

Towson University Course Scheduling Guide



Introduction:

The following document is meant to be a comprehensive guide to create, edit, and update the class schedule for your scheduling unit. If there are any unanswered questions, please contact rooms@towson.edu.

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Logging In:

1. Go to: <https://nextcatalog.towson.edu/wen>
2. User your Single Sign On (SSO) to log into the system.

Steps for Creating a Schedule:

1. Select the appropriate term that you are either attempting to create or modify the schedule form.

Historical		Current	Future
2016 Academic Year	2017 Academic Year	2018 Academic Year	Unsorted Instances
Fall 2016	Fall 2017	Fall 2018	Mini 2020
Mini 2017	Mini 2018	Mini 2019	Summer 2020

2. Choose the appropriate scheduling unit by double clicking the scheduling unit name.

biol	Biological Sciences
cabr	Center for Applied Business & Economic Research
chem	Chemistry
coe	College of Education

3. From the scheduling unit screen, choose the course to schedule.

> BIOL 105 – ENVIRONMENTAL BIOL
BIOL 120 – PRINCIPLES OF BIOLOGY [LECTURE]
BIOL 120L – PRINCIPLES OF BIOLOGY [LAB]
BIOL 191 – INTRODUCTORY BIOLOGY FOR HEALTH PROFESSIONS [LECTURE]
BIOL 191L – INTRODUCTORY BIOLOGY FOR HEALTH PROFESSIONS [LAB]

4. Double click the course title to reveal sections. If you are not rolling your schedule, you will need to check the “Show courses with no sections box” in the upper right of the screen.

Show courses with no sections

5. Click the “+” icon to add a new section.

> BIOL 103 – HUMAN BIOLOGY

Or –

Double click a section to edit it.

> BIOL 105 - ENVIRONMENTAL BIOL

001	LEC	Fath, Brian (0149516)	TTh 9:30am-10:45am
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6. To delete a section, click the X icon to the left of the section. Note: **DO NOT** click the large red x on the right hand side of the course you are looking to schedule as it will delete all sections of this class.

> FIN 330 - ESSENTIALS OF FINANCIAL MANAGEMENT

001	LEC	Rhee, Moon-Whoan (0149327)	MWF 11am-11:50am
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7. Make edits as necessary. For more information on using the Rooms Grid or the Snapper click here. These can be useful tools in helping you find a room and ensure you are following a Standard Meeting Pattern.

Section Information

Title/Topic	HUMAN BIOLOGY (Default Value)	Session	1 - Regular Academic Session (8/27/18 to
Section #	001	Campus	Main Academic Campus (On Campus)
Units	3	Inst. Mode	In Person
Status	Tentative Section	Drop Consent	DROP No Special Consent Required
Schedule Print	Yes	Add Consent	ADD No Special Consent Required
Component	Lecture	Grade Mode	Undergraduate
Combined With	Select section...		

Course Attributes
None Assigned

Instructor	Room	Schedule
Staff	No Room Assigned	Does Not Meet

Enrollment 0 current **Notes**
None Assigned

Current Limit	Wait List	Maximum Limit
<input type="text"/>	<input type="text"/>	<input type="text"/>

Combining a Section: If you want to combine a section, use the pull down menu for the “Combined With” field. The section you select from the pull down will be the “Parent” section, meaning the section you are currently scheduling will inherit attributes from the Parent.

Adding a 2nd Instructor: From the instructor edit screen, click the “+” icon in the upper right hand side of the window. Note: At least one of the instructors must be set to “Post” in the access field.

Instructors

Instructor	Role	Access	Print
Staff	Primary Instructor	Post	<input checked="" type="checkbox"/>

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8. Click Save Section.



9. Observe any errors, warnings, or workflows.

- Error – This will prevent you from saving the section and must be corrected before being allowed to continue.
- Warning – While a warning does not violate a hard and fast rule, you may want to recheck your entry before continuing to ensure everything is correct.
- Workflow – You have chosen an option that will require review from one or more approvers.

10. Once you are ready to submit the schedule for the entire scheduling unit, select “Validate.”



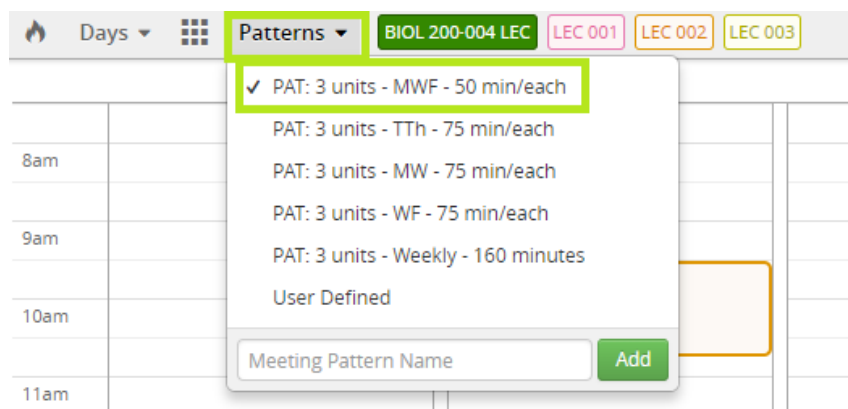
Using the Snapper and Rooms Grid:

The Snapper and Rooms Grid allow you to choose a number of meeting patterns to assist you with creating a course schedule. These can be useful tools in helping you find a room and ensure you are following a Standard Meeting Pattern. To get started follow the steps below:

1. Under schedule, click on the meeting time when creating or editing a course.

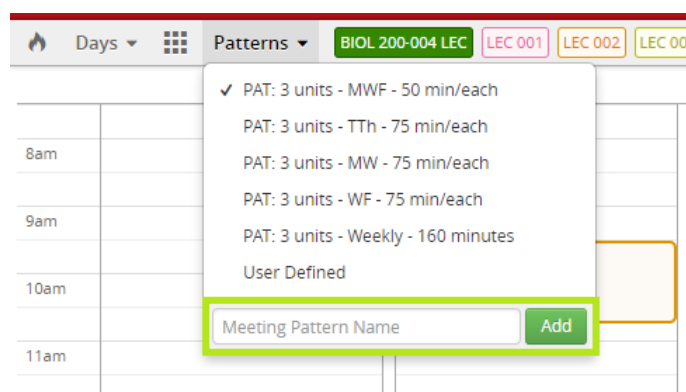


2. From the Meeting Pattern Screen, hit the Patterns pull down menu and then select the desired meeting pattern.

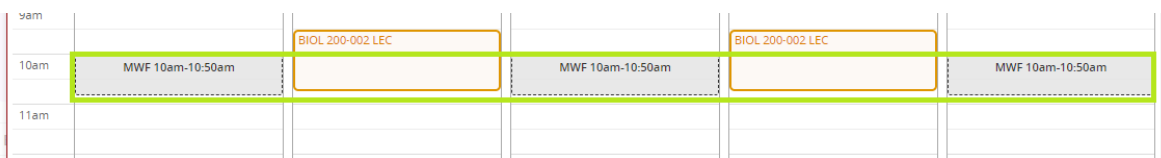


Or -

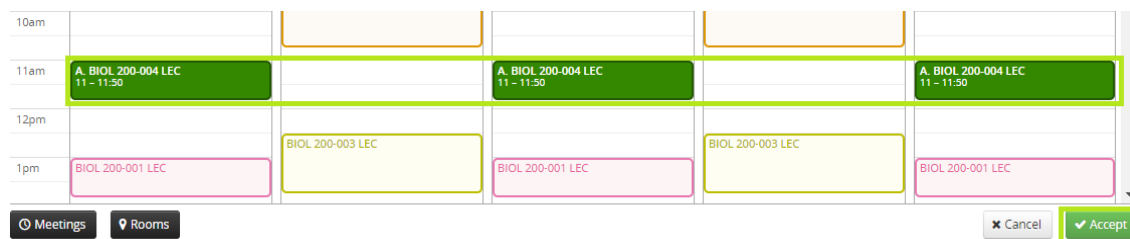
If the meeting pattern you desire is not listed, you can enter a user defined meeting pattern. To do so enter the days of the week the course will meet along with the desired times and click Add. For additional guidance on entering a user defined meeting pattern click [here](#). (



- Once a meeting pattern is selected, the Snapper will let you hover over an available time. If a time is available, it will display a gray box for the desired pattern.



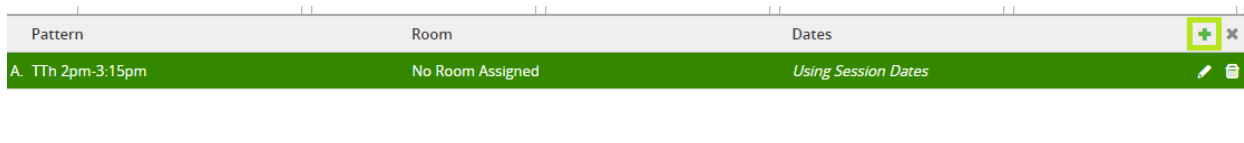
- Click to select a timeslot and it will display as green within the Snapper. To accept the time slot, be sure to click accept at the bottom right of the screen. (If you wish to add a room using the Rooms Grid, do not click accept until doing so.)



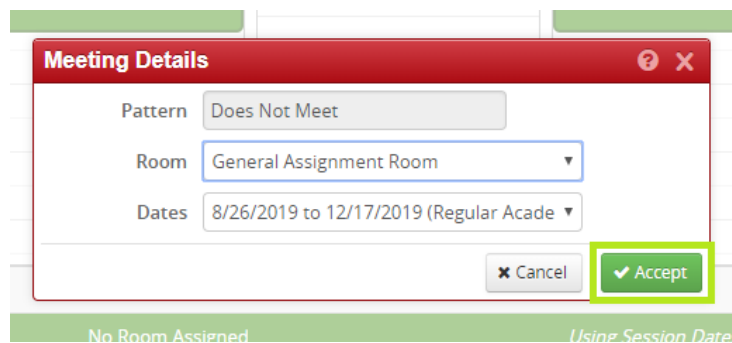
- If you wish to add a second meeting pattern, click the Meetings button in the bottom left of the Snapper screen.



- Hit the "+" icon in the upper right hand corner of the pop up screen to add a second meeting pattern.



- Enter the second meeting pattern criteria and click Accept.



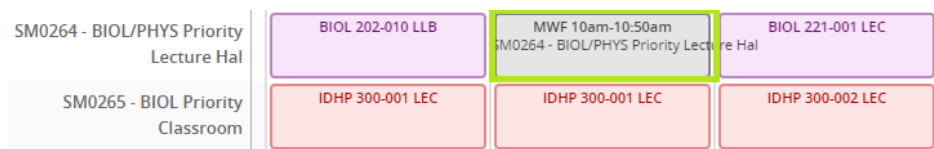
8. Once the second meeting pattern is entered be sure to X out of the Meetings popup. **Make sure to click accept after X'ing out of the Meetings popup or your second meeting pattern will not save.**



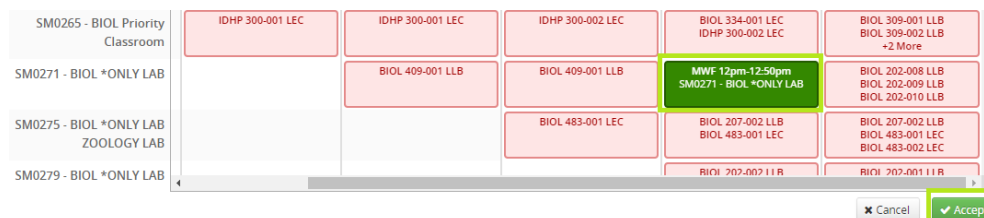
9. To add a room to the class you are attempting to schedule, you may also wish to use the Rooms Grid. This can be found at the bottom left of the Snapper screen. **This is only available if you use a standard meeting pattern.**



10. The Rooms Grid will show rooms allocated to your scheduling unit and allow you to easily pick out a time where a room is available. If a time slot is available a gray box will appear when you hover over that slot.



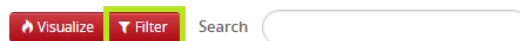
11. Click to select the desired room and time and the slot will turn green. Click accept to finalize your selection. Be sure to click accept on the Meeting Pattern screen as well to save your work.



Filtering:

1. Navigate to the **term** you are interested in. For example, Spring 2019.
2. Click the red "Filter" button in the top right corner. Note: Do not click into a specific academic department if you want to see TSEMS or classes in other departments that your instructors are teaching for that term.

60 Scheduling Units
2,087 Courses 5,058 Sections

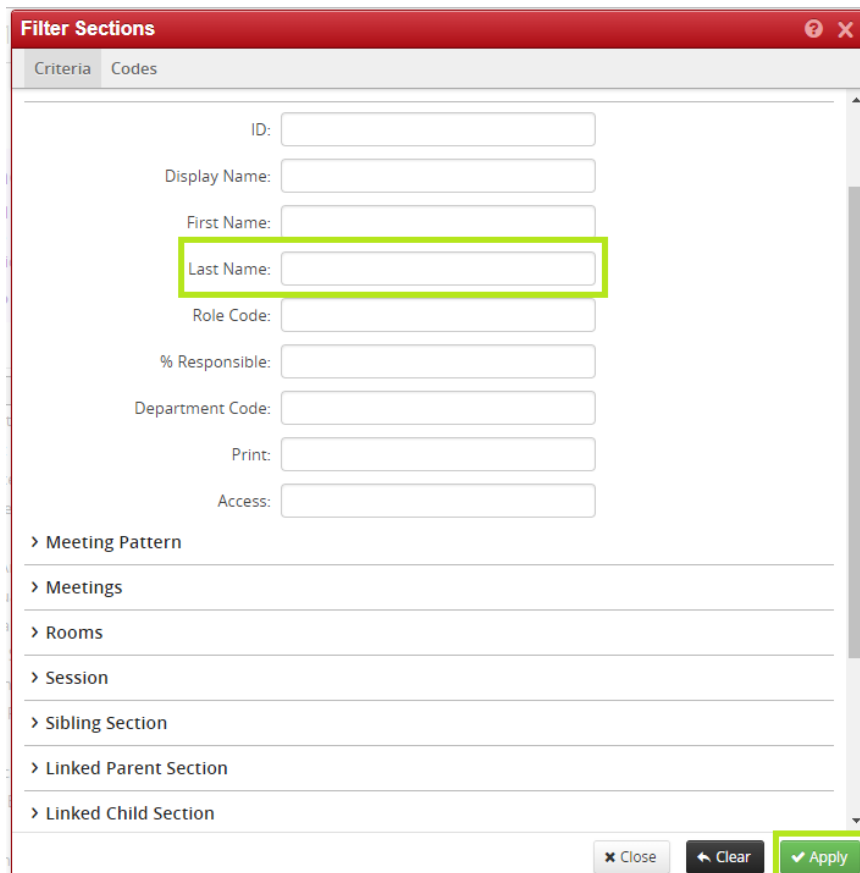
**Welcome to the Class Scheduling System (CLSS)!**

We are currently scheduling for Fall 2019. CTFs are due February 12th. You should complete your schedule by **February 18th**. For questions or issues regarding academic spaces and the class schedule, you can contact the Registrar's Office at rooms@towson.edu or call 410-704-4347.

Refer to the following site for additional information on schedule building: <https://www.towson.edu/registrar/onlineservices/schedule.html>

Please Validate your schedule no later than Monday, 2/25

3. Next, the desired field the list of Filter options. For this example, we will filter by "Instructor" In the "Last Name" field, type the last name of the instructor you want to see. Make sure to capitalize the first letter of their last name.
4. Click the green "Apply" button in the bottom corner.



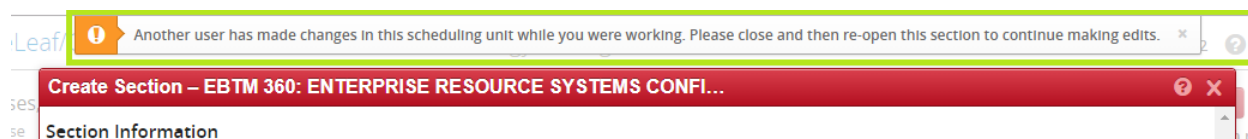
The screenshot shows a 'Filter Sections' dialog box with a red title bar. It has two tabs: 'Criteria' and 'Codes'. The 'Criteria' tab is active, showing a list of search criteria with input fields. The 'Last Name' field is highlighted with a green box. Below the criteria fields are several expandable sections: Meeting Pattern, Meetings, Rooms, Session, Sibling Section, Linked Parent Section, and Linked Child Section. At the bottom right, there are three buttons: 'Close', 'Clear', and 'Apply'. The 'Apply' button is highlighted with a green box.

This will provide the list of courses the instructor is assigned to for that term. This can be done on historical terms, to see past schedules, as well. You can export this information by clicking the “Export” button. The Excel export has more detailed information than the PDF does.

Frequently Asked Questions:

1. Q: Will I still use PeopleSoft to schedule my courses?
A: No, any schedule additions or Modifications should be done through the CLSS system.
2. Q: Will CLSS be the official record for section information?
A: While all scheduling and editing will be done in CLSS, PeopleSoft will remain the official record. Once we are out of the Design Phase of scheduling, the course information will populate in PeopleSoft.
3. Q: When do I use a combined section and when should I use Note 13 for a “Meet Together” section.
A: Combined section should be used when it is a true combined section. An example of this would be a course that has a graduate and undergraduate section. Note 13 should be used for courses that meet together for one component but have unique section numbers. An example of this would be for a science course where the lecture meets together but labs meet separately.

4. Q: What are the codes for the days of the week when entering a User Defined Meeting Pattern?
 A: M – Monday
 T –Tuesday
 W – Wednesday
 Th – Thursday
 F – Friday
 S – Saturday
 Su – Sunday
5. Q: Why can't I see any of my courses in my scheduling unit?
 A: Please be sure you clicked see courses with no sections box towards the upper right of the screen. This is defaulted to unchecked so courses with no schedule sections will be hidden initially.
6. Q: I'm unable to save my section with no error message. What causes this?
 A: If another user is editing the scheduling unit, you will be unable to save your section. This is to prevent users from overwriting each other's work while scheduling. If two users are attempting to enter information at the same time, they will receive the following banner at the top of the section creation screen.



7. Q: I'm seeing section numbers of 325, EXG, and EXH. I did not schedule these courses. What are they?
 A: These courses are either created by the Registrar's Office or are study abroad courses. They can be ignored in your proofing.
8. Q: What is the process for cancelling a section with enrolled students?
 A: First, notify the students of the cancellation. Copy us at rooms@towson.edu on that email notification. Then we will have that record that you already contacted the students. Next, in the class form, you will see a dropdown for Status. Select Cancelled Section. Follow any prompts that show up.
9. Q: How to I edit the time or room for a class' second meeting pattern?
 A: Double click on the section you wish to edit then follow these steps -
- Click the Meeting Pattern under the section header.
 - Click Meetings in the bottom left hand corner.
 - Select the Meeting Pattern you wish to edit.
 - Click the pencil icon to enter edit mode.
 - Make your edits, then click Accept.
10. Q: What is the best way to verify that information for my schedule is correct?

A. We recommend that you use the queries in PeopleSoft to review enrollment activity or doublecheck for accuracy:

TU_ACAD_ENROLLED_BY_DEPT - (this includes instructors and enrollments)

TU_ACAD_ENROLLED_CLASSES_COUNT – (includes enrollments and you can search on a particular course)

TU_ACAD_CLASSES_BY_OWNER – (this is similar to TU_ACAD_ENROLLED_BY_DEPT but it lists all the sections regardless of their status “Active, Cancelled, Stop Enrollment,” and it includes the department’s TSEM classes)

TU_ACAD_CLASS_ROSTER_GRADE_TH – (includes students and their Units Taken)

And for proofing: TU_SR_CLASSES_PROOFING_TH – (this includes all pertinent information about a class and may add duplicate rows for additional meetings, attributes, etc.)

We recommend you try them and see which can work for you.