

1. Navigate to CLSS – CourseLeaf at <https://nextcatalog.uark.edu/wen> and log in.
2. Double click on the destired term from the dashboard.

CourseLeaf/CLSS – Instances admin1 ? Log Out

Welcome to the University of Arkansas Class Scheduling software, CLSS.
 Changes or updates to the Fall 2018 and Spring 2019 terms will be made in UAConnect **until November 4th**, after which schedulers will use CLSS.
 Schedules for Summer 2019 and Fall 2019 will be created in CLSS.
 For CLSS training contact Lisa Kulczak (lkulza@uark.edu) or Amanda Corbell (ac087@uark.edu).

Historical		Current	Future
2016-17 Academic Year Fall 2016 Spring 2017 Summer 2017	2016-17 Ind Study Terms Fall 2016 Independent Study Spring 2017 Independent Study Summer 2017 Independent Study	2018-19 Academic Year Fall 2018	Unsorted Instances Spring 2019 Spring 2019 Independent Study
2017-18 Academic Year Fall 2017 Spring 2018 Summer 2018	2017-18 Ind Study Terms Fall 2017 Independent Study Spring 2018 Independent Study Summer 2018 Independent Study		

3. Locate the department code from the **ID** or **Name** column. List can be sorted by clicking on by the column name. Sort can be ascending or descending order.

CourseLeaf/CLSS – Spring 2019 – Plan Phase admin1 ? Log Out

81 Scheduling Units
 3,047 Courses 11,238 Sections Visualize Filter Search

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ID	Name	Courses	Sections
1251	African and African American Studies (AAST)	11	23
1140	Air Force ROTC (AERO)	4	12
MUJAP	Applied Music (Private Inst)	23	913
1620	ARMY ROTC (MILS)	8	14
1267	Arts and Sciences (ARSC)	4	7
1252	Asian Studies (AIST)	2	8
1511	Cell and Molecular Biology (CEMB)	4	346
1170	Department of Accounting (ACCT)	22	56
1120	Department of Agri Economics & Agribusiness (AEAB)	43	111
1160	Department of Agri Food & Life Sciences Dean (AFLD)	7	36
1180	Department of Animal Science (ANSC)	52	125
1190	Department of Anthropology (ANTH)	35	215
1210	Department of Architecture (ARCH)	21	29
1860	Department of Architecture and Design Dean (ARCD)	8	11
1270	Department of Biol & Agri Engineering (BAEG)	23	74
1280	Department of Biological Sciences (BISC)	76	452
1260	Department of Business Dean (WCBD)	14	41
1300	Department of Chemical Engineering (CHEG)	36	147
1290	Department of Chemistry & Bio Chemistry (CHBC)	51	304
1360	Department of Civil Engineering (CVEG)	49	153

4. Double click on the **Department ID** to open the course selection.

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5. Double click on the course name to open the class selection.

6. Double click on the specific class.

7. Click on the Meeting Pattern link under Schedule.

Edit Section – ARTS 1919C-001: Studio Foundation I: FAY, UGRD, Fulbright ... (Class Nbr: 5564; CLSS ID: 8291)

Section Information

Title/Topic: Studio Foundation I: FAY, UGRD, Fulbrigh
 Session: Regular Academic Session - 1 (8/24/20 to
 Section #: 001
 Campus: Univ of Ark, Fayetteville (University of Arl
 Credit Hrs: 9
 Inst. Method: Face to Face
 Status: Active
 Drop Consent: No Special Consent Required
 Schedule Print: Yes
 Add Consent: No Special Consent Required
 Component: Studio
 Grade Mode: Graded
 Link To: Not linked to other sections
 Combined With: Select section...

Section Attributes
 Course Method Codes: Studio Course
 Course Type: Organized Course

Course Attributes
 Course Method Codes: Studio Course
 Course Type: Organized Course

Instructor
 Staff

Room
 Multiple Rooms
 Room Characteristics: Lab/Special Purpose Space

Schedule
 MW 8am-12pm; MW 1pm-5pm

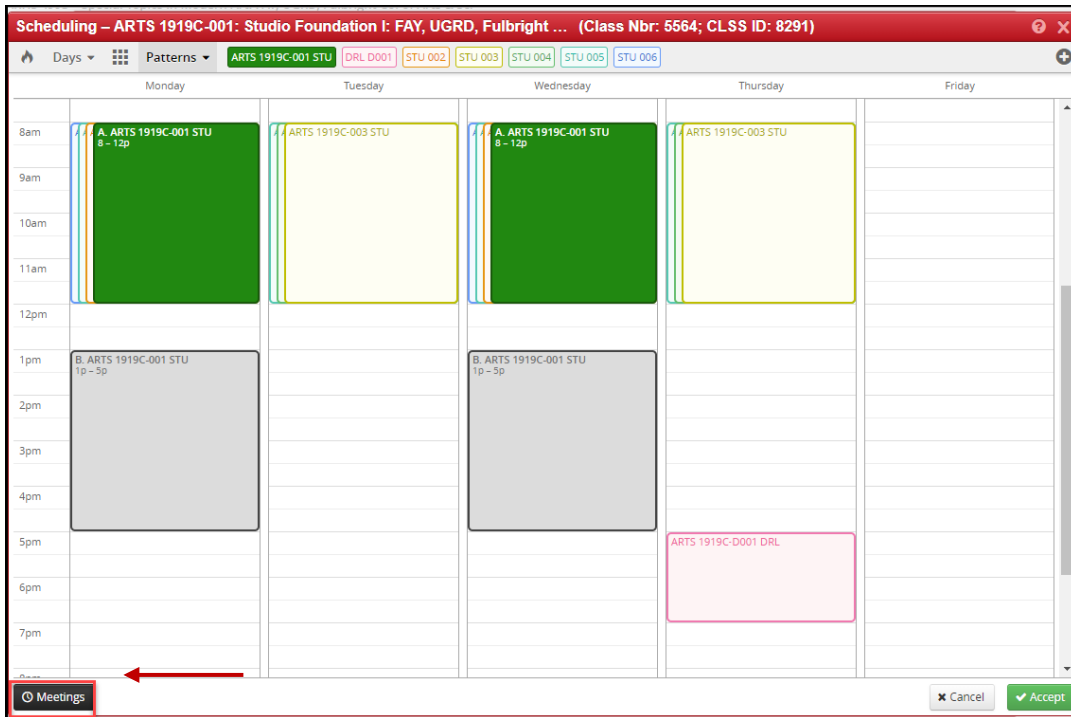
Enrollment
 0 current
 Maximum: 15
 Auto Enrl WL: N
 Wait Cap: 0

Notes
 None Assigned

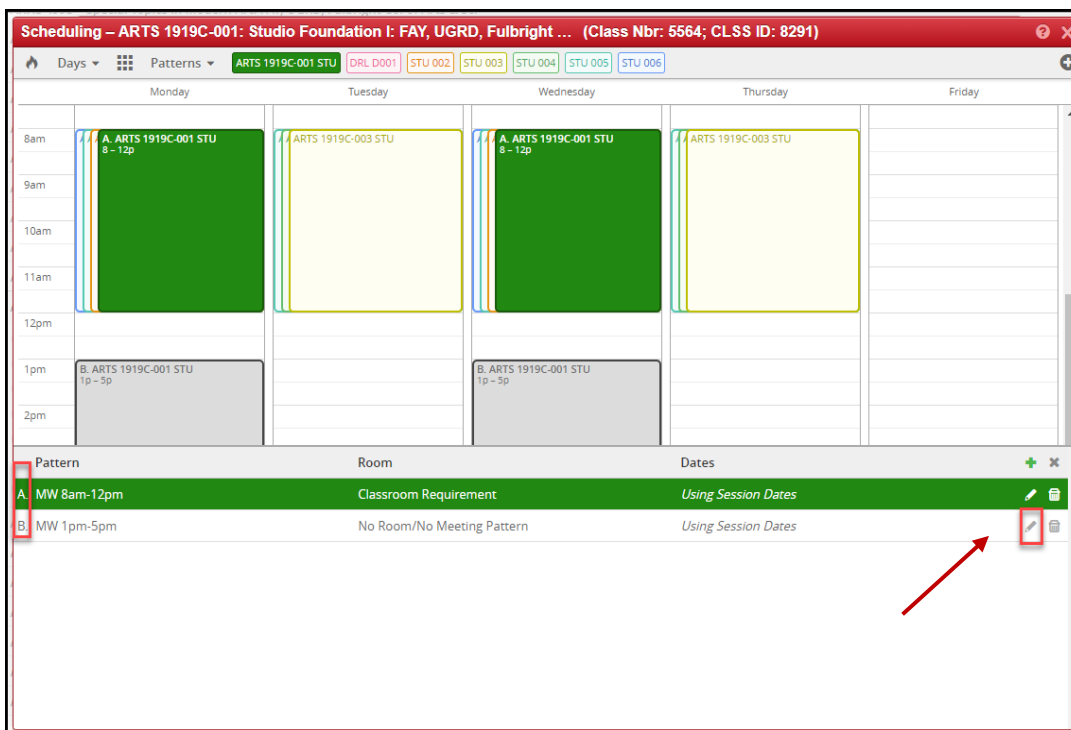
Comments

Bridge Tools | Cancel | Save Section

- The Snapper window will open. Click on the **Meetings** link.

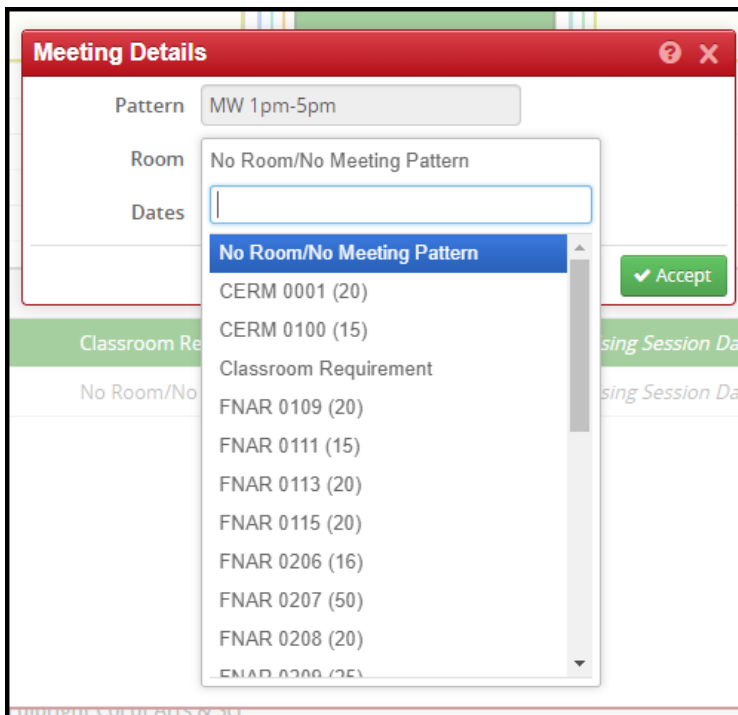
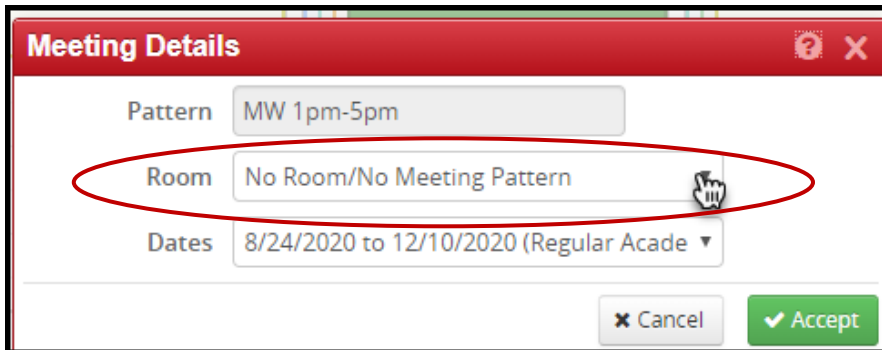


- The **multiple meeting patterns** are displayed in a list.



- Click on the **Pencil** beside the meeting pattern for which you are assigning a room.

11. Click the down arrow in the **Room** field to expand the selections.



- 12. Click on the room that will be assigned.
- 13. Click **Accept**.
- 14. Close the Snapper window by clicking the **X** in the upper right corner.
- 15. Click **Save Section**.

16. To verify the room assignment is saved, click on the **Schedule** link.
17. Click on **Meetings**.
18. The room assignment will display in the **Room** column for the meeting pattern selected.

