Users Guide to Classroom Scheduling

University of Idaho

University of Idaho
Office of the Registrar
www.uidaho.edu/registrar
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Scheduling Overview

Academic scheduling, in the broad sense, refers to the institutional activities that support delivery of courses and academic programs. These activities are collaborative and cross academic and administrative boundaries. The Office of the Registrar acts as the hub for these activities, including course planning, allocation of classroom space, finalizing and publishing an official class schedule for each term, and facilitating space allocation for final examinations.

Planning and scheduling activities directly impact student registration and their ability to follow a program of study and stay on track to complete their chosen degree in a timely manner.

A core tenant of this process is the distribution of courses within the standard time blocks, ensuring utilization of classroom space is maximized and students have the necessary course choices to fill their desired schedule for the term. As enrollment grows and programs diversify there is increased competition for limited space that has appropriate teaching amenities. To facilitate these processes, the Scheduling Team in the Office of the Registrar provides departmental support: sharing best practice guidelines and term-based production calendars, overseeing scheduling activities in the CourseLeaf Section Scheduler (CLSS) and making course and event room assignments in general classroom space.

Curriculum Process

The Office of the Registrar works very closely with the University Curriculum Committee (UCC) to implement faculty approved curricular, policy, and procedure changes in a timely and efficient manner. The Office of the Registrar is also charged with producing and publishing the General Catalog, which details all the current curricular requirements, academic units, and academic policies for the University. Curricular and course changes for the coming academic year are preferred by early October. Specific information is available on the web.

After UCC curricular approval, the course planning process begins and is a critical piece of the scheduling process. Providing sufficient courses in a program at times which accommodate diverse student schedules directly affects a student's ability to select the course offerings that will move them forward in completing their graduation requirements.

Standard Course Offerings

The University Curriculum Committee (UCC) and Faculty Senate provide direct oversight of course creation. Guidelines and policies regarding standard courses are in the University Catalog available on the web. These bodies designate which courses can be cross and joint listed.

- *Cross Listed:* Regular catalog courses that have UCC approval to meet as one course and this relationship is notated in the Catalog. These classes will have different subject codes. (e.g., STAT 451 & MATH 451)

- *Joint Listed:* Regular catalog courses that have UCC approval to meet as one course and this relationship is notated in the Catalog. These classes will have the same subject code. (e.g., POLS 426 & POLS 526)

The Standard Course Numbers policy is outlined in the Faculty Staff Handbook, section 4130. Primarily, standard courses as well as 600 level courses cannot be joint or cross listed with regular catalog courses.

Although not a joint or cross listed relationship, accommodation is given for standard courses which are offered at different levels and need to meet together. The Internal Comments field in CLSS should be used to note a standard course section that has a specific need to meet with another standard course section.

Special Topic courses are offered when there is new emerging material in a topic or subject area not already covered in existing regular courses. A Special Topic course is temporary and allowed to be offered up to **three** times as preparation and development of a new course offering takes place. After the first offering, appropriate paperwork should be completed and sent to UCC for curricular approval. It is a notable disadvantage to students who take a course under the Special Topics numbers as they have no catalog description to reference how the course applies to the major curriculum as a degree requirement.

The Scheduling Team will review Special Topics offerings each cycle to determine whether the limit has been reached. After the first offering, a reminder will be given to move forward with the appropriate curricular process of establishing a permanent regular course designation as soon as possible. Those that have been offered twice will be pending before allowing a final offering in CLSS.

Professional Development and CEU classes are designed for specific groups of learners and differ from regular catalog courses or other standard course numbers. They do not appear on the regular class schedule, and they may not meet with university classes. In addition, professional development classes (405, 505, and 605) are limited to current teachers in the state of Idaho, per state regulations. For more details on setting up CEU classes, please see the website.

Faculty/Instructor Assignment

Instructors are responsible for course content and have access to the student records associated with the course. There may be other course assistance roles that individual faculty need to effectively manage the delivery of the course material. However, the designation of instructor creates an official role in the Banner SIS (Student Information System) which is the historical repository or "system of record" for University business.

The instructor role designation triggers many functions, such as course evaluations, faculty load assessment, accreditation review, and various other institutional, state, and federal reports. In Banner there are two possible instructor roles: Primary Instructor and Secondary Instructor. If a course has multiple instructors, it is assumed they will co-teach a designated course, but the Primary Instructor is the designee for entry of early-warning, mid-term, and final grades. All active classes must have a Primary Instructor. Refer to the Faculty Staff Handbook for more information on Academic Rank and Responsibilities.

The Instructor of Record role establishes the following authoritative relationships:
- Responsibility for course content, oversight, and evaluation
- Instructor of record on the course roster and in the class schedule and archived on the permanent course record
- Access to Vandal Web student information for students in a course section
- Full access to Canvas instructor role, including gradebook
- The Primary Instructor enters mid-term and final grades in Banner
- Triggers course evaluations for students in a course section
- Data source for faculty load reporting
- Data source for various department evaluation reports
- Available for accreditation review

The Scheduling Team is charged with oversight of instructor assignment on courses and will take steps to ensure the appropriate relationship has been established with the University for instructors to serve in this capacity.

Instructor Role	Authority	Verification
Professor	FS Handbook	Provost Office
Affiliate Faculty	FS Handbook	Provost Office
Adjunct Faculty	FS Handbook	Provost Office
Emeriti	FS Handbook	Provost Office
Lecturer	FS Handbook	EPAF
High School Instructor	Dual Credit Program	MOU, EPAF - Non-Paid Affiliation
Teaching Assistant (TA/RA)	Various	EPAF — Data & System Set-up Form
Visiting Faculty	Various	EPAF — Data & System Set-up Form
Temporary - Non-Paid	Various	EPAF - Non-Paid Affiliation/Volunteer

It is understood that Teaching Assistants (TAs) have varying responsibilities based on the needs of the department they are serving. They may serve as an instructor in one course while providing grader support on others. Departments are to use the EPAF process to establish the appropriate relationship with the University for the course instructor/grader role.

Note: Undergraduate students cannot serve as course instructors or course graders.

Courses delivered using the online learning system, Canvas, have a separate set of roles that manage access to Canvas courses and the related student information. The roles of Teacher, TA, Designer, Grader, and Participant/Student for Canvas are separate from Banner.

Role	Authority	Verification
Teacher	Department	Department, Instructor
TA	Department	Registrar Scheduling Team
Designer	Department	Registrar Scheduling Team
Grader	Department	Registrar Scheduling Team
Participant/Student	Department	Registrar Scheduling Team

- Teachers have a significant responsibility for teaching and grading "for credit" courses. They can build, modify, and delete course content. They may create, manage, and grade all types of student assessments. They have full access to the course gradebook. (BbLearn equivalent: Instructor)
- TAs (a.k.a. Teaching Assistants) can build, modify, and delete course content. They can create, manage, and grade all types of student assessments. They have full access to the course gradebook. (BbLearn equivalent: Builder/Grader)
- Designers don't have access to student work, discussion posts, or the course gradebook. If a person needs to build/modify course content and also access student work, use the TA role. (BbLearn equivalent: Course Builder)
- Graders assist instructors with grading but cannot help build/modify course content. They may grade all types of student assessments and access to the course gradebook.
- Participants have the same permissions as students. Those added to the Participant role include CDAR Notetakers (added directly via CDAR) and other non-enrolled individuals needing student access.

Instructional Methods

CB   **Polya Course -** A Polya course, offered through the Polya Math Center, provides different learning activities to meet different learning styles, including any or all of the following: live lectures, online lectures, focus groups, computer homework/tutorials, coaches' corner, and individual help from staff.

CM   **Classroom Meeting –** Classroom Meeting is the default instructional method. CM should be used when no other instructional method is applicable. With few exceptions, Directed Studies, Seminars, Internships, Research, and Practicums should be assigned Classroom Meeting as an instructional method.

CV   **Videoconferencing -** Videoconferencing is a set of interactive telecommunication technologies that allows two or more locations to interact via two-way video and audio transmission simultaneously. The section that is receiving the video signal will use the CV Instruction Method. The section with the face-to-face meeting with the instructor will use the default Instruction Method of CM. These sections will use the appropriate physical campus code.

HY   **Hybrid -** A hybrid course is one that meets, or is based, partially in a physical classroom (face-to-face) and partially in an on-line environment. The Web delivered components meet the same Standards of Good Practice used for online courses and significantly impact learning while reducing the amount of classroom time. These sections will use the appropriate physical campus code. Additional technology fees are associated with hybrid courses.

VT   **Video -** Video is used for Schedule Type V—Video. It is primarily for Engineering Outreach courses.

WB   **World Wide Web (WWW) -** A web course is one that meets, or is based, in the institution supported course management system or other online system, where students access instructions, instructor's office, all course materials (lectures, assignments, resources, etc.), and communicate via email, discussions, and/or chats with the instructor and other students. These courses will use the appropriate college outreach codes. Additional technology fees are associated with WWW courses.

VM   **Virtual Meeting -** A virtual meeting course is one that uses a course management system (CMS) and/or real-time virtual classroom software (with standard meeting times) for distance education. (Meeting software examples, not inclusive: Zoom, Canvas, Webex, Second Life, Adobe Connect Pro, Elluminate, Skype, Facilitate

Pro, etc.). These courses will use the appropriate college outreach codes. Additional technology fees are associated with VM courses.

Schedule Type Definitions

C   **Credit Lab -** A credit lab is a companion course that is related to a specific lecture course in any given subject. It may be offered in conjunction with or separate from the parent course.

L   **Lecture -** Lecture is term given to any course that meets at a standard time in a classroom facility.   Lecture is also the selected schedule type for Special Topics, Workshops, Professional Development courses, Seminars, and Internships.

R   **Recitation -** A recitation is a regular meeting time that is set aside for special instruction related to the delivery of a specific course.

S   **Studio -** A studio course meets in a space especially equipped for instruction in one of the fine arts.

V   **Video/DVD -** A Video/DVD course is delivered using asynchronous technology that allows the student to take the course at any time of day in a specified semester. These courses do not require classroom space or time on any campus center. It is primarily for Engineering Outreach courses.

Part of Term Course Considerations

The Federal Department of Education is interpreting previous guidelines for financial aid eligibility stringently which requires course section dates to be accurate. Universities are required to refund or collect monies previously disbursed based on these guidelines which are driven by the semester and *part of term dates*. Student Accounts, Financial Aid and Federal agencies are all impacted by various deadlines involved with the current parts-of-term.

For full semester courses, students may add on-line through the 6th day of classes. From the 7th through 10th day of classes they can add a course with the approved *Change of Registration* form. Students can drop classes through the 10th day and withdraw from classes the 11th day through the 60% point of an individual course. Shorter classes have shorter deadlines.

In addition, undergraduate classes cannot begin prior to the first day of the part-of-term or it will negatively impact student financial aid.

WSU COOP Courses

The U of I and WSU collaborated with their respective colleges to establish guidelines for course offerings and create processes to admit students, code courses, and develop better resources for campus communities. Each institution builds and opens sections taught at their respective campus. Students apply and register for the course they intend to take at the university offering the course. *More details are available here*.

Opening co-operative courses:
- U of I taught sections are submitted via CLSS.
- U of I departments request a room if a WSU taught course requires a video stream to U of I. These sections are not listed in the U of I class schedule.

- To create a new course, U of I departments use the current curriculum processes to submit a new course offering and include a request to offer it as co-operative with WSU.

Standard Time Scheduling

An important component in departmental course planning is the proper distribution of course offerings. Departments should carefully review their schedule each term to ensure students have adequate access to courses to maintain their full-time status and continue progressing in their chosen program(s). This will also maximize space utilization across the days of the week and throughout each day. Review of course day/time meeting patterns is a primary function of the Registrar Scheduling area and requests for exceptions will not be considered for courses taking place in general university classrooms during the prime time hours of 9:30 am -3:30 pm, Monday to Friday. *Faculty Staff Handbook Academic Scheduling policy*.

Standard Lecture Course Timetable

MWF 1, 2, or 3-Credit Lecture Times	TR 3-Credit Lecture Times	TR 1 or 2-Credit Lecture Times	Non-Standard Multiple Day Lecture Course Times*
7:30-8:20			7:30-8:20
	8:00-9:15	8:00-8:50	
8:30-9:20			8:30-9:20
9:30-10:20	9:30-10:45	9:30-10:20	9:30-10:20
10:30-11:20			
	11:00-12:15	11:00-11:50	
11:30-12:20			11:30-12:20
12:30-1:20	12:30-1:45	12:30-1:20	12:30-1:20
1:30-2:20			
	2:00-3:15	2:00-2:50	
2:30-3:20			2:30-3:20
3:30-4:20	3:30-4:45	3:30-4:20	3:30-4:20
4:30-5:20			4:30-5:20

*Non-Standard Multiple-Day course times are for lectures that meet two, three, four or five days per week and include a Monday, Wednesday or Friday <u>as well as</u> a Tuesday or Thursday (i.e., combinations like MWRF).

Standard Lab/Studio Course Times

Monday-Wednesday-Friday Labs/Studios:

All MWF labs/studios can <u>start</u> on the half hour.

- **7:30   8:30   9:30   10:30   11:30   12:30   1:30   2:30   3:30   4:30**

All MWF labs/studios can <u>end</u> on 20-minutes past the hour.

- **8:20   9:20   10:20   11:20   12:20   1:20   2:20   3:20   4:20   5:20**

Tuesday-Thursday Labs/Studios:

All TR labs/studios can <u>start</u> on the following times.

- **7:30   8:30   9:30   10:30   11:30   12:30   1:30   2:30   3:30   4:30**

All TR labs/studios can <u>end</u> on the following times.

- **8:20   9:20   10:20   11:20   12:20   1:20   2:20   3:20   4:20   5:20**

Please Note: Lab and studio durations can be one, two or more hours in length, and must adhere to the standard start and end times outlined above.

Computer Lab Usage Protocols

<u>Standard Lab Course Times</u>

Monday-Wednesday-Friday Labs:

All MWF Computer labs must <u>start</u> on the half hour.

- **7:30   8:30   9:30   10:30   11:30   12:30   1:30   2:30   3:30   4:30**

All MWF Computer labs must <u>end</u> at 20-minutes past the hour.

- **8:20   9:20   10:20   11:20   12:20   1:20   2:20   3:20   4:20   5:20**

Tuesday-Thursday Labs:

All TR Computer labs must <u>start</u> on the half hour.

- **7:30   8:30   9:30   10:30   11:30   12:30   1:30   2:30   3:30   4:30**

All TR Computer labs must <u>end</u> at 20-minutes past the hour.

- **8:20   9:20   10:20   11:20   12:20   1:20   2:20   3:20   4:20   5:20**

Please Note: The length of time needed for a Lab determines the time block for scheduling.

- 1 to 2 hours, can start at 7:30 a.m. but must comply with the block schedule above.

- 3 or more hours, will start at 3:30 p.m. or later to prevent conflicts with peak course time.

Departments will schedule their PC lab sections to span the full week including Fridays. Schedulers should work with instructors to identify courses needing two 2-hour lab blocks per week and find a way to balance these with a single 2-hour lab on MW, WF, or MF. This ensures the lab space will be better utilized for the benefit of all.

<u>PC LABS</u>

Admin 225:	23 PCs
McClure 214A:	24 PCs
TLC 123:	32 PCs
Shoup 101:	12 PCs (no media/instructor station)

<u>MAC LAB</u>

Hybrid Section – Campus Code Assignment

The definition for hybrid sections has expanded and may now encompass in-person meetings at multiple locations. For Fall and Spring terms, Hybrid sections requiring a classroom assignment for face-to-face meetings on any campus must use the appropriate physical campus code rather than a College Outreach code to ensure that these sections are properly accounted for in the room scheduling process.

For online and virtual meeting classes, the Revenue Campus code should be set to the respective College Outreach code. It should be noted that all monies generated through Fall and Spring section offerings, except for the technology fee, are routed to the central budget; however, to ensure accurate reporting it remains important to use the correct College Outreach code.

General Classroom Assignment Process

Moscow Campus Classroom Inventory
- General Classrooms as of Fall 2021
  - 106 general classroom spaces (101 classrooms, 5 computer labs)
    - 91 multimedia rooms (86 classrooms and 5 computer labs)
      - 10 rooms with 0-20 seats (2 multimedia)
      - 50 rooms with 21-40 seats (28 multimedia)
      - 10 rooms with 41-60 seats (9 multimedia)
      - 15 rooms with 61-80 seats (15 multimedia)
      - 7 rooms with 81-100 seats (7 multimedia)
      - 5 rooms with 101-200 seats (5 multimedia)
      - 2 rooms with 201-300 seats (2 multimedia)
      - 2 rooms with 300+ seats (2 multimedia)
      - 5 PC computer labs (3 with teaching stations, multimedia)
      - 1 MAC computer lab with teaching station and multimedia

Our university is in the process of growing enrollment and the efficient use of classroom space is critical to future success. The university utilizes specialized course scheduling software to effectively assign classrooms while maximizing space utilization. For example, a course section with a maximum enrollment of 20 will likely not be put in a classroom with 60 seats. To help ensure that there is adequate classroom space available, it is best to refrain from adjusting the maximum course enrollment as a way of securing a preferred classroom for an instructor. The scheduling software also uses "campus partitions," to place courses in preferred locations. As an example, a "campus partition" is set up to keep Chemistry lectures in Renfrew Hall, whenever possible.

The best way to secure an appropriate classroom space is to review room attributes such as multimedia, table and chair configurations, PC labs, and chalk/white board considerations and ensure that only required items are flagged in CLSS. These attributes, in conjunction with enrollment and campus partitions, are the scheduling software's means of identifying needs when assigning classrooms.

Important components to remember when setting up your courses:

- **Enrollment**. There are very few large classrooms with multimedia. Overinflating expected maximum enrollments will make it difficult to find and assign the right classroom.

- **Room attributes**. The more room attributes required for a course, the less likely it is that a classroom will be available.

- **Time of day**. The most heavily scheduled time for course offerings is between 9:30 am and 3:30 pm. Classes scheduled outside of this time will more likely be assigned to the desired classroom.

- **Getting courses submitted within the deadlines**. If a course is not submitted by the time CLSS is closed for scheduling, it will have to compete for the classrooms and timeslots that are left after bulk room scheduling activity is completed. Likewise, it is extremely important to cancel sections that will not be offered so classrooms will not be blocked by unused sections.

After all the sections for a semester have been received by Classroom Scheduling and CLSS has been closed, the classroom assignments are made. Schedulers will attempt to adjust to best accommodate preferred classrooms, but there are no guarantees. While Classroom Scheduling makes every attempt to get every section into its desired space, some departments may be asked to compromise. This compromise may include changing course days or times, adjusting enrollment, or choosing different classroom attributes.

Scheduling Cycles – Production Calendars

The Scheduling Team is your resource for course planning and scheduling information. They are dedicated to assisting you with any issues. Please contact them if course scheduler responsibilities are changing in your area as they can help smooth the transition and provide training for new schedulers. They will also facilitate Course Planning and Scheduling workshops at least twice each year. Feel free to contact them at classroomscheduling@uidaho.edu.

Early each summer the Scheduling Team reviews the past year's activities and determines the scheduling cycles for each term in the next academic year (Spring, Summer, Fall). These cycles are documented in the form of Production Calendars. The calendars are available on the web at the Classroom Scheduling website.

Refer to the *Appendix of Useful Resources* at the end of this document for a list of websites that will assist with all course scheduling activities.

CourseLeaf Section Scheduler (CLSS)

Log into [CLSS](#) using your U of I NetID. New users should contact classroomscheduling@uidaho.edu for training and to arrange login credentials.

Selecting a Semester

After logging in, you can choose to work on your schedule by choosing a semester under the Current or Future headings or review a past schedule by clicking on a term under the Historical heading. No edits can be in made to a historical term in CLSS.

CourseLeaf/CLSS – Semesters   👤 Steve Stubbs ❓

Fall 2022 is now open again for edits. Please hold off on any room requests as there is training coming for the new functionality between 25live and CLSS...it's pretty exciting!

Please be careful when cross/joint listing. Make sure the parent section is active and on the schedule before trying to cross list child sections with it.

Historical		Current	Future
2015-2016 Academic Year	**2017 Academic Year**	**Spring 2022**	**Fall 2022**
Summer 2015	Summer 2017	Summer 2022	
Fall 2015	Fall 2017		
Fall 2016	Spring 2018		
Summer 2016			
Spring 2016	**2018 Academic Year**		
Spring 2017	Summer 2018		
	Fall 2018		
	Spring 2019		
2021 Academic Year			
Fall 2021	**2019 Academic Year**		
	Fall 2019		
	Spring 2020		
	Summer 2019		
2020 Academic Year			
Summer 2020			
Spring 2021			
Fall 2020			
Summer 2021			

Scheduling Units

Double-click your scheduling unit (department) to view your offerings.

CourseLeaf/CLSS – Fall 2022 – Publish Phase   👤 Steve Stubbs ❓

59 Scheduling Units   🔥 Visualize   ▼ Filter   Search [   ]
2,363 Courses   6,118 Sections

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⇕ ID	⬆ Name	⇕ Courses	⇕ Sections
075	Accounting and Mgmt Information Systems	30	49
051	Agricultural & Life Sciences	3	7
054	Agricultural Econ & Rural Soc	22	51
049	Agricultural Education, Ldrship and Communications	28	74
032	American Indian Studies Prog	5	6
069	Animal, Vet & Food Sciences	49	104
235	Art and Architecture	134	241
452	Bioinformatics & Comp Biology	7	24
006	Biological Sciences	50	165
065	Bioregional Plng & Comm Dsgn	0	0
079	Business	81	144
469	Chemical & Biological Engr	57	128
007	Chemistry	40	128
125	Civil & Environmental Engr	39	101
131	Computer Science	68	324
033	Culture, Society and Justice	73	143
459	Curriculum & Instruction	98	368

CourseLeaf/CLSS – Fall 2022 – English   👤 Steve Stubbs ❓

77 Courses, 263 Sections ↕ ↕   View By ▾ ☑ Validate 🔧 Bridge Tools 🔥 Visualize ▼ Filter ▯ Framer Export ▾
Publish Phase   Refine Mode   ☐ Show courses with no sections

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Please be careful when cross/joint listing. Make sure the parent section is active and on the schedule before trying to cross list child sections with it.

> **ENGL 101 – Writing and Rhetoric I**
ENGL 102 – Writing and Rhetoric II
ENGL 109 – Writing Studio
ENGL 175 – Literature and Ideas
ENGL 201 – Engl Grammar:Key Concepts/Term
ENGL 202 – Intro to Professional Writing
ENGL 207 – Persuasive Writing
ENGL 208 – Personal & Exploratory Writing
ENGL 215 – Introduction to Engl Studies
ENGL 231 – Introduction to Screenwriting
ENGL 241 – Intro to the Study of Language
ENGL 257 – Survey of West World Lit I
ENGL 258 – Survey West World Lit II
ENGL 267 – Survey of Brit Literature I
ENGL 277 – Survey of American Lit I

• The first time you view your class offerings for a term, you will be presented with the previous like-term's offerings. (i.e. The first time you view the Fall 2022 schedule, you will be presented with Fall 2021 class offerings). You can then add or delete sections and/or courses as needed.

• By default, you'll be viewing the schedule by course. You can select "View By" from the top panel to view your schedule by instructor or day and time as well.

•To add a course that is not currently visible, check the "show courses with no sections" box in the upper right corner of the page.

• To expand all courses and reveal individual sections, click the outer facing arrows next to the word "Offerings" at the top left of your screen. To collapse, click the inward facing arrows.

• To expand just one course, double click on the course title.

Edit Offerings

• To edit an existing offering, double click on it.

• To add a new section, click on the green plus icon to the right of the class title.

ACCT 201 – Intro Financial Acctg					❌ ➕
⊘	01	L	Butler, Shelly (V00471317)	Does Not Meet	Introduction to Financial
⊘	02	L	Hatheway Dial, Karin (V00016325)	MWF 12:30pm-1:20pm	
⊘	03	L	Staff	Does Not Meet	
⊘	04	L	Staff	Does Not Meet	
⊘	900	L	Staff	Does Not Meet	
⊘	XX	L	Staff	Does Not Meet	

ACCT 202 – Intro Managerial Acctg

ACCT 305 – Accounting Information Systems

• To delete a section, click on the "X" next to the section. To delete ALL sections of a course, click the red "X" to the far right of the course title.

ACCT 201 – Intro Financial Acctg					❌ ➕
⊘	01	L	Butler, Shelly (V00471317)	Does Not Meet	Introduction to Financial
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⊘	03	L	Staff	Does Not Meet	
⊘	04	L	Staff	Does Not Meet	
⊘	900	L	Staff	Does Not Meet	
⊘	XX	L	Staff	Does Not Meet	

ACCT 202 – Intro Managerial Acctg

ACCT 305 – Accounting Information Systems

Edit/Create Section Screen

1. **Title/Topic**- This field is the title of the course. Courses that currently exist at the catalog level will display in the drop-down menu. If you have a subtitleable course, select "other" from the dropdown menu and enter the title. You are limited to 30 characters in this field including the abbreviations such as ST:, DS:, INTERN:, PRACT:, RES:, SEM:, PD:, and WS:.
2. **Section #**- The section number of the course. This must be a number. CLSS will default to the next highest section number. Don't use this unless it is the only option; use the lowest section number available. Also, when using single digit number, add a zero before the digit. For example, section 1 should be entered as 01.
3. **Credit Hrs**- The number of credits/units for the class. This field is never editable in CLSS unless the class has variable credits. It will display the minimum amount of units for variable credit courses and can be changed to a number within the defined limit or left as variable.
4. **Status**- This field will default to "Active" when you edit or create new sections. Select "Cancelled" when cancelling a section. You will need to remove the instructor and meeting pattern before cancelling a section.
5. **Section Type**- This field allows you to select whether the section you're working on will be a lecture, lab, recitation, etc.
6. **Syllabus URL**- Do not use.
7. **Cross-list With**- Do not use.
8. **Part of Term**- This field defaults to the full term, Part of Term1. This drop down allows you to choose late and early eight-week options as well (Part of Term 2 and 3, respectfully).
9. **Campus**- Choose the applicable campus. You must use an outreach campus (Engineering Off-Campus for the College of Engineering) for any section with an instructional method of Online (Web) or Virtual Meeting. Do not use an outreach campus (or Engineering Off-Campus) for a physical campus such as Moscow, CDA, Boise, or IF.
10. **Inst. Method-** Select the delivery format of the class.

11. **Special Approval** - Use this field to designate whether permissions will be required for the section. "Deans Permission" is only used for the College of Law.
12. **Grade Mode**- The default will populate automatically. This field is editable prior to the submission of your schedule.
13. **Final Exam**- Select yes or no.
14. **Section Attributes**- This field contains attributes that are listed on the specific course section only. If you click on the blue pencil on the right of the field, you will see all the section attributes. Use the blue pencil next to this field to designate the section as an Honors (HON). After selecting the blue pencil, a new prompt will appear. Select the green "+" symbol, select the dropdown, then select Honors Course, and accept.
15. **Course Attributes**- This field displays the attributes that are listed in the course catalog and is not editable.
16. **Instructor**- This drop-down menu lists all instructors that are associated with your department. If you do not see an instructor listed here, contact the Scheduling team to add the instructor by leaving a comment in the Comments field or emailing classroomscheduling@uidaho.edu. In the email, ensure you include the instructor's name, V#, and the semester they will start teaching.
17. **Room**- Choose the room for this section. If you would like the Scheduling Team to assign a room, choose "General University Classroom." **See section 1.6 in this document.**
18. **Schedule**- Select a meeting pattern for this section. **See section 1.7 in this document.**
19. **Enrollment**- Set up enrollment limits for this section.
    a. Maximum- The maximum enrollment for the class.
    b. Projected- This field is for planning purposes only and is not displayed anywhere else. It is an expectation of how many students will enroll and is not a required field.
20. **Wait List**- Enter the maximum number of spaces you would like on the section's waitlist. If you leave the field at zero, no waitlist will be available when the class reaches its maximum enrollment.
21. **Section Text**- You can enter any text in this field that will be visible on the class schedule.
22. **Internal Comments**- This field allows you to provide any pertinent information you deem necessary. This is a conversation between you and the Scheduling team.
23. **Save Section**- Click here to save your section and run CLSS rules. **See section 1.9 in this document.** Otherwise click Cancel to close your section without saving.
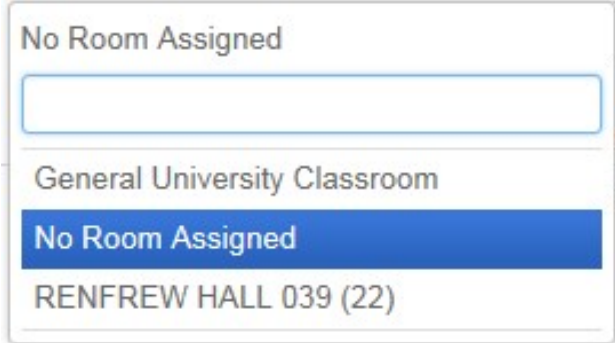
Adding Instructors

- When you create a new section, the instructor will be listed as "Staff".
- Select the blue pencil next to the instructor heading to add/edit an instructor.
- Choose one of your department's instructors from the drop down or type the instructor's name for quick access. If you don't see your instructor, the Scheduling team can add it to CLSS. The instructor must have a valid EPAF.
- To choose an instructor that teaches in a different department, select Other in the drop down to search.
- Once you have selected your instructor, add their Role (Primary Instructor/Secondary Instructor) from the second drop down menu. A section must have and can only have one Primary Instructor.
- To add additional instructors, click the green plus icon on the right.
- To switch an assigned instructor OR change the role of an existing instructor, add a new row with the green plus icon, select the instructor/role, and delete the original instructor row using the trash can icon. **If you change the original instructor row instead of deleting it, your class will not save correctly.**
- Click Accept to save your instructors.

Choosing a Room and Room Attributes

In the room drop down, you will see multiple options:

1 **Departmentally Controlled Rooms -** Any rooms or locations your department can directly schedule will appear in the drop-down list. This includes labs and other special purpose rooms.
2 **General University Classroom** - Select this option if you need the Registrar's Office to assign a room for this section.
3 **No Room Assigned** - This should only be used for sections where the meeting pattern is "Does Not Meet" (i.e., Directed Studies, Internships, etc.).

If you choose the "General University Classroom" option, you may also choose desired classroom attributes, such as multimedia or chalk boards, by selecting the blue pencil next to "Room Attributes."

Then select the green plus sign and choose attributes as needed. Please keep in mind that the more attributes you choose, the less likely it is that the classroom you need is available.
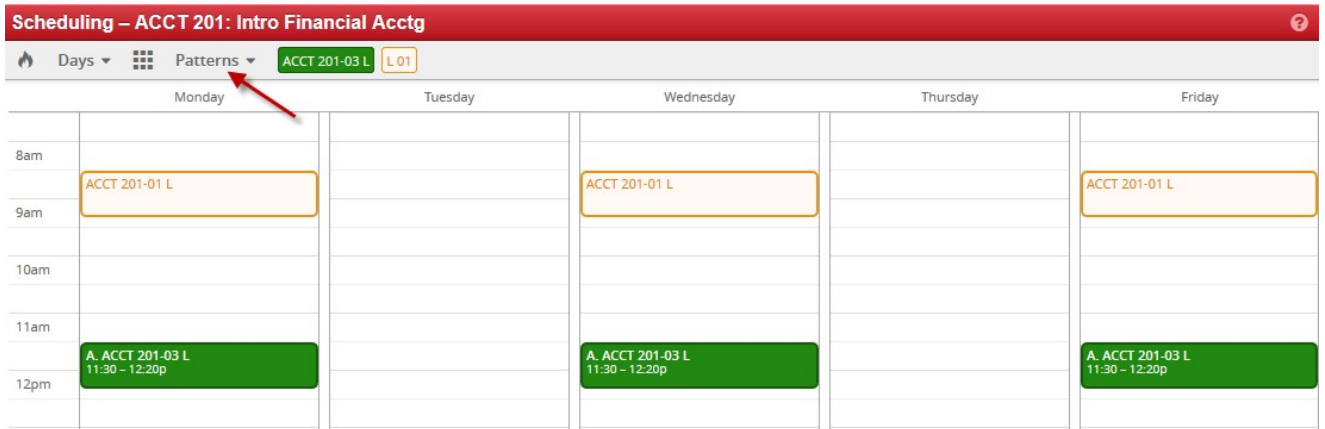
Selecting a Meeting Pattern

• Select the blue calendar icon on the Edit/Create Section page to navigate to the section scheduling screen:

• Selecting **Days** from the top allows you to select what days are visible in this screen (if you needed to schedule on a Saturday for example). It does NOT reflect scheduling on specific days.

• To schedule, click **Patterns** to select the type of Standard Meeting pattern you'd like to offer. This example shows a standard pattern meeting three times a week for 50 minutes. Notice that other sections of the same course appear on the calendar, so you don't book the different sections of the same class at the same time.

- If you roll over the cube to the left of patterns, ⊞, it will give you all the available options for a meeting pattern.

Scheduling – AMER_ST 390-2-20: Senior Project (SIS Class Nbr: NEW)

🔥 | Days ▾ | ⊞ | Patterns ▾ | AMER_ST 390-2-20 SEM

|	Monday	Tuesday	Wednesday	Thursday	Fri
8am	MW 8am-9:20am	TTh 8am-9:20am	MW 8am-9:20am	TTh 8am-9:20am	
9am					
	MW 9:30am-10:50am	TTh 9:30am-10:50am	MW 9:30am-10:50am	TTh 9:30am-10:50am	
10am					
11am	MW 11am-12:20pm	TTh 11am-12:20pm	MW 11am-12:20pm	TTh 11am-12:20pm	
12pm					
	MW 12:30pm-1:50pm	TTh 12:30pm-1:50pm	MW 12:30pm-1:50pm	TTh 12:30pm-1:50pm	
1pm					
2pm	MW 2pm-3:20pm	TTh 2pm-3:20pm	MW 2pm-3:20pm	TTh 2pm-3:20pm	
3pm					
	MW 3:30pm-4:50pm	TTh 3:30pm-4:50pm	MW 3:30pm-4:50pm	TTh 3:30pm-4:50pm	
4pm					
5pm	MW 5pm-6:20pm	TTh 5pm-6:20pm	MW 5pm-6:20pm	TTh 5pm-6:20pm	
6pm					

• A red bar on the time period means the instructor is already teaching another class at that time.

• Roll over and select which time you'd like to offer a section.

• For non-standard meeting patterns, you can use "User Defined" in the patterns. Any "User Defined" meeting pattern will initiate a workflow to Classroom Scheduling. "User Defined" meeting patterns during primetime and requesting General University Classrooms will not be approved. The recommended format to enter these dates are DAYS (SPACE) TIME_START-TIME_END. Military/24-hour time is recommended as well. If user defined times are entered without a (am) or p (pm), they system will default to am resulting in sections being scheduled at times such as 1 am.

A section that meets Monday/Wednesday from 3:30pm-4:15pm would be written like this:
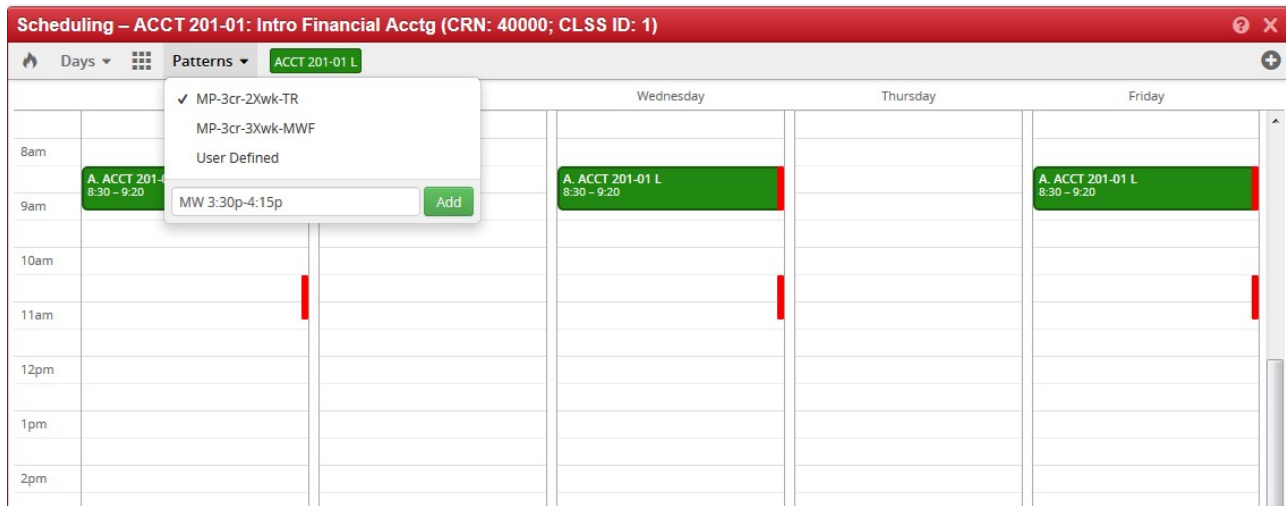
Day of the Week	Abbreviation
Monday	M
Tuesday	T
Wednesday	W
Thursday	R
Friday	F
Saturday	S
Sunday	U

• If you have a departmentally controlled room and want to know the availability, select Rooms in the lower left corner. The room grid will show departmentally controlled rooms on the left side and meeting patterns across the top:
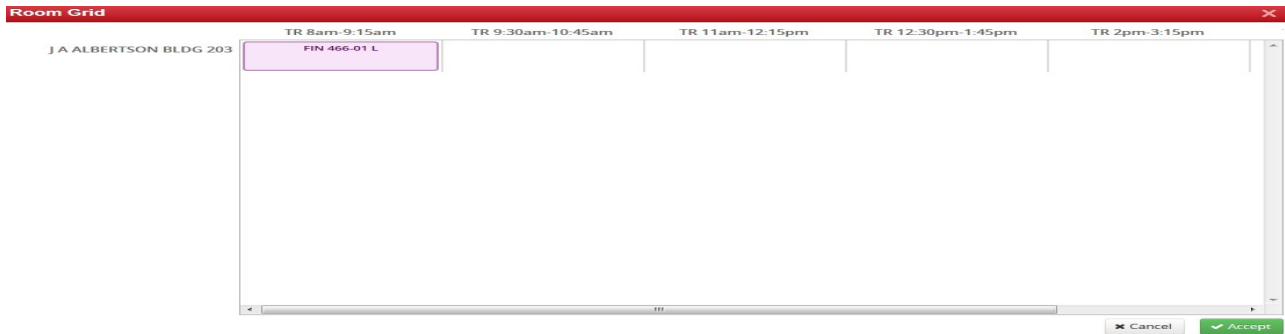
Multiple Meeting Patterns

• Select the blue calendar icon on the Edit/Create Section page to navigate to the section scheduling screen.

• Schedule the first meeting pattern.
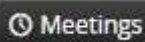
• Click the **Meetings** button in the lower left corner.

• Click the pencil on meeting pattern "A" and select General Purpose room or other room option from the drop down. Click accept.

• To add a second meeting pattern, press the "+". Select General Purpose room or other room option from the drop down. Click accept.

• Click on your new meeting pattern "B" to highlight and select it. Enter the meeting pattern days and times using standard patterns or user defined.

• Repeat steps for as many meeting patterns as required.
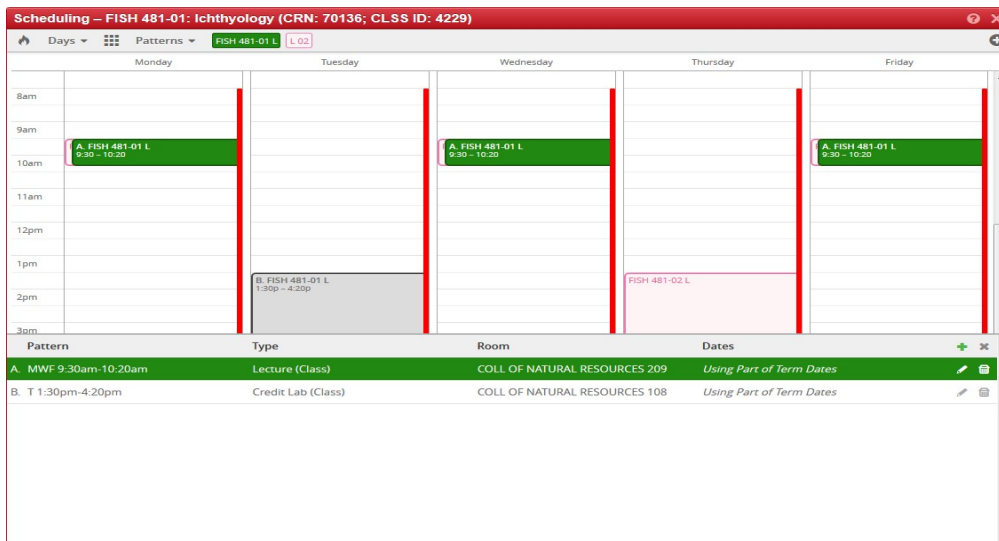
Save Section

• When you save your section, CLSS will run it against a series of rules to make sure the section meets university policies. CLSS will give you feedback with potential outcomes below:

Validation Symbol	Meaning
⚠ Warning	Your section can still be saved, but there could be potential issues. Please review the additional information CLSS provides to understand those issues.

⛔ Error	Your section could not be saved. CLSS will let you know what needs to be changed to save the section successfully.	
👤 Workflow	The section data you have provided can be saved but will require approval. Make sure you hit the Start Workflow button to submit the section.	

Generating Reports of Your Schedule

• In the upper right corner of your department's page, select **Export** to generate an Excel Spreadsheet or PDF of your schedule:
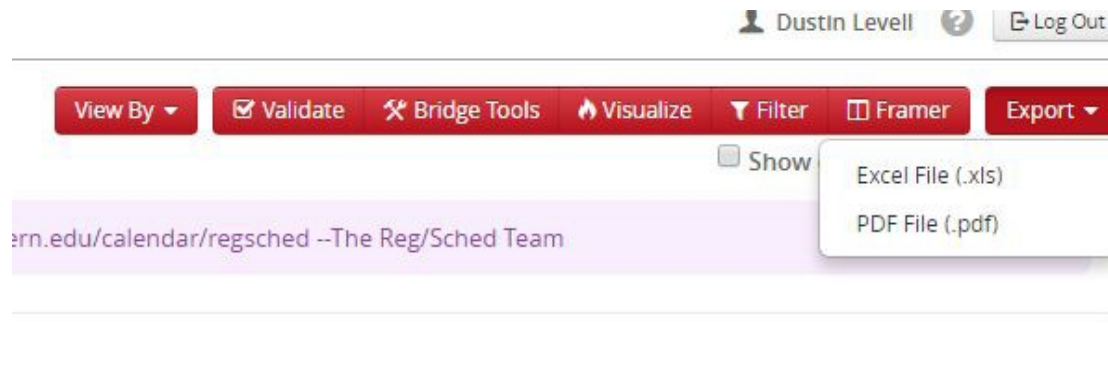
• The spreadsheet provides the greatest detail of all the information in CLSS. The PDF provides a higher-level schedule overview. It's helpful to use these documents to check accuracy and viewable class information before the schedule is released to students.

Schedule Framer

• In the upper right corner of your department, there is also a **Framer** button: 🔲 Framer   The Framer allows you to look at multiple terms of your department.

|	Fall 2018	Spring 2019	Summer 2019
FISH 102 The Fish/Wildlife Professions	1 C (32)	1 L (30)	
FISH 202 Fish&Wildlife Applications II		1 L (60)	
FISH 204 Special Topics			
FISH 314 Fish Ecology	1 L (32)		
FISH 315 Fish Ecology Lab	2 C (31)		
FISH 316 Princ Population Dynamics			

• You can select "View" from the top to change from Summary, Standard, and Detailed view for various amounts of information.

• Select "Customize" to select which terms (up to 3) you'd like to view at the same time:
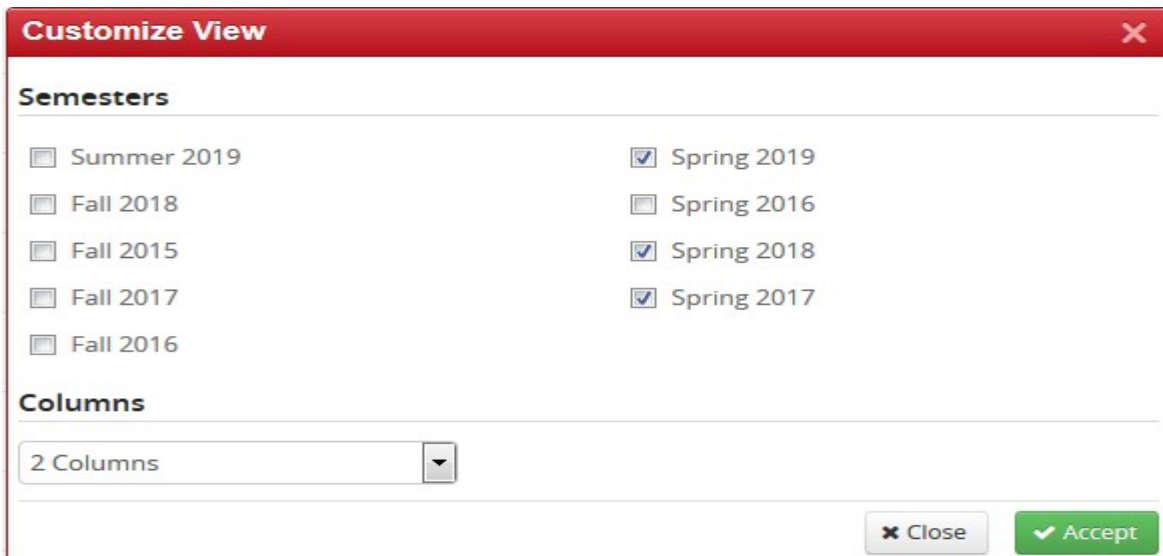
• You can also Export this information as a PDF or Excel file by clicking Export in the upper right corner.

Filtering

• Filtering helps you search in CLSS. With this tool, you can find sections with various criteria. For example, you could find all sections taught by a professor, using a specific grade mode, following a certain meeting pattern, or any other selections available.

• Clicking on "Codes" at the top provides a key for the various codes used.

• Email classroomscheduling@uidaho.edu for assistance setting up filters.
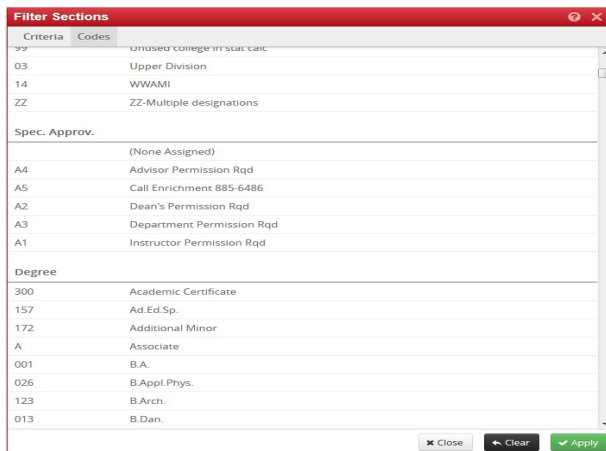
Appendix of Useful Resources

Classroom Scheduling Website

http://www.uidaho.edu/registrar/faculty/scheduling

The starting point for finding classroom scheduling information.

Class Schedule

http://www.uiweb.uidaho.edu/schedule

The latest working schedule for the most recent semester(s). A good reference point to ensure classes are scheduled correctly, at the appropriate time and with the correct instructor.

Classroom Capacities and Attributes

http://www.uidaho.edu/registrar/faculty/scheduling/capacity

Contains useful information such as room capacities, features and media/technology.

COOP Website

http://www.uidaho.edu/registrar/registration/coop

Request a classroom for an event

http://www.uidaho.edu/registrar/faculty/scheduling/classroom-request

Summer Session Scheduling Guidelines

http://summer.uidaho.edu/faculty-guide/scheduling-guidelines/

Standard Courses

http://www.webpages.uidaho.edu/fsh/4130.html

This page describes certain specialized courses and associated course numbers. Examples include Special Topics, Directed Studies, and Professional Development. CLSS automatically labels a course associated with these course numbers *(i.e. Special Topics courses begin with "ST:")*. When entering a course title, remove the current text already in the box *(i.e. "Special Topics")* and enter the appropriate title for the course. Please remember this title will appear on the student transcript.

University Curriculum Committee

http://www.uidaho.edu/registrar/ucc

Glossary of Common Terms

Arterial Units – Core foundational courses that most students need to take in the first year or two (exp: 100/200 level courses from the following subjects: MATH, ISEM, CORS, BIOL, FLEN, ENGL, GEOL, COMM, CHEM, PHYS, ART, HIST, MUSIC, PSYC, AND PHIL).

Classroom Event – Use of a classroom for something other than a normal, full time academic course. These events are generally one time or limited classroom meetings. Some examples of events are faculty-led academic study sessions, ASUI recognized student club meetings, dissertations, and thesis defense. To get more information or to request a classroom, see http://www.uidaho.edu/registrar/faculty/scheduling/classroom-request.

CLSS (CourseLeaf Section Scheduler) – System used by users to input class schedule.

Cross-listed Course –Courses with UCC approval to meet together, notated in the catalog course description. These classes have different subject codes (i.e., STAT 451 & MATH 451).

Joint-listed Course –Courses with UCC approval to meet together, notated in the catalog course description. These classes will have the same subject code with undergraduate and graduate course numbers (i.e., POLS 426 & POLS 526).

Meets-Together: Class sections which meet together. Example – chemistry lecture sections 1,2,3, and 4 all meet in the same room at the same time for the same lecture. However, they will meet in different rooms and times for their associated labs. These sections must be noted in the Internal Comments Field in CLSS. These courses are tracked manually to schedule classrooms accordingly.

Regular Catalog Course – A course that has gone through the official UCC approval process and appears in the General Catalog. These have designated course numbers, credits and course descriptions. http://www.uidaho.edu/registrar/classes/catalogs

Standard Course – A course number not assigned to a regular catalog course. These course numbers are used for Directed Studies, Internships, Practicums, Professional Development, Research, Seminars, Special Topics, and Workshops. Standard courses cannot be Cross-listed or Joint-listed with other standard or regular courses. More information on Standard Course Numbers can be found at http://www.webpages.uidaho.edu/fsh/4130.html.