

**Terminology:**

<u>CourseLeaf</u>	<u>OPUS</u>
Instance	Term
Scheduling Unit	Department
Class	Class
Section	Section

**START HERE**

**CourseLeaf**  
Navigate to CourseLeaf

Under Current, Click on Term to open an Instance (Term)

System should take you straight to your department or classes available to you

**ADD A CLASS SECTION**

View By (in upper right corner) = Select Course

Check the box to Show Courses w/no Sections

Double Click the Class you want to Add a Section to

Click (+) Button to the right of the Class

**CHANGE/VIEW A CLASS SECTION**

Click View By Button and choose Course, Instructor, or Day/Time

Double Click Class to view Sections

Double Click Section to make changes

Edit the Section

**CANCEL A CLASS SECTION**

Click View By Button and choose Course, Instructor, or Day/Time

Double Click Class to view Sections

Click the (x) Button (to the Left) to Delete the Section

Click OK to Confirm

**STOP**

If there are issues with the class, a Validation Detail Window will appear = close window and make appropriate changes

Save Section

Validation will occur for each class added or changed.

Correct Issues. Validation will repeat until all issues are resolved.

**Refine Mode**

**Summer Only**  
Summer Program Director will approve all submissions prior to migration with PS

Classes will move in to PS during the planning phase once we are in refine mode (see timeline for specific date).

**STOP**

**Section Information**

**Title/Topic Section #** If topic class, select topic. System will assign but can be changed to fit school/department needs (up to 4 numeric characters only)

**Credit Hours** Can only be changed if the class is set up as variable credit (VC)

**Status** Active

**Consent** Select consent requirements from drop down (also enter "permission only" in Notes Section)

**Grade Mode** System will default

**Cross-list With** Enter cross listings in the comment section. This field will populate once Registrar assigns the requested cross listed class.

**Session** Regular Academic Session

**Campus** System will default

**Inst. Method** System will default, change only if online

**Requirement** System will default

**Section Type** System will default

**Link To** System will default, cross listings will appear after Registrar assigns

**Section Attributes**  
Choose accordingly from drop down

**Course Attributes**  
Set at the Course level and cannot be changed

**Instructor**

**To add instructor, select (pencil icon)**  
From drop down, choose Other  
Enter Instructor Last Name or EMPLID and select rom list  
Role = Choose from drop down  
Click Accept

**To remove instructor, change drop down back to staff**

**Room**

- Department Room (Available to All Schools)
- UCOL and GSAS only can select:**
  - Building name/TBA (Registrar will assign room #)
  - Registrar Room Pool (Registrar assigns bldg and room #)

**Schedule**  
Click on Calendar Icon  
Patterns = Choose Meeting Pattern, or select custom meeting pattern  
Select time by moving mouse over the calendar and Accept

**Enrollment**

Maximum = Enter max enrollment allowed  
Wait Cap = Default 999 (UCOL and UOXF can change)  
Rm Cap Request = Enter max room capacity

**Comments**

**Used to create workflow for anything out of the ordinary that the system won't allow. Examples:**  
Cross Listing = Enter, Same as (ex: HIST 190, seats 5) Meeting  
Schedule outside of term dates = Enter dates  
Changes when students are enrolled = Enter change here

**Notes (content is viewable by student)**

- Limited to 30 characters
- Consent required classes, enter "permission only"
- OISP Classes, enter "study abroad and class dates"
- Denote: Maymester, First Session, Second Session, All Summer

Save Section