CLSS Instruction Guide

for Schedulers

Last Revised March 2025

Proprietary and Confidential

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1.0 Getting Started

This User Instruction Guide provides information for Schedulers using CLSS to schedule course sections.

The guide is organized around processes and provides step-by step instructions. It will be most effective if you have it open while using CLSS. In addition to this guide, when using CLSS, click on the grey question mark wherever it appears for Leepfrog provided instructions and videos. Instructions provided by Leepfrog are generic and not University of Missouri – Kansas City specific.

Throughout the guide, the following text bubbles appear:

1.2 Where and How to Login

1. Navigate to the CLSS webpage https://nextcatalog.umkc.edu/wen.
2. To login, use your University of Missouri – Kansas City login and password. You do not need the @umkc.edu.

Having trouble logging in? Contact the Scheduling team in the Registrar's Office at registrarscheduling@umkc.edu or 816-235-1119 or 816-235-1778.

1.3 Important Terms

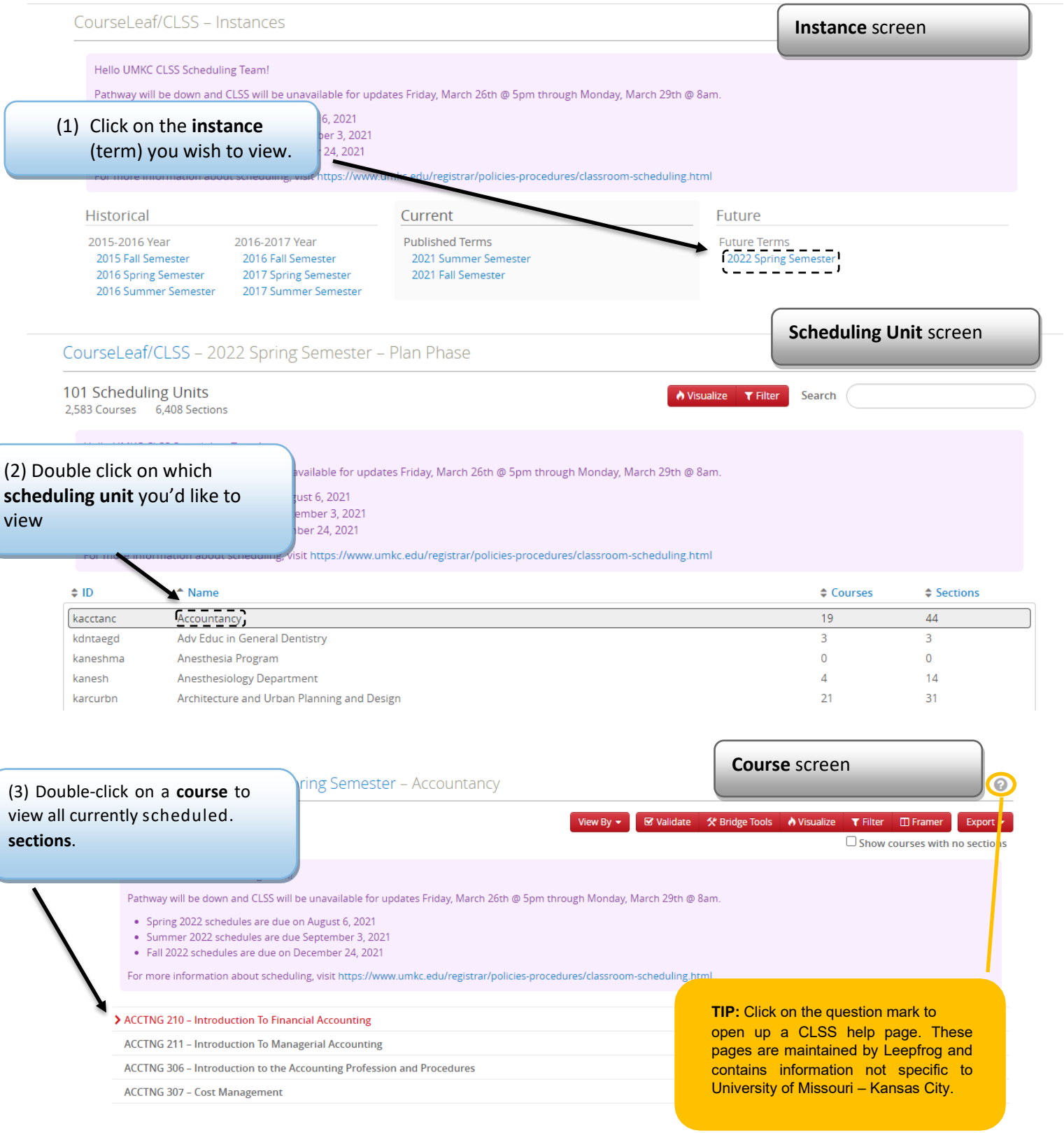
- Instance: A term, e.g., Fall Semester 2019, Spring Semester 2019. Instances are further classified into ***Historical***, past academic years; ***Current***, current academic year; and ***Future***, the next academic year.
- Mode: CLSS has two modes, ***Design*** and ***Refine.***
    - ***Design:*** When changes to the schedule are saved, changes will not be validated nor sent through any necessary workflows. Only when the 'Validate' button is clicked will changes be validated and sent through workflow for further review and approval.
    - ***Refine:*** Any change made to the schedule can be saved. Saving during refine mode will automatically trigger validation and workflow for further review and approval. Only save if you are ready for your changes to be validated and put into Pathway.

- Phases: There are seven phases in CLSS, ***Plan, Room Assignment, 1st Publish, 2nd Publish, Post Registration, Locked,*** and ***Archive.*** Please see the Production Calendar for the detailed phase schedule.

Phase	Design/Refine?	What Happens?
Plan	DESIGN	Departments put their initial schedule together: securing faculty to teach, setting enrollment capacities, times, determining cross-listings, preferred locations, etc. All fields are editable by schedulers. This is what used to be called Round One.
1st Publish	REFINE	Schedulers and faculty review course section information and make any needed changes.
Room Assignment	N/A	CLSS is closed for editing as course sections are assigned rooms.
2nd Publish	REFINE	CLSS is published for students to see. This means certain changes will now need to go through a workflow.
Post Registration	REFINE	Schedulers review course section information, room assignments, and make needed changes. Only certain changes can be made during this phase and may initiate a workflow.
Locked		CLSS is locked for any changes.
Archive	N/A	All scheduling changes cease in CLSS. This phase indicates the end of the scheduling cycle. All schedulers are prohibited from making adjustments to class schedules. Any changes will need to be submitted to registrarscheduling@umkc.edu.

- Scheduling Unit: Typically, a department or subject.
- Filters: A tool that can search for specific sections based on criteria or class attributes. NOTE: More information about filters may be found on the CourseLeaf Help site: https://help.courseleaf.com/clss/filters/
- Heat Map: A visual representation of how many class sections are scheduled during specific hours of the day. Heat maps are available to view for specific scheduling units, a selected group of scheduling units, or for all the class sections scheduled during a term. To view a heat map, click on the "Visualize" button at the top of your screen.
- Section Attributes: The term-specific attributes added to a class section, i.e., online attributes.
- Course Attributes: These are the attributes on each course at the catalog level. Schedule builders and coordinators cannot make changes to course attributes in CLSS.
- Validation: When a schedule builder is completely finished entering schedule data for a term, they indicate they are done by validating their schedule. During validation, CLSS will check for errors, and prompt the schedule builder to fix before they can submit their completed schedule.

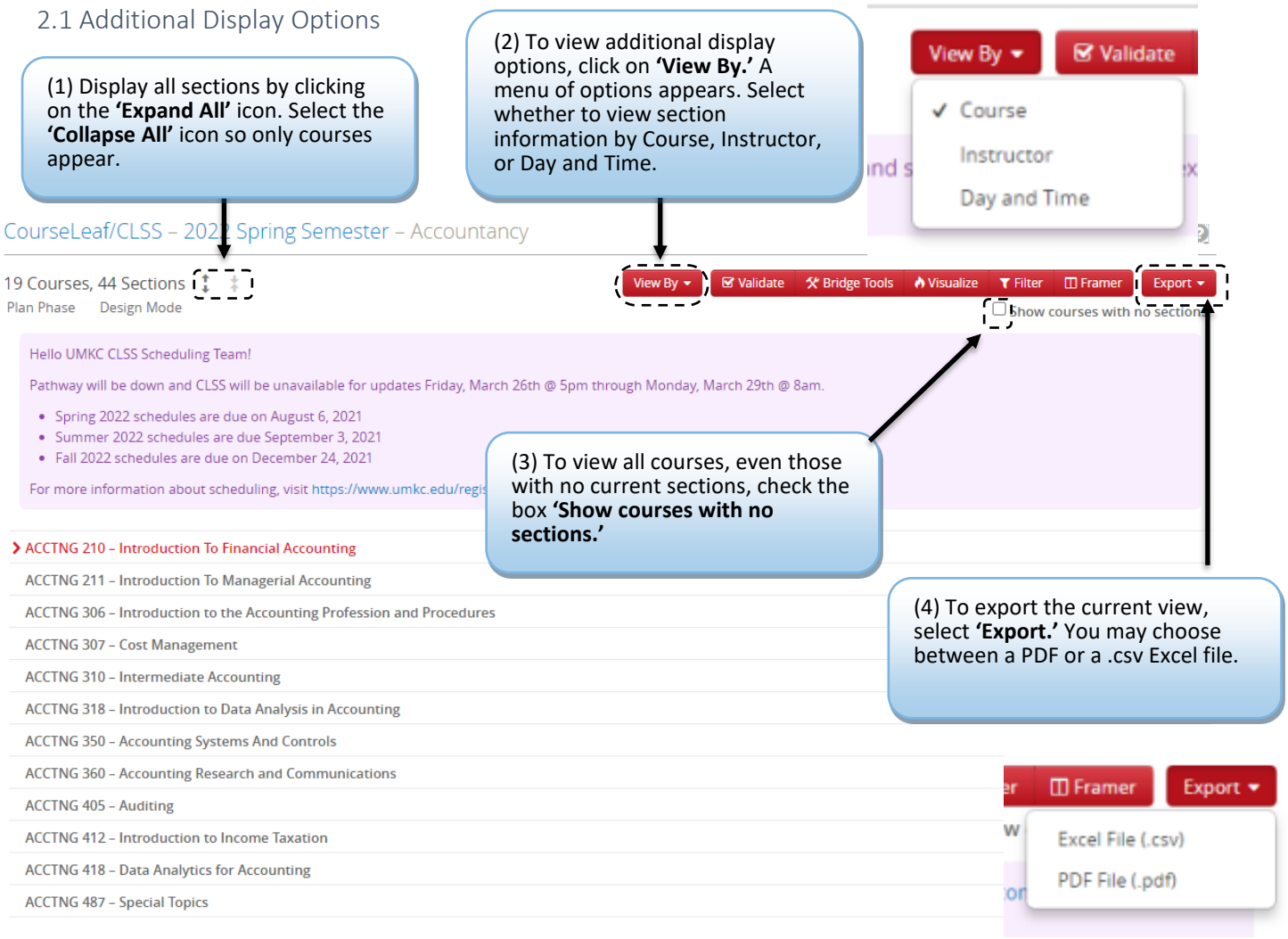
2.0 View Department Schedule and Course Offerings



2.1 Additional Display Options

(1) Display all sections by clicking on the **'Expand All'** icon. Select the **'Collapse All'** icon so only courses appear.

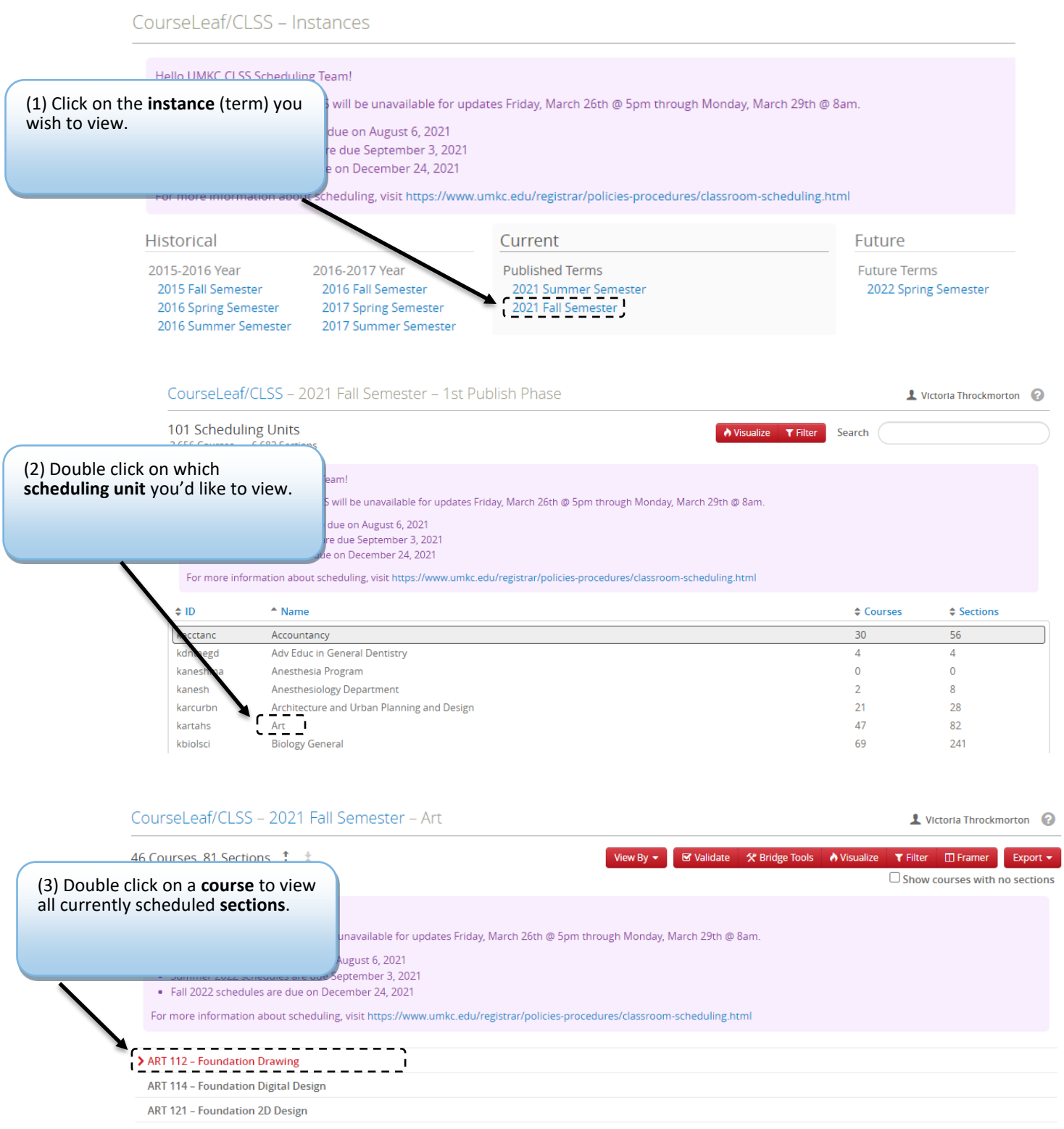
(2) To view additional display options, click on **'View By.'** A menu of options appears. Select whether to view section information by Course, Instructor, or Day and Time.

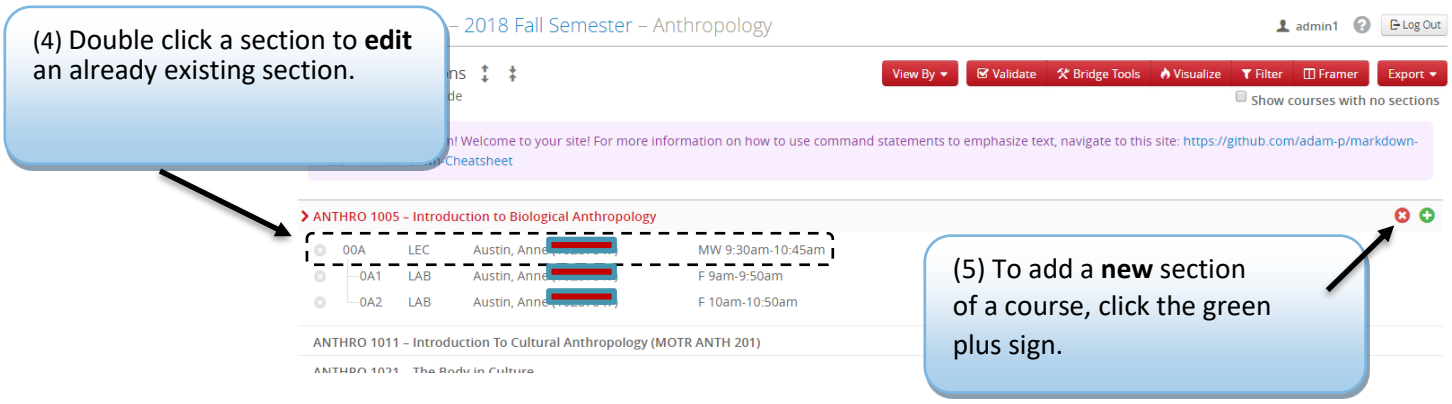


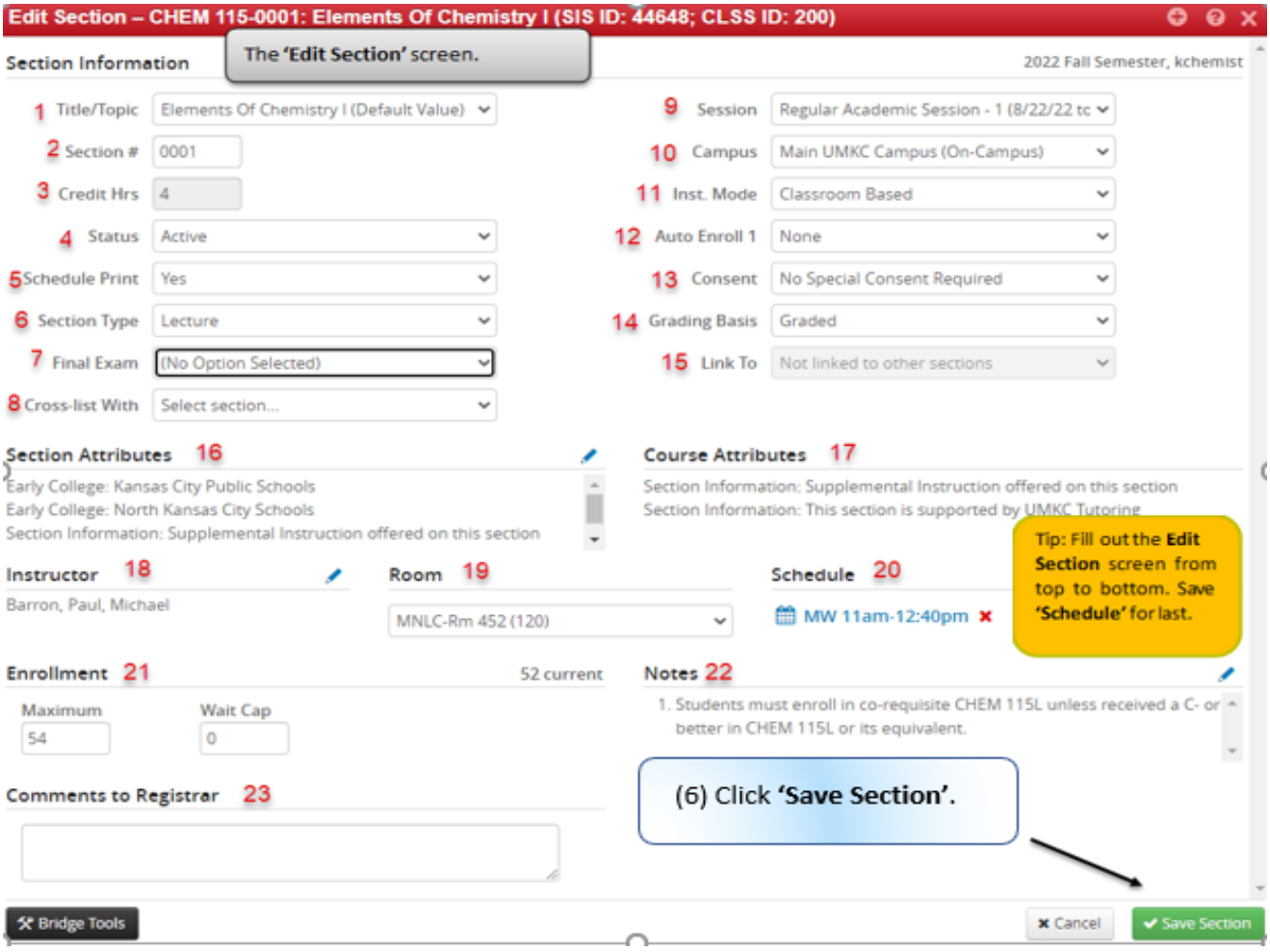
(3) To view all courses, even those with no current sections, check the box **'Show courses with no sections.'**

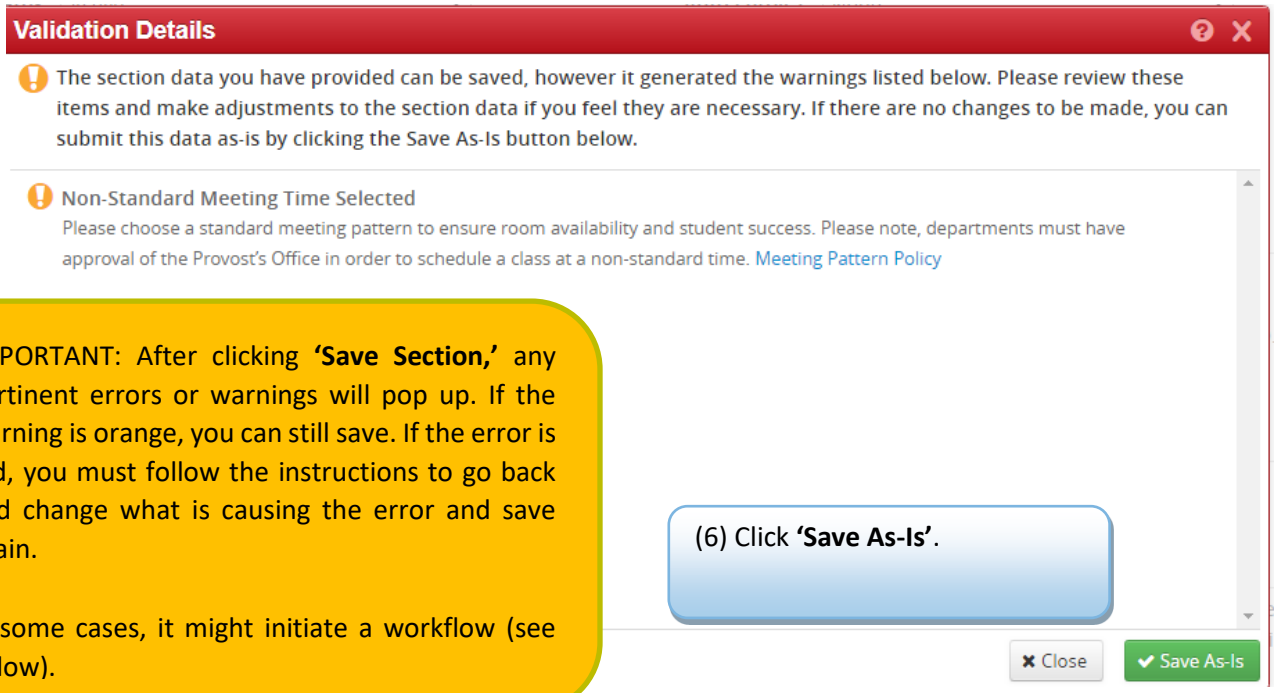
(4) To export the current view, select **'Export.'** You may choose between a PDF or a .csv Excel file.

3.0 Adding a New Section/Editing a Section




(4) Double click a section to **edit** an already existing section.
– 2018 Fall Semester – Anthropology
admin1
Log Out
View By
Validate
Bridge Tools
Visualize
Filter
Framer
Export
Show courses with no sections
ANTHRO 1005 – Introduction to Biological Anthropology
00A LEC Austin, Anne MW 9:30am-10:45am
0A1 LAB Austin, Anne F 9am-9:50am
0A2 LAB Austin, Anne F 10am-10:50am
ANTHRO 1011 – Introduction To Cultural Anthropology (MOTR ANTH 201)
(5) To add a **new** section of a course, click the green plus sign.

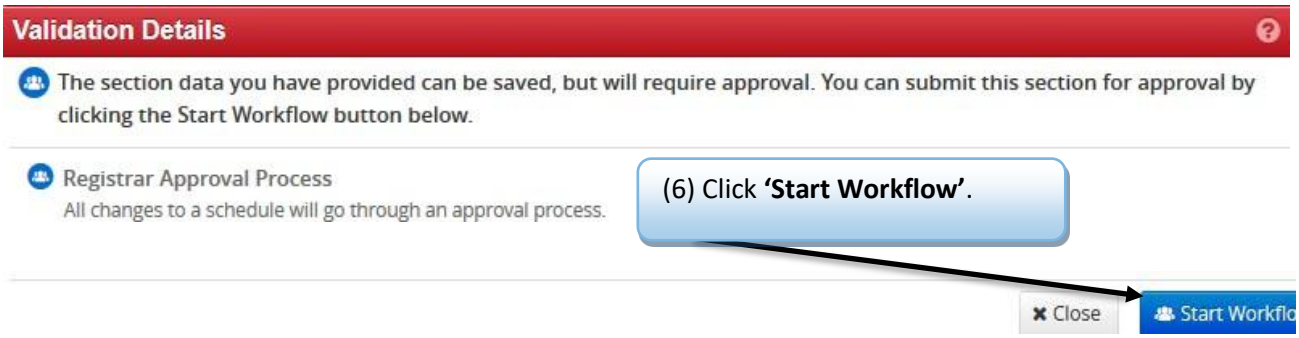

Edit Section – CHEM 115-0001: Elements Of Chemistry I (SIS ID: 44648; CLSS ID: 200)
The 'Edit Section' screen.
Section Information
2022 Fall Semester, kchemist
1 Title/Topic Elements Of Chemistry I (Default Value)
2 Section # 0001
3 Credit Hrs 4
4 Status Active
5 Schedule Print Yes
6 Section Type Lecture
7 Final Exam (No Option Selected)
8 Cross-list With Select section...
9 Session Regular Academic Session - 1 (8/22/22 tc
10 Campus Main UMKC Campus (On-Campus)
11 Inst. Mode Classroom Based
12 Auto Enroll 1 None
13 Consent No Special Consent Required
14 Grading Basis Graded
15 Link To Not linked to other sections
Section Attributes 16
Early College: Kansas City Public Schools
Early College: North Kansas City Schools
Section Information: Supplemental Instruction offered on this section
Course Attributes 17
Section Information: Supplemental Instruction offered on this section
Section Information: This section is supported by UMKC Tutoring
Tip: Fill out the Edit Section screen from top to bottom. Save 'Schedule' for last.
Instructor 18
Barron, Paul, Michael
Room 19
MNLC-Rm 452 (120)
Schedule 20
MW 11am-12:40pm
Enrollment 21
52 current
Maximum 54
Wait Cap 0
Notes 22
1. Students must enroll in co-requisite CHEM 115L unless received a C- or better in CHEM 115L or its equivalent.
Comments to Registrar 23
(6) Click 'Save Section'.
Bridge Tools
Cancel
Save Section



IMPORTANT: After clicking **'Save Section,'** any pertinent errors or warnings will pop up. If the warning is orange, you can still save. If the error is red, you must follow the instructions to go back and change what is causing the error and save again.

In some cases, it might initiate a workflow (see below).

(6) Click **'Save As-Is'**.



(6) Click **'Start Workflow'**.

IMPORTANT: In ***Design*** Mode, after clicking '**Save Section'**, errors and warnings will display but not trigger workflow. In ***Refine*** mode, after clicking '**Save Section'** workflow is triggered.

Once in workflow, the course section will be locked for editing until the Approver(s) approves or rollbacks the changes.

In ***Refine*** mode workflow is triggered every time Save Section is pushed. If workflow is not triggered the changes may not appear in Pathway correctly. **Email the Registrar's Office if changes don't end with Validation Details and Start Workflow.**

3.1 Edit Section Field Explanation

#	What	Notes
1	Title/Topic	If a class is approved for topics, the dropdown menu will include all the current topic listings from the course catalog. Select the desired topic from the dropdown menu. If the topic doesn't appear in the dropdown menu, submit a new topic request via the Comments to Registrar box at the bottom of the form. **NOTE:** You cannot change the **title** of a course without it going through the CourseLeaf Curriculum Course Change process.
2	Section	The section number will default to the next available number. If the section is a lab, it will need to end with the letter "L."
3	Credit Hours	If this box is grayed out, the course is in the catalog as that set number of credit hours. If it is a variable credit course, you will see a min and a max box to update.
4	Status	This is the status of the class. All sections should be active for students to see before the schedule goes live. Tentative sections are not viewable to students and are not open for enrollment but are created just in case that section is needed. Cancelled sections should be switched to active before the schedule goes live. After the schedule is published, courses that may need to be cancelled will initiate a workflow for approval.
5	Schedule Print	Do you want this section to be viewable to students? If so, this should remain "yes". Select "no" to hide this section in the Class Search Page.
6	Section Type	This is how the course is offered (LEC, RSD, LAB). Not to be confused with Instruction Mode, which dictates fees. (See the Registrar website for more information).
7	Final Exam	This is how we know whether sections need a final exam update or whether they will not be having an in-person final exam. All sections will automatically have a final exam scheduled to start with in the same room as the class. If the specific section does NOT need a centrally scheduled room schedulers can click on the "Cancel Final Exam for this Section" option in the dropdown. If the class started in-person but moved online schedulers can select the "Final Moved Online" option. If the section needs a different room other than what the class is in schedulers can select the "Classroom Update Requested in Comments to Registrar" option and include specific request or comments in the Comments to Registrar section for the Registrar Scheduling team to accommodate. (See the Finals website for exact finals schedule https://netdev.umkc.edu/registrar/finalexamschedules/examschedulelist/)
8	Cross-list With	This refers to which course this section is crosslisted with. You can enter a course to crosslist in the dropdown. Please note that the crosslisting will be completed by the Office of the Registrar. Once that is complete, the crosslisted information will show in CLSS.
9	Session	This indicates which session this section occurs in. Default is "Regular Academic Session – 1 (Dates)." To change, choose a different session from the dropdown menu. The corresponding session dates will be listed. Changing a session after enrollment is not allowed; course would need to be cancelled and rescheduled with a new section number.
10	Campus	This indicates the campus and location of the course. Most courses that are in person are Main UMKC Campus (On-Campus). Online courses are INTERNET (Internet). If you have questions about campus and location, please contact the Registrar's Office.
11	Inst. Mode	This relates to the course delivery mode (100% online, In Person, Partially Online, etc.), and dictates fees for the students. (See the R&R website for more information).
12	Auto Enroll 1	If the course should be set up for auto enrollment into a corresponding non-enrollment section, you can list that section number here. This should match the section listed in the "link to" area.

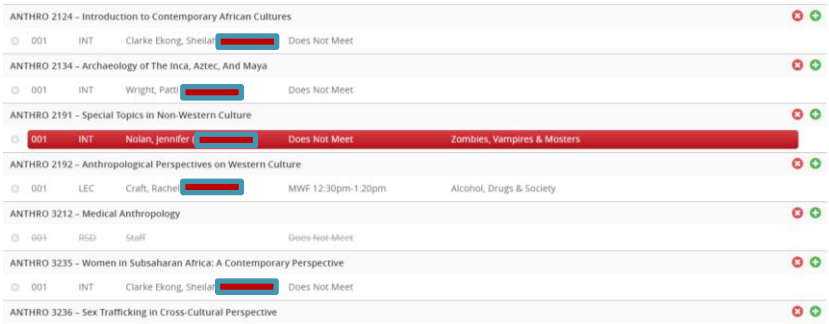
13	Consent	The default pulls from the Course Catalog here.
14	Grading Basis	The default pulls from the Course Catalog and cannot be changed in CLSS. You will need to contact the Office of the Registrar. This section is primarily for informational purposes only.
15	Link To	Link To: Non-enrollment sections (RSD, LAB, etc.) of multipart courses will have a dropdown option to link to the enrollment component. For three component courses, the LAB is typically the enrollment section. NOTE: Enrollment components will always show 'Not linked to other sections.' You must always link from the non-enrollment component.
16	Section Attributes	Any attributes listed at the section level will appear here. Rules are built in to ensure certain attributes are added in Refine mode if they are not already there.
17	Course Attributes	These attributes pull from the Course Catalog and cannot be updated in CLSS. They are there for informational purposes only. If something is incorrect, please contact the Registrar's Office.
18	Instructor	The instructor field should include any instructors listed in your subject (see document for list of instructor access). If an instructor you need added is not listed in the drop down, list their name and ID number in 'comments to registrar' to have them added. Multiple instructors may be listed for each course section. The instructor with the BLUE STAR to the left of their name is the primary instructor in CLSS and will show the conflicts on the Snapper screen. Please contact the Registrar's Office if you have any questions.
19	Room	Here, you will indicate the room for this course. You have the option of "Centrally Scheduled" if you do not have a departmentally owned room to assign the course to. If this is an online course, you would choose INTERNET; if ARR, you would choose ARRANGED. You are only able to view any department owned rooms if you have any. If you would like to request a specific room that is not listed, please put that in the Comments to Registrar box and hit save. Due to limited classroom space on campus, while the Registrar's Office will do its best to meet requests, it cannot guarantee requests can be granted.
20	Schedule	This dictates the meeting pattern for the course. Clicking on the existing meeting pattern or the words "does not meet" will take you to the Schedule Snapper Tool.
21	Enrollment	**Maximum** – The maximum number of students who should be able to register for the course. **Wait Cap** – Entering a 0, closes the waitlist and does not allow that option when students are registering. Entering 1-99 here indicates that you would like to a waitlist for students to be placed on, or place themselves on, in the event that the seats in the course are full. Please enter a number that is realistic for the size of the course. We recommend 5-20 for most courses. **Crosslist Cap** –The sum of all crosslisted course caps. (See Crosslist). Only appears if a course is crosslisted.
22	Notes	This field is for free-format notes containing information that the department would like to relay to students upon registration. This field is **NOT** for internal notes.

23	Comments to Registrar	The comments box is for departments to communicate with the Registrar's Office. This includes things like room requests, special information regarding the course, information on combined sections, etc. Only the Registrar's Office can see what is entered into this box.

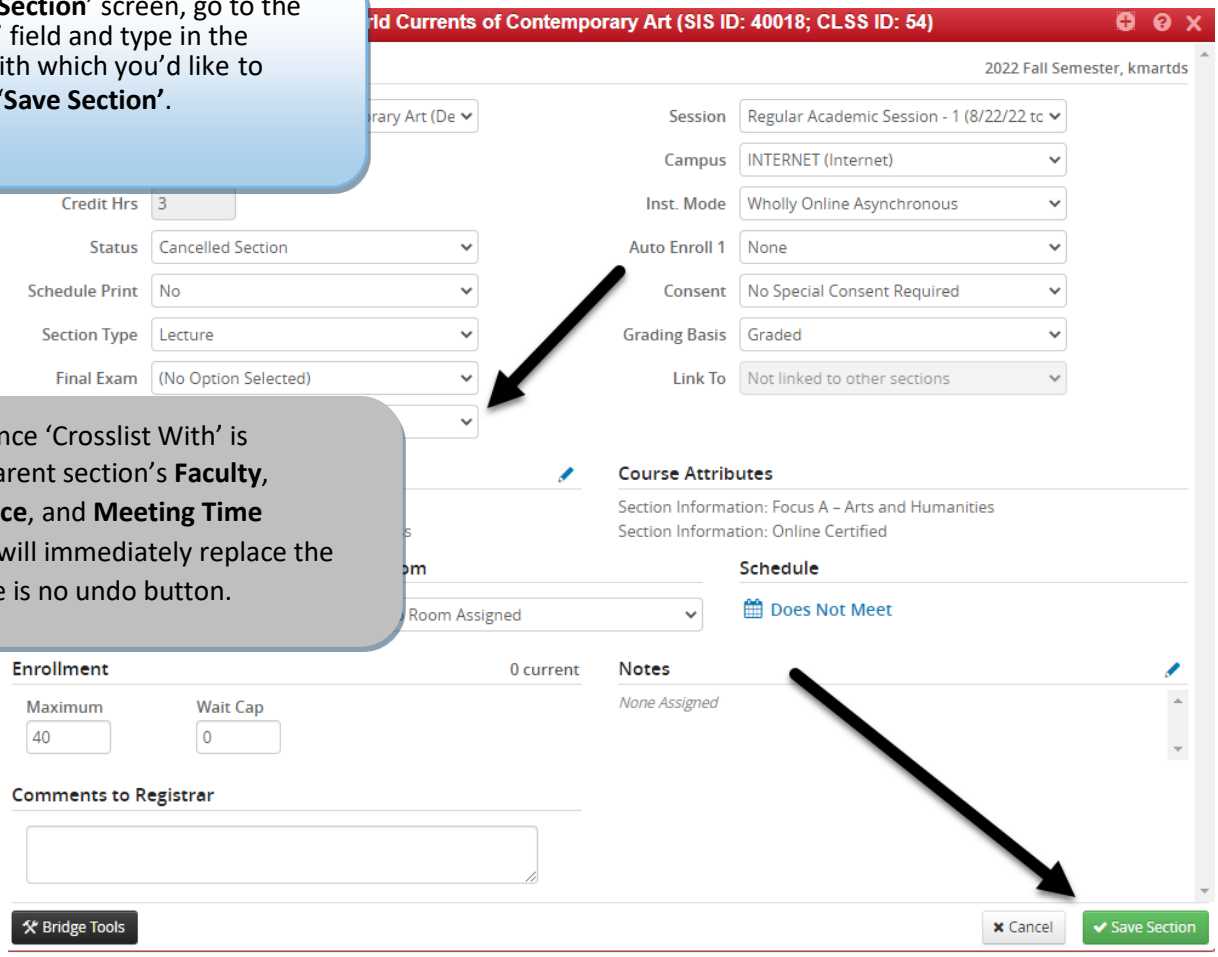
3.2 Crosslist

Only children (secondary sections) can ask to be crosslisted with a parent (primary sections). This is done so that another department does not take over a course section without that section's permission. A child (secondary) can only have one parent (primary), but a parent (primary) may have many children (secondary).

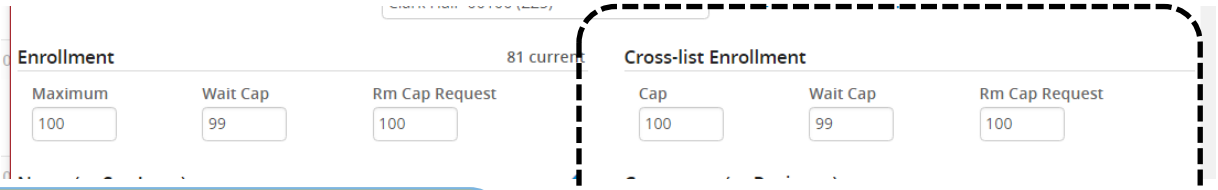
(1) Double click on the **course section** that will be the **child** in the crosslist relationship.



(2) In the '**Edit Section**' screen, go to the '**Crosslist With**' field and type in the Course Code with which you'd like to crosslist. Then '**Save Section'**.

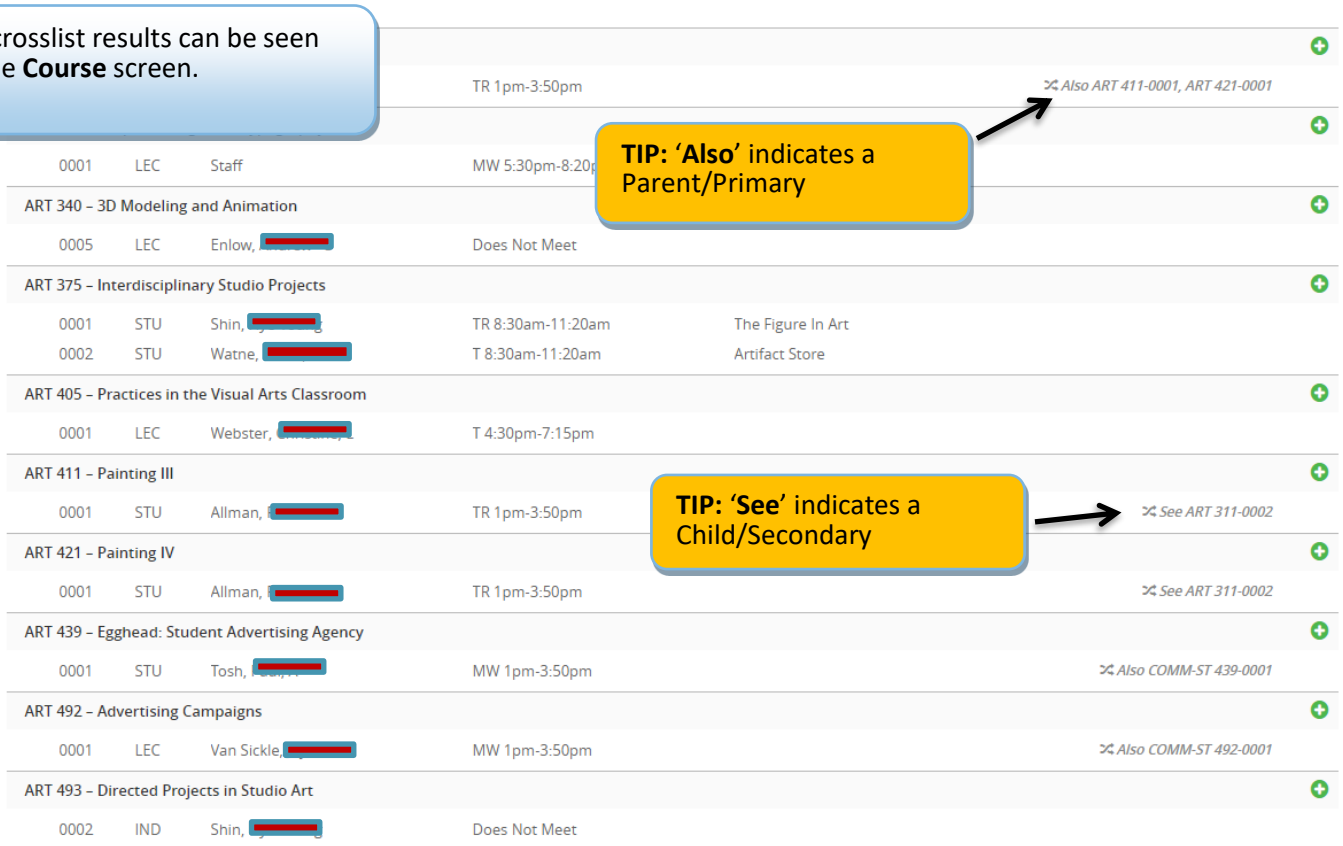


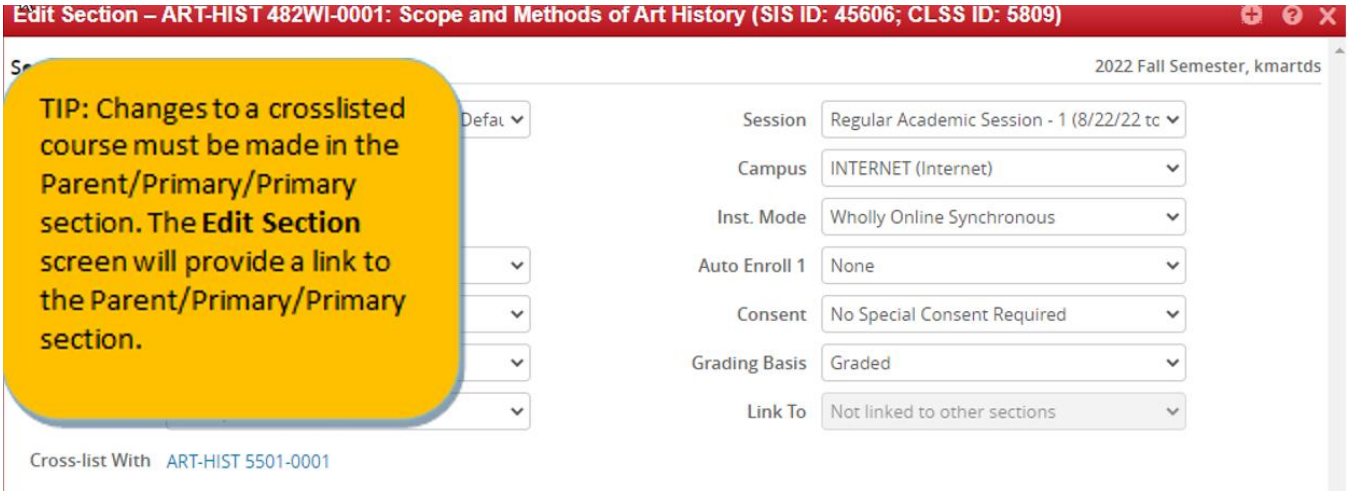
CAUTION: Once 'Crosslist With' is saved, the parent section's **Faculty**, **Meeting Space**, and **Meeting Time** information will immediately replace the child's. There is no undo button.



TIP: After a section is officially crosslisted, the **Crosslist-Enrollment** field will appear. This field must be filled out or else students will have difficulty registering.

The crosslist results can be seen on the **Course** screen.

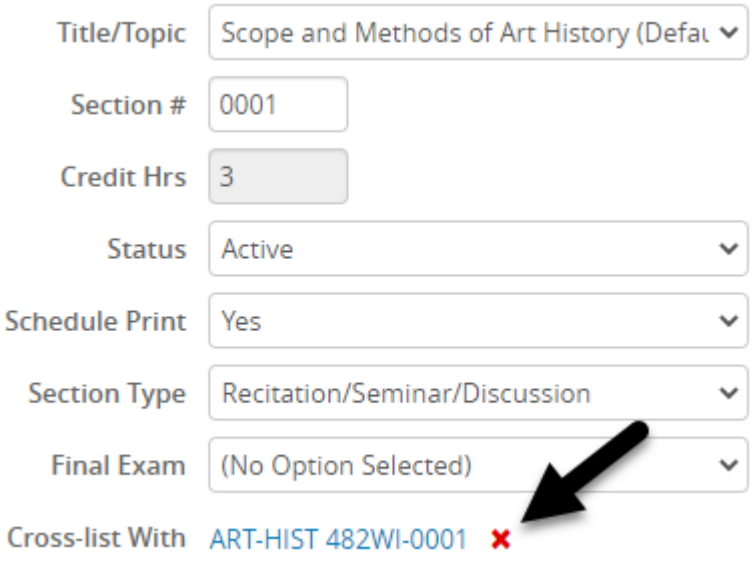




(3) To stop crosslisting with a course, open the section's Edit Screen and select the red **X**.

Instructor, Meeting Space, and Meeting will need to be updated as those three fields will still show the parent's information, even after cancelling the crosslist.

A section that is being cancelled and is crosslisted will need to go through the Registrar's Office.



3.3 Linked Sections/Link To

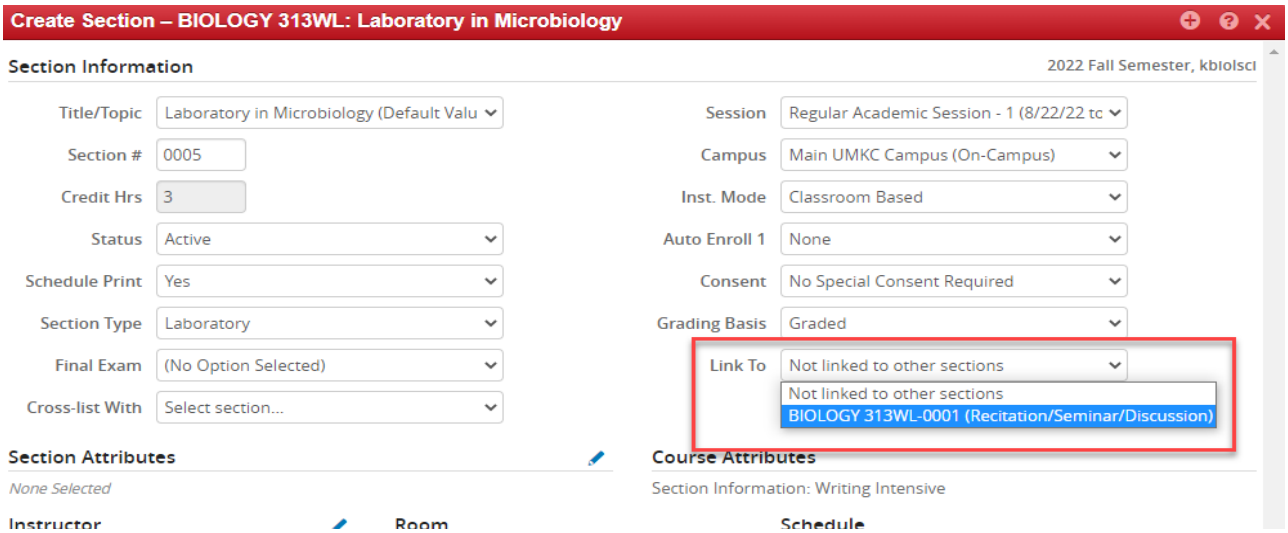
The linked sections field allows you to link sections for registration. The ability to link sections within a course comes from SIS so if the course has not been set up within SIS to allow linking, there will be no option for linking within CLSS. Schools configure linked sections differently.

3.3.1 How to Link, Edit, and Unlink Sections

https://help.courseleaf.com/images/hover.png

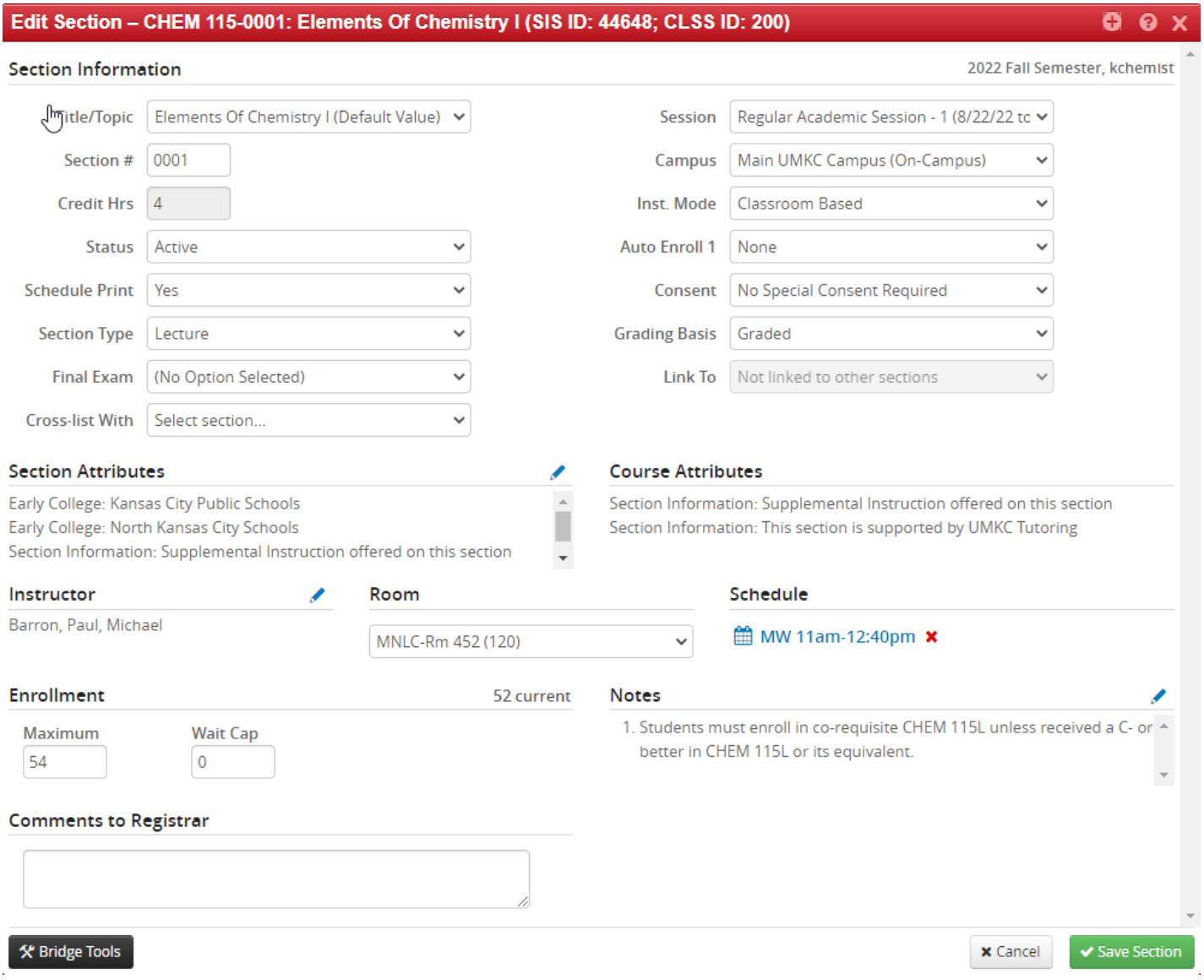
Remember! Enrollment components will always show 'Not linked to other sections.' You must always link from the non-enrollment component.

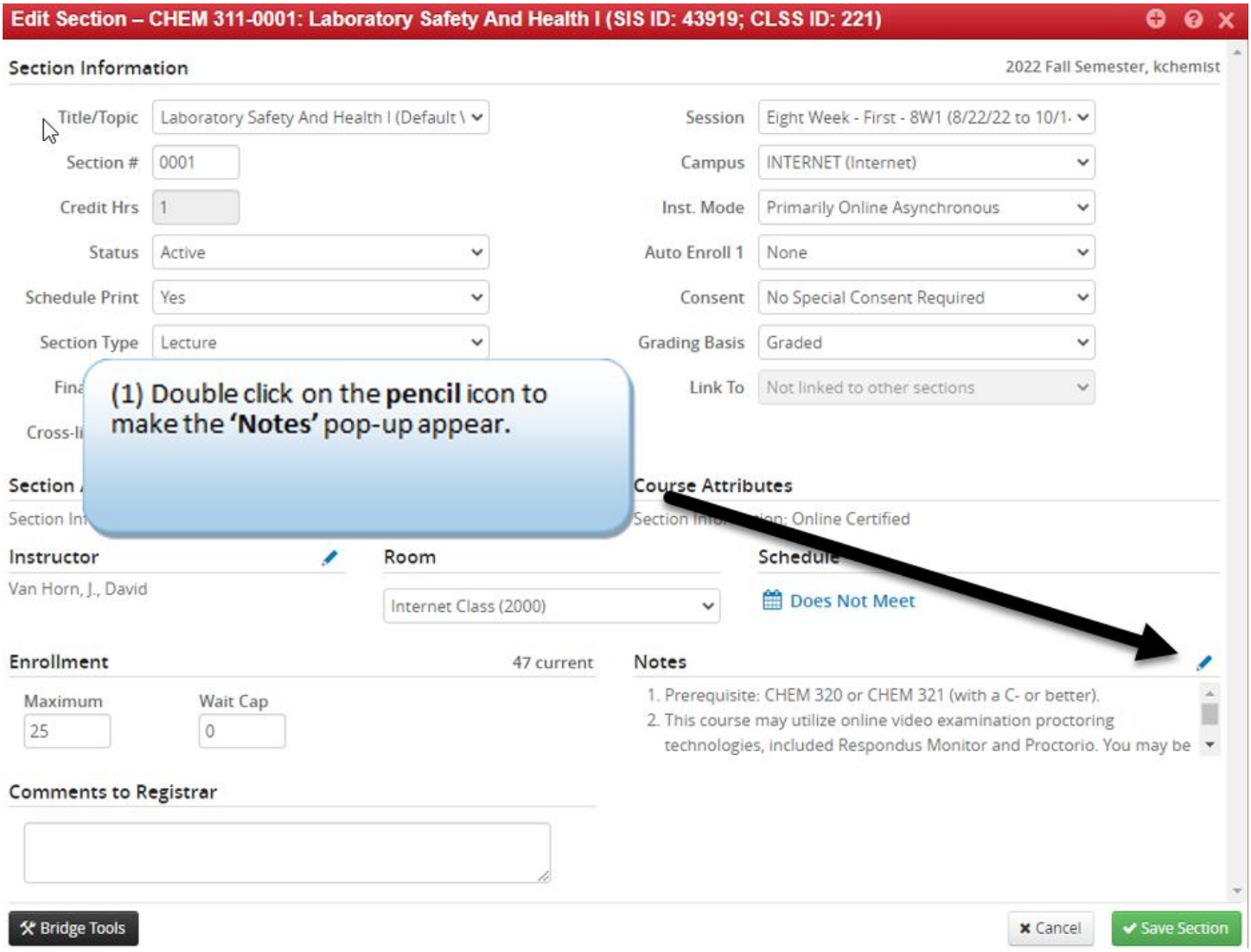
1. Navigate to the CLSS instances screen.
2. Click to open an instance.
3. Double click to select a scheduling unit.
4. Double click to open a course.
5. Double click a section to open the editor.
6. Click the link to drop down menu.
7. Select an option:
    a. Not Linked to Other Sections
    b. Any Section Type (Lecture, Lab, etc.) - means the student can take any of the specified Section Type with this section. Usually on the LEC component of a LEC/LAB/RSD link.
    c. Specific Section Type (Lecture, Lab, etc.) - means the student must take one of a group of the specified Sections Type with this section. Usually on the LAB component of a LEC/LAB link.
    d. Section Numbers individually - Usually on the RSD component of a LEC/LAB/RSD link.
8. Click save section.

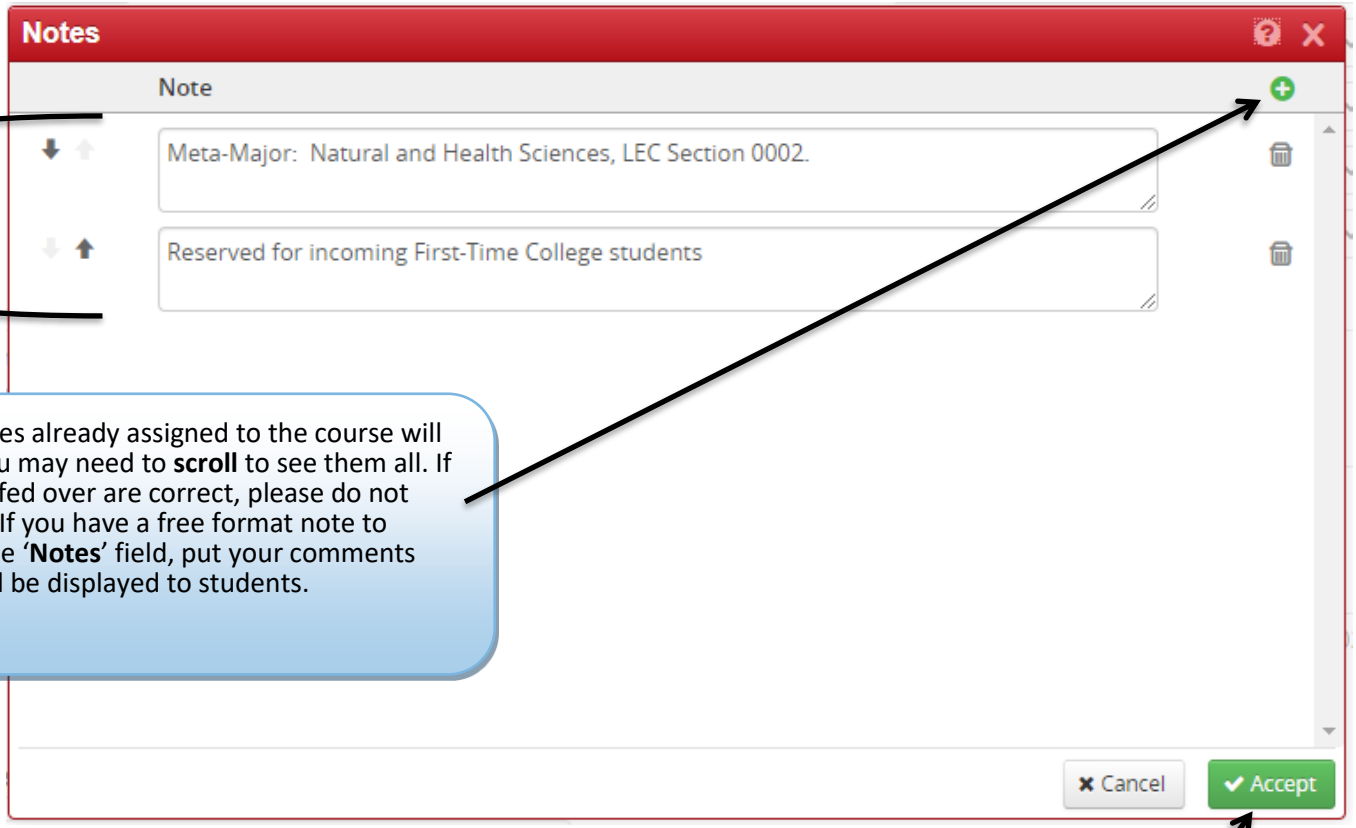


3.4 Notes

The Notes box includes fields for the notes visible to students online. Notes should include any information students may need to know about a particular section separated by ";". If you have a standard note to add that is part of our note numbering system, please enter the number of the note you wish to add in the "Comments to Registrar" box. We will go through and add those note numbers for you. Notes listed in Note Numbers for CLSS, have defaulted text and should not be changed. Free format notes can be entered, but should be clear, concise, and free from errors for the students. **Failure to follow these guidelines will result in the section not being setup or adjusted appropriately.**




Edit Section – CHEM 311-0001: Laboratory Safety And Health I (SIS ID: 43919; CLSS ID: 221)
Section Information
2022 Fall Semester, kchemist
Title/Topic
Laboratory Safety And Health I (Default \
Session
Eight Week - First - 8W1 (8/22/22 to 10/1·
Section #
0001
Campus
INTERNET (Internet)
Credit Hrs
1
Inst. Mode
Primarily Online Asynchronous
Status
Active
Auto Enroll 1
None
Schedule Print
Yes
Consent
No Special Consent Required
Section Type
Lecture
Grading Basis
Graded
Link To
Not linked to other sections
(1) Double click on the pencil icon to make the 'Notes' pop-up appear.
Course Attributes
Instructor
Van Horn, J., David
Room
Internet Class (2000)
Schedule
Does Not Meet
Enrollment
47 current
Maximum
25
Wait Cap
0
Notes
1. Prerequisite: CHEM 320 or CHEM 321 (with a C- or better).
2. This course may utilize online video examination proctoring technologies, included Respondus Monitor and Proctorio. You may be
Comments to Registrar
Bridge Tools
Cancel
Save Section



(2) The notes already assigned to the course will appear. You may need to **scroll** to see them all. If those that fed over are correct, please do not edit them. If you have a free format note to enter, in the '**Notes**' field, put your comments that should be displayed to students.

(3) Select **'Accept'** to save changes. **'Cancel'** to exit without saving.

3.5 Comments to Registrar

Comments to Registrar should only include information for the Office of the Registrar to adjust a section separated by ";". Information from Notes should never appear in Comments to Registrar. Please keep this section brief. Although we greatly appreciate them, there isn't a need for please and thank you; simply write your requests and we will do our best to accommodate them**. Failure to follow these guidelines will result in the section not being setup or adjusted appropriately.**

3.5.1 Room or Building Requests

When making room or building requests, first use the pre-room and room attributes options in CLSS (see Edit Section Field Explanation, #18 & #19). This should include only the desired building(s) and rooms(s) or the desired room attributes. You will have access to advanced computer rooms (those with student stations) on your campus, and any of your department owned rooms. If you do not see a room that you wish to use in your dropdown, you would request that room by putting it in the Comments to Registrar box. These requests are time-stamped and are on a first-come, first-served basis. Due to limited classroom space on campus, while the Registrar's Office will do its best to meet requests, it cannot guarantee requests can be granted.

COMMON Comments To Registrar REQUESTS

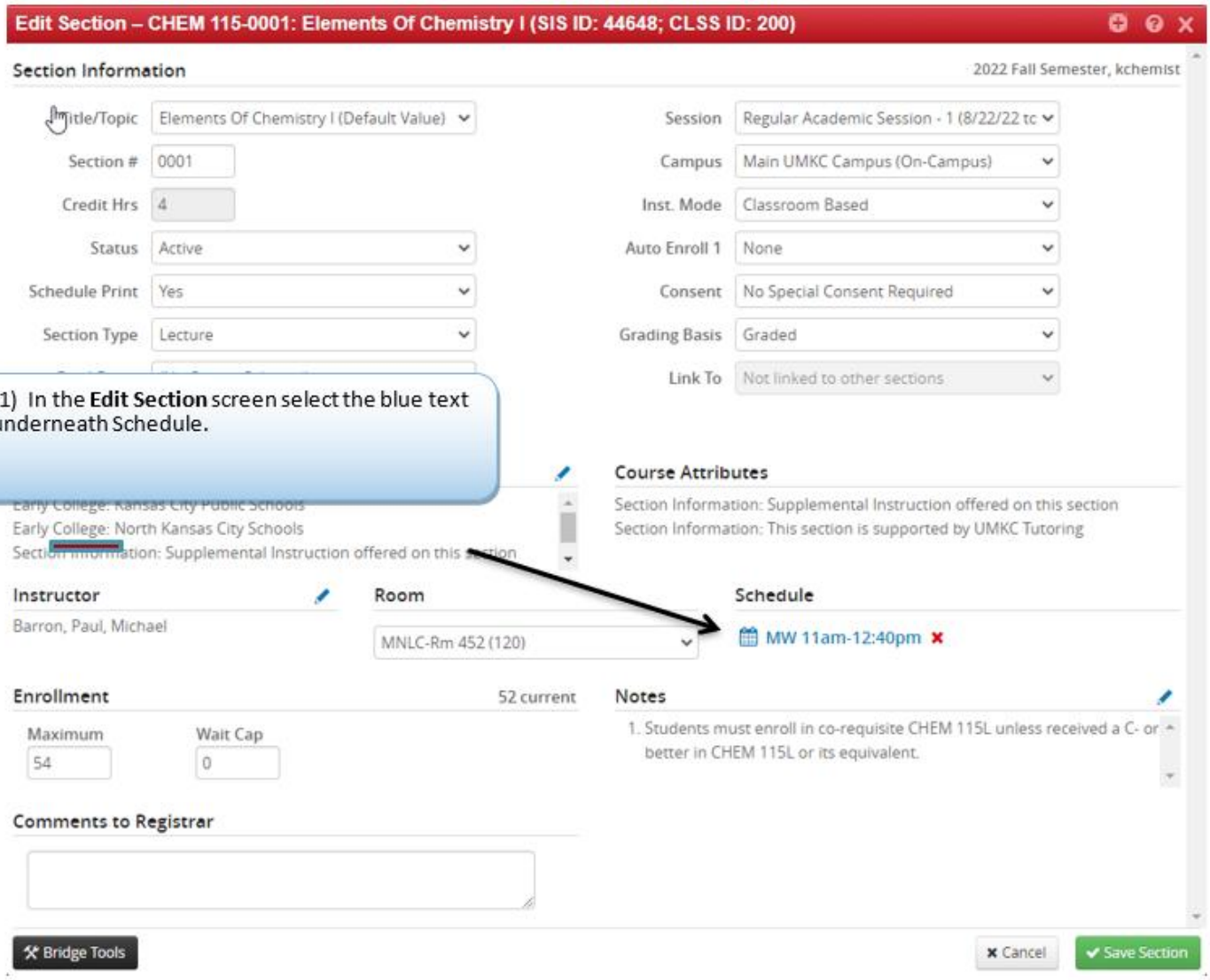
Request Type	Example Comment
Room Requests	**MNLC 151 or RH 111** **Computer lab required** **Must have a periodic table**
Share Space with non-crosslist section	**Meets with THEATER 5555-0002**
Back-to-Back Instructor	**Same room as DISC 300-0002**
Special Topic Titles	**Topic: Meet Me in St. Louis**
Enrollment limitation	**Limit to non-native speakers of English**
Room Swap	**Swapping rooms with ENGLISH 110-0002. (ENGLISH would comment, swapping rooms with MATH 110-0001).**

IMPORTANT: Swapping rooms? Indicate this in **Comments to Registrar** for ***both*** sections swapping rooms.

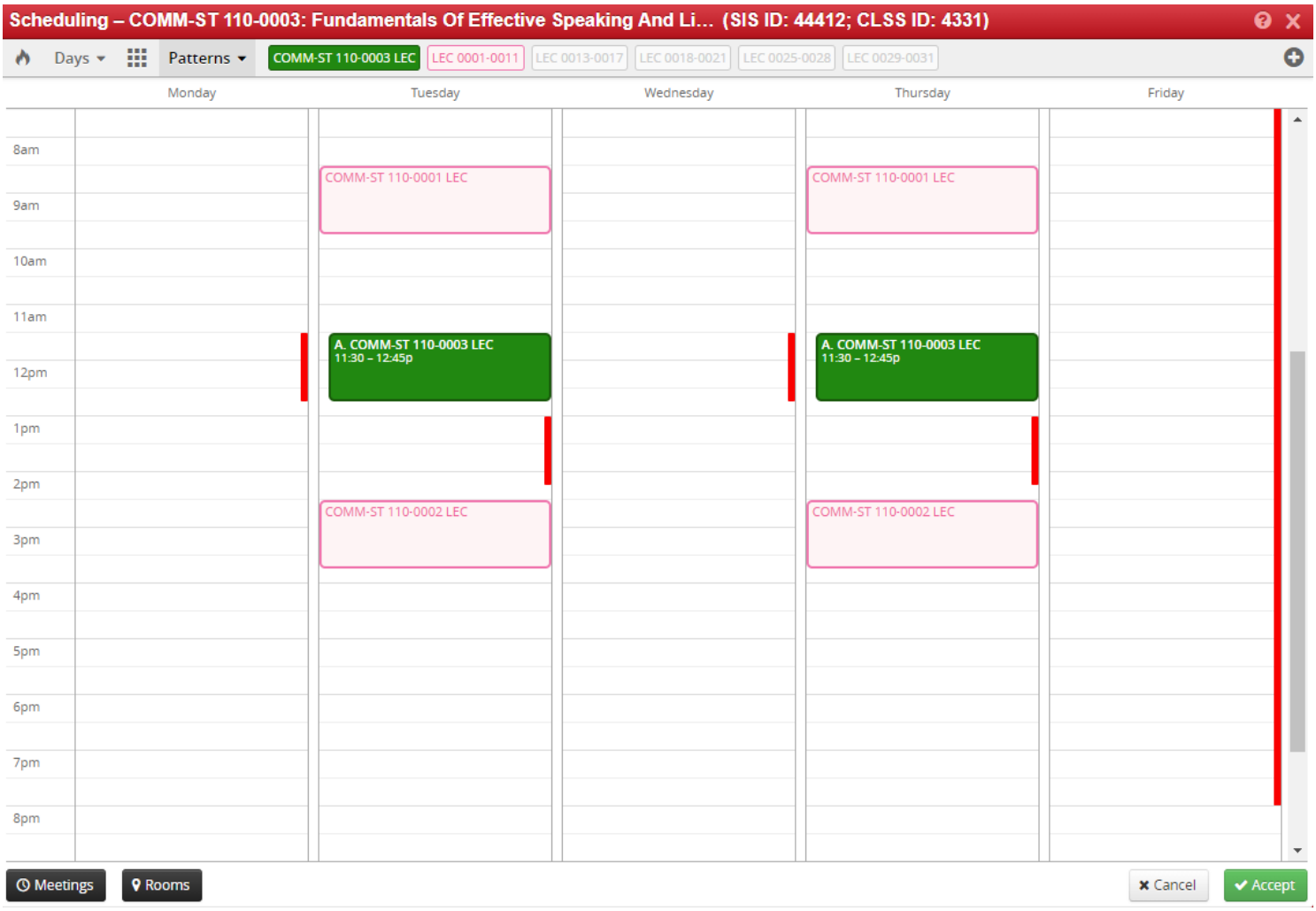
3.6 Schedule Snapper

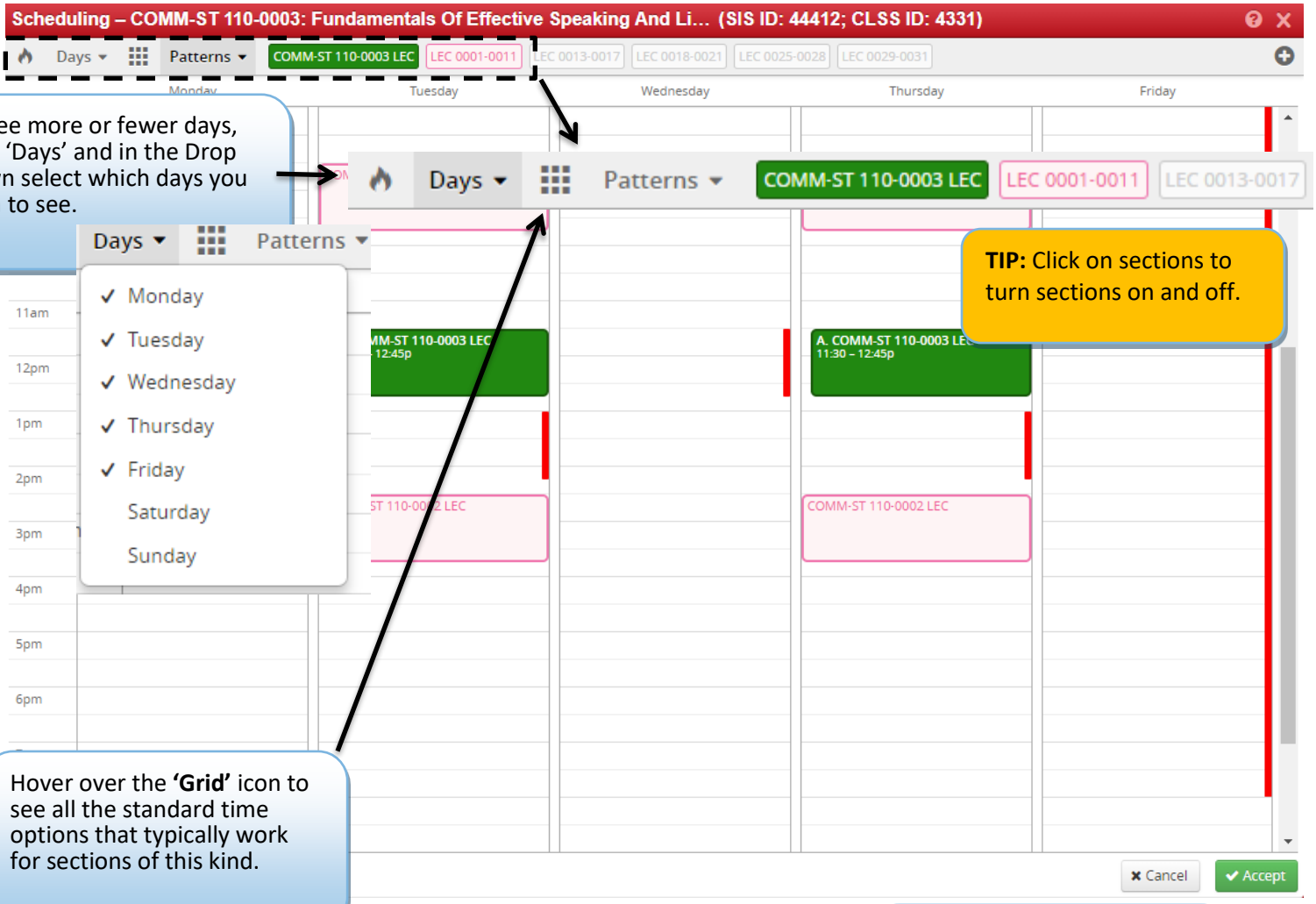
The schedule snapper allows you to “snap” a course onto a defined course meeting time.

3.6.1 Schedule Snapper Basics

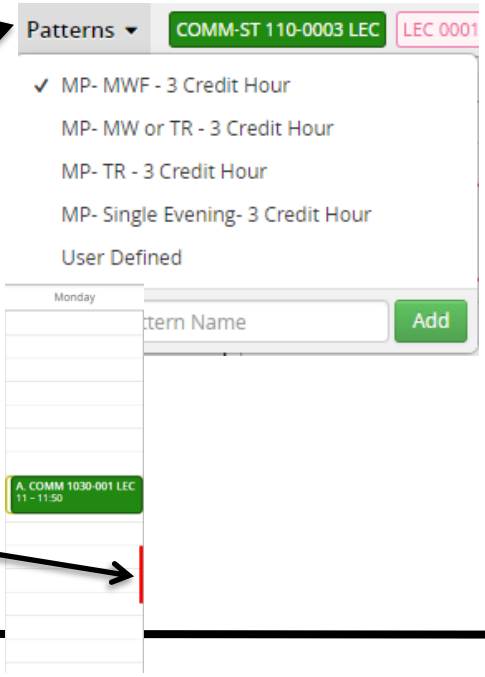


The Schedule Snapper appears.


Scheduling – COMM-ST 110-0003: Fundamentals Of Effective Speaking And Li... (SIS ID: 44412; CLSS ID: 4331)
Days
Patterns
COMM-ST 110-0003 LEC
LEC 0001-0011
LEC 0013-0017
LEC 0018-0021
LEC 0025-0028
LEC 0029-0031
Monday
Tuesday
Wednesday
Thursday
Friday
8am
9am
10am
11am
12pm
1pm
2pm
3pm
4pm
5pm
6pm
7pm
8pm
COMM-ST 110-0001 LEC
COMM-ST 110-0001 LEC
A. COMM-ST 110-0003 LEC
11:30 – 12:45p
A. COMM-ST 110-0003 LEC
11:30 – 12:45p
COMM-ST 110-0002 LEC
COMM-ST 110-0002 LEC
Meetings
Rooms
Cancel
Accept



Select 'Patterns' to define your own meeting time.



TIP: In the 'Snapper', a red bar will appear at all the times the instructor of the section for which you are scheduling is already scheduled to teach. You may still save if the time you choose conflicts with a time the instructor is already teaching; the red bar is a cautionary note.

TIP: When defining your own meeting pattern, enter the info like so:

Days, start time, dash, end time.

Example: To propose meeting Monday and Thursday 8:00 am to 4:00 pm, enter:

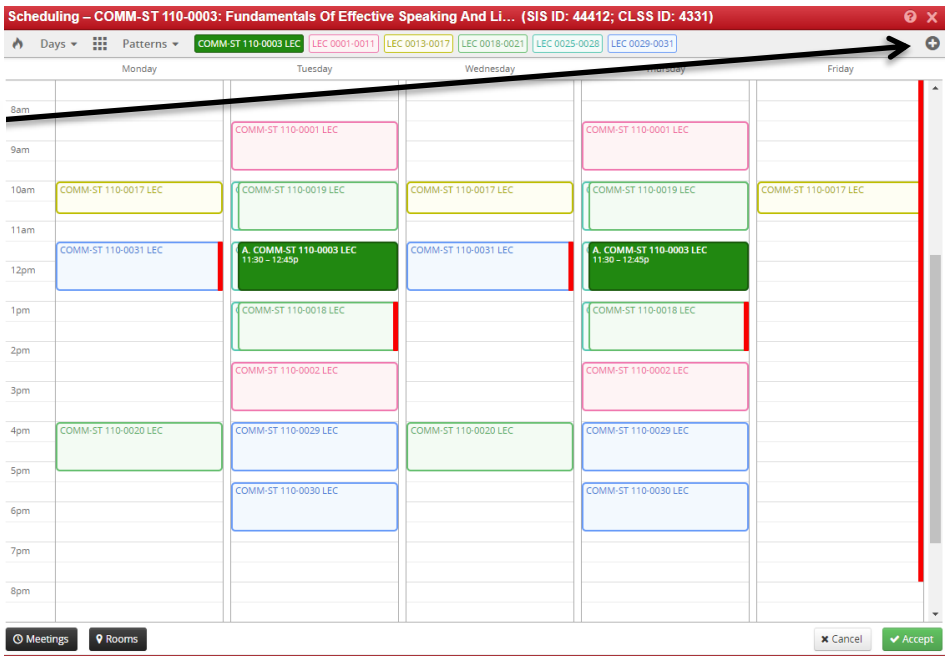
MR 8:00am-4:00pm

If am/pm is missing, the default is am.

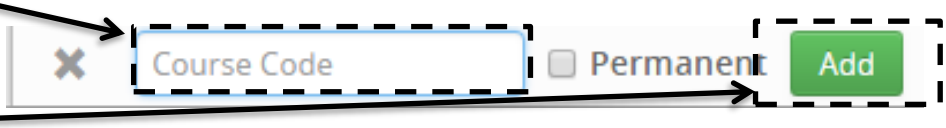
M = Monday
T = Tuesday
W = Wednesday
R = Thursday
F= Friday
Sa = Saturday
Su = Sunday

3.6.2 Schedule Snapper: Viewing Additional Course Sections

(1) To see another course on the **Schedule Snapper**, add it by clicking on the grey plus sign.

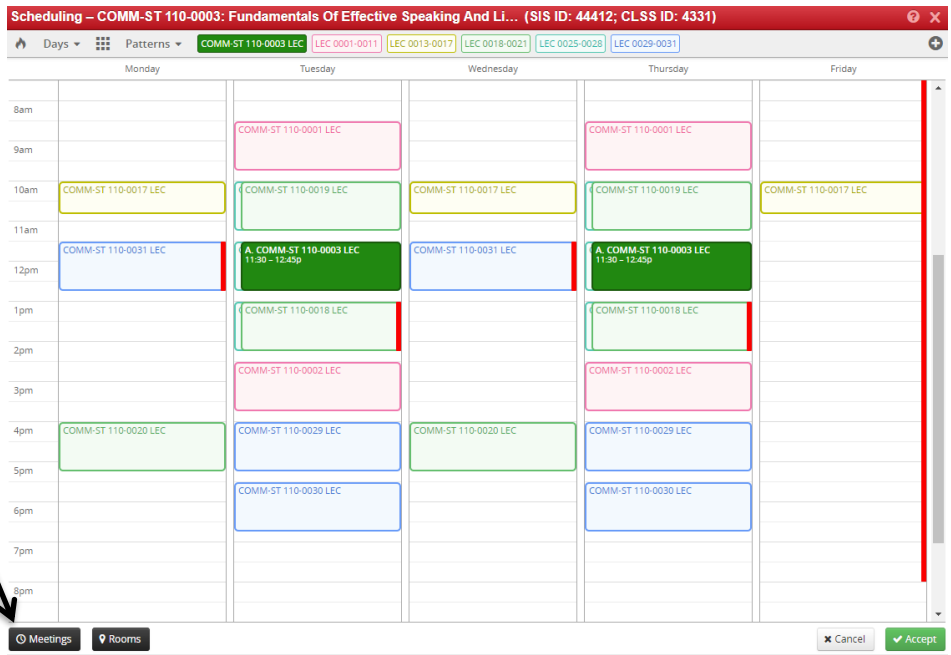


(2) A Course Code field appears. Type in the course code, then click **'Add'**. The schedule for all sections in that course will appear in the Snapper.

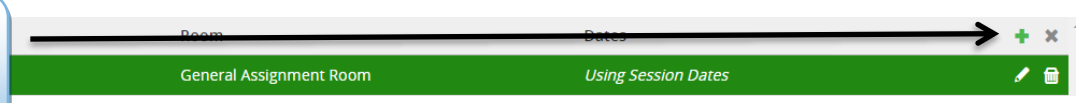


3.6.3 Schedule Snapper: Section with More Than One Meeting Pattern

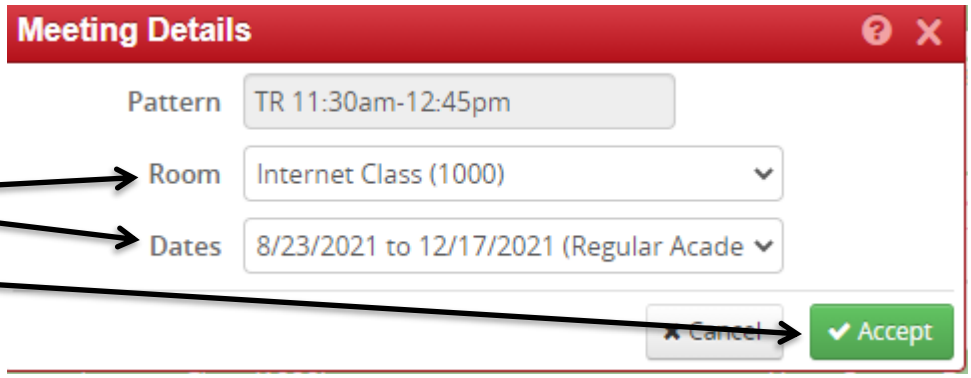
(1) To add another meeting pattern to a course section, select **'Meeting'.**



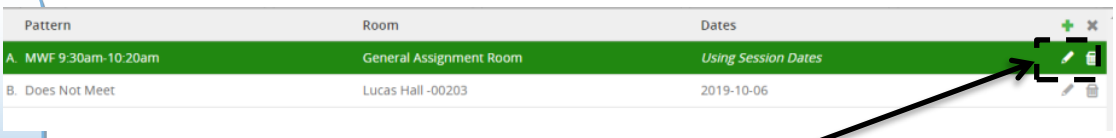
(2) A field appears, select the green plus sign.



(3) The **Meeting Details** pop-up appears. From the drop-down, select the room you wish to use, and the date range for using that room. The dates option will automatically populate the Regular Academic Session, but you can choose a custom date range by selecting 'custom' in the drop down.



(4) The additional meeting type is now available, but still does not have a meeting pattern assigned to it. To assign a meeting pattern, select it and go back to the Schedule Snapper to select a meeting pattern.



(5) To edit, select the meeting patterns then choose the **Pen** icon. To delete, select the **Trash** icon.

3.6.4 Multiple Meeting Patterns

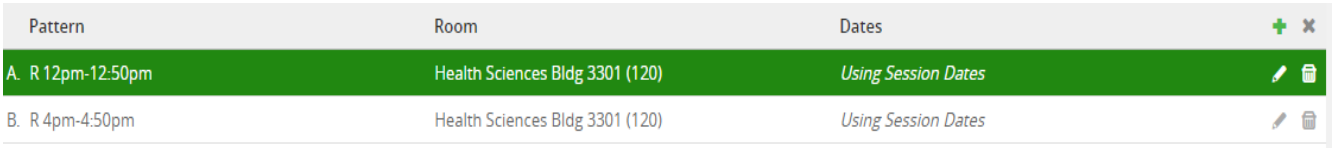
Multiple meeting patterns are used in a few different scheduling situations:

a. Hybrid sections that do not meet every week.
b. Sections that meet in different rooms on different days.
c. Sections that meet at different times on different days.

Follow these steps to enter multiple meeting patterns in CLSS:

1. Open the Snapper on your class section.
2. Click on the 'Meetings' button on the bottom left-hand corner of the Snapper.
3. Click on the green plus sign (+) to add a meeting pattern.
4. Enter the start and end date(s) for the specific meeting pattern.
    i. for sections that meet in different rooms on different days, enter the term start and end date.
    ii. for sections that do not meet every week during the term, the start and end date will be the same.
5. Click 'Accept,' and then navigate back to the Snapper by double clicking on the new meeting pattern. Choose 'User Defined' from the 'Patterns' dropdown to assign times to the secondary meeting pattern you created. Repeat as needed.
6. Once the additional meeting patterns are created, you must either select a department-owned room or indicate that the additional meetings need general assignment space.
    i. Click on the 'Meetings' button on the bottom left-hand side to display your meeting patterns.
    ii. Click on the pencil icon to edit each additional meeting pattern.
    iii. Choose a department-owned room from the dropdown or choose "General Assignment Room."
    iv. Once you've entered all additional meeting patterns, and assigned or requested a room, you may close out of the Snapper.

Example of multiple meeting patterns with multiple meeting dates, both using the session dates and a single date:



4.0 Validating

In the Course screen, validating runs all relevant rules on all of a scheduling unit's sections for a particular term. It is a useful way to review which sections have a warning or error note and the types of Workflow approvals sections will go through.

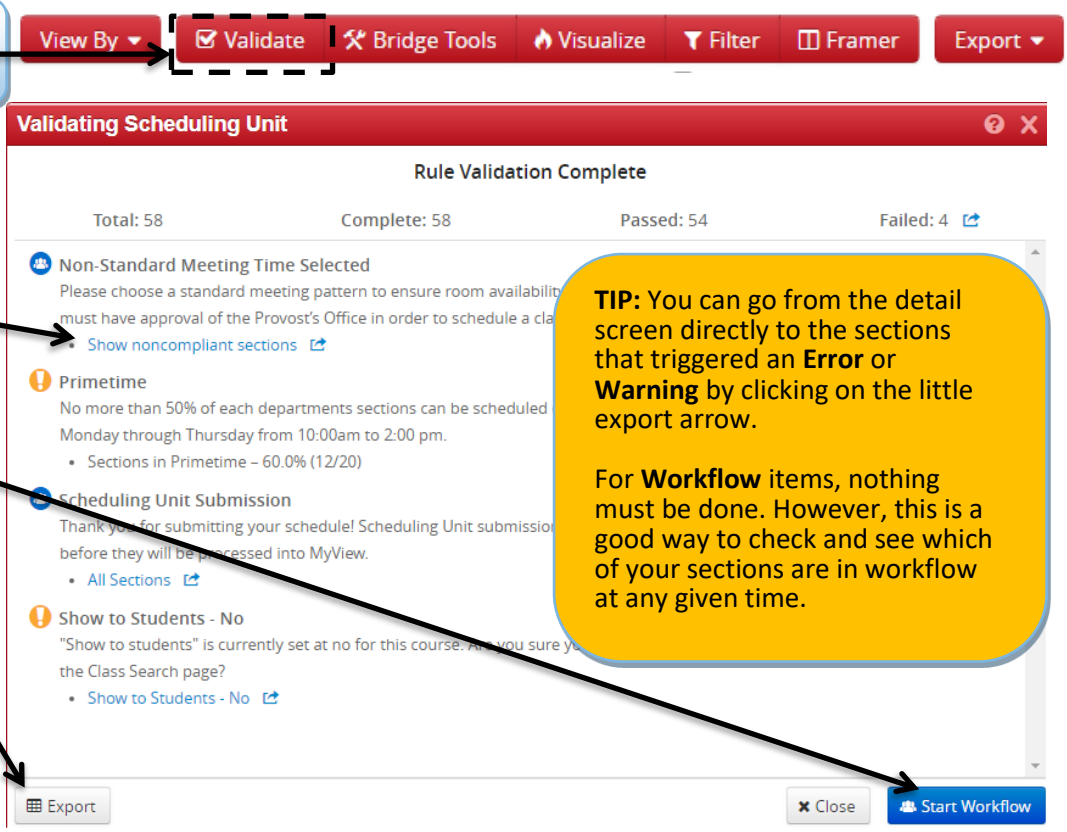
In Plan Phase, validating is how a Scheduler submits a scheduling unit to the Registrar's Office.

(1) Select **'Validate'** from the Course screen.

(2) Click on blue or red text to pull up a detail list of sections that either cause a warning or initiate a workflow. Note: there is no red text on this example.

(3) Click '**Start Workflow**'

TIP: You can export this information to Excel.



TIP: You can go from the detail screen directly to the sections that triggered an **Error** or **Warning** by clicking on the little export arrow.

For **Workflow** items, nothing must be done. However, this is a good way to check and see which of your sections are in workflow at any given time.

4.1 Flags: Error, Warning, Workflow

Rules are established in CLSS to enforce university policy and assist with managing the numerous course schedule changes that occur in a typical academic year. They are like error reports, except they notify you right away if there is an issue with the section. There are three levels of notification if a class section does not satisfy one or more rules.

a. **Warning:** CLSS will tell you that there is a potential error on the section. The program will let you save and continue.

b. **Error:** The error must be fixed before CLSS will allow you to save your work on a section.

c. **Workflow:** The section is in violation of one or more rules and must be approved by the Dean, Provost, or the Registrar's Office.

IMPORTANT: While rules help catch errors, it is important to note that CLSS is a computer program, and its logic is limited. This means that you may need to do a little detective work if you receive an error that does not make sense. For example, if you have online attributes on a section, but a location of off campus, CLSS will alert you to the conflicting settings on the section. It cannot determine which kind of section you intended to set up, so it will give you a list of all the potential errors for you to sift through. If you still don't understand a rule, please contact the Registrar's Office.

Error: Section or scheduling unit may not be saved. A rationale with possible solutions to error is given. The **Save As-Is** or **Start Workflow** buttons are not available. To save the section, correct the error then attempt to save again.

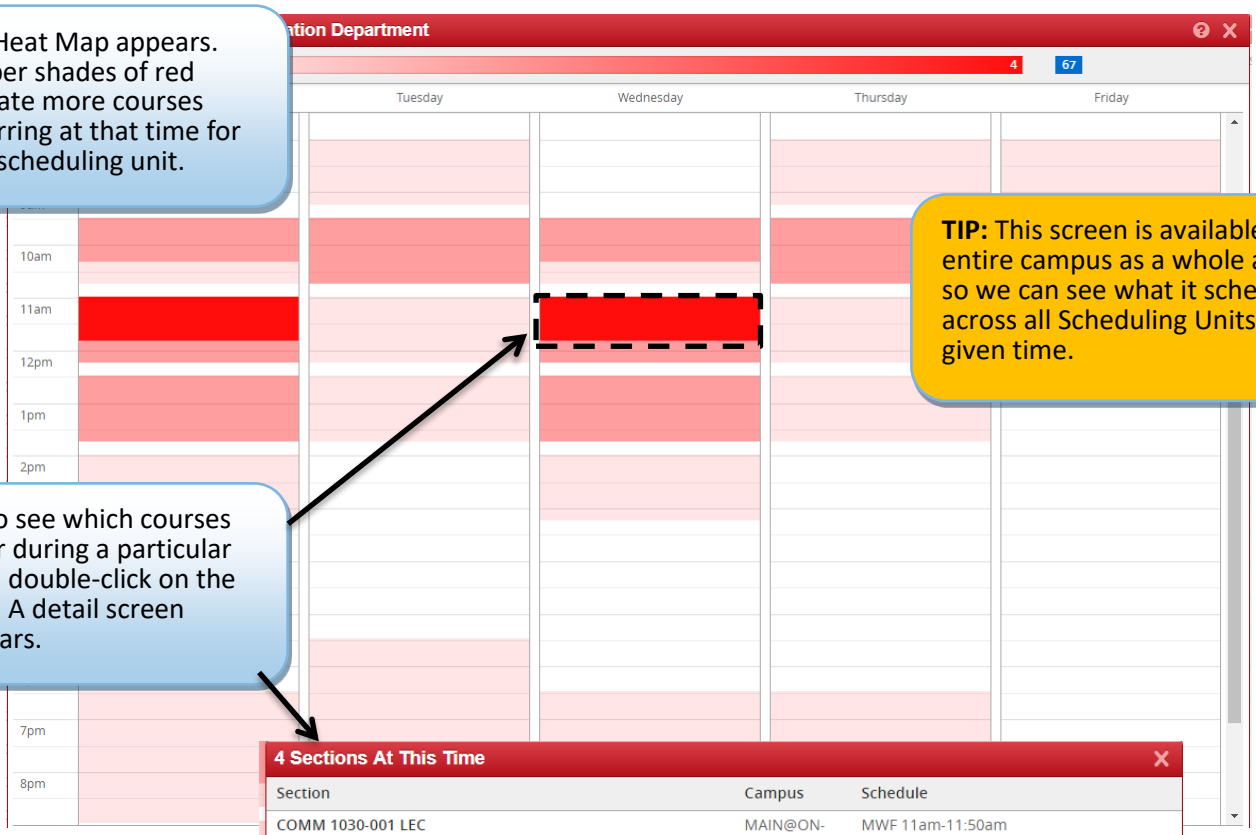
Warning: Can save but proceed with caution. Section or Scheduling unit may be saved, but caution should be taken before completing the schedule.

Workflow: Section or scheduling unit may be saved. Further approval required before the course section is entered into Pathway. In *Design mode*, all workflow occurs at one time for the entire scheduling unit. In *Refine mode*, each section goes through workflow on its own.

5.0 Heat Map / Visualize

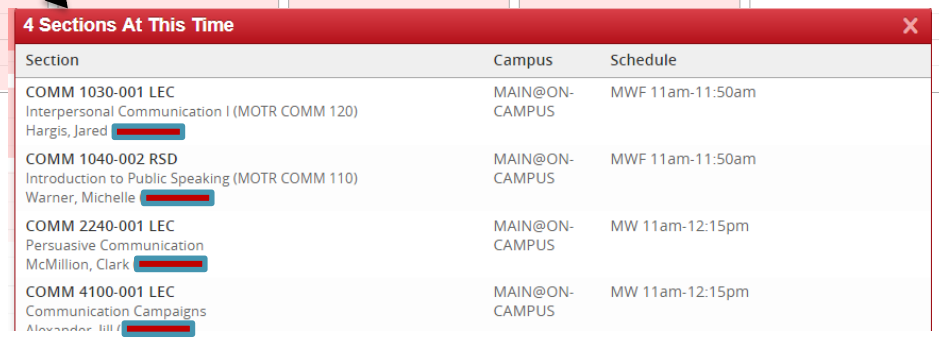
(1) To open the heat map, click on **'Visualize'** or the **'flame'** icon wherever it appears.

The Heat Map appears. Deeper shades of red indicate more courses occurring at that time for that scheduling unit.



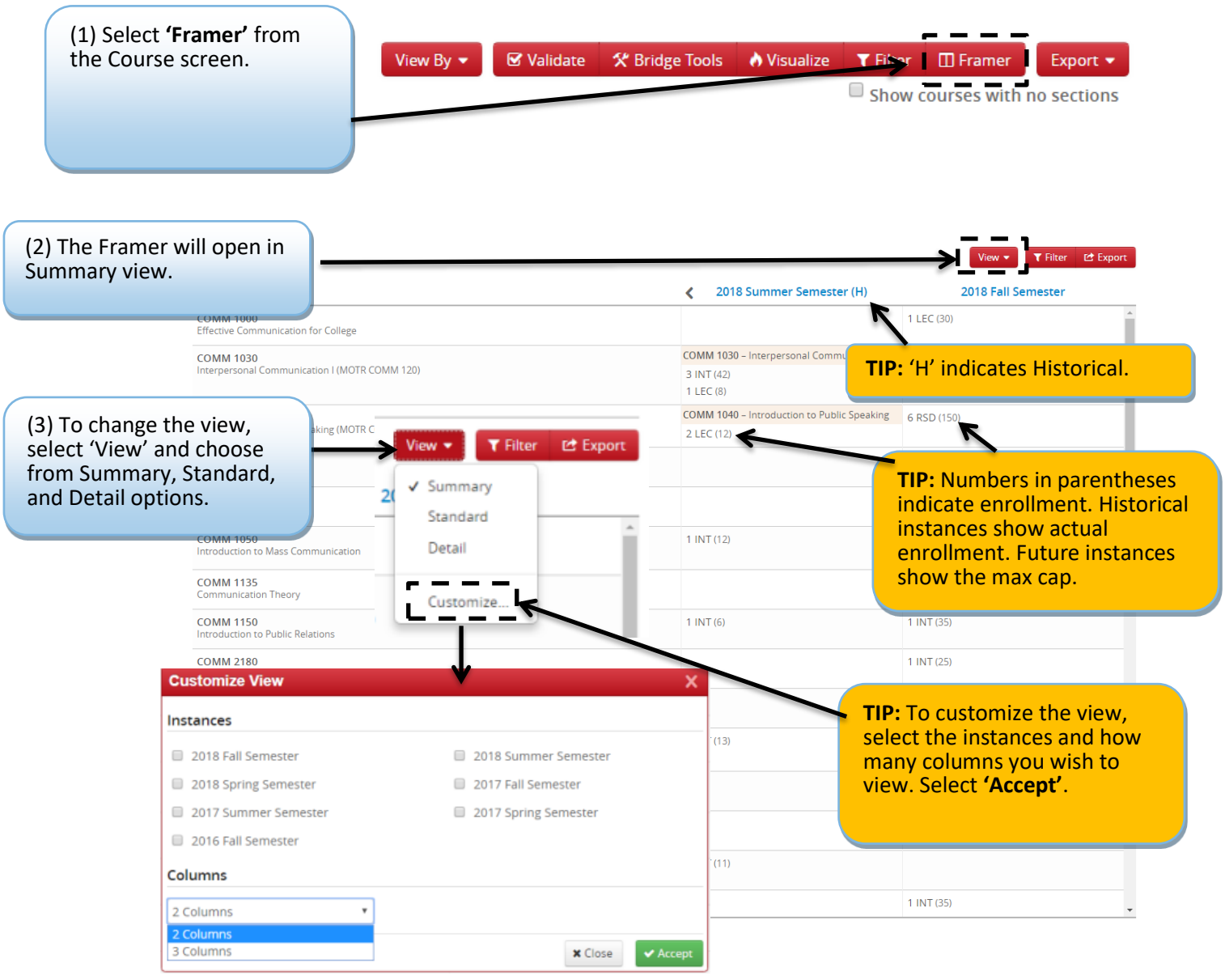
TIP: This screen is available for the entire campus as a whole as well, so we can see what it scheduled across all Scheduling Units at any given time.

(2) To see which courses occur during a particular time, double-click on the time. A detail screen appears.

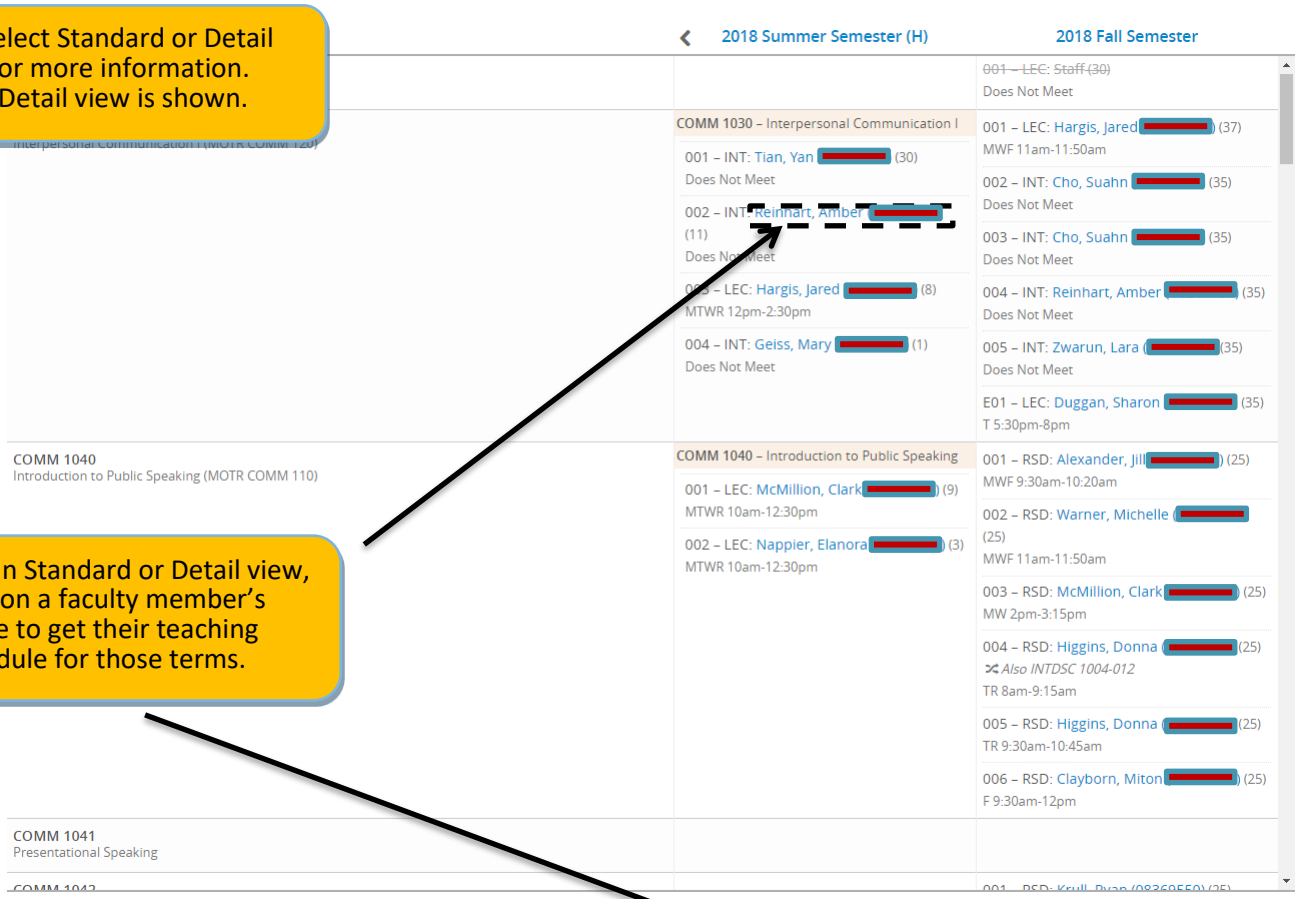


6.0 Using the Framer

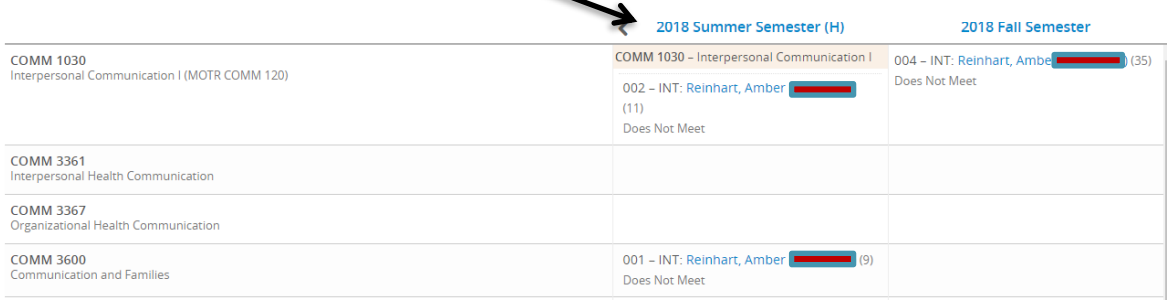
The Framer is a useful way to compare terms.



TIP: Select Standard or Detail view for more information. Here, Detail view is shown.



TIP: In Standard or Detail view, click on a faculty member's name to get their teaching schedule for those terms.



7.0 Filtering and Reporting

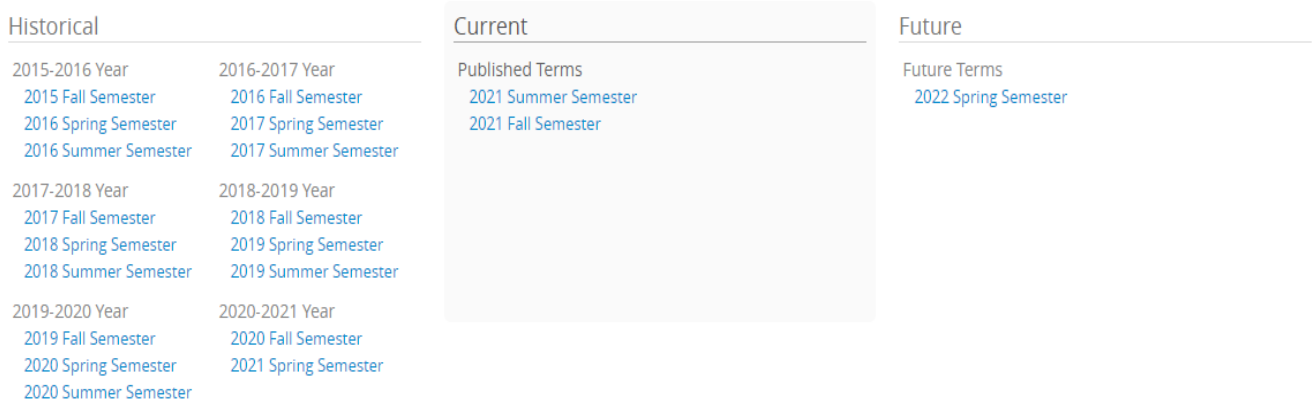
Filtering is a powerful tool to view course sections throughout the university. The ways to use the tool are many, and you are encouraged to experiment with it.

Filtering and Reporting in CLSS

7.1 Filtering

Navigate to CLSS and login.

Choose what term you would like to pull a report in.



Click the Filter button.

Filtering can be done on several different data points. Filters are used to drill down in the data and to create Rules.

Key words and symbols can be used individually or combined to limit and specify your search criteria. Go to CourseLeaf's Help Site for more information on how to use filters: https://help.courseleaf.com/clss/filters/.

Use in All Filter Fields:

!	Not
,	Match any of the items in the comma-separated list
=	Exact match, ignoring other special characters
?	One wild card character
*	0 or more wild card characters
>	Greater than
>=	Greater than or equal to
<	Less than
<=	Less than or equal to
::	Range
same	Field's value is the same as the corresponding field in another group
NUM	Numeric
ALPHA	Alphabetic
ALPHANUM	Alphanumeric

Some helpful filtering symbols:

Symbol	Description
?	Wild card, one character
*	Wild card
<	Less Than
>	Greater Than
!	Not
,	Or (filters in one field not between multiple)

*****URLs in CLSS are stable so if you create a very complicated set of filters, save the URL. You can easily adjust the term to pull this information up again.**

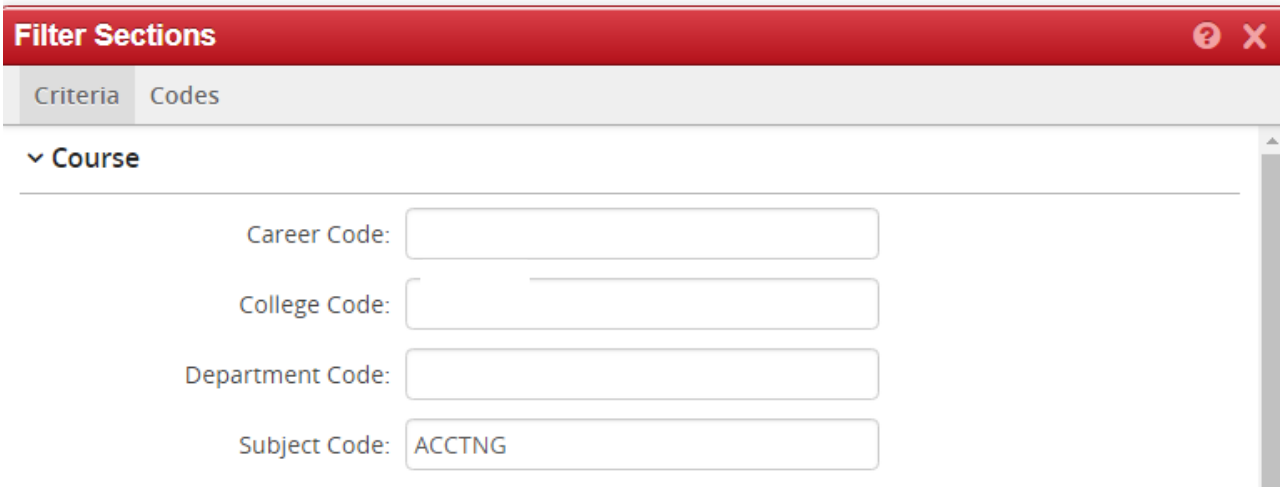
There are numerous ways to filter. Here are some of the most common.

College Code

College Code	Description
KBUSN	Bloch School of Management
KDENT	School of Dentistry
KESWPS	School of Education, Social Work, and Psychological Sciences
KGRAD	School of Graduate Studies
KHSS	School of Humanities and Social Sciences
KLAW	School of Law
KMED	School of Medicine
KMUSI	Conservatory
KNRSG	School of Nursing and Health Studies
KPHAR	School of Pharmacy
KSE	School of Science and Engineering
KUCOL	University College

Subject Code

The subject code, as entered below, is the code that you would typically use in Pathway.



Catalog Number

Active/Cancelled Sections

Change Status Code to X for all cancelled sections.

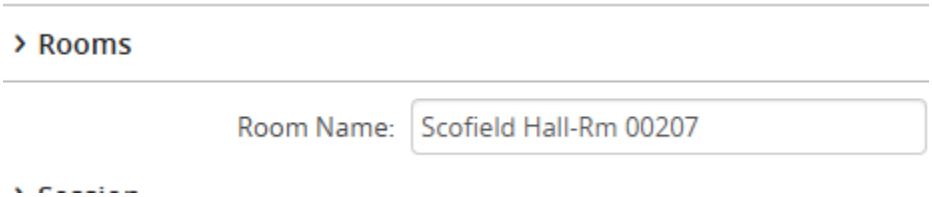
Enrollment

This is the field to look at to check for 0 or low enrollment. Be sure to have the status code be A otherwise cancelled sections will also be displayed.

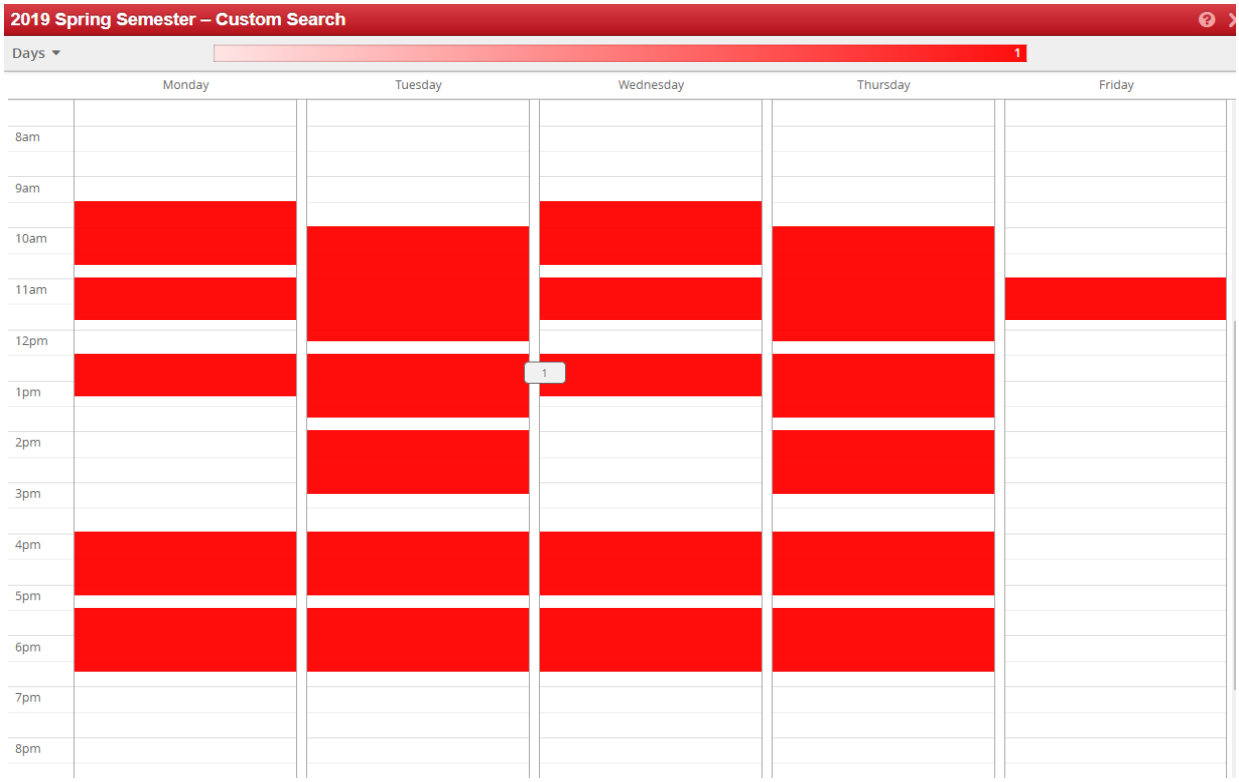
Room/Building

ROOM AND BUILDING CODES

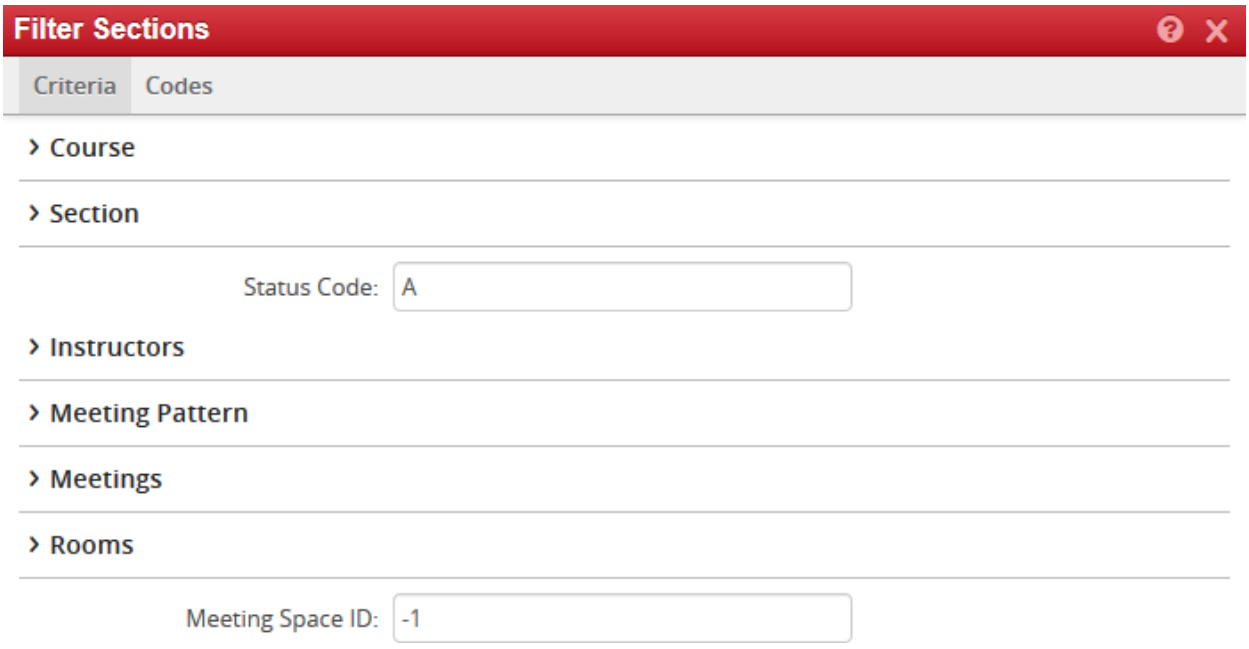
Or if you want to look at classes in a particular room. It has to be entered exactly like it appears in Pathway.



This is how you would look for a specific room. You can click Visualize, which will pull up a heat map, to see if there are any availabilities in the space (this will not mean the room is open, only that there are no sections scheduled in the room at the time you searched).

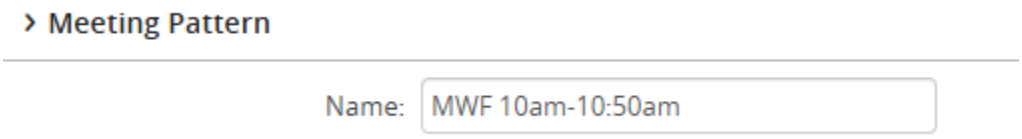


Clicking on the area that is pink/red will pull up what section is scheduled at that time.

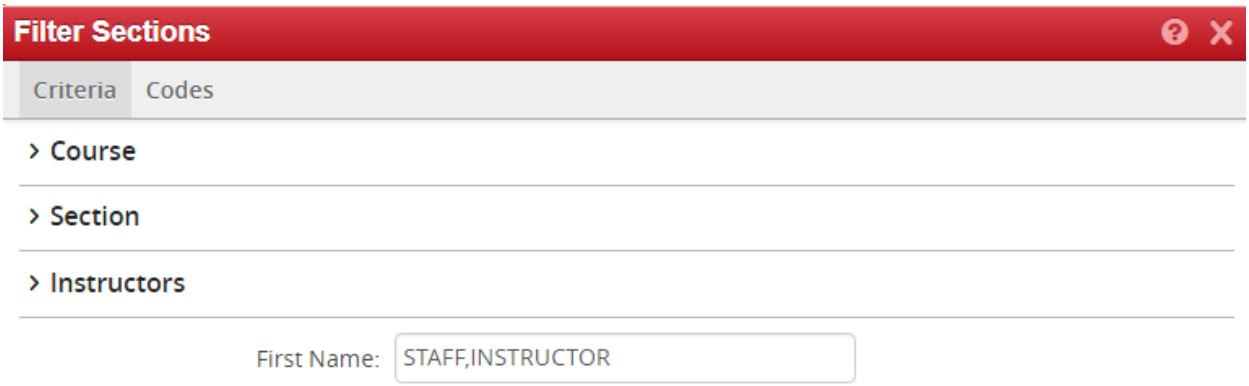


-1 is how to look for sections that do not have a room assigned. It is also best here to only look at Active sections. This is a good way to see if any sections have been orphaned.

Meeting Patterns



Empty Instructor

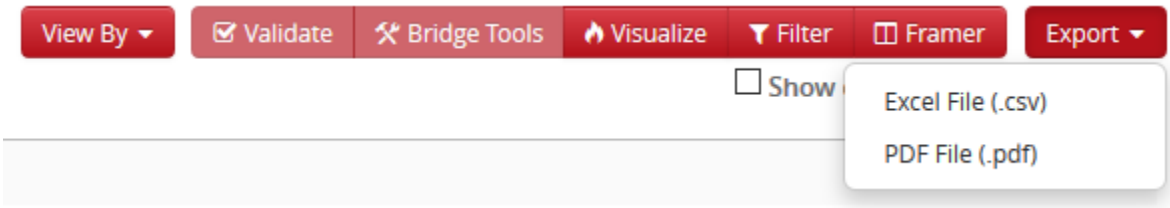


Crosslist Max Cap

This is the filtering needed to see any Crosslist section that has Cross-list Cap equal to zero.

7.2 Reporting

After entering all the filters click on the export button. Exporting to Excel is the most useful.



After opening the excel file, filter out what you need and do not need for your purposes. You should be able to sort and filter on the data as needed.

8.0 Questions and CLSS Access

For access to CLSS or questions not covered by this guide, please contact:

Sarah Major
Assistant Registrar – Scheduling
816-235-1119
registrarscheduling@umkc.edu

Rowan Basnett
Curriculum & Scheduling Coordinator
816-235-1778
registrarscheduling@umkc.edu

Thank You!

Thank you for working with us to ensure the accuracy of the course schedule. The Office of the Registrar and the students at University of Missouri – Kansas City greatly appreciate it.

Appendix A: FAQ

1. **In CLSS, will course sections roll from one academic year to the next?**
   Yes, the rolling forward of information from academic year to academic year remains the same.

2. **I need to schedule a course, but don't' see it in my list. Where is it?**
   If the course wasn't' offered during the previous like term, click the checkbox next to "Show courses with no sections," located below the toolbar. If it doesn't appear after clicking the checkbox, contact the Registrar's Office at registrarscheduling@umkc.edu.

3. **I want to assign an instructor to this section, but I do not see them in the dropdown. What do I do?**
   Search by the instructor's name. If you see their name pop up, go ahead and add them. If not, please contact the Registrar's Office at registrarscheduling@umkc.edu or put the instructor name and ID number in the Comments to Registrar box to add to the workflow.

4. **My class section needs to be scheduled in two different rooms; how do I do this?**
   In CLSS, you can create multiple meeting patterns in the Snapper screen. See page 27.

5. **The component I need is not showing in the dropdown. What do I do?**
   If you do not see the component you need, try adding a section and see if the component is in the dropdown. If it is, go ahead and schedule a new course with that component and cancel the old one. If not, please contact the Registrar's Office at registrarscheduling@umkc.edu.

6. **When I open the section, it says that edits cannot be made in this interface. How do I proceed?**
   If you receive this error, please contact the Registrar's Office at registrarscheduling@umkc.edu.

7. **An error keeps occurring that I cannot fix. What needs to be done?**
   If you keep receiving an error that cannot be fixed, please contact the Registrar's Office at registrarscheduling@umkc.edu.

8. **Why can't I link my discussion or lab to the lecture?**
   Check to make sure that you have chosen the correct component from the dropdown and try linking again. Remember, enrollment components will always show 'Not linked to other sections.' You must always link from the non-enrollment component.

9. **Will CLSS notify me when my changes are approved?**
   No. CLSS will only send you notifications if changes you made are incorrect or unapproved. However, if you have a question, you can always contact the Registrar's Office.

10. **Are high school courses, or Dual Credit Courses, in CLSS?**
    Yes. High school courses, or HSCP courses are handled by the HSCP Office and are in CLSS. The HSCP courses are scheduled by the High School College Partnerships office.

11. **How will we know when other courses are scheduled?**
    Similar to now, course section information relies on departments and colleges inputting their information into the system. Once those updates occur, you can see the results in CLSS.

12. **How much course section information will be available in CLSS?**
    CLSS will have several terms of historical data. Information not housed in CLSS will remain available in Pathway and our reporting system, Cognos.

13. **What kind of enrollment information will CLSS have?**
    Pathway will update CLSS nightly with enrollment information. During registration periods, you should still rely on Pathway for the most up-to-date enrollment figures.

14. **Will CLSS automatically save your work?**
    No, you will need to click the save button to save your work. In Design mode, saving your work will not move it forward in the workflow. Only Validate will move it into workflow. In Refine mode, saving your work will trigger a workflow.

15. **What if we are unable to select the topic, grading basis, credit hours, or other information needed for a section in CLSS?**
    If you do not see information needed to successfully create your section in any of the drop downs or boxes, please contact the Registrar's Office at registrarscheduling@umkc.edu. Please be aware that department chair or dean approval may be required for certain changes. Typically, not seeing something in CLSS means we need to do something on our end.

16. **Who would we contact about technical issues with CLSS?**
    You would need to contact the Registrar's Office at registrarscheduling@umkc.edu with details about the problem, and we will assist in getting it resolved.