CLSS USER GUIDE

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Accessing CLSS (Courseleaf Section Scheduler): MyCoyote> Administrative Systems> CLSS



Important Terminology:

Instance: scheduling time frame (term)

Scheduling Unit: Group of courses (department/college categorized by campus)

Section: Scheduling item

Phases

Plan→ Room Assignment→ Review→ Registration→ Locked→ Archive→ Admin Only

Timelines in the system

DIfferent rules in different phases

Editing is based on phase

Modes

Design Mode - Build the entire scheduling unit and submit it all at once (all for one and one for all)! Schedule only in CLSS as this will override anything in Peoplesoft.

Refine Mode - Edit one section and submit one section at a time.

Design vs Refine mode:

Design mode CLSS is the source of truth. Start of any mode/term. Scheduler will build and schedule all at once. Have to do edits in class and not Peoplesoft. Submitted all at one time and sent to PeopleSoft after validation and approval (all PSYC, COMM, etc). *Anything in PeopleSoft will get overwritten* in this phase.

Refine mode: PeopleSoft is the source of truth. Edit section by section, make a change. As an approver, approves individual sections. Can do edits in Peoplesoft but recommend still using CLSS. Based on the rules policies. *Assign rooms in EMS*.

The Rules

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 can be saved, but caution should be taken before completing the schedule. The Save As-Is Button will appear and this is not a workflow error. No further approvals are needed for warnings.

Workflow – A section that can 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).

Navigating in CLSS

The colored text box on top is where messages from Academic Scheduling and Curriculum will occur. Please read!

Organizational Instances (Historical, Current, Future). Select the instance/term that you would like to schedule from here. Your name will appear in the upper right corner.

CourseLeaf/CLSS – Ir	nstances			1 Ration - D. Kr	C Log Out
CSUSB					
Fall 2021	Schedule	Build has b	egun!		
Define Mode (Febru	uary 1-March 11, 2021)		-		
Department validation beg There will be no EMS Optin Stop all schedule productio	rins March 11 - 12, 2021. nization for Fall 2021. on during Admin Class processing	g Mar 15-17.			
Refine Mode (Marcl	h 18-April 2, 2021)				
Post admin processing beg	gins March 18 (room assignments	must be made in EMS)			
Historical	5	Current	Future	e	
2020-2021 Academic Year Fall 2020 Winter Intersession 2021 Spring 2021 2018-2019 Academic Year Winter 2019	2019 -2020 Academic Year Fall 2019 Winter 2020 Spring 2020 Summer 2020	Current Fail 2021	Unsort Summ	ed Instances ner 2021	

This screen below shows that we are scheduling in the Plan Phase, Fall 2021 term. This will also show how many courses and sections (by department). You can review any of the sections here, but cannot change any that are not assigned to your academic unit. Double click on your scheduling unit.

CourseLe	eaf/CLSS – <mark>Fall 202</mark> 1 – <mark>Plan Ph</mark> ase		💄 user101 (🕞 Log
62 Schedu 1,646 Course	uling Units s <mark>8,385</mark> Sections	♦ Visualize ▼ Filter Search	
Hello CSU https://git	ISB CLSS Team! Welcome to your site! For more information on how thub.com/adam-p/markdown-here/wiki/Markdown-Cheatsheet	to use command statements to emphasiz	e text, navigate to this site:
¢ ID	\$B	≎ Courses	s 🗸 Sections
590	Psychology	108	215
254	English	72	205
145	Biology	48	166
186	Communication Studies	72	164
487	Mathematics	53	153

Scheduling unit screen provides a list of all courses and sections for your department. We are in the Design mode" below. The scheduling unit screen provides a list of courses and sections currently in a unit or department. You will add, edit, or remove sections from a course.

*Design mode is creating, verifying and validating the class schedule in CLSS and sending it to PeopleSoft as a whole. After switching to Refine mode, classes are sent one at a time to Peoplesoft.



How to sort the course list

The default to view courses is by "Course". To view by Instructor, Day and Time or Section Status click on the options in "View By".

Select "expand all" arrows to review all sections or select "collapse all" arrows to hide all sections.

48 Pla	Courses, 166 Sections 🚦 🎦 an Phase Design Mode	View By ▼	✓ Validate	Visualize	▼ Filter	Framer	Export 🔻
	Hello CSUSB CLSS Team! Welcome to your site! For more information on h https://github.com/adam-p/markdown-here/wiki/Markdown-Cheatsheet	Instructor Day and T Section St	ime atus	ents to emph	asize text,	navigate to th	nis site:
>	BIOL 1000 – Introduction to Biology						
	BIOL 1000L – Introduction to Biology Lab						
	BIOL 1010 - Biology for Teachers						

To see courses not offered in the term, check the box "Show courses with no sections" which will show courses that were not offered for that term or any new courses.

pprove Pages X Chemistry and Biochemistry – Fill X	Psychology - Fall 2021 - Course: × +	- 0
C 🗘 🕯 csusb-clss-impl.dev7.leepfrog.com/wen/2218/590/#or		0, 🖈 🙆 Incognito
npfrog 🚆 Expensify - Inbox 📀 The Pit Room - Han 🧿 Welcome to LilyAr	. 🔇 Faculty of Arts < U., 🔇 Instances - CourseL	
108 Courses, 215 Sections 🚦 ‡	View By 👻 🐼 Validate 🛛 🛠 Bridge Tools 🔥 Visualize 📑 Filter	🔲 Framer 🛛 Export 👻
Plan Phase Design Mode	Show-	courses with no sections
Hello CSUSB CLSS Team! Welcome to your s p/markdown-here/wiki/Markdown-Cheatsh	el For more information on how to use command statements to emphasize text, navigate to this site: https://github.co et	m/adam-
> CD 2205 – Diversity in Child Development		e 😮 🗘
CD 2209 - Health, Safety, and Nutrition		0 0
CD 2215 – Child, Family, and Community		0 0
CD 2244 - Observations and Methods: Infa	and Toddler Development	0 0
O 01 SEM Staff	Does Not Meet	
CD 2245 – Observation and Methods: Preso	ool and Early School Age Development	0 0
CD 2246 – Observation and Methods: Schoo	Age Development	0 0
O 01 SEM Staff	Does Not Meet	
CD 2247 – Observation and Methods: Adole	cent Development	0 0
CD 2250 - Infant and Toddler Development		0 0
O 01 LEC Staff	TR 10:30am-11:45am	
CD 2251 – Effective Interactions with Infant	and Toddlers	0 0

New Section Numbers:

01-59: Used for San Bernardino on campus class sections

60-69: Used for San Bernardino off campus sections (can be used as extended on campus sections if needed)

70-79: Used for College of Extended Learning

80-99: Used for Palm Desert Sections

Creating a class section:

To edit an existing class, double click on the section that you would like to review/change. (BIOL 1000 01-04) are existing class sections. To add a new class section select the (+) on far right.

Hello CSUSB CLSS Team! Welcome to your site! For more information on how to use command statements to emphasize text, navigate to this site: https://github.com/adam-p/markdown-here/wiki/Markdown-Cheatsheet



> BIC	DL 1000	– Introdu	0 <mark>0</mark>		
0	01	LEC	Staff	MW 9am-10:15am	
0	02	LEC	Staff	MW 1pm-2:15pm	
0	03	LEC	Staff	TR 2:30pm-3:45pm	
0	04	LEC	Staff	MW 1pm-2:15pm	

Create Section	n – BIOL 1000: Introduction to Biol	ogy			0 X 🛛 🗢
Section Informa	ation				-
Title/Topic	Introduction to Biology (Default Value)	~	Session	1 - Regular Academic Session (8/23/21 to 12/3/21)	~
Section #	81		Campus	Main Campus (CSU, San Bernardino)	~
Student Units	3		Inst. Mode	Classroom Instruction	~
Status	Active	~	Schedule Print	Yes	~
Consent	No Special Consent Required	~	Component	Lecture	~
Grading Basis	Graded	~	Link To	Not linked to other sections	~
Combine With	Select section	~			
Section Attribut	tes	1	Course Attribut	tes	
None Selected			Course Level: Low General Education Student Opinion T	er Division 1: Life Science eaching Effec: Student Opinion of Teaching Effectiveness - Paper	
Instructor	1	Room		Schedule	
Staff		No Room Assigned	~	🛗 Does Not Meet	
Enrollment		0 current	Notes		1
Capacity	Wait List Cap Req Room C	ар	None Assigned		
	0				
Comments					
					•
				× Cancel	✓ Save Section

Fields that can change:

- Title/Topic Select topic title if a topic course. Use CIM process if a new topic needs to be created.
- Section # will auto-populate in chronological order (use section # guidelines).
- Status: Active is default, also includes, cancelled section, stop further enrollment, tentative section.
- Consent: No change unless permission is changed at the course level.
- Combine with (used for combined sections).
- Session (Defaults to Regular) change to 10W, 6W1 or 6W2 during summer terms.
- Campus (MAIN or PALM).
- Inst Mode (Default is Classroom).
- Schedule Print Default is Yes to publish to Schedule of Classes.
- Component defaults to primary component. Can be changed to add multiple components sections.
- Link to used for linking multicomponent courses (lec/lab, etc.)
- Section Attributes Can be added as needed (ie, Fully Online courses, etc.).
- Instructor enter instructor (s) on record or select staff.
- Schedule select "Does Not Meet" to add a day/time. Takes you to "Snapper Tool"
- Room select from drop down or use search field to find.
- Enrollment enter Enrollment Cap and Requested Rm Cap.
- Notes add note for students (either freeform note or preassigned note numbers, only one allowed).
- Comments used to explain reasons for outside of Standard TIme Block courses, or personal notations.

Deleting Sections: CAUTION if using delete on the far right. This will delete all sections for this course. If deleting a section i.e., "01" in the Design mode, this will not allow another section "01" to be scheduled in this mode. Suggested to alter the section to your desired day/time.

To delete a single section please use the X on the left hand side of the screen.

		K Chemist	try and Biochemistry – Fir 🗙 🔄 🛙										
	e causb-ch	s-impl.dev7.leep	pfrog.com/wen/2218/598/#osu=								le les	ignito	
ing 🔡 E	Expensily - Inbox	The Pit Room	n - Han 🧿 Welcome to LilyPad	Feculty of Arts < U	S Instances - CourseL_								
CD	0 3304 – Pla	y and Best	Practice with Childre	n						0	0		
	01	SEM	Staff		TR 1pm-2:15pm								ų
CD	0 3398 - Ad	vanced Ch	ild and Family Develo	pment						0	0		J
	01	SEM	Staff		MW 4pm-5:15pm								
0	- 02	ACT	Staff		Does Not Meet								
PS	YC 1100 - I	ntroductio	on to Psychology			ð				0	0		
•	01	LEC	Staff		Does Not Meet								
	02	LEC	Staff		TR 7:30am-8:45am								
0	03	LEC	Staff		TR 5:30pm-6:45pm								
PS	SYC 1101 - F	sychology	ras a Major							0	0		
	70	LEC	Staff		Does Not Meet								
0	71	LEC	Staff		Does Not Meet								
	72	LEC	Staff		Does Not Meet								
	73	LEC	Staff		Does Not Meet								
PS	SYC 1105 - 0	ritical Thi	nking in Everyday Life							0	0		
	01	SEM	Staff		MW 7:30am-8:45am								

Schedule a meeting time

Used to input days and times and rooms. Select the "Does not meet" link which takes you to the "Snapper tool" to assign a standard meeting pattern for the corresponding unit course.

Create Section	n – BIOL 1000: Introduction to Biol	ogy			• 0 X
Section Inform	ation				
Title/Topic	Introduction to Biology (Default Value)	~	Session	1 - Regular Academic Session (8/23/21 to 12/3/21)	~
Section #	05		Campus	Main Campus (CSU, San Bernardino)	~
Student Units	3		Inst. Mode	Classroom Instruction	~
Status	Active	~	Schedule Print	Yes	~
Consent	No Special Consent Required	~	Component	Lecture	~
Grading Basis	Graded	~	Link To	Not linked to other sections	~
Combine With	Select section	~			
Section Attribu	tes	1	Course Attribu	tes	
None Selected			Course Level: Low General Educatior Student Opinion T	ver Division n: Life Science Feaching Effec: Student Opinion of Teaching Effectiveness - Paper	
Instructor	1	Room		Schedule	
Staff		No Room Assigned	~	Does Not Meet	
Enrollment		0 curren	t Notes		1
Capacity	Wait List Cap Req Room C	ap	None Assigned		*
Commonto					
X Bridge Tools				× Cancel	 Save Section

The dropdown menu gives options for a class meeting i.e. 3 unit course, 2 times a week (MW, TR, or FS). Once your desired day/time is selected the class selection will be in green. Click "Accept" to save your choice.

•	Days 👻	Patterns - BIOL 1000-05 LEC LEC 01 LEC 02 L	EC 03 LEC 04
		3 Units - 1x Week - M/T/W/R/F/S	
		✓ 3 Units - 2x Week - MW/TR/FS	
Bam		3 Units - 3x Week - MWF	
		User Defined	
9am	BIOL 1000-01		BIOL 10
		Meeting Pattern Name Add	
10am			

Scheduling – BIOL 1000: Introduction to Biology 🛛 🚱								
n D	Days 👻 🔛 Patterns 👻 🛙	BIOL 1000-05 LEC LEC 01 LEC 02 LEC	03 LEC 04 LEC 80		0			
	Monday	Tuesday	Wednesday	Thursday	Friday			
					^			
8am								
9am	BIOL 1000-01 LEC		BIOL 1000-01 LEC					
10am								
11am	BIOL 1000-60 LEC	A. BIOL 1000-05 LEC 10:30 - 11:45	BIOL TOUG-SU LEC	A. BIOL 1000-05 LEC 10:30 - 11:45				
12pm								
1pm	BIOL 1000-02 LEC		BIOL 1000-02 LEC					
2pm	- []							
3pm		BIOL 1000-03 LEC		BIOL 1000-03 LEC				
4pm								
5pm								
6pm								
() Meet	tings 🛛 🖗 Rooms				X Cancel Accept			

A class scheduled outside of the standard time block (requires an approval process):

You can create your own user defined times and input the times the class will meet. Use am or pm to select your time(s). These will go through an approval process by adding a comment after selecting "add" and "accept" in the Snapper Tool.

Tip: You can use military time when typing in start/end times or use P/PM as CLSS defaults to AM.



Non-standard meeting patterns

For non-standard meeting patterns use the "User Defined" option to type in the desired meeting pattern and click "Add"

 Image: Second secon

Select "Accept" the time change using the button in the bottom right hand corner

Important: Any section scheduled to meet outside of a standard timeblock must provide an explanation why this is offered outside of the standard time block. The "comments" section <u>must be completed</u> before the section can be saved. This comment will follow the approval workflow to the college dean and the deputy provost when the schedule (or section) is validated. The approval process happens after the validate/start workflow for the unit/section (depending on the phase).

Instructor	1	Room		Schedule		
Staff		ONLINE (9999)	~	🋗 S 6am-9:30am 🗙		
Enrollment		0 current	Notes			
Capacity 48 Comments	Wait List Cap	Req Room Cap 48	None Assigned			~
Needs explanatio order to trigger a	on for meeting outside o pproval process.	f standard time block in				÷.
					× Cancel	✓ Save Section

When saving a section *after* comments have been added, this <u>blue workflow symbol</u> will show your course will go through the approval process.

Reminder: All errors in red must be corrected before the course can be saved.

Validation Details	0)
The section data you have provided cannot be saved. Please review and correct the errors listed below.	
Enrollment Capacity must be a number The Enrollment Capacity field can contain only numbers	
 17. Error: Enrollment Cap > Requested Room Cap. 1. Error: Enrollment Cap > Requested Room Cap. 	
18. Error: Enrollment Cap > Actual Room Cap Error: Enrollment Cap > Actual Room Cap 	
Standard Meeting Pattern require approval.	
	× Close

After all other errors are corrected, and comments submitted. Select "Save as-is" to start the approval process for classes outside of STB classes, when the entire scheduling unit is submitted (Design mode) and class by class (Refine mode).



Multiple Meeting Patterns:

To add a 2nd meeting pattern, select the meetings link on the bottom left of the Snapper screen.

Tip: if you are unable to change the pattern field (appears to be greyed out) close the meeting details popup, select the correct row, and use the snapper tool. You will not be able to type in a pattern in the meeting details popup.

b D	Days 🔻 🚺 Patterns 👻 🔤	DL 1000-05 LEC LEC 01 LEC 02 LE	C 03 LEC 04 LEC 80	
	Monday	Tuesday	Wednesday	Thurs
am				
am	BIOL 1000-01 LEC		BIOL 1000-01 LEC	
0am				
1am	BIOL 1000-80 LEC		BIOL 1000-80 LEC	
2pm				A BIOL 1000 05 LE
pm	BIOL 1000-02 LEC	12:30p - 1:45p	BIOL 1000-02 LEC	12:30p - 1:45p
pm				
pm		BIOL 1000-03 LEC		BIOL 1000-03 LEC
pm				
pm				
om				

Another screen will appear and you can add a room here from the dropdown menu, change your custom dates (if needed) or add a second meeting pattern, by selecting the (+) in the upper right corner. You can also add a 2nd online meeting row (required for some instruction modes, i.e., Hybrid Online, Classroom Synchronous, and Classroom Asynchronous).

Pattern	Room	Dates	+ × ^
A. TR 12:30pm-1:45pm	Chemical Sciences 221 (24)	Using Session Dates	

Remember to "Accept" your changes here and also "Accept" in the Master Snapper Screen.

	Monday	Tuesday	Wednesday			\sim	
					A	~	
						~	
am						~	
0am							
			BIOL 1000-80 LEC				
1am		Meeting Details		0	×		
		Pattern	TR 12:30pm-1:45pm				
		Room	No Room Assigned				
		Dates	8/23/2021 to 12/3/2021 (Regular Acader V				
Patter	n		Custom	K Cancel	Pt + X *	•	
TR 12:				Jsing Session Dates	/ 8	1	
						^	

C Monday				
C Roma				
C				
¢ 9am				
10am	Jeeting Details			a X
11am	Details			
	Pattern R Spr	п-өрт	-	
12pm	Room Requ	est Room from Optimizer 🗸 🗸	<u></u>	
1pm	Dates 8/23	2021 to 12/3/2021 (Regular Acaden 🗸	•	
Pattern			🗙 Cancel 🗸 A	ccent
A. MWF 2:30pm-3:45pm	Pfau Librar	y 015 (36)	Using Session Dates	

Adding instructors

To add instructor(s) use the pencil icon above the instructor field to access the drop down menu. TIP: you can also search by typing in the name or EMPL ID. For new instructors, you can email <u>academicscheduling@csusb.edu</u> to have them added to your department listing. Allow the next day for newly added instructors to take effect in CLSS.

Create Section	- BIOL 1000: Introduction to Biol	ogy			🗧 0 X
Section Informa	ation				
Title/Topic	Introduction to Biology (Default Value)	~	Session	1 - Regular Academic Session (8/23/21 to 12/3/21)	~
Section #	05		Campus	Main Campus (CSU, San Bernardino)	~
Student Units	3		Inst. Mode	Classroom Instruction	~
Status	Active	~	Schedule Print	Yes	~
Consent	No Special Consent Required	~	Component	Lecture	~
Grading Basis	Graded	~	Link To	Not linked to other sections	~
Combine With	Select section	~			
Section Attribut	tes	1	Course Attribut	tes	
None Selected			Course Level: Low General Education	er Division : Life Science Sching Effect Student Opinion of Teaching Effectiveness - Paper	- 1
Instructor		Room	Student Opinion 1	Schedule	- 1
Staff		No Room Assigned	~	🛗 TR 10:30am-11:45am 🗙	
Enrollment		0 current	Notes		1
Capacity	Wait List Cap Req Room C	ар	None Assigned		*
☆ Bridge Tools				× Cancel	✓ Save Section

Assign more than one instructor but select the (+) button on the right. To delete instructors, select the trash can on the right. The load factor must equal 100 for multiple instructors. Select "Accept" to save.

nstructor		Role	Load Fa	ctor	Roster		Print	
MW 5:30pm-6:45pm								
🛨 (**********************************)	~	Primary Instructor	80	96	Approve	~		t
습 기	~	Secondary Instructor	20	96	Approve	~		1
							× Cancel	✓ Accep

Please Note: The blue star (left of instructors name) gives priority to one instructor's schedule. If there are multiple instructors CLSS will take the blue star instructors schedule into consideration on the

meetings grid. CLSS will default to the first instructor added. The blue Star can be changed to view the other instructor if needed. See example below: Blue star instructor is currently busy (red line on right).

ΘX			NEW; CLSS ID: 3375)	General Chemistry I (SIS ID: NE	ig – CHEM 2100-28:	Schedu
0		of LEC 20	CO1 DIS of LEC 06 DIS of LEC 11 DIS	CHEM 2100-28 DIS Other LEC DIS of LEC	▼ Patterns ▼	n Da
	Friday	Thursday	Wednesday	Tuesday	Monday	
	CHEM 2100-21 DIS			4	CHEM 2100-22 LEC	8am
]	CHEM 2100-05 DIS			9am
			CHEM 2100-27 LEC		CHEM 2100-27 LEC	10am
	3 					11am
]	CHEM 2100-03 DIS		HEM 2100-02 DIS	12pm
	CHEM 2100-22 LEC	CHEM 2100-22 LEC		CHEM 2100-22 LEC		1pm
- 11		U		u		2pm
		CHEM 2100-10 DIS		CHEM 2100-09 DIS		3pm
		CHEM 2100-11 LEC		CHEM 2100-11 LEC		4pm
		CHEM 2100-15 DIS		CHEM 2100-13 DIS		5pm

Adding a Note

Select the pencil to add a free form note or numbered note (88-95). Highlight the note number that you want or type your own freeform note. Only one note is available (either a note number or freeform note). Select "Accept" to save your changes.

			logy (515 15. 02121, 6255 15. 1	[24]		
Section #	04			Campus	Main Campus (CSU, San Bernardino)	
Student Units	3			Inst. Mode	Online Asynchronous Section	2
Status	Active		~	Schedule Print	Yes	
Consent	No Special Consent Requi	red	~	Component	Lecture	
Grading Basis	Graded		~	Link To	Not linked to other sections	
Combine With	Select section		~			
ction Attribut	tes		,	Course Attribut	es	
urse Level: Lowe neral Education: Ident Opinion Te	er Division :: Life Science eaching Effec: Student Opin	ion of Teaching	Effectiveness - Paper	Course Level: Lowe General Education Student Opinion Te	er Division : Life Science eaching Fffec: Student Opinion of Teaching Fffectiveness - Paper	
structor		/	Room		Schedule	
iff			ONLINE (9999)	~	₩ MW 1pm-2:15pm ×	
rollment			0 current	Notes		
250	Wait List Cap	Req Room C	ар	None Assigned		
mments						
C Bridge Tools					× Cancel	✓ Save Se
			~	Schedule Prin	* Vos	
otes					0	×
	Note					0

Notes Ø	×
Search:	×
Free Format Text	
0088 - Class section offered fully online. No campus meetings required, no designated day/time for synchronous interaction with instructor.	
0089 - Online class section. Some campus meetings may be required for orientation, mid-term, final exam. No instructional face-to-face meetings.	
0090 - Hybrid Class Section. Online is the method of instruction, specific days and times have been scheduled for the term. Students may need to meet on-campus occasionally on the designated day and time and/or participate in a synchronous format/interaction with the instructor during the designated day and time.	
0091 - Hybrid class section. Students are required to participate on-campus/face-to-face in a designated classroom on a specific day and time in addition to the online instruction requirement.	•
X Cancel ✓ Acce	p t

Enrollment Capacity and Requested Room Cap

Enter your enrollment cap and room cap numbers. The system will not allow you to have an enrollment cap > than room cap (see Validation error)

Enrollment							
Req Room Cap							
40							

Comments

Error when trying to save. Class enrollment > requested room

Val	idatior	1 Deta	ils							
0	The see	ction d	ata you	have p	provided	cannot b	e saved.	Please	review	and co
0) 17. Err	or: Eni	<mark>oll</mark> ment	Cap >	Request	ed Room	Cap.			
	1. Err	or: Enr	ollment C	ap > Re	quested F	Room Cap.				
0	S	-				-	-	-		

Below example will be accepted (enrollment cap and room cap are equal).

Capacity Wait List Cap Req Room Cap 40 40 40	Enrollment			0 current
40 40 40	Capacity	Wait List Cap	Req Room Cap	
Comments	40	40	40	
Comments	40	40	40	
comments	Comments			

Adding a lab or activity (Link To)

Click on the (+) sign to add class and and select your lab/activity component

BIOL 3630 – Co	mparativ	e Animal Physiology I				8
8 01	LEC	Staff	MW 9am-10:15	Sam		
8 02	LAB	Staff	W 10:30am-1:1	5pm		
Create Section	– BIOL 3	630: Comparative Anim	al Physiology I			● @ ×
Section Informa	ation					
Title/Topic	Comparat	ive Animal Physiology I (Defau	It Value) 🗸 🗸	Session	1 - Regular Academic Session (8/23/21 to 12/3/21)	~
Section #	03			Campus	Main Campus (CSU, San Bernardino)	~
Student Units	4			Inst. Mode	Classroom Instruction	~
Status	Active		~	Schedule Print	Yes	~
Consent	No Special	I Consent Required	~	Component	Lecture	× 1
Grading Basis	Graded		~	Link To	Lecture Laboratory	
Combine With	Select sect	tion	~			
Section Attribu	tes		1	Course Attribu	tes	
None Selected				Course Level: Upp GE Designation: V	per Division	
				Student Opinion	Teaching Effect Student Opinion of Teaching Effectiveness - Pape	r
Instructor		1	Room		Schedule	
Staff			No Room Assigned	~	🛗 Does Not Meet	

After the lab component is created and saved by selecting "Accept", it can be linked to the lecture i.e. BIOL 3630-01 "or" you can select "Any enrollment section" (similar to 999 in Peoplesoft).

Edit Section –	BIOL 3630-03: Comparative Anim	al Physiology I (SIS ID: NEW; CLS	SS ID: 3392)		• 0 X
Section Informa	ation				
Title/Topic	Comparative Animal Physiology I (Defaul	t Value) 🗸 🗸	Session	1 - Regular Academic Session (8/23/21 to 12/3/21)	~
Section #	03		Campus	Main Campus (CSU, San Bernardino)	~
Student Units	4		Inst. Mode	Classroom Instruction	~
Status	Active	~	Schedule Print	Yes	~
Consent	No Special Consent Required	~	Component	Laboratory	~
Grading Basis	Graded	~	Link To	Any enrollment section	~
Combine With	Select section	~		Any enrollment section	
Section Attribut	ter		Course ourout		
None Selected	,	Room	Course Level: Upp GE Designation: W Student Opinion T	er Division riting, Intensive eaching Effec: Student Opinion of Teaching Effectiveness - Papi Schedule	er
Staff		To Be Determined - SB Campus (999)	~	m FS 9am-10:55am ★	
Enrollment		0 current	Notes		1
Capacity 20	Wait List Cap Req Room 0	Tap	None Assigned		*
Comments					
Stridge Tools				¥ Capri	el 🗸 Save Section

BIOL 3630 sections 02 and 03 are linked to BIOL 3030/01 (red box). BIOL 05 and 06 labs can be enrolled in any lecture (BIOL 3630/01 or BIOL 3530/04).

BIOL	. 3640 - (Comparat	ive Animal Physiology II	
0	06	LAB	Staff	MWF 2:30pm-3:45pm
8	05	LAB	Staff	MWF 1pm-2:15pm
8	04	LEC	Staff	FS 1pm-2:55pm
Θ	-03	LAB	Staff	MWF 7:30am-8:45am
0	-02	LAB	Staff	W 10:30am-1:15pm
Θ	01	LEC	Staff	MW 9am-10:15am
BIOL	_ 3630 - (Comparat	ive Animal Physiology I	
8	-03	LAB	Staff	R 1pm-3:45pm
8	-02	LAB	Staff	T 1pm-3:45pm
	01	LLC	Stan	In 10.50am-11.+5am
0	01	LEC	Staff	TP 10:30am 11:45am

Combined Sections - Child/Parent relationship

The section that is added to the schedule first is the primary section. See examples for BIOL 1010/01 and BIOL 1010/60 which are to be cross listed. From the dropdown list, select BIOL 1010/60 and save the section.

Edit Sectior –	BIOL 1010-01: Biology	for Teachers	(SIS ID: 82364; CLSS ID: 841	I)		90	×
Section Informa	ation						•
Title/Topic	Biology for Teachers (Defa	ult Value)	~	Session	1 - Regular Academic Session (8/23/21 to 12/3/21)	~	
Section #	01			Campus	Main Campus (CSU, San Bernardino)	~	
Student Units	4			Inst. Mode	Online Asynchronous Section	~	
Status	Active		~	Schedule Print	Yes	~	
Consent	No Special Consent Requir	ed	~	Component	Lecture	~	
Grading Basis	Graded		~	Link To	Not linked to other sections	~	
Combine With	Select section		~				
Section Attribut	BIOL 1010	Q		Course Attribut	res		
Course Level: Lowe General Education Student Opinion Te	BIOL 1010-02 (Laboratory BIOL 1010-03 (Laboratory BIOL 1010-04 (Laboratory	r) r)	ⁱ ectiveness - Paper	Course Level: Lowe General Education Student Opinion Te	er Division 1: Life Science eaching Effec: Student Opinion of Teaching Effectiveness - Paper		
Instructor	BIOL 1010-60 (Lecture)		topm		Schedule		
Staff			ONLINE (9999)	~	∰ MW 5:30pm-6:45pm ¥		
Enrollment			0 current	Notes		1	
Capacity	Wait List Cap	Req Room Cap		None Assigned		*	
48	0	30				-	
Comments							
							•
X Bridge Tools					× Cancel	✓ Save Section	n

After they are combined, you will see the child and a parent relationship on the far right column.

"See" is the Child course, "Also" is the Parent course.

Parent course can change values for the combined courses (Day/time, etc.).

Child course can remove the combined section. Remove the red 'X' in the "Combine With" in the "child course" (example below).

BIOL 1000L – Introduction to Biology Lab

BIOL 1010 - I	Biology fo	r Teachers		0 0
O 1	LEC	Staff	FS 4pm-5:55pm	🔀 See BIOL 1010-60
☑ −02	LAB	Staff	F 9am-11:45am	
O3 − 03	LAB	Staff	F 1pm-3:45pm	
60	LEC	Staff	FS 4pm-5:55pm	24 Also BIOL 1010-01
⊗ −04	LAB	Staff	MWF 7:30am-8:45am	

	BIOL 1010-60 controls the primary s	cheduling configuration f	for this Combined section		
Section Informa	ation				A
Title/Topic	Biology for Teachers (Default Value)	 Session 	1 - Regular Academic Session (8/23/21 to 12/3/21)	~	
Section #	01	Campus	Main Campus (CSU, San Bernardino)	~	
Student Units	4	Inst. Mode	Online Asynchronous Section	~	
Status	Active	 Schedule Print 	Yes	~	
Consent	No Special Consent Required	 Component 	Lecture	~	
Grading Basis	Graded	✓ Link To	Not linked to other sections	~	
Combine With	BIOL 1010-60 ×				
Section Attribut	tes	Course Attribut	tes		
Course Level: Lowe	er Division	Course Level: Low	er Division		
General Education	: Life Science	General Education	n: Life Science		
Student Opinion T	eaching Effec: Student Opinion of Teaching Effectiveness - Paper	Student Opinion T	eaching Effec: Student Opinion of Teaching Effectiveness - Paper		
Instructor	Room		Schedule		

Other useful search tools

The class schedule can be exported to excel or pdf (select export).

Courses, 173 Sections 🧘 🏌	View By 👻 🗹 Validate	🛠 Bridge Tools	Visualize	T Filter	🖽 Framer	Export 👻
in Phase Design Mode				Show	courses with	no sections
Hello CSUSB CLSS Team! Welcome to your site! For more information or p/markdown-here/wiki/Markdown-Cheatsheet	how to use command statements to emphasize t	ext, navigate to th	iis site: https:/	/github.co	m/adam-	
CSUSB						
BIOL 1000 – Introduction to Biology						
RIOL 1000L - Introduction to Biology Lab						

Sample excel

Fall 2021																	
Generate	d 2/8/2021,	4:40:27 PN	4														
	CLSS ID	SIS ID	Term	Term Code	Departme	Subject Co	Catalog N	(Course	Section #	Course Tit	Compone	Title/Topi	Meeting P	Meetings	Instructor	Room	Status
BIOL 1000) - Introduc	tion to Biol	ogy														
	121	82361	Fall 2021	2218	145	BIOL	1000	BIOL 1000	1	Introducti	Lecture		MW 9am-	MW 9am-	Staff [Prin	ONLINE	Active
	122	82362	Fall 2021	2218	145	BIOL	1000	BIOL 1000	2	Introducti	Lecture		MW 1pm-	MW 1pm-	Staff [Prin	ONLINE	Active
	123	82363	Fall 2021	2218	145	BIOL	1000	BIOL 1000	3	Introducti	Lecture		TR 2:30pm	TR 2:30pn	Staff [Prin	ONLINE	Active
	124	82721	Fall 2021	2218	145	BIOL	1000	BIOL 1000	4	Introducti	Lecture		MW 1pm-	MW 1pm-	Staff [Prin	ONLINE	Active
	3391	NEW	Fall 2021	2218	145	BIOL	1000	BIOL 1000	5	Introducti	Lecture		TR 12:30p	TR 12:30p	Perez-Mai	Chemical	S Active
BIOL 1000)L - Introdu	ction to Bic	logy Lab														
	2844	82753	Fall 2021	2218	145	BIOL	1000L	BIOL 1000	1	Introducti	Laborator	у	M 3pm-5:4	M 3pm-5:	Staff [Prin	ONLINE	Active
	2845	82754	Fall 2021	2218	145	BIOL	1000L	BIOL 1000	2	Introducti	Laborator	у	M 6pm-8:4	M 6pm-8:	Staff [Prin	ONLINE	Active
	2846	82755	Fall 2021	2218	145	BIOL	1000L	BIOL 1000	3	Introducti	Laborator	у	T 9am-11:	T 9am-11:	Staff [Prin	ONLINE	Active
	2847	82756	Fall 2021	2218	145	BIOL	1000L	BIOL 1000	4	Introducti	Laborator	у	T 12pm-2:	T 12pm-2:	Staff [Prin	ONLINE	Active
	2848	82757	Fall 2021	2218	145	BIOI	10001	BIOI 1000	5	Introducti	aborator	v	T 3pm-5:4	T 3pm-5:4	Staff [Prin	ONLINE	Active

Snapper Tool

In the Snapper tool, click on schedule and based on your meeting pattern (below 4 unit 2 x week-FS). Select the Rooms link on the bottom left and view the Room Grid screen. You are able to see what courses are available and also schedule your course on this screen. Click "Accept" to save your selection.



	Davis		Pattorne -				
.,	Days 👻		Patterns 🔻	BIOL 1010-01 LEC			
			4 Units - 1	x Week - M/T/W/R/F/S			
Bam		-	✓ 4 Units - 2	x Week - FS			
			4 Units - 3	x Week - MWF			
9am			4 UTIILS - 5. Liser Defir	and			
			oser ben				
10am	n		Meeting Patt	ern Name	Add		
11 am							
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Biolo Biolo	Grid ogical Science: ogical Science: ogical Science:	5 009 (28) 5 204 (24) 5 205 (24)	FS 9am-10:	ES5am FS 1pm-2:55pm	n FS 4pm-5:55	pm	
Biolo Biolo Biolo	Grid ogical Science: ogical Science: ogical Science:	5 009 (28) 5 204 (24) 5 205 (24) 5 205 (24)	FS 9am-10:	-55am FS 1pm-2:55pm	n FS 4pm-5:55	pm	
Biolo Biolo Biolo Biolo	Grid ogical Science: ogical Science: ogical Science: ogical Science:	s 009 (28; s 204 (24; s 205 (24; s 207 (24;	FS 9am-10:	-55am FS 1pm-2:55pm	n FS 4pm-5:55	pm	
Biolo Biolo Biolo Biolo Biolo	Grid ogical Science: ogical Science: ogical Science: ogical Science:	5 009 (28) 5 204 (24) 5 205 (24) 5 207 (24) 5 210 (24)	FS 9am-10:	ES 1 pm-2:55 pm	n FS 4pm-5:55	pm	
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Heatmap

For the Snapper tool, you can also view the Heatmap. This provides a visual representation of the number of sections in a scheduled week.

Sched	uling – Bl(OL 2010-03: P	Principles of Biology I (SIS ID:	82641; CLSS ID: 127)		
0 D	ays 👻	Patterns 🔻	BIOL 2010-03 LAB LEC 01-22 LAB 04-0	7 LAB 08-11 LAB 12-15 LAB 16-19	LAB 20-21	
		Monday	Tuesday	Wednesday	Thursday	Friday
8am 9am 10am	BIOL 2010-0	11 LEC	BIOL 2010-22 LEC	BIOL 2010-01 LEC	BIOL 2010-22 LEC	BIOL 2010-22 LEC
11am						BIOL 2010-21 LAB

icheduling – BIOL 2010)-03: Principles of Biology I (SIS ID: 82641; CLSS ID: 1	127)		0
🗎 Days 👻	1			3	
✓ Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
✓ Wednesday					
✓ Thursday ^{IIII} ✓ Friday					
✓ Saturday					
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Filter by sections, instructors, scheduling unit, etc.

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108 Courses, 215 Sections 1	Filter Sections	e Tools 🔥 Visualize Q X	T Filter T Fram	er Export • ith no sections				
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CD 2246 – Observation and Method	> Instructors			0 0				
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O 01 LEC Staff CD 2251 – Effective Interactions wit	> First Meeting Pattern > Rooms			0 0				
0 01 LEC Staff	> Session			0.0				
O 01 LEC Staff	> Linked Parent Section			0.0				
O 01 LEC Staff	Linked Child Section Combine Parent Section			00				
CD 2291 – Effective Interactions: La O 01 ACT Staff	X Close	Clear Apply		00				
C 02 ACT Staff		_						

Framer Tool

You can customize your view ie. (Fall 2020 and Fall 2021) and export to Excel or PDF.

nve Pages 🛛 🗶 🔄 Psychology – Spring 2021 – Cour 🗴 📓 Filter Criteria > CourseLeaf Help	łp 🗴 🔀 Fall 2021 – CourseLeat/CLSS 🛛 🗙 🔛 Custom Search – Fall 2021 – Coo 🗴 📔	- 0
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CD 2205 - Diversity in Child Development		
CD 2245 – Observation and Methods: Preschool and Early Scho	ool Age Development	
CD 2247 - Observation and Methods: Adolescent Development	νt.	
CD 2252 – Infant and Toddler Activities and Programs		
CD 2262 – Preschool and Early School Age Activities and Progra	ams	
CD 2292 – Activities and Programs: Laboratory		
CD 3398 – Advanced Child and Family Development		
PSYC 1100 – Introduction to Psychology		
PSYC 1101 – Psychology as a Major		
PSYC 1105 – Critical Thinking in Everyday Life		
PSYC 1115 – Personal Adjustment and Growth		
PSYC 2201 – Developmental Psychology		
PSYC 2210 – Psychological Statistics		
PSYC 2211 – Introduction to Psychological Research		

	Q Winter Internetion 2021	
Summer 2021	Spring 2021	
Fall 2020	Summer 2020	
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CourseLeaf/CLSS – Schedule Framer		💄 admin101 (🕞 Log Out
		View 👻 🔽 Filter 🛛 🗠 Export
	Fall 2020 (H)	Fall 2021
BIOL 1000 Introduction to Biology	4 LEC (954)	5 LEC (995)
BIOL 1000L Introduction to Biology Lab	14 LAB (313)	14 LAB (336)
BIOL 1010 Biology for Teachers	1 LEC (44) 2 LAB (44)	2 LEC (50) 3 LAB (68)
BIOL 2010 Principles of Biology I	3 LEC (420)	3 LEC (432)

Standard view will provide you with detail for the courses selected.

CourseLeaf/CLSS – Schedule Framer		💄 admin101 🕜 🕞 Log Out			
	Fall 2020 (H)	View • T Filter to Export			
BIOL 1000 Introduction to Biology	01 – LEC: Anderson, Elisabeth (000064544) (281) 02 – LEC: Anderson, Elisabeth (000064544) (214) 03 – LEC: Anderson, Elisabeth (000064544) (220) 04 – LEC: Pupka, Taylor (006178376) (239)	01 - LEC: Sta 02 - LEC: Staf 03 - LEC: Staf 04 - LEC: Staf 05 - LEC: Perez:Marron, Julissa (005009663) (20)			
BIOL 1000L Introduction to Biology Lab	01 - LAB: Velasquez Macedo, Lauren 01 - LAB: Staff (24) (005786881) (22) 02 - LAB: Staff (24) 02 - LAB: Juarez-Ayala, Jennifer 03 - LAB: Staff (24) (004043441) (22) 04 - LAB: Staff (24) 03 - LAB: Moreno Ramirez, Alejandra 05 - LAB: Staff (24) (0050515799) (24) 06 - LAB: Staff (24) (04 - LAB: Velasquez Macedo, Lauren 07 - LAB: Staff (24) (005786881) (24) 08 - LAB: Staff (24) (05786881) (24) 08 - LAB: Staff (24) 05 - LAB: Gomez, Esther (004655884) (22) 09 - LAB: Staff (24) 06 - LAB: Gomez, Esther (004655684) (21) 10 - LAB: Staff (24) 07 - LAB: Hudson, Zakkary (00485341) 11 - LAB: Staff (24) 07 - LAB: Hudson, Zakkary (04385341) 12 - LAB: Staff (24)				

From here you can add a section if needed.

ourseLeat/CLSS – Schedule Framer		💄 admin101 😗 🕞 Log Out
		View 👻 🛛 🖬 Filter 🛛 🗠 Export
	Fall 2020 (H)	Fall 2021
IIOL 1000 htraduction to Biology	01 – LEC: Anderson, Elisabeth (000064544) (281) 02 – LEC: Anderson, Elisabeth (000064544) (214) 03 – LEC: Anderson, Elisabeth (000064544) (220) 04 – LEC: Pupka, Taylor (006178376) (239)	01 - LEC: Staff (22) Add Section ↑ 02 - LEC: Staff (24) 4 03 - LEC: Staff (24) 04 - LEC: Staff (25) 05 - LEC: Perez-Marron, Julissa (005009663) (20)
NOL 1000L ntroduction to Biology Lab	01 – LAB: Velasquez Macedo, Lauren (005786881) (22) 02 – LAB: Juarez-Ayala, Jennifer (00403441) (22) 03 – LAB: Moreno Ramirez, Alejandra (005015799) (24) 04 – LAB: Velasquez Macedo, Lauren	01 - LAB: Staff (24) 02 - LAB: Staff (24) 03 - LAB: Staff (24) 04 - LAB: Staff (24) 05 - LAB: Staff (24) 06 - LAB: Staff (24) 07 - LAB: Staff (24)