

## CLSS Documentation – Filter Search:

CLSS allows each term or scheduling unit to be filtered for various options such as campus, instruction mode, instructor, etc. Within the results of the filtered search, the sections can be viewed alphabetically, by instructor, by day/time, or by classroom. The view can be changed by selecting an option from the drop-down menu of the red 'View By' box in the upper row of red button options.

To do a filtered search within CLSS, click into the Term (if searching all scheduling units) or click into the Term and click into the Scheduling Unit (if searching a specific Scheduling Unit).

### 1, Click into the Term to be searched.

#### CourseLeaf/CLSS – Instances

For CLSS and Schedule of Classes information, please see the CLSS Resources webpage: <https://www.uwgb.edu/registrar/catalog/catalog-resources/clss-resources/> Questions? Please email [grubishd@uwgb.edu](mailto:grubishd@uwgb.edu) or [registrar@uwgb.edu](mailto:registrar@uwgb.edu) for further assistance.  
Two additional virtual trainings will be held in August (8/22 from 1:00-2:30pm & 8/25 from 8:30-10:00am). Questions are welcome at these trainings.  
January and Spring 2023 deadline to submit the timetables into workflow in CLSS is September 18.  
Summer 2023 deadline to submit the timetable into workflow in CLSS is October 2.

#### Historical

Prior Academic Years  
Spring 2022  
January Interim 2022  
Fall 2021  
Summer 2021  
Spring 2021  
January Interim 2021  
Fall 2020  
Summer 2020  
Spring 2020  
January Interim 2020  
Fall 2019  
Summer 2019

#### Current

Current Terms  
Summer 2022  
Fall 2022 

#### Future

Terms Open for Editing  
January Interim 2023  
Spring 2023  
Summer 2023

### 2, Click on the Filter button.

#### CourseLeaf/CLSS – Fall 2022 – Registration Phase

 Diane Grubisha 

77 Scheduling Units  
1,237 Courses 2,252 Sections

 Visualize

 Filter

Search

For CLSS and Schedule of Classes information, please see the CLSS Resources webpage: <https://www.uwgb.edu/registrar/catalog/catalog-resources/clss-resources/> Questions? Please email [grubishd@uwgb.edu](mailto:grubishd@uwgb.edu) or [registrar@uwgb.edu](mailto:registrar@uwgb.edu) for further assistance.  
Two additional virtual trainings will be held in August (8/22 from 1:00-2:30pm & 8/25 from 8:30-10:00am). Questions are welcome at these trainings.  
January and Spring 2023 deadline to submit the timetables into workflow in CLSS is September 18.  
Summer 2023 deadline to submit the timetable into workflow in CLSS is October 2.

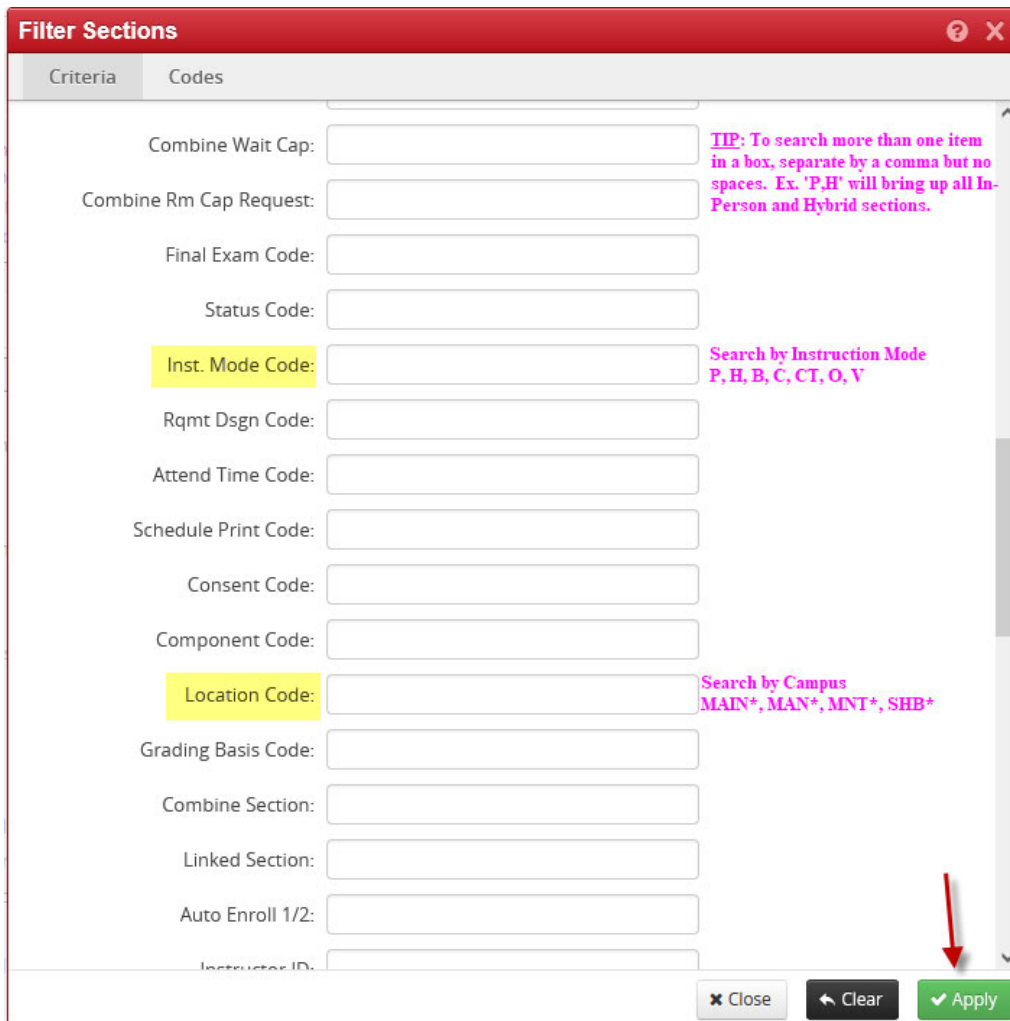
ID	Name	Courses	Sections
ACCTG	Accounting	16	30
ANTHRO	Anthropology	3	4

3a, Click into 'Section' menu for searches such as Instruction Mode or Campus.



The screenshot shows the 'Filter Sections' dialog box with a red header. Below the header are two tabs: 'Criteria' and 'Codes'. Under the 'Criteria' tab, there is a list of menu items: '> Course', '> Section', '> Instructors', '> Meeting Pattern', and '> Meetings'. The '> Section' item is highlighted in yellow, and a green arrow points to it from the left.

4a, Scroll down to the correct box (i.e., 'Inst. Mode Code' to search by mode and/or 'Location Code' to search by campus). Click 'Apply'.



The screenshot shows the 'Filter Sections' dialog box with the 'Codes' tab selected. The 'Inst. Mode Code' and 'Location Code' fields are highlighted in yellow. To the right of the 'Inst. Mode Code' field, there is a pink tip: 'TIP: To search more than one item in a box, separate by a comma but no spaces. Ex. 'P,H' will bring up all In-Person and Hybrid sections.' Below that, there is a pink instruction: 'Search by Instruction Mode P, H, B, C, CT, O, V'. To the right of the 'Location Code' field, there is a pink instruction: 'Search by Campus MAIN\*, MAN\*, MNT\*, SHB\*'. At the bottom right, there are three buttons: 'Close', 'Clear', and 'Apply'. A red arrow points to the 'Apply' button.

### Instruction Mode Search:

Click on the red Filter button in the upper right of the screen.

Open the 'Section' line.

Find 'Inst. Mode Code' box to enter the modes(s) to filter for.

In-Person Mode – enter P

Hybrid Mode – enter H

Blended Mode – enter B

Lecture Streaming Mode – enter C

Interactive Video Mode – enter CT (brings up both P2P and P2A)

Online Mode – enter O

Virtual Classroom Mode – enter V

To filter more than one mode, enter each mode with a comma between them (no spaces).

Example, O,V will return all online courses.

### Campus Search:

Click on the red Filter button in the upper right of the screen.

Open the 'Section' line.

Find 'Location Code' box to enter the campus(es) to filter for.

GB campus – enter MAIN\*

MAN campus – enter MAN\*

MNT campus – enter MNT\*

SHB campus – enter SHB\*

Adding the Asterix (\*) after the campus code will pull all of the courses at the campus, including Off Campus courses.

To filter more than one campus, enter each campus with a comma between them (no spaces).

Example, MAN\*,MNT\* will return all of the courses scheduled at MAN and MNT.

**These two search filters can be used together for search for specific mode(s) at specific campus(es). Enter both the mode(s) and campus(es), then click Apply.**

**3b,** Click into 'Instructors' menu for searches of particular instructors.



4b, Scroll down to the correct box (First Name, Last Name). Click 'Apply'.

Filter Sections

Criteria Codes

> Course

> Section

▼ Instructors

ID:

Display Name:

First Name:

Last Name:

Role Code:

Load Factor:

Department Code:

Print:

Access:

> Meeting Pattern

> Meetings

> First Meeting Pattern

> Rooms

Search by First Name and/or Last Name

Close Clear Apply

### Instructor Search:

Click on the red Filter button in the upper right of the screen.

Open the 'Instructors' line.

Search by First Name and/or Last Name.

5, The Search Results can be viewed by Course, Instructor, Day and Time, or Room. Select the option in the 'View By' drop down menu.

### CourseLeaf/CLSS – Fall 2022 – Custom Search

81 Courses, 91 Sections

Registration Phase

View By

Validate

Bridge Tools

Visualize

Filter

✓ Course

Instructor

Day and Time

Room

Show c

For CLSS and Schedule of Classes information, please see the CLSS Resources webpage: <https://www.uwgb.edu/catalog/catalog-resources/clss-resources/>  
Questions? Please email [grubishd@uwgb.edu](mailto:grubishd@uwgb.edu) or [registrar@uwgb.edu](mailto:registrar@uwgb.edu) for further assistance.  
Two additional virtual trainings will be held in August (8/22 from 1:00-2:30pm & 8/25 from 8:30-10:00am).  
January and Spring 2023 deadline to submit the timetables into workflow in CLSS is September 15, 2022.  
Summer 2023 deadline to submit the timetable into workflow in CLSS is October 2, 2022.  
Welcome at these trainings.


> BUS ADM 305 – Legal Environment of Business (Green Bay)

BUS ADM 305 – Legal Environment of Business (Manitowoc)

BUS ADM 305 – Legal Environment of Business (Sheboygan)

**Example,** Fall 2022 filter search of Interactive Video (mode CT) courses from all four campuses Viewed By Room. The class information can be expanded by selecting the expand button.

CourseLeaf/CLSS – Fall 2022 – Custom Search 👤 ?

81 Courses, 91 Sections  Expand the selection to see more course information.

Registration Phase


For CLSS and Schedule of Classes information, please see the CLSS Resources webpage: <https://www.uwgb.edu/registrar/catalog/catalog-resources/clss-resources/>  
 Questions? Please email [grubishd@uwgb.edu](mailto:grubishd@uwgb.edu) or [registrar@uwgb.edu](mailto:registrar@uwgb.edu) for further assistance.  
 Two additional virtual trainings will be held in August (8/22 from 1:00-2:30pm & 8/25 from 8:30-10:00am). Questions are welcome at these trainings.  
 January and Spring 2023 deadline to submit the timetables into workflow in CLSS is September 18.  
 Summer 2023 deadline to submit the timetable into workflow in CLSS is October 2.

**> FH-137**

- FH-139
- FH-149
- IS-1020
- IS-1034 Distance Ed Room
- L-102
- L-105
- L-130
- M-2223
- MAC-137
- No Room Needed
- TC-1203
- TC-1205
- WH-215

The expanded class information.

CourseLeaf/CLSS – Fall 2022 – Custom Search 👤 ?

81 Courses, 91 Sections  Expand the selection to see more course information.

Registration Phase

For CLSS and Schedule of Classes information, please see the CLSS Resources webpage: <https://www.uwgb.edu/registrar/catalog/catalog-resources/clss-resources/>  
 Questions? Please email [grubishd@uwgb.edu](mailto:grubishd@uwgb.edu) or [registrar@uwgb.edu](mailto:registrar@uwgb.edu) for further assistance.  
 Two additional virtual trainings will be held in August (8/22 from 1:00-2:30pm & 8/25 from 8:30-10:00am). Questions are welcome at these trainings.  
 January and Spring 2023 deadline to submit the timetables into workflow in CLSS is September 18.  
 Summer 2023 deadline to submit the timetable into workflow in CLSS is October 2.

**> FH-137**

BUS ADM 305-0850 – Legal Environment of Business (M...	LEC	Burke, Paul, E	T 5:15pm-8:05pm
CHEM 302-0850 – Organic Chemistry I (Manitowoc)	LEC	Kabrhel, James, E	TR 9:30am-10:50am
EDUC 206-0850 – Culturally Responsive Teaching and L...	LEC	Ochalek, Kellyann, R	W 5:15pm-8:05pm
EDUC 208-0850 – Concepts, Issues, and Field Experienc...	FEX	Ochalek, Kellyann, R	M 5:15pm-8:05pm
HISTORY 205-0850 – American History to 1865 (Manito...	LEC	Kallgren, Daniel, C	TR 2pm-3:20pm
MGMT 389-0850 – Organizational Behavior (Manitowoc)	LEC	Craver, Susan, S	R 5:15pm-8:05pm
MUSIC 198-0850 – Introduction to Music	LEC	Talbott, Christy, J	MWF 10:35am-11:30am

**FH-139**

HRM 362-0850 – Introduction to Human Resource Man...	LEC	To, Be, Announced	M 5:15pm-8:05pm
HUM BIOL 215-0850 – Personal Health and Wellness (M...	LEC	Dalberg, Jared, K	MWF 9:30am-10:25am