

CourseLeaf CLSS Training Summary

Spring 2027 Scheduling

CourseLeaf CLSS (Class) is now live and will be used to build the Spring 2027 schedule of classes. The training focused on how schedulers create and edit sections, work with alerts and validation, submit schedules through workflow, and make changes after the initial schedule has been approved.

IMPORTANT DEADLINES

Schedulers: submit Spring 2027 schedules to your dean by October 8.

Deans: submit schedules to the Scheduling Office by October 15.

The Big Picture: Design vs. Refine

CLSS has two primary working modes:

Design Mode is where Spring 2027 begins. This is where you build the schedule. You may create, edit, and delete sections. When your scheduling unit is ready, the entire scheduling unit is submitted together through workflow.

Refine Mode begins automatically after the scheduling unit has completed its initial approval. From this point forward, changes are handled section by section. Sections are no longer deleted; they are cancelled.

Design = Delete | Refine = Cancel

CLSS also uses phases to control when editing is available. Unlike modes, phases are manually controlled by the Scheduling Office. During some phases - such as room assignment - the schedule may be locked for editing.

Getting into Your Schedule

From CourseLeaf, open Section Scheduling and select Spring 2027. You will be able to see scheduling information across the college, but you can only edit scheduling units for which you have permission.

Check the person/profile icon in the upper-right corner to confirm your assigned roles. If your scheduling unit is missing, contact the Scheduling Office.

Petaluma scheduling units are separate and are identified with a P_ prefix so that they follow the appropriate workflow.

Building Spring 2027

For this first scheduling cycle, sections should generally be built from scratch rather than copied from previous terms because the historical Banner data contains inconsistencies that the implementation is intended to clean up.

Within your scheduling unit, select Show Courses with No Sections to see courses that are available but do not yet have Spring 2027 sections. Select the course and use the green + to create a section.

When building a section, work top to bottom and left to right rather than jumping between fields. CLSS uses rules and defaults to help identify incompatible combinations.

- Section ID is generated automatically. Online sections use Section ID 0.
- Schedule Print controls whether students can see/register for the section. Most sections use Viewable in Search/Can Register; programs requiring controlled registration use the restricted-registration option.
- Final Exam defaults based on Part of Term. Full-term sections default to Yes; shortened sections generally default to No.
- Use an established Part of Term whenever possible. Custom dates require Part of Term 99/Other, trigger additional review, and require justification.
- Units, course attributes, and other course-level information come from the course and are not edited in CLSS.
- If an instructor is unknown, leave the instructor as Staff until one is assigned.
- More than one instructor can be added, but remember that instructors assigned to the section will receive Canvas access.
- The Spring 2027 waitlist capacity must be at least 22 for each CRN.
- Maximum enrollment should correspond appropriately with the assigned room/capacity.

Meeting Patterns and Class Modality

CLSS includes standard meeting patterns that can be selected from the scheduling grid. Use a standard meeting pattern whenever one fits the class.

For a meeting time that does not match a standard pattern, a user-defined meeting pattern can be entered. The day/time format matters. Day codes include: M Monday | T Tuesday | W Wednesday | R Thursday | F Friday | S Saturday | U Sunday.

Multiple meeting patterns can be added to the same section - for example, a lecture meeting plus an online component or a separate lab meeting.

The Schedule Type identifies the broader type of section (lecture, lab, lecture/lab, work experience, internship), while the individual meeting information provides more specific details such as face-to-face, synchronous online, or asynchronous online.

Comments: Internal vs. Student-Facing

Internal Department Comments are for schedulers and approvers. Use these for information someone reviewing the schedule actually needs to know - for example, an explanation for custom dates or an unusual scheduling decision.

Section Comments are student-facing. These should contain information students actually need when deciding whether to register or understanding how the class will operate.

For example, there is generally no reason to write “This is a late-start class” because the dates already communicate that. A HyFlex section, however, might need a comment explaining the attendance options available to students.

Alerts: Pay Attention to These

Errors must be corrected. You cannot save or submit while an error remains.

Warnings tell you something is outside the usual scheduling expectation, such as a nonstandard meeting time. A warning does not necessarily prevent you from proceeding.

Workflow alerts indicate that an item requires approval. These are expected and may add additional approvers depending on what you have entered.

If you encounter an error that appears to be caused by the system rather than your section - for example, a valid combination of codes that CLSS will not accept - contact the Scheduling Office rather than simply documenting it in an internal comment. Rules can be corrected as issues are identified.

Validate Before Submitting

Use Validate throughout the scheduling process - not only at the very end. Validation checks all sections in the scheduling unit against the current CLSS rules.

This is especially useful because rules may be adjusted while Spring 2027 is being built. A section that saved successfully earlier could therefore trigger a newly added rule later.

Validation provides links directly to the sections triggering an alert, so you do not have to hunt through the entire schedule.

1. Run Validate.
2. Resolve all errors and review warnings.
3. Run/export a report if you want a final review of your schedule.
4. Select Start Workflow to submit the scheduling unit for approval.

Workflow and Approvals

In Design Mode, the whole scheduling unit travels through workflow. After initial approval and the transition to Refine Mode, individual section changes travel through workflow.

CLSS automatically determines which approvals are needed based on the section information and rules triggered.

Approvers can approve, edit, or roll back a submission. If an approver sees a small error and knows the correction, they can make the edit themselves rather than returning the entire schedule.

If something does need to be rolled back, comments should be specific. If particular sections need correction, identify those sections rather than making the scheduler search for the problem.

CLSS also maintains the history of changes, including who made an edit and what changed.

Reports and Faculty Review

Faculty will not be schedulers in CLSS, but schedulers can easily generate information for faculty review.

The Visualize and Filter tools can be used to view and narrow scheduling data by fields such as:

- course/section
- instructor
- instructional method
- meeting pattern
- room
- Part of Term
- maximum enrollment

Reports can then be exported, including to Excel. This provides a way to send faculty their proposed assignments, meeting times, rooms, etc., collect their feedback, and make the appropriate changes in CLSS.

Cross-Listed Sections

For cross-listed sections, build the parent section first. The parent controls shared scheduling information such as instructor, meeting time, room, and Part of Term.

Then create the child section and use Combine With to connect it to the parent. Pay particular attention to the combined enrollment maximum, which is controlled at the parent level.

One Encouraging Note for Future Schedules

Spring 2027 requires more manual setup because the college is establishing clean scheduling data in CLSS. Future scheduling cycles should be significantly easier. Once reliable historical CLSS data exists, schedulers will be able to use previous sections as a starting point and update only the information that has changed.

For Spring 2027: build it carefully now so that future terms are easier.