## **CLSS** - CourseLeaf

- 1. Navigate to CLSS CourseLeaf at <u>https://nextcatalog.uark.edu/wen</u> and log in.
- 2. Click the specifc term needed.
- 3. Locate the department code from the ID or Name column. List can be sorted by clicking

on  $\clubsuit$  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. Click on the **Instructor** link.

Edit Section –	ENGL 1013-002: Compo	osition I (ACTS Equiva	alency = ENGL 1 (C	lass Nbr: 1378; CLSS ID: 2546	)	Ð	?	x
Section Informa	ation							^
Title/Topic	Composition I (ACTS Equival	ency = ENGL ~	Session	Regular Academic Session - 1 (1/13/	20 to ~			
Section #	002		Campus	Univ of Ark, Fayetteville (University of	of Ark ~			
Credit Hrs	3		Inst. Method	Face to Face	$\sim$			
Status	Active	~	Drop Consent	No Special Consent Required	$\sim$			
Schedule Print	Yes	~	Add Consent	No Special Consent Required	$\sim$			
Component	Lecture	~	Grade Mode	Graded	$\sim$			
Link To	Not linked to other sections	~	Combined With	Select section	~			
Section Attribut	tes		🖌 Course Attribut	tes				
Course Method Co Course Type: Orga	odes: Lecture nized Course		Course Method Co Course Type: Orga	odes: Lecture anized Course				
Instructor		S	chedule					
Staff Classroom Requirement		~	🛗 MWF 8:35am-9:25am 🗙					
	C	Room Characteristics Tech Type: Standard Lite						

- 8. Click on the drop-down to view all eligible Instructors. The first position with the blue star, which is the position that will be highlighted in the Snapper Window, (Meeting) is to help prevent double scheduling this instructor.
  - If only one instructor is assigned, they will need Primary Instructor with Post access.
  - If multiple instructors, at least one needs to be designated as Primary Instructor with Post access.
  - Only the Primary Instructor will be evaluated at the end of the semester via CoursEval.

Instructors	5				8 X
I	Instructor	Role	Roster	Print	0
+ + ★	Staff	Primary Instructor	Post ~	$\checkmark$	@ ()
	Ŭ			× Cancel	✓ Accept

Role: Primary Instructor, Secondary Instructor and Teaching Assistant



## **Adding an Instructor**

## Roster Accesss: Post, Approve and Grade

**Print**: Click the checkbox if the instructor is to display in the Class Search results.

NOTE: Instructors with the GRAD indicator are eligible to teach graduate level classes.

Staff		
Robert	GRAD)	^
Robert	GRAD)	
Robin	GRAD)	
Rome		
Ryan	GRAD)	
Samantha	1.110	
Samual		
Sarah		
Sarah		
Sean	GRAD)	
Sean	GRAD)	~

- 9. Select the appropriate instructor. If unknown, select Staff as the instructor.
- 10. Click the green + button  $\bigcirc$  to add other instructors.
- 11. Click the **Accept** button.

Instructor	s				0 X
	Instructor	Role	Roster	Print	٢
+ + *	Staff	Primary Instructor	Post ~	$\checkmark$	
				× Cancel	✓ Accept

NOTE: An instructor must be selected in order to Save Section, even if Staff is the instructor.

12. Click Save Section.

Section Attributes		Course Attri	butes	
Course Method Codes: Lecture Course Type: Organized Course		Course Metho Course Type: C		
Instructor	Room		Schedule	
Staff	Classroom Requirement	~	🛗 MWF 8:35am-9:25am 🗙	
	Room Characteristics 🖌 Tech Type: Standard Lite			
Enrollment	0 current	Notes		
Maximum Auto Enrl WL 19 N	Wait Cap	None Assigned		~
Comments				
	Ŀ.			
☆ Bridge Tools				× Cancel