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.

4. Validating a schedule will move that scheduling unit into Refine Mode automatically, and trigger the start of any workflow that was indicated during individual section edits. The schedule will be imported into UDSIS. From this point forward, any edits saved in CLSS will directly go into UDSIS, and any workflow will begin on each section as it is saved.