

# Auburn University CourseLeaf Section Scheduler

Please go to:

<https://nextbulletin.auburn.edu/wen>

and sign on using your school's sign on info.

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# Training Agenda

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- Terminology
- Program Basics (Modes/Phases)
- Knowing the Alerts
- Live Demo: Deleting, Adding and Editing Sections
- Your turn!
- Tools (Filter, Export, Visualize, View By)



# Terminology

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**Instance** – scheduling time frame (term/quarter)

**Scheduling Unit** – group of courses (department)

**Section** – the most granular scheduling item

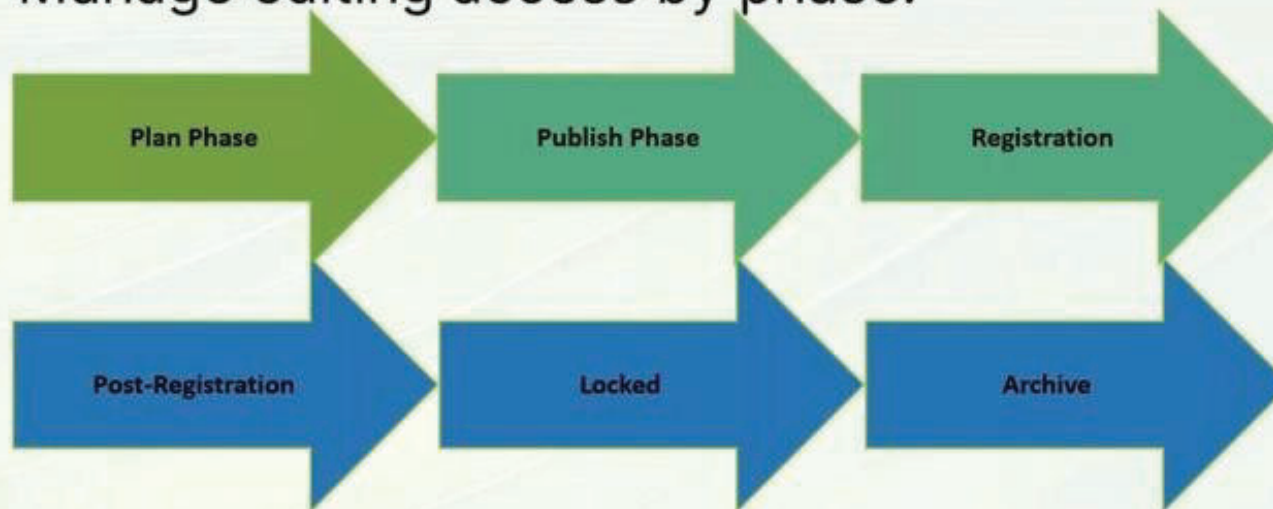


PROPRIETARY AND CONFIDENTIAL

CATALOG • CURRICULUM • SECTION SCHEDULER • REGISTRATION • SYLLABI

# Program Basics: Phases

- Manage your timelines in the system.
- Follow unique rules in different phases.
- Manage editing access by phase.



# Program Basics: Modes

Design Mode – build the entire scheduling unit, submit it once.

**CLSS is source of truth**



Refine Mode – edit one section, submit each section.

**Banner is source of truth**



# Alerts to Know

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**Error**  
Can't Save



**Warning**  
Can Save, but Proceed  
with Caution



**Workflow**  
Save for Approval

# CLSS Workflow

- Workflow is kicked off at the time of submission.
- A Notification email is sent to the Registrar.
- The Registrar can approve, edit, or rollback (return for correction).
- When workflow is complete, Banner is updated.



# Scheduling Unit in Workflow



CourseLeaf/CLSS - Spring 2018 - Anthropology

CLSS End User Log Out

This Scheduling Unit is now in Workflow. Changes are Not Allowed at this Time.

43 Courses, 71 Sections  
Plan Phase Design Mode

Workflow Status View By Validate Visualize Filter Framer Export

Show courses with no sections

Welcome to the CCLP for CLSS!

In Workflow

1. Registrar
2. Banner

> ANTH 1312 - CULTRL ANTHROPLGY

- ANTH 2414 - BIOLOGICAL ANTH
- ANTH 3303 - APPLIED CULT ANTH
- ANTH 3305 - MAGIC RIT & REL
- ANTH 3307 - EVOLUTION THOUGHT
- ANTH 3309 - CULTURS THR FILM
- ANTH 3311 - DISEASE & SOCIETY
- ANTH 3314 - LATIN AM CULT