

CLSS Documentation – Validation Process and Submitting into Workflow:

When the subject / scheduling unit is completed, the final two steps are running the Validation Process and then submitting the schedule into Workflow.

To Validate a scheduling unit, click the red **Validate** button in the top row of red buttons.

CourseLeaf/CLSS – Spring 2023 – Health and Wellness Management Diane Grubisha ?

6 Courses, 6 Sections View By **Validate** Bridge Tools Visualize Filter Framer Export

Plan Phase Design Mode Show courses with no sections

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 or registrar@uwgb.edu for further assistance.
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.

HWM 705 – Strategic Management for Wellness Managers (Green Bay)
HWM 710 – Research Methods for Wellness Programs (Green Bay)
HWM 730 – Biopsychosocial Aspects of Health (Green Bay)
HWM 740 – Health Systems and Policy for Wellness Managers (Green Bay)
HWM 760 – Wellness Law (Green Bay)
HWM 790 – Health and Wellness Management Capstone Course (Green Bay)

To submit the schedule into Workflow, click on the blue **Start Workflow** button in the bottom right-hand corner of the pop-up window.

Validating Scheduling Unit ? X



Rule Validation Complete

Total: 65 Complete: 65 Passed: 64 Failed: 1 [↗](#)

01a. Scheduling Unit Review by Program Chair, Associate Dean, & RO

- 01a. Units with Dept Unit Chair where DUS is not Dept Program Chair- CHE, EDUC, EDUCGRAD, HWM, HIMT, SOCWORK [↗](#)

ExportClose**Start Workflow**



Validation Process: all schedules need to run through this process to ensure that sections are correct. We currently have 65 rules that the validation process runs through.

Red Message: If there are any errors that need to be fixed, a red error message will appear on the Validation pop-up window. These items will need to be fixed before the schedule can move into workflow. The Start Workflow button will not be available.

Yellow Message: Any error that is yellow in color is a warning error. It serves as an FYI. We don't have many of these. Warning errors do not prevent the schedule from moving forward. The Start Workflow button will be available. An example of a Warning error would be 'Rule 85, Instructor is double booked'. This may mean that an instructor is accidentally double booked and their schedule may need to be adjusted. The error will also appear if an instructor or TA is purposefully assigned to multiple sections, some of which run at the same time. If the double booking is purposeful, then proceed to submit the scheduling unit into workflow.

Blue Message: Blue errors are not true errors but are there to provide information. The end of every validation process will have at least one blue message that notes the schedule will go through the workflow review.

As long as the blue Start Workflow button is available in the bottom right corner of the Validation pop-up window, the schedule can move into workflow.