INTRO

This bi-weekly newsletter has been created in an effort to keep you abreast of our transition to CourseLeaf. In this newsletter, you will receive: status and time line updates, definitions of new terminology, a “Things to Do” section, course catalog and class scheduling tips, etc…

NEWS FLASH

Dear Schedulers,

Thank you for your patience during our two week validation period.

CourseLeaf/CLSS will reopen for fall 2017 scheduling on Tuesday, February 21, 2017, at noon. At that time, fall 2017 will be in Refine mode. As new sections are added or modified in Refine mode, our office will continue to monitor CLSS and OPUS. This means all class section changes will go into a work flow and our office will make sure it processes correctly. Work flow indicates that the section or scheduling unit may be saved as is but approval or additional work by the Registrar’s Office will be required to complete the entry of the class or schedule into OPUS. Please allow one to two business days for any changes to appear in CLSS and OPUS.

SPECIAL NOTE: During this time, for sections you would like to delete, please open the section and type DELETE in the Comments box. This will be an important step for us to make sure everything is processing in OPUS correctly. We will work to delete any sections as quickly as possible. However, please know any other entries in the Comments section will be processed during the Proofing phase beginning on March 6, 2017.

Again, we appreciate your patience as we continue to closely oversee the implementation of CLSS. Please be sure to keep in mind the updated timelines for fall 2017 and spring 2018 (please see timelines on next page).

If you have any questions, please email us at registr@emory.edu.

Sincerely,

Apryle C. Brown
Associate University Registrar
TIMELINES

Below are the updated timelines for Fall 2017 and Spring 2018, mentioned in Apryle's note.

<table>
<thead>
<tr>
<th>Design Mode</th>
<th>Refine Mode</th>
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<th>Refine Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Plan Phase</td>
<td>Plan Phase</td>
<td>Proofing Phase</td>
</tr>
</tbody>
</table>

*(Jan 23 – Mar 3, 2017) Note, this is not a normal scheduling cycle due to the launch of CourseLeaf in mid-January. The Plan Phase in the Design Mode will normally begin in September for Fall and Spring and will not have a validation period.

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*(Jan 23 – Mar 10, 2017) Note, this is not a normal scheduling cycle due to the launch of CourseLeaf in mid-January. The Plan Phase in the Design Mode will normally begin in September for Fall and Spring.

TIDBITS & UPDATES

During the validation period, we came across a few items that we would like to bring to your attention:

- **Notes -vs- Comments** section - Please remember, data entered in the "NOTES" section will feed directly into OPUS. Data entered in the "COMMENTS" section will go into workflow and will only be seen by the Registrar's office. We found a lot of cases where these two sections were mixed up. Please check to ensure information is entered in the correct section.

- A "Current Prime Time Scheduling Percentage" warning has been added in CLSS. Here is a screenshot of the warning schedulers will see when they validate.

![Current Prime Time Scheduling Percentage]

- No need to add "smart room is needed" in the Comments section. All of the rooms in the Registrar's Pool is or has the capability of being a "smart room".

- A "Logout" button has been added in CLSS. This will end the need to continually clear your history.

- **Tiered enrollment** - Just to clarify, 1) please enter the senior enrollment number as the maximum enrollment number for classes using the tiered enrollment. 2) In the Comments section, enter "Tiered:" then list the tiered numbers. For example: "Tiered: Sr-4, Jr-5, Soph-5, Fresh-5 = 19. In this example, "4" would be entered as the Enrollment Maximum.
Now that we are moving into the Refine Mode, below is a workflow chart for entering, updating, and canceling classes when in Refine Mode.

**CLASS SCHEDULING - ADD/CHANGE/CANCEL A SECTION (REFINE MODE)**

**ADD A CLASS SECTION**
- View by (in upper right corner) = Select Course
- Check the box to Show Courses with 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
- Click OK to Confirm

**CANCEL A CLASS SECTION**
- Click the (x) Button to the Left to Delete the Section
- Click Ok to Confirm

**Opus**
- Term
- Department
- Class
- Section

**CourseLeaf**
- Instance
- Scheduling Unit
- Class
- Section

**Section Information**
- Title/Topic: If topic, select topic. If topic class, select topic.
- Credit Hours: System will assign but can be changed to fit school/department needs (up to 4 numeric characters only)
- Status: Active
- Consent: Select consents from requirements from drop down (also enter "permission only" in Notes Section)
- Oracle 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, 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
- Instructor: Last Name or EMPLID and select from drop down
- To remove instructor, change drop down back to staff

**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 UOF can change)
- Room Requirement = Enter max room capacity

**Notes (content is viewable by student)**
- Limited to 30 characters
- Consents required classes, other "permission only"
- GLAP Classes, enter "study abroad and class only"
- Denote: Maymester, First Session, Second Session, All Summer

**Comments**
- Used to create workflow for anything out of the ordinary that the system won't allow. Examples: Change status, enter, same as (i.e.: HIST 198), affects scheduling, substitute outside of term class = Enter class.
- Changes when students are enrolled = Enter change here

**Education**
- Summer Only
- Summer Program
- Director will approve all submissions prior to migration with IS

**Reminders**

Remember to check out the new CourseLeaf website!
http://registrar.emory.edu/faculty-staff/curriculum-management/course-offering.html

Comments Section:
In the Comments section, please remember to enter the Key words (i.e. Same as, Instructor, Rooms, etc.) then the request details.

Issues Tracker
Please continue to report all issues/questions/comment via the below link within CourseLeaf/CLSS:
https://app.smartsheet.com/b/form?EQBCT=f5134718ae414b03ab8d1c9ae17ad7c7

"I'm never sure what's coming next, but I'm an open minded person and I welcome any challenge."

~Sarah Polley
Dear Schedulers,

Courses can be viewed in OPUS under Course Catalog if you would like to check any information regarding a course. Go under **Main Menu > Curriculum Management > Course Catalog > Course Catalog**

Enter subject and catalog number. **Click Search.** If there are more than one course IDs, select the one that is active. It is possible that a course ID shows up multiple times. This happens when the course’s title has been changed.

When a course ID is selected, the following page will open:

You may navigate through the panels to see all the information about the course. If the course is permanently cross listed, you may view the cross listed courses on the Offerings panel, see image below:

Thank you

Elizabeth "Betty" Kocsis
Business Operations Specialist