

Validating your schedule

1. 'Validate' is the equivalent of turning in your schedule.
2. In Design Mode-Plan Phase the scheduling unit is creating the initial schedule and making the most edits. The schedule is held during this time by the scheduling unit in CLSS and edits are not being sent to UDSIS.
3. When a scheduling unit has completed their initial schedule, to the best of their knowledge, they will click the 'Validate' button on their scheduling unit page.

2021 Fall Semester – Behavioral Health & Nutrition

Joyce

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Validate

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! Welcome to your site! For more information on how to use command statements to emphasize text, navigate to this site: <https://github.com/arkdown-Cheatsheet>

4. The Validation screen will run your entire instance through all Rules, Warnings, and Workflows and provide a summary. If there are any Errors present in the summary, they need to be corrected before you can proceed. Warnings should be looked at carefully, especially if they pertain to Meeting Patterns and day/time distribution.

The screenshot shows a window titled "Validating Scheduling Unit" with a red header. Below the header, it says "Rule Validation Complete". The summary statistics are: Total: 35, Complete: 35, Passed: 28, Failed: 7. The list of items includes:

- Standard Meeting Patterns (Warning icon): Standard Meeting Patterns. Sub-item: Show noncompliant sections.
- validation wf (Info icon): Registrar's Office will approve all Scheduling Unit submissions from Design Mode to Refine Mode. Sub-item: Validation.
- 34. Error: Each section must have at least one Instructor Roster set to Approve (A). (Error icon): 1. Error: Each section must have at least one Instructor Roster set to Approve (A). Sub-item: Each section must have at least one Instructor Roster set to Approve (A).
- 23. Workflow: Free-format Notes require review. (Info icon): 1. Workflow: Free-format Notes require review. Sub-item: Free Format Note.
- 55% in Peak Time (Warning icon): No more than 55 percent of courses can be scheduled in peak time. Sub-item: 55% of Sections in Peak Time – 84.6% (33/39). Link: <https://facultyhandbook.udel.edu/handbook/316-course-scheduling-cancellation-and-assignments>
- MWF/TR Day time Distribution (Warning icon): MWF/TR Course Distribution: see Faculty Handbook: <https://facultyhandbook.udel.edu/handbook/316-course->

Buttons for "Export" and "Close" are visible at the bottom of the window.

5. Once you have corrected your errors, the next time you Validate you should see a blue Start Workflow button at the bottom right of your validation screen. Clicking that will send your instance through workflow for the Registrar's Scheduling Office to approve.

The screenshot shows a window titled "Validating Scheduling Unit" with a red header bar. Below the header, the text "Rule Validation Complete" is centered. A summary bar displays: "Total: 35", "Complete: 35", "Passed: 30", and "Failed: 5" with a blue link icon. The main content area lists several validation rules, each with a yellow warning icon and a blue link icon:

- Standard Meeting Patterns**: Standard Meeting Patterns
 - Show noncompliant sections
- validation wf**: Registrar's Office will approve all Scheduling Unit submissions from Design Mode to Refine Mode.
 - Validation
- 55% in Peak Time**: No more than 55 percent of courses can be scheduled in peak time.
<https://facultyhandbook.udel.edu/handbook/316-course-scheduling-cancellation-and-assignments>
 - 55% of Sections in Peak Time - 95.7% (22/23)
- MWF/TR Day time Distribution**: MWF/TR Course Distribution; see Faculty Handbook: <https://facultyhandbook.udel.edu/handbook/316-course-scheduling-cancellation-and-assignments>
 - MWF - At Least 60% of Day Classes - 0.0% (0/23)
- Standard Meeting Pattern - Winter**: Section does not meet during a Winter term standard meeting pattern.
 - Show noncompliant sections

At the bottom of the window, there are three buttons: "Export" (with a grid icon), "Close" (with an 'x' icon), and "Start Workflow" (with a blue background and a person icon). The "Start Workflow" button is circled in blue.

6. Once the Scheduling Office has approved your validation workflow, your instance will move into Refine Mode.