

## CLSS Documentation for No Cost/ Low-Cost Course Attribute (Pilot for CSET Spring 2025)

Directions for adding section attributes for courses that either require low-cost materials (<\$50) or zero-cost materials (OER, library materials, etc.) in CLSS. This attribute should be added before submitting the course into workflow.

Questions about this attribute should be directed to the OER Librarian, [Carli Reinecke](#).

1. To add the attribute, pull up the section in CLSS and click on the pencil icon for Section Attributes.

**Edit Section – CHEM 212-0060: Principles of Chemistry II (Manitowoc) (SIS ID: NEW; CLSS ID: 349)** Spring 2025, CHEM

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**Section Information**

Title/Topic	Principles of Chemistry II (Manitowoc) (D)	Session	Regular Academic Session (1/23/25 to 5/
Section #	0060	Custom Dates	mm/dd/yyyy to mm/dd/yyyy
Location	Manitowoc Campus	Credits	4
Inst. Mode	In Person	Status	Active
Schedule Print	Yes	Consent	No Add Consent; No Drop Consent Requ
Component	Lecture	Grading Basis	Graded
Final Exam	(No Option Selected)	Link To	Not linked to other sections
Combine With	Select section...		

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**Section Attributes** None Selected

**Course Attributes**

Course Level for CDR: Undergraduate-Lower Level  
Course Level for TIS: Lower  
General Education: Natural Sciences

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<b>Instructor</b> Kabrhel, Amy, J	<b>Room</b> General Assignment Room	<b>Schedule</b> MWF 10:35am-11:30am
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**Room Attributes**  
None Selected

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<b>Enrollment</b> 0 current, 0 waiting	<b>Notes</b> None Assigned
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Maximum	Wait Cap	Rm Cap Request
24	0	24

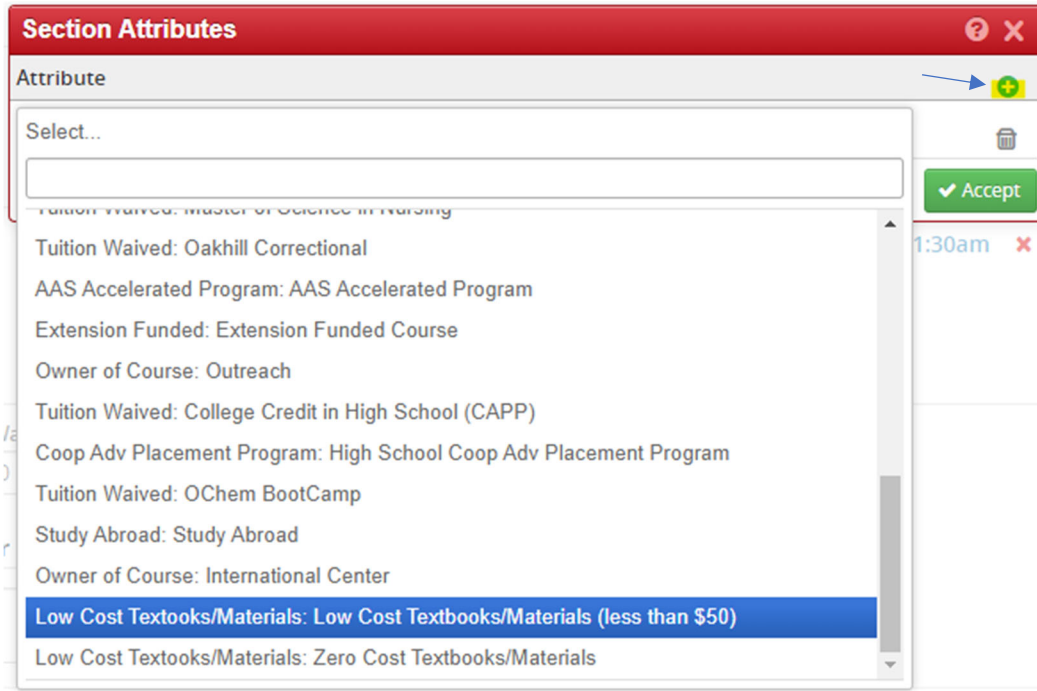
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**Internal Comments for RO**

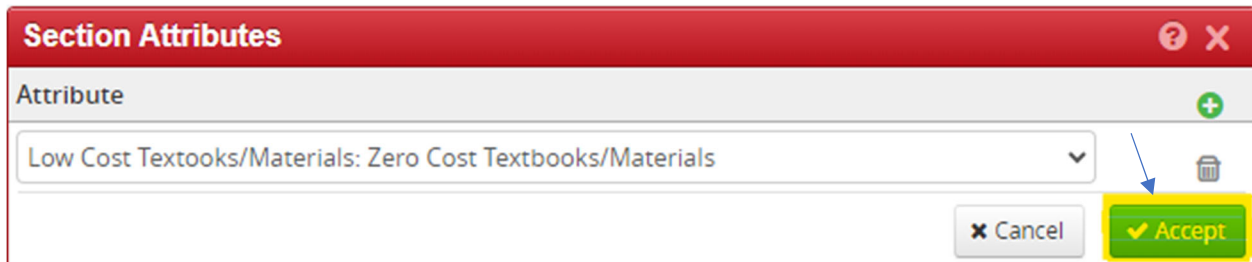
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Cancel Save Section

2. Select the green + (plus) button. Next, scroll all the way down in the drop-down menu to select one of the attributes.



3. Click Accept



#### 4. Click Save Section

**Edit Section – CHEM 212-0060: Principles of Chemistry II (Manitowoc) (SIS ID: NEW; CLSS ID: 349)** + ? ×

Spring 2025, CHEM

**Section Information**

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Location	Manitowoc Campus	Credits	4
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Component	Lecture	Grading Basis	Graded
Final Exam	(No Option Selected)	Link To	Not linked to other sections
Combine With	Select section...		

**Section Attributes** ✎

Low Cost Textbooks/Materials: Zero Cost Textbooks/Materials

**Course Attributes**

Course Level for CDR: Undergraduate-Lower Level  
Course Level for TIS: Lower  
General Education: Natural Sciences

<b>Instructor</b> <span>✎</span>	<b>Room</b>	<b>Schedule</b>
Kabrhel, Amy, J	General Assignment Room	MWF 10:35am-11:30am ✖
	<b>Room Attributes</b> None Selected	

**Enrollment** 0 current, 0 waiting

Maximum	Wait Cap	Rm Cap Request
24	0	24

**Notes** ✎

None Assigned

**Internal Comments for RO**

✖ Cancel ✔ Save Section

\*If changes need to be made after submission into the workflow, submit changes to Carli Reinecke and your Associate Dean.\*