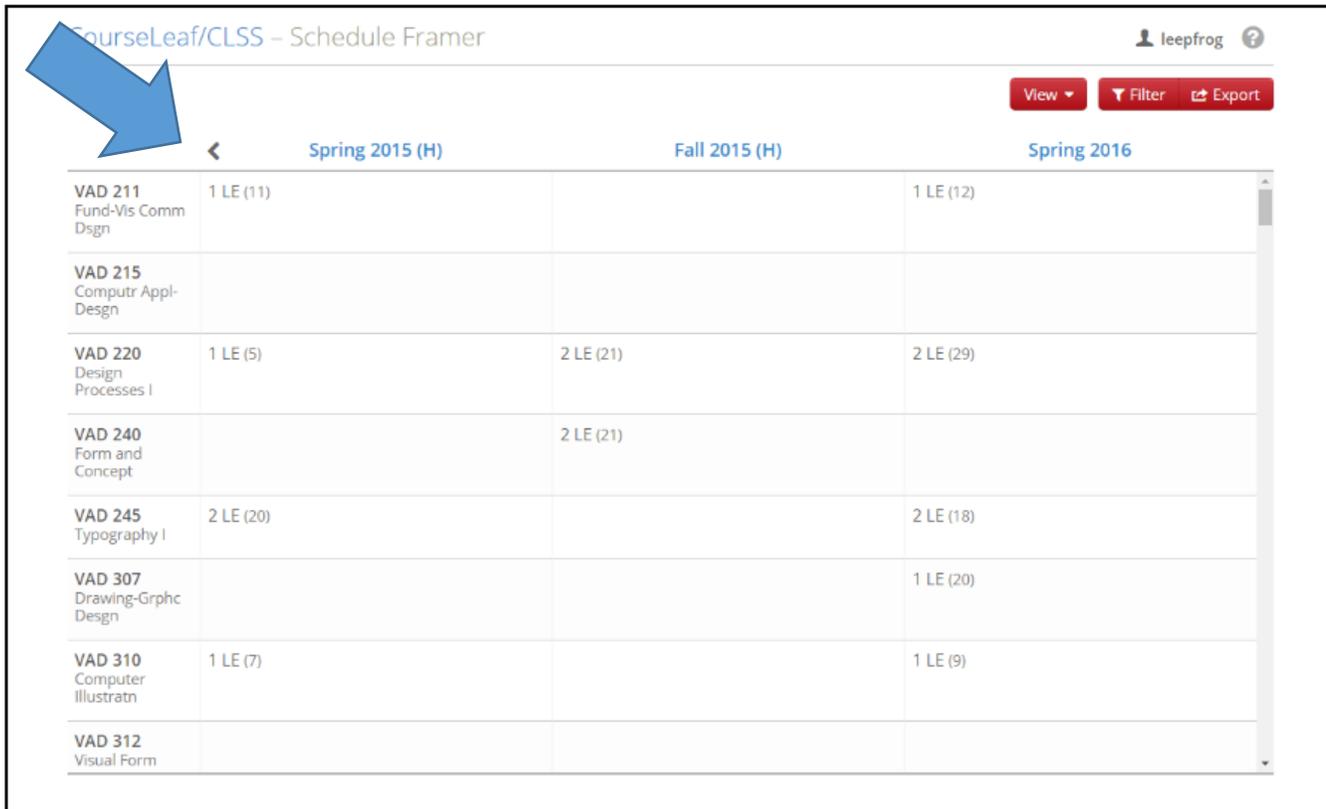


The Framer Overview (Rolling Schedules)

Schedules are no longer rolled from PeopleSoft because of the potential for it to create errors in CLSS. In CLSS, the Framer provides a view of sections by semester (“semester” is referred to as “instance” in CLSS) and allows departments to roll their own individual sections. Historical data can be viewed in the Framer based on the information provided by your student information system (PeopleSoft). The left arrow should be clicked to show historical data from previous terms.



	Spring 2015 (H)	Fall 2015 (H)	Spring 2016
VAD 211 Fund-Vis Comm Dsgn	1 LE (11)		1 LE (12)
VAD 215 Computr Appl- Design			
VAD 220 Design Processes I	1 LE (5)	2 LE (21)	2 LE (29)
VAD 240 Form and Concept		2 LE (21)	
VAD 245 Typography I	2 LE (20)		2 LE (18)
VAD 307 Drawing-Grphc Design			1 LE (20)
VAD 310 Computer Illustratn	1 LE (7)		1 LE (9)
VAD 312 Visual Form			

The Framer Defined – the Historical View

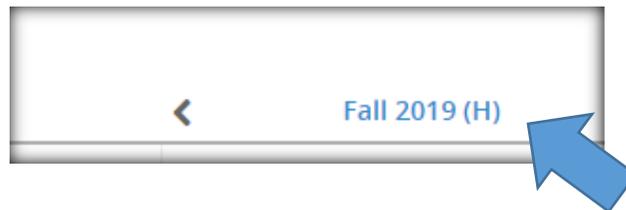
- Shows all semesters (“instances”) side by side
- Can show according to filter just like the Heat Map (see below for more description of a Heat Map)
- Using the View button, choose to view by Summary, Standard, or Detail
 - Summary – gives number of sections, type, and registered (historical) or maximum (future)
 - Standard – gives section number, type:instructor, and registered (historical) or maximum (future)
 - Detail also gives Meeting pattern used
- Select an instructor name to view the Framer with just that individual’s offerings (good for CV writing)
- When hovering over a **historical** offering it will highlight in red & selecting it will allow you to copy the offering info to a scheduling instance (semester)
- However **current** scheduling instances (semesters) will have a green “Add offering” button appear to add from a blank course edit form

How to Duplicate a Section from Another Instance

1. Navigate to your CLSS landing page.
2. Select an instance (“semester”).
3. Select a scheduling unit (your department).
4. Click Framer.



5. Use the left arrow to get to your historical data, for instance Fall 2019. It is designated by an (H) meaning “historical.”



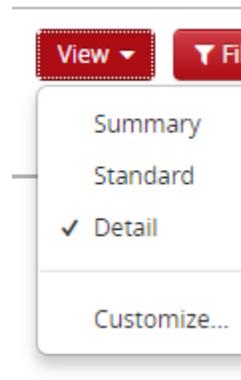
6. Click the View drop down button and select Standard or Detail View
 - Standard - summary information and instructor name
 - **Detail - standard information and the day and time offered**

If you are rolling by section, you will probably prefer the Detail View.

View Options

There are three different views for section information. You can toggle between them by clicking the View pull-down tab.

1. **Summary** view gives a snapshot of each section with the number of sections offered, student count (as reported to SIS), and delivery method information.
2. **Standard** view provides the summary information and instructor name.
3. **Detail** view provides the standard information and the day and time offered.



Selecting an instructor name from the **Standard** or **Detail** view causes a new window to populate with historical data specific to that instructor.

4. **Customize** view will allow you to choose the instances and the number of columns to view.

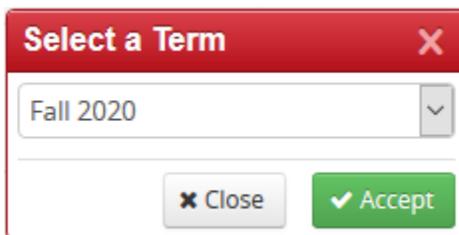
7. Hover over a previous semester's (instance's) section.

- The section will be surrounded by a red box.



8. Click on the red box to duplicate the available information from this section for the current semester.

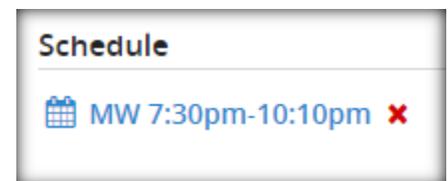
- Note: The duplicated section will attempt to include all available information from the original section, such as instructor and times. **Do not save adjunct instructors for whom there currently is no contract. If an adjunct does not have a current contract approved, that instructor may not get paid.**
 - *Unavailable items will not be duplicated, such as if the instructor is no longer able to teach in that instance.*
 - Avoid clicking on the instructor name here.
- You will next be asked to select the semester (“instance”) you are currently editing, which is where you want this section to be saved. Select that semester from this dropdown.



9. Make any changes to the section in the Edit section dialog box. To add or edit the meeting pattern, click the blue calendar link under Schedule to reveal the Snapper.

10. Click Save Section.

11. Notice any error messages or warnings and follow stated instructions.



How to Create a New Section in the Framer

1. Use the arrows at the top of the framer to view a semester (an instance) that is currently being edited. This means the semester is not designated with (H) and is not Historical. It is the Current semester.
2. Click the Add section button
3. Fill in all available fields
4. Click the blue calendar link to reveal the Snapper tool to schedule the section. It will be saved to the Current semester which you are currently editing.

The Snapper Defined

The Snapper shows the section being scheduled and related sections. The Snapper is so named because when hovering over the time grid, the software will attempt to “snap” the section into a pre-defined, standard meeting time.

If you do not see a preferred timeframe available to you as an option, let us know at rooms@towson.edu.

The default view is all sections of the same course, but other courses of interest can also be added. Look them up by “Course Code” and use the green Add button to let them display. This can help you look at two or more courses across schedule units to determine if they are scheduled appropriately, for example, classes that students tend to take with the same term.

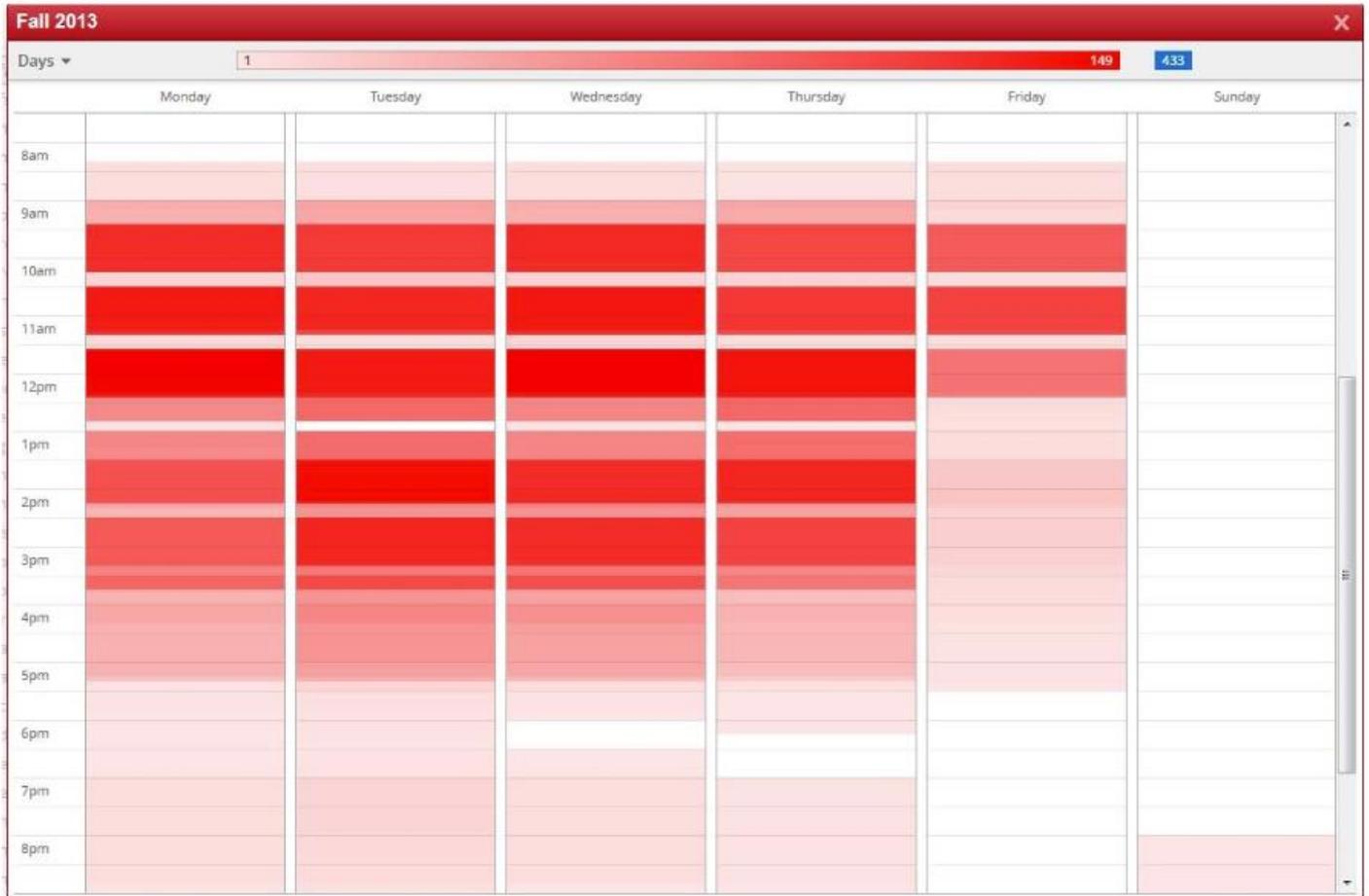
The screenshot displays a scheduling interface for the course ACC 3313-003: INTERMED ACCT I (SIS ID: 10076). The interface is organized into a grid with days of the week (Monday to Friday) as columns and time slots (8am to 8pm) as rows. The following table summarizes the scheduled sections:

Day	Time Slot	Section ID
Monday	9am - 9:50am	M 9am-9:50am
Monday	11am - 12pm	ACC 3313-001 LEC
Monday	12pm - 1pm	ACC 3313-002 LEC
Monday	5pm - 6:20pm	ACC 3313-003 LEC
Tuesday	9am - 10am	ACC 3313-004 LEC
Tuesday	11am - 12pm	ACC 3313-005 LEC
Tuesday	12pm - 1pm	ACC 3313-006 LEC
Wednesday	11am - 12pm	ACC 3313-001 LEC
Wednesday	12pm - 1pm	ACC 3313-002 LEC
Wednesday	5pm - 6:20pm	ACC 3313-003 LEC
Thursday	9am - 10am	ACC 3313-004 LEC
Thursday	11am - 12pm	ACC 3313-005 LEC
Thursday	12pm - 1pm	ACC 3313-006 LEC

The interface includes a search bar for 'Course Code', a 'Permanent' checkbox, and an 'Add' button. At the bottom right, there are buttons for 'Close', 'Rooms', and 'Accept'.

The Heat Map Defined – A Visual Representation

- Heat maps provide a visual representation of the number of sections in a scheduled week.
- Deepening shades of red represent the number of sections scheduled for a specific time slot.
- The heat map can be used from the instance, scheduling unit, or offering screens when the Visualize indicator or flame icon is present. For example, it can show one course with many sections like ENGL 102.
- Hovering over the heat map will reveal the number of offerings for that time. Clicking within the heat map will reveal a detailed description of offerings during that time.



Clicking within the heat map will reveal a detailed description of offerings during that time. The detail will look like this:

2 Sections At This Time		
Section	Campus/Location	Schedule
ARED 467-002 LEC FIELD EXPERIENCE IN ART EDUCATION:ELEMENTARY Pinkston, Ada (0728865)	MAIN@ON CAMPUS	Th 8am-11:40am
ARED 468-001 LEC FIELD EXPERIENCE IN ART EDUCATION:SECONDARY Pinkston, Ada (0728865)	MAIN@ON CAMPUS	TTh 8am-11:40am

To use the Heat Map:

1. Navigate to the CLSS “Instances” (semesters) screen.

CourseLeaf/CLSS – Instances

Welcome to the Class Scheduling System (CLSS)!

The Minimester , Spring and Summer 2020 schedules are now proofed and published. Any changes to days, times, session, or instruction mode require and creating a new section.

Fall 2020 will be available soon. Department schedules should be inputted and validated by mid-February. We will contact those who want to roll in our schedules in CLSS. Look for our email in mid-January.

If you would like suggestions for queries to run in PeopleSoft to doublecheck your class schedule, send an email to us at rooms@towson.edu. Contact Hill at 4-4347 or Yolanda Carter at 4-5236.

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

2. Select an instance (semester).
3. Click Visualize to see a Heat Map that includes all of the scheduling units

Or

Select a scheduling unit and then click visualize to see a Heat Map of just that scheduling unit.

Or

Select a particular course like ENGL 102, click on “Schedule,” look for the flame icon in the upper left and click it to see a heat map of just that particular course.

