

Snow College CLSS End User Training Guide

The current scheduling environment requires the exchange of spreadsheets via email to make changes to upcoming academic schedules. Aside from the spreadsheets, some additions/deletions/modifications require a paper form. This form requires signatures from the Department Chair, Division Dean, and Academic VP/Provost. The manual nature of obtaining scheduling changes allows for lost emails and paper forms. In addition, there is frequent miscommunication regarding changes.

Some departments have several different people communicating scheduling changes. This flexibility opens the door for individual faculty to request changes to their schedule independent from the department schedulers. This causes confusion and frustration for multiple parties.

The current scheduling environment requires a high level of policy “rules” and procedure knowledge that can be challenging to manage by a single individual. Each department has different needs and exceptions that must be taken into consideration.

CLSS will provide Snow College with an avenue to store and enforce scheduling policy – thus removing human error. Scheduling changes that do not fit policy are automatically routed via a workflow to the appropriate individuals tasked with approving exceptions. CLSS also provides a structure for Scheduling Units to submit changes that are instantaneous. CLSS provides a high level of transparency lacking in our current environment.

It is important to realize that all USHE institutions utilize a scheduling solution and tool to assist them in enforcing scheduling policy and procedure. Snow College is extremely excited to implement CLSS as their solution. Selecting Courseleaf CLSS was a college-wide decision supported by the Provost and President in 2022. We are confident in CLSS’s capabilities to meet our needs and to propel Snow College’s academic scheduling forward in a positive direction.

Training

1. Which instance(s) are we using for Training? Summer and Fall 2024
2. Scheduling Units

| | | |
|------|----------------------------------|---------------------------------|
| BSCI | Behavioral Science | Nick Marsing |
| BIOL | Biology | Adrian Peterson & Jed Rasmussen |
| BUS | Business | Kelly Larsen |
| CHEM | Chemistry | Bryant Jones |
| COMM | Communications | Kristi Stevens |
| ENCS | Computer Science and Engineering | Garth Sorenson |
| CONC | Concurrent Enrollment | Emily Burton & Petra Brittner |
| CM | Construction Management | David Barker |
| CED | Continuing Education | Kenley Steck |
| DANC | Dance | Dmitri Peskov |
| EDFS | Education and Family Studies | Katie Justesen |
| ENPH | English and Philosophy | Kellyanne Ure |
| EXSC | Exercise Science | Spencer Mack |

| | | |
|--------|--------------------------|--------------------------------|
| FND | Foundations | Anthony Beal |
| GE-R | GE – Richfield | Janalee Jeffery |
| GEOL | Geology | Renee Faatz |
| AHNA | Health Professions | Erica Serrine |
| LALI | Language and Linguistics | Udambor Bumandalai |
| MATH | Mathematics | Steve Zollinger |
| MUSC | Music | Brent Smith & Madeline Johnson |
| NURS | Nursing | Amber Epling |
| PHSX | Physics | Steven Hart |
| RCHFLD | Richfield Tech Ed | Gina Ogden |
| SS | Social Sciences | Weston Jamison |
| THEA | Theater Arts | Andrew Bahlmann |
| ART | Visual Arts | Amy Jorgensen |

3. Edit Section

- a. **Title:** Title should be changed if it is a special topics course such as Foundations. Other than that, leave this field alone. The title of the course listed on the master syllabus should pull in.
- b. **Section:** Section number should only change if the Instructional Method needs to be changed. Example: The class rolled from the previous year as being offered via a “traditional” setting (on-site/in-person) and now it will be offered as Online. The section number must be changed according to the Section# cheat sheet provided. (023→ N01). Note: You’ll need to double check that N01 is not already being used. If it is already in use, input the next available online section number, N02, and so on.)
- c. **Campus:** Campus options are Ephriam, Richfield, Online, Off Campus, High School, or CUCF. Ensure that the correct campus is listed.
- d. **Inst. Method:** We offer 6 different types of Instructional Methods.
 - i. Traditional (on-site/in-person)
 - ii. Hybrid (online & face-to-face)
 - iii. Interactive Video Conference (IVC)
 - iv. Non-traditional
 - v. Online
 - vi. Virtual/Online (reserved for synchronous class sessions where students are expected to join class via Zoom or Teams at a certain date and time)
 1. Example: Class was previously offered as traditional and now it will be offered online.
- e. **BadgerWeb View:** Used to indicate if a class should be visible or hidden on BadgerWeb when student's login to register. An example of a hidden class is CE classes or courses offered at the prison that we don’t want our general student population to see.

f. **Schedule Type:** The Instructional Method will influence the Schedule Type. For example:

| Instructional Method | Schedule Type |
|---|---|
| Traditional | Lecture, Lab, Lecture/Lab |
| Hybrid (online & face-to-face) | Hybrid |
| IVC | IVC |
| Non-traditional (Used sparingly. Typically for Concert Attendance, Performance, Practicum, or Tutoring. | |
| Online (asynchronous) | Internet Course, Independent Study, Internship, CBE |
| Virtual/Online (synchronous) | Internet Course |

- g. **Final Exam:** All classes must select “YES” for Final Exam unless the section is 1 credit, is section #415-799, or is schedule type INT, CBE, HYB, INS, or INV. This will assign you a final exam date and time.
- h. **Part of Term:** Indicate if the class will be taught during Full Term, First Half, or Second Half. Special Offering Part of Term is reserved for Continuing Education only.
- i. **Status:** Mark the course as either ACTIVE or CANCELLED.
- i. **Note:** You will only **Cancel** a section once the schedule is published, or registration has opened for students. This is usually due to low enrollment. When Scheduling Units are making initial changes to their schedule (before the schedule is published) and they need to remove a section, please **DELETE** the course instead.
- j. **Special Approval:** Adjust this option if a signature should be required for the course.
- k. **Grade Mode:** Adjust this option depending on the grading mode of the class. Example: Pass/Fail, Audit ONLY, Stander Letter grade (A-F), Credit/No Credit.
- i. **Note:** if you would like to offer a section with a specific grade mode that is NOT listed in the drop down, please reach out to the Scheduling Office so that they can add the option to the drop down for that specific class.
 - ii. **Note:** Grade Mode policies are currently being discussed. This option may not be editable in the future.
- l. **Section Attributes:** While we allow schedulers to modify this field, they will be reviewed and either approved or denied. This field should be updated when the course is offered as an **Honors** course.
- i. If changes need to be made to the GE designation of the course, the master syllabi **MUST** be updated. The attribute **CANNOT** be modified here.
 - ii. **DO NOT** adjust the tuition attribute listed (UGT/TET). Scheduling Units will be able to see here if their course will be charged regular academic tuition vs Tech Ed tuition. In some cases, the tuition attribute should be removed. CE should not have a tuition attribute listed here (they should be deleted).
- m. **Rooms:** All Scheduling Units can adjust which building and room the section will be offered in. Please contact your faculty for their preference early. These locations and times will be locked in once students register for classes. The Scheduling Office will **NOT** be accepting room changes from general faculty. Faculty **MUST** communicate this to the Scheduling Unit early.

- n. **Schedule:** Please select a standard Meeting Pattern (MP). You may select a User Defined option, but it will go through an approval workflow. These will be approved on an **exception** basis. We have been asked to uphold the Academic Bell Schedule Policy.
 - i. IVC sections are not held to this policy.
- o. **Enrollment:** Scheduling Units may adjust the max seats for the section as well as the Waitlist max.
- p. **Reserved Seats:** This is a NEW option for Snow! If you would like to reserve seats for a select subset of students, please reach out to the Scheduling Office so that they can build this option for you.
 - i. **NOTE:** May be helpful for the COMM Scheduling Unit so they can reserve a select number of seats for students wanting to complete the Communication Certificate.
- q. **Instructor:** Change the instructor here. Instructors within your department should populate as options here. If anyone is missing, please let the Scheduling Office know. Schedulers can always search for an instructor if needed. Can also select Blank as a TBA option.
 - i. Multiple instructors can be listed but a Primary MUST be indicated. This option is important for scheduling **Foundations** sections where 2+ instructors should be indicated. More than one primary is not permitted.
 1. If adding multiple instructors, please indicate % responsible. Totals must equate to?

Alerts

Error: Enrollment Maximum must be less than or equal to Actual Room Maximum.

- This Error would pop up if you selected a Room that is too small to meet your section Max Cap. You must select a different Room to accommodate your class size.

Error: Sections on Ephraim campus with schedule type IVC must use a section number 100-103.

- This Error will pop up if your section number is NOT an IVC section number. You will need to change your section number to 100-103 to resolve this error.

Warning: Primetime Usage

- If your Division has exceeded scheduling sections within Prime Time (9:30-1:30), you will be asked to adjust your Schedule. Reports will be run to show which divisions are hogging prime time. Please avoid the naughty list.

Workflow: New sections post-Build phase require review.

- If you want to add a new section after the schedule is published for students to see, it must go through a workflow for approval/denial. This will route to the Dean and Provost for their approval (no more paper forms!)

Workflow: Rooms may not overlap.

- Scheduling 2 or more sections in the same room during the same days and/or times requires workflow approval. Normally we would not allow this at all but there are some cases when this is necessary. For MOST cases, you should change your Room to one that is available.