

# COURSELEAF

## UPDATE

*Keeping You Connected*



### TOPICS

THANK YOU!

THINGS TO DO....

SPRING 2022 CLSS TIMELINE

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WORK-A-ROUNDS

REMINDERS

### PUBLICATION

JULY 6

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### CONTACT US

Please forward any questions to:  
clsshelphelp@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...*

### THANK YOU!

Dear Colleagues,

It has been a while since the last CourseLeaf Update, but as promised, I will only send these newsletters as needed.

A lot has happened with class scheduling due to the pandemic. During this time, classes went from mostly in-person, to all on-line, to a mixture of in-person and on-line, and for Fall 2021, most classes will be close to pre-pandemic. I would have said back to normal but I am not sure anything will ever be "back to normal" after this pandemic.

Also during this time of transition, you have mastered the use of Zoom and Microsoft teams, learned more than you probably ever wanted to know about class scheduling, meeting patterns, the difference between asynchronous and synchronous (big one for most of us), hybrid classes, classroom density, tiered enrollment, and wait listing. There were times when I was confused, you were confused, and we confused each other. 🤔 But, we made it through with very few hiccups.



Bottom line, **We did it together!** I personally saw a lot of you working long hours and over the weekends to ensure all was good with your schedule of classes. You did this so there would be little to no confusion for the students.

The CLSSHELP Team would like to **thank you** for your patience, flexibility (adjusting to CLSS rules we had to incorporate due to COVID-19), your questions, notifications of things not working properly in CLSS, your resilience, and your creative thinking (with requests that even stumped Betty, which is hard to do). 😊

To say that the last year and a half has been challenging would be an understatement, but we got through it by working together.

***We appreciate and thank you!***

# SPRING 2022 CLSS TIMELINE

Below is the tentative timeline for Spring 2022 for CLSS. Please refer to your individual school calendar for actual preregistration dates.

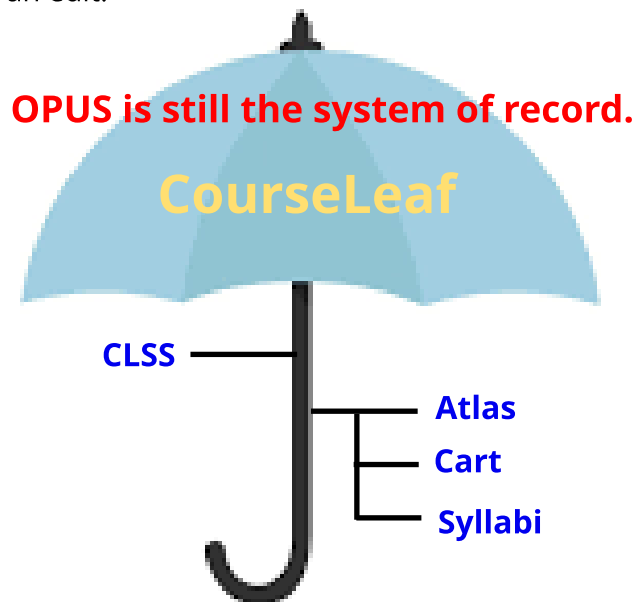
## Spring 2022 *Tentative* Timeline

	Design Mode		Refine Mode		
	Plan Phase		Proofing Phase	Publish Phase	Archive Phase
Spring '22	(July 5 – Aug. 27, 2021)	(Aug. 27 – Sept. 27, 2021)	(Sept. 27, - Oct. 11, 2021)	(Oct. 11, – May 9, 2022)	(>May 9, 2022)
	<ul style="list-style-type: none"> <li>CLSS is available to schedulers for class planning and entry.</li> <li>Only people with access to CLSS can view.</li> <li>Data is NOT visible in OPUS</li> </ul>	<ul style="list-style-type: none"> <li>CLSS is still available to schedulers for class planning and entry.</li> <li>Now data is transferred between CLSS and OPUS and vice-versa</li> </ul>	<ul style="list-style-type: none"> <li>CLSS is NOT available to schedulers for updates.</li> <li>Workflow items (cross-listings, special requests, etc.) &amp; Room requests and assignments are processed</li> </ul>	<ul style="list-style-type: none"> <li>CLSS is available again to schedulers for updates.</li> <li>Tighter restrictions due to student enrollment and classes in student shopping carts</li> </ul>	<ul style="list-style-type: none"> <li>CLSS is NOT available to schedulers for updates.</li> <li>The Term/Instance is Archived and moved to the Historical Term</li> <li>Data may still be viewed but not updated</li> </ul>

06/28/21

## PROGRESS

Since CourseLeaf/CLSS went live on January 23, 2017, three additional features have been added: **Course Atlas, Cart, and the ability to add a syllabus to a class in the Atlas.** These new additions are dependent on the accuracy of details entered in CLSS. It is extremely important to check and recheck your schedule of classes and report any discrepancies. Even though we run edits, some things are not captured in an edit.



**Reminder:** Seat availability is updated in the Course Atlas within seconds of a student enrolling in a class in OPUS.

**Reminder:** After a request is processed in CLSS, it can take between 30-45 minutes for the update to be visible in the Atlas

## COURSE ATLAS - SYLLABI

### *From the Desk of Lauren-Ashley Mincey*

If you would like to have class syllabi displayed for your sections in the Course Atlas, please email the following information to [courseatlashelp@emory.edu](mailto:courseatlashelp@emory.edu):

- **PDF** attachment of the syllabus
- Course name and section number. (EX: Act 101-1)
  - If cross listed, please list other sections
- Primary Instructor Name

Please send your requests by the **end of your A/D/S** period.

## WORK-A-ROUNDS

### MULTIPLE SECTIONS

As several of you have experienced, classes with multiple sections can only be updated in CLSS one at a time. For example, ten sections of PHYS 141 need to be updated. Only one section can be submitted and approved at a time. After the first section has been approved, then another section can be submitted in CLSS. This can be extremely time consuming for schedulers if you more than one section that needs to be updated.

There are two work-a-rounds options for this issue:

- Update the first request in CLSS, and enter in the comments section the details for the additional sections that need to be updated. For example, PHYS 141 sections 1-10 need the enrollment increased from 10 to 12 seats. Update the enrollment of section 1 and enter in the comments section of section 1 the following "Please also update the enrollment for section 2-10 from 10 to 12 seats. Unable to make update in CLSS."
- Send an email to [CLSSHELP@registrar.emory.edu](mailto:CLSSHELP@registrar.emory.edu) with clear instruction on what needs to be updated.

This issue has been reported to CourseLeaf.

### LINKING CLASSES

If a lab or discussion section needs to be linked to a lecture and CLSS will not allow you to do so, please enter this in the comments section. If there are no issues, the CLSSHELP Team will link the lab or discussion section to the lecture in OPUS.

Please make this request before students are enrolled, if possible. It is more difficult to make this type of update if students are enrolled, especially if there is a wait list on the class.

# REMINDERS

- **There is a 30 character limit on topics for special topics courses.**
- How to properly cancel a class (see below)
- Special topics classes
  - If the credit hours should be fixed, please enter them in CLSS (see below)
  - If the credit hours are changed and students are enrolled, please alert the CLSSHELP Team in the comments section. We will need to ensure that the credit hours for the enrolled students are updated.
  - Please work with the instructor to ensure a topic is listed for the class

## 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 12/20/20)

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**

Instructor: None Selected | Room: No Room Assigned

**Enrollment**

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

**Course Attributes**

Schedule: Does Not Meet

**Notes**

1, 0022 - (Cancelled xxx/xx/xx)

## 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

*Alone we can do so little; together we can do so much.*

- Helen Keller