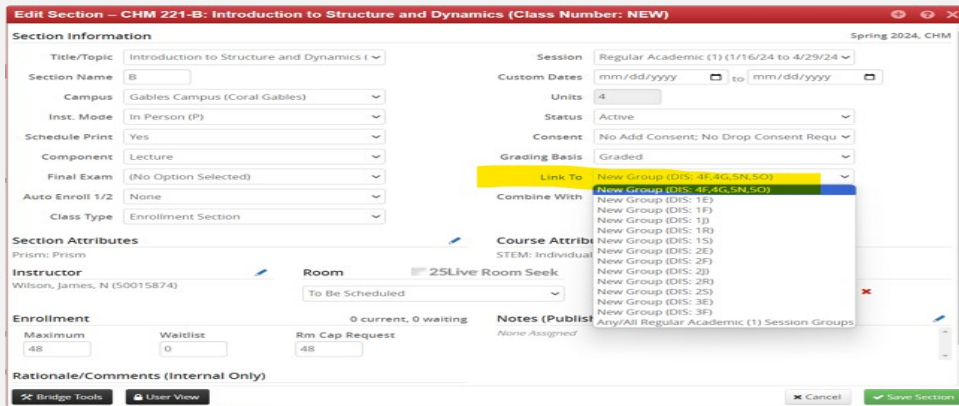
Examples of how linked sections look:

OR

Assigning Locations to Course Sections in CLSS

The two-step process for assigning a department-owned space, Online, GPC NORM, and/or requesting GPC space, to course sections in CLSS:

1. Course information must be submitted by Department Approvers for review by School Approver. Department Approvers can select one of three placeholders:

- **To Be Scheduled**- to indicate to your School Approver that the course needs a room.
- **No Room** - If the course has no meeting days/times and will not need an instructional space for the term.
- **Online**- If the Campus and the Class Mode are entered as Online.
- **Arranged Arranged**- If the course has meeting days and times but the location will be determined by the Department at a later date prior to the first day of classes for the term.

2. Once Department Approvers submit their course section data, the School Approver must proceed to validate, make corresponding adjustments, and then process room assignments or space designation for each course section in need of a space by the due date provided each scheduling term.

Space designations available to School Approvers:

- **Departmental-owned location** must be assigned to each course section that can be accommodated in a space owned by the school/college.
- **GPC RQT** must be assigned to each course section requesting a GPC space.
- **No Room Needed**- If the course has no meeting days/times and will not need an instructional space for the term.
- **ONLINE** must be assigned to each course section that will be held online.
- **Arranged Arranged**- If the course has meeting days and times but the location will be determined by the Department at a later date prior to the first day of classes for the term.

*For future terms, please note that the GPC NORM placeholder will no longer be available for Department and School Approvers. The GPC NORM placeholder is reserved for OCM internal use to indicate that no General-Purpose Classroom is available for the course section.

Office of Classroom Management (OCM) Workflow after the Rooming Process for a term:

➢ After the Rooming Process for a term and the term data is published in CaneLink, schedulers will regain access in CLSS to make room changes (for department-owned spaces) and/or request GPC space for existing or additional course sections.

➢ Any changes made to a course section assigned to a GPC space after the Rooming Process for a term will need to go through a workflow for OCM review. This includes additional General-Purpose Classroom requests (GPC RQT).

➢ The Office of Classroom Management processing time for Workflow queue may be delayed if changes made to a course section require Course and Scheduling approval.

Office of Classroom Management (OCM) Recommendations for Effective Rooming in CLSS:
Once a term is rolled out, run a CLSS report by Department Units or College/School and identify the course sections likely to be cancelled or to be left as "tentative" for the term to be scheduled.

➢ Remove the locations from course sections to be cancelled and the locations assigned to course sections that will be updated with different meeting days/times for the term. By taking a proactive approach to complete this step early, you will be releasing locations making them available to assign to other course sections.

➢ Remember that only available locations will be shown in the **Room** drop-down menu field on the course section Dynamic Form.

OCM Note to School Approvers: Please contact the Office of Classroom Management if:

➢ A department-owned location is not listed for you to select or if you notice that the room capacity showing for a location does not match that of your records.

➢ A new space needs to be added to CLSS, CaneLink, and 25LivePRO for academic scheduling purposes (labs, classrooms, auditoriums, seminar rooms, etc.)

Submit Your Scheduled (Validate):

Schedules must be validated and submitted via CLSS by the due date. When you're ready to submit, click Validate in the upper right-hand corner of your department's page. When you validate, your department's schedule is tested against the rules, and you'll receive the same responses as seen in the pop up. In Plan Phase, validating is how a Scheduler submits a scheduling unit to the Registrar's Office.

Note: Even if your schedule isn't 100% complete, you are still required to submit it **BY THE DUE DATE.** You can continue to make additions and changes up until Room Assignment Phase and then again after room assignment phase for school approvers only, but on a more limited scale.

You may validate as many times as possible, BUT you can only start workflow ONCE.

(1) Select **'Validate'** from the Course screen.

(2) Click on blue or red text to pull up a detail list of sections that either cause a warning or initiate a workflow. Note: there is no red text on this example.

(3) Click **'Start Workflow'**

TIP: You can export this information to Excel.

TIP: You can go from the detail screen directly to the sections that triggered an **Error** or **Warning** by clicking on the little export arrow.

For **Workflow** items, nothing must be done. However, this is a good way to check and see which of your sections are in workflow at any given time.
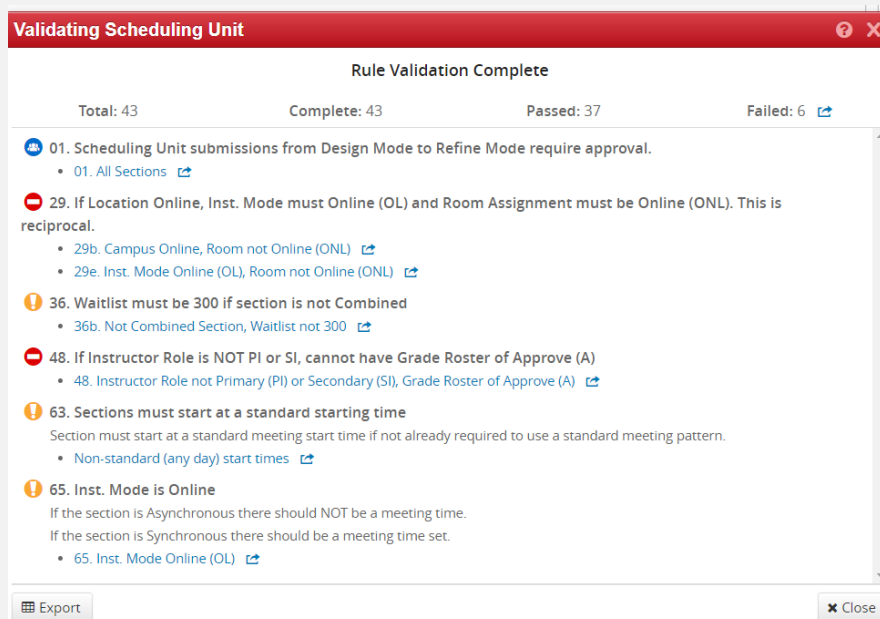
To check your sections with errors, you can click on the ☒ and a new window will pop up with the sections you need to fix.

Save Section- Flags: Error, Warning, Workflow:

Rules are established in CLSS to enforce university policy and assist with managing the numerous course schedule changes that occur in a typical academic year. When you save your section, CLSS will run it against a series of rules (validate screen) to make sure the section conforms to university regulations. CLSS will give you feedback on your save attempt.

Potential outcomes are listed below:

| Validation Symbol	Meaning
⚠️ Warning	Your section can still be saved, but there could be potential issues. Please review the additional information CLSS provides to understand what those issues could be. The program will let you save and continue.
⛔ Error	Your section could not be saved. CLSS will let you know what needs to be changed to save the section successfully.
🔵 Workflow	The section data you have provided can be saved but will require approval. Make sure you hit the Start Workflow button to submit the section.

Validating Scheduling Unit   ❓ ✕

Rule Validation Complete

Total: 43   Complete: 43   Passed: 37   Failed: 6 ↗

🔵 01. Scheduling Unit submissions from Design Mode to Refine Mode require approval.
  • 01. All Sections ↗

⛔ 29. If Location Online, Inst. Mode must Online (OL) and Room Assignment must be Online (ONL). This is reciprocal.
  • 29b. Campus Online, Room not Online (ONL) ↗
  • 29e. Inst. Mode Online (OL), Room not Online (ONL) ↗

⚠️ 36. Waitlist must be 300 if section is not Combined
  • 36b. Not Combined Section, Waitlist not 300 ↗

⛔ 48. If Instructor Role is NOT PI or SI, cannot have Grade Roster of Approve (A)
  • 48. Instructor Role not Primary (PI) or Secondary (SI), Grade Roster of Approve (A) ↗

⚠️ 63. Sections must start at a standard starting time
Section must start at a standard meeting start time if not already required to use a standard meeting pattern.
  • Non-standard (any day) start times ↗

⚠️ 65. Inst. Mode is Online
If the section is Asynchronous there should NOT be a meeting time.
If the section is Synchronous there should be a meeting time set.
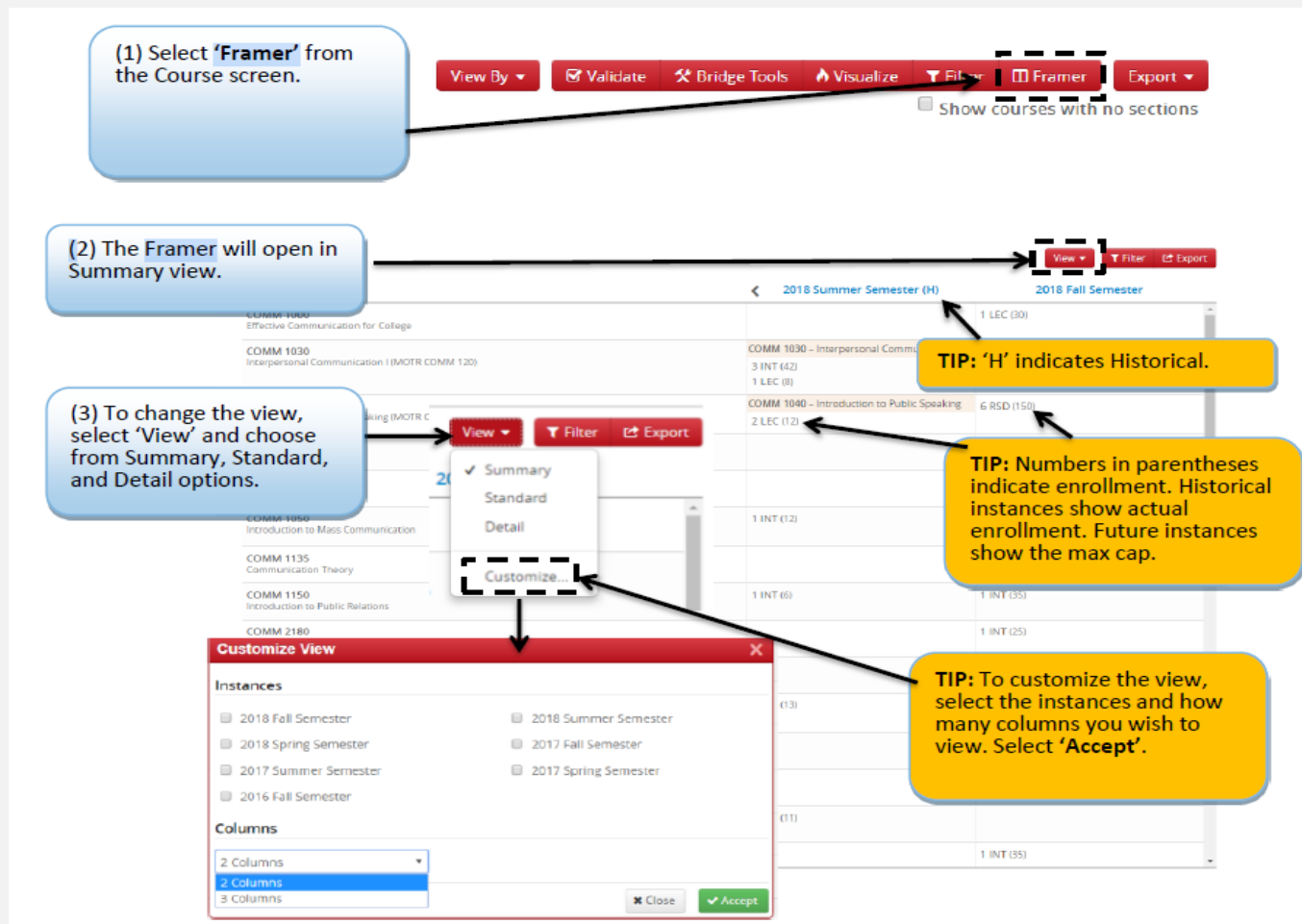 • 65. Inst. Mode Online (OL) ↗

⊞ Export   ✕ Close

Schedule Framer

The Framer is a useful way to compare terms and reporting purposes.

1. You can select "View" from the top to change from Summary, Standard, and Detailed view depending on how much information you would like.
2. Select "Customize" to select which terms (up to 3) you would like to view at the same time:
3. You can also Export this information as a PDF or Excel file by clicking Export in the upper right-hand corner.

(1) Select **'Framer'** from the Course screen.

View By ▾   ☑ Validate   ✗ Bridge Tools   ⟁ Visualize   ▼ Filter   ⊞ Framer   Export ▾
☐ Show courses with no sections

(2) The Framer will open in Summary view.

View ▾   ▼ Filter   ⤴ Export

‹   2018 Summer Semester (H)   2018 Fall Semester

TIP: 'H' indicates Historical.

(3) To change the view, select 'View' and choose from Summary, Standard, and Detail options.

View ▾   ▼ Filter   ⤴ Export

✓ Summary
Standard
Detail

Customize...

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

Customize View

Instances

☐ 2018 Fall Semester   ☐ 2018 Summer Semester
☐ 2018 Spring Semester   ☐ 2017 Fall Semester
☐ 2017 Summer Semester   ☐ 2017 Spring Semester
☐ 2016 Fall Semester

Columns

2 Columns ▾
2 Columns
3 Columns

✗ Close   ✓ Accept

TIP: To customize the view, select the instances and how many columns you wish to view. Select **'Accept'**.

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Heat Map / Visualize

Heat maps provide a visual representation of the number of sections in a scheduled week. The heat map can be used from the instance, scheduling unit, or offering screens when the Visualize indicator or flame icon is present.

(1) To open the heat map, click on 'Visualize' or the 'flame' icon wherever it appears.

ses, 87 Sections   Design Mode

View By ▼   ☑ Validate   ✂ Bridge Too   🔥 Visualize   Filter   ⊞ Framer   Export ▼

Show courses with no sections

The Heat Map appears. Deeper shades of red indicate more courses occurring at that time for that scheduling unit.

ation Department   4   67

| | Tuesday | Wednesday | Thursday | Friday |

TIP: This screen is available for the entire campus _as a whole as_ well, so we can see what it scheduled across all Scheduling Units at any given time.

10am
11am
12pm
1pm
2pm

(2) To see which courses occur during a particular time, double-click on the time. A detail screen appears.

7pm
8pm

4 Sections At This Time   ✕

Section	Campus	Schedule
COMM 1030-001 LEC	MAIN@ON-	MWF 11am-11:50am
Interpersonal Communication I (MOTR COMM 120)	CAMPUS	
Hargis, Jared		
COMM 1040-002 RSD	MAIN@ON-	MWF 11am-11:50am
Introduction to Public Speaking (MOTR COMM 110)	CAMPUS	

For more training on this, contact
scheduling.rg@miami.edu

Contacts:

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

Course & Curriculum:

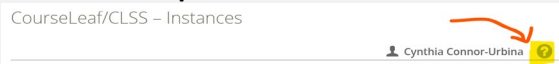|	
Cynthia Connor-Urbina *Assistant University Registrar* *University Registrar's Office* Scheduling.rg@miami.edu	Deborah Perry *Sr. University Course and Scheduling Analyst* *University Registrar's Office* Scheduling.rg@miami.edu

Classroom Management: (GPC, Special Requests, ADA, and Back-to-Back File)

Office of Classroom Management
University Registrar's Office

ocm@miami.edu

Helpful Links

Standard Meeting Patterns	**Course & Curriculum Website**
Non-Standard Course Scheduling Tool:	**Non-Standard Course Scheduling**
Academic Calendar:	**Academic Calendars**
CIM Courses	**Course Inventory Management**
Courseleaf Help CourseLeaf/CLSS – Instances ⟶ Cynthia Connor-Urbina ❓	Login Required- you will scroll down to University of Miami: Courseleaf Help (University of Miami)