

COURSELEAF

UPDATE

Keeping You Connected



TOPICS

NEWS FLASHES

THINGS TO DO....

CLSS UPGRADE / ZOOM SESSIONS

CLSS UPGRADE - CHANGES

CLSS UPGRADE - SNAPSHOTS

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CONTACT US

Please forward any questions to:
clsshelp@registrar.emory.edu

THINGS TO DO...

Please run the following query periodically to ensure all is well with your schedule of classes:
EU_DEPT_SR_CRSE_PROOF - Dep Sched of Classes.

- Please ensure an instructor is listed for each class.
- Check enrollment numbers
- Check day/time (AM/PM)
- If there is no enrollment after add/drop/swap, please cancel the class.

Please check to see if a class has a permanent cross listing.

INTRO

This newsletter has been created in an effort to keep you abreast of our transition to CourseLeaf. In this newsletter, you will receive: status and timeline updates, definitions of new terminology, a "Things to Do" section, course catalog and class scheduling tips, etc...

NEWS FLASHES



Due to a highly anticipated upgrade, CourseLeaf/CLSS will **NOT be available starting Wednesday, September 9, 2020, at 4:30pm. It will reopen on Tuesday, September 15, 2020.**

Please DO NOT VALIDATE your Spring 2021 class schedules in CLSS, at this time. If you have Validated, you will be advised later on what you may need to do. The Office of the University Registrar will not switch everyone over to Refine Mode in CLSS until a date has been confirmed by the schools.

Dear Colleagues,

We are off and running!

To say the least, Fall 2020 has been a challenging and interesting semester. Emory University stepped up to the challenge and did what was best and safest for students, faculty, staff, and all involved.

Thank you to all the schools, departments, and especially the schedulers for making the necessary class updates in a timely and efficient manner.

The scheduled shutdown of CLSS on **September 9-15, 2020**, is due to a long overdue upgrade. Most of the upgrade will affect processes behind the scenes.

In addition to the details in this newsletter, we will hold live Zoom sessions to provide an overview and demo the updates that will affect your scheduling process. You only need to attend one of these sessions. The date and times for these sessions will be:

Wednesday, September 8, 2020
10:00am or 2:00pm



Zoom details will be forwarded later, via calendar invite.

On the following pages, are updates and snapshots of processes that will be different **after** the upgrade and when CLSS reopens on **Tuesday, September 15, 2020.**

PROCESS CHANGES

- **Class Cancellations** - No longer have to enter an "X" in front of the section number
- **Variable Credit Hours** - No longer have to enter in the Comments section of CLSS
- **Secondary Instructors** - No longer have to enter in the Comments section of CLSS
- **Roster field for instructors added** - Schedulers will be able to select "Grade" and "Post" for instructor roles (Grade Proxy)
- **Notes Number Field Available** - Ability to type in or select a pre-defined note (required when canceling a class)
- **Meeting Start/End Dates** - May be entered in CLSS (if within the semester start/end dates)

HOW TO CANCEL A CLASS

- **If students are enrolled or on the wait list, please notify those students first before submitting the request.**
- Change the Status from Active to **Cancelled Section**.
- Zero out the Enrollment numbers.
- Enter the pre-flight cancellation code of 0022 in the Notes section.

Edit Section – BIOL 385-3: Special Topics in Biology (SIS ID: 5492; CLSS ID: 4427)

Section Information

Title/Topic: Special Topics in Biology (Default Value) | Session: Regular Academic Session (8/26/20 to 12/2/20)

Section #: 3 | Campus: Atlanta Campus

Credit Hrs: 3 | Inst. Method: In Person

Status: Cancelled Section | Schedule Print: Yes

Consent: No Special Consent Required | Section Type: Lecture

Grade Mode: Student Option | Link To: Not linked to other sections

Cross-list With: Select section... | Requirement: None

Section Attributes | **Course Attributes**

None Selected | None Assigned

Instructor: Staff | Room: No Room Assigned | Schedule: Does Not Meet

Enrollment | **Notes**

0 current | 1, 0022 - (Cancelled xx/xx/xx)

Maximum: 0 | Wait Cap: 0 | Rm Cap Request: 0

VARIABLE CREDIT HOURS

- Enter the fixed credit hours in the credit hour fields.

Before

Create Section – BIOL 385W: Special Topics in Biology

Section Information

Title/Topic: Special Topics in Biology (Default Value)

Section #: 1

Credit Hrs: 1 to 5

After

Create Section – BIOL 385W: Special Topics in Biology

Section Information

Title/Topic: Special Topics in Biology (Default Value)

Section #: 1

Credit Hrs: 4

INSTRUCTOR ROLE AND GRADE PROXY

Instructor Role

- **Instructor:** Enter the instructor's employee ID or name
- **Role:** Select the instructor's role from the drop down menu

The screenshot shows the 'Instructors' form with the 'Role' dropdown menu open. The 'Instructor' field contains 'Staff'. The 'Role' dropdown is open, showing options: 'Secondary Instructor' (selected), 'Primary Instructor', 'Teaching Assistant', and 'Grade Proxy'. The 'Roster' dropdown is set to 'Approve' and the 'Print' checkbox is checked. There are 'Cancel' and 'Accept' buttons at the bottom right.

Grade Proxy Role

- **Instructor:** Enter the instructor's employee ID or name
- **Role:** Select **Grade Proxy** from the drop down menu
- **Roster:** Must select **Grade**
- **Print:** Must **deselect** the print option

The screenshot shows the 'Instructors' form with the 'Role' dropdown menu open. The 'Instructor' field contains 'Staff'. The 'Role' dropdown is open, showing options: 'Grade Proxy' (selected), 'Primary Instructor', 'Teaching Assistant', and 'Grade Proxy'. The 'Roster' dropdown is set to 'Grade' and the 'Print' checkbox is deselected. There are 'Cancel' and 'Accept' buttons at the bottom right.

NOTES NUMBER FIELD

Notes:

How to add a pre-flight message

- Select the Notes editing pencil
- Scroll down until you find the option needed or
 - Type in the search box the option needed
- Here are two of the most used options:
 - 0002: Permission Required
 - 0022: Cancellation

How to add a custom note:

- Select the Notes editing pencil
- Select "Add Your Own Note"
- Enter your Note

The screenshot shows the 'Notes' form with the 'Add Your Own Note' option selected. There is a search box and a 'Cancel' button at the bottom right.

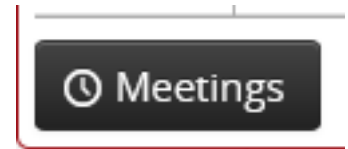
The screenshot shows the 'Notes' form with a search box and a list of note options. The options are: 'Add Your Own Note', '0001 - (S/U Only)', '0002 - (Permission Required Prior to Enrollment)', '0003 - (Freshmen Only)', '0004 - (Letter Grade Only)', '0005 - (Permission of XXXXXXXXXXXXXXXXXXXXXXXX Required Prior to Enrollment)', and '0006 - (Same as XXXXXXXXXXXXXXXXXXXXXXXX)'. There are 'Cancel' and 'Accept' buttons at the bottom right.

MEETING START/END DATES

- *These Start/End dates must be within the semester dates. Dates outside of semester dates must be entered in the Comments section.*
- Select **"Does Not Meet"**
- Select **"Meeting"** on the bottom left corner
- Select the editing pencil
- Select **"Custom"**
- By clicking in the start or end date fields, a calendar will appear.
- Select a custom start and/or end date
- **Accept**
- The custom start/end dates will appear under the "Date" field

Schedule

 Does Not Meet



Pattern	Room	Dates	
A. Does Not Meet	No Room Assigned	Using Session Dates	

Meeting Details

Pattern: Does Not Meet

Room: No Room Assigned

Dates: Custom

01 / 12 / 2021 to 04 / 26 / 2021

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Pattern	Room	Dates	
A. Does Not Meet	No Room Assigned	1/13/2021 to 4/23/2021	

"Every success story is a tale of constant adaption, revision and change."

-Richard Branson