

CLSS Training Manual

Documentation, Help, and FAQs





Navigation + Who to Contact

System Access: https://nextbulletin.auburn.edu/wen/

Support Contact: roomreservations@auburn.edu

Helpful Information: <u>aub.ie/schedulers</u>

Timeline - Spring 2025 (202520)

Plan Phase: Now - Aug 30

Admin: Sep 2 – Sep 9

Publish Phase: Sep 10 – Nov 1

Registration Phase: Nov 4 – Jan 21

Post Registration Phase: Jan 22

Locked Phase

Archive Phase

Phases: What Are They and What Do They Mean?

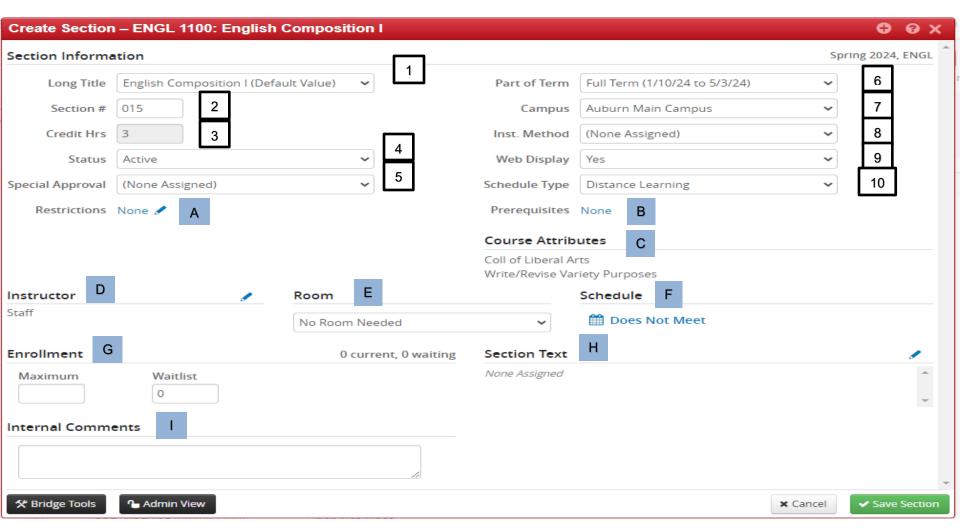
5 Phases:

Plan → Admin → Publish → Registration → Post Registration (then locked, then archived)

2 Modes:

Design → Refine

In Plan phase, CLSS and Banner are not yet speaking to one another, and all information is held in CLSS. This lines up with Design Mode (noted in red). After the ACS Review Phase, CLSS and Banner work together and their changes can speak back and forth. This is when we are also in Refine Mode (noted in blue).



Section Information: Legend

- 1. **Long Title** The title from the approved catalog level is shown. This should not be changed unless for a special topic or other specific situation.
- 2. **Section Number** This will be the section number for the section and should always contain 3 characters. Distance courses must start with D.
- 3. **Credit Hours** This information shows the approved credit hours for the course. Most will be greyed out and not editable. The only exception is for approved variable credit hour courses.
- 4. **Status** This will indicate if a section is active, inactive, or cancelled for the term.
- 5. **Special Approval** This will allow a section to be restricted to require a department or instructor to approve a student to register for the course.
- Part of Term This will be the dates that the section will be offered for the term.
- 7. **Campus** This will indicate if the course will be offered at an AU affiliated campus. Most courses (including distance courses) will be Main Campus.
- 8. Instructional Method This will indicate how the section will be taught.
- 9. **Web Display** This indicates is a section is visible to students. This should be Yes unless the section is for Auburn Online or Alabama Prison Arts students.
- 10. **Schedule Type** This indicates the type of course being offered. Examples are: Lecture, Lab, Distance Learning, etc. Only the approved types from the catalog are shown for the section.

- A. **Restrictions** This allows restrictions to be added to the specific section. All catalog approved restrictions for the course will show.
- B. **Prerequisites** This will show the approved prerequisites for the course from the catalog level. This field cannot be edited.
- C. **Course Attributes** This will show the attributes assigned to the course at the catalog level. This field cannot be edited.
- D. **Instructor** This will allow you to select the instructor for the section from the approved Identity Management list. If you do not know you will select Staff at this time.
- E. **Room** This will allow you to choose if you need a room or not. If you need a room you can also add a request for an EASL room.
- F. **Schedule** This will be you add a meeting pattern for the section. When you click the calendar icon it will display pre-created meeting patterns and will allow for user defined patterns.
- G. **Enrollment** This will be the maximum enrollment for the section. If you will have a waitlist in Banner for the section you will enter it in the Waitlist box.
- H. **Section Text** This will display information on the schedule for the section. This should only be used in rare instances.
- I. **Internal Comments** This is where you can leave comments for yourself for later, or for the Office of the Registrar staff.

Validation Warnings, Errors, and Workflows

Any item to address during validation will be connected to an icon and a number.

To help resolve an item, note the number attached to the specific item, and visit that in the linked PDF in the next slide for more information and suggestions on what to do to resolve it. You can see the icons below for which type of icon goes with each type of validation

feedback.



Error and Validation Help

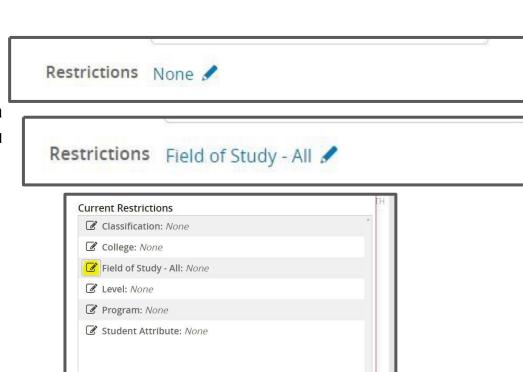
We know that some errors or messages may be more confusing than others.

We are providing a listing of the Warnings, Errors, and Workflows you may encounter within CLSS. This PDF intends to provide you with ideas of how the error can be resolved.

We are also setting up a webpage with documentation and information to assist you in the process. It is aub.ie/

Section Restrictions

- Utilize the pencil icon to view current restrictions, add, or change restrictions.
 Use the pencil regardless of what the area is displaying. The pencil icon will allow you to enter the screen to make edits.
- Choose the category of restriction you
 wish to make a change or addition to, and
 select the pencil icon again, in this
 example, we have chosen Field of Study.



Section Restrictions

- 1. This opens an Editing space on the left-hand side. You will need to choose if the restriction will include or exclude students. You cannot do both on the same type of restriction. Then use the two small arrows for the dropdowns to select the option you need and if you require a lift date for your restriction, please select it as well from the dropdown menu. You can use the green plus sign to add additional items, and then you will choose the black update button to save your selections.
- 2. You will then see your selections reflected on the right.
- The final crucial step is to make sure you select the green accept button to save and apply these changes to your section.

3



User Defined Meeting Patterns

Some standard meeting patterns have been pre added to the system. However, you may need to set up using a **User Defined Meeting Pattern**.

Create a User Defined Meeting Pattern: Locate the Schedule portion of the Scheduling Form and click the small Calendar Icon.

Locate the Patterns button along the top in the grey bar and click the small arrow next to it.

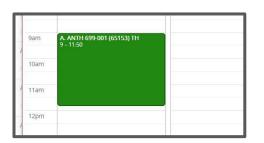
Navigate to the area that says "Meeting Pattern Name".



In this area, you can type your desired pattern, for example, Monday 9-1150(AM). Enter your meeting time using a similar formula, remembering that CLSS uses 24 hour clock, so please remember 5PM would be 1700. Then, click the green "Add" button.

M 9-1150

CLSS will then display your new meeting pattern in the time/day grid for you to see and review. Don't forget to hit the green checkmark and "Accept" button to save the pattern you've created to your section.





User-Defined Meeting Pattern Abbreviations + 24 Hour Clock:

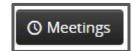
- Monday M
- Tuesday T
- Wednesday W
- Thursday R
- Friday F
- Saturday S
- Sunday U

Normal Time	Military Time	Normal Time	Military Time
12:00 AM	0000	12:00 PM	1200
1:00 AM	0100	1:00 PM	1300
2:00 AM	0200	2:00 PM	1400
3:00 AM	0300	3:00 PM	1500
4:00 AM	0400	4:00 PM	1600
5:00 AM	0500	5:00 PM	1700
6:00 AM	0600	6:00 PM	1800
7:00 AM	0700	7:00 PM	1900
8:00 AM	0800	8:00 PM	2000
9:00 AM	0900	9:00 PM	2100
10:00 AM	1000	10:00 PM	2200
11:00 AM	1100	11:00 PM	2300

Adding a Second Meeting Pattern:

Visit the small Calendar Icon in the Schedule section of the Scheduling Form.

Next on the scheduling grid, in the bottom left, select the black Meetings button.



In the next pop-up space search for the green plus sign to click in the right, this is the button to add another meeting pattern.



Next, a pop up called meeting details will show up. Select ONLY the room type needed, and then click the green Accept Button.



Then you will be able to toggle between your meeting patterns and make edits. This part can sometimes be confusing so double check you have A or B clicked. The grid will show you the other meeting pattern in grey.



Once all your edits are complete, for both patterns, don't forget to hit the accept button at the bottom of the grid page.

I have all my Edits completed in Plan Phase, Now What? Once the progress bar completes, resolve a

When you have completed all the edits you require in Plan Phase, you will proceed to hit the validate button located along the top in red:

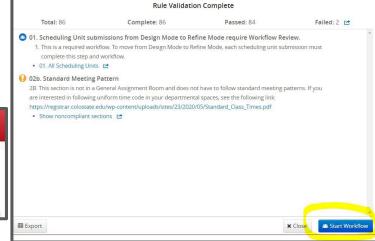


This will kick off the rule validation that will run with a progress bar:

Once the progress bar completes, resolve any error items. Keep in mind workflows and warnings will not stop you from proceeding with validation.

If you have changes to make to resolve errors, make your changes and return to re-validate.

You will know you have validated successfully when you see the blue button that says "Start Workflow":





CLSS Glossary

- **Course Code**: the subject prefix code and number that uniquely identifies a course.
- **Design Mode**: the initial schedule planning round. All changes to the schedule are held for a scheduling unit and validated at one time by clicking the Validate button.
- Framer: a view of sections by Instance (semester).
- **Heat Map**: a visual representation of the number of sections scheduled.
- **Instance:** the semester/term being scheduled.
- **Modes**: the mode schedulers are in determines if course changes are validated individually or as a unit. We use Design Mode for Plan Phase and Refine Mode for all Phases following validation.
- **Phases:** periods of time where changes allowed are based on specific sets of rules based on any approvals required and phase. (AU phases: Plan, Admin, Publish, Registration, Post Registration, Locked, Archive)
- **Refine Mode:** Banner and CLSS are talking to each other. Some changes are instantaneous, others that need review are sent through workflow when each section is saved.
- Rules: are used by CLSS to determine whether sections or scheduling units meet certain criteria set by the Office of the Registrar. Rules are made up of Workflows, Warnings, and Errors. Errors are the only category of rules that you must remedy before you can fully save and validate.
- **Scheduling Unit:** the organization of courses in CLSS. Most scheduling units represent a department.
- **Section**: the smallest piece of a course; a particular course at a specific meeting pattern.
- **Snapper:** shows the section being scheduled and related sections. The Snapper will attempt to "snap" the section into a predefined, standard meeting pattern.
- **Workflow:** a standardized sequence of steps that proposed actions follow for review and approval by the Office of the Registrar.