Class and Lab Editing Instructions

The following instructions pertain to use of the program on a PC, desktop computer. Some instructions may not be valid if the user is on a different device.

- The program that we use for class and lab editing is a web-based software program called CLSS (pronounced as "class"). CLSS is put out by Leepfrog Technologies and is part of Leepfrog's CourseLeaf suite of products. You may refer to the program as CLSS, Leepfrog, or CourseLeaf and we should know what you mean. CLSS used to be called WEN, so you might see that name as well, including in the URL.

- Go to https://nextcatalog.stolaf.edu/wen/. **If the page does not load immediately, click the reload button.**

- If you are prompted to login use your St. Olaf username and password.

- You will now be on the CourseLeaf/CLSS – Instances page. Think of an instance as a term. Click on the term that you want to edit or view. It will be under the heading either for Current or Future.

- Double-click on your department from the list. The list of courses and labs that currently have a section scheduled in the class and lab will appear. We clone the class and lab information forward from the current academic year to the next academic year. Use the 'expand all' arrows (two vertical arrows facing away from each other) to see the instructor and day/time information for all class and lab sections.

- Deleting a Course or Lab – To delete all sections of a course or lab click on the red 'x' button that is on the right-side of the screen. To delete only one section, click the 'x' button (appears grey and red when hovered-over) to the left on the individual section.

- Adding a Course or Lab – To add another section of a course or lab that is already in the list of course offerings, click the green '+' button on the right side of the screen that is inline with the course you want to add. This will pop up the Edit Section screen where you will add all the detailed information about the course.

  Important note about adding labs, discussions, and LAC sections that have the same number and section as a corresponding course: the CLSS system will not allow two sections to have the exact same course number and section letter as another course (e.g., BIO 150 A lecture and BIO 150 A lab). To work-around this issue we have programmed all of our labs, discussions, and LAC courses to have an additional section letter added to them when they are imported. L is added for labs, D for discussions, and F for LAC. This is being done automatically when we import from SIS to CLSS, but if you are adding a new course from any of these types, you will have to manually add this additional letter to the section letter field. So BIO 150 A lecture would stay the same, but BIO 150 A lab would become BIO 150 AL. If there are not multiple sections, you will put only L, D, or F in the section field.

  If you are adding a course that is not yet in the list of department offerings for the term then you will click on the '**Show courses with no sections'** check box in the upper right corner. Double-click on the course that you want to add and then click the green 'plus' box that appears. This will pop up the section scheduler box where you will add detailed information about this course.

Adding a Course that is in the New Course Proposal Process - In order to add courses to your schedule that are in the new course proposal process you will use a placeholder course until the course has been approved by the faculty. The placeholder course for your department can be found by clicking the 'Show courses with no sections' check box in the upper right corner to see the full list of available courses. The placeholder course is usually found at the top of your department's listings. Add it the same way you would add any course. If there is no placeholder course you can contact Stephanie (x3014, johnsons@stolaf.edu) in the Registrar's Office to add one for your department or program.

- Adding or Changing an Instructor – You must be in the Edit Section screen to change the instructor. Double-click on the line that has the section letter (if any), instructor name, and days/times to get into the Edit Section screen. Do not click on the line with the number and name of the course in bold, even if there is only one section of the course, to get into the Edit Section screen. Once in the Edit Section screen you will change the instructor by clicking on the blue pencil to the right of where it says 'Instructor' in bold. A box will pop up that has the instructor's name in a drop-down menu and the FTE number. Use the drop-down menu to choose a different instructor. The list of instructors in that department will automatically show up in the drop-down menu. If you want to choose an instructor that is not in the list use 'Other' from the bottom of the list. Type in the name of the instructor and click on his or her name when it pops-up. If the name does not show up, it means that the instructor is not yet in the CLSS system for any number of reasons. If this is the case then you will list the instructor as Staff and let us know the person's name by typing that in the 'Comments and Room Requests' box on the Edit Section screen. For NTT faculty, please do not add the instructor name unless the signed appointment form has been returned. The FTE numbers are cloned forward from the previous year, but if you add a new course or section you will have to add the FTE number. Please do not leave this as zero unless it is supposed to be zero. The typical FTE values are: 1.00 credit course = .1667, 0.50 credit course = .0833, and 0.25 credit course = .0416. The FTE must have a leading decimal point, followed by four numerals. The FTE Department field is on the main Edit Section screen and it will default to the department/program that houses the course/lab, but can be changed if that is appropriate.

- Adding a Course Title – If you want to give specific section titles for topic, seminar, or directed undergraduate research (any course numbered 396) courses, you should do that by adding the title in the 'Comments and Room Requests' box. The CLSS admins in the Registrar's Office will then add the section title in the 'Title' field during the workflow process. When a specific title that differs from the default class and lab title has been added, it will show up to the right of the days/times on the main page with your department listings. It should also show up in the 'Title' field in the Edit Section screen. If you want to give a description for this course, it can be added in the 'Comments and Room Requests' box or sent in an email to Stephanie Johnson at johnsons@stolaf.edu. The individual section descriptions will be added manually by the Registrar's Office staff through the SIS and not through CLSS.

- Classrooms – If you want to request a specific classroom or type of classroom, please explain that to us in the 'Comments and Room Requests' section of the Edit Section screen. The room that is listed is not necessarily the one that is assigned to you. The likelihood that the room listed is the one you have been assigned will depend on where we are in the revision process. Classroom assignments are typically made about 4-6 weeks before registration for the term. If the class that you are working with has days/times you cannot leave the room listed in the drop-down menu as 'No Room Assigned'. You will need to change this to 'General Assignment Room' from the drop-down menu.

- Choosing or Changing the Days and Class Times – When you are in the Edit Section screen you will click on the days/times link that is written in blue. If there is not yet a time, it may say 'Does Not Meet' in that area and that is what you will click on. This will bring up the 'snapper.' If there is already a time scheduled, it will show up in blue on the Edit Section screen. In order to choose one of the standard time periods you will click on 'Patterns' at the top left of the snapper. Choose MP-Standard Periods from the list to use a standard period. This may already be the option that is checked if you only have one meeting pattern option. Science classes will have other meeting pattern options for the different length of labs (2 hour, 3 hour, etc.). The Art and Art History department has a meeting pattern option for studio art classes. MUSIC and ESAC also have the meeting pattern option of MP – 2-Hour Per Week Course. Once you have checked the MP – Standard Periods, you will be able to hover over the schedule and see the available time period options appear in grey. Click the time you want and it will show up in green. If you are choosing a MWF time period, all three days will show up when you click on any one of them. **For Tuesday/Thursday classes you will need to choose each time separately.** Click on the Tuesday or Thursday time first, then go to the black 'Meetings' button at the lower left corner of the snapper. Click on the green '+' that shows up on the right side on the lower-half of the screen. A box will pop-up and you will click the 'Accept' button. Then you will need to click on the new line that shows up underneath the line that is in green. It will be the one that currently says 'Does Not Meet.' When you click on that line the lower part of the screen will disappear and you will be able to pick the other time of the class the same way that you did the first (you may need to choose the standard periods from the drop-down menu again). When you are done making day/time changes, you must click the green 'Accept' button to save the changes. If you decide you do not want to save the changes, you can click 'Cancel' and changes will not be saved.

  If you want to use a class time that does not appear in any of the already-created meeting patterns, then you will make a **user-defined meeting pattern**. You will do this by clicking on the Patterns drop-down menu and going to the fill-in box that says 'Meeting Pattern Name.' You can type in your own days and times in the box. The format has to be entered in a very specific way for the program to accept it. Days should be entered as M, T, W, Th, F. If you have a pattern that meets for more than one day you will put the letters right next to each other without any spaces, as in MWF. After the days you will add a space and then put in the time. The program will assume you mean am if you don't specify, so you must add pm if that is what you need without a space between the time and pm. If the time begins or ends on the hour then you can put just the number (7 rather than 7:00). Type the beginning time, a hyphen, then the ending time, do not enter any spaces. An example of how the user-defined time should look is: MTh 11:30-2pm. When you are done making day/time changes, you must click the green 'Accept' button to save the changes. Please remember that with the exception of lab and discussion sections, classes may not extend beyond regular class day parameters without permission (for example, on MWF, classes may not be scheduled to extend past 3:00 p.m..

The snapper will also show the time of any other sections (or labs, discussions, or LAC that have the same department and course number) of the course that you are working with that are currently on the schedule. If you want other courses to also show up on the snapper because you are trying to schedule around them, you can do this as well. Click the '+' on the top right of the snapper. Add in the department abbreviation and course number of the course you want to view (e.g., SOAN 237) and press enter.

The snapper will show you what times the instructor for that section is already scheduled to be teaching. This is shown with vertical red bars that correspond with the times of the other classes. You are not barred from creating an overlapping section for an instructor, because there are times when this is necessary. You will also get a message when you validate or save your schedule or section if the instructor has overlapping sections.

<u>Half Semester Courses</u> – If you want to mark a class as meeting in the first or second half of the semester only, please note that in the Comments and Room Requests Box on the Edit Section screen. Someone in the Registrar's Office will then make a note in the class and lab and code it as a half-semester directly in the SIS.

- <u>Adding/Changing Class and Lab Notes</u> – The class and lab notes will show up on the class and lab schedule that the students look at when preparing for registration. These should be notes that you want the students to see to help them with choosing courses, such as prerequisites, class-year limits, ACE designation, course fees, and required lab messages.

  To change or add a class and lab note you will click the blue pencil that is in the 'Class/Lab Notes' section of the section scheduler. You can delete a line by clicking the trash can icon or add a new one by clicking the green '+'. If you have more than one line, you can change the order by clicking the up/down arrows on the left. There are three lines for text in this field in the SIS and each line can have 80 characters, including spaces.

- <u>GEs</u> – The GE/OLE Core attributes that are attached to the course will show up in the GE Attributes section of the Edit Section screen. Any GE/OLE Core that are not attached to the course in general but were attached to a section of the course last academic year (WRI) will clone forward and show up in this section as well. If you are adding courses to the schedule that normally carry WRI, please be sure to make a note in the Comments and Room Requests box if the WRI is not showing up in the GE attributes section. You are not able to edit that section of the screen. The WRI GE is managed differently than other GEs as it is approved for an instructor rather than for a course or topic. If an instructor is teaching a course or a topic that they have not taught before and you would like to have a WRI attached to the course, additional approval is required. Please contact the Registrar's Office or Diane LeBlanc about seeking this additional approval to attach WRI to the course.

- <u>Enrollment Maxes and Class-Year Limits</u> – Please add a Course Max number as early in the process as possible. This number is very important for planning purposes. The Course Max and Class-Year Limits numbers clone forward from year to year; change as necessary. The Course Max should be the total number of students that you plan to allow to register for this course. Class-Year Limits can be utilized or not. If there is no class-year limit for any particular class the number listed should be 999. Change to 0 if you will not allow any students from that class to register for the course. Please contact the Registrar's Office if you have questions or need advice about setting any of these maxes or limits.

  <u>Closing a Course</u> – You can close a course to students by changing the Course Max to zero or by marking the class as closed. You are able to change the Status drop-down to Closed within CLSS in the Edit Section screen. However, this field does not import back to the SIS and will be manually changed in the SIS by Registrar's Office staff.

- <u>Changing Credit Value for Variable Credit Courses</u> – DURs (course number 396), BIO 297, and CHEM 297 may carry variable credit, and departments/programs may change the default 1.00 credit on individual sections as needed. Remember that these courses must be 1.00 credit if taught during January Term.

- <u>Submitting Your Changes</u> – The procedure for submitting your class/lab changes will be different depending on what **mode** is active. The two modes are Design mode and Refine mode and you can tell which mode is active by looking at the top of the page that has your list of courses for any particular term. The initial mode is Design and that is used when you are first starting to make changes to your schedule. This can also be considered the first draft. In Design mode you are making all kinds of changes within CLSS, but not turning any of these changes in to be imported to the SIS until you are ready to turn in the first draft of your full schedule. Turning the schedule in can be done by clicking the red 'Validate' button, reading any warning messages that come up and taking action as necessary; then you will finally submit the schedule by clicking the 'Workflow' button. This will move it along to Registrar's Office staff to look at before we approve it to be imported to the class and lab on the SIS. You must complete these steps separately for each term. When we are in Refine mode, you will be saving and sending to workflow each individual change that is made. You will be prompted to do this when you have made the change. You will not need to click the validate button in refine mode. The dates for Design mode are from December, when the class and lab is initially opened for editing, through mid-February when the first draft is due. Refine mode will last from mid-February, when we re-open the class and lab for editing, until mid-October, when we close January Term and Spring Semester for editing.

- <u>Phases</u> – Besides the mode, you will also want to pay attention to which **Phase** is active. The phase information can also be found at the top of the page that has your list of courses for a term. During the majority of the time when you are able to edit your class and lab the phase that will be active is Plan phase. During Plan phase you can make any edits that are not set as Admin only changes. In the next phase, which is Review, the kind of edits you can make is a little more limited. You can still make changes to the Course Max, Class-Year Limits, Class/Lab Notes, Comments and Room Requests, Instructor, FTE, and FTE Department. But you will no longer be able to make the following changes through CLSS: adding or deleting courses, time changes or section letter changes. The phase will switch to Review about two weeks before registration begins for a term and is mainly a time to adjust enrollment limits and change any class/lab notes in preparation for registration.