

Creating Blended Sections in CLSS

Create Section – PSCI 269: The Institutions and Processes of the Unite...

Section Information

Title/Topic: The Institutions and Processes of the Un...
Session: Regular Academic Session
Section #: 02
Campus: University of Nebraska Kearney (Kearney)
Credit Hrs: 3
Inst. Method: Web Based
Status: Active
Schedule Print: Yes
Consent: No Special Consent Required
Component: Lecture
Link To: Not linked to other sections
Combined With: Select section...

Course Attributes
None Assigned

Instructor
Rowling, Charles (67389746)

Room
BLENDED (111)

Schedule
TBA

Enrollment
0 current
Maximum: 20
Rm Cap Request: 20

Notes
None Assigned

Comments

Bridge Tools | Cancel | Save Section

The Instructional Method = Web Based

Room = BLENDED

Schedule = TBA

Click on the TBA to open the Snapper Screen. Now click on the Meetings box in the lower left corner to bring up the Meeting Patterns. There should be a Row A that shows TBA, BLENDED, Using Session Dates and is highlighted with a green bar.

Scheduling – PSCI 269: The Institutions and Processes of the Unite...

Days: Monday, Tuesday, Wednesday, Thursday, Friday

8am
9am
10am
11am
12pm
1pm
2pm

Pattern: A. TBA
Room: BLENDED (111)
Dates: Using Session Dates

Click the green Plus sign on the right to add a row to schedule meeting times.

The Meeting Details box will appear, select a room from the dropdown. If the section will be meeting the same time each week of the semester, the dates should be Regular Academic Session.

Meeting Details

Pattern TBA

Room COPH 230 (52)

Dates 1/25/2021 to 5/7/2021 (Regular Academic Session)

Cancel Accept

If the section will be meeting only on selected dates, choose Custom and enter the first meeting date in both boxes.

Meeting Details

Pattern TBA

Room COPH 230 (52)

Dates Custom

02 / 02 / 2021 to 02 / 02 / 2021

Cancel Accept

Click Accept and the Meeting Patterns screen (green bar) will appear with a new row.

Scheduling – PSCI 269: The Institutions and Processes of the Unite...

Days Patters PSCI 269-02 LEC LEC 01

	Monday	Tuesday	Wednesday	Thursday	Friday
5am					
6am					
7am					
8am					
9am					
10am					
11am					

Pattern	Room	Dates	
A. TBA	BLENDEN (111)	Using Session Dates	
B. TBA	COPH 233 (50)	Using Session Dates	

Click on Row B (it will drop down from view).

Now click on Patterns at the top of the page to add the meeting day and time. Reminder, CLSS treats all times as AM unless designated as PM. Also Thursday is abbreviated as Th not TH.

Click Add.

The screenshot shows a scheduling window titled "Scheduling - PSCI 269: The Institutions and Processes of the Unite...". The interface includes a "Patterns" dropdown menu with the following options:

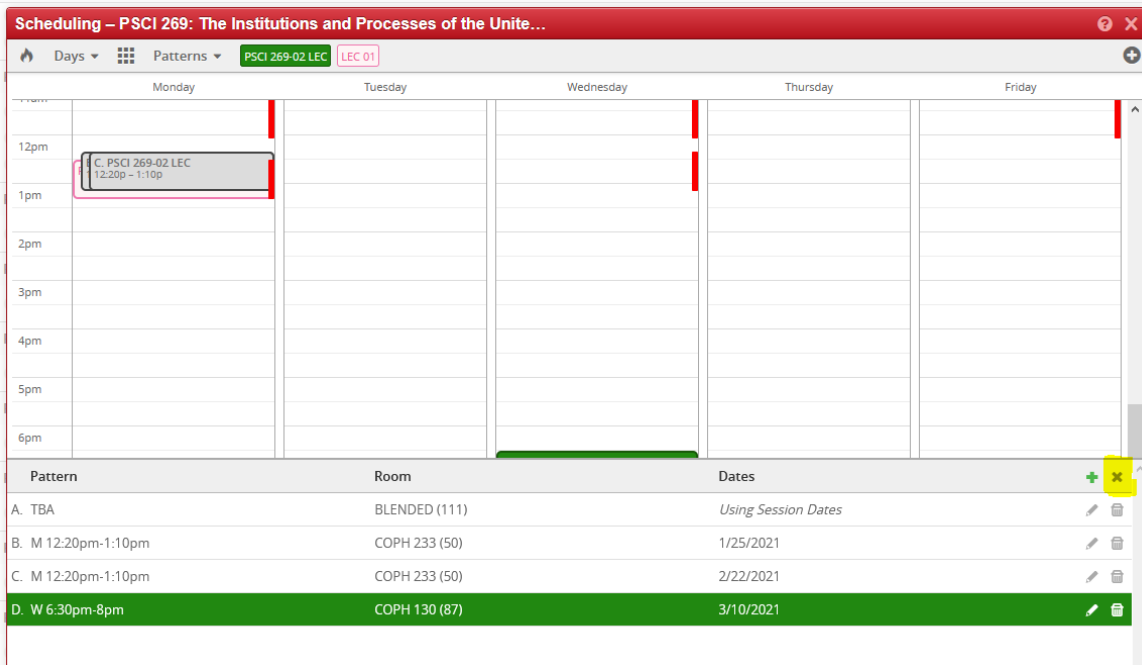
- MP-3cr-50min-MWF
- MP-3cr-75min-2 day-MW
- MP-3cr-75min-TTh
- MP-3cr-PM-150min-M-T-W-Th-F
- MP-3cr-170min-1day-M-T-W-TH-F
- User Defined

 A text input field contains "M 12:20pm-1:10pm" and an "Add" button is visible. The main calendar grid shows a time slot from 12:20pm to 1:10pm on Monday, with a pink box labeled "PSCI 269-01 LEC" below it. Other time slots for MWF 10:10am-11am are visible on Wednesday, Thursday, and Friday. At the bottom, there are "Meetings" and "Rooms" buttons, and "Cancel" and "Accept" buttons.

The screenshot shows the same scheduling window after the meeting has been added. The calendar grid now displays a green box for "B. PSCI 269-02 LEC 12:20p - 1:10p" on Monday. Below the calendar is a summary table with the following data:

Pattern	Room	Dates	
A. TBA	BLENDED (111)	Using Session Dates	
B. M 12:20pm-1:10pm	COPH 230 (52)	Using Session Dates	

Row B now appears with the meeting pattern and room and the example above will meet for 50 minutes every week of the term.



If class meetings are only on specific dates, repeat the process of adding a row, selecting a room, meeting date and adding a meeting pattern for each date. The above example shows three scheduled meetings for the section. Note: TBA may not be used as a meeting pattern on any rows other than the BLENDED row as it will error. Also the BLENDED row should be Row A.

CLICK THE X ON THE RIGHT TO DROP DOWN THE GREEN BAR, CLICK ACCEPT IN THE LOWER RIGHT CORNER TO SAVE THE MEETING INFORMATION JUST ENTERED.

The Edit/Create section screen will appear and will now show the Room as Multiple Rooms and the Meeting Pattern will appear. Click Save Section.

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