
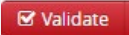


1. **Log into CLSS** <https://next-bulletin.miami.edu/wen> and enter your UM credentials.
2. **Read** instance related information on the **Announcement Box** (purple area).
3. Click on the **Spring 2024** instance.
4. **Type the Subject Unit** name in the **Search** field.
The system will display all courses with sections open for the previous like-term. Double-click to open.

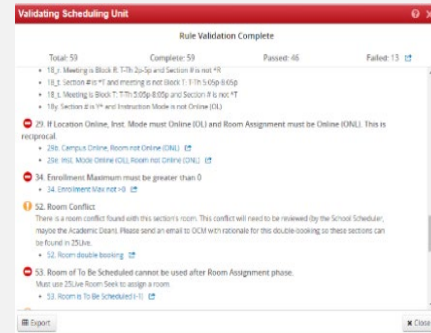
Note: If you would like to run a report from your previous Spring 2023 term to use it as a guide while you work on your Spring 2024 term, follow the below steps:

- a. Click on the **Export** button located at the upper right corner of the screen.
 - b. Select the fields you need to show in your report (suggested report: Excel file without headers, for better reading/filtering the report once saved).
 - c. Save your report. You may use the report to identify which sections need to be deleted, edited with changes or added for the new instance.
5. **Start working on the Spring 2024 data:**
 - a. **To DELETE** a section from a course, hover cursor over the left side of the section to be deleted. Once over the gray circle it will turn red with an X in the center. Click on it and then OK. Only the selected section will be deleted, not the course.
 - b. **To ADD** a section, click on the green plus sign  located on the right side of a course. A One-Dynamic form will pop up. Proceed to add your section by typing the corresponding information for it in each of the required fields. Once done, click on the Save button.
 - c. **To EDIT** a section, double-click on the section line and the One-Dynamic form will pop up for you to edit. Proceed to edit the section fields that need to be changed. Click on the Save button when done.

CLSS will not let you save a section if it is not in compliance with the institution's scheduling rules. Information on errors, warnings, and workflow will be shown to you for review and fix before the section can be saved. Review the information and go back to the One-Dynamic Form to fix the errors. Once fixed, the system will provide you with either a Save button or a Save As Is button. At that point, you will be able to save the section.

6. **Validate, Validate, Validate.** The Validation button  is located on the top of the Announcement Box. CLSS Department Users must validate their instance data as many times as possible to correct errors while working on the Plan Phase/Design Mode (Open Access Period).

CLSS will open another tab on your browser showing you the section(s) to fix. Once finished, go back to the Validation list and continue with any other error lines showing. Screenshot below shows you an example of a validation report after clicking the Validation button:



7. Once you have completed entering and validating your sections for a term and no other changes are needed for your academic data, proceed to validate one last time and:
 - a. Make any corrections you are prompted to, including Warnings (if possible), as this will be the moment you will need to submit your data for Workflow/Approval.
 - b. Do NOT push the Submit to Workflow blue button showing on the bottom right corner of the validation screen unless you are 100% sure that no other sections will be added or in need of editing to your academic data for the term.
 - c. Once you have completed your work, click on the **Submit to Workflow** option (blue button) showing on the right down corner of the Validation window.

Preparation for Sending Data to School Scheduler/Approver Final

Note: The CLSS team recommends running a report with the instance data submitted:

- 1) Click on the Export button.
- 2) Select the fields you will need to show in the report.
- 3) Unclick the headers (showing at the bottom of the selections) to make the data easy to review and filter.
- 4) Run the report and save it as an Excel Workbook.

Add a column to the right of the report and name it "Departmental Notes". Write on this column any information you need to provide to your school scheduler/approver (departmental room to be assigned to each section, the need for a GPC space, and/or any special request, e.g., room on the first floor for an ADA instructor, etc.).

For more in-depth information about working on CLSS, please visit our website at <https://registrar.miami.edu/> and look for the CLSS Step-by-Step guide [Course & Curriculum Website](#)