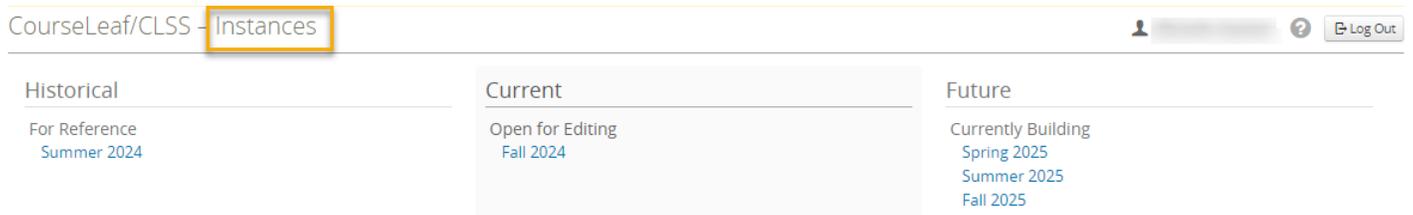


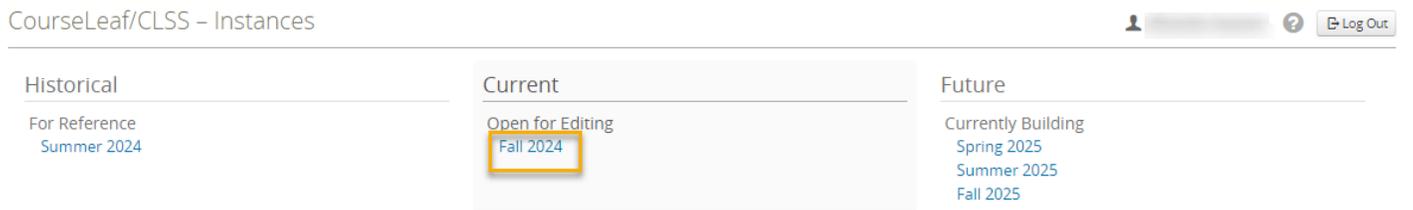
# CLSS User Guide

## Validating and Submitting a Scheduling Unit

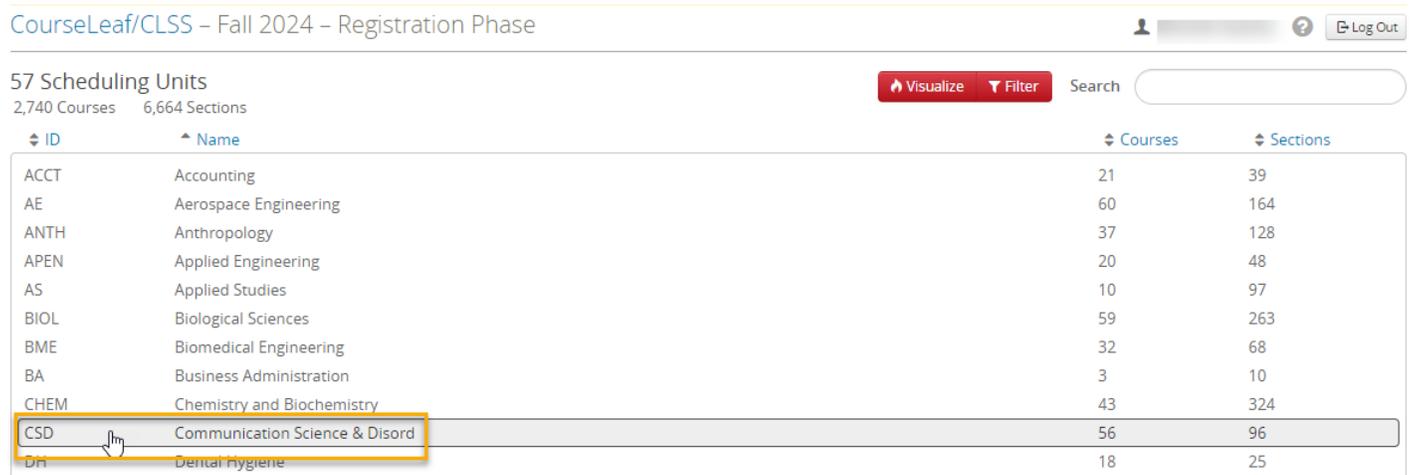
1. Navigate to the **CLSS Instances** screen:



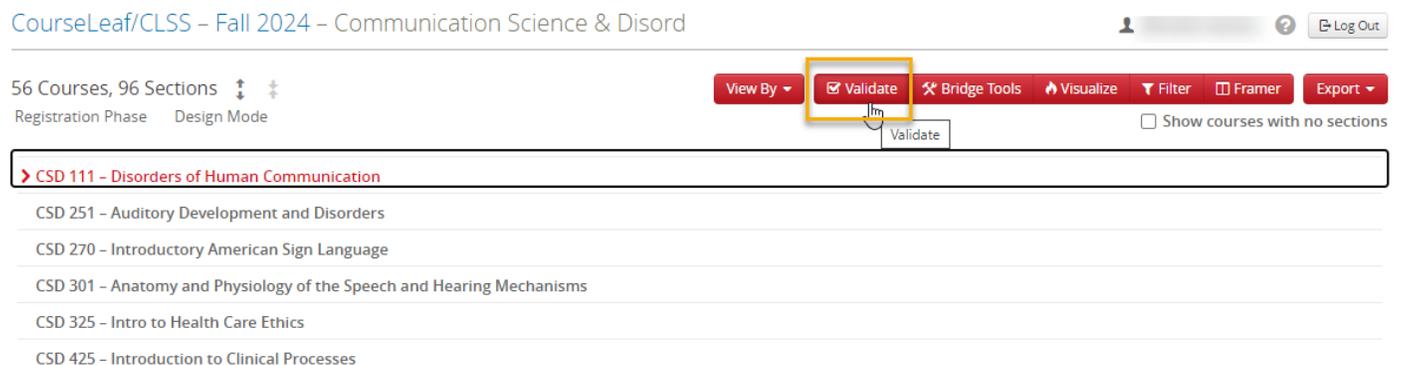
2. **Click** to open an instance:



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



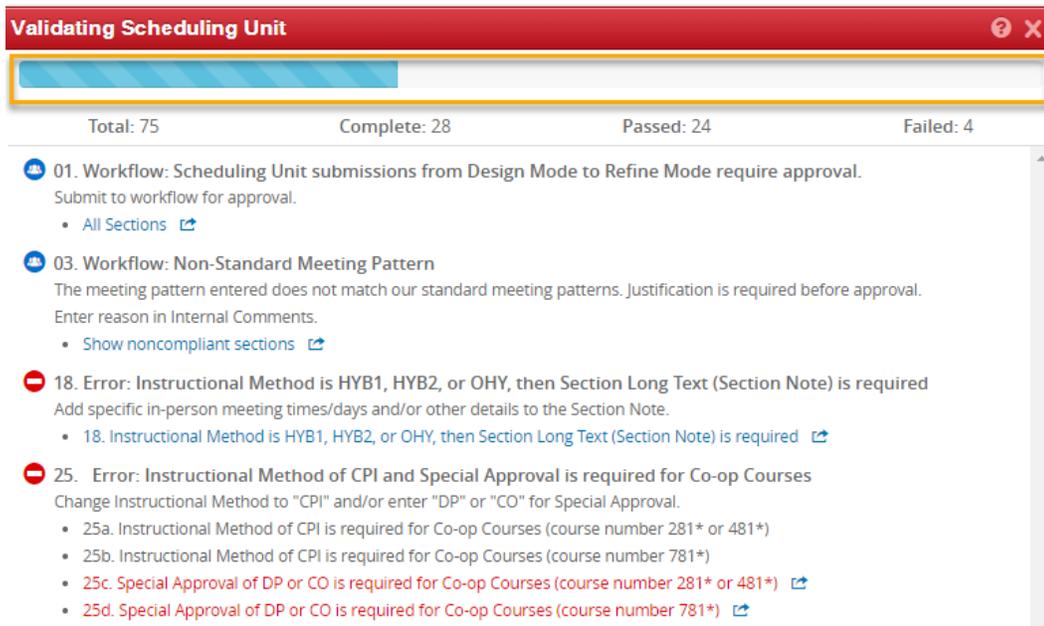
4. Click the **Validate** button:



# CLSS User Guide

## Validating and Submitting a Scheduling Unit

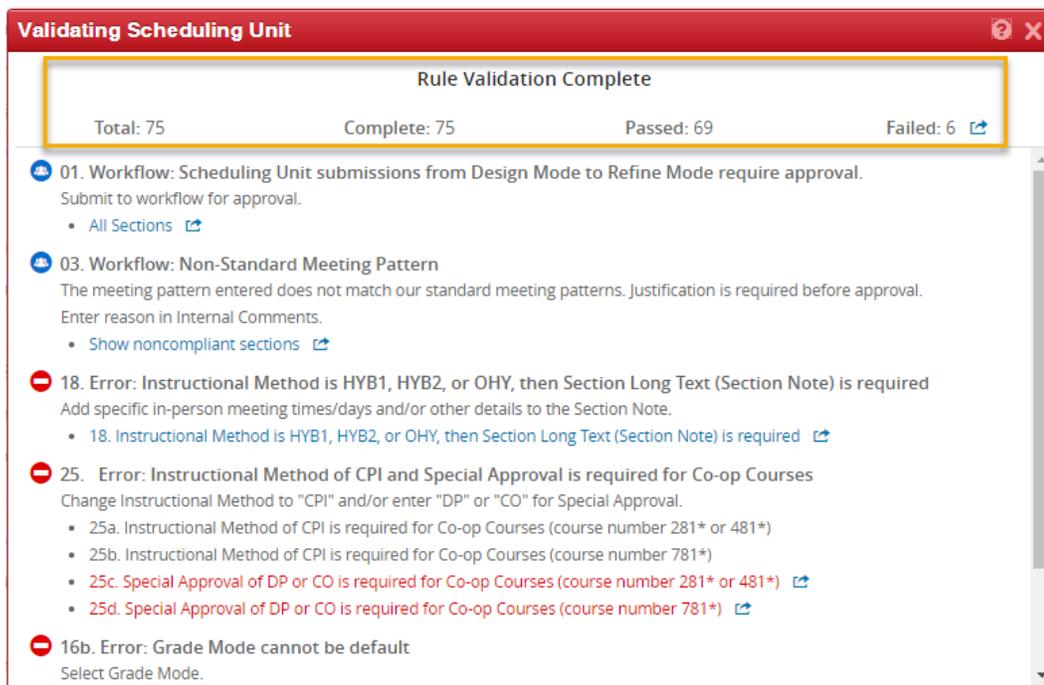
5. A new window appears with a scrolling bar indicating the progress of the validation process:



The screenshot shows a window titled "Validating Scheduling Unit" with a red header. Below the header is a progress bar with a blue segment on the left. Below the progress bar, the following statistics are displayed: Total: 75, Complete: 28, Passed: 24, Failed: 4. A list of validation errors follows:

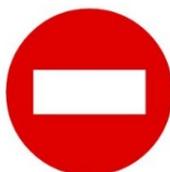
- 01. Workflow: Scheduling Unit submissions from Design Mode to Refine Mode require approval. Submit to workflow for approval.
  - All Sections
- 03. Workflow: Non-Standard Meeting Pattern. The meeting pattern entered does not match our standard meeting patterns. Justification is required before approval. Enter reason in Internal Comments.
  - Show noncompliant sections
- 18. Error: Instructional Method is HYB1, HYB2, or OHY, then Section Long Text (Section Note) is required. Add specific in-person meeting times/days and/or other details to the Section Note.
  - 18. Instructional Method is HYB1, HYB2, or OHY, then Section Long Text (Section Note) is required
- 25. Error: Instructional Method of CPI and Special Approval is required for Co-op Courses. Change Instructional Method to "CPI" and/or enter "DP" or "CO" for Special Approval.
  - 25a. Instructional Method of CPI is required for Co-op Courses (course number 281\* or 481\*)
  - 25b. Instructional Method of CPI is required for Co-op Courses (course number 781\*)
  - 25c. Special Approval of DP or CO is required for Co-op Courses (course number 281\* or 481\*)
  - 25d. Special Approval of DP or CO is required for Co-op Courses (course number 781\*)

The Validation process will complete and produce a detailed list of which scheduling Rules failed and need to be reviewed or fixed before the Scheduling Unit can be submitted:



The screenshot shows a window titled "Validating Scheduling Unit" with a red header. Below the header is a box titled "Rule Validation Complete" with a yellow border. Below this box, the following statistics are displayed: Total: 75, Complete: 75, Passed: 69, Failed: 6. A list of validation errors follows:

- 01. Workflow: Scheduling Unit submissions from Design Mode to Refine Mode require approval. Submit to workflow for approval.
  - All Sections
- 03. Workflow: Non-Standard Meeting Pattern. The meeting pattern entered does not match our standard meeting patterns. Justification is required before approval. Enter reason in Internal Comments.
  - Show noncompliant sections
- 18. Error: Instructional Method is HYB1, HYB2, or OHY, then Section Long Text (Section Note) is required. Add specific in-person meeting times/days and/or other details to the Section Note.
  - 18. Instructional Method is HYB1, HYB2, or OHY, then Section Long Text (Section Note) is required
- 25. Error: Instructional Method of CPI and Special Approval is required for Co-op Courses. Change Instructional Method to "CPI" and/or enter "DP" or "CO" for Special Approval.
  - 25a. Instructional Method of CPI is required for Co-op Courses (course number 281\* or 481\*)
  - 25b. Instructional Method of CPI is required for Co-op Courses (course number 781\*)
  - 25c. Special Approval of DP or CO is required for Co-op Courses (course number 281\* or 481\*)
  - 25d. Special Approval of DP or CO is required for Co-op Courses (course number 781\*)
- 16b. Error: Grade Mode cannot be default. Select Grade Mode.



**Error**  
Can't Save



**Warning**  
Can Save, but Proceed  
with Caution



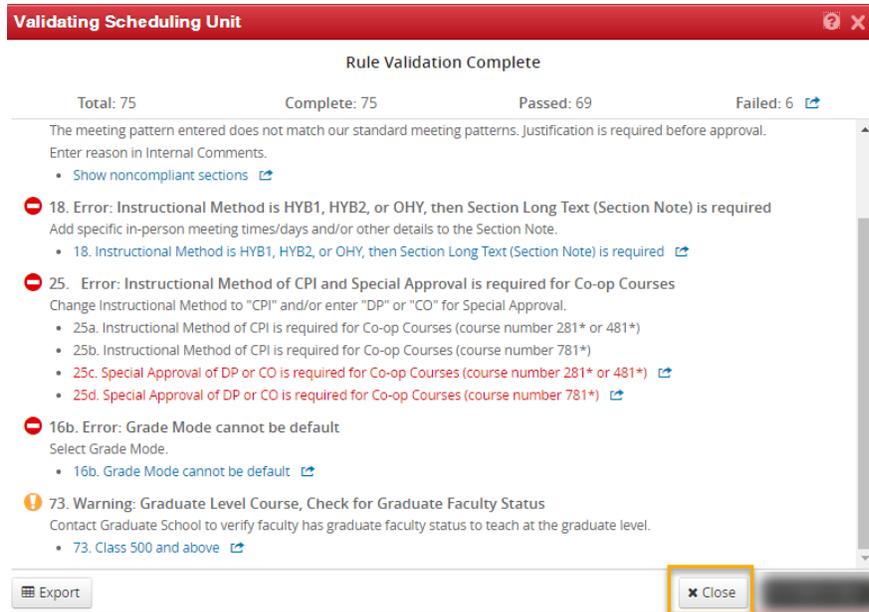
**Workflow**  
Save for Approval

# CLSS User Guide

## Validating and Submitting a Scheduling Unit

6. Click one of the following three button choices found in the lower right corner of the Validating Scheduling Unit window:

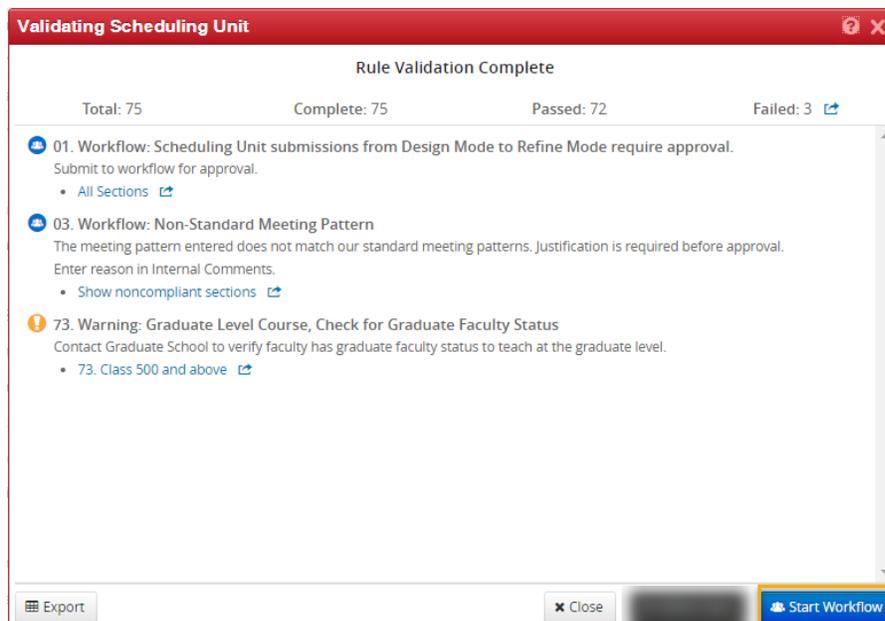
a) Click the **Close** button to return to editing without submitting (if there are errors, this will be the only available option):



Fix the errors then repeat the 'Validating and Submitting a Scheduling Unit' steps.

b) Click the **Submit Now** button to submit the scheduling unit (this option will only appear if there are only warnings or if the scheduling unit was valid without needing to go through a workflow approval process).

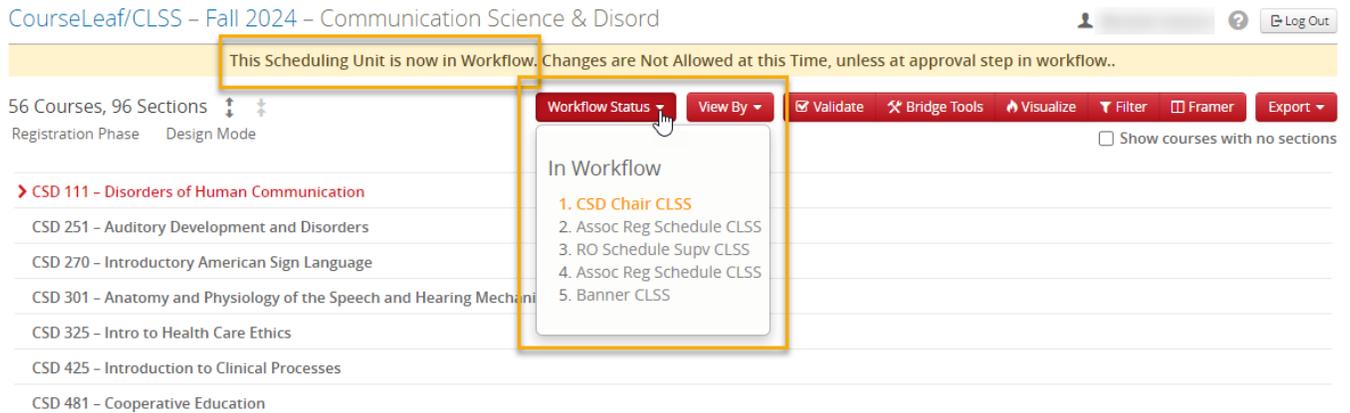
c) Click the **Start Workflow** button to submit the scheduling unit through workflow (this option will only appear if any rules require workflow and all errors have been fixed). Workflow approval will be completed before any data is copied to Banner.



# CLSS User Guide

## Validating and Submitting a Scheduling Unit

To confirm that the Scheduling Unit was successfully submitted to workflow, click the browser's **refresh**  button then click the **Workflow Status** button:



The screenshot shows the CourseLeaf/CLSS interface for Fall 2024. A yellow banner at the top states: "This Scheduling Unit is now in Workflow. Changes are Not Allowed at this Time, unless at approval step in workflow..". Below the banner, the page displays "56 Courses, 96 Sections" and "Registration Phase Design Mode". A red toolbar contains buttons for "Workflow Status", "View By", "Validate", "Bridge Tools", "Visualize", "Filter", "Framer", and "Export". The "Workflow Status" dropdown menu is open, showing a list of items in the workflow:

- In Workflow
- 1. CSD Chair CLSS
- 2. Assoc Reg Schedule CLSS
- 3. RO Schedule Supv CLSS
- 4. Assoc Reg Schedule CLSS
- 5. Banner CLSS

The main content area lists several courses under the heading "CSD 111 - Disorders of Human Communication":

- CSD 251 - Auditory Development and Disorders
- CSD 270 - Introductory American Sign Language
- CSD 301 - Anatomy and Physiology of the Speech and Hearing Mechan...
- CSD 325 - Intro to Health Care Ethics
- CSD 425 - Introduction to Clinical Processes
- CSD 481 - Cooperative Education

**Note:** Only workflow approval steps will show; FYI steps will not.