

## EMS Campus Planning Interface - Schedulers Tip Sheet

### Logging into the EMS CPI: [events.hope.edu/campusplanninginterface](https://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

The screenshot displays the EMS Campus Planning Interface. At the top is a navigation bar with links: Term Selector, Academic Browser, Search For Rooms, Reports, Manage User Options, Admin Functions, Log Out, and Help. Below this is a tabbed interface with 'Course Details' and 'Additional Information'. The 'Course Details' tab shows information for a 'Watercolor' course, including Term (201905), Department (Art and Art History), CRN (50101), Course Number (118), Section (01), Instructor (McCombs, Bruce), Credit Hours (3), Estimated Enrollment (15), Actual Enrollment (0), Subject (Art and Art History), and State (Unchanged). To the right of this information is an 'Actions' box with three options: 'Add New Course Date', 'Edit Course Details', and 'Cancel Course'. Below the course details is another tabbed interface with 'Course Dates', 'Cross Listed Courses', and 'Shared Space Courses'. The 'Course Dates' tab shows a table with columns: Start Date (1), End Date, Start Time, End Time, Location, Room, Days, State, Course Type, and Actions. The first row shows a date range from 5/6/2019 Mon to 5/31/2019 Fri, with a start time of 10:00 AM and end time of 1:00 PM, located at De Pree Art Center \*DePree Drawing Art Studio 131, MTWRF, Studio. To the right of this table is another 'Actions' box with two options: 'Add New Course Date' and 'Edit Course Details'. Below the course dates is a 'Preferences' tab with a table showing a preference for 'Building' at 'De Pree Art Center' with a 'Required' status of 'Yes'. At the bottom of the preferences section are buttons for 'Set Preferences' and 'Back'.

- *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

The screenshot shows the 'Add a New Course' form. It includes fields for Department (all), Subject (all), and Browse For (Courses). There is a 'Modified Only' checkbox and a 'Get Data' button. Below these fields are links for 'Clear Filter', 'Full Expand', and 'Full Collapse'. At the bottom of the form are links for 'New Section', 'New Course', and 'Tools'. An orange arrow points to the 'New Course' link.

- 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

Department:  Subject:  Browse For:  Modified Only: ☐

[Clear Filter](#) [Full Expand](#) [Full Collapse](#) [New Section](#) [New Course](#) [Tools](#)

Drag a column header here to group by that column

Course	Shares Space	SIS XList	CRN	Course Title	Course Type	Instructor	Start Date	End Date
ART 111 11			50175	Introduction to Art History	On-line Course	Heath, Anne	5/6/2019	5/31/2019
ART 118 01			50101	Watercolor	Studio	McCombs, Bruce	5/6/2019	5/31/2019

- 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)