

CLSS User Guide

Overview of Scheduling Unit Screen

The scheduling unit screen provides a list of all courses and sections assigned to a scheduling unit (aka department):

CourseLeaf/CLSS – Summer 2024 – Archive Phase

[Log Out](#)

56 Scheduling Units
826 Courses 2,123 Sections

Visualize Filter Search



ID	Name	Courses	Sections
ACCT	Accounting	9	13
AE	Aerospace Engineering	19	44
ANTH	Anthropology	13	27
APEN	Applied Engineering	0	0
AS	Applied Studies	14	118
BIOL	Biological Sciences	19	161
BME	Biomedical Engineering	13	36
BA	Business Administration	3	5
CHEM	Chemistry and Biochemistry	17	115
CSD	Communication Science & Disord	23	47
DH	Dental Hygiene	4	6
ECON	Economics	12	20
ECE	Electrical and Computer Engr	18	37

A scheduling unit consists of a group of courses that are maintained together. Below shows some of the courses and sections within the 'Biological Sciences' scheduling unit:

CourseLeaf/CLSS – Fall 2024 – **Biological Sciences**

[Log Out](#)

59 Courses, 263 Sections
Plan Phase Design Mode

View By Validate Bridge Tools Visualize Filter Framer Export

Show courses with no sections



BIOL 101 – Explore-Bio: Experiential Pathways and Learning Opportunities for Retention in Biology			
BIOL 106 – The Human Organism			
BIOL 107 – The Human Organism Laboratory			
BIOL 162 – Fundamentals of Hemp and Cannabis			
> BIOL 210 – General Biology I			
(10567)	0	Schneegurt, Mark ()	MWF 9:30am-10:20am
(10568)	0	Loganathan, Rajprasad ()	MW 5:35pm-6:50pm
BIOL 210L – General Biology I Lab			
BIOL 211 – General Biology II			

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The scheduling unit screen can be used to add, edit, and remove sections from a course:

The screenshot shows the CLSS Scheduling Unit Screen for English courses in Summer 2024. The interface includes a header with the course name and a 'Log Out' button. Below the header, there are statistics for '26 Courses, 128 Sections' and a 'Design Mode' toggle. A toolbar contains several buttons: 'View By' (with a dropdown menu), 'Validate', 'Bridge Tools', 'Visualize', 'Filter', 'Framer', and 'Export'. The 'View By' dropdown menu is open, showing options: 'Course' (selected), 'Instructor', 'Day and Time', and 'Room'. A checkbox for 'Show courses with no sections' is also visible. The main content area displays a list of English courses, including ENGL 100 - English Composition, ENGL 101 - College English I, ENGL 102 - College English II, ENGL 210 - Composition: Business, Professional and Technical Writing, ENGL 210BB - Professional Writing Badge: Professional Correspondence, Emails and Memos, ENGL 210BC - Professional Writing Badge: Writing for Social Media, ENGL 210BD - Professional Writing Badge: Editing Social Media, ENGL 210BE - Professional Writing Badge: Researching Grants that Apply to You, ENGL 210BF - Professional Writing Badge: Presenting Online, ENGL 230 - Exploring Literature, ENGL 285 - Introduction to Creative Writing, ENGL 315 - Introduction to English Linguistics, ENGL 330 - Nature of Fiction, and ENGL 377 - Graphic Novels.

- **View By** - view sections by course, instructor, day and time, or room
- **Expand All Arrows** - view all sections under a course
- **Collapse All Arrows** - hide all sections under a course
- **Green + Plus Button** - Add Section
- **Red X Button** - Delete all Sections under a course
- **Grey X Button** - Delete individual Sections under a course
- **Show Courses With No Sections** - Checking Displays Courses that do not have sections created. By default, only Courses with Sections appear on the Scheduling Unit Screen.

Cross-listed sections will be indicated with a *See or Also* indicator to the far right of the section.

Multiple Instructors will list the primary instructor + a number indicating the additional instructors for that section.