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 CLSS?

- 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
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?
Draft Deadlines for Spring 2018

<table>
<thead>
<tr>
<th>Phase</th>
<th>Action</th>
<th>Timeline</th>
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<tbody>
<tr>
<td>Plan</td>
<td>Depts. plan schedule edits</td>
<td>06/01 through 07/13</td>
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<tr>
<td>Proof</td>
<td>Depts. enter schedule edits into CLSS</td>
<td>07/14 through 08/25</td>
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<td>Room Assignment</td>
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<td>08/26 through 09/010</td>
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<td>Review</td>
<td>Depts. review room assignments. Make additional edits.</td>
<td>09/11 through 09/24</td>
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<td>09/25/17</td>
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<td>Review</td>
<td>Depts. continue to make last schedule edits</td>
<td>09/25 through 11/01</td>
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<td>Enrollment</td>
<td>Minimal schedule edits allowed</td>
<td>11/02 through 01/01</td>
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<td>Locked/Archive</td>
<td>No schedule edits allowed</td>
<td>01/13/18</td>
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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??