EMS Campus Planning Interface - Schedulers Tip Sheet

Logging into the EMS CPI: events.hope.edu/campusplanninginterface

- Use the Firefox browser
- User ID= 1Hope Username (without "@hope.edu") OR Department Username Password = "schedule"
- Term Selector= Semester or term that is in the "Schedule Building Process"
 Click Save (in lower right corner)
- Select Academic Browser
 The courses you are assigned to edit appear in a list format
- · Double click the course you wish to view or edit

ACTIONS to Edit/Change/Cancel Courses



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 edit course details 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

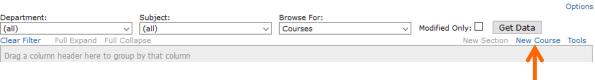
Notes: Information you would like to communicate to the Registrar's Office. This field is for informational purposes only; is not recorded, and will not appear within the next iteration of the schedule.

User Defined Fields: Additional information needed for the schedule building process

Cancel Course

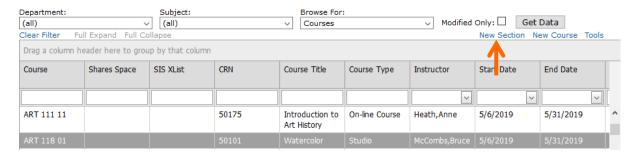
Cancel the **entire** course here. If you will not be offering the course, you must delete it. **Do not re-use course** day/time slots.

Add a New Course



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

Add a New Section



- Highlight a course that you want to copy (click on it once)
- Click New Section
- Complete all the information for your New Section (section number is not needed; it will be assigned by the Registrar).

HELPFUL FEATURES

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