Getting Logged In
1. In a web browser, navigate to the CLSS instance start page at https://courseleaf.seattleu.edu/wen and enter login credentials.
2. Choose the appropriate scheduling unit by double clicking the scheduling unit name.
3. From the scheduling unit screen, choose the course to schedule, viewed by course, instructor or day and time, or click the Framer or Visualize button to view the schedule information by those screens.
4. Double click the course title to reveal sections.

Adding a new Section
1. Log in to CLSS as described above.
2. Click the Add button to propose a new offering.
3. Enter information in the Create Section box. To schedule, click the blue “Does not Meet” link under schedule to reveal the snapper.
4. Choose the time to offer, then click Accept. Date/time patterns are revealed by hovering over the calendar view. Related courses will also be displayed in the calendar.
5. Click Save Section. Observe any errors or warnings.

Editing a Section
1. Log in to CLSS as described above.
2. Double click the section to edit.
3. Make changes to the section as necessary.
4. Click Save Section. Observe any errors or warning.

Questions?
Registrar-Scheduler
registrar-scheduler@seattleu.edu
206.296.5855
User Defined Meeting Pattern Syntax

Day initial, space, start time, dash, end time – MTh 8:00am-4:00pm
For instance, to propose meeting Monday and Thursday 8:00 am to 4:00 pm, enter "MTh 8:00am-4:00pm". If am/pm is missing, default is am. If minutes are missing, default is :00. Th is Thursday, T is Tuesday Sa is Saturday, Su is Sunday.

Most Common Filters

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SECTION / APPROVED SECTION / OVERLAPPING SECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title</td>
<td><em>Math</em> - All courses with Math in the title</td>
</tr>
<tr>
<td>Department Code: Allowed section types</td>
<td>LEC - All courses that allow lectures</td>
</tr>
<tr>
<td>Schedule Type</td>
<td>LAB - All offerings that are labs</td>
</tr>
<tr>
<td>Instructor ID</td>
<td>128435 - All offerings taught by an instructor with ID 128435 (not a name or single sign-on id)</td>
</tr>
<tr>
<td>Course Code</td>
<td>ACCT 2300 (Subject Code + Catalog Number)</td>
</tr>
<tr>
<td>Maximum Enrollment</td>
<td>&gt;50 – all sections with a Maximum Enrollment greater than 50</td>
</tr>
<tr>
<td>Enrollment (will be 0 for future terms)</td>
<td>&gt;50 – all sections with an actual enrollment greater than 50</td>
</tr>
<tr>
<td>Comments</td>
<td><em>todo</em> - all sections with the words todo in the comment</td>
</tr>
</tbody>
</table>

Snapper View

- Heatmap – See a visual representation of all sections in view
- Days – Select which days of the week to view
- Grid – View all available times for a meeting pattern
- Patterns – Select from different possible meeting patterns, or define your own

Hover over daytime grid and click on the time to schedule

Close without saving

Close and save. Changes are validated and warnings or errors are viewed.