Towson University Course Scheduling Guide Using CLSS

Introduction:

The following document is meant to be a comprehensive guide to create, edit, and update the class schedule for your scheduling unit. If there are any unanswered questions, please contact rooms@towson.edu.

Contents:

Logging In:

1. Go to: https://nextcatalog.towson.edu/wen
2. User your Single Sign On (SSO) to log into the system.

Steps for Creating a Schedule:

1. Select the appropriate term that you are either attempting to create or modify the schedule form.

Historical		Current	Future
2016 Academic Year	2017 Academic Year	2018 Academic Year	Unsorted Instances
Fall 2016	Fall 2017	Fall 2018	Mini 2020
Mini 2017	Mini 2018	Mini 2019	Summer 2020

2. Choose the appropriate scheduling unit by double-clicking the schedule unit name.

biol	Biological Sciences
cabr	Center for Applied Business & Economic Research
chem	Chemistry
coe	College of Education

3. From the scheduling unit screen, choose the course to schedule.

> BIOL 105 – ENVIRONMENTAL BIOL

BIOL 120 – PRINCIPLES OF BIOLOGY [LECTURE]

BIOL 120L – PRINCIPLES OF BIOLOGY [LAB]

BIOL 191 – INTRODUCTORY BIOLOGY FOR HEALTH PROFESSIONS [LECTURE]

BIOL 191L – INTRODUCTORY BIOLOGY FOR HEALTH PROFESSIONS [LAB]

4. Double click the course title to reveal sections. If you are not rolling your schedule, you will need to check the "Show courses with no sections box" in the upper right of the screen.

View By ▼   ☑ Validate   ✗ Bridge Tools   🔥 Visualize   ▼ Filter   ⊞ Framer   Export ▼

☑ Show courses with no sections

5. Click the "**+**" icon to add a new section.

> BIOL 103 – HUMAN BIOLOGY   ⊕

Or –

Double click a section to edit it.

> **BIOL 105 – ENVIRONMENTAL BIOL**

001	LEC	Fath, Brian (0149516)	TTh 9:30am-10:45am

6. To delete a section, click the X icon to the left of the section. Note: **DO NOT** click the large red x on the right hand side of the course you are looking to schedule as it will delete all sections of this class. Only "delete" during the initial build phase, before you have validated.

> **FIN 330 – ESSENTIALS OF FINANCIAL MANAGEMENT**

⊚ 001	LEC	Rhee, Moon-Whoan (0149327)	MWF 11am-11:50am

7. Make edits as necessary. For more information on using the Rooms Grid or the Snapper click here. These can be useful tools in helping you find a room and ensure you are following a Standard Meeting Pattern.

Section Information

Title/Topic	HUMAN BIOLOGY (Default Value) ▾		Session	1 - Regular Academic Session (8/27/18 tc ▾
Section #	001		Campus	Main Academic Campus (On Campus) ▾
Units	3		Inst. Mode	In Person ▾
Status	Tentative Section ▾		Drop Consent	DROP No Special Consent Required ▾
Schedule Print	Yes ▾		Add Consent	ADD No Special Consent Required ▾
Component	Lecture ▾		Grade Mode	Undergraduate ▾
Combined With	Select section... ▾			

Course Attributes

None Assigned

Instructor ✎	**Room**	**Schedule**
Staff	No Room Assigned ▾	📅 Does Not Meet

Enrollment   0 current

Notes

None Assigned

Current Limit	**Wait List**	**Maximum Limit**

Combining a Section: If you want to combine a section, use the pull-down menu for the "Combined With" field. The section you select from the pull down will be the "Parent" section, meaning the section you are currently scheduling will inherit attributes from the Parent.

Adding a 2nd Instructor: From the instructor edit screen, click the "**+**" icon in the upper right hand side of the window. Note: At least one of the instructors must be set to "Post" in the access field.

8. Click Save Section.

9. Observe any errors, warnings, or workflows.

- Error – This will prevent you from saving the section and must be corrected before being allowed to continue.

- Warning – While a warning does not violate a hard and fast rule, you may want to recheck your entry before continuing to ensure everything is correct.

- Workflow – You have chosen an option that will require review from one or more approvers.

10. Once you are ready to submit the schedule for the entire scheduling unit, select "Validate."


Using the Snapper and Rooms Grid:

The Snapper and Rooms Grid allow you to choose a number of meeting patterns to assist you with creating a course schedule. These can be useful tools in helping you find a room and ensure you are following a Standard Meeting Pattern. To get started follow the steps below:

1. Under schedule, click on the meeting time when creating or editing a course.


2. From the Meeting Pattern Screen, hit the Patterns pull down menu and then select the desired meeting pattern.
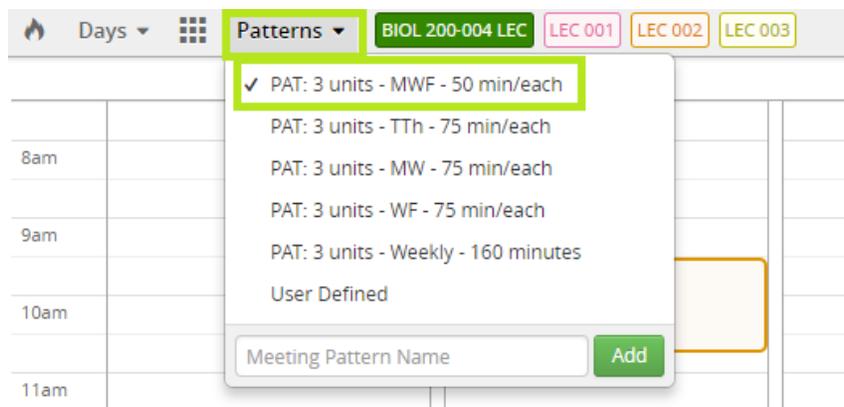

Or -

If the meeting pattern you desire is not listed, you can enter a user defined meeting pattern. To do so enter the days of the week the course will meet along with the desired times and click Add. For additional guidance on entering a user defined meeting pattern click here. (
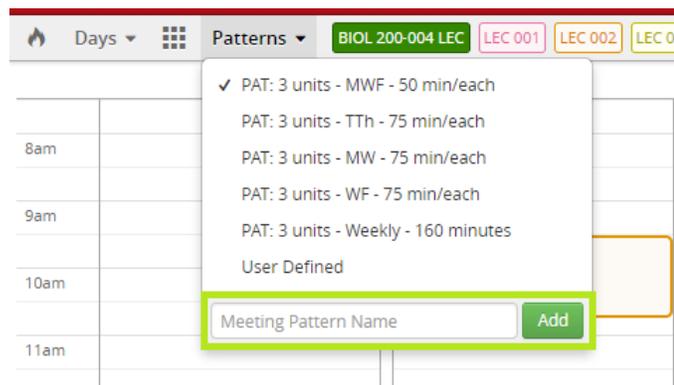
3. Once a meeting pattern is selected, the Snapper will let you hover over an available time. If a time is available, it will display a gray box for the desired pattern.
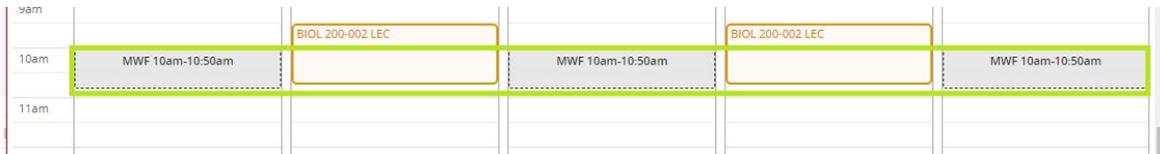
4. Click to select a timeslot and it will display as green within the Snapper. To accept the time slot, be sure to click accept at the bottom right of the screen. (If you wish to add a room using the Rooms Grid, do not click accept until doing so.)
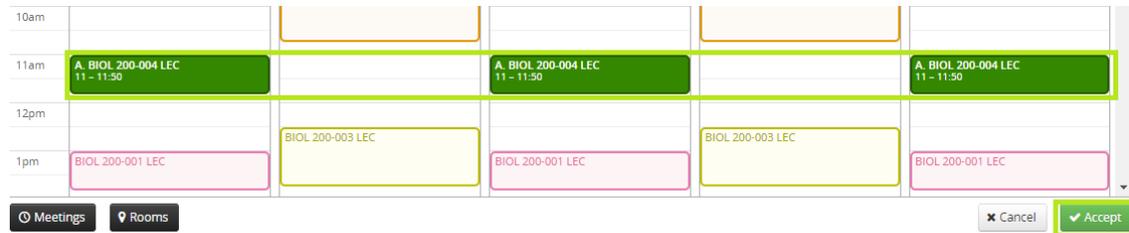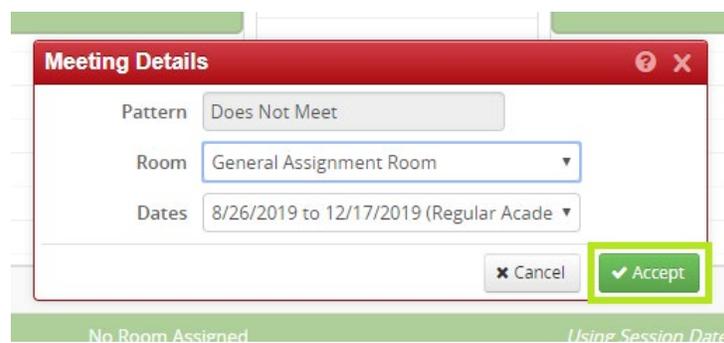

5. If you wish to add a second meeting pattern, click the Meetings button in the bottom left of the Snapper screen.

6. Hit the "+" icon in the upper right hand corner of the pop up screen to add a second meeting pattern.
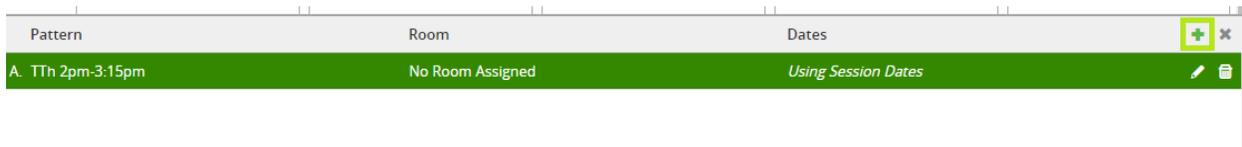
7. Enter the second meeting pattern criteria and click Accept.

8. Once the second meeting pattern is entered be sure to X out of the Meetings popup. **Make sure to click accept after X'ing out of the Meetings popup or your second meeting pattern will not save.**

Pattern	Room	Dates	✚ ✖
A. TTh 2pm-3:15pm	No Room Assigned	*Using Session Dates*	✏ 🗑

9. To add a room to the class you are attempting to schedule, you may also wish to use the Rooms Grid. This can be found at the bottom left of the Snapper screen. **This is only available if you use a standard meeting pattern.**

10. The Rooms Grid will show rooms allocated to your scheduling unit and allow you to easily pick out a time where a room is available. If a time slot is available a gray box will appear when you hover over that slot.

11. Click to select the desired room and time and the slot will turn green. Click accept to finalize your selection. Be sure to click accept on the Meeting Pattern screen as well to save your work.

Filtering (to Export a list of sections):

1. Navigate to the **term** you are interested in. For example, Spring 2023.

2. Click the red "Filter" button in the top right corner. Note: Do not click into a specific academic department if you want to see TSEMS or classes in other departments that your instructors are teaching for that term.

60 Scheduling Units
2,087 Courses   5,058 Sections

🔥 Visualize   ▼ Filter   Search

Welcome to the Class Scheduling System (CLSS)!

We are currently scheduling for Fall 2019. CTFs are due February 12th. You should complete your schedule by **February 18th**. For questions or issues regarding academic spaces and the class schedule, you can contact the Registrar's Office at rooms@towson.edu or call 410-704-4347.
Refer to the following site for additional information on schedule building: https://www.towson.edu/registrar/onlineservices/schedule.html

Please Validate your schedule no later than Monday, 2/25

3. Next, the desired field the list of Filter options. For this example, we will filter by "Instructor" In the "Last Name" field, type the last name of the instructor you want to see. Make sure to capitalize the first letter of their last name.

4. Click the green "Apply" button in the bottom corner.

Filter Sections   ❓ ✖

Criteria   Codes

ID: [   ]

Display Name: [   ]

First Name: [   ]

Last Name: [   ]

Role Code: [   ]

% Responsible: [   ]

Department Code: [   ]

Print: [   ]

Access: [   ]

> Meeting Pattern

> Meetings

> Rooms

> Session

> Sibling Section

> Linked Parent Section

> Linked Child Section

✖ Close   ← Clear   ✔ Apply

This will provide the list of courses the instructor is assigned to for that term. This can be done on historical terms, to see past schedules, as well. You can export this information by clicking the "Export" button. The Excel export has more detailed information than the PDF does.

Cancelling a section:

1. Click the red X next to the days and times under Schedule to remove the days/times/rooms

General Education Requirements: Group I.A. Writing for a Liberal Education
University Core Requirements: Core Category 2: English Composition

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Instructor	Room	25Live Room Seek	Schedule
O'neil, Lindsey (0613053)	LA3209 - CLA Priority Seminar Room (21) ⌄		📅 MW 12:30pm-1:45pm ✖

Enrollment 19 current   **Notes**

2. Change the status of the course to Cancelled Section

Section #	424	Campus/Locat...	Main Academic Campus (Part-Online) ⌄
Units	3	Inst. Mode	Hybrid/Part-Online ⌄
Status	Active ⌄		⌄
Consent	No Add Consent; No Drop Consent Requ ⌄	Component	Lecture ⌄
Grade Mode	Undergraduate ⌄	Final Exam	Final Exam/Meeting (Room Required) ⌄

3. After changing the status to "Cancelled Section" you may leave us a Comment that the students have been notified. Then click Save Section.

Title/Topic	BROADCAST/FILM WRITING (Default Valu ⌄	Session	1 - Regular Academic Session (8/28/23 tc ⌄
Section #	101	Campus/Locat...	Main Academic Campus (On Campus) ⌄
Units	3	Inst. Mode	In Person ⌄
Status	Cancelled Section ⌄	Schedule Print	Yes ⌄
Consent	Department Add Consent; No Drop Cons ⌄	Component	Lecture ⌄
Grade Mode	Undergraduate ⌄	Final Exam	Final Exam/Meeting (Room Required) ⌄
Combined With	Select section... ⌄		

Section Attributes ✎

General Education Requirements: Group I.D. Advanced Composition
University Core Requirements: Core Category 9: Advanced Writing Seminar

Course Attributes

General Education Requirements: Group I.D. Advanced Composition
University Core Requirements: Core Category 9: Advanced Writing Seminar

Instructor	Room	25Live Room Seek	Schedule
Staff	No Room Assigned ⌄		📅 Does Not Meet

Enrollment 0 current   **Notes**

Current Limit	Wait List	Maximum Limit
16	6	18

1. 0037 - Course prerequisites are enforced. See Enrollment Requirements for prerequisite information.

Comments
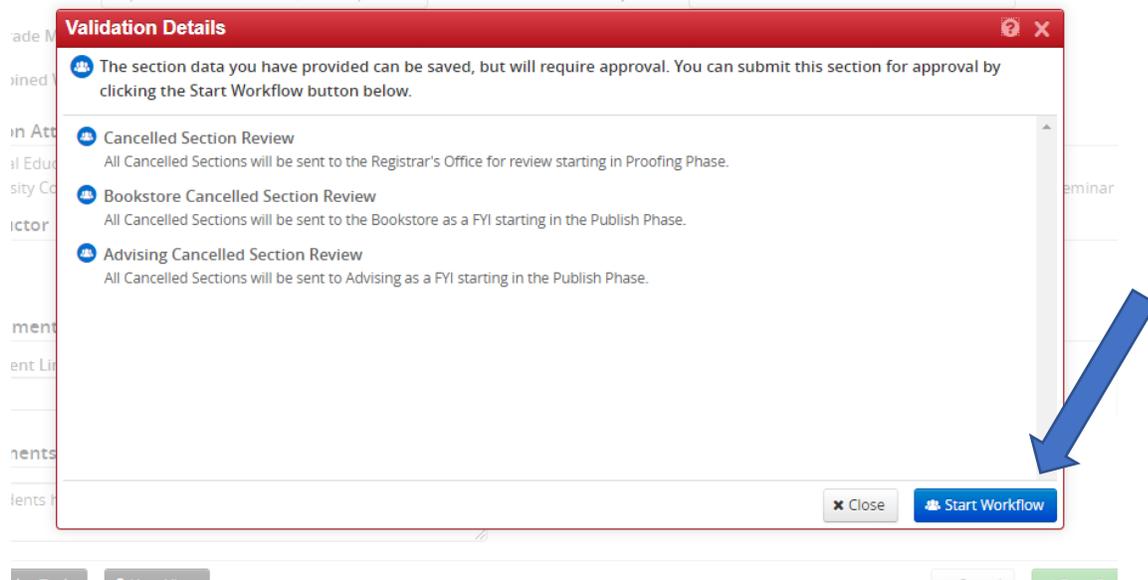
students have been notified of class cancellation

🛠 Bridge Tools   🔒 User View   ✖ Cancel   ✔ Save Section

4. Then click Send to Workflow.

Example:

You no longer need to send an email to rooms@towson.edu if you leave us a comment in CLSS.

If you prefer not to leave us a Comment, you may inform the students of the cancellation by email, and then process the cancellation in CLSS. Please send an email to rooms@towson.edu after you inform the students of the cancellation, letting us know you've alerted the students.

Frequently Asked Questions:

1. Q: Will I still use PeopleSoft to schedule my courses?
   A: No, any schedule additions or Modifications should be done through the CLSS system.

2. Q: Will CLSS be the official record for section information?
   A: While all scheduling and editing will be done in CLSS, PeopleSoft will remain the official record. Once we are out of the Design Phase of scheduling, the course information will populate in PeopleSoft.

3. Q: When do I use a combined section and when should I use Note 13 for a "Meet Together" section.
   A: Combined section should be used when it is a true combined section. An example of this would be a course that has a graduate and undergraduate section. Note 13 should be used for courses that meet together for one component but have unique section numbers. An example of this would be for a science course where the lecture meets together but labs meet separately.

4. Q: What are the codes for the days of the week when entering a User Defined Meeting Pattern?
   A: M – Monday
   T –Tuesday
   W – Wednesday
   Th – Thursday
   F – Friday
   S – Saturday
   Su – Sunday

5. Q: Why can't I see any of my courses in my scheduling unit?
   A: Please be sure you clicked see courses with no sections box towards the upper right of the screen. This is defaulted to unchecked so courses with no schedule sections will be hidden initially.

6. Q: I'm unable to save my section with no error message. What causes this?
   A: If another user is editing the scheduling unit, you will be unable to save your section. This is to prevent users from overwriting each other's work while scheduling. If two users are attempting to enter information at the same time, they will receive the following banner at the top of the section creation screen.

Leaf/   **!**   Another user has made changes in this scheduling unit while you were working. Please close and then re-open this section to continue making edits.   ✕   ?

Create Section – EBTM 360: ENTERPRISE RESOURCE SYSTEMS CONFI...   ? ✕

Section Information

7. Q: I'm seeing section numbers of 325, EXG, and EXH. I did not schedule these courses. What are they?
    A: These courses are either created by the Registrar's Office or are study abroad courses. They can be ignored in your proofing.

8. Q: How to I edit the time or room for a class' second meeting pattern?
    A: Double click on the section you wish to edit then follow these steps -
    - Click the Meeting Pattern under the section header.
    - Click Meetings in the bottom left hand corner.
    - Select the Meeting Pattern you wish to edit.
    - Click the pencil icon to enter edit mode.
    - Make your edits, then click Accept.

9. Q: What is the best way to verify that information for my schedule is correct?

    A. We recommend that you use the queries in PeopleSoft to review enrollment activity or doublecheck for accuracy:
    TU_ACAD_ENROLLED_BY_DEPT - This Query includes instructors and enrollments. This Query does not include your department's TSEM sections.
    TU_ACAD_ENROLLED_CLASSES_COUNT – This Query includes enrollments and you can search on a particular course. This Query does include your department's TSEM sections.
    TU_ACAD_CLASSES_BY_OWNER – This Query is similar to TU_ACAD_ENROLLED_BY_DEPT but it lists all the sections regardless of their status "Active, Cancelled, Stop Enrollment," and it includes the department's TSEM classes.
    TU_ACAD_CLASS_ROSTER_GRADE_TH – (includes students and their Units Taken)
    And for proofing: TU_SR_CLASSES_PROOFING_TH – This Query includes all pertinent information about a class and will add duplicate rows for additional meetings, secondary instructors, Attributes, etc.
    We recommend you try them and see which can work for you.