

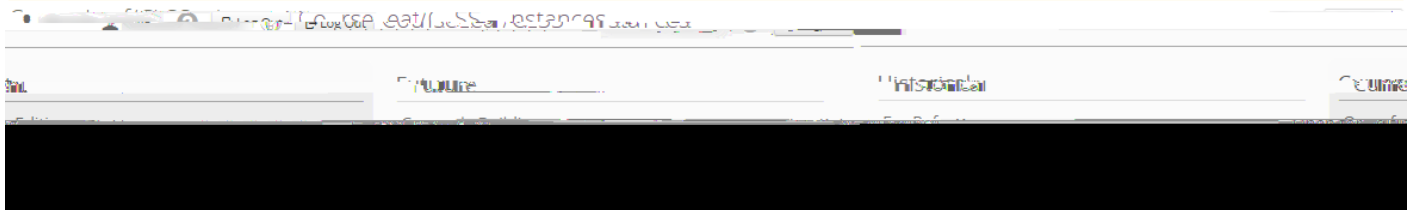
CLSS User Guide

Viewing or Editing a Section

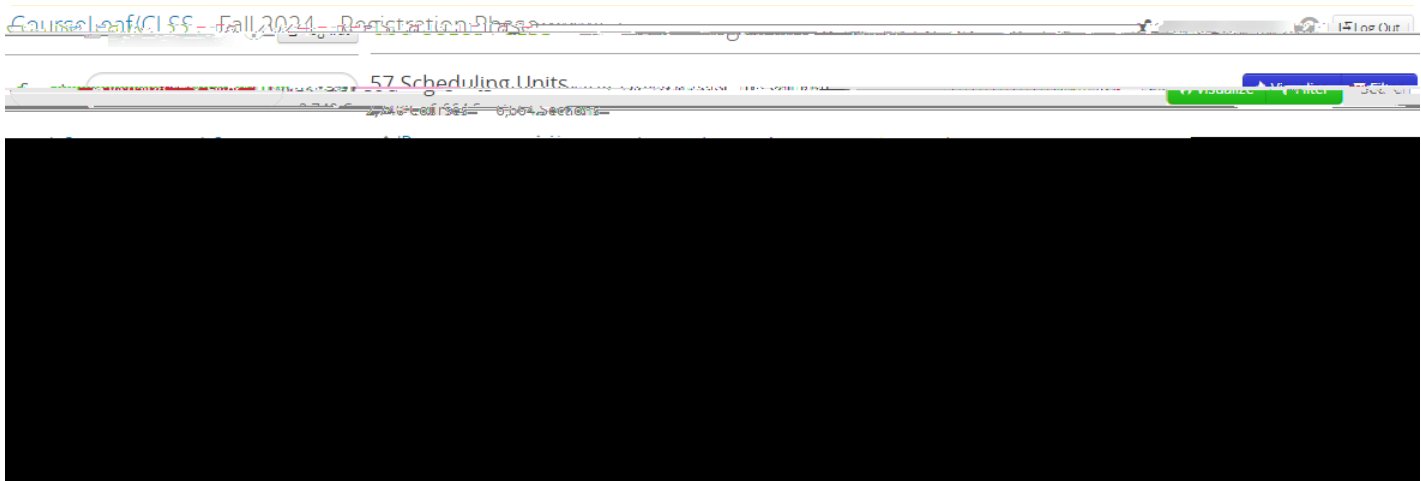
1. Navigate to the **CLSS Instances** screen:



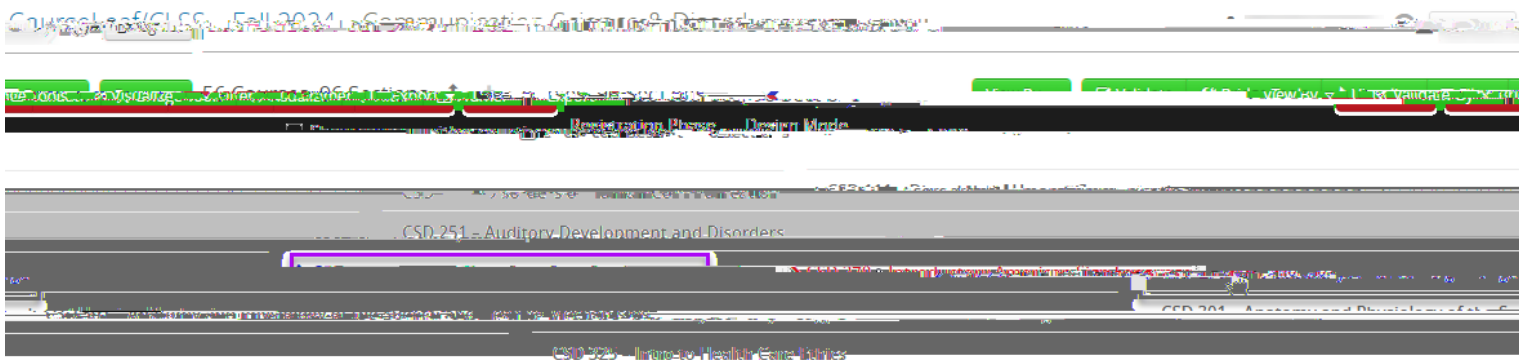
2. **Click** to open an instance:



3. **Double-click** to open a scheduling unit (aka department) and see the courses maintained by that scheduling unit:



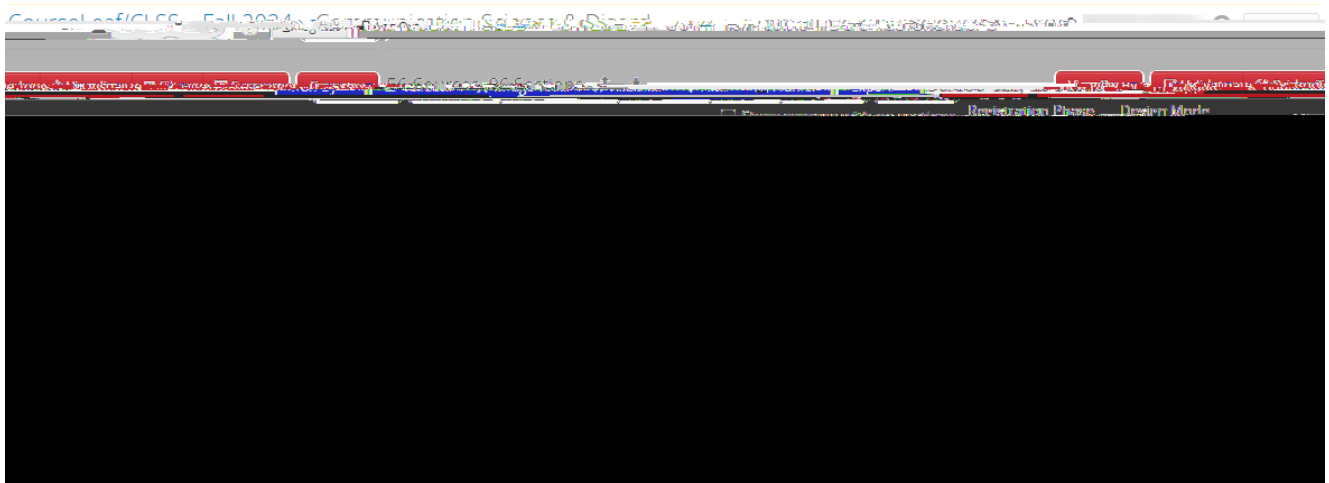
4. **Double-click** a course to view existing sections of it:



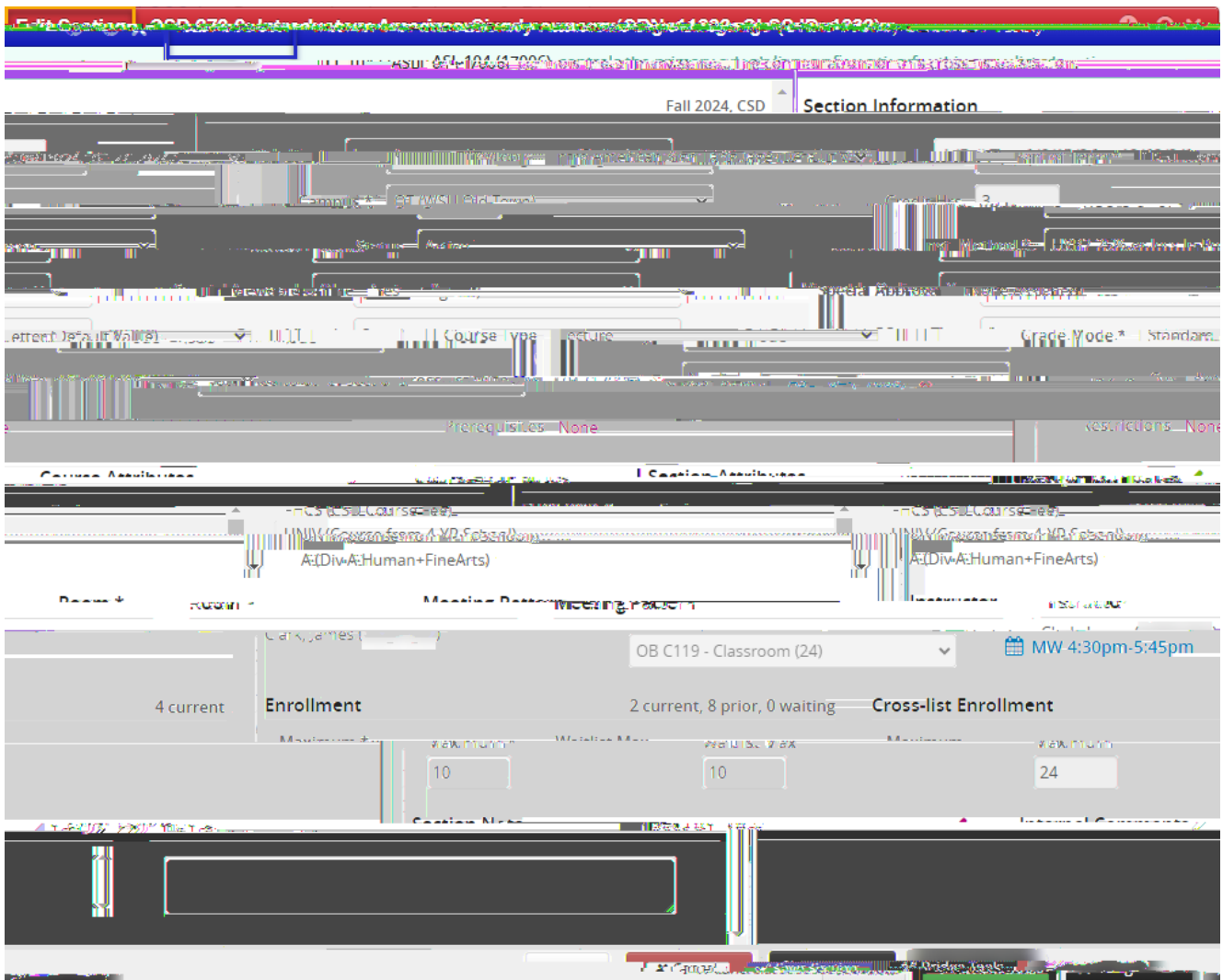
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Viewing or Editing a Section

5. **Double-click** a section to view or edit its settings with the **Section Editor**:



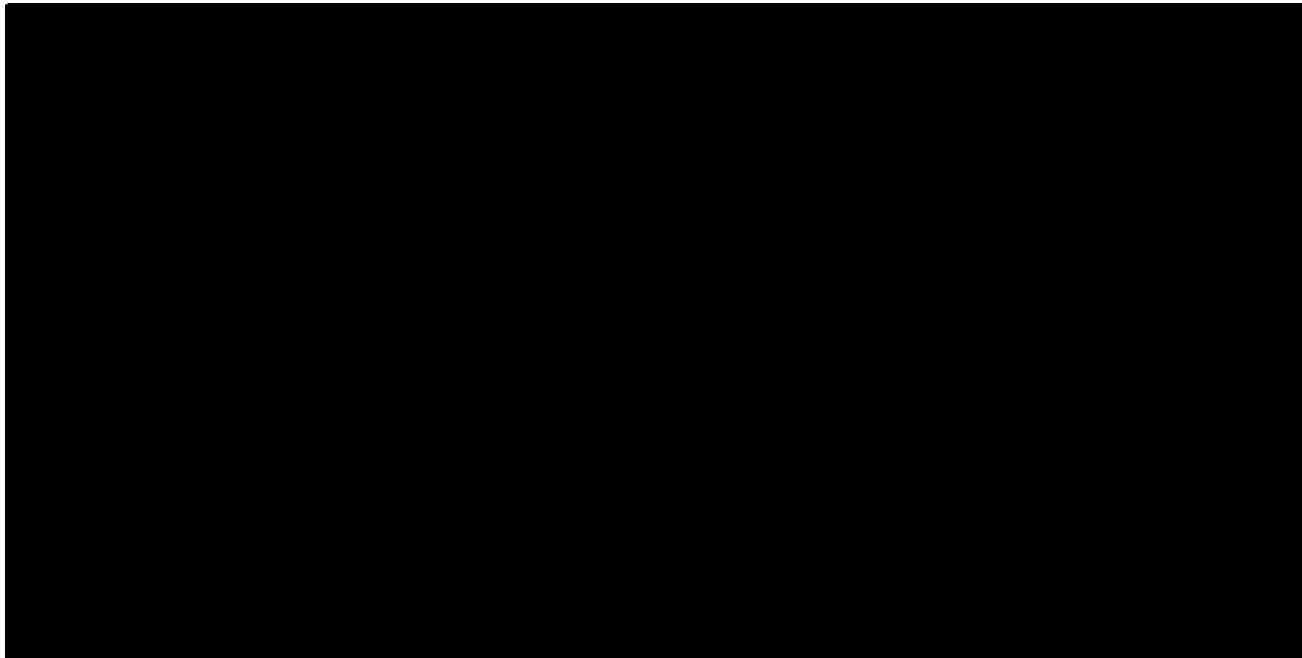
6. The **Section Editor** window appears:



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Viewing or Editing a Section

Use the **drop-down arrows**, **pencil icons** and **free text fields** to edit the information for the existing section:



Edit Section – CSD 270-0: Introductory American Sign Language (CRN: 11996; CLSS ID: 1822)

ASL 104(17006) controls the primary schedule configuration for this cross-listed section.

Fall 2024, CSD

Section Information

Title/Topic: Intro American Sign Language (Default V) Part of Term *: 1 (Full Term) (8/19/24 to 12/12/24)

Campus *: OT (WSU) Credit Hrs: 3

Instr. Method *: HYB25 (Hybrid Person) Status: Active

Viewable Online: Yes Special Approval: (None Assigned)

Course Type: Lecture Grade Mode *: Standard Letter (Default Value)

Link To: Not linked to other sections Cross-list With: ASL 104(17006) ✕

Restrictions: None Prerequisites: None

Section Attributes

FHCS (CSD Course Fee) UNIV (Course from 4-YR School) A (Div A Human+FineArts)

Instructor: Clark, James ()

Enrollment: Maximum *: 10

Section Note: Internal Comments

4 current

DIVC (Diversity Content Included)

✕ Cancel ✓ Accept

✕ Bridge Tools ✕ Cancel ✓ Save Section

CLSS User Guide
Viewing or Editing a Section

8. Click **Save or Cancel** to