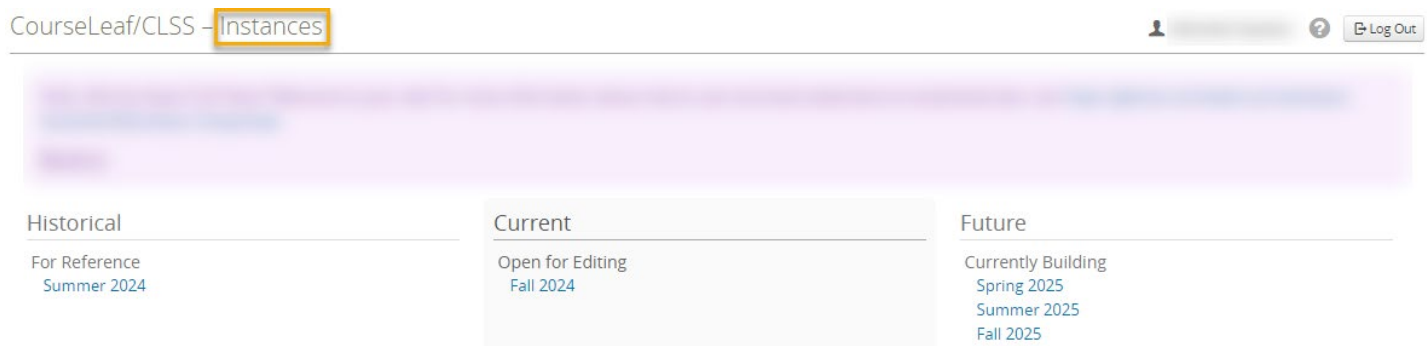


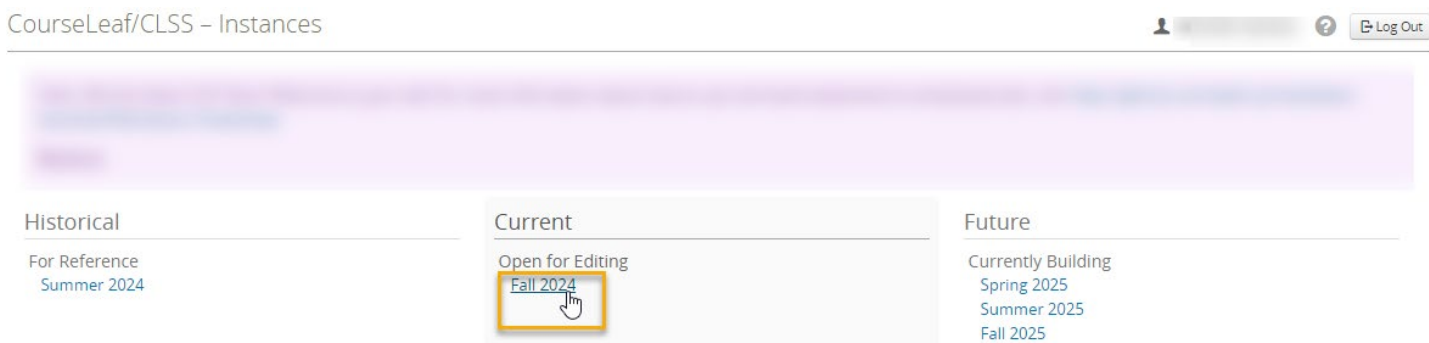
CLSS User Guide

Adding a New Section

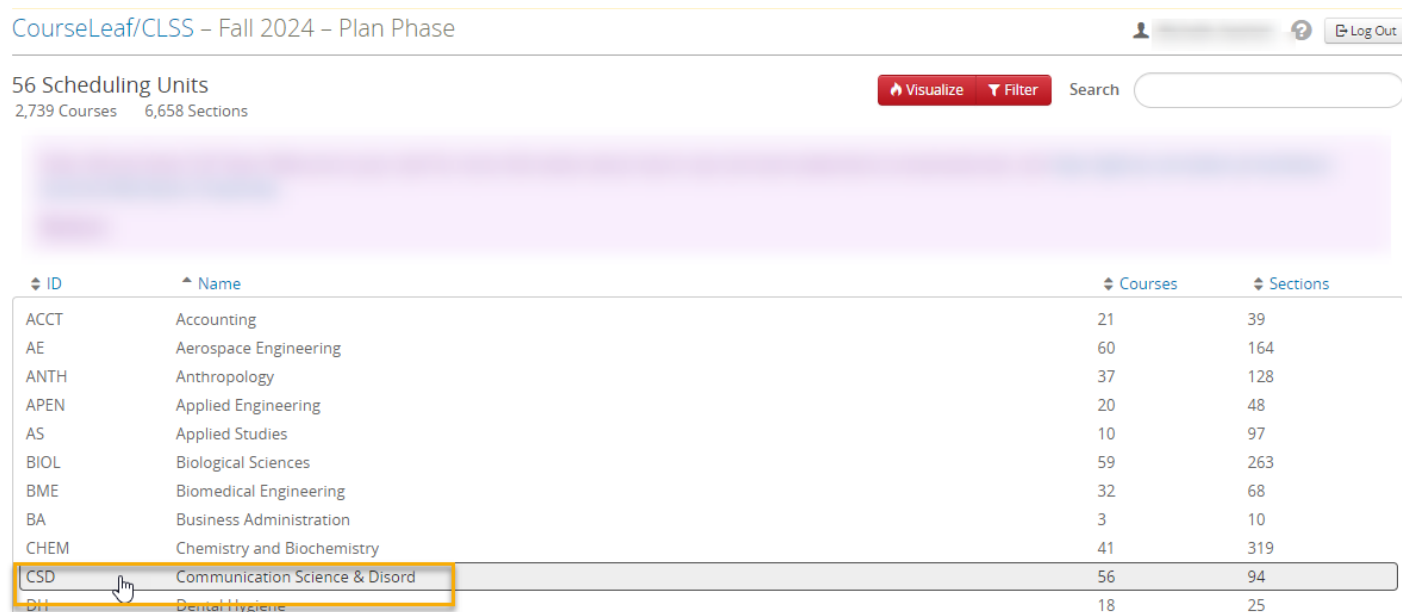
1. Navigate to the **CLSS Instances** screen:



2. **Click** to open an instance:



3. **Double-click** to open a scheduling unit (aka department):



4. **Double-click** the course to view sections within:

CLSS User Guide

Adding a New Section

CourseLeaf/CLSS – Fall 2024 – Communication Science & Disord

Log Out

56 Courses, 94 Sections
Plan Phase Design Mode

View By Validate Bridge Tools Visualize Filter Framer Export

Show courses with no sections

CSD 111 – Disorders of Human Communication					
CSD 251 – Auditory Development and Disorders					
CSD 270 – Introductory American Sign Language					
(11993)	0	Slieter, Lorita	TR 4:30pm-5:45pm	See ASL 104-(17005)	
(11995)	0	Hofmann, Kimberly	R 4:30pm-6:50pm	See ASL 104-(17007)	
(11996)	0	Clark, James	MW 4:30pm-5:45pm	See ASL 104-(17006)	
(12953)	0	Hofmann, Kimberly	TR 7:05pm-8:30pm	See ASL 104-(17008)	
(13403)	0	TBD	MW 10am-11:15am	See ASL 104-(17034)	
CSD 301 – Anatomy and Physiology of the Speech and Hearing Mechanisms					
CSD 325 – Intro to Health Care Ethics					

5. Click the **green plus button** to the right of a course to add a new section:

CourseLeaf/CLSS – Fall 2024 – Communication Science & Disord

Log Out

56 Courses, 94 Sections
Plan Phase Design Mode

View By Validate Bridge Tools Visualize Filter Framer Export

Show courses with no sections

CSD 111 – Disorders of Human Communication					
CSD 251 – Auditory Development and Disorders					
CSD 270 – Introductory American Sign Language					
(11993)	0	Slieter, Lorita	TR 4:30pm-5:45pm	See ASL 104-(17005)	
(11995)	0	Hofmann, Kimberly	R 4:30pm-6:50pm	See ASL 104-(17007)	
(11996)	0	Clark, James	MW 4:30pm-5:45pm	See ASL 104-(17006)	
(12953)	0	Hofmann, Kimberly	TR 7:05pm-8:30pm	See ASL 104-(17008)	
(13403)	0	TBD	MW 10am-11:15am	See ASL 104-(17034)	

6. The **Section Editor** window appears:

CLSS User Guide

Adding a New Section

Create Section – CSD 270: Introductory American Sign Language Fall 2024, CSD

Section Information

Title/Topic: Intro American Sign Language (Default V) Part of Term *: (None Assigned)

Campus *: M (Main) Credit Hrs: 3

Inst. Method *: (None Assigned) Status: Active

Viewable Online: Yes Special Approval: (None Assigned)

Course Type: Lecture Grade Mode *: Standard Letter (Default Value)

Link To: Not linked to other sections Cross-list With: Select section...

Restrictions: None Prerequisites: None

Section Attributes Course Attributes

None Selected

FHCS (CSD Course Fee)
UNIV (Course from 4-YR School)
A (Div A Human+FineArts)

Instructor Room * Meeting Pattern

TBD No Room Needed Does Not Meet

Enrollment 0 current, 0 waiting Section Note

Maximum * Waitlist Max

None Assigned

Internal Comments

Bridge Tools Admin View Cancel Save Section

7. Use the **drop-down arrows**, **pencil icons** and **free text fields** to fill in the information for the new section.

Create Section – CSD 270: Introductory American Sign Language Fall 2024, CSD

Section Information

Title/Topic: Intro American Sign Language (Default V) Part of Term *: (None Assigned)

Campus *: M (Main) Credit Hrs: 3

Inst. Method *: (None Assigned) Status: Active

Viewable Online: (None Assigned) Special Approval: (None Assigned)

Course Type: HYB1 More than 25% In Person Grade Mode *: Standard Letter (Default Value)

Link To: HYB2 25% or less In Person Cross-list With: Select section...

Restrictions: OHY Online - In Person Exams Prerequisites: None

Section Attributes Course Attributes

None Selected

FHCS (CSD Course Fee)
UNIV (Course from 4-YR School)
A (Div A Human+FineArts)

Inst. Method *

- (None Assigned)
- TCI 100% In-Person Instruction
- HYB1 More than 25% In Person
- HYB2 25% or less In Person
- OHY Online - In Person Exams
- OLA Online Asynch Instruct
- OLS Online Synch Instruct
- CPI Co-Op Pract Independ Study

Bridge Tools Admin View Cancel Save Section

CLSS User Guide Adding a New Section

8. Click **Save** to create the section. (Click **Cancel** to close **without saving**.)

Create Section – CSD 270: Introductory American Sign Language

Fall 2024, CSD

Section Information

Title/Topic	Intro American Sign Language (Default V)	Part of Term *	1 (Full Term) (8/19/24 to 12/12/24)
Campus *	M (Main)	Credit Hrs	3
Inst. Method *	TCI 100% In-Person Instruction	Status	Active
Viewable Online	Yes	Special Approval	(None Assigned)
Course Type	Lecture	Grade Mode *	Standard Letter (Default Value)
Link To	Not linked to other sections	Cross-list With	Select section...

Restrictions [None](#)

Prerequisites [None](#)

Section Attributes [None Selected](#)

Course Attributes

- FHCS (CSD Course Fee)
- UNIV (Course from 4-YR School)
- A (Div A Human+FineArts)

Instructor Slieter, Lorita Clark, James	Room * General Assignment Room	Meeting Pattern TR 12:30pm-1:45pm
---	--	---

Enrollment 0 current, 0 waiting

Maximum *	Waitlist Max
15	5

Section Note [None Assigned](#)

Internal Comments

Bridge Tools

Cancel

Save Section