CLSS User Guide
Validating and Submitting a Scheduling Unit

1. Navigate to the **CLSS Instances** screen:
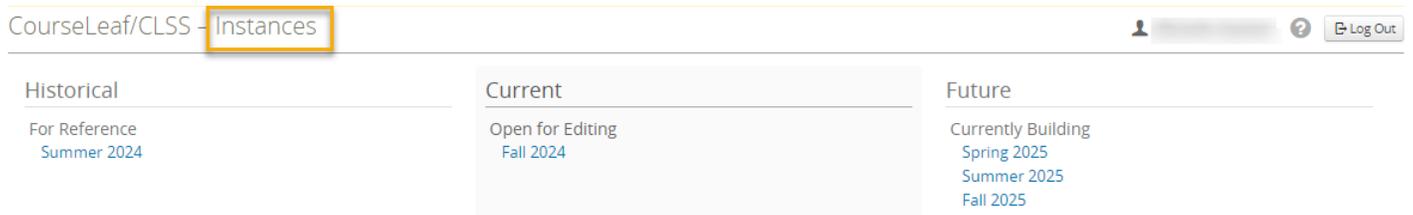
2. **Click** to open an instance:
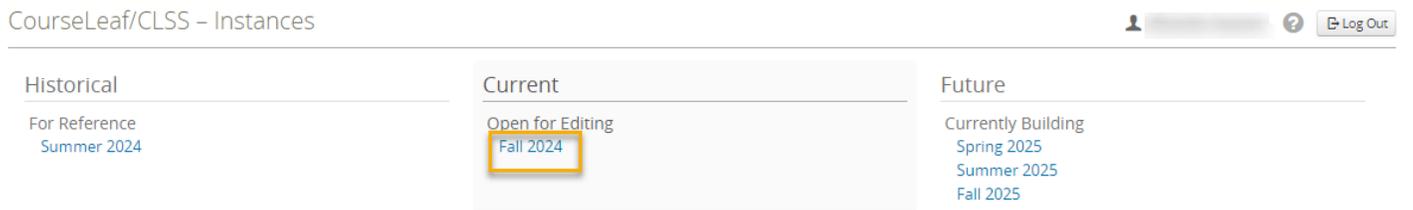
3. **Double-click** to open a scheduling unit (aka department) and see the courses maintained by that scheduling unit:
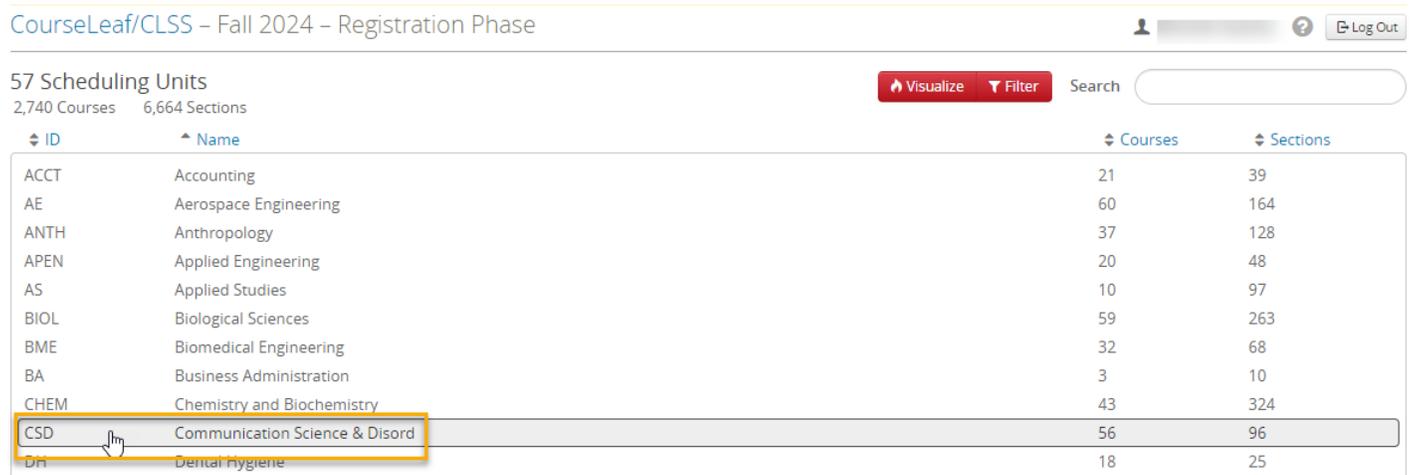
4. Click the **Validate** button:

5. A new window appears with a scrolling bar indicating the progress of the validation process:
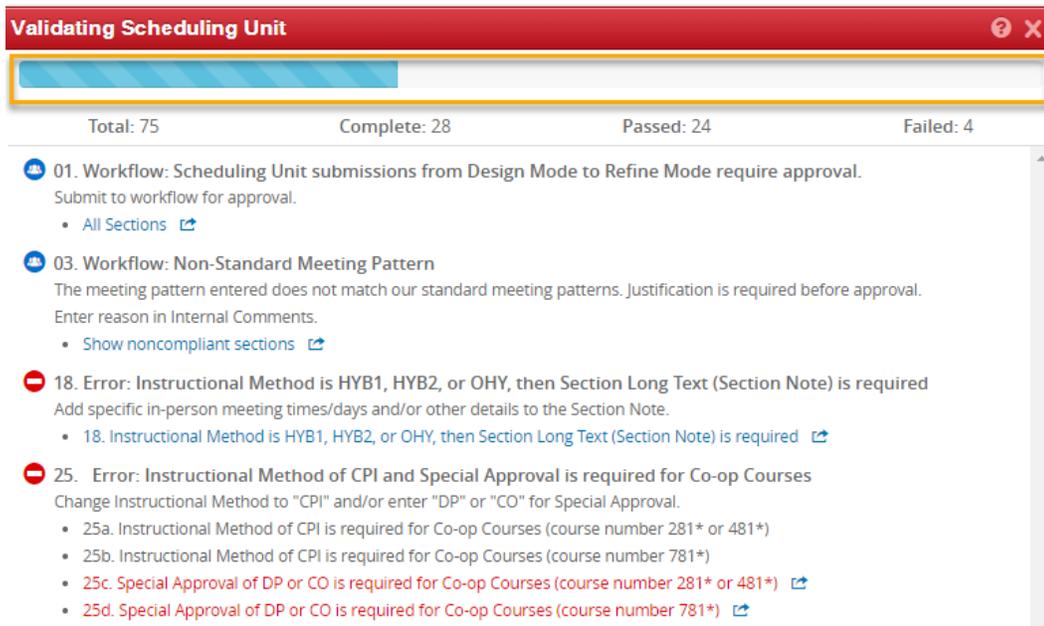
Validating Scheduling Unit   ❓ ✕

| Total: 75 | Complete: 28 | Passed: 24 | Failed: 4 |

👥 **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:
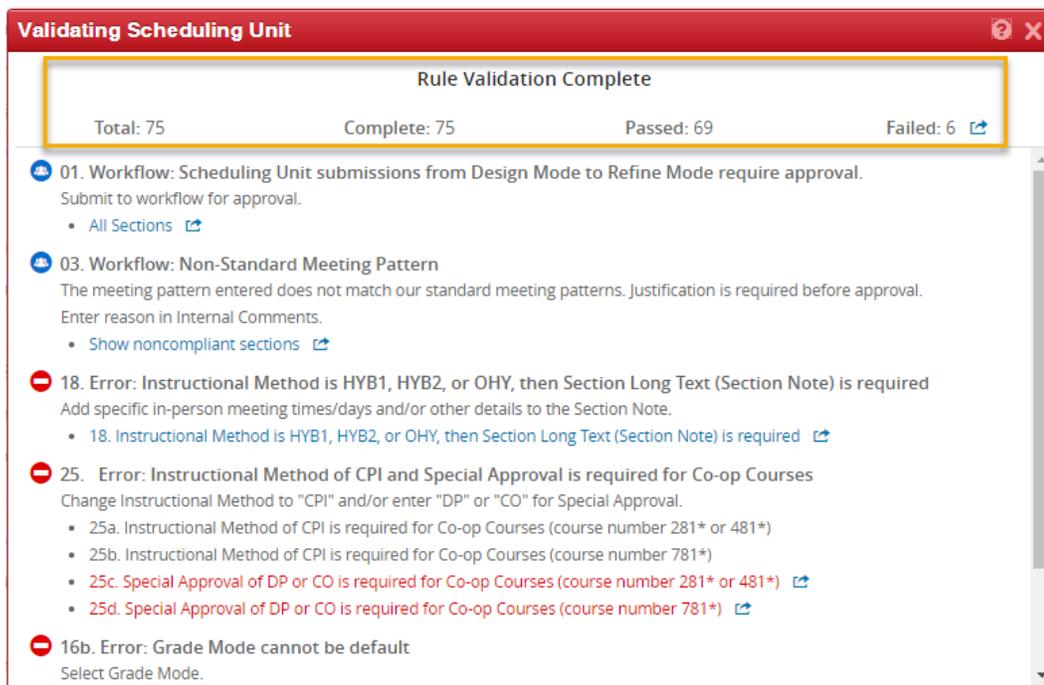
Validating Scheduling Unit   ❓ ✕

Rule Validation Complete

| Total: 75 | Complete: 75 | Passed: 69 | Failed: 6 ↗ |

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⛔ **16b. Error:** Grade Mode cannot be default
Select Grade Mode.
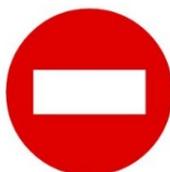
⛔	⚠️	👥
Error Can't Save	**Warning** Can Save, but Proceed with Caution	**Workflow** Save for Approval

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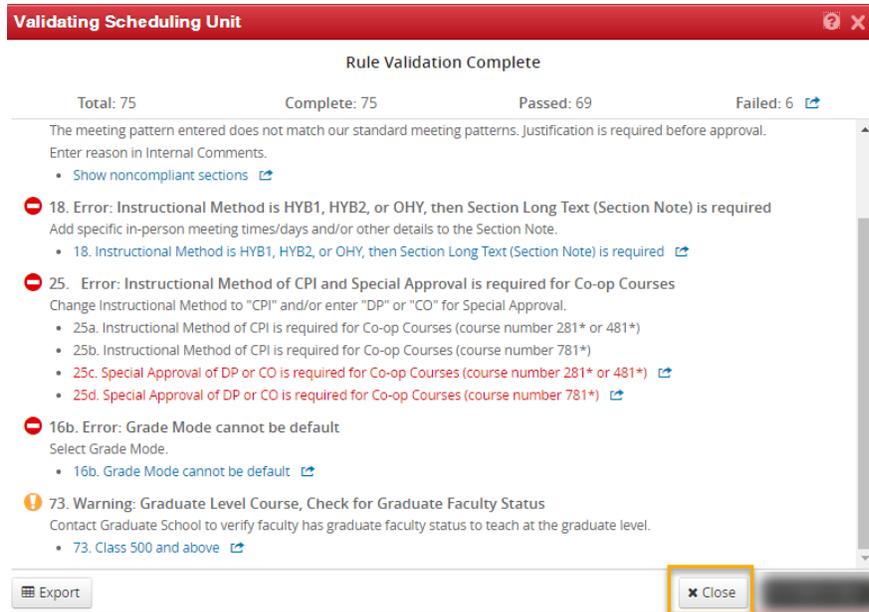
Fix the errors then repeat the '*Validating and Submitting a Scheduling Unit'* steps.

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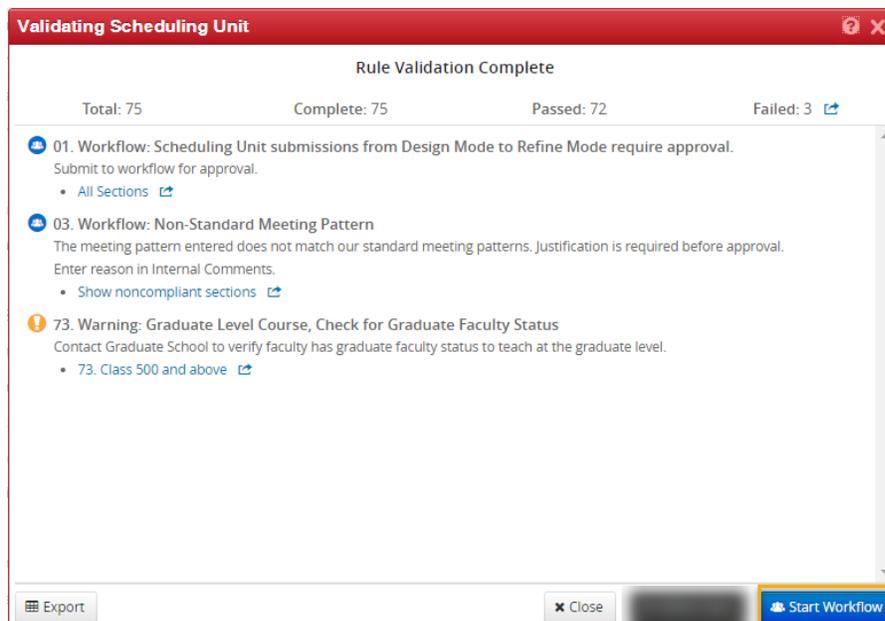
To confirm that the Scheduling Unit was successfully submitted to workflow, click the browser's **refresh** ↻ button then click the **Workflow Status** button:

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