

EMS Campus Planning Interface - Schedulers Tip Sheet

events.hope.edu/campusplanninginterface

Logging into the EMS CPI

- User ID= 1Hope Username (without “@hope.edu”) OR Department Username
Password = “schedule”
- Select the term that is in the “Schedule Building Process”
Select *Save* (in lower right corner)
- Select *Academic Browser*
- The courses you are assigned to schedule appear in list format
- Double click the course you wish to view or edit

ACTIONS

The screenshot displays the 'Financial Accounting' course details page. The top navigation bar includes 'Term Selector', 'Academic Browser', 'New Course', 'Search For Rooms', 'Reports', 'Manage User Options', 'Admin Functions', 'Log Out', and 'Help'. Below the navigation bar, there are tabs for 'Course Details' and 'Additional Information'. The course details section shows information for 'Financial Accounting' (Term: 201501, Department: Dept of Econ, Mgmt & Acct, CRN: 12661, Section: 01, Course Number: 221). It also lists instructor details (LaBarge, Marty) and enrollment information (Credit Hours: 4, Estimated Enrollment: 25, Actual Enrollment: 0). A table of 'Course Dates' is visible, showing a meeting on 3/6/2015 Tue from 9:30 AM to 10:20 AM in Van Zoeren Hall, Room Van Zoeren 297, on MWF days. An 'Actions' menu is highlighted with an orange box, containing options: 'Add New Course Date', 'Edit Course Details', and 'Cancel Course'. Another orange box highlights the 'Actions' menu in the 'Course Dates' table, which includes a pencil icon for editing and a red X icon for deleting.

- *Add New Course Date*
To add an additional meeting time for the same course and section (if you just need to change the time, see below)
- *Edit Course Details*
Select the **pencil** to edit Course Dates, Start and End Times.
Select the **red X** to delete a Course Meeting Time.
Title, Section, Department, Credit Hours, Estimated Enrollment, Subject, Instructor
Notes: Information you would like to communicate to the Registrar’s Office. This field is for informational purposes only; is not recorded, and will not appear within the next iteration of the schedule.
User Defined Fields: Additional information needed for the schedule building process
- *Cancel Course*
Cancel the **entire** course here. If you will not be offering the course, you must delete it. **Do not re-use course day/time slots.**

Add A New Course – Toolbar

The screenshot shows the top navigation bar of the EMS Campus Planning Interface. The 'New Course' button is highlighted in yellow, and an orange arrow points to it. The rest of the page shows the same course details as the previous screenshot, but the 'Actions' menu is not highlighted.

- Click “New Course” on the top menu bar.
- Complete all the information for your New Course (section number is not needed; it will be assigned by the Registrar).

NEW FEATURES

- ▶ Set Preferences for buildings, rooms and room features (tables vs. desks)
- ▶ Reports (Class List Report and Instructor “Back to Back” Report)