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.

**VARIABLE CREDIT HOURS**

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

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

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
• 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

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

-Richard Branson