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Northcentral Technical College Modernizes Scheduling Processes and Plans for Workday

with CourseLeaf CLSS

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Can your students find the classes they need?

- Students have many obligations
  - Class
  - Work
  - Family

- Are you setting them up for the success with your class schedule?

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Who here would like to see improvements to their class scheduling?

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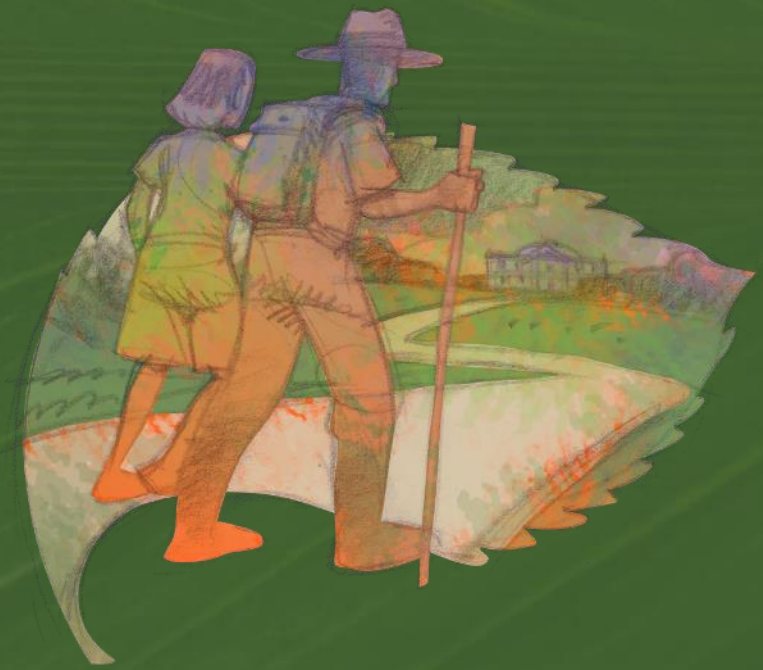
Agenda

1. Meet Leepfrog and CourseLeaf
1. What is CLSS?
1. NTC Experience
1. Questions and Discussion



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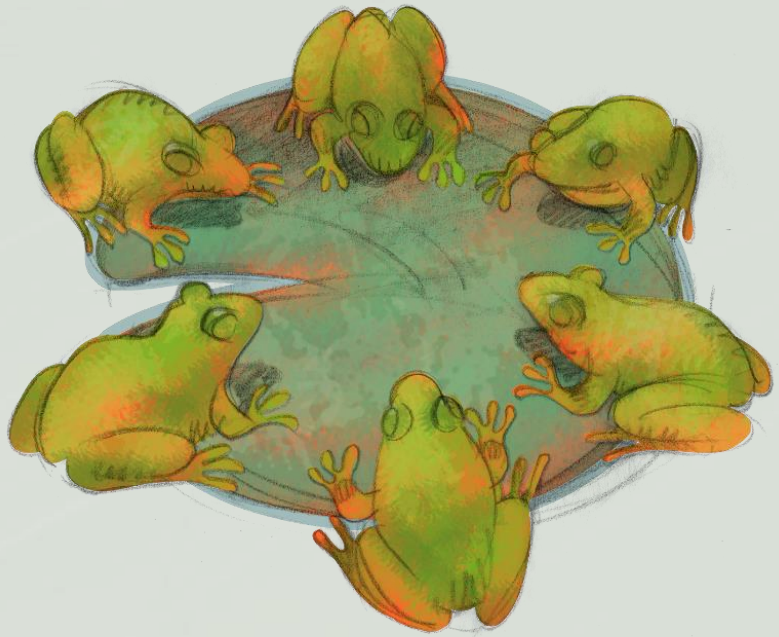
Any vendor can promise great outcomes. CourseLeaf has the track record to prove it.

Meet Leepfrog and CourseLeaf



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An experienced team with a proven track record of success.

- 150 staff members including some of **the most talented curricular management specialists** in the world.
- **Over 500 college and university clients** of all sizes with varying levels of complexity.
- Over **850 successful software implementations**.

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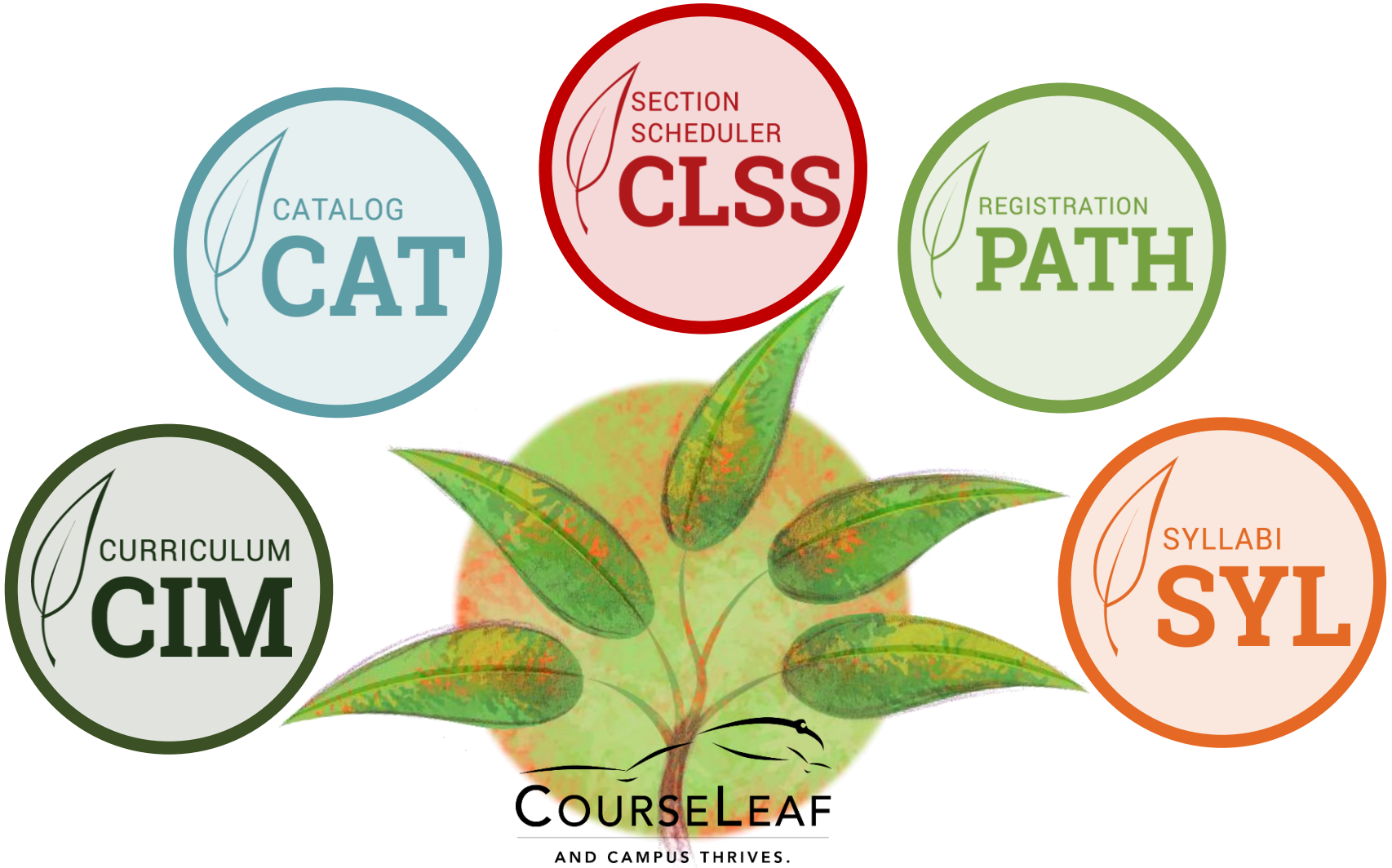
An integrated system that can grow with your campus.



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The most advanced SIS integration in the industry.

Banner® by ellucian

ORACLE® PEOPLESOFT

Homegrown

ellucian. Colleague

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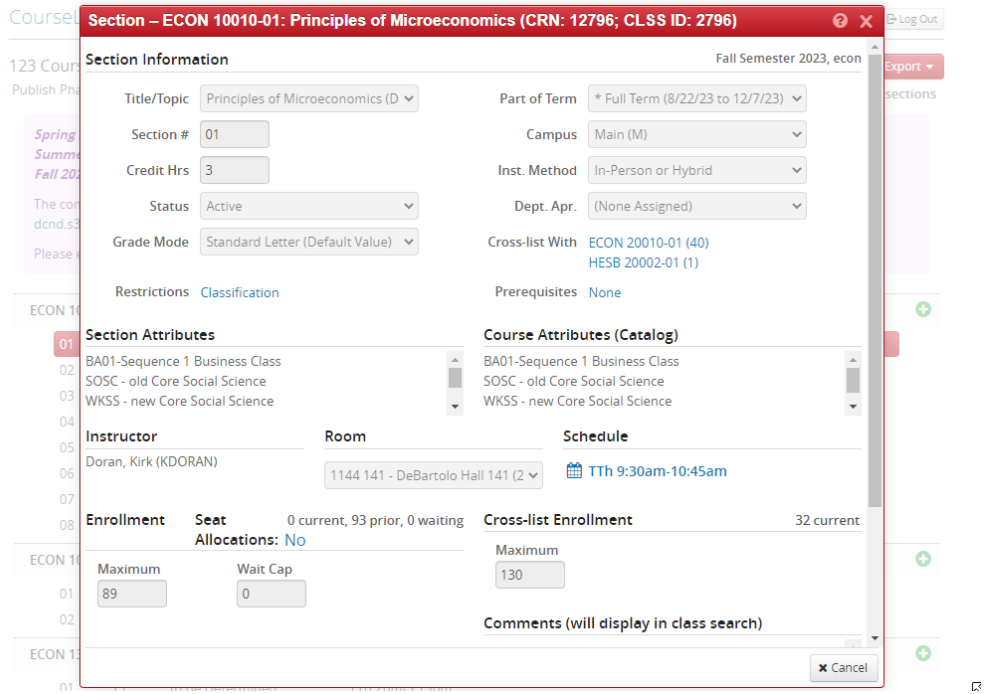
Master Scheduling for On-Time Completion

SECTION SCHEDULER CLSS

- ✓Offer the right number of sections at the right time of day and year
- ✓Easily enforce adherence to standard meeting patterns
- ✓Streamline data entry
- ✓Validate the right schedule



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YOUR SCHEDULING RULES

Error
Can't Save

Warning
Can Save, but Proceed with Caution

Workflow
Save for Approval

Northcentral Technical College

- 180+ accredited associate degree, technical diploma, or certificate options available
- *NTC* has six campuses and offers online college programs and courses

Northcentral TECHNICAL COLLEGE

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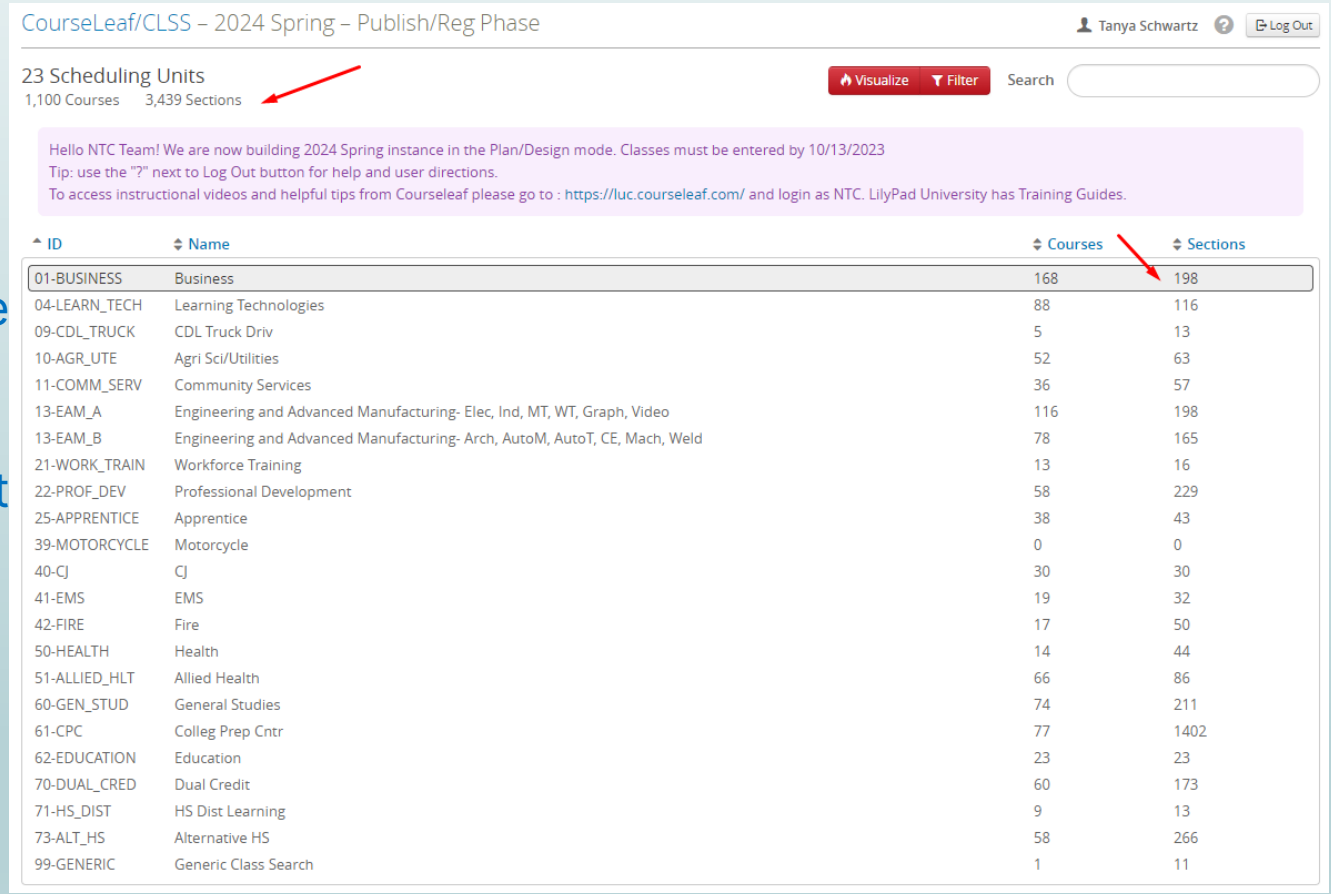
NTC Decentralizes Scheduling

- Years ago, all section scheduling was done by a centralized Scheduling Department. Every time a section needed to be added or changed, the Learning Team had to request this from Scheduling and they would make the changes.
- CLSS allows us to decentralize scheduling and have each department schedule and edit their own sections. This eliminates duplicate entry and makes our scheduling process more efficient.
- Each Department has their own Scheduling Unit in CLSS with access to only their sections.



ID	Name	Courses	Sections
01-BUSINESS	Business	168	198
04-LEARN_TECH	Learning Technologies	88	116
09-CDL_TRUCK	CDL Truck Driv	5	13
10-AGR_UTE	Agri Sci/Utilities	52	63
11-COMM_SERV	Community Services	36	57
13-EAM_A	Engineering and Advanced Manufacturing- Elec, Ind, MT, WT, Graph, Video	116	198
13-EAM_B	Engineering and Advanced Manufacturing- Arch, AutoM, AutoT, CE, Mach, Weld	78	165
21-WORK_TRAIN	Workforce Training	13	16
22-PROF_DEV	Professional Development	58	229
25-APPRENTICE	Apprentice	38	43
39-MOTORCYCLE	Motorcycle	0	0
40-CJ	CJ	30	30
41-EMS	EMS	19	32
42-FIRE	Fire	17	50
50-HEALTH	Health	14	44
51-ALLIED_HLT	Allied Health	66	86
60-GEN_STUD	General Studies	74	211
61-CPC	Colleg Prep Cntr	77	1402
62-EDUCATION	Education	23	23
70-DUAL_CRED	Dual Credit	60	173
71-HS_DIST	HS Dist Learning	9	13
73-ALT_HS	Alternative HS	58	266
99-GENERIC	Generic Class Search	1	11

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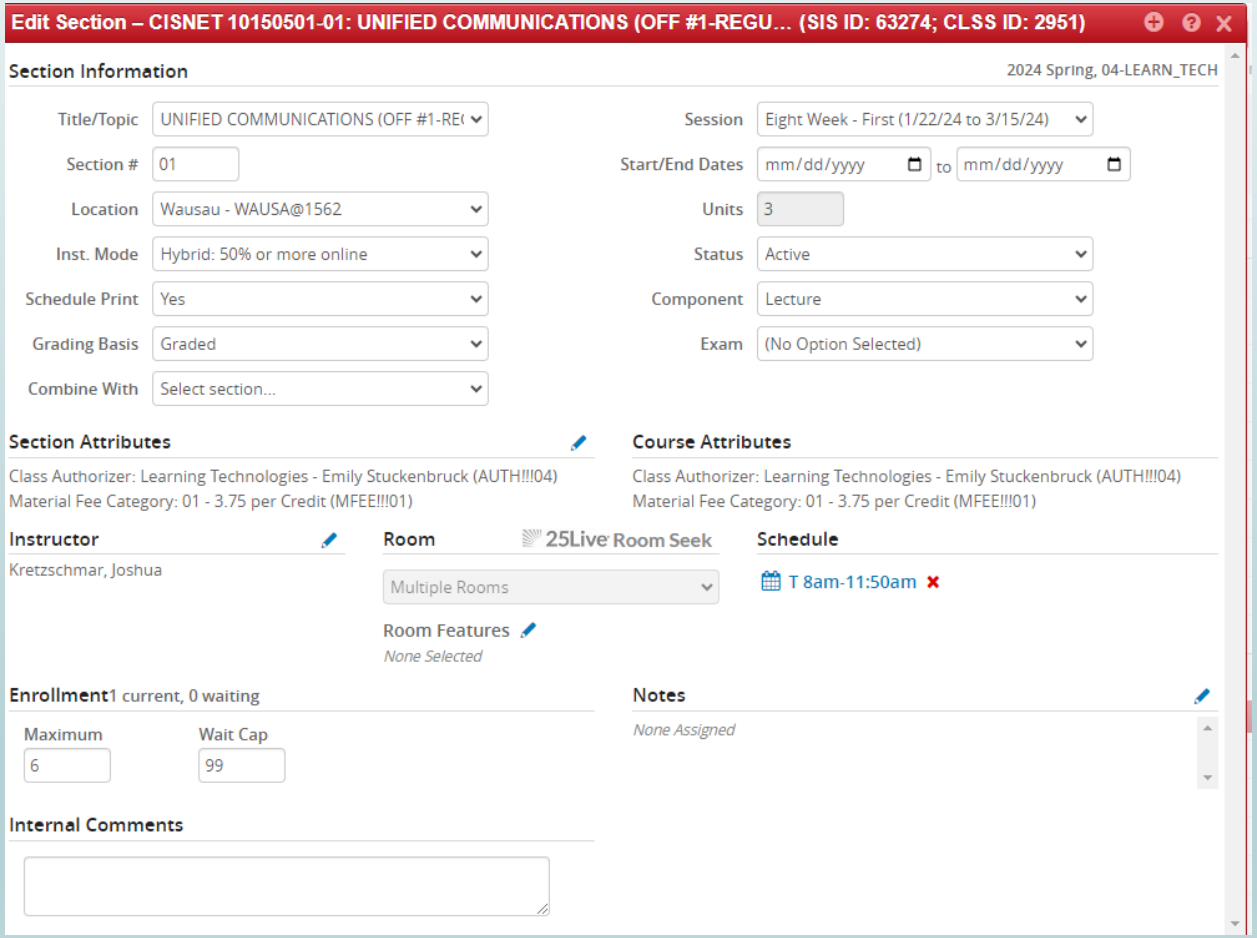
Section Planning and Bridging to SIS

- Sections are added in one compact place. All fields needed to create a new section are on one screen.
- Sections are added in CLSS in a Design/Plan phase. They can be changed as many times as needed or deleted before ever getting to the SIS.
- Once all sections for the term are ready, they are Validated and Bridged to the SIS as a group, checking for discrepancies in policies and errors.
- After this step they can be locked for a room assignment phase. We use the Room Seek integration with 25Live to search for rooms right from the CLSS page.
- They are then moved to Publish/Registration phase where any changes made in CLSS will be made instantaneously in your SIS.



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CLSS Rules and Workflows

- Part of our apprehension to decentralizing scheduling was that we would have more errors.
- CLSS helps to prevent this by using Rules and Workflows to catch common errors before they get to the SIS.
- You can also stop schedulers from doing things that scheduling directly in the SIS will allow. IE: changing start/end dates after enrollment.
- Some changes schedulers make may require approval before submitting. These can be checked and approved by the Dean or Registrar before sending through to your SIS.
- Schedulers can add notes for special requests like using a room they do not have access to.

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CLSS fills Gaps in Workday Scheduling

1. Meeting Patterns: Workday has Standard Meeting Patterns but cannot assign custom dates to meetings. Must use Custom Meeting Patterns to assign various dates. This is on a different page. CLSS can do it all in one place.
2. Tracking changes: Workday has an approval process for section changes, but you cannot see what was changed. CLSS has Red/Green markups to see what is being changed before it is approved.
3. Access within Scheduling Units:
   a) Workday has Academic Units (this would be your School of's or Divisions. IE: Health, General Studies, etc. At a broad level. Schedulers have access to all subjects within their Academic Unit.
   b) Some of our School Of's have multiple schedulers. In CLSS you can divide up subjects within an Academic Unit to each scheduling team or sub-unit within. IE: Public Safety breaks into Fire, EMS, CJ. Health breaks into Nursing, Allied Health. Gen Studies breaks into Liberal Arts, Education, Business, Math, Comm, however granularly you want to go. In CLSS the scheduler will only see/have access to change their items within the unit and multiple schedulers can be working at the same time.
4. CLSS Rules: set rules to manage things Workday allows:

WD: Lets you change mode with enrollment, only gives an alert
WD: Lets you use different dates for Academic Periods, only gives an alert
WD: Lets you change dates after enrollment
WD: Let you change/add meeting patterns/rooms and instructors with enrollment

5. If we keep CLSS, we can still use Room Seek with 25LIve to find available rooms.
6. Easier to train new users to use CLSS than Workday scheduling pages.
7. In CLSS you can view your sections: By Course, By Instructor, By Day and Time, By Room and use Heat Map to visualize schedules.
8. When multiple attributes must be added to a section, CLSS can give warnings and errors for missing items.
9. Workday will let you save with no Location entered. CLSS can enforce this to be entered.
10. Workday will let you enter with no Primary instructor assigned and with multiple primary instructors assigned. CLSS rules can make sure this doesn't happen.
11. View enrollment: Much easier in CLSS!

workday®

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Questions?

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Thank you for your time and attention.

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