

# CLSS User Guide

## Deleting All Sections of a Course

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

CourseLeaf/CLSS - Instances

Historical  
For Reference  
Summer 2024

Current  
Open for Editing  
Fall 2024

Future  
Currently Building  
Spring 2025  
Summer 2025  
Fall 2025

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

CourseLeaf/CLSS - Instances

Historical  
For Reference  
Summer 2024

Current  
Open for Editing  
Fall 2024

Future  
Currently Building  
Spring 2025  
Summer 2025  
Fall 2025

3. **Double-click** to open a scheduling unit (aka department) and see the courses maintained by that scheduling unit:

CourseLeaf/CLSS - Spring 2025 - Plan Phase

57 Scheduling Units  
2,538 Courses 5,802 Sections

Visualize Filter Search

ID	Name	Courses	Sections
ACCT	Accounting	20	34
AE	Aerospace Engineering	59	223
ANTH	Anthropology	39	122
APEN	Applied Engineering	0	0
AS	Applied Studies	2	2
BIOL	Biological Sciences	54	252

4. **Click** the “View By” button in the upper right and choose “Course”:

CourseLeaf/CLSS - Spring 2025 - Accounting

20 Courses, 34 Sections  
Plan Phase Design Mode

View By Validate Bridge Tools Visualize Filter Framer Export

Monday  
Tuesday  
Wednesday  
Thursday  
Does Not Meet

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5. **Double-click** a course title to view sections for that course:

CourseLeaf/CLSS – Spring 2025 – Accounting

20 Courses, 34 Sections  
Plan Phase Design Mode

View By Validate Bridge Tools Visualize Filter Framer Export

Show courses with no sections

- > ACCT 210 – Financial Accounting
- ACCT 220 – Managerial Accounting
- ACCT 310 – Intermediate Financial Accounting I**
- ACCT 360 – Accounting Information Systems
- ACCT 410 – Intermediate Financial Accounting II

6. Click the **red X** button to the right of the course (next to the green plus button):

CourseLeaf/CLSS – Spring 2025 – Accounting

20 Courses, 34 Sections  
Plan Phase Design Mode

View By Validate Bridge Tools Visualize Filter Framer Export

Show courses with no sections

- ACCT 210 – Financial Accounting
- ACCT 220 – Managerial Accounting
- > **ACCT 310 – Intermediate Financial Accounting I**
- ACCT 360 – Accounting Information Systems
- ACCT 410 – Intermediate Financial Accounting II

(24600)	0	TBD	TR 12:30pm-1:45pm
(24601)	0	TBD	Does Not Meet

7. Click **OK** to confirm:

Are you sure you want to delete all sections of this course?

OK Cancel

**Note:** Sections may be deleted or canceled based on the phase or mode. During certain times, deletions/cancellations will require workflow approval.