

Validating the class schedule

Modes – there are two modes associated in CLSS: Design and Refine Mode.

- Design mode - all changes to the class schedule are held for a scheduling unit and validated at one time by clicking the Validate button. Data only lives in CLSS.
- Refine mode - changes to sections are validated and sent through workflow as each section is saved. Data transfers to PSoft.

“Validate” can be selected more than once to determine if errors, warnings or workflow messages might require action prior to generating a workflow.

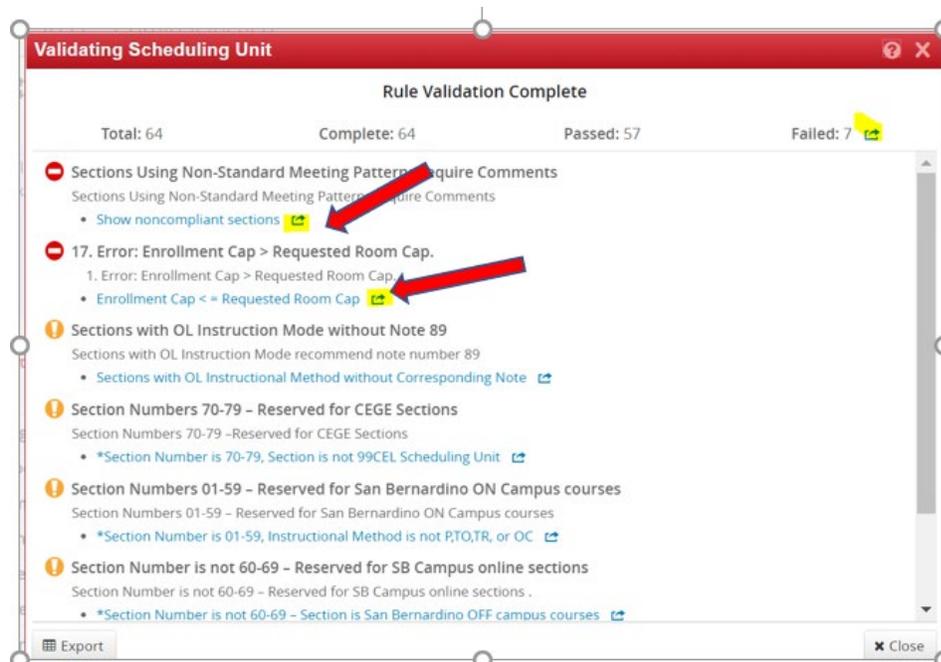
*Recommended to validate your sections often to verify that you have corrected any errors.



All Red errors must be corrected before you can approve the courses and send them into workflow.

Sample below:

For the 64 rules below there are **7 failed rule errors**. Select the  by each of the offending **Error** to view the classes that need to be corrected. The classes with the same error are grouped together i.e., “Sections using Non-Standard Meeting Patterns” will all show here, etc. This will open up a new window for each error type that you are reviewing. Make your changes to the classes in the new window and close.



Know the Rules



Error
Can't Save



Warning
Can Save, but
proceed with caution



Workflow
Save for
Approval

Rules Definition:

Error - An error needs to be fixed before the class section class can be saved, The error description will give reasons why and possible solutions to correct. Once corrected, save the section again.

Warning - The section/scheduling unit can be saved, but caution should be taken before completing the schedule. The warning description will give reasons for the warning. The Save As-Is Button will appear and this is not a workflow error. No further approvals are needed for warnings.

Workflow - A section/scheduling unit that may be saved but needs to go through an approval process before it will be sent to PeopleSoft (i.e. scheduling outside of the standard time block). Design mode will send all classes in workflow at the same time. In Refine mode, the start workflow button will appear and the section will be sent individually (course by course).

Caution: do not "Start Workflow" or "Submit Now" until ready to submit the schedule. **Warnings** and **Workflow** validation messages will allow the scheduler to proceed with selecting "Start Workflow"

Changes in Refine Mode are real time to PSoft unless a workflow has been generated that requires approval.

After all **Errors** have been corrected:

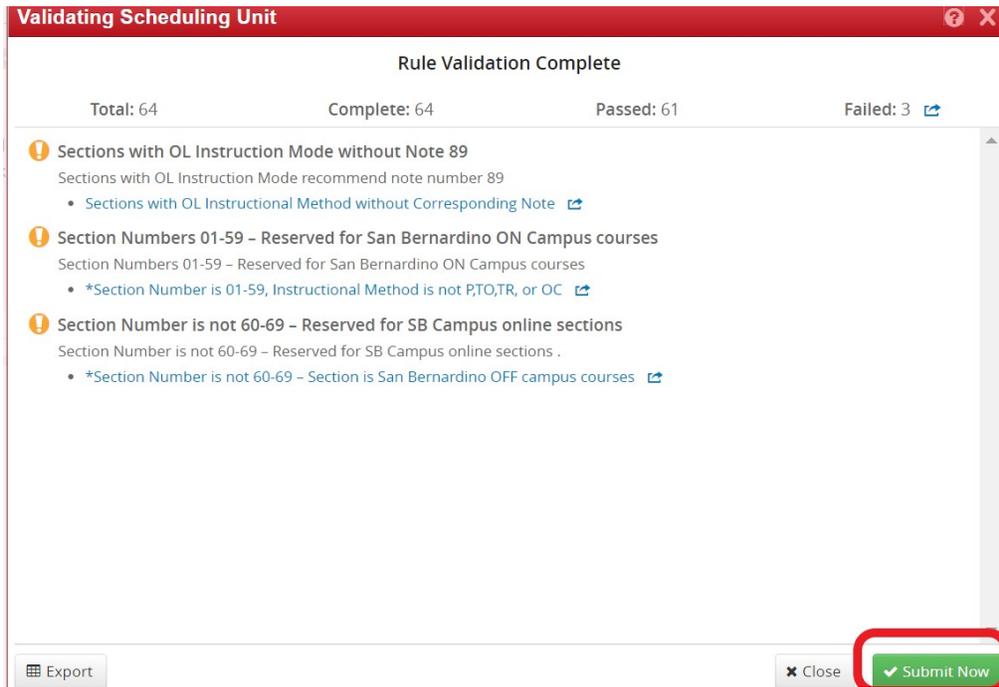
Select "Validate" again and receive another "Start Workflow" (if approval are needed) or "Sumit Now" (no approvals needed) button.

Select "Start Workflow" or "Submit Now" button and this will push your classes onto either the approval process, if there are any, or into Peoplesoft, if there are no classes that need approval.

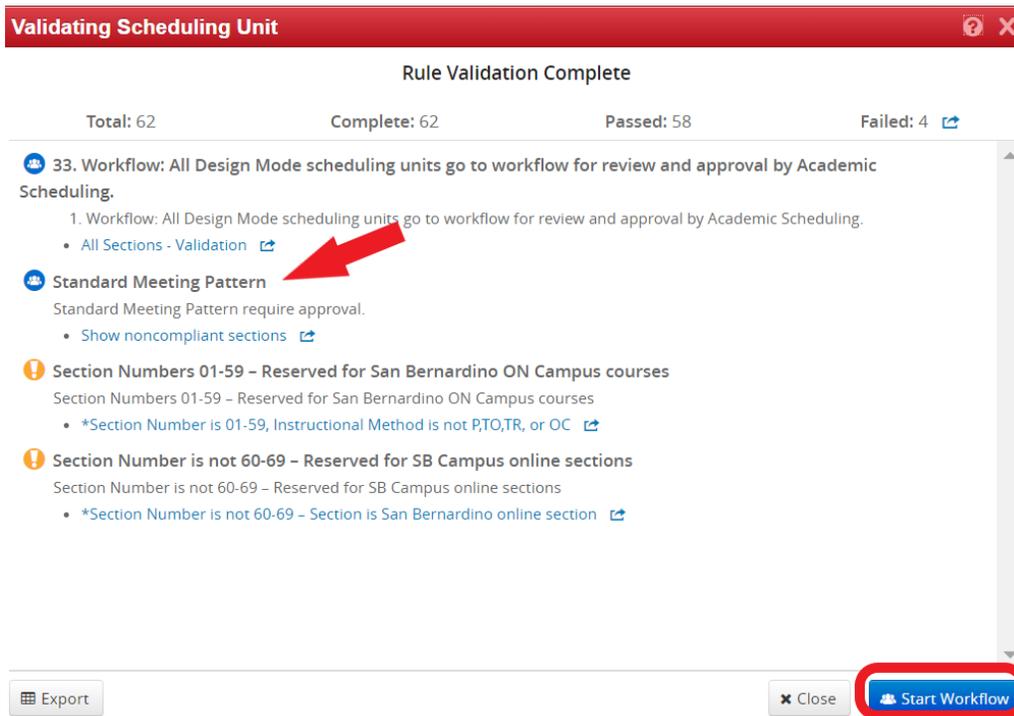
Warnings do not need approval and are informational only.

See two examples below:

“Submit now” will send courses directly to Academic Scheduling for approval before sending to PeopleSoft. No further approvals are needed for these sections.



“Start Workflow” indicates that there are sections that need to be approved, i.e. class sections outside of the standard time block.



APPROVAL of CLSS Courses

Approving the the class schedule unit

Once you find your role, there are different items that are shown that are awaiting your review. You can Edit Rollback (to person prior w reason/comment required) or Approve.

The course(s) will go through several approvals, If the course is at the last approval it goes onto Academic Scheduling for final approval and then Peoplesoft. Otherwise it will go onto the next approver in the process.

The screenshot displays the COURSELEAF 'Approve Pages' interface. At the top, the browser address bar shows 'newcatalog.mypadu.com/courseleaf/approve/'. The COURSELEAF logo is in the top left, and the user 'treefrog' is logged in. The main area is titled 'Pages Pending Approval' and features a table with two columns: 'PAGE' and 'USER'. The table lists several courses, with 'Accounting' selected. To the right of the table is a 'Page Info' panel showing details for the selected course: Title: Accounting, Last Update: Aug 18, 2017 8:18am, Template: web, Page Authors: ACC DUS, Workflow: College: Department: Below the table is a 'PAGE REVIEW' section for 'Accounting - Spring 2018'. It shows 'Rules Triggered' with one rule: 'Standard Meeting Pattern' with a message: 'Please choose a standard meeting pattern to ensure room availability and student success.' and a link 'Show noncompliant sections'. On the right side of the review section, there is a 'In Workflow' box showing a list: 1. Registrar, 2. Registrar, 3. Banner. At the top right of the review section, there are buttons for 'Edit', 'Rollback', and 'Approve'.

PAGE	USER
/wen/201810/acc/6379: ACC 2301-001 ACC IN ORG & SOCTY	Randy Pospisill
/wen/201830/acc: Accounting	Randy Pospisill
/wen/201810/ag/4619: AG 2310-001 APPLIED LEADR PRIN	Randy Pospisill
/programadmin/4: CMX-BS: DC Comics B.S.	Randy Pospisill
/miscadmin/2: Comics	Randy Pospisill
/programadmin/2: SMGT: Sport Management B.S.	treefrog

Page Info

Title: Accounting
Last Update: Aug 18, 2017 8:18am
Template: web
Page Authors: ACC DUS
Workflow: College: Department:

PAGE REVIEW

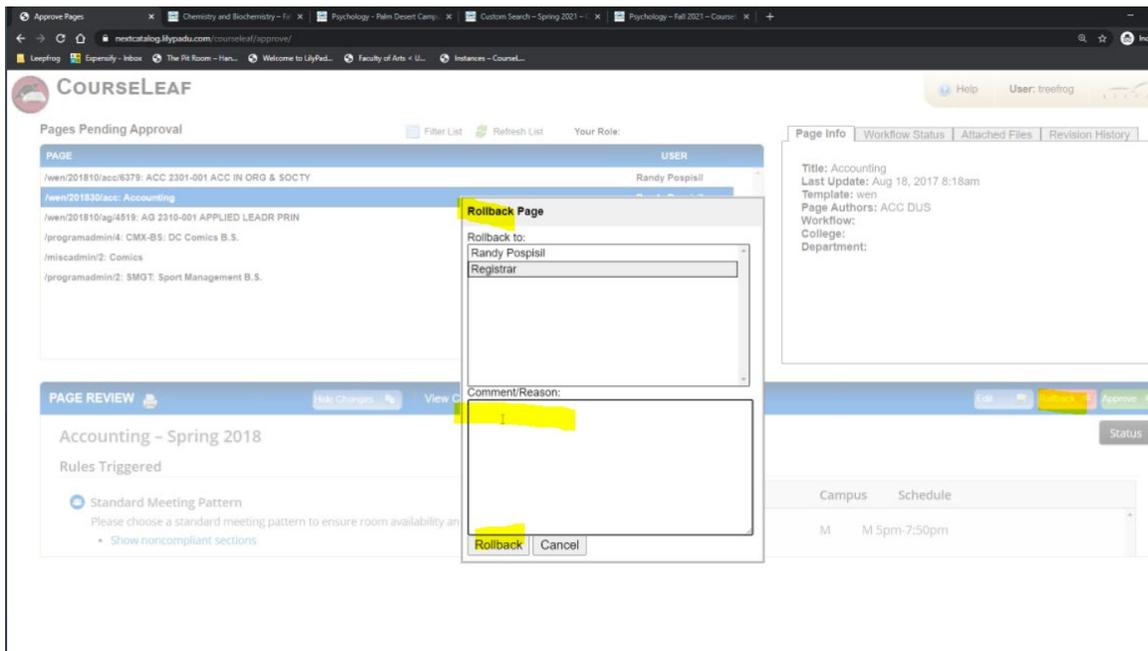
Accounting - Spring 2018

Rules Triggered

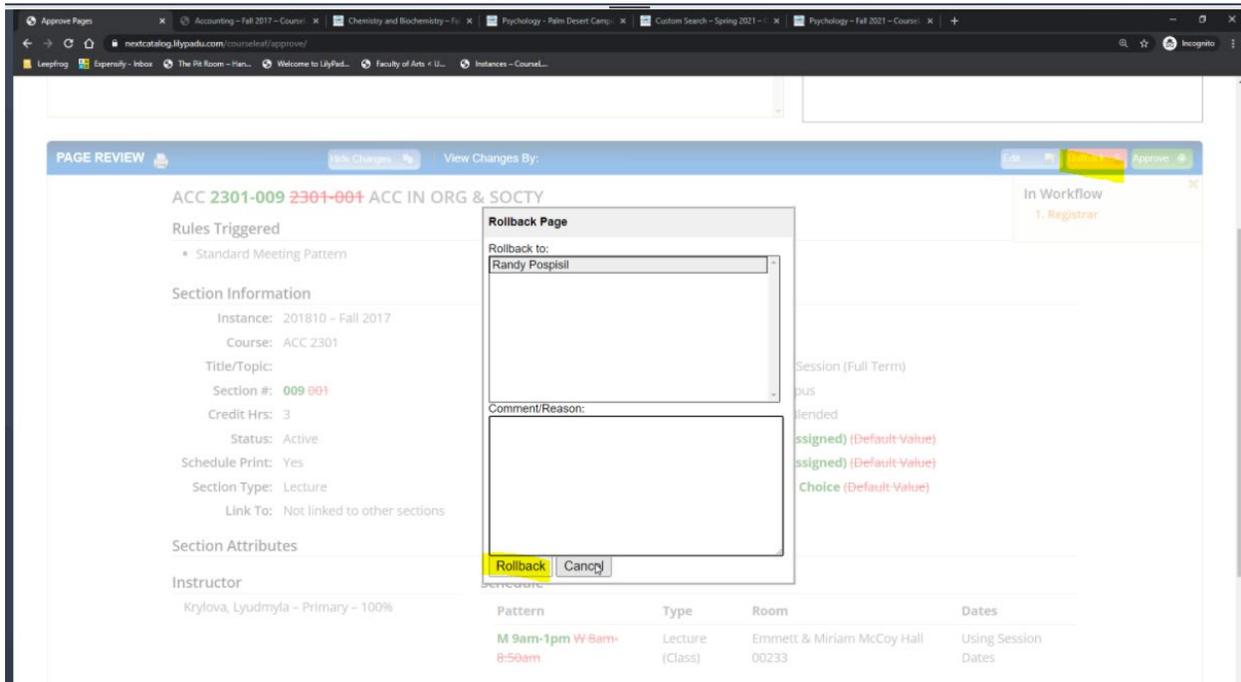
- Standard Meeting Pattern
Please choose a standard meeting pattern to ensure room availability and student success.
• Show noncompliant sections

In Workflow

- Registrar
- Registrar
- Banner



Approved Pages



Refine mode approvals

Each course that requires approval is sent individually. The courses will show all exceptions (section by section) with all changes that were made (red and green markup)

ACC 2301-001 ACC IN ORG & SOCTY

In Workflow

1. Registrar

Rules Triggered

- Standard Meeting Pattern

Section Information

Instance: 201810 - Fall 2017

Course: ACC 2301

CRN: 16960

Title/Topic:

Session: 1 - Main Session (Full Term)

Section #: 001

Campus: Off Campus

Credit Hrs: 3

Inst. Method: Hybrid/Blended

Status: Active

Integ. Partner: (None Assigned) (Default Value)

Schedule Print: Yes

Consent: (None Assigned) (Default Value)

Section Type: Lecture

Grade Mode: Student Choice (Default Value)

Link To: Not linked to other sections

Cross-list With:

Section Attributes

Course Attributes

Instructor

Krylova, Lyudmyla - Primary - 100%

Schedule

Pattern	Type	Room	Dates
M 9am-1pm W 8am-8:50am	Lecture (Class)	Emmett & Miriam McCoy Hall 00233	Using Session Dates

Enrollment

135 current, 130 prior

Section Text

Maximum:	Projected:	Wait Cap:
135	0	0

Long Text
HYBRID COURSE (\$150 ELECTRONIC FEE); COURSE EXAMS GIVEN ON CAMPUS; Are you