

CLSS Introduction

Scheduling
Office of the Registrar

Implementation Team

- Elizabeth Johnson, Asst Registrar, Scheduling
- Jessica Novak, Project Coordinator, Scheduling
- Andrea Ronér, Associate Registrar, Student Systems & Technology
- Cassandra Elizondo, Asst Registrar, Student Systems & Technology
- Michael Bard, Asst Registrar, Admin Support
- Tim Ebner, University Registrar

Scheduling Specialists

- Sarah Stringfellow
- Candace Bradbury

Current Process

- Paper based proofs
- Antiquated
- Handwritten red line, changes can be “lost in translation”
- Scheduling in a black box



What is CLSSS?

- CourseLeaf Section Scheduler
- Electronic Process to submit changes to schedule
- No more painstaking redline changes on paper

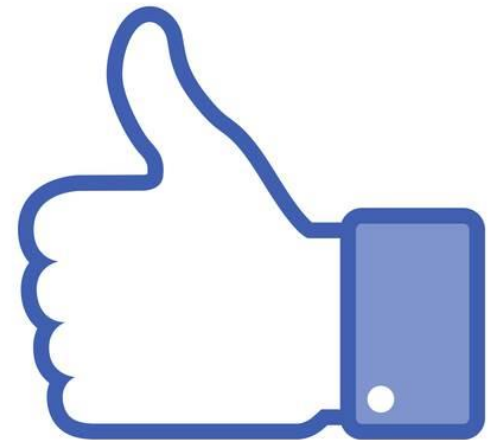


Timing

- You will receive one final paper proof for Spring 2018 on June 1st which is for informational purposes only
- Begin to meet in your departments to determine your changes so you can come prepared to training to begin entering some changes
- Please do not return the paper proof- we will not process it

What is the Benefit to Schedulers

- Delivering a 21st century solution to scheduling classes
- Review/Comparison of Historical Schedules
- Ability to see schedules for other departments to help you plan accordingly before the schedule is published
- Filtering and Sorting capabilities
- Autonomy- can schedule at your convenience and location
- Immediacy of certain types of changes



Training

- Mandatory Training sessions will be held on
 - Wednesday July 12
 - Thursday July 13
 - Format is 90 minute session in M LIB 1160
- User access will not be granted to the system unless a training is attended
- Come prepared to enter some or all of your changes

Weekly Drop In Lab Sessions

- We will offer open drop in lab sessions on Friday afternoons after training until schedules must be submitted (2 pm - 4 pm), in M LI 1160
 - July 14
 - July 21
 - July 28
 - August 4* (*held from 3-5 pm)
 - August 11
 - August 18
 - August 25



Troubleshooting

- Skype for Business!
 - If you don't have this please have it installed on your machine
 - Screen share



Skype
for Business

Documentation/Reference Materials

- You will receive a quick start guide when attending user training
- All training and reference materials will be available through canvas
- Secure and cannot be posted on public website
- Help feature within CLSS



Who else might want access to view CLSS?

- View only access is available to Department Chairs, Associate Chairs, Associate Deans, Advisors, as requested
- Strategic Scheduling Tools are available as part of the rollout
- Think about who this would be useful for. Contact Scheduling to add additional people for view only access (email to scheduling@sa.utah.edu)

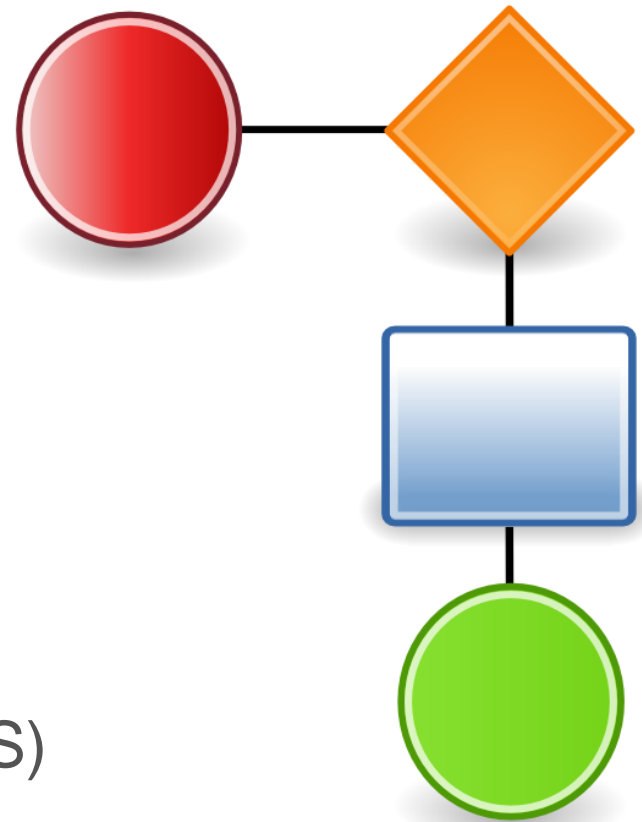
Deadlines



- The “slip under the door” approach won’t work anymore
- The new deadlines will be hard deadlines- we won’t be able to accept late changes during room assignment phase, so plan ahead!! The system will TURN OFF at 5 pm on deadline day and CANNOT BE turned back on until after room assignments are complete
- Deadline dates will be similar to current deadlines, although final submittal will be later. Question: Alignment with Curriculum?

Scheduling Phases

- Plan Phase
- Proof Phase
- Rooms Phase
- Review Phase
- SCHEDULE PUBLISH
- Publish Phase
- Archive Phase (no additional changes are recorded in CLSS)



Modes – CLSS vs PeopleSoft

- Design Mode – all changes are being made in CLSS and submitted as a package to PS
- Refine Mode- individual changes are submitted separately to PS

Changes Flowing to Astra

- Initial room assignments should be processed during room assignment phase
- Departments using Astra will still assign rooms in Astra during refine mode
- As we automate processes meeting requests should be submitted through Astra portal

Workflow & Changes

- Some items will be routed to scheduling for review as a workflow
- Depending on the phase we are in, some changes won't have to wait for processing time
 - Instructor
 - Capacity
 - Department/Instructor Consent

Changes After Enrollment Begins

- Once students are enrolled, No Changes may be made to:
 - Section Numbers
 - Class Dates
 - Day and Time
 - Delivery Method of Course (ONLN vs. Seated Course)
 - Credit Hours



Standard Time Blocks

- Departments will be given access to a “snapper”, which will provide options to place classes at standard time blocks
- Requests for exception will be routed through workflow for approval, and will still require paperwork to be filed
- Standard time block exceptions are for one term only, and must be re-justified each term

Room Selection

- If you have priority classrooms or labs they should be available to select from a drop down list
- When using a space not in your dropdowns (priority space from another department, shared computer labs, etc. list space in comments under NGARR:listtheroom, which will proceed through workflow
- General Assignment classrooms will be assigned during the Rooms Phase. If you have a particular room you are requesting it can be listed in the comments under GARR:listtheroom, which will proceed through workflow (example GARR:WEBL101)
- User groups that schedule rooms using Astra will need to enter those during the room assignment period when prompted by Scheduling

Expectations of Our Partnership

- We are here to help you!
- We will communicate information using email, messaging in class
- Follow Deadlines
- Ask Questions Early
- Attend Open Lab Sessions if you need help



Questions??