

University of Miami CLSS Training

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<https://next-bulletin.miami.edu/wen>

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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.



Program Basics: Modes

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

CLSS is source of truth



Refine Mode – edit one section, submit each section.

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!*