



COURSELEAF

UPDATE

Keeping You Connected

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CONTACT US

Please forward any questions
to: registr@emory.edu

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



CourseLeaf will NOT be available for Summer 2017 Scheduling.

Summer 2017 Process:

Dec. 19th - Jan 19th - The Registrar's office will enter approved classes directly into OPUS for the College, Graduate School, Nursing, and the Business School.

Jan. 16, 2017 - Web forms will be available for Summer 2017 updates. Here is the URL for the following forms: Change Class, Cancel Class, and Add Class - <http://registrar.emory.edu/faculty-staff/curriculum-management/forms.html>

RULES

Rules are a set of guidelines set by Leepfrog and Emory in CLSS to better assist you in correctly submitting your schedule of classes into OPUS. **Rules** can be set at the section level or the scheduling unit level. **Rules** can vary between Modes and Phases.

Please note, some **Rules** are in place for all schools in order to facilitate transmission to OPUS, and some are school specific and may not pertain to all schedulers.

There are three types of messages that you will receive, if there are errors once you "Save Section" or "Validate".



Error - "An Error indicates that the section or scheduling unit may not be saved as is. The error description will give the rationale and possible solutions to the error. The Save As-Is or Start Workflow buttons will not be available if there is any error present. To save the section, correct the error then attempt to save again."



Warning - "A warning indicates that the section or scheduling unit may be saved, but caution should be taken before completing the schedule. The warning description will give the rationale and may list possible issues that may arise from this section. The Save As-Is Button will appear if the validation only required a warning and not a work flow or error. Warnings do not require any further work flow or approval to be saved."



Work flow - 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 (i.e. Cross-listings). The work flow description will give the rationale. In Design mode, all work flow takes place at one time for the entire scheduling unit. In Refine mode, each section will have to go through work flow on its own.

LIST OF RULES CURRENTLY IN CLSS

Below is a list of current Rules in CLSS. The Phase and Modes are listed by each rule. This shows which Mode and Phase a particular Rule is in affect. Also, if a rule is violated, the "On Failure" column shows the error type you will receive.

	Rule Name	Phases	Mode	On Failure
1	60% Primetime (UCOL and GSAS)	Plan,Proof	Both	Workflow
2	9999 Not Valid Section Number	All Phases	Both	Error
3	Any Change, Any New	All Phases	Refine	Workflow
4	Assigned Room Cap Must Be \geq Maximum Enrollment Cap	All Phases	Both	Error
5	Cancelled Section Workflow	Publish	Refine	Workflow
6	Classroom Cannot be Double-Booked	All Phases	Both	Error
7	Compliance 10AM-3PM	All Phases	Both	Warning
8	Enrollment >0 , Changes Not Allowed	Publish	Refine	Error
9	Missing Instructor	Publish	Refine	Warning
10	No Session Changes	All Phases	Both	Error
11	Primary Sections' Section Numbers Must be Numerical	All Phases	Both	Error
12	Requested Room Cap Must Be \geq Maximum Enrollment Cap	All Phases	Both	Error
13	Section Number Start with X when Cancelling a Section	All Phases	Both	Error
14	Sections in a Combined Section Cannot be Canceled in CLSS	All Phases	Both	Error
15	Standard Meeting Pattern Rule	All Phases	Both	Warning
16	Summer - Any Change Any New	All Phases	Refine	Workflow

TERMINOLOGY

Big Blast – Mass upload of CLSS to OPUS, OPUS to CLSS, etc.

Heat Map – Visual representation of the number of sections in a scheduled week. Hovering over the heat map will reveal the number of classes for that time. Clicking within the heat map will reveal a detailed description of classes during that time.

Filter – Sort by course, section, instructor, etc.

Framer – Provides a view of sections by instance. Historical data can be viewed in the Framer. Information is pulled from SIS/OPUS.

Snapper - The Snapper shows the section being scheduled and related sections. The Snapper is so named because when hovering over the time grid, the software will attempt to “snap” the section into a pre-defined, standard meeting time.

STATUS UPDATE

- ▶ January 4th and 5th 2017 - CourseLeaf Training with LeepFrog
- ▶ January 17, 2017 - Soft CourseLeaf Go Live (Select Scheduling Units ONLY)
- ▶ January 23, 2017 - Official CourseLeaf Go Live (All Phase I Schools)

THINGS TO DO...

- **COURSELEAF 101 CLASS**
Classes are available for enrollment in ELMS, and are scheduled for **January 4th and 5th, 2017**. Please use the following link to enroll - <https://elmprod.emory.edu>
- **URGENT REMINDER:**
Please forward the name(s), email address, and Emory user name of people in your department/school who will be responsible for entering class schedules in CLSS. Also include the department(s) this person will enter classes for.

Please forward this information to: registr@emory.edu, by end of day January 3, 2017.

Again, thank you to those who have already submitted this information.

“The Holiday Season is a perfect time to reflect on our blessings and seek out ways to make life better for those around us”
-Terri Marshall

Please have a safe and enjoyable Holiday!