

**Guide
to
Submitting Sections
in
CourseLeaf - CLSS**

Nova Southeastern University
Office of the University Registrar

September 2023

CourseLeaf Section Creation in CLSS

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CourseLeaf Section Creation in CLSS

Glossary of Terms

Base Course	Basic Course information: Course Title; Credit and Billing Hours; Levels; Grade Mode; Schedule Types; Description, Corequisites/Prerequisites; Degree Attributes; Learning Objectives; Restrictions; Fees
Bridge	Programmatic process for updating CourseLeaf sections submitted in CLSS to Banner.
CIMF	Course Inventory Maintenance Form Utilized and submitted to create or change a Base Course
CLSS	CourseLeaf Section Scheduler Software Nova Southeastern University's academic scheduling tool, where departments submit class offerings
Course Administrator	Designated NSU college or department representative who submits sections for CRN creation
Course Approver	Designated NSU college or department representative who reviews and approves sections submitted by Course Administrators
Crosslisted Course	Two or more course sections, within the same college that are offered at the same time, with the same instructor
CRN	Course Reference Number A unique number which identifies each class. Once course section has been submitted, approved, and bridged to Banner, CRN is created
Department	Referred to as 'Scheduling Unit' in the CourseLeaf system

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CourseLeaf Section Creation in CLSS

Glossary of Terms

Heat Map	Graphic representation of scheduled Sections across respective departments; used for quality assurance to ensure a balanced schedule. Tool to optimize utilization of all days and time blocks to ensure students have the opportunity to take classes which accommodate their schedules.
Instance	Academic term: Summer II 20XX10, Fall 20XX20, Winter 20XX30, Spring 20XX40, Summer I 20XX50
Internal Comments	Section-specific notes for Course Administrator's reference only; not utilized by the Office of the University Registrar
Meeting Patterns	The days/times section is offered
Mode	CLSS has two Modes: Design and Refine Design: Course Administrators enter sections in CLSS; Changes are not immediately updated in Banner. Entire scheduling unit is built, validated, and submitted as a department. All course administrators in a specific scheduling unit need to complete entering sections prior to validation. Refine: Once the scheduling unit is bridged, unit is moved into refine mode; In this mode, individual sections can be added or edited. All new sections and most edits will initiate a workflow.

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CourseLeaf Section Creation in CLSS

Glossary of Terms

Phase	CLSS has four phases: Plan, Registration, Locked, Archived Plan: Department enters their initial schedule; Sections can be created and updated. Registration: Registration period is open; New sections and updates to sections are allowed. If students are registered for a CRN, the department needs to inform them of these possible changes before submitting requests. Locked: No edits are permitted. Archived: No edits are permitted.
Section	Individual class entered in CLSS/CourseLeaf
Schedule Balancing	To maximize the use of available resources, academic units are responsible for balancing their schedules by evenly distributing course offerings through all approved time blocks and academic days.
Scheduler	Course Administrator
Validate	Quality assurance must be performed to identify and resolve any warnings or errors in course information. Once all sections in a scheduling unit have been created, it must be validated to submit to Course Approver for review.
Wild Card	Asterisk *

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CourseLeaf Section Creation in CLSS

Glossary of Terms

Workflow

A standard process used to request Sections.

Initial Section requests

>> Validate by Course Administrator

>> Review and Approve by Course Approver

>> Review by the Office of the University Registrar

>> Review by Astra, *if applicable*

CourseLeaf Section Creation in CLSS

CLSS Resources

Preferred Browser: Google Chrome



FAARCouseleaf@nova.edu

- Managed by the Office of the University Registrar
 - Requests for CLSS Access
 - CourseLeaf questions (department and term must be included in subject line)
 - Technical issues with CourseLeaf
 - Crosslist request (must include the department and term in subject line)

nova.edu/faar-communitynet/offices/registrar/index.html

- CRN Creation Guide
- Approved Class & Lab Time Blocks
- CRN Addition – Change Request Form
- Cross-List Request Form
- Meeting Pattern Breakouts
- Final Exam
- Schedules

Course Inventory Maintenance/Transmittal Form

www.nova.edu/sbin/bannercourse/unique.cgi

- Utilized and submitted to make modifications to Base Course

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CourseLeaf Section Creation in CLSS

CLSS Access

1. Access CLSS

Three Options:

1a. Direct Access

<https://courseleaf.nova.edu/wen/>

1b. Via App in SharkLink

- I. **Log in to SharkLink** using NSU username and password
- II. **Scroll** to the right
- III. Under 'Quick Links,' **click 'View All Apps'**
Apps are in alphabetical order.
- IV. **Scroll** to CLSS app



CourseLeaf CLSS

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CourseLeaf Section Creation in CLSS

CLSS Access

1c. Via Office of the University Registrar's webpage on FAAR Community Net:

nova.edu/faar-communitynet/offices/registrar/index.html

Scroll down to 'CourseLeaf-CLSS' and click white drop-down arrow.

NSU Florida

Quick Links Request Info Apply Now Give

Office Of The University Registrar

The Office of the University Registrar maintains the integrity of academic policies and the student information system. The information below has been specifically compiled for our colleagues to help ensure consistent adherence and enforcement of university policies and procedures. Students will find more detailed instructions on the Registrar's public webpages <https://www.nova.edu/registrar/> and <https://www.nova.edu/commencement/>.

Academic Program Master Lists

Certificate Conferral

Commencement

Contact Information

CourseLeaf-CLSS

CourseLeaf Section Scheduler (CLSS) Resources for Course Administrators and Approvers

- Changes, updates, or additions must be submitted in CourseLeaf via the workflow.
- Requests to cross list courses must be submitted on the [Cross List Request Form](#) to the Registrar's office at ccs@nova.edu which must be submitted after the CRN is generated in Banner.
- Requests to add fees to a CRN, must be submitted on the [CRN Addition Change Request Form](#) to the Registrar's office at ccs@nova.edu which must be submitted after the CRN is generated in Banner.

CourseLeaf Section Scheduler (CLSS) Training Session Recordings

- [Course Administrator Training Session \(November 2021\) \(7h 56 min.\)](#)
- [Course Approver Training Session \(November 2021\) \(57 min.\)](#)
- [CourseLeaf Refresher Training Session \(December 2022\) \(55 min.\)](#)

Click 'CourseLeaf' box at bottom of page

Access CourseLeaf by clicking on the button below:

CourseLeaf

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CourseLeaf Section Creation in CLSS

Creating a Section

CLSS main webpage opens.

A link to NSU training resources, along with other announcements, appears in the purple box at the top.

NSU Florida

For NSU training resources, visit <https://www.nova.edu/ess-communitynet/offices/registrar/index.html>

Deadlines to validate and approve course section submissions in CLSS:

Fall 2023: February 3, 2023
Winter 2024: April 28, 2023
Spring & Summer 2023: August 4, 2023

Historical		Current	Future
2022-23 Academic Year	2021-22 Academic Year	2023-24 Academic Year	20XX-XY Academic Year
Summer II 2022	Summer II 2021	Summer II 2023	Summer II 20XX
Fall 2022	Fall 2021	Fall 2023	Fall 20XX
Winter 2023	Winter 2022	Winter 2024	Winter 20XY
Spring 2023	Spring 2022	Spring 2024	Spring 20XY
Summer I 2023	Summer I 2022	Summer I 2024	Summer I 20XY
2020-21 Academic Year	2019-20 Academic Year		
Summer II 2020	Summer II 2019		
Fall 2020	Fall 2019		
Winter 2021	Winter 2020		
Spring 2021	Spring 2020		

2. **Select academic term** for which Sections are being built.
(Current or Future)

Academic years are categorized under three (3) headings:

- **'Historical'** - archived data, for reference
- **'Current'** - present academic year;
Terms are opened and closed by the Office of the University Registrar.
- **'Future'** - next academic year
Terms are opened and closed by the Office of the University Registrar.

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CourseLeaf Section Creation in CLSS

Creating a Section

3. Enter Department Course 'ID' in Search Box

or

Scroll down list

4. Click 'Enter'

List of department-specific courses appears

Click to access homepage at any time

CourseLeaf/CLSS - Winter 2024 - Plan Phase

68 Scheduling Units
1,903 Courses 3,443 Sections

Visualize Filter Search

NOVA

NSU Florida

For NSU training resources, visit <https://www.nova.edu/ess-communitynet/offices/registrar/index.html>

Deadlines to validate and approve course section submissions in CLSS:

- Spring & Summer 2023: September 16, 2022
- Fall 2023: February 3, 2023
- Winter 2024: April 28, 2023

ID	Name	Courses	Sections
ABMS	CAM - Biomedical Sciences	15	15
AMED	CAM - Medical Education	0	0
CECS	CCE - Computing	48	84
CIIC	CCE - Info Systems & Cybersec	28	59
TAEG	CDM - AEGD Program Certificate	0	0
TCRD	CDM - Cariology/Restor Dentistry	4	5
TDGN	CDM - Diagnostic Science	4	7
TEND	CDM - Endodontics	2	4

- Lists can be sorted by clicking on the double arrows at the top of each column:
 - 'ID' and  **Sections** 'Name' can be sorted alphabetically (ascending to descending, or vice versa).
 - 'Courses' and 'Sections' can be sorted numerically (lowest to highest, or vice versa).

Single arrow pointing up (ascending) or down (descending) indicates which column is sorted.

▲ ID	◆ Name
0000	Undeclared Department
ABMS	CAM - Biomedical Sciences

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CourseLeaf Section Creation in CLSS

Creating a Section

5. Double Click desired Scheduling Unit (department)

75 Scheduling Units
565 Courses 846 Sections

Visualize Filter Search Nova

NSU Florida
Welcome to CLSS!
For NSU training resources, visit <https://www.nova.edu/ess-communitynet/offices/registrar/index.html>

ID	Name	Courses	Sections
ABMS	CAM - Biomedical Sciences	0	0
AMED	CAM - Medical Education	9	9
CICS	CCE - Computer Science	0	0
CECS	CCE - Computing	2	7
CIIC	CCE - Info Systems & Cybersec	0	0
>NOVA Nova – Administration		1	3
-----		-----	-----
TEND	CDM - Endodontics	5	5
TCPR	CDM - Master's Dental Medicine	0	0

6. Check box next to 'Show courses with no sections' (otherwise, defaults to courses with Sections already entered)

1 Course, 3 Sections
Plan Phase Design Mode

Workflow Status View By Validate Visualize Filter Framer Export

☒ Show courses with no sections

NSU Florida
For NSU training resources, visit <https://www.nova.edu/ess-communitynet/offices/registrar/index.html>

Deadlines to validate and approve course section submissions in CLSS:
Spring & Summer 2023: September 16, 2022
Fall 2023: February 3, 2023
Winter 2024: April 28, 2023

> NOVA 0105 – Training

NOVA 0505 – Experiential Learning

NOVA 1000 – Nova CourseLeaf

UNIV 1000 – First-Year Experience

7. Click black double arrows to 'Expand All'

1 Course, 3 Sections
Plan Phase Design Mode

Workflow Status View By Validate Visualize Filter Framer Export

☒ Show courses with no sections

NSU Florida
For NSU training resources, visit <https://www.nova.edu/ess-communitynet/offices/registrar/index.html>

Deadlines to validate and approve course section submissions in CLSS:
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Winter 2024: April 28, 2023

> NOVA 0105 – Training

NOVA 0505 – Experiential Learning

NOVA 1000 – Nova CourseLeaf

UNIV 1000 – First-Year Experience

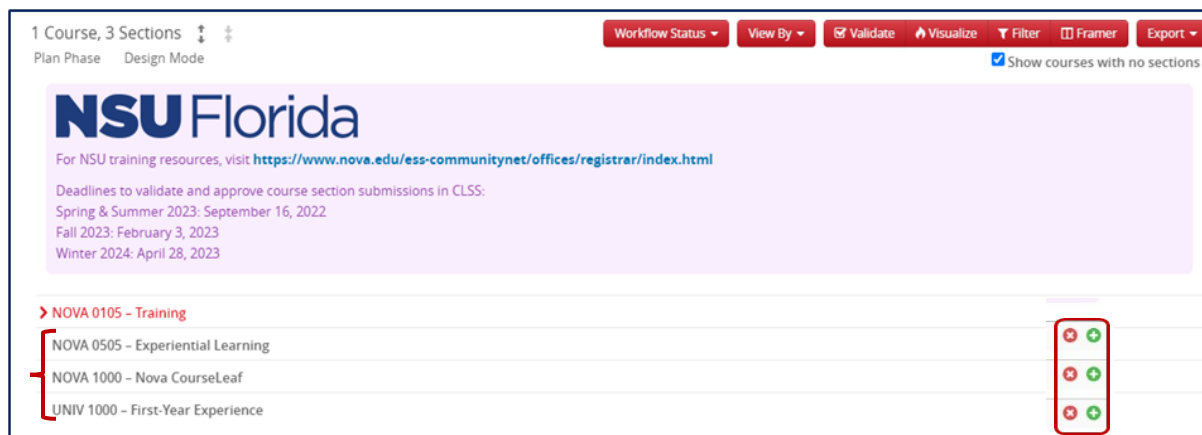
1 Course, 3 Sections
Plan Phase Design Mode

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CourseLeaf Section Creation in CLSS

Creating a Section

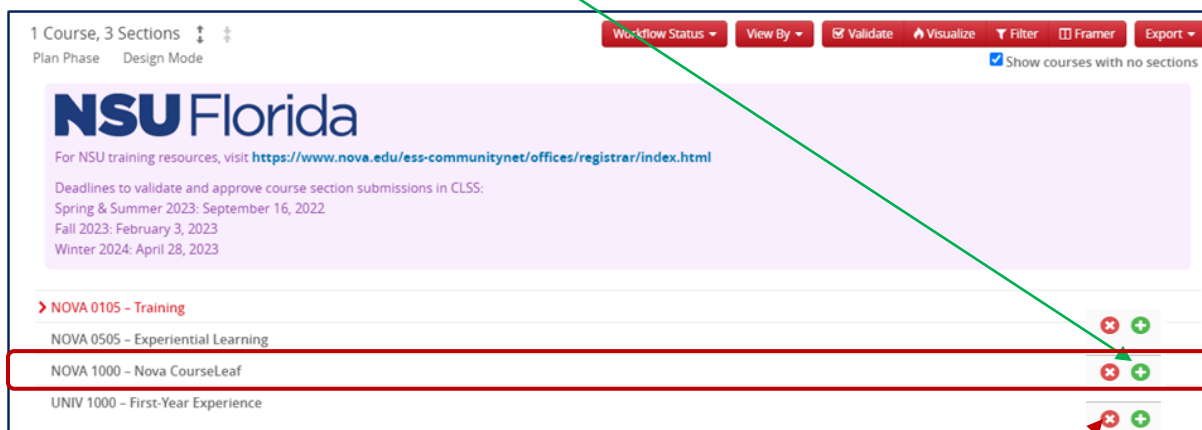
'Expanded View' allows course administrator to view Sections already entered, and adds functionality to add or delete sections using icons on right side of page



8. Identify desired **Base Course** to which new section is to be added

>Nova 1000 – Nova CourseLeaf

9. In expanded view, click green plus sign to the right of section listing



Warning: If delete icon is clicked, *all sections of that course are deleted!*

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CourseLeaf Section Creation in CLSS

Creating a Section – Data Fields

‘Create Section’ screen appears.

Create Section – NOVA 1000: Nova CourseLeaf

Section Information Winter 2024, NOVA

Title/Topic: Nova CourseLeaf (Default Value) ▼

Section #: 001

Campus: Ft Lauderdale/Davie Campus ▼

Inst. Method: (None Assigned) ▼

Schedule Print: Viewable on Search ▼

Schedule Type: Lecture (L) ▼

Session: (None Assigned) ▼

Part of Term: AM 1st Year - A01 (1/1/24 to 6/23/24) ▼

Custom Dates: mm/dd/yyyy to mm/dd/yyyy

Credit Hrs: 3

Status: Active ▼

Consent: (None Assigned) ▼

Grade Mode: Undergraduate ▼

Restrictions: None ✎

Prerequisites: None ✎

Course Attributes
None Assigned

Instructor ✎
Staff

Room
*General Assignment Room ▼

Room Attributes ✎
None Selected

Schedule
Does Not Meet

Enrollment 0 current, 0 waiting

Maximum: Wait Cap: 0

Internal Comments

✎ Bridge Tools User View Cancel Save Section

Note: Data fields appear as shown when computer zoom setting is 100%.

Data fields may not appear in the same location or order if Course Administrator's zoom setting differs from that.

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CourseLeaf Section Creation in CLSS

Creating a Section – Data Fields

Create Section – NOVA 1000: Nova CourseLeaf

Winter 2024, NOVA

Section Information

a Title/Topic: Nova CourseLeaf (Default Value)

c Section #: 001

e Campus: Ft Lauderdale/Davie Campus

g Inst. Method: (None Assigned)

i Schedule Print: Viewable on Search

k Schedule Type: Lecture (L)

m Session: (None Assigned)

Prerequisites: None

b Part of Term: AM 1st Year - A01 (1/1/24 to 6/23/24)

d Custom Dates: mm/dd/yyyy to mm/dd/yyyy

f Credit Hrs: 3

h Status: Active

j Consent: (None Assigned)

l Grade Mode: Undergraduate

n Restrictions: None

Course Attributes
None Assigned

Instructor
Staff

Room
q *General Assignment Room
r Room Attributes: None Selected

Schedule
v Does Not Meet

Enrollment 0 current, 0 waiting
Maximum: Wait Cap: 0

Internal Comments

Bridge Tools User View Cancel Save Section

10. Course Administrator must verify and/or populate data fields under 'Section information.'

Field menu options are course-specific, as defined by the respective Base Course.

a. Title/Topic

This field cannot be changed, except for Special Topic Courses.

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CourseLeaf Section Creation in CLSS

Creating a Section – Data Fields

b. Part of Term (searchable)

Colleges/Programs have their own unique Parts of Terms (PoT)

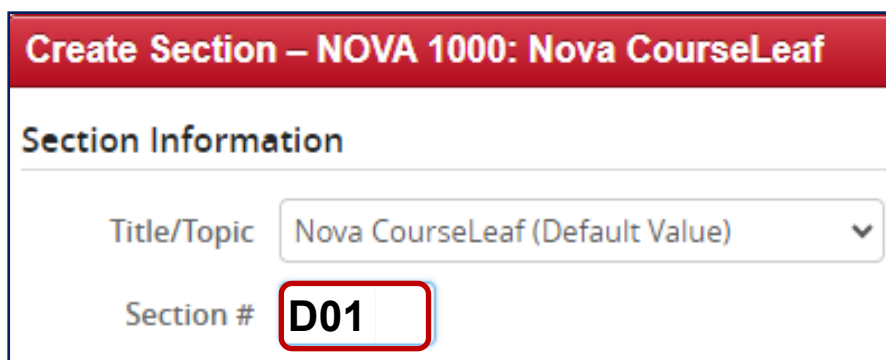
c. Section #

Entered by Course Administrator

The letter preceding Section # relates to the session.

The first Section of every Section # of a different session will start with 01.

Note: Must follow chronological sequence and convention,
i.e.: the first Day section should start with D01,
then followed by D02...*



Create Section – NOVA 1000: Nova CourseLeaf

Section Information

Title/Topic Nova CourseLeaf (Default Value) ▼

Section # **D01**

*See Section # examples on page 17

CourseLeaf Section Creation in CLSS

Creating a Section – Data Fields

c. Section # (cont'd.)

Section # Examples	
The first Day Section should start with D01, followed by D02... Create Section – NOVA 1000: Nova CourseLeaf Section Information Title/Topic Nova CourseLeaf (Default Value) Section # D01	The first Online Section should start with L01, followed by L02... Create Section – NOVA 1000: Nova CourseLeaf Section Information Title/Topic Nova CourseLeaf (Default Value) Section # L01
The first Evening Section should start with E01, followed by E02... Create Section – NOVA 1000: Nova CourseLeaf Section Information Title/Topic Nova CourseLeaf (Default Value) Section # E01	The first Hybrid Section should start with H01, followed by H02... Create Section – NOVA 1000: Nova CourseLeaf Section Information Title/Topic Nova CourseLeaf (Default Value) Section # H01
The first Weekend Section should start with W01, followed by W02... Create Section – NOVA 1000: Nova CourseLeaf Section Information Title/Topic Nova CourseLeaf (Default Value) Section # W01	The first Practicum Section should start with P01, followed by P02... Create Section – NOVA 1000: Nova CourseLeaf Section Information Title/Topic Nova CourseLeaf (Default Value) Section # P01

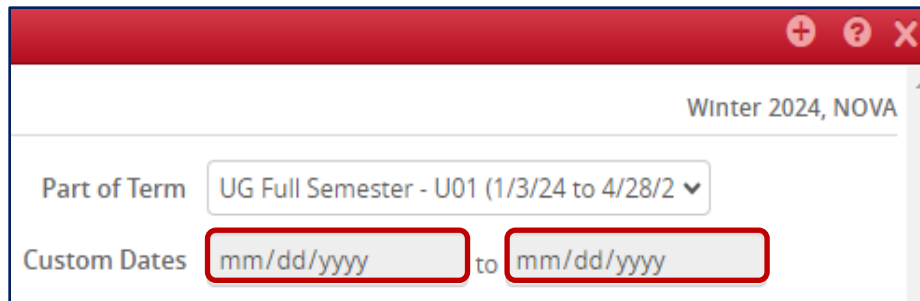
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CourseLeaf Section Creation in CLSS

Creating a Section – Data Fields

d. Custom Dates

This field is for The Office of the University Registrar.



The screenshot shows a software window with a red title bar containing standard window controls. The main content area has a header "Winter 2024, NOVA" on the right. Below this, there is a "Part of Term" dropdown menu currently showing "UG Full Semester - U01 (1/3/24 to 4/28/2)". At the bottom, the "Custom Dates" section contains two date input fields, each with a placeholder "mm/dd/yyyy", separated by the word "to". Both date input fields are highlighted with red rectangular boxes.

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CourseLeaf Section Creation in CLSS

Creating a Section – Data Fields

e. Campus

Click campus selection from scrollable, drop-down menu **to populate field;**
(also searchable if end-user starts typing location name)

The image displays two screenshots of the 'Create Section – NOVA 1000: Nova CourseLeaf' form. The left screenshot shows the 'Campus' dropdown menu open, displaying a list of locations including Ft Lauderdale/Davie Campus, Programs On-line, Oceanographic, Ft Myers, FL, Jacksonville, FL, Miami/Kendall, FL, Miramar, FL, Orlando, FL, Palm Beach, FL, Tampa Bay, FL, and Denver, CO. The right screenshot shows the same form with the 'Campus' field populated with 'Ft Lauderdale/Davie Campus' and the dropdown menu closed.

Create Section – NOVA 1000: Nova CourseLeaf	
Section Information	
Title/Topic	Nova CourseLeaf (Default Value) ▼
Section #	D01
Campus	Ft Lauderdale/Davie Campus
Inst. Method	
Schedule Print	Ft Lauderdale/Davie Campus
Schedule Type	Programs On-line
Session	Oceanographic
Prerequisites	Ft Myers, FL
Instructor	Jacksonville, FL
Staff	Miami/Kendall, FL
	Miramar, FL
	Orlando, FL
	Palm Beach, FL
	Tampa Bay, FL
	Denver, CO

Create Section – NOVA 1000: Nova CourseLeaf	
Section Information	
Title/Topic	Nova CourseLeaf (Default Value) ▼
Section #	D01
Campus	Ft Lauderdale/Davie Campus
Inst. Method	Fd
Schedule Print	Ft Lauderdale/Davie Campus
Schedule Type	Ft Myers, FL

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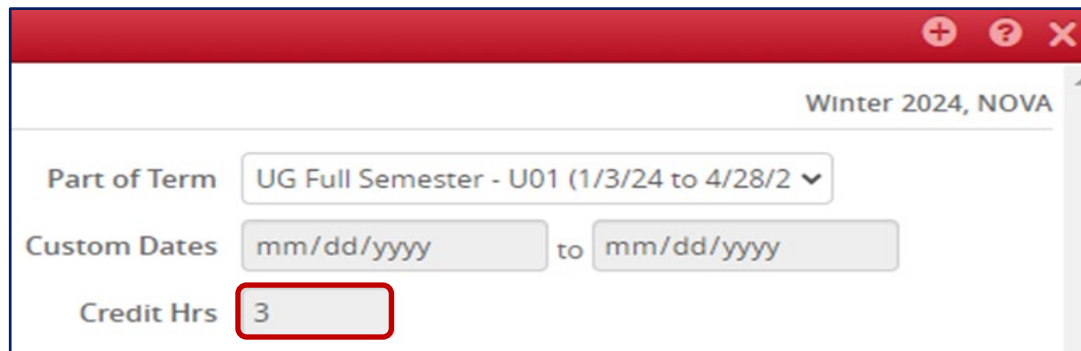
CourseLeaf Section Creation in CLSS

Creating a Section – Data Fields

f. Credit Hours

Auto-populated from Base Course.

For variable credit hours courses, the Course Administrator must enter the credit hours for course section.



Winter 2024, NOVA

Part of Term: UG Full Semester - U01 (1/3/24 to 4/28/24)

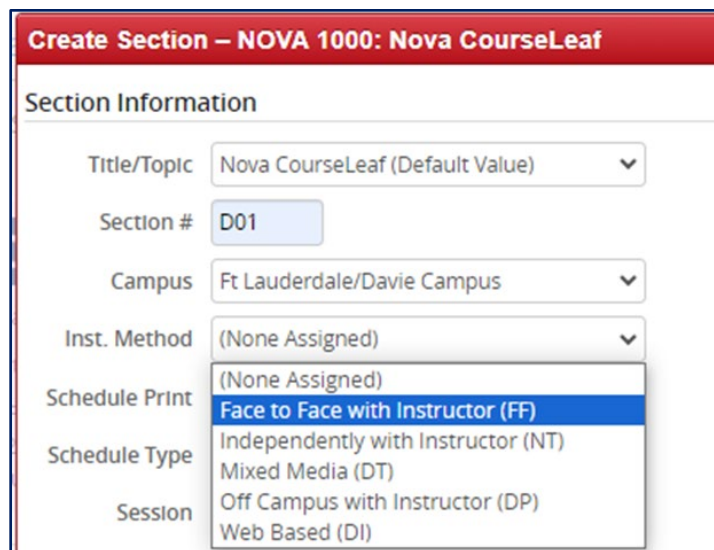
Custom Dates: mm/dd/yyyy to mm/dd/yyyy

Credit Hrs: 3

g. Inst. Method

Select from drop-down menu

Selection must correlate with 'Schedule Type' details



Create Section – NOVA 1000: Nova CourseLeaf

Section Information

Title/Topic: Nova CourseLeaf (Default Value)

Section #: D01

Campus: Ft Lauderdale/Davie Campus

Inst. Method: (None Assigned)

Schedule Print: (None Assigned)

Schedule Type: Face to Face with Instructor (FF)

Session: Independently with Instructor (NT), Mixed Media (DT), Off Campus with Instructor (DP), Web Based (DI)

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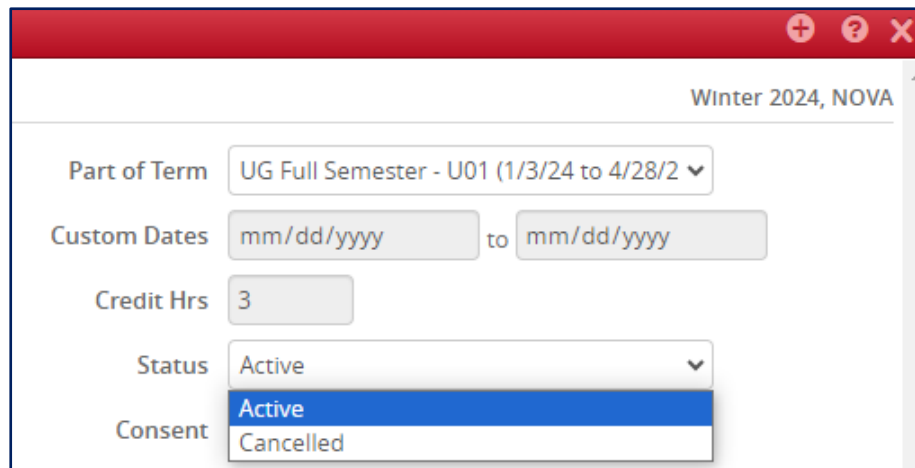
CourseLeaf Section Creation in CLSS

Creating a Section – Data Fields

h. Status

The default status is **‘Active.’**

The cancelled status is only used, when submitting a request to cancel a CRN.



The screenshot shows a web form titled "Winter 2024, NOVA". The form contains several fields: "Part of Term" with a dropdown menu showing "UG Full Semester - U01 (1/3/24 to 4/28/2)", "Custom Dates" with two date input fields labeled "mm/dd/yyyy" and "to mm/dd/yyyy", "Credit Hrs" with a text input field containing "3", "Status" with a dropdown menu showing "Active", and "Consent" with a dropdown menu showing "Active" and "Cancelled". The "Status" dropdown menu is currently open, showing the "Active" option selected.

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CourseLeaf Section Creation in CLSS

Creating a Section – Data Fields

i. Schedule Print

- **‘Viewable on Search’**

Course section is *available* for view on Self Service Banner

- **‘Not Viewable on Search’**

Course section is *not available* for view on Self Service Banner

Create Section – NOVA 1000: Nova CourseLeaf

Section Information

Title/Topic	Nova CourseLeaf (Default Value)	▼
Section #	D01	
Campus	Ft Lauderdale/Davie Campus	▼
Inst. Method	Face to Face with Instructor (FF)	▼
Schedule Print	Viewable on Search	▼
Schedule Type	Viewable on Search	
	Not Viewable on Search	
Session	(None Assigned)	▼

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CourseLeaf Section Creation in CLSS

Creating a Section – Data Fields

j. Consent (Approval)

Auto-populated from base course

Consent may be added or changed in section, if needed.

The screenshot shows a web application window titled "Winter 2024, NOVA". The interface includes several input fields and a dropdown menu. The "Part of Term" field is set to "UG Full Semester - U01 (1/3/24 to 4/28/2)". The "Custom Dates" field shows "mm/dd/yyyy" to "mm/dd/yyyy". The "Credit Hrs" field is set to "3". The "Status" dropdown is set to "Active". The "Consent" dropdown is open, showing a list of options: "(None Assigned)", "Advisor Approval Required", "Dean Approval Required", "Dept Chair Approval Required", "Honor's Advisor", and "Instructor Approval Required". The "Grade Mode" and "Restrictions" fields are also visible but empty.

Part of Term	UG Full Semester - U01 (1/3/24 to 4/28/2)
Custom Dates	mm/dd/yyyy to mm/dd/yyyy
Credit Hrs	3
Status	Active
Consent	(None Assigned)
Grade Mode	
Restrictions	

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CourseLeaf Section Creation in CLSS

Creating a Section – Data Fields

k. Schedule Type

Options on drop-down menu are auto-populated from base course.

If options are incorrect, a Course Inventory Maintenance Form (CIMF) must be submitted to update the base course.

Create Section – NOVA 1000: Nova CourseLeaf

Section Information

Title/Topic: Nova CourseLeaf (Default Value) ▼

Section #: D01

Campus: Ft Lauderdale/Davie Campus ▼

Inst. Method: Face to Face with Instructor (FF) ▼

Schedule Print: Viewable on Search ▼

Schedule Type ▼

- Lecture (L)
- Distance Educ: Internet (DEI)
- Distance Educ:Instr. Present (DEF)
- Distance Edu:Oth Technologies (DET)
- Facilitated Course (F)
- Facilitated Course-Web Based (FO)
- Lecture-Mixed Media/Hybrid (LH)

Session: None Selected

Prerequisites: None Selected

Section Attributes

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CourseLeaf Section Creation in CLSS

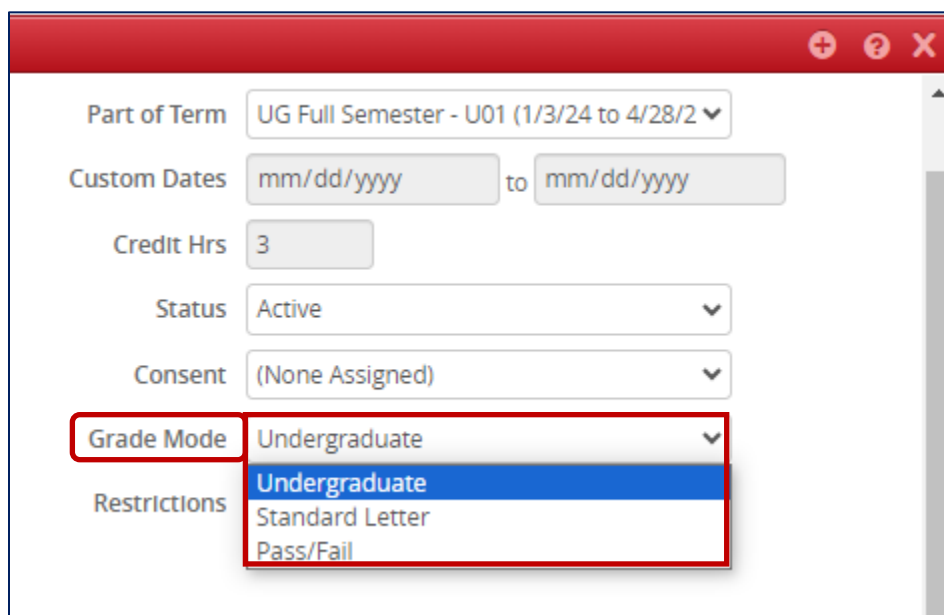
Creating a Section – Data Fields

I. Grade Mode

Options on drop-down menu are auto-populated from base course.

Some base courses have *multiple* grade modes.

Note: If a course is offered to both undergraduate and graduate students, multiple sections must be submitted - one with the undergraduate grade mode and the other with the graduate grade mode. In cases like this, the section should include Restrictions (see field n). This will ensure students do not register for the incorrect section.



The screenshot shows a web form for creating a section. The fields are as follows:

- Part of Term: UG Full Semester - U01 (1/3/24 to 4/28/2)
- Custom Dates: mm/dd/yyyy to mm/dd/yyyy
- Credit Hrs: 3
- Status: Active
- Consent: (None Assigned)
- Grade Mode: Undergraduate (selected)
- Restrictions: Undergraduate, Standard Letter, Pass/Fail

The Grade Mode dropdown menu is highlighted with a red box, and the Undergraduate option is selected.

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CourseLeaf Section Creation in CLSS

Creating a Section – Data Fields

m. Session

Must correlate with the first character of the Section #

Create Section – NOVA 1000: Nova CourseLeaf

Title/Topic: Nova CourseLeaf (Default Value) ▼

Section #: D01

Campus: Ft Lauderdale/Davie Campus ▼

Inst. Method: Face to Face with Instructor (FF) ▼

Schedule Print: Viewable on Search ▼

Schedule Type: Lecture (L) ▼

Session: Day ▼
(None Assigned)
Day
Evening
Hybrid Course
Online
Prac/Intnsh/Diss/Rota/Extrn
Weekend

Prerequisites: None Selected

Section Attributes: None Selected

Instructor: None Selected

- If the section is **Dxx**, the session must be **Day**.
- If the section is **Exx**, the session must be **Evening**.
- If the section is **Hxx**, the session must be **Hybrid**.
- If the section is **Lxx**, the session must be **Online**.
- If the section is **Pxx**, the session must be **Prac/Intnsh/Diss/Rota/Extrn**.
- If the section is **Wxx**, the session must be **Weekend**.

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CourseLeaf Section Creation in CLSS

Creating a Section – Data Fields

n. **Restrictions** (If section does not have restrictions, go to page 28)

CRNs may have Restrictions such as Campus, Cohort, and/or or Level

The screenshot shows the 'Create Section – NOVA 1000: Nova CourseLeaf' window. A 'Section Restrictions' dialog box is open, displaying a list of restriction types under the heading 'Current Restrictions'. The list includes: Campus, Classification, Cohort, College, Degree, Department, Field of Study (All, Concentration, Major, Minor), Level, Program, and Student Attribute. Each item has a checkbox and a value, all of which are currently 'None'. A red bracket highlights the list, and an arrow points to the text 'Select a Restriction Type to Edit'. The background window shows various form fields for section creation, including 'Part of Term', 'Custom Dates', 'Credit Hrs', 'Status', 'Consent', 'Grade Mode', 'Restrictions', 'Course Attributes', 'Schedule', and 'Internal Comments'.

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CourseLeaf Section Creation in CLSS

Creating a Section – Data Fields

Restrictions

Example of a section Restricted to Undergraduate Students Only

1. Click on '**Classification**'
2. Highlight '**Include**' Radio Button
3. Click **green + sign/Add Classification**
4. From drop-down menu pick or type '**Freshman**'
5. Click on **green + sign/Add Classification** again
6. From drop-down menu pick or type '**Sophomore**'
7. Repeat for '**Junior**'
8. Repeat for '**Senior**'
9. Click '**Update**'
10. Add any more Restrictions, *if applicable*
11. When completed, click '**Accept**'

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CourseLeaf Section Creation in CLSS

Creating a Section – Data Fields

o. Course Attributes

Auto-populated from the Base Course

p. Instructor

CLSS 'Instructor' field is set as 'Staff.'

1. Click **'Edit'** button
2. In the pop-up 'Instructor' screen **click down arrow** and **type instructor's name**.
3. If the name doesn't appear, click **'Other'** to search for the instructor.

The screenshot shows the 'Create Section – NOVA 1000: Nova CourseLeaf' form. An 'Instructors' pop-up window is open, displaying a table with columns: Instructor, Role, and % Responsible. The table contains one entry: 'Staff' with Role 'Primary' and % Responsible '100'. Below the table is a search bar with the text 'Enter your search' and a magnifying glass icon. To the right of the search bar are 'Cancel' and 'Accept' buttons. The background form shows fields for 'Inst. Me' (set to 'Staff'), 'Schedule' (set to 'Does Not Meet'), 'Schedule Type' (set to 'Lecture (Class)'), 'Grade Mode' (set to 'Undergraduate'), 'Restrictions' (set to 'Classification'), 'Prerequisites' (set to 'None'), 'Section Attributes' (set to 'None Selected'), and 'Course Attributes' (set to 'None Assigned'). At the bottom, there are fields for 'Instructor' (set to 'Staff'), 'Room' (set to '*General Assignment Room'), and 'Schedule' (set to 'Does Not Meet').

Note: Some instructors have similar names.

To ensure accuracy, enter the instructor's name as it appears in Banner.

If instructor is not active for that semester, a request must be submitted via an NSU Service Now

Multiple instructors can be added; however, 'Total Responsibility' must equal 100%.

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CourseLeaf Section Creation in CLSS

Creating a Section – Data Fields

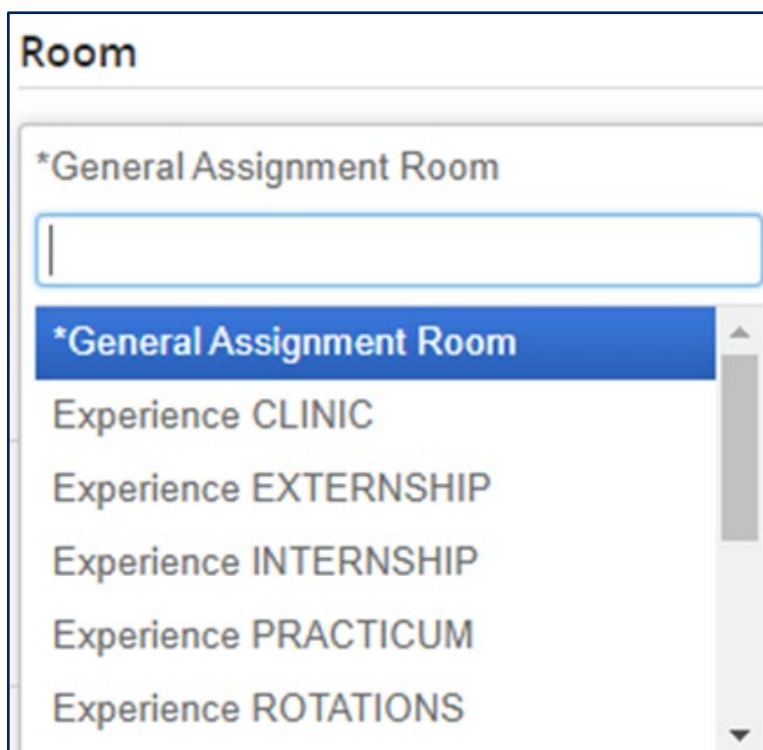
q. Room

Select '**Room**' from drop-down menu.

For **most ground-based Sections**, the default '**General Assignment Room**' is selected.

For **ground-based sections that do not need a room to be assigned**, No Building or Room Required '**NRR**' or No Building **or** Room Required '**OFFICE**' must be selected. **Do NOT use 'No Room Needed'**

The **applicable room must be selected** for all **clinics, externships, internships, practicums, rotations, and thesis.**



The screenshot shows a dropdown menu titled "Room". The menu is open, displaying a list of options. The first option is "*General Assignment Room", which is highlighted in blue. Below it are five other options: "Experience CLINIC", "Experience EXTERNSHIP", "Experience INTERNSHIP", "Experience PRACTICUM", and "Experience ROTATIONS". A vertical scrollbar is visible on the right side of the menu, indicating that there are more options available.

CourseLeaf Section Creation in CLSS

Creating a Section – Data Fields

r. Room Attributes

Must be added

If multiple room types, add all that are applicable.

Examples of Multiple Room Attributes:

- A Section which meets in a classroom on some meeting patterns and in a lab on others
- A Hybrid section which has a ground-based meeting pattern and an online meeting pattern

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CourseLeaf Section Creation in CLSS

Creating a Section – Data Fields

s. {Enrollment} Maximum

Enter the maximum students allowed to register for section.

This number cannot be zero (0).

The screenshot shows a form titled "Enrollment0 current, 0 waiting". Below the title, there are two input fields: "Maximum" and "Wait Cap". The "Maximum" field contains the value "10" and is highlighted with a red border. The "Wait Cap" field contains the value "0".

t. {Enrollment} Wait Cap

{Enrollment} Wait Cap, *if applicable*

If there is no wait cap for this section, select default zero (0).

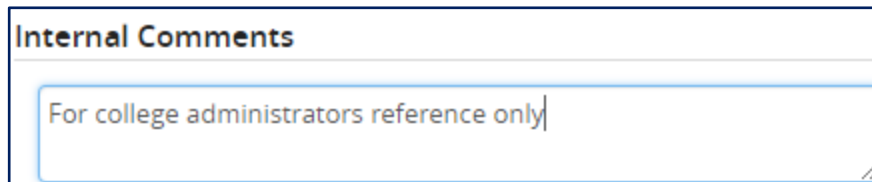
The screenshot shows a form titled "Enrollment0 current, 0 waiting". Below the title, there are two input fields: "Maximum" and "Wait Cap". The "Maximum" field contains the value "10". The "Wait Cap" field contains the value "2" and is highlighted with a red border. There are red arrows pointing to the right from the bottom of the "Wait Cap" field.

CourseLeaf Section Creation in CLSS

Creating a Section – Data Fields

u. Internal Comments, *if necessary*

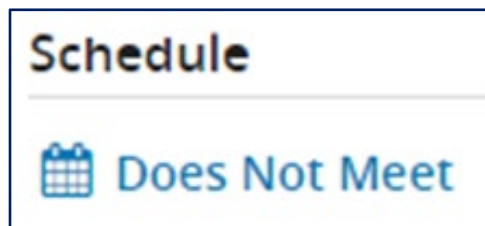
For course administrator reference pertaining to specific section;
not viewed by the Office of the University Registrar

A screenshot of a web form titled "Internal Comments". Below the title is a text input field containing the placeholder text "For college administrators reference only". The field has a light blue border and a small cursor at the end of the text.

v. Schedule

Meeting Details must be entered for **ALL** sections.

On the Scheduling page, this includes Sections that do not meet.

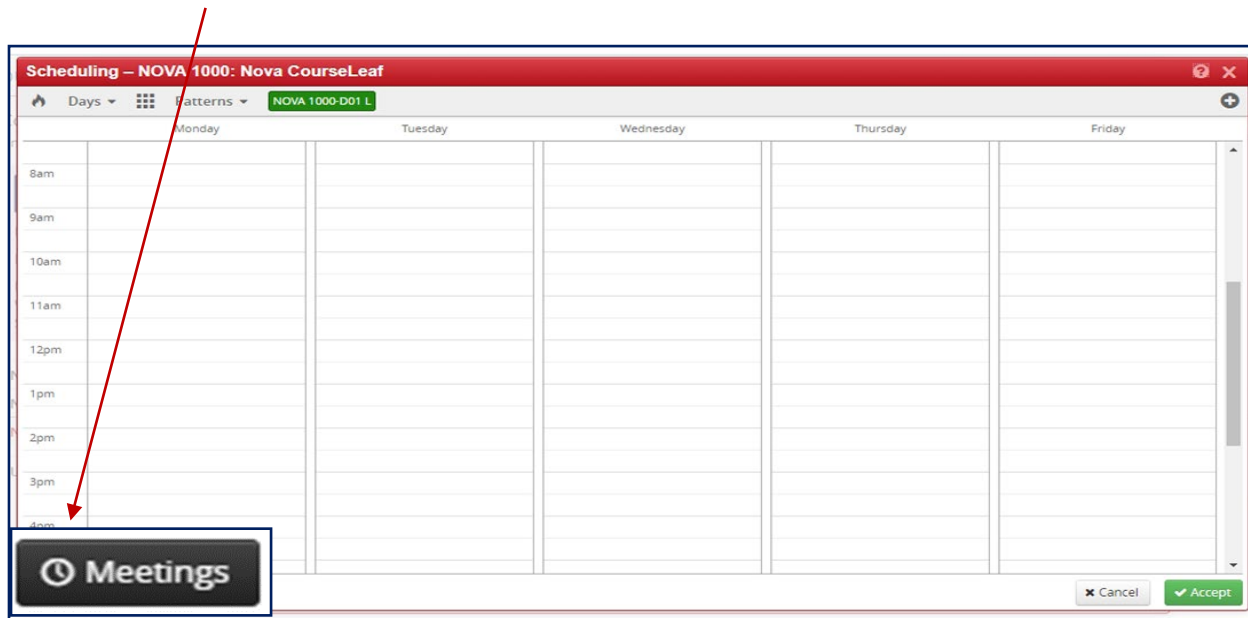
A screenshot of a web form titled "Schedule". Below the title is a button with a calendar icon and the text "Does Not Meet". The button has a blue border and a light blue background.

CourseLeaf Section Creation in CLSS

Creating a Section – Meeting Details

The Scheduling page includes meeting details, such as: Pattern, Type, Room, Room Attributes, 'Meeting Breakout Dates'

11. Click 'Meetings' in lower left corner



12. Populate 'Meeting Details'

- 12a. See page 35 - 'Type'
- 12b. See page 36 – 'Room'
- 12c. See page 37 – 'Room Attributes'
- 12d. See page 38 – 'Dates'

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CourseLeaf Section Creation in CLSS

Creating a Section – Meeting Details

12a. 'Type'

Select the applicable option for the drop-down menu.

Be mindful of the Section's 'Schedule Type' and 'Meeting Type.'

Example: If the 'Schedule Type' is 'Lecture' and a room is needed, the selection is 'Lecture (Class).'

However, if the 'Schedule Type' is 'Lecture' and a room is needed for an exam, the selection is 'Lecture'(Exam).'

The screenshot shows the 'Meeting Details' window for 'NOVA 1000-D01 L'. The 'Pattern' is set to 'Does Not Meet'. The 'Type' dropdown is open, showing 'Lecture (Class)' as the selected option. The 'Room' field is empty. The 'Room Attributes' and 'Dates' fields are also empty. The 'Accept' button is visible on the right side of the window.

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CourseLeaf Section Creation in CLSS

Creating a Section – Meeting Details

12b. 'Room'

Select the Room needed.

This must match the Room selected on the 'Create Section' page.

Note: The option 'No Room Needed' is *only used* for cancellation of a CRN

Meeting Details

Pattern: Does Not Meet

Type: Lecture (Class)

Room: *General Assignment Room

Room Attributes:

Dates:

Room Options:

- No Room Needed
- *General Assignment Room
- Experience CLINIC
- Experience EXTERNSHIP
- Experience INTERNSHIP
- Experience PRACTICUM
- Experience ROTATIONS
- Experience THESIS
- No Building/Room Required NRR

Buttons: Cancel, Accept

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CourseLeaf Section Creation in CLSS

Creating a Section – Meeting Details

12c. 'Room Attributes'

Room Attributes **must be selected**.

The default (None Assigned) is not a valid option.

Meeting Details

Pattern: Does Not Meet

Type: Lecture (Class)

Room: *General Assignment Room

Room Attributes: (None Assigned)

Dates: d

- ADA - Board - Needs Chalkboard
- Alt Breakout - Classroom
- Alt Breakout - Lab - Computer
- Alt Breakout - Main Campus
- **Classroom**
- Computer Lab

✓ Accept

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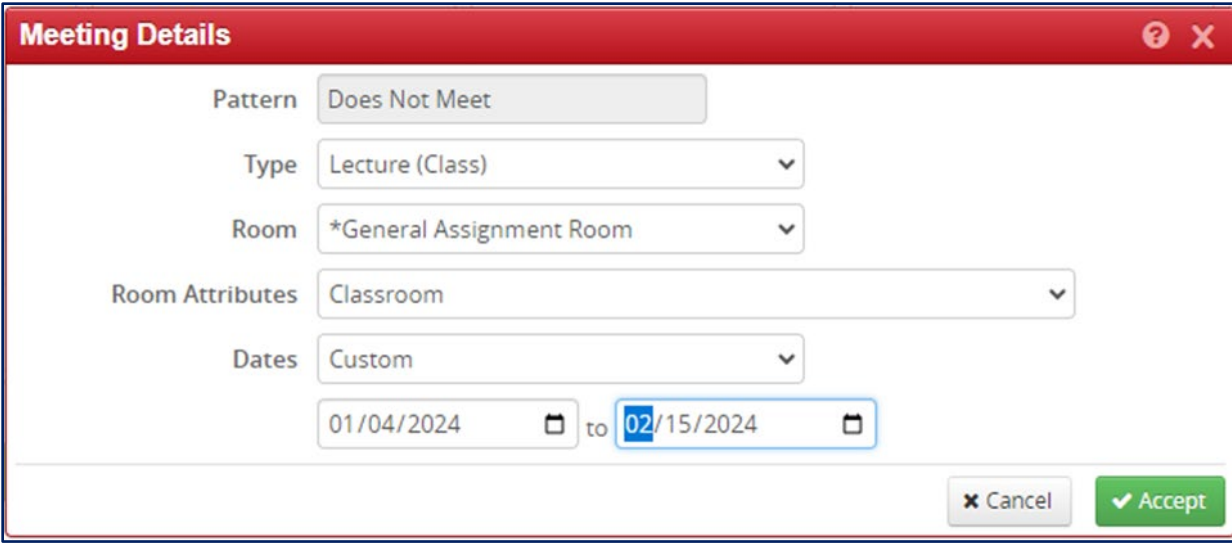
CourseLeaf Section Creation in CLSS

Creating a Section – Meeting Details

12d. 'Dates'

Dates **must be custom** for all Sections with Meeting Patterns.

Exceptions are clinics, externships, internships, practicums, rotations, thesis and online; for which Session dates may be used.



The 'Meeting Details' dialog box is shown with the following fields:

- Pattern: Does Not Meet
- Type: Lecture (Class)
- Room: *General Assignment Room
- Room Attributes: Classroom
- Dates: Custom
- Date range: 01/04/2024 to 02/15/2024
- Buttons: Cancel, Accept

Click green + button on far right side to view Meeting Details, or add the next breakout. Continue with all breakout meetings, including exams.

Pattern	Type	Room	Dates	
A. Does Not Meet	Lecture (Class)	*General Assignment Room	1/4/2024 to 2/15/2024	

Click pencil icon at far right to edit meeting detail menu for meeting pattern

Pattern	Type	Room	Dates	
A. Does Not Meet	Lecture (Class)	*General Assignment Room	1/4/2024 to 2/15/2024	

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CourseLeaf Section Creation in CLSS

Creating a Section – Meeting Patterns

13. After the meeting details are completed, the times must be entered for each meeting block.

1. **Highlight the meeting block**

Click on the **Patterns** arrow

The screenshot shows the 'Scheduling – NOVA 1000: Nova CourseLeaf' window. At the top, there are tabs for 'Days' and 'Patterns'. The 'Patterns' tab is selected, showing 'NOVA 1000-D01 L' and 'L D01'. Below this is a grid with columns for 'Monday', 'Tuesday', 'Wednesday', 'Thursday', and 'Friday'. The rows represent time slots from 8am to 3pm. A red arrow points to the 'Patterns' dropdown menu. At the bottom, there is a table with columns: Pattern, Type, Room, and Dates. The first row shows 'A. Doe. Not Meet', 'Lecture (Class)', '*General Assignment Room', and '1/4/2024 to 2/15/2024'.

14. **Select the meeting pattern.**

Hover on the day and time to select.

The screenshot shows the 'Scheduling – NOVA 1000-D01: Nova CourseLeaf' window. A dropdown menu is open, showing a list of meeting patterns. The patterns are: 'MP- UG Full Semester- 50 min- 3x- MWF', '✓ MP- UG Full Sem- 80 min- 2x week - TR', 'MP- UG Full Sem- EVENING- 110 min- 1x week- M-T-W-R-F', and 'User Defined'. The 'MP- UG Full Sem- 80 min- 2x week - TR' pattern is selected. Below the list is a text input field labeled 'Meeting Pattern Name' and an 'Add' button.

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CourseLeaf Section Creation in CLSS

Creating a Section – Meeting Patterns

15. Click **'Patterns'** arrow on tool bar to view drop-down menu

Meeting pattern/menu options (in correlation with respective base course) appear.

The screenshot shows the 'Scheduling – NOVA 1000-D01: Nova CourseLeaf (CRN: NEW; CLSS ID: 3941)' window. The top toolbar has a 'Patterns' dropdown menu. Below the toolbar is a calendar view with days of the week (Monday to Friday) and time slots (8am to 3pm). A red arrow points from the 'Patterns' dropdown to the calendar. The calendar shows several meeting patterns as colored blocks: a green block for 'A. NOVA 1000-D01 (NEW) L 9:30 – 10:50' on Tuesday, and a grey block for 'D. NOVA 1000-D01 (NEW) L 8 – 9:59' on Thursday. Below the calendar is a table of meeting patterns.

Pattern	Type	Room	Dates
A. TR 9:30am-10:50am	Lecture (Class)	*General Assignment Room	1/4/2024 to 2/15/2024
B. TR 9:30am-10:50am	Lecture (Class)	*General Assignment Room	3/5/2024 to 4/18/2024
C. R 8am-9:59am	Lecture (Exam)	*General Assignment Room	2/22/2024
D. R 8am-9:59am	Lecture (Exam)	*General Assignment Room	4/25/2024

16. **Select** correct **meeting pattern** according to:

- Day(s) of the Week
- Meeting Dates
- Meeting Times
- Duration

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CourseLeaf Section Creation in CLSS

Creating a Section – Meeting Patterns

Pattern	Type	Room	Dates
A. Does Not Meet	Lecture (Class)	*General Assignment Room	1/4/2024 to 2/15/2024

All undergraduate and graduate class meetings **must use the approved time blocks**

Exam time blocks will be added as 'User Defined' (see exam schedule).

Note: exams must end at x:29 or x:59

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CourseLeaf Section Creation in CLSS

Creating a Section – Meeting Patterns

This convention must be followed to complete 'User Defined' text field.

'User Defined' must be used for all exams

- User defined meeting times cannot end at x:00 or x:30
- The days of the week are abbreviated as shown
 - The **character abbreviation** must be **capitalized**

Weekday	Day Code
Monday	M
Tuesday	T
Wednesday	W
Thursday	R
Friday	F
Saturday	S
Sunday	U

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CourseLeaf Section Creation in CLSS

Creating a Section – Meeting Patterns

Convention example:

MP- UG Half Sem- 110 min- 3x week- MWF

MP- UG Half Sem- 170 min- 2x week- TR

MP- UG Half Sem- EVENING- 230 min- 1x week- M-T-W-R-F

✓ User Defined

Meeting Pattern Name

Add

Best Practice: **Use Military Time** in CLSS

If standard time is used and no 'a' (a.m.) or 'p' (p.m.) is noted, the system defaults to a.m.

Pattern	Type	Room	Dates	
A. TR 9:30am-10:50am	Lecture (Class)	*General Assignment Room	1/4/2024 to 2/15/2024	 
B. TR 9:30am-10:50am	Lecture (Class)	*General Assignment Room	3/5/2024 to 4/18/2024	 
C. R 8am-9:59am	Lecture (Exam)	*General Assignment Room	2/22/2024	 
D. R 8am-9:59am	Lecture (Exam)	*General Assignment Room	4/25/2024	 

17. Click **'Add'**

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CourseLeaf Section Creation in CLSS

Creating a Section - Meeting Details

NSU holidays, mid-term and final exams are not built into date options. Therefore, Course Administrator must enter dates using multiple meeting patterns.

Example:

16-week undergraduate class that meets M/W/F Winter 2024 term

'Dates' are populated using five (5) meeting patterns:

Semester starts Wednesday January 3 and ends Sunday April 28

Wednesday January 3 – Friday January 12

(Class begins on the 1st applicable day of the semester, and until the Friday before, NSU Martin Luther King holiday (Monday January 15))

Wednesday January 17 – Friday February 16

(Class resumes Wednesday after NSU Martin Luther King holiday, until the last Friday before Mid-Term exams)

Mid Term Exam Week (February 19 - 25 – see Exam Schedule)

Monday March 4 – Friday April 19

(Class meetings resume the Monday after Spring Break, until the Friday before exam week)

Final Exam Week (April 22 - 28 – see Exam Schedule)

Pattern	Type	Room	Dates
A. MWF 9am-9:50am	Lecture (Class)	*General Assignment Room	1/3/2024 to 1/12/2024
B. MWF 9am-9:50am	Lecture (Class)	*General Assignment Room	1/17/2024 to 2/16/2024
C. MWF 9am-9:50am	Lecture (Class)	*General Assignment Room	3/4/2024 to 4/19/2024
D. W 8am-9:59am	Lecture (Exam)	*General Assignment Room	2/21/2024
E. W 8am-9:59am	Lecture (Exam)	*General Assignment Room	4/24/2024

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CourseLeaf Section Creation in CLSS

Creating a Section - Meeting Details

Example:

16-week Undergraduate Class that Meets T/R Winter 2024 Term

'Dates' are populated using four (4) meeting patterns.

Semester starts Wednesday January 3 and ends Sunday April 28

Thursday January 4 – Thursday February 15 (Class begins on the 1st applicable day of the semester, and until the last Thursday before Mid-Term exams)

Mid Term Exam Week (February 19 - 25 – see Exam Schedule)

Tuesday March 5 – Thursday April 18

(Class meetings resume the Tuesday after Spring Break, until the Thursday before exam week)

Final Exam Week (April 22 - 28 – see Exam Schedule)

Scheduling – NOVA 1000-D01: Nova CourseLeaf (CRN: NEW; CLSS ID: 3941)

Days: Monday, Tuesday, Wednesday, Thursday, Friday

Patterns: NOVA 1000-D01 L

Meeting Patterns:

- A. NOVA 1000-D01 (NEW) L 9:30 – 10:50
- B. NOVA 1000-D01 (NEW) L 9:30 – 10:50
- C. NOVA 1000-D01 (NEW) L 9:30 – 10:50
- D. NOVA 1000-D01 (NEW) L 9:30 – 10:50

Pattern	Type	Room	Dates
A. TR 9:30am-10:50am	Lecture (Class)	*General Assignment Room	1/4/2024 to 2/15/2024
B. TR 9:30am-10:50am	Lecture (Class)	*General Assignment Room	3/5/2024 to 4/18/2024
C. R 8am-9:59am	Lecture (Exam)	*General Assignment Room	2/22/2024
D. R 8am-9:59am	Lecture (Exam)	*General Assignment Room	4/25/2024

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CourseLeaf Section Creation in CLSS

Creating a Section - Meeting Details

Example:

16-week Undergraduate Class that Meets Once a Week in the Evening Winter 2024 Term

'Dates' are populated using three (3) meeting patterns

Semester starts Wednesday January 3 and ends Sunday April 28

Monday January 8 – Monday January 8

(Class begins on the 1st applicable day of the semester. In this case it will be one day, as NSU Martin Luther King holiday is Monday January 15)

Monday January 22 – Monday February 19

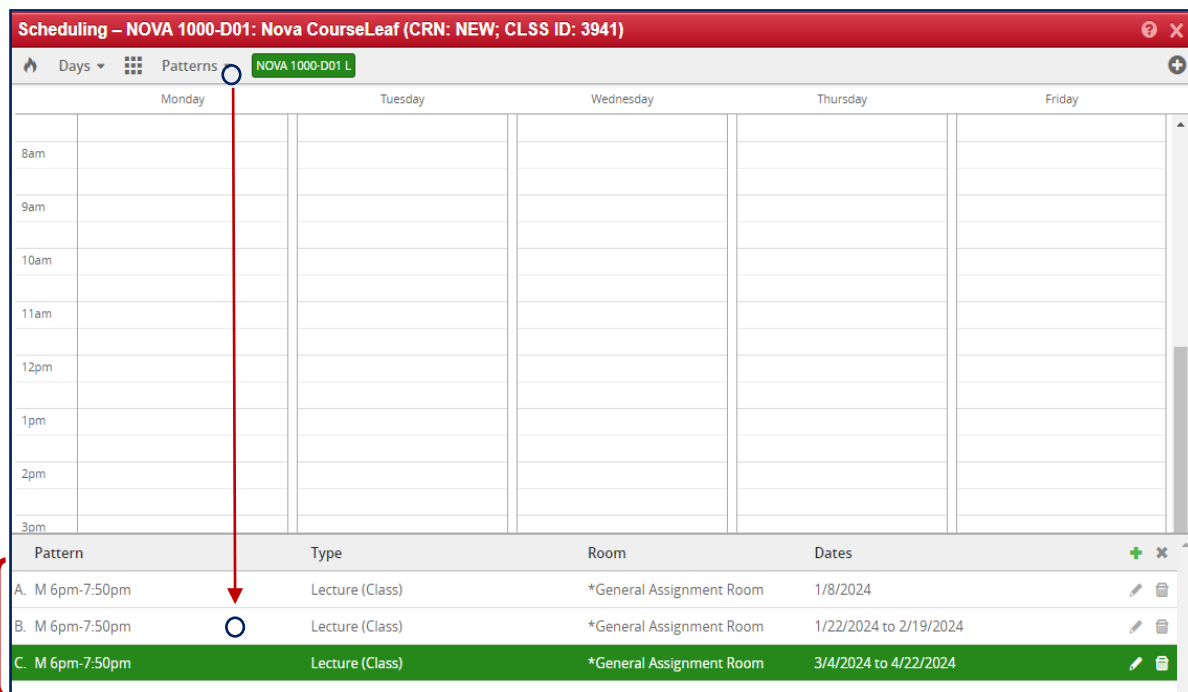
(Class resumes Monday after NSU Martin Luther King holiday, until the Monday before Spring Break. Midterm exam is in class session on Monday February 19)

** Alternative: Midterm exam may be listed in its own meeting pattern

Monday March 4 – Monday April 22

(Class meetings resume the Monday after Spring Break, until the last Monday of the semester. Final exam is in class session on Monday April 22)

** Alternative: Final exam may be listed in its own meeting pattern



Scheduling – NOVA 1000-D01: Nova CourseLeaf (CRN: NEW; CLSS ID: 3941)

Days ▾ Patterns **NOVA 1000-D01 L**

Monday	Tuesday	Wednesday	Thursday	Friday
8am				
9am				
10am				
11am				
12pm				
1pm				
2pm				
3pm				

Pattern	Type	Room	Dates	
A. M 6pm-7:50pm	Lecture (Class)	*General Assignment Room	1/8/2024	 
B. M 6pm-7:50pm	Lecture (Class)	*General Assignment Room	1/22/2024 to 2/19/2024	 
C. M 6pm-7:50pm	Lecture (Class)	*General Assignment Room	3/4/2024 to 4/22/2024	 

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CourseLeaf Section Creation in CLSS

Creating a Section - Meeting Details

18. Once schedule is completely entered, click on the **gray x button** on far right side to close the Meeting Details

The screenshot shows the Scheduling interface for NOVA 1000-D01. The window title is "Scheduling - NOVA 1000-D01: Nova CourseLeaf (CRN: NEW; CLSS ID: 3941)". The interface includes a calendar view with days of the week (Monday to Friday) and time slots (8am to 3pm). Sections A, B, C, and D are listed in a table at the bottom. A red box highlights the gray 'x' button in the bottom right corner of the window.

Pattern	Type	Room	Dates	
A. TR 9:30am-10:50am	Lecture (Class)	*General Assignment Room	1/4/2024 to 2/15/2024	
B. TR 9:30am-10:50am	Lecture (Class)	*General Assignment Room	3/5/2024 to 4/18/2024	
C. R 8am-9:59am	Lecture (Exam)	*General Assignment Room	2/22/2024	
D. R 8am-9:59am	Lecture (Exam)	*General Assignment Room	4/25/2024	

19. Click green 'Accept' button.

The screenshot shows the Scheduling interface for NOVA 1000. The window title is "Scheduling - NOVA 1000: Nova CourseLeaf". The interface includes a calendar view with days of the week (Monday to Friday) and time slots (4am to 12pm). Sections A, B, C, and D are listed in a table at the bottom. A red arrow points from the 'Accept' button in the bottom right corner to the 'Accept' button.

Pattern	Type	Room	Dates	
A. TR 9:30am-10:50am	Lecture (Class)	*General Assignment Room	1/4/2024 to 2/15/2024	
B. TR 9:30am-10:50am	Lecture (Class)	*General Assignment Room	3/5/2024 to 4/18/2024	
C. R 8am-9:59am	Lecture (Exam)	*General Assignment Room	2/22/2024	
D. R 8am-9:59am	Lecture (Exam)	*General Assignment Room	4/25/2024	

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CourseLeaf Section Creation in CLSS

Creating a Section - Meeting Details

After clicking 'Accept,' the main 'Create Section' page will appear.

20. Click on the green **'Save Section'** button in lower right corner.

This will save the Section and returns Course Administrator to the course list.

Create Section – NOVA 1000: Nova CourseLeaf

Winter 2024, NOVA

Section Information

Title/Topic: Nova CourseLeaf (Default Value) ▼

Section #: D01

Campus: Ft Lauderdale/Davie Campus ▼

Inst. Method: Face to Face with Instructor (FF) ▼

Schedule Print: Viewable on Search ▼

Schedule Type: Lecture (L) ▼

Session: Day ▼

Part of Term: UG Full Semester - U01 (1/3/24 to 4/28/24) ▼

Custom Dates: mm/dd/yyyy to mm/dd/yyyy

Credit Hrs: 3

Status: Active ▼

Consent: (None Assigned) ▼

Grade Mode: Undergraduate ▼

Restrictions: Classification ✎

Prerequisites: None

Section Attributes ✎

None Selected

Instructor ✎

Lopez, Gerardo

Room

*General Assignment Room ▼

Room Attributes ✎

Classroom (TCLA)

Lab - Computer - Classroom (TLCC)

Course Attributes

None Assigned

Schedule

TR 9:30am-10:50am; R 8am-9:59am ✖

Enrollment current, 0 waiting

Maximum: 10

Wait Cap: 2

Internal Comments

For college administrators reference only

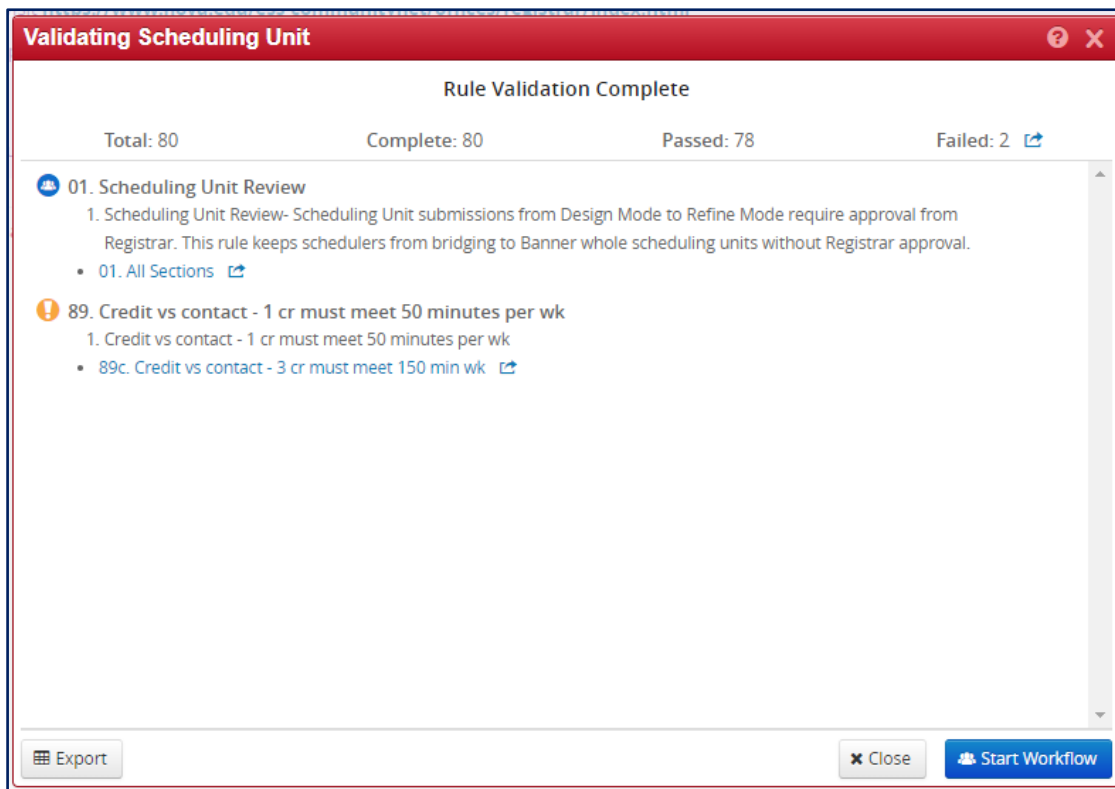
Save Section

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CourseLeaf Section Creation in CLSS

Creating a Section – Validation

21. Once all courses are created and completed, **Course Administrator must validate the scheduling unit.**
22. **When all course warnings or errors are resolved,** Course Administrator submits workflow.

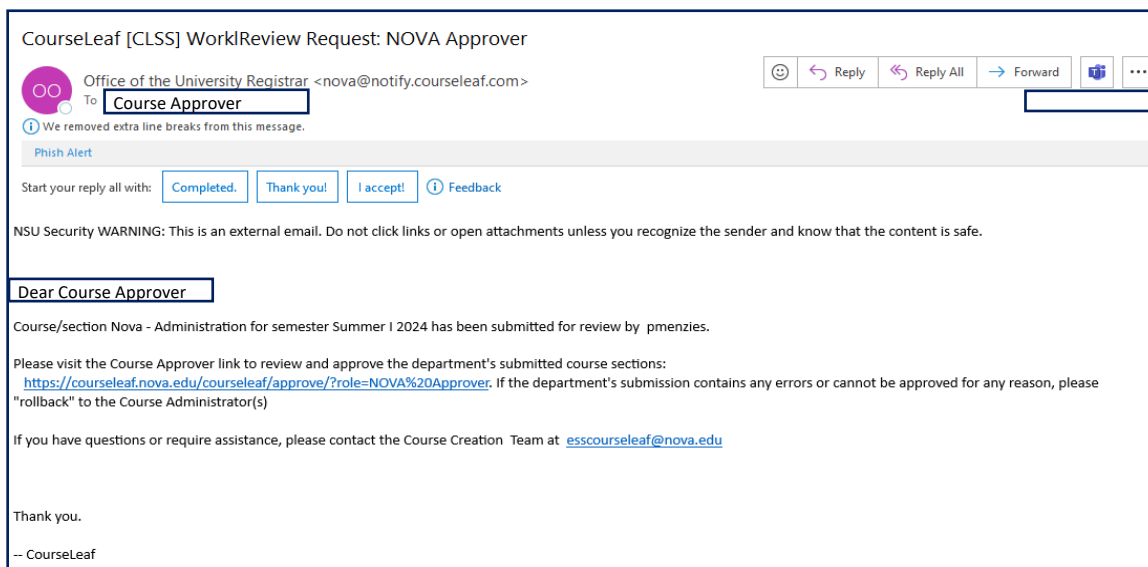


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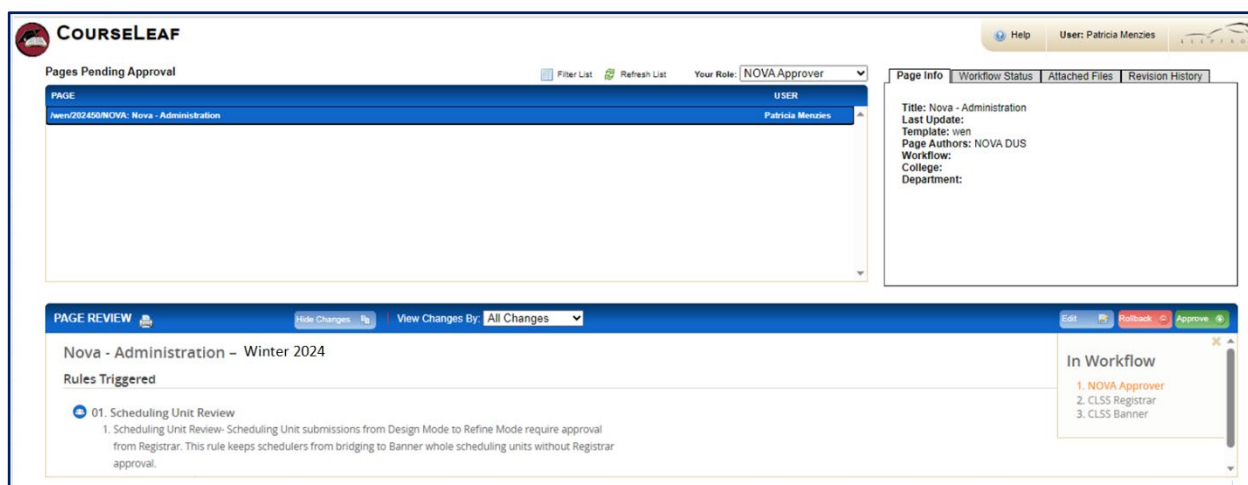
CourseLeaf Section Creation in CLSS

Creating a Section – Review and Approval

Once validated and submitted to the workflow, an email is sent to the Course Approver.



23. Course Approver reviews and approves the Scheduling Unit



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CourseLeaf Section Creation in CLSS

Creating a Section – Review and Approval

24. Once submitted to the Office of the University Registrar, it will be reviewed and processed, or rolled back for revisions.

Send CRN-related questions or issues to

FAARcourseleaf@nova.edu

email subject must include department and term.

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CourseLeaf Section Creation in CLSS

Cancelling a CRN

If a Section in CourseLeaf has been assigned a CRN number,
do not delete the Section.

The CRN number assigned to that section needs to be cancelled.

Go to the 'Edit Section' page of the Section/CRN

- Change 'Status' to **'Cancelled'**
- Change 'Instructor' to **'Staff'**
- Remove 'Room Attributes.'** Change Room to **'No Room Needed'**
- Click on the **red X** in the 'Edit Section' page to **remove the Schedule**
- Change 'Enrollment Maximum' and 'Wait Cap' to zero (0)**
- Save Section**
- Click **'Submit Workflow'** on pop-up window

Edit Section – NOVA 1000-D01: Nova CourseLeaf (CRN: 33125; CLSS ID: 3941)

Section Information

Title/Topic: Nova CourseLeaf (Default Value) | Part of Term: UG Full Semester - U01 (1/3/24 to 4/28/24) | Winter 2024, NOVA

Section #: D01 | Custom Dates: mm/dd/yyyy to mm/dd/yyyy | Credit Hrs: 3

Campus: Ft Lauderdale/Davie Campus | Status: Active

Inst. Method: Face to Face with Instructor (FF) | Consent: (None Assigned)

Schedule Print: Viewable on Search | Grade Mode: Undergraduate

Schedule Type: Lecture (L) | Restrictions: Classification

Session: Day | Prerequisites: None

Course Attributes

None Assigned

Instructor | **Room** | **Schedule**

Lopez, Gerardo | *General Assignment Room | TR 9:30am-10:50am; R 8am-9:59am

Room Attributes

Classroom | Lab - Computer - Classroom

Enrollment | **Internal Comments**

0 current, 0 prior, 0 waiting | For college administrators reference only

Maximum: 10 | Wait Cap: 2

Bridge Tools | User View | Save Section

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CourseLeaf Section Creation in CLSS

Cancelling a CRN (con't)

Screenshot of Section *before* clicking on Save (for cancellation)

Edit Section – NOVA 1000-D01: Nova CourseLeaf (CRN: 33125; CLSS ID: 3941)

Winter 2024, NOVA

Section Information

Title/Topic

Nova CourseLeaf (Default Value)

Section #

D01

Campus

Ft Lauderdale/Davie Campus

Inst. Method

Face to Face with Instructor (FF)

Schedule Print

Viewable on Search

Schedule Type

Lecture (L)

Session

Day

Prerequisites

None

Part of Term

UG Full Semester - U01 (1/3/24 to 4/28/2)

Custom Dates

mm/dd/yyyy

to

mm/dd/yyyy

Credit Hrs

3

Status

Cancelled

Consent

(None Assigned)

Grade Mode

Undergraduate

Restrictions

Classification

Course Attributes

None Assigned

Instructor

Staff

Room

No Room Needed

Schedule

Does Not Meet

Enrollment

0 current, 0 prior, 0 waiting

Maximum

0

Wait Cap

0

Internal Comments

For college administrators reference only

Bridge Tools

User View

Cancel

Save Section

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FAAR/Creating Sections in CLSS

September 2023

