

CLSS User Guide

Viewing or Editing a Section

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 - Fall 2024 - Registration Phase

57 Scheduling Units
2,740 Courses 6,664 Sections

Visualize Filter Search

ID	Name	Courses	Sections
ACCT	Accounting	21	39
AE	Aerospace Engineering	60	164
ANTH	Anthropology	37	128
APEN	Applied Engineering	20	48
AS	Applied Studies	10	97
BIOL	Biological Sciences	59	263
BME	Biomedical Engineering	32	68
BA	Business Administration	3	10
CHEM	Chemistry and Biochemistry	43	324
CSD	Communication Science & Disord	56	96
DN	Dental Hygiene	18	25

4. **Double-click** a course to view existing sections of it:

CourseLeaf/CLSS - Fall 2024 - Communication Science & Disord

56 Courses, 96 Sections
Registration Phase Design Mode

View By Validate Bridge Tools Visualize Filter Framer Export

Show courses with no sections

- 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 Mechanisms
- CSD 325 - Intro to Health Care Ethics

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Viewing or Editing a Section

5. Double-click a section to view or edit its settings with the Section Editor:

CourseLeaf/CLSS – Fall 2024 – Communication Science & Disord Log Out

56 Courses, 96 Sections View By Validate Bridge Tools Visualize Filter Framer Export

Registration Phase Design Mode Show courses with no sections

CSD 111 – Disorders of Human Communication

CSD 251 – Auditory Development and Disorders

CSD 270 – Introductory American Sign Language +

(11993)	0	Slieter, Lorita ()	TR 4:30pm-5:45pm	See ASL 104-(17005)
(11995)	0	Hofmann, Kimberly ()	R 4:30pm-6:50pm	See ASL 104-(17007)
(11996)	0	Clark, James ()	MW 4:30pm-5:45pm	See ASL 104-(17006)
(12953)	0	Hofmann, Kimberly ()	TR 7:05pm-8:30pm	See ASL 104-(17008)
(13403)	0	TBD	MW 10am-11:15am	See ASL 104-(17034)

CSD 301 – Anatomy and Physiology of the Speech and Hearing Mechanisms

CSD 325 – Intro to Health Care Ethics

6. The Section Editor window appears:

Edit Section – CSD 270-0: Introductory American Sign Language (CRN: 11996; CLSS ID: 1822)
+
?
×

ASL 104-(17006) controls the primary scheduling configuration for this cross-listed section

Fall 2024, CSD

Section Information

Title/Topic: Intro American Sign Language (Default V)

Campus*: OT (WSU Old Town)

Inst. Method*: HYB2 25% or less In Person

Viewable Online: Yes

Course Type: Lecture

Link To: Not linked to other sections

Restrictions: None

Part of Term*: 1 (Full Term) (8/19/24 to 12/12/24)

Credit Hrs: 3

Status: Active

Special Approval: (None Assigned)

Grade Mode*: Standard Letter (Default Value)

Cross-list With: ASL 104-(17006) ✖

Prerequisites: None

Section Attributes

FHCS (CSD Course Fee)

UNIV (Course from 4-YR School)

A (Div A Human+FineArts)

Course Attributes

FHCS (CSD Course Fee)

UNIV (Course from 4-YR School)

A (Div A Human+FineArts)

Instructor

Clark, James ()

Room*

OB C119 - Classroom (24)

Meeting Pattern

MW 4:30pm-5:45pm

Enrollment 2 current, 8 prior, 0 waiting

Maximum*: 10

Waitlist Max: 10

Cross-list Enrollment 4 current

Maximum: 24

Section Note

Internal Comments

Bridge Tools
Cancel
Save Section

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7. Use the **drop-down arrows**, **pencil icons** and **free text fields** to edit the information for the existing section:

Edit Section – CSD 270-0: Introductory American Sign Language (CRN: 11996; CLSS ID: 1822)

ASL 104-(17006) controls the primary scheduling configuration for this cross-listed section

Fall 2024, CSD

Section Information

Title/Topic: Intro American Sign Language (Default V) | Part of Term *: 1 (Full Term) (8/19/24 to 12/12/24)

Campus *: OT (WSU Old Town) | Credit Hrs: 3

Inst. Method *: HYB2 25% or less In Person | Status: Active

Viewable Online: Yes | Special Approval: (None Assigned)

Course Type: Lecture | Grade Mode *: Standard Letter (Default Value)

Link To: Not linked to other sections | Cross-list With: ASL 104-(17006) ✖

Restrictions: None | Prerequisites: None

Section Attributes 

FHCS (CSD Course Fee)
UNIV (Course from 4-YR School)
A (Div A Human+FineArts)

Course Attributes

FHCS (CSD Course Fee)
UNIV (Course from 4-YR School)
A (Div A Human+FineArts)

Instructor | **Room *** | **Meeting Pattern**

Edit Section – CSD 270-0: Introductory American Sign Language (CRN: 11996; CLSS ID: 1822)

ASL 104-(17006) controls the primary scheduling configuration for this cross-listed section

Fall 2024, CSD

Section Information

Title/Topic: Intro American Sign Language (Default V) | Part of Term *: 1 (Full Term) (8/19/24 to 12/12/24)

Campus *: OT (WSU Old Town) | Credit Hrs: 3

Inst. Method *: HYB2 25% or less In Person | Status: Active

Viewable Online: Yes | Special Approval: (None Assigned)

Course Type: Lecture | Grade Mode *: Standard Letter (Default Value)

Link To: Not linked to other sections | Cross-list With: ASL 104-(17006) ✖

Restrictions: None | Prerequisites: None

Section Attributes 

FHCS (CSD Course Fee)
UNIV (Course from 4-YR School)
A (Div A Human+FineArts)

Instructor

Clark, James ()

Enrollment

Maximum *: 10

Section Note | **Internal Comments**

Section Attributes 

Attribute

FHCS (CSD Course Fee) | UNIV (Course from 4-YR School) | A (Div A Human+FineArts) | DIVC (Diversity Content Included)

✖ Cancel | ✔ Accept

4 current

✖ Bridge Tools | ✖ Cancel | ✔ Save Section

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- Click **Save or Cancel** to exit the section settings window.

Edit Section – CSD 270-0: Introductory American Sign Language (CRN: 11996; CLSS ID: 1822) + ? ×

ASL 104-(17006) controls the primary scheduling configuration for this cross-listed section

Fall 2024, CSD

Section Information

Title/Topic	Intro American Sign Language (Default V)	Part of Term *	1 (Full Term) (8/19/24 to 12/12/24)
Campus *	OT (WSU Old Town)	Credit Hrs	3
Inst. Method *	HYB2 25% or less In Person	Status	Active
Viewable Online	Yes	Special Approval	(None Assigned)
Course Type	Lecture	Grade Mode *	Standard Letter (Default Value)
Link To	Not linked to other sections	Cross-list With	ASL 104-(17006) ✖
Restrictions	None	Prerequisites	None

Section Attributes

FHCS (CSD Course Fee)
UNIV (Course from 4-YR School)
A (Div A Human+FineArts)

Course Attributes

FHCS (CSD Course Fee)
UNIV (Course from 4-YR School)
A (Div A Human+FineArts)

Instructor	Room *	Meeting Pattern
Clark, James ()	OB C119 - Classroom (24)	MW 4:30pm-5:45pm

Enrollment	2 current, 8 prior, 0 waiting	Cross-list Enrollment	4 current
Maximum *	Waitlist Max	Maximum	
10	10	24	

Section Note

Internal Comments

Bridge Tools

Cancel Save Section