

This document will describe in detail how to update and add a new section, and how to link classes. An appendix has been attached for definitions and administrative functions.

The screenshot shows the CourseLeaf/CLSS interface for Spring 2020 in the Plan Phase. It displays 84 Scheduling Units, with 2,791 Courses and 9,707 Sections. A welcome message states that changes for Fall 2018 and Spring 2019 will be made in UAConnect until November 4th, after which CLSS will be used. A table lists various departments and their respective course and section counts.

ID	Name	Courses	Sections
1251	African and African American Studies (AAST)	15	27
1140	Air Force ROTC (AERO)	4	12
MUAP	Applied Music (Private Inst)	23	870
1620	ARMY ROTC (MILS)	7	13
1267	Arts and Sciences (ARSC)	3	5
1252	Asian Studies (AIST)	0	0
1511	Cell and Molecular Biology (CEMB)	4	346
1110	Department of Accounting (ACCT)	28	69
1120	Department of Agri Economics & Agribusiness (AEAB)	32	39
1160	Department of Agri Food & Life Sciences Dean (AFLD)	5	28

An “**Instance**” is a specific term, as defined by the University of Arkansas. Common instances are Spring 2019, Summer 2019 and Fall 2019. **The ability to update or view depends on where you are in the semester.**

The term “**Modes**” in CourseLeaf CLSS is used to identify how data flows between CLSS and UAConnect. CLSS utilizes two modes of data flow:

Coursleaf CLSS Modes	
Design Mode	<p>The Call for Classes is sent out by the Registrar’s Office when the new term classes have been rolled and data moved into CLSS. At this time, data is not exchanged between CLSS and UAConnect. All scheduling changes (<i>time, instructor of record, sections, etc.</i>) should be made in CLSS.</p> <p>In Design Mode, CLSS will contain the most updated version for all scheduling information. When validation has been performed with no outstanding errors, the scheduling unit is submitted. Class data moves into UAConnect and the scheduling unit(s) moves to Refine Mode.</p>
Refine Mode	<p>Data is exchanged immediately between CLSS and UAConnect. Any changes, new sections, or deletes to existing sections that are successfully saved in CLSS will update UAConnect immediately, (<i>unless the requested change requires approval</i>) one-by-one, for each department.</p> <p>In Refine Mode, updates to sections originate in CLSS, but UAConnect is viewed as the Source of truth for all scheduling information.</p>

The term “**Phases**” in CourseLeaf CLSS is used to identify the distinct time periods of the scheduling cycle where the norms of scheduling (such as making changes to meeting patterns) differ significantly from the periods preceding and/or following. **Access will be different based on the period.**

CourseLeaf CLSS common phases	
Plan (Design/Refine Mode)	when in Plan Phase for a term, departments are entering their initial schedule together and are working to still find faculty to teach, what the enrollment capacities/maximums need to be, and when these sections should be scheduled. Since plan phase is early in the scheduling cycle for a term (before a batch room assignment or registration), most fields are editable by schedulers.
Room Assignment (Refine Mode)	when in Room Assignment Phase for a term, the bulk of classes are assigned to rooms either based on historical preferences, requested room characteristics, or enrollment capacities/maximums. Schedulers are locked out of making changes until the batch room schedule process is completed. NOTE: If rooms are being scheduled for summer, updates are allowed for fall.
Publish (Refine Mode)	when in Publish Phase for a term, departments are making final scheduling changes just before the schedule goes live for students to see in the class search. Publish phase typically also covers the registration period of the scheduling cycle, meaning that certain fields such as meeting patterns or session cannot be adjusted after students have enrolled. Scheduling changes may trigger a workflow or may require students to be un-enrolled before required changes can be made.
Archive (Refine Mode)	When in Archive Phase for a term, the term becomes read/reporting only for schedulers.
Session in Progress (Refine Mode)	Will lockdown specific sessions, as the term progresses, based on session start and end dates. (See chart for process flow. Dates will be determined each semester.) Contact the Registrar’s Office if updates are required after the lockdown date.

When UARK schedulers work in CLSS, they will always work in both a specific mode and phase. Design Mode -> Plan Phase is when UARK schedulers first work on the schedule after it has been rolled from a previous term. The bulk of the work should be done in this mode/phase. Refine Mode -> Archive Phase will always be the last mode and phase. All mode and phase combinations in between represent when the bulk of edits are done to the schedule in CLSS.

Design Mode (No Data Moving between UACconnect and CLSS) ⇒ Refine Mode (Data is moving between UACconnect and CLSS)			
PLAN PHASE	ROOM SCHEDULING PHASE	PUBLISH PHASE	ARCHIVE PHASE
Call for Classes—Department Schedulers update class information in CLSS ⇒ Change instructors, dates/times, etc. ⇒ Validate ⇒ Correct all errors ⇒ Validate until no errors remain ⇒ SUBMIT *Schedule submission requires completion of workflows before class data bridges to UACconnect.			
	*Batch Room Scheduling—Department Schedulers are locked out and cannot enter updates for a specific time.		
		Schedule released to campus community. Department Schedulers can continue updates until 11th class day for Start of Term, Regular Session and 8W1.	
			Term is locked for updating and is VIEW ONLY .

* Department schedulers will be locked out for the term that is currently in process of Batch Room Scheduling. Example: Batch Room Scheduling for Summer 2020 is processing and users are locked out. Department schedulers can continue to update and work in Fall 2020 term.

Example: Spring 2020

Call for Classes – April 1 (Design Mode/Plan Phase)

August 24 (Refine Mode/Room Scheduling)

September 1 (Refine Mode/Publish)

5th day of 8W2 classes (Refine Mode/Archive)

Will vary by session in progress (Refine Mode/Archive)

To access CLSS, open a web browser and enter <https://nextcatalog.uark.edu/wen> . Enter your userid and password.

The hierarchy within CLSS is **Instance (Term)**, **Scheduling Unit (Department)**, and **Course Sections (Individual classes)**. Updates can be made to your department. View access is available for all classes.

CourseLeaf/CLSS – Spring 2020 – Plan Phase

84 Scheduling Units
2,791 Courses 9,707 Sections

Visualize Filter Search

ID	Name	Courses	Sections
1251	African and African American Studies (AAST)	15	27
1140	Air Force ROTC (AERO)	4	12
MUAP	Applied Music (Private Inst)	23	870
1620	ARMY ROTC (MILS)	7	13
1267	Arts and Sciences (ARSC)	3	5
1252	Asian Studies (AIST)	0	0
1511	Cell and Molecular Biology (CEMB)	4	346
1110	Department of Accounting (ACCT)	28	69

List can be sorted by clicking on by the column name. Sort can be ascending or descending order.

Double click on the four-digit ID number or department Name to expand scheduling unit/department's page.

ID	Name	Courses	Sections
1110	Department of Accounting (ACCT)	24	70
1120	Department of Agri Economics & Agribusiness (AEAB)	38	63
1130	Dept of Agri Education, Communication & Technology (AECT)	41	76
1140	Air Force ROTC (AERO)	4	13
1160	Department of Agri Food & Life Sciences Dean (AFLD)	7	29
1170	Department of Crop, Soil & Environmental Sciences (CSES)	47	120
1180	Department of Animal Science (ANSC)	46	77
1190	Department of Anthropology (ANTH)	45	219
1200	Department of Poultry Science (POSC)	29	91
1210	Department of Architecture (ARCH)	34	55
1220	Department of Landscape Architecture (ARLA)	23	24
1240	School of Art (ARTS)	75	142
1250	Department of Law (LAWD)	76	123
1251	African and African American Studies (AAST)	13	18
1252	Asian Studies (AIST)	2	6

Four-digit id is the equivalent of the academic department.

The screenshot displays the CourseLeaf/CLSS interface for Spring 2020 - Applied Music (Private Inst). The interface includes a header with the user name 'user4' and a 'Log Out' button. Below the header, there are several navigation and action buttons: 'View By', 'Validate', 'Visualize', 'Filter', 'Framer', and 'Export'. A callout box explains that the 'View By' button shows the number of scheduled classes per hour and provides a view of sections by term. Another callout box explains that the 'Validate' button is used when setup is complete to ensure no errors. A third callout box explains that the 'Filter' button is used to drill down into the data and query for specific class information, such as no instructor assigned, or schedule print not set to yes. A fourth callout box explains that the 'Export' button is used to export information to a csv or pdf format. A fifth callout box explains that the 'View by Course Instructor Day and Time' button is used to view current phase and mode for the term selected. A sixth callout box explains that the 'Show courses with no sections' checkbox is used to include courses with no sections for the term.

CourseLeaf/CLSS – Spring 2020 – Applied Music (Private Inst)

23 Courses, 870 Sections
Plan Phase Design Mode

View By Validate Visualize Filter Framer Export

Show courses with no sections

View current phase and mode for the term selected.

View by Course Instructor Day and Time

Validate when setup is complete to ensure no errors.

Click to include courses with no sections for the term

Filter is used to drill down into the data and query for specific class information; such as: no instructor assigned, or schedule print not set to yes.


Export information to a csv or pdf format.

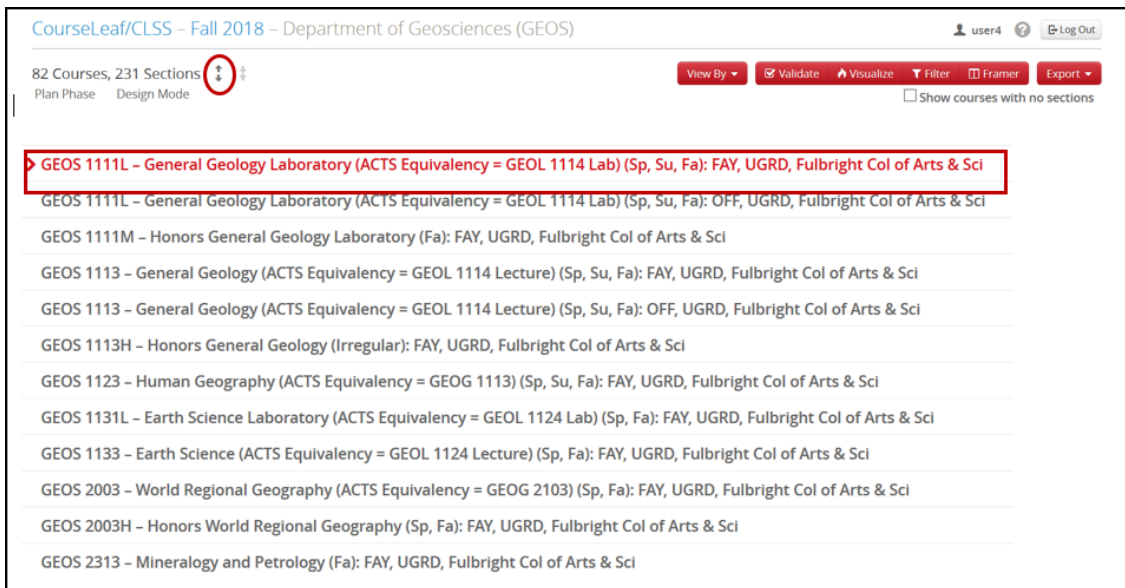
Show number of scheduled classes per hour.

Provides a view of sections by term.



Updating Classes

Review the classes that have been copied from the prior term.

Click  to display all currently scheduled sections. Double click to expand scheduling unit/department's page. *Be mindful of the **FAY** and **OFF** offerings and select the appropriate class.*



CourseLeaf/CLSS - Fall 2018 - Department of Geosciences (GEOS)

82 Courses, 231 Sections  


Plan Phase Design Mode

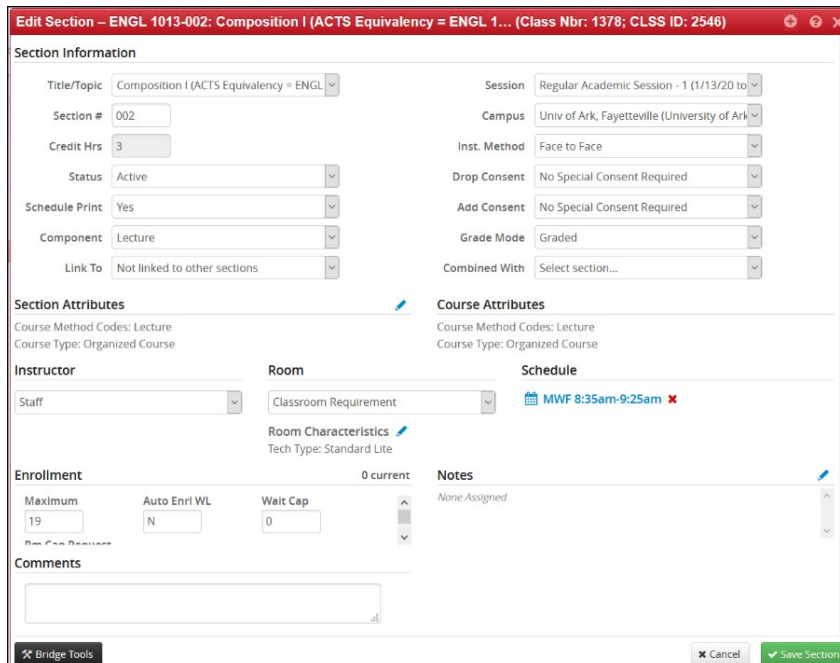
View By Validate Visualize Filter Framer Export

Show courses with no sections

- ▶ GEOS 1111L - General Geology Laboratory (ACTS Equivalency = GEOL 1114 Lab) (Sp, Su, Fa): FAY, UGRD, Fulbright Col of Arts & Sci
- GEOS 1111L - General Geology Laboratory (ACTS Equivalency = GEOL 1114 Lab) (Sp, Su, Fa): OFF, UGRD, Fulbright Col of Arts & Sci
- GEOS 1111M - Honors General Geology Laboratory (Fa): FAY, UGRD, Fulbright Col of Arts & Sci
- GEOS 1113 - General Geology (ACTS Equivalency = GEOL 1114 Lecture) (Sp, Su, Fa): FAY, UGRD, Fulbright Col of Arts & Sci
- GEOS 1113 - General Geology (ACTS Equivalency = GEOL 1114 Lecture) (Sp, Su, Fa): OFF, UGRD, Fulbright Col of Arts & Sci
- GEOS 1113H - Honors General Geology (Irregular): FAY, UGRD, Fulbright Col of Arts & Sci
- GEOS 1123 - Human Geography (ACTS Equivalency = GEOG 1113) (Sp, Su, Fa): FAY, UGRD, Fulbright Col of Arts & Sci
- GEOS 1131L - Earth Science Laboratory (ACTS Equivalency = GEOL 1124 Lab) (Sp, Fa): FAY, UGRD, Fulbright Col of Arts & Sci
- GEOS 1133 - Earth Science (ACTS Equivalency = GEOL 1124 Lecture) (Sp, Fa): FAY, UGRD, Fulbright Col of Arts & Sci
- GEOS 2003 - World Regional Geography (ACTS Equivalency = GEOG 2103) (Sp, Fa): FAY, UGRD, Fulbright Col of Arts & Sci
- GEOS 2003H - Honors World Regional Geography (Sp, Fa): FAY, UGRD, Fulbright Col of Arts & Sci
- GEOS 2313 - Mineralogy and Petrology (Fa): FAY, UGRD, Fulbright Col of Arts & Sci

Change instructors, meeting patterns, rooms, etc. for the new term. Click **Save Selection**. *A full description of all fields is listed in the Appendix.*

The pencil icon  denotes an editable field.



Edit Section - ENGL 1013-002: Composition I (ACTS Equivalency = ENGL 1... (Class Nbr: 1378; CLSS ID: 2546)

Section Information

Title/Topic: Composition I (ACTS Equivalency = ENGL) Session: Regular Academic Session - 1 (1/13/20 to)

Section #: 002 Campus: Univ of Ark, Fayetteville (University of Ark)


Credit Hrs: 3 Inst. Method: Face to Face

Status: Active Drop Consent: No Special Consent Required

Schedule Print: Yes Add Consent: No Special Consent Required

Component: Lecture Grade Mode: Graded

Link To: Not linked to other sections Combined With: Select section...


Section Attributes  **Course Attributes**

Course Method Codes: Lecture Course Method Codes: Lecture


Course Type: Organized Course Course Type: Organized Course

Instructor **Room** **Schedule**

Staff Classroom Requirement MWF 8:35am-9:25am

Room Characteristics 

Tech Type: Standard Lite

Enrollment **Notes** 


0 current None Assigned

Maximum: 19 Auto Enrl WL: N Wait Cap: 0

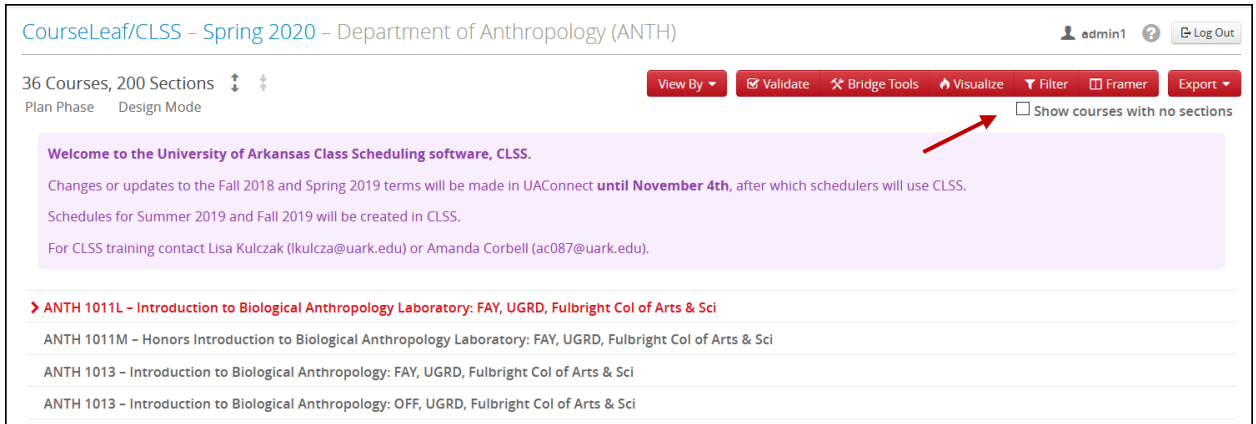
Comments


Bridge Tools Cancel Save Section

Adding a Section to Courses with no Sections

Click  to display all currently scheduled sections. Double click to expand the scheduling unit/department's page.

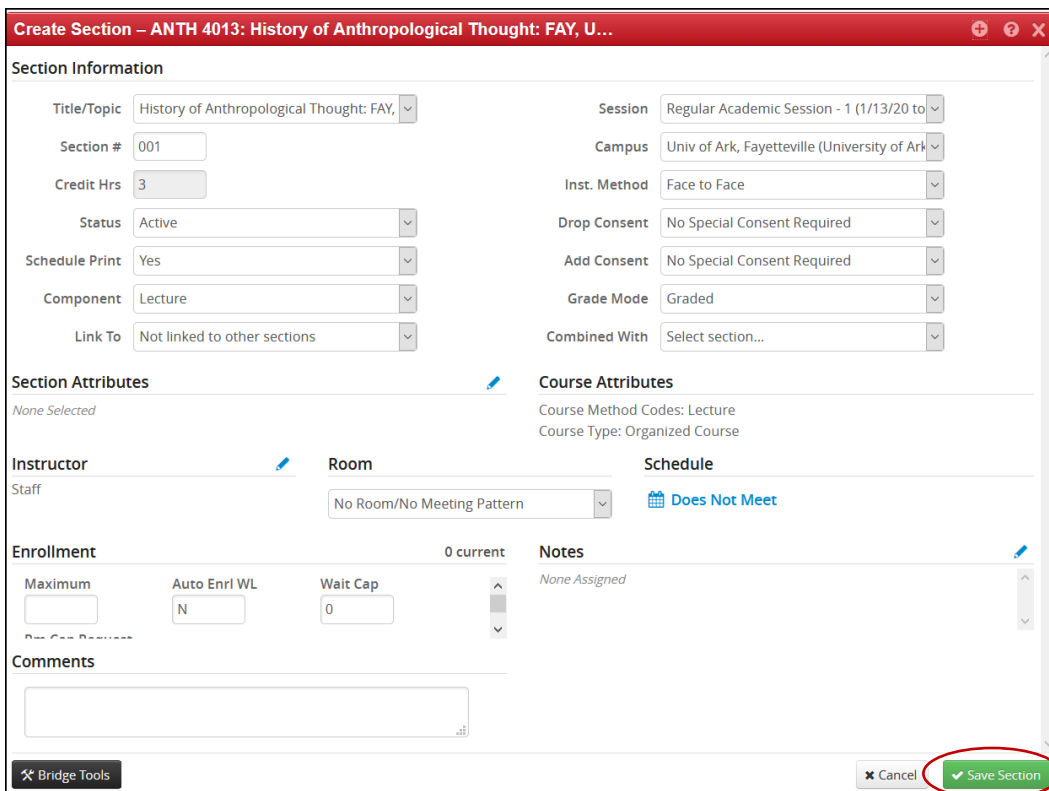
Select **Show courses with no sections** box. This will display all courses available to schedule.



Click the  button to add a new section.



Enter all fields as needed. Click **Save Selection**. A full description of all fields is listed in the Appendix.



How to Link Sections

Add a new section by clicking on the **+** button. **WARNING** – Clicking on the **x** will delete all class sections. To delete a section, click the **x** to the left of the section number. *A full description of all fields is listed in the Appendix.*

MATH 1284C - Precalculus Mathematics (ACTS Equivalency = MATH 1305); FAY, UGRD, Fulbright Col of Arts & Sci				
+	001	LEC	Melinda	MWF 12:55pm-1:45pm
x	-D001	DRL	Staff	TTh 8:25am-9:15am
x	-D002	DRL	Staff	TTh 4:30pm-5:20pm
x	-D003	DRL	Allie	TTh 12:30pm-1:20pm
x	003	LEC	Colby	MWF 8:35am-9:25am
x	-D010	DRL	Colby	TTh 8:20am-9:20am

Enter or edit all fields as needed. This is our primary section and the **Link To** field will always be *Not linked to other sections*. Click **Save Selection**.

Edit Section – MATH 1284C-001: Precalculus Mathematics (ACTS Equivalenc... (Class Nbr: 1565; CLSS ID: 3861)
+
?
x

Section Information

Title/Topic: Precalculus Mathematics (ACTS Equivaler	Session: Regular Academic Session - 1 (1/13/20 to
Section #: 001	Campus: Univ of Ark, Fayetteville (University of Ark
Credit Hrs: 4	Inst. Method: Face to Face
Status: Active	Drop Consent: No Special Consent Required
Schedule Print: Yes	Add Consent: No Special Consent Required
Component: Lecture	Grade Mode: Graded
Link To: Not linked to other sections	Combined With: Select section...

Section Attributes

Course Method Codes: Lecture
Course Type: Organized Course

Course Attributes

Course Method Codes: Lecture
Course Type: Organized Course

<p>Instructor</p> <p>Melinda</p>	<p>Room</p> <p>Classroom Requirement</p> <p>Room Characteristics</p> <p>General Access Space Whiteboard - 8 foot</p>	<p>Schedule</p> <p>MWF 12:55pm-1:45pm</p>
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<p>Enrollment</p> <p>0 current</p> <table style="width: 100%;"> <tr> <td>Maximum: 81</td> <td>Auto Enrl WL: Y</td> <td>Wait Cap: 10</td> </tr> </table>	Maximum: 81	Auto Enrl WL: Y	Wait Cap: 10	<p>Notes</p> <p>1. Coreq: Math1284C Drill. Common Midterm March 12, 2014 Student attendance and Student Access Kit to MyMathLabPlus Online Software are required on the first day of class. See http://mrtc.uark.edu/ for</p>
Maximum: 81	Auto Enrl WL: Y	Wait Cap: 10		

Comments

Bridge Tools
Cancel
Save Section

Scroll up and down to see all options on this page.

Classes that have a non-enrollment drill or lab need to be linked from the supplemental instruction sections to the appropriate lecture class(es).

Select the appropriate **class** from the drop-down menu in the **Link To** field.

Edit Section – MATH 1284C-D001: Precalculus Mathematics (ACTS Equivalenc... (Class Nbr: 3884; CLSS ID: 3866)

Section Information

Title/Topic: Precalculus Mathematics (ACTS Equivalenc...
 Session: Regular Academic Session - 1 (1/13/20 to...
 Section #: D001
 Campus: Univ of Ark, Fayetteville (University of Ark...
 Credit Hrs: 4
 Inst. Method: Face to Face
 Status: Active
 Drop Consent: No Special Consent Required
 Schedule Print: Yes
 Add Consent: No Special Consent Required
Component: Drill
 Grade Mode: Graded
Link To: MATH 1284C-001 (Lecture)
 Combined With: Select section...

Section Attributes
 Course Method Codes: Lecture
 Course Type: Organized Course

Course Attributes
 Course Method Codes: Lecture
 Course Type: Organized Course

Instructor: Staff
Room: Classroom Requirement
Schedule: TTh 8:25am-9:15am

To link drill, laboratory and/or supplemental instruction sections not associated to specific lecture classes, select the drill, lab or supplemental instruction.

CHEM 3602M – Honors Organic Chemistry I Laboratory: FAY, UGRD, Fulbright Col of Arts & Sci

001	LAB	Christopher	M 10:45am-2:35pm
002	LAB	Christopher	M 3:05pm-6:55pm
003	LAB	Christopher	T 8am-11:50am
004	LAB	Christopher	T 12:30pm-4:20pm
005	LAB	Christopher	T 5pm-8:50pm
006	LAB	Staff	Does Not Meet
008	LAB	Christopher	Th 8am-11:50am
009	LAB	Christopher	Th 12:30pm-4:20pm
010	LAB	Christopher	Th 5pm-8:50pm
012	LAB	Neil	F 2pm-5:50pm
D001	DRL	Neil	F 12:55pm-1:45pm
D002	DRL	Neil	M 3:05pm-3:55pm

Double click on the class to select.

Select **Not linked to other sections** from the drop-down menu in the **Link To** field.

Section Information

Title/Topic: Honors Organic Chemistry I Laboratory: ▾
 Session: Regular Academic Session - 1 (8/26/19 to ▾
 Section #: 001
 Campus: Univ of Ark, Fayetteville (University of Ark ▾
 Credit Hrs: 2
 Inst. Method: Face to Face ▾
 Status: Tentative Section ▾
 Drop Consent: No Special Consent Required ▾
 Schedule Print: Yes ▾
 Add Consent: No Special Consent Required ▾
 Component: Laboratory ▾
 Grade Mode: Graded ▾
 Link To: Not linked to other sections ▾
 Combined With: CHEM 3702L-001

Section Attributes
 Course Method Codes: Laboratory
 Course Type: Organized Course

Course Attributes
 BioRaft: BioRaft1
 Course Method Codes: Laboratory
 Course Type: Organized Course

Instructor
 Christopher
 Neil

Room
 Classroom Requirement ▾
 Room Characteristics: Lab/Special Purpose Space

Schedule
 M 10:45am-2:35pm ✖

Enrollment
 0 current
 Maximum: 0
 Auto Enrl WL: N
 Wait Cap: 0

Combined Enrollment
 Maximum: 16
 Wait Cap: 0
 Rm Cap Request: 0

Notes
 1. CHEM 3602D AND CHEM 3603H/3603D ARE COREQUISITES FOR CHEM 3602M.

Comments

Bridge Tools | Cancel | Save Section

Select **Any enrollment section** from the drop-down menu in the **Link To** field.

Section Information

Title/Topic: Honors Organic Chemistry I Laboratory: ▾
 Session: Regular Academic Session - 1 (8/26/19 to ▾
 Section #: D001
 Campus: Univ of Ark, Fayetteville (University of Ark ▾
 Credit Hrs: 2
 Inst. Method: Face to Face ▾
 Status: Active ▾
 Drop Consent: No Special Consent Required ▾
 Schedule Print: Yes ▾
 Add Consent: No Special Consent Required ▾
 Component: Drill ▾
 Grade Mode: Graded ▾
 Link To: Any enrollment section ▾
 Combined With: CHEM 3702L-D001

Section Attributes
 Course Method Codes: Laboratory
 Course Type: Organized Course

Course Attributes
 BioRaft: BioRaft1
 Course Method Codes: Laboratory
 Course Type: Organized Course

Click **Save Selection**.

In depth documentation is available for these topics:

- Selecting or Creating a Meeting Pattern, including multiple meeting patterns
- Adding an Instructor
- Assigning a Room with multiple meeting patterns
- Adding a Special Purpose Room
- Scheduling Min-Session Classes