



COURSELEAF

UPDATE

Keeping You Connected

TOPICS

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PUBLICATION

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CONTACT US

Please forward any questions to:
registr@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 FLASH



Due to a server move in December 2018, CLSS will **NOT** be available from **December 7-8, 2018**. We apologize in advance for any inconvenience. Please plan accordingly.

REVIEW EDITION

Dear Colleagues,

We do hope that your new school year is off to an awesome start!

With all the new and exciting applications being introduced and rolled out at Emory University (*Degree Tracker, On-line Declaration of Major/Minors, REDCap - Student Data Change forms*), it is hard to believe that CourseLeaf/CLSS is now a "senior" application. Remember, the "Go Live" date for CourseLeaf/CLSS was January 23, 2017. We have gone from a manual to an online class entry process! Thank you all for trusting the process and successfully transitioning to CLSS.

There has been quite a bit of transition within some of the schools using CLSS, and we welcome all the new schedulers/users to CLSS. Based on the number of new users and repeat questions that I receive from established users of CLSS, I felt this would be a good time to do a *Review Edition* of the *CourseLeaf Update*.

Information on CLSS is always available on the website:

<http://registrar.emory.edu/faculty-staff/curriculum-management/course-offering.html>

or via:

registrar.emory.edu > faculty/staff tab > Curriculum Management > Class Offerings

Please, please remember to periodically run the **"EU_DEPT_SR_CRSE_PROOF"** query in OPUS to ensure all is correct with your schedule of classes. Things to check in addition to the items listed to the left: variable credit hours (*ensure the correct hours are listed*), room assignments, special topics are listed correctly, and cross listed class information.

Thank You!

UPCOMING DATES - SPRING 2019

October 1 - 15, 2018

Spring 2019 - Phase I and II Schools will be switched to Proofing Phase

- CLSS will NOT be available to some schedulers for updates
- Workflow items - cross listings, new topics, special requests, room assignments, etc. will be processed

October 15, 2018

Spring 2019 - Phase I and II Schools will be switched to the Publish Phase

- CLSS will be available again for updates to be submitted
- Tighter restrictions due to classes being added to student shopping carts and enrollment

DRAFT TIMELINES - 2019-2020

Below is a draft of the Summer 2019, Fall 2019, and Spring 2020 Timelines. You will be notified of any updates to these timelines as soon as possible.

Summer 2019, Fall 2019 & Spring 2020 Timelines

DRAFT

	Design Mode	Refine Mode	Refine Mode		Refine Mode
	Plan Phase		Proofing Phase	Publish Phase	Archive Phase
Summer '19	(Oct 15, – Dec 14, 2018)	(Dec 17, 2018–Jan 11, 2019)	(Jan 11, - Jan 25, 2019)	(Jan 28 – Aug 9, 2019)	(>Aug 9, 2019) ----- End of Summer Term
Fall '19	(Oct 15, 2018 – Jan 28, 2019)	(Jan 28 – Feb 24, 2019)	(Feb 25 – Mar 11, 2019)	(Mar 11 – Dec 20, 2019)	(>Dec 23, 2019)-----End of Fall Term
Spring '20	(Oct 15, 2018 – Sept 2, 2019)	(Sept 2 – 30, 2019)	(Sept 30-Oct 14, 2019)	(Oct 14, 2019 – May 8, 2020)	(>May 11, 2020)-----End of Spring Term

- CLSS is available to schedulers for class planning and entry.
- Only people with access to CLSS are able to view.
- Data is NOT visible in OPUS

- CLSS is still available to schedulers for class planning and entry.
- Now data is transferred between CLSS and OPUS and vice-versa in real-time (instantly)

- CLSS is NOT available to schedulers for updates.
- Room assignments & Workflow items (cross-listings, special requests, etc.) are processed

- CLSS is available again to schedulers for updates.
- Tighter restrictions due to student shopping carts and enrollment
 - Advisement Begins
 - Summer 2019 – 2/01/19
 - Fall 2019 – 3/18/19
 - Spring 2020 – 10/21/19
 - Pre-Registration Begins
 - Summer 2019 – 2/08/19
 - Fall 2019 – 3/25/19
 - Spring 2020 – 10/28/19
 - Add/Drop/Swap
 - Summer 2019
 - Begins – 02/08/19
 - Ends – (Maymester) - 5/14/19,
 - (Reg & 6W1) – 5/24/19
 - (6W2) – 7/5/19
 - Fall 2019
 - Begins – 8/28/19
 - Ends – 9/4/19
 - Spring 2020
 - Begins – 11/25/19
 - Ends – 1/21/20
 - Classes Begin
 - Summer 2019-(Maymester)- 5/14/19,
 - (Reg & 6W1) – 5/20/19
 - (6W2) – 7/1/19
 - Fall 2019 – 8/28/19
 - Law - 8/19/19
 - Spring 2020 - 1/13/19
 - Law - 1/06/20
 - College, Undergrad Bus. & Oxford - 1/14/20

- CLSS is NOT available to schedulers for updates.
- The Term/Instance is Archived and moved to the Historical Term
- Data may still be viewed but not updated

WAIT LIST

- If the **Wait Cap** is:
 - "0" = Wait list is turned **off**
 - "999" = Wait list is turned **on**
- Emory College** - A class **CANNOT** be on the tiered enrollment list and have the wait list activated at the same time. A class may use tiered enrollment during preregistration then activate the wait list only after preregistration.
- If you have a class on the tiered enrollment list, please do NOT enter "999", please enter "0" for wait cap (see snapshot).

Enrollment

Maximum:	Wait Cap:	Rm Cap Request:
5	0	5

- If you plan to raise or adjust the enrollment limits during preregistration, please set wait list cap to 0. Wait list should only be activated after enrollment limits are set and stable.
- The Auto-Enroll from the Wait List is a process that automatically moves a student from a Wait List to enrollment in a class, if a student has no conflicts. This process run every 10-15 minutes throughout the enrollment period.

HOW TO CANCEL A CLASS

- If students are enrolled or on the wait list, please notify those students first.
- Place a "X" in front of the section number.
Note: If the section number is 4 digits, change the section number to just "X" (i.e. to cancel section number 4123, change to "X"). If there is more than one section of a class to be canceled, the first one would be "X", the second would be "X1", then "X2", and so on.
- Change the Status from Active to **Cancelled Section**.
- Zero out the Enrollment numbers.

Edit Section – ENV5 385-X1: Topics: Environmental Studies (SIS ID: 4922)

Section Information

Title/Topic: Bridging Science-Policy Interf
 Section #: X1
 Credit Hrs: 3
 Status: Cancelled Section
 Consent: Department Consent Required
 Grade Mode: Student Option
 Cross-list With: Select section...

Enrollment

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

Comments

1. (Cancelled 04/19/17)

Buttons: Bridge Tools, Cancel, Save Section

VARIABLE CREDIT HOURS

When credit hours are changed from variable to fixed in CLSS, the credit hours revert back to variable in OPUS.

The WorkARound for this issue is to enter the fixed credit hours in the Comments section for a variable credit hour class (see example). The Registrar's office will then make the update in OPUS.

Create Section – ANT 385: Special Topics: Anthropology

Section Information

Title/Topic: Special Topics: Anthropology (Default Val
 Section #: 6
 Credit Hrs: 1 to 4
 Status: Active
 Consent: No Special Consent Required
 Grade Mode: Student Option
 Cross-list With: Select section...

Enrollment

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

Comments

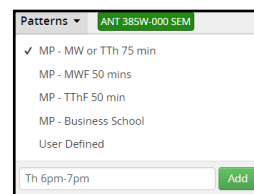
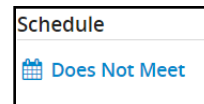
Credit hours: 3

Buttons: Bridge Tools, Cancel, Save Section


MEETING PATTERNS

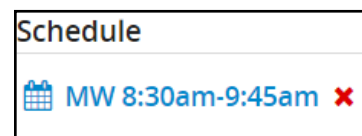
Steps to create a non-standard meeting pattern:

- Once in a section, under schedule, select the link to the right of the calendar. It will say “Does Not Meet”.
- This will take you to the Snapper screen, select the “Patterns” drop-down
- In the “Meeting Pattern Name” box, enter in capital letters the meeting day(s), a space, and the time (i.e. Th 6pm-9pm). **You must enter AM or PM** after the start and end times.
- Select “Add”
- Select “Accept”



Steps to create an additional meeting pattern:

- Once in a section, under schedule, select the link to the right of the calendar. There should already be a meeting pattern listed.
- Select “Meetings” at the bottom left of the screen
- Select the green button  to add an additional meeting pattern
- Make your room selection
- Select the new meeting pattern (it will then be highlighted in green)
- This will take you to the Snapper screen, click the “Patterns” drop-down
- In the “Meeting Pattern Name” box, enter in capital letters the meeting day(s), a space, and then the time (i.e. F 6pm-7:30pm). **You must enter AM or PM** after the start and end times.
- Select “Add”
- Select “Accept”




ROOM DEFINITIONS

- **No Room Needed** - This should be selected for classes without a meeting pattern that don't need a room.
- **General Assignment Room** - This should be selected for classes with a specific meeting pattern but a room is NOT needed.
- **Registrar Room Pool** or **any building TBA** (i.e. White Hall TBA) - This should be selected if your scheduling unit is a Department in GSAS or UCOL and a room is needed from the Registrar's Room Pool.

VALIDATION

You can **Validate** your schedule at any time. However before you start clicking, we have some tips and best practices we would like to share with you.

Best Practices:

- You can only click Validate once, so make sure your scheduling unit is in a good, stable place.
- Before clicking , we **STRONGLY** recommend you to Export everything you've entered into an Excel file to keep for your records. This will also allow you to cross check with OPUS to ensure your entries bridged correctly.



UNABLE TO ACCESS CLSS

If you get the below message "Loading Instances" and the wheel just keeps spinning, please clear your history/cache or select the refresh button.

Refresh Button



NEW INSTRUCTORS / INSTRUCTORS NOT LISTED IN CLSS

If there is a new instructor who is not listed in the drop down menu in CLSS, please enter that instructor's name and employee ID in the Comments section.

A new instructor must be entered into OPUS first by the Registrar's Office. The instructor will then be uploaded into CLSS. If an instructor is not in OPUS, we will not be able to add them to a class.

Please note, time is needed for HR to process a new instructor in PeopleSoft/OPUS. It could take a couple of days before a new instructor will appear in OPUS.

UPDATING THE CORRECT INSTANCE

When multiple "**Instances**" are available for updates, please ensure you are updating the correct instance. Classes have been accidentally canceled with students enrolled because the wrong instance was updated.

Please know, when a class is canceled, the students enrolled and on the wait list are dropped from the class.

*As a reminder, enrolled and wait listed students should be informed **first** before a request to cancel is submitted.*

Here is a tip to assist you in ensuring you are in the right instance:

- When Canceling a class, check to see if students are currently enrolled before you cancel the class. This should trigger you to check if you are in the correct instance.

TIERED ENROLLMENT

When initially entering a class in CLSS that will utilize the tiered enrollment process, 1) under enrollment, enter the number of seats reserved for seniors as the maximum. 2) In the Comments section, enter "Tiered:" then list the breakdown by class (see example below).

Example: For a class with a total enrollment of 20 seats: Sr = 5, Jr = 5, Soph = 5, Fresh = 5

Enrollment			0 current
Maximum	Wait Cap	Rm Cap Request	
5	0	20	

Comments

Tiered: Sr=5, Jr=5, Soph=5, Fresh=5; Total 20 seats

CROSS LISTING

This is for classes that are actually combined in OPUS. Emory College and Laney Graduate School are the schools that use this type of cross listing.

- The cross listing MUST be submitted by the originating department in CLSS (Comments section).
- Any changes MUST be submitted by the originating department in CLSS (Comments section).
- The cross listing details are to be listed in the Comments section of CLSS.
- Initially, cross listings will be added during the Proofing Phase by the Registrar's office.
- The GERs must be the same for Emory College cross listings.
- The enrollment for the originating department should be entered in the "Maximum" section under "Enrollment"

Example: Anthropology (originating department) to be cross listed with MESAS and REL. This is what should be entered in CLSS.

Create Section – ANT 385W: Special Topics: Anthropology

Section Information

Title/Topic: Special Topics: Anthropology (Default Val)
Session: Regular Academic Session

Section #: 3
Campus: Atlanta Campus

Credit Hrs: 4
Inst. Method: In Person

Status: Active
Requirement ...: History, Society, Cultures with Writing

Consent: No Special Consent Required
Section Type: Seminar

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

Cross-list With: Select section...

Section Attributes
None Selected

Course Attributes
GER - Secondary GER: Science, Nature, Tech.Lab Wrt.

Instructor
Staff

Room
No Room Needed

Schedule
Does Not Meet

Enrollment
0 current

Maximum: 6
Wait Cap: 0
Rm Cap Request: 12

Notes
None Assigned

Comments

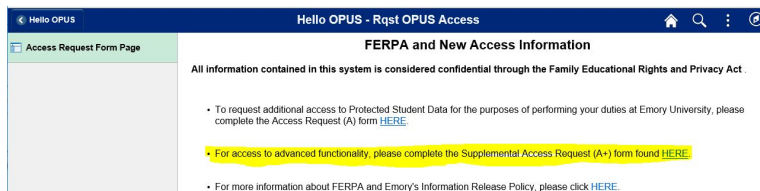
Credit hours = 4
Cross list: ANT 385W = 6, MESAS 370W = 3, REL 370W = 3, Total = 12 seats

Bridge Tools
Cancel
Save Section

COURSELEAF TRAINING IN ELMS

Below are the steps to gain access to CourseLeaf:

1. Log into ELMS** (see instructions below)
2. Watch the following four videos in order:
 - **CourseLeaf Introduction (4150101)**
Terminology, Modes and Phases, Log in, Instances, and Scheduling Units
 - **CourseLeaf Manage Classes (4150102)**
How to Add, Change, Delete, and Cancel a Class
 - **CourseLeaf Advanced Options (4150103)**
Visualization button, Filter, Framers, and Snapper (meeting patterns)
 - **CourseLeaf Finalize Schedule (4150104)**
How to Finalize and Edit a schedule
3. Take the Quiz – **CourseLeaf Quiz (4150105)**
 - In order to be granted access to CourseLeaf, you must score at least 80%. This means you can miss up to 5 of the 25 questions.
 - If you do not score at least 80%, you will be able to re-take the quiz two more times. After the third try, you will have to attend an in person CourseLeaf Training Session.
4. Complete and submit an on line **A+ Access** form. After logging into OPUS, select "Hello OPUS" from the drop down menu, then select "Request OPUS Access" (please see snap shot on the right).
5. Please email the completed A+ form to: registr@emory.edu. Also, include in the subject line of the email, "CourseLeaf Access Request".
6. Within 48 hours, you will receive an email stating that you now have access to the production site of CourseLeaf.



**Steps to log into ELMS:

Please note, you must watch these videos in order.

1. Link to ELMS: <https://elmprod9.emory.edu/psp/elmprod9/?cmd=logout>
2. Log in using your Emory User name and password
3. Select the "Find Learning" box
4. In the "search by keyword" box enter the course ID number or the course name; then select "Enter"
5. Click "search"
6. Click "launch" when you're ready to watch the training video
7. Click "launch" again on the Table of Contents screen
8. Upon completion, select "Click here to refresh your score", this will change the status to "Completed"
9. Repeat steps 4 – 8 until you have reviewed all four videos
10. Once you finish all the courses, you will then need to take the on line quiz, **CourseLeaf Quiz (4150105)**
11. Upon completion, select "Click here to refresh your score" again

"Excellence is achieved by
the mastery of the
fundamentals."

-Vince Lombardi