

Users Guide to Classroom Scheduling

University of Idaho

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Scheduling Overview

Academic scheduling, in the broad sense, refers to the institutional activities that support delivery of courses and academic programs. These activities are collaborative and cross academic and administrative boundaries. The Office of the Registrar acts as the hub for these activities, including course planning, allocation of classroom space, constructing and publishing an official class schedule for each term, and facilitating space allocation for final examinations.

Planning and scheduling activities directly impact student registration and their ability to follow a program of study and stay on track to complete their chosen degree in a timely manner.

A core tenant of this process is the distribution of courses within the standard time blocks, ensuring utilization of classroom space is maximized and students have the necessary course choices to fill their desired schedule for the term. As enrollment grows and programs diversify there is increased competition for limited space that has appropriate teaching amenities. To facilitate these processes, the Scheduling Team in the Office of the Registrar provides departmental support: sharing best practice guidelines and term-based production calendars, overseeing scheduling activities in the Courseleaf Section Scheduler (CLSS), and making course and event room assignments in general classroom space.

Curriculum Process

The Office of the Registrar works very closely with the University Curriculum Committee (UCC) to implement faculty approved curricular, policy, and procedure changes in a timely and efficient manner. The Office of the Registrar is also charged with producing and publishing the General Catalog, which details all of the current curricular requirements, academic units, and academic policies for the University. Curricular and course changes for the coming academic year are due by early October. Specific information is available on the web at: <http://www.uidaho.edu/registrar/ucc>.

After UCC curriculum approval, the course planning process begins and is a critical piece of the scheduling process. Providing sufficient courses in a program at times which accommodate diverse student schedules directly affects a student's ability to select the course offerings that will move them forward in completing their graduation requirements.

Standard Course Offerings

The University Curriculum Committee (UCC) and Faculty Senate provide direct oversight of course creation. Guidelines and policies regarding standard courses are in the University Catalog available on the web at:

<http://www.uidaho.edu/registrar/classes/catalogs>. These bodies designate which courses can be Cross and Joint listed.

Usage of Standard Courses policy is outlined in the Faculty Staff Handbook section 4130:<http://www.webpages.uidaho.edu/fsh/4130.html>. Primarily, standard courses as well as 600 level courses cannot be joint or cross listed with regular catalog courses.

Although not a joint or cross listed relationship, accommodation is given for standard courses which are offered at different levels and need to meet together. The Internal Comments field in CLSS should be used to note a standard course section that has a specific need to meet with another standard course section.

- *Cross Listed:* Regular catalog courses that have UCC approval to meet as one course and this relationship is notated in the Catalog. These classes will have DIFFERENT subject codes. (e.g., STAT 451 & MATH 451)
- *Joint Listed:* Regular catalog courses that have UCC approval to meet as one course and this relationship is notated in the Catalog. These classes will have the SAME subject code. (e.g., POLS 426 & POLS 526)

Special Topic courses are offered when there is new emerging material in a topic or subject area not already covered in existing regular courses. A Special Topic course is temporary and allowed to be offered up to **three** times as preparation and development of a new course offering takes place. After the first offering, appropriate paperwork should be completed and sent to UCC for curricular approval. It is a notable disadvantage to students who take a course under the Special Topics numbers as they have no catalog description to reference how the course applies to the major curriculum as a degree requirement.

The Registrar scheduling staff will review Special Topics offerings each cycle to determine whether or not the limit has been reached. After the first offering, a reminder will be given to move forward with the appropriate curricular process of establishing a permanent regular course designation as soon as possible. Those that have been offered twice will be questioned before allowing a final offering in CLSS.

Professional Development and CEU classes are designed for specific groups of learners and differ from regular catalog courses or other standard course numbers. They do not appear on the regular class schedule, and they may not meet with university classes. In addition, professional development classes (405, 505, and 605) are limited to current teachers in the state of Idaho, per state regulations. For more details on setting up CEU classes, please see the website at <https://www.uidaho.edu/registrar/faculty/curriculum/ceu>.

Faculty/Instructor Assignment

Instructors are responsible for course content and have access to the student records associated with the course. There may be other course assistance roles that individual faculty need to effectively manage the delivery of the course material. However, the designation of Instructor creates an official role in the Banner SIS (Student Information System) which is the historical repository or “system of record” for University business.

The Instructor role designation triggers many functions, such as course evaluations, faculty load assessment, accreditation review, and various other institutional, state, and federal reports. In Banner there are two possible Instructor roles: Primary Instructor and Secondary Instructor. If a course has multiple instructors it is assumed they will co-teach a designated course, but the Primary Instructor is the designee for entry of early-warning, mid-term, and final grades. All active classes must have a Primary Instructor. Refer to the Faculty Staff Handbook for more information on Academic Rank and Responsibilities: <http://www.webpages.uidaho.edu/fsh/1565.html>

The Instructor of Record role establishes the following authoritative relationships:

- Responsibility for course content, oversight, and evaluation
- Instructor of record on the course roster and in the class schedule and archived on the permanent course record
- Access to Vandal Web student information for students in a course section
- Full access to BbLearn Instructor role, including gradebook
- The Primary Instructor enters mid-term and final grades in Banner
- Triggers course evaluations for students in a course section
- Data source for faculty load reporting
- Data source for various department evaluation reports
- Available for accreditation review

The Registrar scheduling staff is charged with oversight of instructor assignment on courses and will take steps to ensure the appropriate relationship has been established with the University for Instructors to serve in this capacity.

Instructor Role	Authority	Verification
Professor	FS Handbook	Provost Office
Affiliate Faculty	FS Handbook	Provost Office
Adjunct Faculty	FS Handbook	Provost Office
Emeriti	FS Handbook	Provost Office
Lecturer	FS Handbook	EPAF
High School Instructor	Dual Credit Program	MOU, EPAF - Non-Paid Affiliation
Teaching Assistant (TA/RA)	Various	EPAF – Data & System Set-up Form
Visiting Faculty	Various	EPAF – Data & System Set-up Form
Temporary - Non-Paid	Various	EPAF - Non-Paid Affiliation/Volunteer

Figure 1

It is understood that Teaching Assistants (TAs) have varying responsibilities based on the needs of the department they are serving. They may serve as an instructor in one course while providing grader support on others. Departments are to use the EPAF process to establish the appropriate relationship with the University for the course instructor/grader role.

NOTE: Undergraduate students cannot serve as course instructors or course graders.

Courses delivered using the online learning system BbLearn have a separate set of roles that manage access to BbLearn courses and the related student information. The roles of Instructor, Grader, and Builder-Grader for BbLearn are separate from Banner.

Role	Authority	Verification
Builder	Department	Department, Instructor
Grader	Department	Registrar Scheduling Team
Grader-Builder	Department	Registrar Scheduling Team
Facilitator	Department	Department, Instructor

Figure 2

The **Instructor** role in BbLearn syncs up with the Banner Instructors as they are assigned in Banner by the Classroom Scheduling Team.

The **Builder** role in BbLearn does not include access to student records, but can assist in editing course content. The instructor for the course can add individuals for this role directly in BbLearn.

The **Grader** role in BbLearn is assigned in Banner by the Classroom Scheduling Team and provides access to the student records in BbLearn. Therefore, graders should have the appropriate established relationship with the University and understand the responsibility and liability associated with this role. The Registrar Scheduling staff will follow up with departments early each term to ensure that graders assigned to courses have a documented relationship with the university. *NOTE: Undergraduate students cannot serve as course graders.*

The **Builder-Grader** role combines the functions of the Builder and the Grader. Since the duties of the Builder-Grader encompass those of the Grader, the same policies that apply to the Grader apply to the Builder-Grader.

The **Facilitator** role in BbLearn allows an outside individual to interact with students via discussion and other methods. This role does not provide access to student records. The instructor for the course will add individuals for this role directly in BbLearn.

Instruction Methods

- CB** Poly Course - A Poly course, offered through the Poly Math Center, provides different learning activities to meet different learning styles, including any one or all of the following: live lectures, online lectures, focus groups, computer homework/tutorials, coaches' corner, and individual help from staff.
- CM** Classroom Meeting – Classroom Meeting is the default Instructional Method. CM should be used when no other Instructional Method is applicable. With few exceptions, Directed Studies, Seminars, Internships, Research, and Practicums should be assigned Classroom Meeting as an Instructional Method.
- CV** Videoconferencing - Videoconferencing is a set of interactive telecommunication technologies that allows two or more locations to interact via two-way video and audio transmission simultaneously. The section that is receiving the video signal will use the CV Instruction Method. The section with the face-to-face meeting with the instructor will use the default Instruction Method of CM. These sections will use the appropriate physical campus code.
- FX** HyFlex – A Hyflex section meets both face to face and virtually via video link utilizing an app such as Zoom. The instructor splits the students into groups where the groups meet face to face with the instructor on alternating dates. While one group meets face to face with the instructor, the other(s) would join the class synchronously using their own devices from remote locations. This instructional method was specifically designed to accommodate social distancing during the COVID 19 pandemic.
- HY** Hybrid - A hybrid course is one that meets, or is based, partially in a physical classroom (face-to-face) and partially in an on-line environment. The Web delivered components meet the same Standards of Good Practice used for online courses and significantly impact learning while reducing the amount of classroom time. These sections will use the appropriate physical campus code. Additional technology fees are associated with Hybrid courses.
- VT** Video - Video is used for Schedule Type V—Video. It is primarily for Engineering Outreach courses.
- WB** World Wide Web (WWW) - A web course is one that meets, or is based, in the institution supported course management system or other online system, where students access instructions, instructor's office, all course materials (lectures, assignments, resources, etc.), and communicate via email, discussions, and/or chats with the instructor and other students. These courses will use the appropriate college outreach codes. Additional technology fees are associated with WWW courses.
- VM** Virtual Meeting - A virtual meeting course is one that uses a course management system (CMS) and/or real-time virtual classroom software (with standard meeting times) for distance education. (Meeting software examples, not inclusive: Zoom, BbLearn, Webex, Second Life, Adobe Connect Pro, Elluminate, Skype, Facilitate Pro, etc.). These courses will use the appropriate college outreach codes. Additional technology fees are associated with VM courses.

Schedule Type Definitions

- C Credit Lab** - A credit lab is a companion course that is related to a specific lecture course in any given subject. It may be offered in conjunction with a course or they may be offered separate from the parent course.
- L Lecture** - Lecture is a standard term given to any course that meets at a standard time in a classroom facility. Lecture is also the selected schedule type for Special Topics, Workshops, Professional Development courses, Seminars, and Internships.
- R Recitation** - A recitation is a regular meeting time that is set aside for special instruction related to the delivery of a specific course.
- S Studio** - A studio course meets in a space especially equipped for instruction in one of the fine arts.
- V Video/DVD** - A Video/DVD course is delivered using asynchronous technology that allows the student to take the course at any time of day in a specified semester. These courses do not require classroom space or time on any campus center. It is primarily for Engineering Outreach courses.

Part of Term Course Considerations

The Federal Department of Education is interpreting previous guidelines for financial aid eligibility stringently which requires course section dates to be accurate. Universities are required to refund or collect monies previously disbursed based on these guidelines which are driven by the semester and **part of term dates**. Student Accounts, Financial Aid and Federal agencies are all impacted by various deadlines involved with the current parts-of-term.

For full semester courses, students add on-line through the 6th day of classes. From the 7th through 10th day of classes they can add a course with the approved *Change of Registration* form (online at: <http://www.uidaho.edu/registrar/forms>). Students can drop classes through 10th day, and withdraw from classes the 11th day through 60% of an individual course. Shorter classes have shorter deadlines.

In addition, undergraduate classes cannot begin prior to the first day of the part-of-term or it will negatively impact financial aid for students.

WSU COOP Courses

The U of I and WSU collaborated with their respective colleges to establish guidelines for course offerings and work out processes to admit students, code courses, and develop better resources for campus communities. Each institution builds and opens sections taught at their respective campus. Students apply and register for the course they want to take at the university offering the course. *More detail is available on the web at:* <http://www.uidaho.edu/registrar/registration/coop>.

Opening co-operative courses:

- U of I taught sections are submitted via CLSS.
- U of I departments make arrangements for a room if a WSU taught course requires a video stream to U of I. These sections are not listed in the U of I class schedule.
- To create a new course, U of I departments use the current curriculum processes to submit a new course offering to UCC and include a request to offer it as co-operative with WSU.

Standard Time Scheduling

An important component in departmental course planning is the proper distribution of course offerings. Departments should carefully review their schedule each term to ensure students have adequate access to courses to maintain their full-time status and continue progressing in their chosen program(s). This will also maximize space utilization across the days of the week and throughout each day. Review of course day/time meeting patterns is a primary function of the Registrar Scheduling area and requests for exceptions will not be considered for courses taking place in general university classrooms during the prime time hours of 9:30 am -3:30 pm, Monday to Friday. *Faculty Staff Handbook Academic Scheduling policy:*
<http://www.webpages.uidaho.edu/fsh/4610.html>.

Standard Lecture Course Time Table

MWF 1, 2, or 3-Credit Lecture Times	TR 3-Credit Lecture Times	TR 1 or 2-Credit Lecture Times	Non-Standard Multiple Day Lecture Course Times*
7:30-8:20			7:30-8:20
	8:00-9:15	8:00-8:50	
8:30-9:20			8:30-9:20
9:30-10:20	9:30-10:45	9:30-10:20	9:30-10:20
10:30-11:20			
	11:00-12:15	11:00-11:50	
11:30-12:20			11:30-12:20
12:30-1:20	12:30-1:45	12:30-1:20	12:30-1:20
1:30-2:20			
	2:00-3:15	2:00-2:50	
2:30-3:20			2:30-3:20
3:30-4:20	3:30-4:45	3:30-4:20	3:30-4:20
4:30-5:20			4:30-5:20

***Non-Standard Multiple-Day** course times are for lectures that meet two, three, four or five days per week and include a Monday, Wednesday or Friday as well as a Tuesday or Thursday (i.e., combinations like MWRF).

Standard Lab/Studio Course Times

Monday-Wednesday-Friday Labs/Studios:

All MWF labs/studios can start on the half hour.

- 7:30 8:30 9:30 10:30 11:30 12:30 1:30 2:30 3:30 4:30

All MWF labs/studios can end on 20-minutes past the hour.

- 8:20 9:20 10:20 11:20 12:20 1:20 2:20 3:20 4:20 5:20

Tuesday-ThuRsday Labs/Studios:

All TR labs/studios can start on the following times.

- 7:30 8:30 9:30 10:30 11:30 12:30 1:30 2:30 3:30 4:30

All TR labs/studios can end on the following times.

- 8:20 9:20 10:20 11:20 12:20 1:20 2:20 3:20 4:20 5:20

Please Note: Lab and studio durations can be one, two or more hours in length, and must adhere to the standard start and end times outlined above.

Computer Lab Usage Protocols

Standard Lab Course Times

Monday-Wednesday-Friday Labs:

All MWF Computer labs must start on the half hour.

- 7:30 8:30 9:30 10:30 11:30 12:30 1:30 2:30 3:30 4:30

All MWF Computer labs must end at 20-minutes past the hour.

- 8:20 9:20 10:20 11:20 12:20 1:20 2:20 3:20 4:20 5:20

Tuesday-ThuRsdays Labs:

All TR Computer labs must start on the half hour.

- 7:30 8:30 9:30 10:30 11:30 12:30 1:30 2:30 3:30 4:30

All TR Computer labs must end at 20-minutes past the hour.

- 8:20 9:20 10:20 11:20 12:20 1:20 2:20 3:20 4:20 5:20

Please Note: The length of time needed for a Lab determines the time block for scheduling.

- 1 to 2 hours, can start at 7:30 a.m. but must comply with the block schedule above.

- 3 or more hours, will start at 3:30 p.m. or later to prevent conflicts with peak course time.

Departments will schedule their PC lab sections to span the full week including, Fridays. Schedulers should work with instructors to identify courses needing two 2-hour lab blocks per week and find a way to balance these with a single 2-hour lab on MW, WF, or MF. This ensures the lab space will be better utilized for the benefit of all.

PC LABS

Admin 225 – 23-PCs

McClure 214A – 24-PCs

TLC 123 – 32-PCs

Shoup 101 – 12-PCs (no media or instructor station)

MAC LAB

Admin 221 – 24-MACs

Hybrid Section – Campus Code Assignment

The definition for Hybrid sections has expanded and may now encompass in-person meetings at multiple locations. For Fall and Spring terms, Hybrid sections that require a classroom assignment for face-to-face meetings on any Campus must use the appropriate physical campus code rather than a College Outreach code to ensure that these sections are properly accounted for in the room scheduling process.

For WWW and virtual meeting classes, the Revenue Campus code should be set to the respective College Outreach code. It should be noted that all monies generated through Fall and Spring section offerings, with the exception of the \$35 fee technology fee, are routed to the Central Budget; however to ensure accurate reporting it remains important to use the correct College Outreach code.

General Classroom Assignment Process

Moscow Campus Classroom Inventory

- General Classrooms as of Spring 2019
 - 106 general classroom spaces (101 classrooms, 5 computer labs)
 - 74 multimedia rooms (70 classrooms and 5 computer labs)
 - 10 rooms with 0-20 seats (2 multimedia)
 - 50 rooms with 21-40 seats (28 multimedia)
 - 10 rooms with 41-60 seats (9 multimedia)
 - 15 rooms with 61-80 seats (15 multimedia)
 - 7 rooms with 81-100 seats (7 multimedia)
 - 5 rooms with 101-200 seats (5 multimedia)
 - 2 rooms with 201-300 seats (2 multimedia)
 - 2 rooms with 300+ seats (2 multimedia)
 - 5 PC computer labs (3 with teaching stations, multimedia)
 - 1 MAC computer lab with teaching station and multimedia

Our university is in the process of growing enrollment and the efficient use of classroom space is critical to our future success. The university utilizes specialized course scheduling software to effectively assign classrooms while maximizing space utilization. For example, a course section with a maximum enrollment of 20 will likely not be put in a classroom with 60 seats. To help ensure that there is adequate classroom space available, it is best to refrain from adjusting the maximum course enrollment as a way of securing a preferred classroom for an instructor. The scheduling software also uses “campus partitions,” to place courses in preferred locations. As an example, a “campus partition” is set up to keep Chemistry lectures in Renfrew Hall, whenever possible.

The best way to secure an appropriate classroom space is to review room attributes such as multimedia, table and chair configurations, PC labs, and chalk board considerations and ensure that only required items are flagged in CLSS. These attributes, in conjunction

with enrollment and campus partitions, are the scheduling software's means of identifying what is needed when assigning classrooms.

Important components to remember when setting up your courses:

- **Enrollment.** There are very few large classrooms with multimedia. Overinflating expected maximum enrollments will make it difficult to find and assign the right classroom.
- **Room attributes.** The more room attributes required for a course, the less likely it is that a classroom will be available.
- **Time of day.** The most heavily scheduled time for course offerings is between 9:30 am and 3:30 pm. If this time block can be avoided, it is much more likely that a course can be assigned to the desired classroom.
- **Getting courses submitted within the deadlines.** If a course is not submitted by the time CLSS is closed for scheduling, there may be consequences. It will have to compete for the classrooms and timeslots that are left after the bulk scheduling activity is completed and sections turned in on time are assigned. Likewise, it is extremely important to cancel sections that will not be offered so classrooms will not be blocked by unused sections.

After all the sections for a semester have been received by Classroom Scheduling and CLSS has been closed, the classroom assignments are made. Some sections may not have been assigned the room they desired. If this happens, the schedulers will attempt to make adjustments to best accommodate these sections, but there are no guarantees. While Classroom Scheduling makes every attempt to get every section into its desired space, some departments may be asked to compromise. This compromise may include changing course days or times, adjusting enrollment, or choosing different classroom attributes.

Scheduling Cycles – Production Calendars

The Scheduling Team in the Office of the Registrar is your resource for course planning and scheduling information. They are dedicated to assisting you with any issues you may be having. Please contact them if course scheduler responsibilities are changing in your area as they can help smooth the transition and provide training for new schedulers. They will also facilitate Course Planning and Scheduling workshops at least twice each year. You may contact Classroom Scheduling by sending an email to classroomscheduling@uidaho.edu.

Early each summer the Scheduling Team reviews the past year's activities and determines the scheduling cycles for each term in the next academic year (Spring, Summer, Fall). These cycles are documented in the form of Production Calendars. The calendars are available on the web at the Classroom Scheduling website: <http://www.uidaho.edu/registrar/faculty/scheduling>

Refer to the ***Appendix of Useful Resources*** at the end of this document for a list of websites that will assist with all course scheduling activities.

Courseleaf Section Scheduler (CLSS)

Log into [CLSS](#) using your U of I NetID. New users should contact classroomscheduling@uidaho.edu for training and to arrange login credentials.

Selecting a Semester

After logging in, you can choose to work on your schedule by choosing a Semester under the Current or Future headings or review a past schedule by clicking on a term under the Historical heading. No edits can be in made to a historical term in CLSS.

CourseLeaf/CLSS - Semesters admin1 [Log Out](#)

Hello Uidaho CLSS Team! Welcome to your site! For more information on how to use command statements to emphasize text, navigate to this site:
<https://github.com/adam-pr/markdown-here/wiki/Markdown-Cheatsheet>

Historical	Current	Future
2017 Academic Year Fall 2016 Winter Intercession 2016 Spring 2017 Summer 2017	New Untitled Group Fall 2017	2018 Academic Year Winter Intercession 2017 Spring 2018 Summer 2018

[Edit Text/Titles](#) [+ New Group](#) [+ Move Groups](#) [+ Move Semesters](#)

Scheduling Units

Double-click your scheduling unit (department) to view your offerings.

CourseLeaf/CLSS – Fall 2017 – Plan Phase

admin1 ? Log Out

70 Scheduling Units
2,541 Courses 6,675 Sections

Visualize Filter Search

Hello Uldaho CLSS Team! Welcome to your site! For more information on how to use command statements to emphasize text, navigate to this site:
<https://github.com/adam-p/markdown-here/wiki/Markdown-Cheatsheet>

ID	Name	Courses	Sections
078	Accounting	29	47
055	Agricultural & Ext Education	23	88
051	Agricultural & Life Sciences	4	7
054	Agricultural Econ & Rural Soc	26	59
ui10	American Indian Studies	2	2
057	Animal & Veterinary Science	30	67
235	Art and Architecture	151	305
452	Bioinformatics & Comp Biology	10	34
060	Biological Engineering	18	39
006	Biological Sciences	58	185
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CourseLeaf/CLSS – Fall 2017 – Accounting

admin1 ? Log Out

29 Courses, 47 Sections
Plan Phase Design Mode

View By Validate Bridge Tools Visualize Filter Framer Export

Show courses with no sections

Hello Uldaho CLSS Team! Welcome to your site! For more information on how to use command statements to emphasize text, navigate to this site:
<https://github.com/adam-p/markdown-here/wiki/Markdown-Cheatsheet>

- ACCT 201 – Intro Financial Acctg
- ACCT 202 – Intro Managerial Acctg
- ACCT 305 – Accounting Information Systems
- ACCT 315 – Intermediate Financial Acct I
- ACCT 325 – Intermediate Financial Acct II
- ACCT 385 – Cost and Mgmt Acctg
- ACCT 403 – Workshop

- The first time you view your offerings for a term, you will be presented with the previous like-term’s offerings. (i.e. The first time you view Fall 2017’s schedule, you will be presented with Fall 2016’s offerings). You can then add or delete sections/courses as needed.
- By default, you’ll be viewing the schedule by Course. You can select “View By” from the top panel to view your schedule by instructor or day and time as well.
- To add a course that is not currently visible, check the “show courses with no sections” box in the upper right-hand corner of the page.
- To expand all courses and reveal individual sections, click the outer facing arrows next to the word “Offerings” at the top left of your screen. To collapse, click the inward facing arrows.
- To expand just one course, double click on the course title.

Edit Offerings

- To edit an existing offering, double click on it.
- To add a new section, click on the green plus icon to the right of the class title.

ACCT 201 – Intro Financial Acctg				
01	L	Butler, Shelly (V00471317)	Does Not Meet	Introduction to Financial
02	L	Hatheway Dial, Karin (V00016325)	MWF 12:30pm-1:20pm	
03	L	Staff	Does Not Meet	
04	L	Staff	Does Not Meet	
900	L	Staff	Does Not Meet	
XX	L	Staff	Does Not Meet	

ACCT 202 – Intro Managerial Acctg

ACCT 305 – Accounting Information Systems

- To delete a section, click on the “X” next to the section. To delete ALL sections of a course, click the red “X” to the right of the section title.

ACCT 201 – Intro Financial Acctg				
01	L	Butler, Shelly (V00471317)	Does Not Meet	Introduction to Financial
02	L	Hatheway Dial, Karin (V00016325)	MWF 12:30pm-1:20pm	
03	L	Staff	Does Not Meet	
04	L	Staff	Does Not Meet	
900	L	Staff	Does Not Meet	
XX	L	Staff	Does Not Meet	

ACCT 202 – Intro Managerial Acctg

ACCT 305 – Accounting Information Systems

The Edit/Create Section Screen

Edit Section – ACCT 201-01: Intro Financial Acctg (CRN: 10000; CLSS ID: 1)

Section Information

Title/Topic: Introduction to Financial
 Section #: 01
 Credit Hrs: 3
 Status: Active
 Spec. Approv.: (None Assigned)
 Grade Mode: (Default Value)

Part of Term: Full Term (8/21/17 to 12/15/17)
 Campus: CBE Outreach
 Inst. Method: Online (Web)
 Integ. Partner: (None Assigned)
 Section Type: Lecture
 Restrictions: Field of Study - Major

Prerequisites: None

Section Attributes | **Course Attributes**

Lower-division

Instructor: Butler, Shelly (V00471317) | **Room**: No Room Assigned | **Schedule**: Does Not Meet

Enrollment: 111 current, 136 prior | **Section Text**

Maximum: 150 | Wait List: 0

Internal Comments

Bridge Tools | Cancel | Save Section

1. **Title/Topic**- This field is the basic title of the course. Courses that currently exist at the catalog level will display in the drop down menu. If you have a subtitleable course, select “other” from the dropdown menu and enter the title. Remember, you are limited to 30 characters in this field, including the abbreviations such as ST:, DS:, INTERN:, PRACT:, RES:, SEM:, PD:, and WS:.

2. **Section**- The section number of the course. This must be a number. CLSS will default to the next highest section number. Don’t use this unless it is the only option. Use the lowest section number available. Also, when using single digit number, add a zero before the digit. For example, section 1 should be entered as 01.

3. **Credit Hrs**- The number of units for the class. This field is never editable in CLSS unless the class has variable credits. It will display the minimum amount of units for variable credit courses and can be changed to whatever is desired or left as variable.

4. **Status**- This field will default to “Active” when you edit or create new sections. Select “Cancelled” when cancelling (or inactivating) a section. You will need to remove the instructor and meeting pattern when cancelling a section.

5. **Section Type**- This field allows you to select whether the section you’re working on will be a lecture, lab, recitation, etc.

6. **Part of Term**- This field defaults to the full term, Part of Term 1. This drop down allows you to choose late and early eight-week options as well (Part of Term 2 and 3, respectfully).

7. **Campus**- Choose the applicable campus. You must use an outreach campus (Engineering Off-Campus for the College of Engineering) for any section with an Instructional Method of Online (Web) or Virtual Meeting. Do not use and outreach campus (or Engineering Off-Campus) for a physical campus such as Moscow, CDA, Boise, or IF.

8. **Status-** Sections will default to Active. If you need to cancel your section, you can do so [here](#).
9. **Special Approval** - Use this field to designate whether or not permissions will be required for the section. "Deans Permission" is only used for the College of Law.

10. **Grade Mode-** A section's catalog default will populate automatically. This field is editable prior to the submission of your schedule.
11. **Section Attributes-** This field contains attributes that are listed on the specific course section only. If you click on the blue pencil on the right of the field, you will see all the section attributes.
Use the blue pencil next to this field to designate the section as an Honors (HON). After selecting the blue pencil, a new prompt will appear. Select the green "+" symbol, select the dropdown, then select Honors Course, and accept.
12. **Course Attributes-** This field displays the attributes that are listed on the course in the course catalog and is not editable.
13. **Instructor-** This drop down menu lists all instructors that are associated with your department. If you do not see an instructor listed here, contact the Scheduling team to add the instructor by leaving a comment in the Comments field or emailing classroomscheduling@uidaho.edu. In the email, ensure you include the instructor's name, V#, and the semester they will start teaching.
14. **Room-** Choose the room for this section. If you would like the Scheduling Team to assign a room, choose "General University Classroom." **See section 1.6 in this document.**
15. **Schedule-** Select a meeting pattern for this section. **See section 1.7 in this document.**
16. **Enrollment-** Set up enrollment limits for this section.
 - a. Maximum- The maximum enrollment for the class.
 - b. Projected- This field is for planning purposes only and is not displayed anywhere else. It is an expectation of how many students will enroll and is not a required field.
 - c. Wait List- Enter the maximum number of spaces you would like on the section's waitlist. If you leave the field at zero, no waitlist will be available when the class reaches its maximum enrollment limit.
17. **Internal Comments-** The Internal Comments field allows you to provide any pertinent information you deem necessary. This is a conversation between you and the scheduling team.
18. **Cancel-** Click here to close your section without saving.
19. **Save Section-** Click here to save your section and run CLSS rules. **See section 1.9 in this document.**

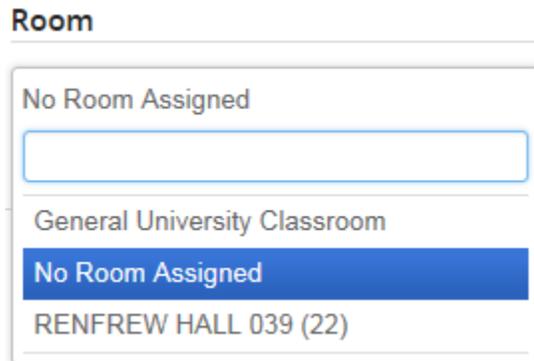
Adding Instructors

- When you create a new section, the instructor will be listed as "Staff"
- Select the blue pencil next to the Instructor heading to add/edit an instructor.
- Choose one of your department's instructors from the drop down or type the instructor's name for quick access. If you don't see your instructor, the Reg/Sched team can add it to CLSS. The instructor must have a valid EPAF.
- To choose an instructor that teaches in a different department, select Other in the drop down to search.
- Once you have selected your instructor, add their Role (Primary Instructor/Secondary Instructor) from the second drop down menu. A section must have a Primary Instructor and can only have one Primary Instructor.
- To add additional instructors, click the green plus icon on the right.

- To switch out an assigned instructor OR change the role of an existing instructor, add a new row with the green plus icon, select the instructor/role, and delete the original instructor row using the trash can icon. **If you change the original instructor row instead of deleting it, your class will not save correctly.**
- Click Accept to save your instructors.

Choosing a Room and Room Attributes

- In the room drop down, you will see multiple options:



1. **Departmentally Controlled Rooms** - Any rooms or locations your department is able to directly schedule will appear in the drop down list. This includes labs and other special purpose rooms.
2. **General University Classroom** - Select this option if you need the Registrar's Office to assign a room for this section.
3. **No Room Assigned** - This should only be used for sections where the meeting pattern is "Does Not Meet" (i.e. Directed Studies, Internships, etc).

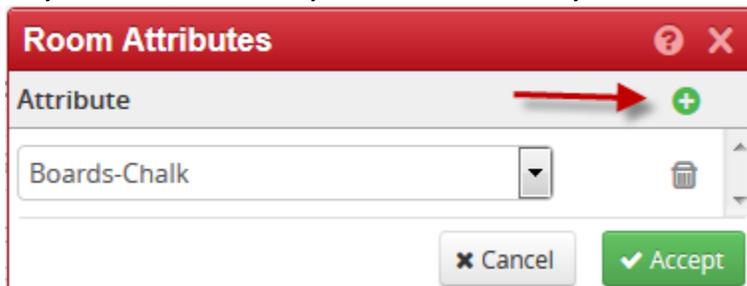
If you choose the "General University Classroom" option, choose desired classroom attributes, such as multimedia or chalk boards, by selecting the blue pencil next to "Room Attributes."



Room Attributes  

None Selected

Then select the green plus sign and choose attributes as needed. Please keep in mind that the more attributes you choose, the less likely it is that the classroom you need is available.

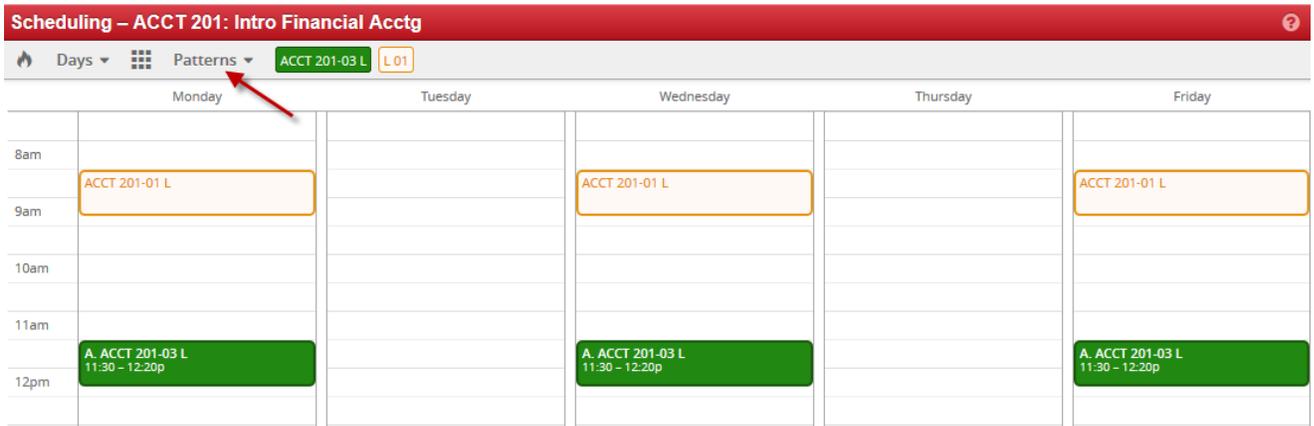


Selecting a Meeting Pattern

- Select the blue calendar icon on the Edit/Create Section page to navigate to the section scheduling (Snapper) screen:

Schedule

 Does Not Meet

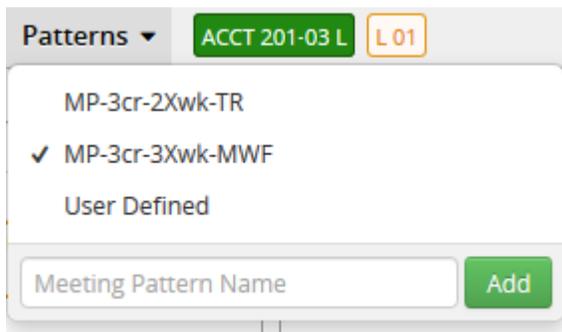


Scheduling – ACCT 201: Intro Financial Acctg

Days ▾ Patterns ▾ ACCT 201-03 L L01

	Monday	Tuesday	Wednesday	Thursday	Friday
8am	ACCT 201-01 L		ACCT 201-01 L		ACCT 201-01 L
9am					
10am					
11am					
12pm	A. ACCT 201-03 L 11:30 – 12:20p		A. ACCT 201-03 L 11:30 – 12:20p		A. ACCT 201-03 L 11:30 – 12:20p

- Selecting Days from the top allows you to select what days are visible in this screen (if you needed to schedule on a Saturday for example). It does NOT reflect scheduling on specific days.
- To schedule, click Patterns to select the type of Standard Meeting pattern you'd like to offer. This example shows a standard pattern meeting three times a week for 50 minute. Notice that other sections of the same course appear on the calendar so you don't book the different sections of the same class at the same time.



Patterns ▾ ACCT 201-03 L L01

- MP-3cr-2Xwk-TR
- ✓ MP-3cr-3Xwk-MWF
- User Defined

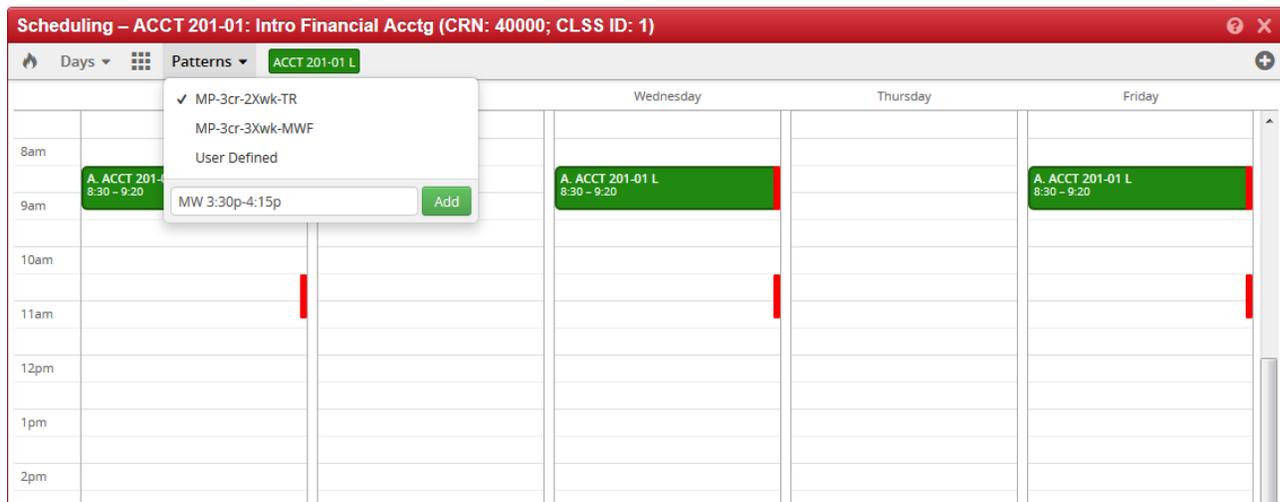
Meeting Pattern Name Add

- If you roll over the cube to the left of patterns,  , it will give you all the available options for a meeting pattern.

Scheduling – AMER_ST 390-2-20: Senior Project (SIS Class Nbr: NEW)					
Days		Patterns		AMER_ST 390-2-20 SEM	
	Monday	Tuesday	Wednesday	Thursday	Friday
8am	MW 8am-9:20am	TTh 8am-9:20am	MW 8am-9:20am	TTh 8am-9:20am	
9am					
10am	MW 9:30am-10:50am	TTh 9:30am-10:50am	MW 9:30am-10:50am	TTh 9:30am-10:50am	
11am	MW 11am-12:20pm	TTh 11am-12:20pm	MW 11am-12:20pm	TTh 11am-12:20pm	
12pm					
1pm	MW 12:30pm-1:50pm	TTh 12:30pm-1:50pm	MW 12:30pm-1:50pm	TTh 12:30pm-1:50pm	
2pm	MW 2pm-3:20pm	TTh 2pm-3:20pm	MW 2pm-3:20pm	TTh 2pm-3:20pm	
3pm					
4pm	MW 3:30pm-4:50pm	TTh 3:30pm-4:50pm	MW 3:30pm-4:50pm	TTh 3:30pm-4:50pm	
5pm	MW 5pm-6:20pm	TTh 5pm-6:20pm	MW 5pm-6:20pm	TTh 5pm-6:20pm	
6pm					

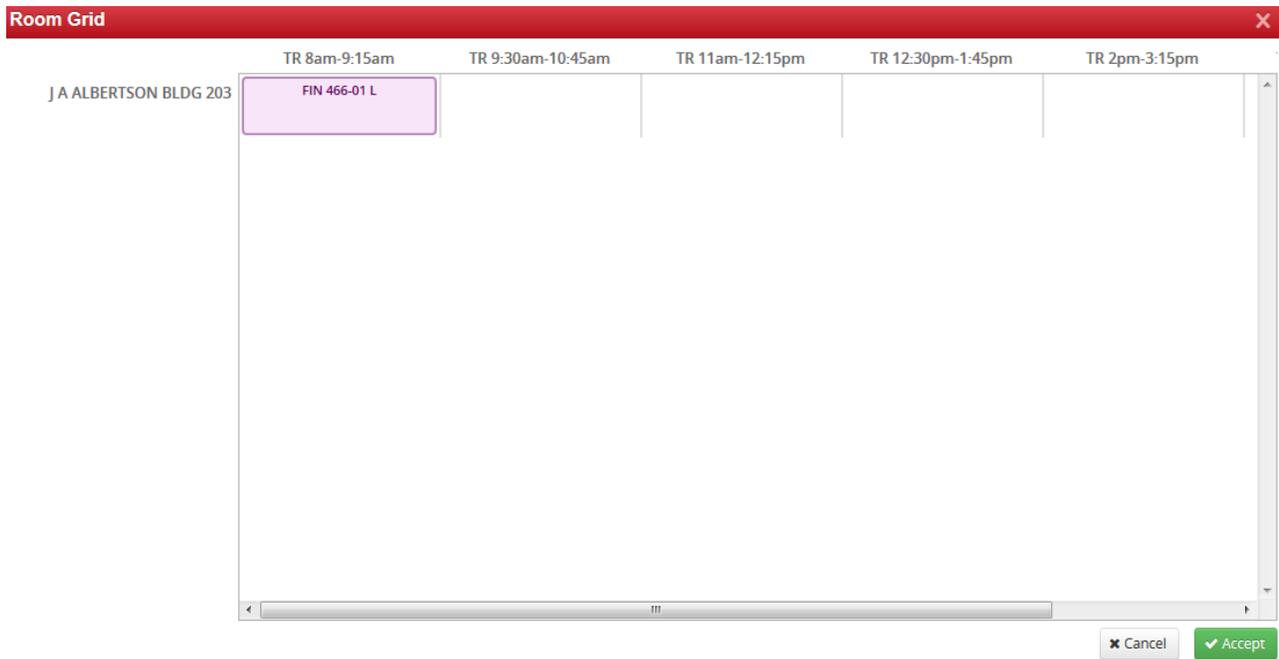
- A red bar on a time period means the instructor is already teaching another class at that time.
- Roll over and select which time you'd like to offer a section.
- For non-standard meeting patterns, you can use “**User Defined**” in the patterns. Any “User Defined” meeting pattern will initiate a workflow to Classroom Scheduling. “User Defined” meeting patterns during primetime and requesting General University Classrooms will not be approved. The recommended format to enter these dates are DAYS (SPACE) TIME_START-TIME_END. Military/24 hour time is recommended as well. If user defined times are entered without a (am) or p (pm), they system will default to am. Be careful, because this could result in sections being scheduled at times such as 1 am.

A section that meets Monday/Wednesday from 3:30pm-4:15pm would be written like this:



Day of the Week	Written like this...
Monday	M
Tuesday	T
Wednesday	W
Thursday	R
Friday	F
Saturday	S
Sunday	U

- If you have a departmentally controlled room and want to know when it is available for scheduling your section, select Rooms in the lower left hand corner. The room grid will show giving you departmentally controlled rooms on the left hand side and meeting patterns across the top:



Multiple Meeting Patterns

- Select the blue calendar icon on the Edit/Create Section page to navigate to the section scheduling screen
- Schedule the first meeting pattern of your multiple meeting pattern.

 Meetings

- Click the Meetings button in the lower left hand corner
- Click the pencil on meeting pattern "A" and select General Purpose room or other room option from the drop down. Click accept.
- To add a second meeting pattern, press the "+". Select General Purpose room or other room option from the drop down. Click accept.
- Click on your new meeting pattern "B" to highlight and select it. Enter the meeting pattern days and times using standard patterns or user defined.

Scheduling – FISH 481-01: Ichthyology (CRN: 70136; CLSS ID: 4229)

Days ▾ Patterns ▾ FISH 481-01 L L 02

	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
9am					
10am	A. FISH 481-01 L 9:30 – 10:20		A. FISH 481-01 L 9:30 – 10:20		A. FISH 481-01 L 9:30 – 10:20
11am					
12pm					
1pm					
2pm		B. FISH 481-01 L 1:30p – 4:20p		FISH 481-02 L	
3pm					

Pattern	Type	Room	Dates
A. MWF 9:30am-10:20am	Lecture (Class)	COLL OF NATURAL RESOURCES 209	Using Part of Term Dates
B. T 1:30pm-4:20pm	Credit Lab (Class)	COLL OF NATURAL RESOURCES 108	Using Part of Term Dates

- Repeat steps for as many meeting patterns as required.

Save Section

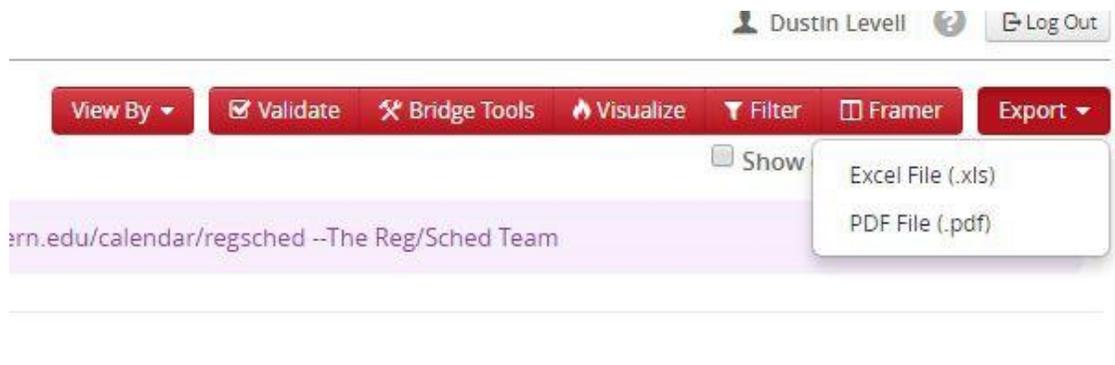
- When you save your section, CLSS will run it against a series of rules to make sure the section conforms to university policies. CLSS will give you feedback on your save attempt. Potential outcomes are listed below:

Validation Symbol	Meaning
 Warning	Your section can still be saved, but there could be potential issues. Please review the additional information CLSS provides to understand what those issues could be.
 Error	Your section could not be saved. CLSS will let you know what needs to be changed in order to save the section successfully.
 Workflow	The section data you have provided can be saved, but will require approval. Make sure you hit the Start Workflow button to submit the section.

Reviewing Your Schedule

Generating Reports of Your Schedule

- In the upper right hand corner of your department's page, select Export to generate an Excel Spreadsheet or PDF of your schedule:



- The spreadsheet provides the greatest detail of all the information in CLSS. The PDF provides a higher level overview of your schedule. It's helpful to use these documents to double check that all the information in CLSS is correct and what you want viewable before the schedule goes live to students.

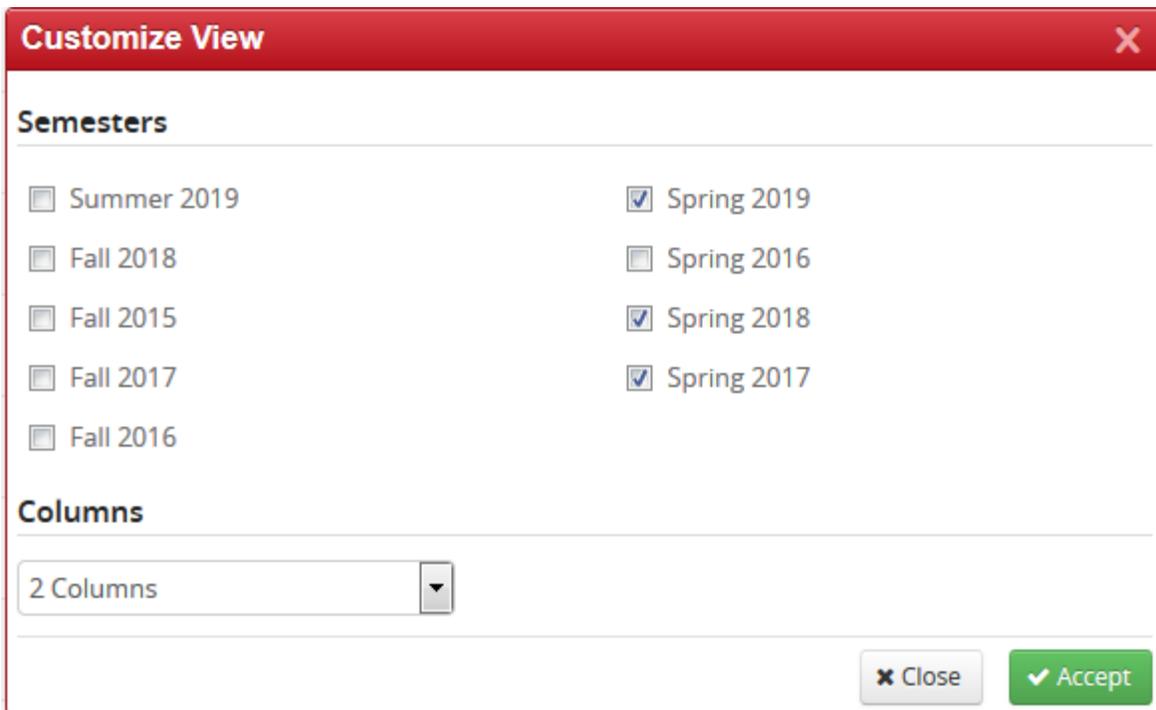
Schedule Framer

- In the upper right hand corner of your department, there is also a Framer button:  The Framer allows you to look at multiple terms of your department.

The screenshot shows the 'Schedule Framer' interface. At the top right, there are buttons for 'View', 'Filter', and 'Export'. Below these buttons is a table with three columns representing different terms: 'Fall 2018', 'Spring 2019', and 'Summer 2019'. The table lists several courses and their respective sections and credits.

	Fall 2018	Spring 2019	Summer 2019
FISH 102 The Fish/Wildlife Professions	1 C (32)	1 L (30)	
FISH 202 Fish&Wildlife Applications II		1 L (60)	
FISH 204 Special Topics			
FISH 314 Fish Ecology	1 L (32)		
FISH 315 Fish Ecology Lab	2 C (31)		
FISH 316 Princ Population Dynamics			

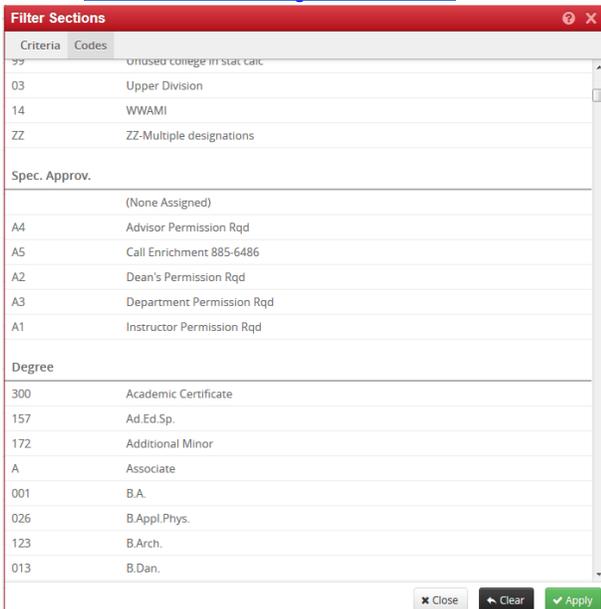
- You can select "View" from the top to change from Summary, Standard, and Detailed view depending on how much information you would like.
- Select "Customize" to select which terms (up to 3) you'd like to view at the same time:



- You can also Export this information as a PDF or Excel file by clicking Export in the upper right hand corner.

Filtering

- Filtering is how you search in CLSS. With this tool, you can find sections that meet criteria you specify. For example, if you wanted to find all sections taught by a certain professor, using a specific grade mode, following a certain meeting pattern, or any other data available.
- Clicking on “Codes” at the top provides a key for what the criteria in your filtering can be.
- Email classroomscheduling@uidaho.edu for assistance setting up filters.



Appendix of Useful Resources

Class Schedule

<http://www.uiweb.uidaho.edu/schedule>

The latest working schedule for the most recent semester. A good reference point to ensure classes are where they need to be, at the appropriate time and with the correct instructor assigned.

Classroom Capacities and Attributes

<http://www.uidaho.edu/registrar/faculty/scheduling/capacity>

Contains useful information such as finding then number of students a particular room can hold, if the classroom has multimedia, movable tables and chairs.

Classroom Scheduling Website

<http://www.uidaho.edu/registrar/faculty/scheduling>

The starting point for finding classroom scheduling information.

COOP Website

<http://www.uidaho.edu/registrar/registration/coop>

Production Calendars / Parts of Term / Scheduling Guide

<http://www.uidaho.edu/registrar/faculty/scheduling>

Request a classroom for an Event

<http://www.uidaho.edu/registrar/faculty/scheduling/classroom-request> Requesting a classroom for activities outside of the normal course day/time pattern.

Scheduling Guidelines and Parts of Term for Summer Session

<http://summer.uidaho.edu/faculty-guide/scheduling-guidelines/>

Parts of Term for Summer Session. Scheduling guidelines for Fall and Spring are found in The User's Guide to Classroom Scheduling.

Standard Courses

<http://www.webpages.uidaho.edu/fsh/4130.html>

This page describes certain specialized courses and the associated course numbers. Examples include Special Topics, Directed Studies, and Professional Development. COWS automatically labels a course associated with these standard numbers (*i.e. Special Topics courses begin with "ST:."*). When entering a course title, remove the current verbiage already in the box (*i.e. "Special Topics"*) and enter the appropriate title for the course. This title will appear on the student transcript.

University Curriculum Committee

<http://www.uidaho.edu/registrar/ucc>

Glossary of Common Terms

Arterial Units – Core foundational courses that most students need to take in the first year or two (exp: 100/200 level courses from the following subjects. MATH, ISEM, CORS, BIOLOGY, FLEN, ENGL, GEOL, COMM, CHEM, PHYS, ART, HIST, MUSIC, PSYC, AND PHIL).

Classroom Event – An Event is the use of a classroom for something other than a normal, full time academic course. These Events are generally one time, or limited classroom meetings. Some examples of events are faculty-led academic study sessions, ASUI recognized student club meetings, dissertations, and thesis defense. To get more information on Events or to request a classroom for an Event, see <http://www.uidaho.edu/registrar/faculty/scheduling/classroom-request>.

CLSS (Courseleaf Section Scheduler) – System used by schedulers to input classroom scheduling requests.

Cross-listed Course – Courses that have UCC approval to meet together, and this relationship is notated in the course description in the Catalog. These classes will have DIFFERENT subject codes. (STAT 451 & MATH 451).

Joint-listed Course – Courses that have UCC approval to meet together, and this relationship is notated in the course description in the Catalog. These classes will have the SAME subject code. (POLS 426 & POLS 526).

Meets-Together: Catalog classes which meet together, but there is no UCC approved relationship. Example – CHEM 111 sections 1-4 all meet in the same room at the same time for the same lecture. However, they will meet in different rooms and times for their associated labs. These must be mentioned in the Internal Comments Field in COWS. These courses are tracked manually so that room assignments can be successfully accomplished.

Regular Catalog Course – A course that has gone through the official UCC approval process and appears in the General Catalog. These have designated course numbers, credit conditions and course descriptions. <http://www.uidaho.edu/registrar/classes/catalogs>

Standard Course – A course number not assigned to a regular catalog course. These course numbers are used for Directed Studies, Internships, Practicums, Professional Development, Research, Seminars, Special Topics, and Workshops. Standard courses cannot be Cross or Joint-listed with other standard or regular courses. More information on Standard Course Numbers can be found at <http://www.webpages.uidaho.edu/fsh/4130.html>.