Intro to CLSS

CLSS is a CourseLeaf product that allows departments to create their class schedules each semester without having to do the data entry directly into Banner. The simplified interface makes schedule building more efficient without having to navigate to multiple Banner forms to enter the data.

Terminology:

Instance – Semester or Term (ex. Fall 2025)

- **Mode Design Mode** - Initial schedules will be built in Design Mode. In Design Mode, CLSS is not sending information back to Banner. The schedule is created as a whole, validated and then submitted to workflow for approval.
- **Refine Mode** - After room scheduling, all additions or edits to the schedule are made in Refine Mode. In Refine Mode, CLSS is sending information back and forth with Banner. All updates are immediate, unless needing to be approved through workflow.

Phase – Phases control what edits can and cannot be made in CLSS and when certain workflows are triggered.

- **Plan** – Initial schedule building in Design Mode
- **RO Review** – Locked from editing by anyone except the Registrar's Office in preparation for room optimization
- **Room Assignment** – Locked from editing by everyone
- **Review** – Departments should be reviewing and making edits to the schedule in preparation for it to be published for students to view
- **Publish** – Time period after the schedule has been published, but before registration opens
- **Registration** – Time period after registration is open for that semester
- **Start of Term** – Begins with the start of full term classes

Scheduling Unit - Department, group of course subjects

Things that will be different in CLSS:

- Departments will have access to make edits to the schedule throughout the semester
- No more Error Report – all errors will be handled in CLSS while editing sections
- Departments can add and edit restrictions and section attributes and cross-list sections
- Departments will create Market-Based Tuition sections
- Simplified user interface