Validating the Scheduling Unit

What is Validation?

Validation is a process that runs all relevant rules on all of a scheduling unit's sections for a particular term. It is a useful way to review which sections have Warnings or Errors and to see the types of Workflow approvals sections will go through.

How to Validate

1. Double-click on your scheduling unit from the list.

ID	Name	Courses	Sections
art	Art	84	106
biol	Biological Sciences	55	158
busi	Business	90	178
engr	Computer Sci and Engineering	62	92
deved	Developmental Education	5	24
dist	Distance Education	0	0
essl	Essential Learning	1	23
hsci	Health Sciences	97	181
kine	Kinesiology	103	241
llmc	Languages, Lit & Mass Comm	77	187

2. At the top of the page, click the "Validate" button (one of the red buttons in top right corner).

CourseLeaf/CLSS – Spring 2021 (Includes J-Term) – Business   Log Out

90 Courses, 178 Sections   View By ▾   ☑ Validate   🔥 Visualize   ▼ Filter   ⊡ Framer   Export ▾

Locked Phase   Refine Mode   ☐ Show courses with no sections

3. The validation process will then run. It may take a few minutes to complete and there will be a blue progress bar across the top of the page to show you that it is working.

Validating Scheduling Unit   ❷ ✕

Total: 73   Complete: 61   Passed: 55   Failed: 6

4. When the process is finished, it will show you a summary of which rules need to be reviewed.
   a. In the example below, it shows that the unit was checked against a total of 73 rules and there were 7 "failed" rules, which just means that there 7 areas that need to be reviewed.
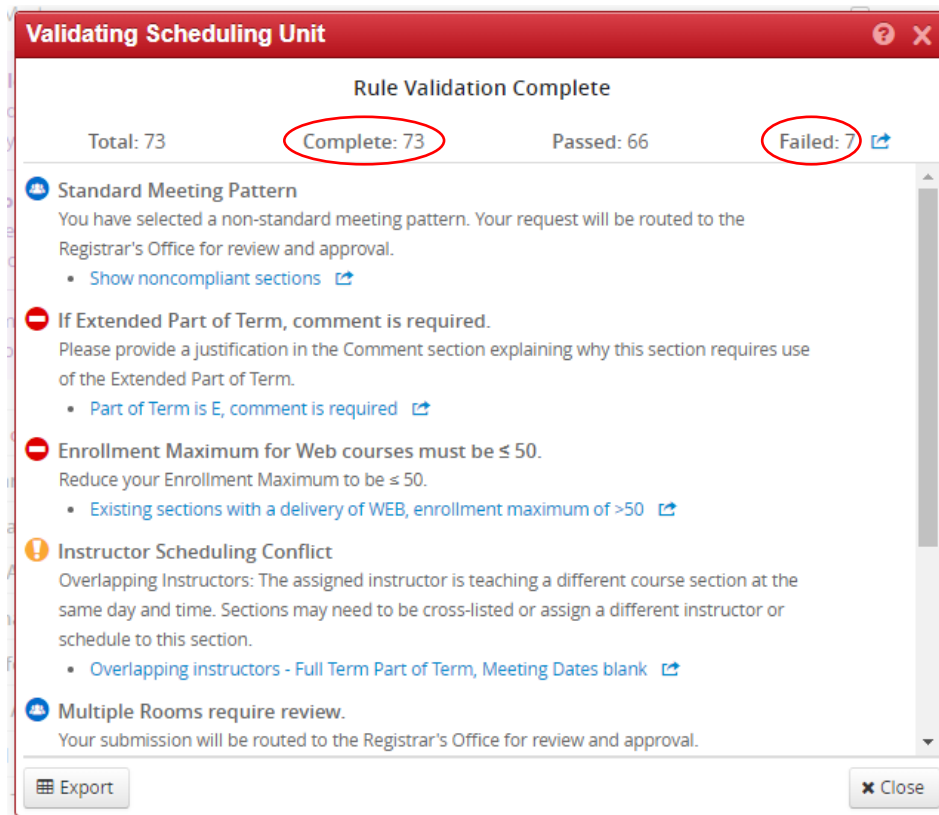
Using the Validation Results

On the validation results, you'll want to review each rule that was "failed."   On the summary, it shows the specific rule that was failed along with a description of how to resolve the issue (or other advice and details), along with two options to see which specific sections failed that rule.

Failed rules will fall into one of three categories:

⛔	**Error**	Indicates that the section may not be saved as-is. The error description will give the rationale and possible solutions to the error. You must review all sections and correct the error.
⚠️	**Warning**	Indicates that the section may be saved, but caution should be taken before completing the schedule. The warning description will give the rationale and may list possible issues that may arise from the section. Warnings do not require any further workflow or approval to be saved but it is recommended that you review these warnings carefully to see if the issue should be addressed.
👥	**Workflow**	Indicates that the section may be saved but approval will be required to complete entry of the schedule into Banner. The workflow description will give the rationale and explain what the workflow will be.

Resolving Errors

🚫 Enrollment Maximum for Web courses must be ≤ 50.
Reduce your Enrollment Maximum to be ≤ 50.
- Existing sections with a delivery of WEB, enrollment maximum of >50 ➦

This is the Error message.

This is advice that tells you how to resolve the issue.

There are two options available to review which specific sections failed that rule.

Option 1: Click the text link to see a view-only list of courses.

- Existing sections with a delivery of WEB, enrollment maximum of >50

Found 1 Section			✕
Section	**Campus**	**Schedule**	
MANG 201-001 A Principles of Management	7	Does Not Meet	

Option 2: Click the box with the arrow next to the text link to be taken to a custom search in a new window. On that search page, you can double-click on the section which will take you to the Edit Section screen so you can make the necessary changes to that section.

- Existing sections with a delivery of WEB, enrollment maximum of >50 ➦

❯ MANG 201 – Principles of Management

001   A   M.   (700⁚   ) Does Not Meet