# 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.

View By 🔻	☑ Validate	★ Bridge Tools	👌 Visualize	<b>T</b> Filter	🔲 Framer	Export 💌
				Show	courses with	no sections
				Show	courses with i	no sectio

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 <sup>C</sup> 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.

	Rule Validati	on Complete	
Total: 64	Complete: 64	Passed: 57	Failed: 7 😁
<ul> <li>Sections Using Non-Standard Sections Using Non-Standard Show noncompliant sections</li> </ul>	ndard Meeting Pattern Paquire C ard Meeting Pattern Patier Comment ctions	omments Is	
<ul> <li>17. Error: Enrollment Ca</li> <li>1. Error: Enrollment Cap</li> <li>Enrollment Cap &lt;= Rev</li> </ul>	ap > Requested Room Cap. > Requested Room Cap. quested Room Cap.		
<ul> <li>Sections with OL Instru</li> <li>Sections with OL Instruction</li> <li>Sections with OL Instruction</li> </ul>	ction Mode without Note 89 n Mode recommend note number 89 ictional Method without Corresponding	g Note 🖆	
<ul> <li>Section Numbers 70-79</li> <li>Section Numbers 70-79 -R</li> <li>*Section Number is 70</li> </ul>	- Reserved for CEGE Sections eserved for CEGE Sections -79, Section is not 99CEL Scheduling U	nit 🖆	
<ul> <li>Section Numbers 01-59</li> <li>Section Numbers 01-59 - F</li> <li>*Section Number is 01</li> </ul>	- Reserved for San Bernardino O Reserved for San Bernardino ON Camp -59, Instructional Method is not P,TO,TF	N Campus courses us courses 8, or OC 🖆	
Section Number is not Section Number is not 60- • *Section Number is not	60-69 – Reserved for SB Campus o 69 – Reserved for SB Campus online se t 60-69 – Section is San Bernardino OF	nline sections ctions . F campus courses	
Export			× Close

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Know the Rules



#### **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.

	Rule Validatio	on Complete		
<b>Total:</b> 64	Complete: 64	Passed: 61	Failed: 3	12
Sections with OL Instru Sections with OL Instruction Sections with OL Instru- Section Numbers 01-59 Section Numbers 01-59	Iction Mode without Note 89 on Mode recommend note number 89 uctional Method without Corresponding 0 – Reserved for San Bernardino OI Reserved for San Bernardino Comp	; Note 🖆 N Campus courses		
*Section Number is 01     Section Number is not     Section Number is not 60-     *Costion Number is not 60-	<ul> <li>1-59, Instructional Method is not P,TO,TR</li> <li>60-69 – Reserved for SB Campus on</li> <li>69 – Reserved for SB Campus online see</li> <li>160 60 – Sectional is Sectional in Section 10</li> </ul>	, or OC 🖆 nline sections ctions .		
<ul> <li>*Section Number is no</li> </ul>	st 60-69 – Section is San Bernardino OH	- campus courses 🛛 🖾		

"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.

C     O      O	our Role: Registrar 🗸	Page Info Workflow Statu	्र क्र	
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Pages Pending Approval Filter List & Refresh List Y	our Role: Registrar 🗸 🗸	Page Info Workflow Statu	Help User: treefrog	T. S
Pages Pending Approval  Filter List  Refresh List  Y PAGE	our Role: Registrar 🗸	Page Info Workflow Statu		
PAGE			is Attached Files Revision His	story
	USER	Titles Accounting		
/wen/201810/acc/6379: ACC 2301-001 ACC IN ORG & SOCTY	Randy Pospisil	Last Update: Aug 18, 2017	/ 8:18am	
/wen/201830/acc: Accounting	Randy Pospisil	Template: wen		
/wen/201810/ag/4519: AG 2310-001 APPLIED LEADR PRIN	Randy Pospisil	Workflow:		
/programadmin/4: CMX-BS: DC Comics B.S.	Randy Pospisil	College: Department:		
/miscadmin/2: Comics	Randy Pospisil			
/programadmin/2: SMGT: Sport Management B.S.	treefrog			
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Accounting – Spring 2018			In workflow	
Rules Triggered			2. Registrar	
Ctandard Monting Dattorn			3. Banner	
Statisard invecting raterin     Please choose a standard meeting pattern to ensure room availability and student success.     Show noncompliant sections				

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CourseLeaf		Help User: treefrog
Pages Pending Approval	🗾 Filter List 🛛 🦉 Refresh List Your Role:	Page Info Workflow Status Attached Files Revision History
PAGE	US	ER
/wen/201810/acc/6379: ACC 2301-001 ACC IN ORG & SOCTY	Randy Po	ospisil Title: Accounting Last Update: Aug 18, 2017 8:18am
		Template: wen
/wen/201810/ag/4519: AG 2310-001 APPLIED LEADR PRIN	Rollback Page	Workflow:
/programadmin/4: CMX-BS: DC Comics B.S.	Rollback to:	College: Department:
/miscadmin/2: Comics	Randy Pospisil Registrar	
PAGE REVIEW 🛔 Hole Charges	View C Comment/Reason:	
Accounting – Spring 2018		Status
Rules Triggered		
Standard Meeting Pattern		Campus Schedule
Please choose a standard meeting pattern to ensure room a • Show noncompliant sections	railability an Rollback Cancel	M M 5pm-7:50pm

# **Approved Pages**

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	ACC 2301-00	9 <del>2301-001</del> ACC IN ORG	5 & SOCTY				In Workfl	low
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	Section Inform	ation	reanuy Pospisii					
	Instance:	201810 - Fall 2017						
	Course:	ACC 2301						
	Title/Topic:				s	ession (Full Term)		
	Section #:	009 001			. p			
	Credit Hrs:	3	Comment/Reason:			ended		
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	Section Attribu	tes						
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	Krylova, Lyudmy	/la – Primary – 100%	Pattern	Туре	Room		Dates	
			M 9am-1pm W 8am-	Lecture	Emmett	& Miriam McCoy Hall		

# 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 2301-00	1 ACC IN ORG					In Workflow
Rules Triggered		B				1. Registrar
Standard Mee	ting Pattern					
Section Informa	ation					
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 Attribu	tes			Course Attribut	res	
instructor			Schedule			
Krylova, Lyudmy	la – Primary – 100%		Pattern	Туре	Room	Dates
			M 9am-1pm <del>W 8am-8:50am</del>	Lecture (Clas	s) Emmett & Miriam McCoy Hall 00233	Using Session Dates
Enrollment			135 current, 130 prior	Section Text		
Maximum:	Projected: Wa	it Cap:		Long Text		NEN ON CAMPUS: Are you