University of Miami
CLSS Training

Use Chrome, Firefox, or Safari to log in:
https://next-bulletin.miami.edu/wen

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CourseLeaf Software Trainer
CLSS Intro
Training Agenda

- Terminology
- Program Basics (Modes/Phases)
- Knowing the Alerts
- Live Demo: Deleting, Adding and Editing Sections
- Tools
Terminology

**Instance** – scheduling timeframe (term/semester)

**Scheduling Unit** – group of courses (department, subject)

**Section** – the most granular scheduling item
Program Basics: Phases

Manage your timelines in the system.
Follow unique rules in different phases.
Manage editing access by phase.

1. Plan
2. Room Assignment
3. Publish
4. Registration
5. Post Registration
6. Locked
7. Archive
Program Basics: Modes

Design Mode – build the entire scheduling unit, submit it once.

Refine Mode – edit one section, submit each section.

**CLSS is source of truth**

**Cane Link is source of truth**
Alerts to Know

**Error**
Can’t Save

**Warning**
Can Save, but Proceed with Caution (FYI)

**Workflow**
Save and Submit for Approval
CLSS Workflow

- Workflow is kicked off at the time of submission.
- A Notification email is sent to the first approver.
- Approver can approve, or rollback (return for correction).
- When workflow is complete, Cane Link is updated.
Workflow Email

From: LilyPad U CourseLeaf <lilypadu@notify.courseleaf.com>
Sent: Friday, November 18, 2022 10:00 AM
To: CLSS Approver <registrar@lilypadu.edu>
Subject: [CLSS] Review Request: Registrar Approval

Registrar:

There are pending schedule change proposals awaiting your review, including Fall 2022 PSY 1001-1 Introduction to Psychology. Please visit: https://courseleaf.lilypadu.edu/courseleaf/approve/?role=Registrar to review the changes and provide your feedback.

For questions or additional information regarding this email, please reply to this email to contact the Schedule Coordinator.

Thank you.

-- LilyPad U CourseLeaf
During Workflow

How approvers can act:

Non-Approval Step: **FYI or FYI All**

Approval URL: add `/courseleaf/approve` at the end of the URL
Section Management in CLSS
Thank you!

The remainder of the training time can be used as a workshop. Please feel free to work on your edits and let us know if you have questions!