

## CLSS Documentation for Filter Searches by Attribute:

Directions for finding sections with or without a specific attribute in CLSS.

A Filter Search for an attribute can be done for a whole term (#2 below) or from any individual subject (#3 below).

### 1, Select the Term to search.

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.  
Fall 2023 Priority Registration begins March 27.  
J-Term 2024 Registration begins October 23.  
Spring & Summer 2024 are due into workflow September 17.

Historical

Previous Academic Years

- January Interim 2023
- Fall 2022
- Summer 2022
- 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

Active Terms

- Spring 2023
- Summer 2023
- Fall 2023

Publication Phase

- January Interim 2024

Future - Spring & Summer open for editing

Due September 17

- Spring 2024
- Summer 2024

Select the Term to search from the lists.

### 2, Click on the red Filter button from the term if searching for all sections with the attribute in the term.

CourseLeaf/CLSS – **Fall 2023** – Registration Phase 👤 ?

80 Scheduling Units 🔍 Visualize **Filter** Search

1,258 Courses 2,143 Sections

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ID	Name	Courses	Sections
ACCTG	Accounting	14	31
ANTHRO	Anthropology	5	8
ABT	Applied Biotechnology	15	15
ARABIC	Arabic	1	2
ART	ART	45	58

3, Or, to search from an individual subject, double click on the subject. Once in a subject, click on the red Filter button.

CourseLeaf/CLSS – Fall 2023 – Education

54 Courses, 76 Sections    Registration Phase    Refine Mode

View By    Validate    Bridge Tools    Visualize    **Filter**    Framer    Export

Show courses with no sections

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- ▶ EDUC 198 – First Year Seminar (Green Bay)
- EDUC 203 – Environmental Education in K-12 Schools (Green Bay)
- EDUC 206 – Culturally Responsive Teaching and Learning (Green Bay)
- EDUC 206 – Culturally Responsive Teaching and Learning (Manitowoc)

4, From the pop-up window, click on the Codes tab.

**Filter Sections**    ?    X

Criteria    **Codes**

- ▶ Section Attributes
- ▶ Location
- ▶ Consent
- ▶ Department
- ▶ Grading Basis
- ▶ Final Exam
- ▶ Inst. Mode
- ▶ Instructor Role
- ▶ Notes
- ▶ Access
- ▶ Component
- ▶ Schedule Print
- ▶ Session
- ▶ Status

Close    Clear    Apply

5, Click on Section Attributes to expand the selection of options. The left-hand side is the short code that matches the long description on the right-hand side. To search for an attribute, copy the short code on the left-hand side.

### Filter Sections

Criteria Codes

Section Attributes

AAS!!!ALT	AAS Accelerated Program: AAS Accelerated Program
FEES!!!\$100	Additional Course Fees: \$100 course fee
FEES!!!\$125	Additional Course Fees: \$125 course fee
FEES!!!\$25	Additional Course Fees: \$25 course fee
FEES!!!\$50	Additional Course Fees: \$50 course fee
FEES!!!\$75	Additional Course Fees: \$75 course fee
CAPP!!!CAAP	Coop Adv Placement Program: High School Coop Adv Placement Program
DE!!!PARTIAL	Distance Education: Partial Distance Education
DE!!!TOTAL	Distance Education: Total Distance Education
EXT!!!EXTENSION	Extension Funded: Extension Funded Course
LCT!!!LIB	Low Cost Textbooks/Materials: Library Resources
LCT!!!LOW	Low Cost Textbooks/Materials: Low Cost Textbooks/Materials (less than \$50)
LCT!!!OER	Low Cost Textbooks/Materials: Open Educational Resources
LCT!!!ZERO	Low Cost Textbooks/Materials: Zero Cost Textbooks/Materials
OWN!!!!INTL CTR	Owner of Course: International Center
OWN!!!!OUTREACH	Owner of Course: Outreach
EVAL!!!!EXEMPT	Standard UWGB Course Eval: Exempt from Standard Course Evaluation
ABRD!!!!A	Study Abroad: Study Abroad
ZERO!!!!BSN HOME	Tuition Waived: BSN @ Home
ZERO!!!!GOLF	Tuition Waived: Golf Course Membership (GOLF)

Close Clear Apply

6, Click on the Criteria tab. Then click on Section to expand the options. Paste the attribute short code into the box Attributes Code. Lastly, click the Apply button. The list of sections with that attribute will appear.

To search for sections that do not have a specific attribute, follow the directions above and type an Exclamation Mark (!) in front of the short code (do not put a space after the exclamation mark). Click the Apply button. The list if sections without that attribute will appear.

The image shows a 'Filter Sections' dialog box with a red header. It has two tabs: 'Criteria' (selected) and 'Codes'. Under 'Criteria', there are two expandable sections: 'Course' and 'Section'. The 'Section' section is expanded, showing a list of filter fields: Course Code, Course Key, Override Department Code, Section # (String), Section # (Number), Scheduling Unit, Title/Topic, Title/Topic Source, Credits, Credits Min, Custom Start Date, Custom End Date, Attributes Code, and Enrollment. The 'Attributes Code' field is highlighted in yellow. At the bottom right, there are three buttons: 'Close', 'Clear', and 'Apply'. The 'Apply' button is highlighted in green, and an orange arrow points to it.