
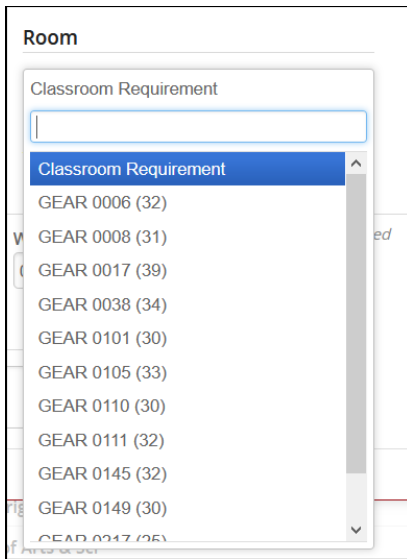
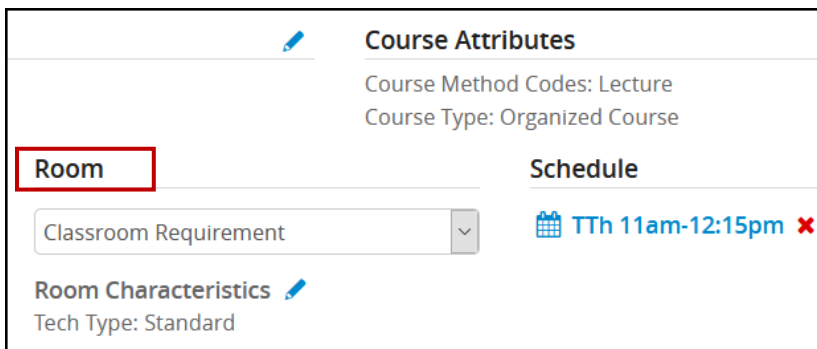


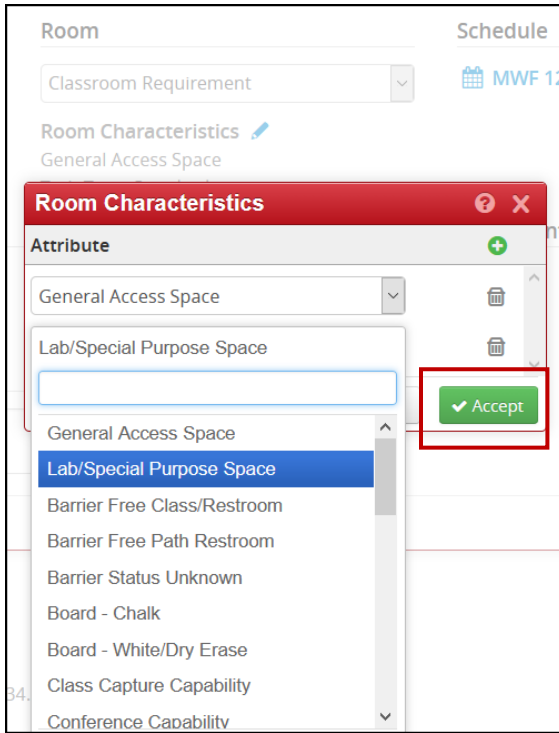
1. Navigate to CLSS – CourseLeaf at <https://nextcatalog.uark.edu/wen> and log in.
2. Double click on the desired **term** from the dashboard.
3. Locate the department code from the **ID** or **Name** column. List can be sorted by clicking on  by the column name. Sort can be ascending or descending order.
4. Double click on the **Department ID** to open the course selection.
5. Double click on the course name to open the class selection.
6. Double click on the specific class.
7. Schedulers can assign a department-controlled space or indicate a Lab/Special Purpose space will be assigned at a later date. Click on the drop-down to view **Rooms** that the scheduler has permission to assign. Select the appropriate room.



8. To indicate the class will be scheduled at a later date in a Lab/Special Purpose space, select Classroom Requirement in the **Room** drop-down.



- 9. Click on the Room Characteristics pencil icon, select Lab/Special Purpose Space and. Click **Accept**.



- 10. Click **Save Section**.

