**Class (CLSS) Quick Reference**

**Logging In**

1. Go to:[**https://nextcatalog.unk.edu.wen**](https://nextcatalog.unk.edu.wen)
2. Log in using your EASI username and password.

**Steps in Creating a Schedule**

1. Choose Spring 2020 from the Instances page
2. Double click on the appropriate Department
3. On the scheduling unit screen, double click on a course title to show the sections.
4. Double click on the instructor to open Edit Section.
5. Make edits as necessary
6. Click Save Section
7. Take notice or action of any errors or warnings

  

1. Once the entire schedule is ready to be submitted, select Validate  at the top of the page
2. Correct all errors, Validate again and click on Start Workflow 

**\*\*\*CLSS POINTERS\*\*\***

* To add a class not listed in the scheduling unit, check the box to show courses with no sections under the red bar in the upper right hand corner. 
* Use the “Expand All Arrows”  or “Collapse All Arrows”  to view all sections or hide all sections on the Scheduling Unit Page.
* Click theto the left of a section number to delete a section. Click the  delete button on the right side of the page to delete ALL sections. Use the plus sign to add a section.
* When editing the meeting date, be sure to click  in the Meeting Details Box, close the green meeting pattern bar by clicking the gray X  and click  in the lower right hand corner to save meeting dates.
* To request a specific classroom for a section, make the request in the “Comments” Box.

If you have questions or need assistance, please contact Laura Tadlock or Diana Jones in the Registrar’s Office at 865-8527 or [tadlockla@unk.edu](mailto:tadlockla@unk.edu) or [jonesdi@unk.edu](mailto:jonesdi@unk.edu).