



# CPI User Guide -

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## Logging In and Sorting Courses

A guide to accessing the CPI and sorting courses.

September 26, 2024 version

# CPI User Guide – Logging in and Sorting Courses

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# CPI User Guide – Logging in and Sorting Courses

## Logging in and selecting a term.

1. Log into the CPI with your VUnetID and password  
<https://emscampus.app.vanderbilt.edu/EMSCampusPlanningInterface>.
2. The **Term Selector** screen will appear. Double click on the term that you would like to edit.

The screenshot shows the Campus Planning Interface. At the top left is the EMS Campus logo. At the top right, it says "Managing: Arts and Science - 2015 Fall" and "Term Dates: 8/10/2015 - 12/31/2015". Below the logo is the text "Campus Planning Interface". A navigation bar contains links: "Term Selector", "Academic Browser", "Search For Rooms", "Reports", "Manage User Options", "Log Out", and "Help". On the right of the navigation bar is "Welcome AcadUser". Below the navigation bar is a table with the following data:

| Term Description | Domain           | Phase | Notes |
|------------------|------------------|-------|-------|
| 2015 Fall        | Arts and Science |       |       |
| 2016 Spring      | Arts and Science |       |       |

3. Once you navigate to the term, you will see the term dates, phase, and notes.
  - Please pay particular attention to the phase and the notes.
  - The deadline for changes will be posted under notes.

The screenshot shows the Campus Planning Interface with detailed term information for 2015 Fall. At the top left is the EMS Campus logo. At the top right, it says "Managing: Arts and Science - 2015 Fall", "Phase: Phase 1 - Edit course info", and "Term Dates: 8/10/2015 - 12/31/2015". Below the logo is the text "Campus Planning Interface". A navigation bar contains links: "Term Selector", "Academic Browser", "Search For Rooms", "Reports", "Manage User Options", "Log Out", and "Help". On the right of the navigation bar is "Welcome AcadUser". Below the navigation bar is a box with the following information:

Term: 2015 Fall  
Start Date: 8/10/2015 Mon  
End Date: 12/31/2015 Thu  
Phase: Phase 1 - Edit course info  
Notes: Deadline to submit is August 21, 2015.

Powered by EMS

# CPI User Guide – Logging in and Sorting Courses

## Viewing Courses

1. Click on the **Academic Browser** to view courses.

The screenshot shows the top navigation bar of the Campus Planning Interface UAT. The 'Academic Browser' menu item is highlighted with a red arrow. Other menu items include 'Term Selector', 'Search For Rooms', 'Reports', 'Manage User Options', 'Log Out', and 'Help'. The user is logged in as 'AcadUser'.

2. Change the **Browse For** drop down menu to “course dates” and click **Get Data**.

- Browsing for courses will show a list of the courses.
- Browsing for course dates will filter courses without meeting patterns (e.g. Directed Study, Independent Study, Research, etc.) and expand courses with multiple meeting patterns.

## Courses:

The screenshot shows the 'Courses' view in the Campus Planning Interface UAT. The 'Browse For' dropdown is set to 'Courses'. The table displays a list of courses with the following data:

| Course Title            | Course       | Shares Space | PeopleSoft XList | CRN  | Course Type | Instructor      | Start Date | End Date  | Days       | Start Time | End Time | Location     | Room Type | Est Enroll | Act Enroll | Credit Hours | State | Prefs |
|-------------------------|--------------|--------------|------------------|------|-------------|-----------------|------------|-----------|------------|------------|----------|--------------|-----------|------------|------------|--------------|-------|-------|
| Society,School,&I       | EDUC 1220 01 |              |                  | 6022 | LEC         | Baum,Steven R.  | 1/15/2016  | 5/13/2016 | (multiple) |            |          |              | Classroom | 35         | 0          | 3            |       |       |
| Cultural Divers Educ    | EDUC 2160 01 |              |                  | 6393 | LEC         | Ford,Donna Y.   | 1/15/2016  | 5/13/2016 | M          | 1:10 PM    | 4:00 PM  | 146 PAYN 007 | Classroom | 5          | 0          | 3            |       |       |
| Meth Lang&Lit Instructn | EDUC 3115 01 |              |                  | 6351 | LEC         | Peter,Jeanne H. | 1/15/2016  | 5/13/2016 | TR         | 11:00 AM   | 12:15 PM | 142 WYAT 101 | Classroom | 15         | 0          | 3            |       |       |

## Course Dates:

The screenshot shows the 'Course Dates' view in the Campus Planning Interface UAT. The 'Browse For' dropdown is set to 'Course Dates'. The table displays a list of course dates with the following data:

| Course Title              | Course       | Shares Space | PeopleSoft XList | CRN  | Course Type | Instructor           | Start Date | End Date  | Days | Start Time | End Time | Location       | Room Type | Est Enroll | Act Enroll | Credit Hours | State | Prefs |
|---------------------------|--------------|--------------|------------------|------|-------------|----------------------|------------|-----------|------|------------|----------|----------------|-----------|------------|------------|--------------|-------|-------|
| Society,School,&I         | EDUC 1220 01 |              |                  | 6022 | LEC         | Baum,Steven R.       | 1/15/2016  | 5/13/2016 | W    | 8:10 AM    | 9:50 AM  | 142 WYAT 050-1 | Classroom | 35         | 0          | 3            |       |       |
| Society,School,&I         | EDUC 1220 01 |              |                  | 6022 | LEC         | Baum,Steven R.       | 1/15/2016  | 5/13/2016 | F    | 8:10 AM    | 9:25 AM  | 142 WYAT 050-1 | Classroom | 35         | 0          | 3            |       |       |
| Cultural Divers Educ      | EDUC 2160 01 |              |                  | 6393 | LEC         | Ford,Donna Y.        | 1/15/2016  | 5/13/2016 | M    | 1:10 PM    | 4:00 PM  | 146 PAYN 007   | Classroom | 5          | 0          | 3            |       |       |
| Meth Lang&Lit Instructn   | EDUC 3115 01 |              |                  | 6351 | LEC         | Peter,Jeanne H.      | 1/15/2016  | 5/13/2016 | TR   | 11:00 AM   | 12:15 PM | 142 WYAT 101   | Classroom | 15         | 0          | 3            |       |       |
| Pract Tch ECE Rng & Lang  | EDUC 3116 01 |              |                  | 6350 | PRC         | Rivera,Bretta Louise | 1/15/2016  | 5/13/2016 | TR   | 8:10 AM    | 10:50 AM | 146 PAYN 008   | Classroom | 15         | 0          | 1            |       |       |
| Chldrn In Families&Schls  | EDUC 3120 01 |              |                  | 6023 | LEC         | Henrie,Andrea W.     | 1/15/2016  | 5/13/2016 | F    | 12:45 PM   | 3:35 PM  | 142 WYAT 050-1 | Classroom | 15         | 0          | 3            |       |       |
| Learnng&Develmt In ECE    | EDUC 3140 01 |              |                  | 6263 | LEC         | McTamaney,Cath       | 1/15/2016  | 5/13/2016 | MW   | 8:45 AM    | 10:00 AM | (Unassigned)   |           | 15         | 0          | 3            |       |       |
| Manag Instr Set Yng Child | EDUC 3180 01 |              |                  | 6024 | LEC         | Neely,Ann M.         | 1/15/2016  | 5/13/2016 | T    | 4:10 PM    | 6:00 PM  | 142 WYAT 101   | Classroom | 10         | 0          | 2            |       |       |
| Intro Rng ProctAssesmt    | EDUC 3212 01 |              |                  | 6404 | LEC         | Peter,Jeanne H.      | 1/15/2016  | 5/13/2016 |      | 12:00 AM   | 12:00 AM | (Unassigned)   |           | 1          | 0          | 3            |       |       |
| Thry&Meth Rng Inrt Elem   | EDUC 3214 01 |              |                  | 6352 | LEC         | Miller,Mary Ellen    | 1/15/2016  | 5/13/2016 | R    | 1:10 PM    | 4:00 PM  | 142 WYAT 050-3 | Classroom | 25         | 0          | 3            |       |       |
| Language Arts Elem Scis   | EDUC 3215 01 |              |                  | 6354 | LEC         | Ganske,Kathy A       | 1/15/2016  | 5/13/2016 | T    | 1:10 PM    | 4:00 PM  | 142 WYAT 050-3 | Classroom | 25         | 0          | 3            |       |       |
| Pract Tch Rng&Lang Arts   | EDUC 3216 01 |              |                  | 6353 | PRC         | Mock,Jin-Sil         | 1/15/2016  | 5/13/2016 | TR   | 9:10 AM    | 12:00 PM | 142 WYAT 102   | Classroom | 25         | 0          | 1            |       |       |
| Pract Elem So & Soc St    | EDUC 3240 01 |              |                  | 6410 | PRC         | Palmeri,Amy B.       | 1/15/2016  | 5/13/2016 | TR   | 12:45 PM   | 2:50 PM  | 142 WYAT 121   | Classroom | 18         | 0          | 1            |       |       |
| Managing Instruc Setting  | EDUC 3270 01 |              |                  | 6025 | LEC         | Granier,Douglas M.   | 1/15/2016  | 5/13/2016 | T    | 4:10 PM    | 6:00 PM  | 142 WYAT 102   | Classroom | 20         | 0          | 2            |       |       |
| Spk&Lstng                 | EDUC 3620 01 |              |                  | 6033 | LEC         | Mrtw-Pheon C.        | 1/15/2016  | 5/13/2016 | MW   | 8:10 AM    | 9:25 AM  | 142 WYAT 121   | Classroom | 30         | 0          | 3            |       |       |

# CPI User Guide – Logging in and Sorting Courses

## Sorting Courses by Drop Down Menu Items

Courses may be sorted by **Academic Unit** or **Subject**.

1. Select the drop down for either **Academic Unit** or **Subject**. Click **Get Data**.

The screenshot shows the Campus Planning Interface UAT. At the top left is the 'ems Campus' logo. At the top right, it says 'Managing: Arts and Science - 2015 Fal', 'Phase: Phase 1 - Edit course info', and 'Term Dates: 8/10/2015 - 12/31/2015'. Below this is a navigation bar with links: 'Term Selector', 'Academic Browser', 'Search For Rooms', 'Reports', 'Manage User Options', 'Log Out', 'Help', and 'Welcome AcadUser'. Below the navigation bar are three dropdown menus: 'Academic Unit: English', 'Subject: (all)', and 'Browse For: Courses'. There is a 'Get Data' button and a 'Modified Only' checkbox. Below the filters are links for 'Clear Filter', 'Full Expand', 'Full Collapse', 'New Section', 'New Course', and 'Tools'. A table of courses is displayed with the following data:

| Course Title           | Course       | Shares Space | PeopleSoft XList | CRN  | Course Type | Instructor               | Start Date | End Date   | Days | Start Time | End Time | Loca |
|------------------------|--------------|--------------|------------------|------|-------------|--------------------------|------------|------------|------|------------|----------|------|
| Composition            | ENGL 1100 01 |              |                  | 4615 | SEM         | TBD                      | 8/26/2015  | 12/10/2015 | MWF  | 9:10 AM    | 10:00 AM | (Una |
| Composition            | ENGL 1100 02 |              |                  | 4616 | SEM         | Johnson,Shelby Lynn      | 8/26/2015  | 12/10/2015 | MWF  | 12:10 PM   | 1:00 PM  | (Una |
| Composition            | ENGL 1100 03 |              |                  | 4617 | SEM         | Land,Chelsea Maria       | 8/26/2015  | 12/10/2015 | MWF  | 1:10 PM    | 2:00 PM  | (Una |
| Composition            | ENGL 1100 04 |              |                  | 4618 | SEM         | McInnis,Tatiana Danielle | 8/26/2015  | 12/10/2015 | MWF  | 2:10 PM    | 3:00 PM  | (Una |
| Composition            | ENGL 1100 05 |              |                  | 4619 | SEM         | Armstrong,Deann Valrae   | 8/26/2015  | 12/10/2015 | TR   | 2:35 PM    | 3:50 PM  | (Una |
| First-Year Writing Sem | ENGL 1111 31 |              |                  | 3443 | FWS         | Schoenfield,Mark L       | 8/26/2015  | 12/10/2015 | TR   | 8:10 AM    | 9:25 AM  | (Una |

2. Select **Clear Filter** to view all courses.

# CPI User Guide – Logging in and Sorting Courses

## Sorting Courses by Column Header

1. Click on the course header you would like to sort by column.

Academic Unit: (all) Subject: (all) Browse For: Courses Modified Only:

Clear Filter Full Expand Full Collapse New Section New Course T

Drag a column header here to group by that column

| Course Title                  | Course       | Shares Space | PeopleSoft XList | CRN   | Course Type | Instructor                 | Start Date | End Date   | Days | Start Time | End Time |
|-------------------------------|--------------|--------------|------------------|-------|-------------|----------------------------|------------|------------|------|------------|----------|
| Intro Afr Am Diasp Studi      | AADS 1010 01 |              |                  | 3001  | LEC         | Sharpley-Whiting, Tracy D. | 8/26/2015  | 12/10/2015 | MWF  | 9:10 AM    | 10:00 AM |
| Intro Afr Am Diasp Studi      | AADS 1010 02 |              |                  | 3006  | LEC         | Monroe, Alicia L           | 8/26/2015  | 12/10/2015 | MWF  | 1:10 PM    | 2:00 PM  |
| Reel-Real:Film Aesth/Rep      | AADS 1506 01 |              |                  | 10189 | LEC         | Randall,Alice              | 8/26/2015  | 12/10/2015 | T    | 4:10 PM    | 7:00 PM  |
| Capoeira                      | AADS 1706 01 |              |                  | 3009  | LEC         | Whiting,Gilman W.          | 8/26/2015  | 12/10/2015 | TR   | 11:00 AM   | 12:15 PM |
| AfAm Influences Country Music | AADS 2166 01 |              |                  | 10921 | SEM         | Randall,Alice              | 8/26/2015  | 12/10/2015 | W    | 4:10 PM    | 7:00 PM  |

2. Columns can be sorted by A-Z or Z-A.

Term Selector Academic Browser Search For Rooms Reports Manage User Options Log Out Help Welcome AcadUser Options

Academic Unit: (all) Subject: (all) Browse For: Course Dates 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 | PeopleSoft XList | CRN  | Course Type | Course Title      | Instructor           | Start Date | End Date   | Days | Start Time | End Time | Loca |
|-------------|--------------|------------------|------|-------------|-------------------|----------------------|------------|------------|------|------------|----------|------|
| WGS 8989 02 |              |                  | 4483 | IND         | Independent Study | TBD                  | 8/26/2015  | 12/10/2015 |      | 12:00 AM   | 12:00 AM | (Una |
| WGS 8989 01 |              |                  | 4482 | IND         | Independent Study | TBD                  | 8/26/2015  | 12/10/2015 |      | 12:00 AM   | 12:00 AM | (Una |
| WGS 8301 01 |              |                  | 4903 | LEC         | Gender/Sexuality: | Schneider, Laurel C. | 8/26/2015  | 12/10/2015 | T    | 3:10 PM    | 6:00 PM  | (Una |
| WGS 4999 01 |              |                  | 4468 | SRT         | Honors Thesis     | TBD                  | 8/26/2015  | 12/10/2015 |      | 12:00 AM   | 12:00 AM | (Una |
| WGS 4998 01 |              |                  | 4924 | RES         | Honors Research   | TBD                  | 8/26/2015  | 12/10/2015 |      | 12:00 AM   | 12:00 AM | (Una |

3. To clear the results select **Clear Filter** above course.

# CPI User Guide – Logging in and Sorting Courses

## Sorting Courses by Free Form Text

1. Type into the text box below the header you would like to sort. Press enter.



**Managing:** Arts and Science - 2015 Fall  
**Phase:** Phase 1 - Edit course info  
**Term Dates:** 8/10/2015 - 12/31/2015

**Campus Planning Interface UAT**

[Term Selector](#) [Academic Browser](#) [Search For Rooms](#) [Reports](#) [Manage User Options](#) [Log Out](#) [Help](#) Welcome AcadUser

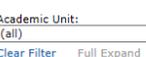
Academic Unit:  Subject:  Browse For:  Modified Only:

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

Drag a column header here to group by that column

| Course       | Shares Space | PeopleSoft XList | CRN  | Course Type | Course Title                  | Instructor | Start Date | End Date   | Days  | Start Time | End Time | Loca |
|--------------|--------------|------------------|------|-------------|-------------------------------|------------|------------|------------|-------|------------|----------|------|
| SPAN         |              |                  |      |             |                               |            |            |            |       |            |          |      |
| SPAN 1100 01 |              |                  | 4820 | SEM         | Elem Spanish I True Beginners | TBD        | 8/26/2015  | 12/10/2015 | MTWRF | 12:10 PM   | 1:00 PM  | (Una |
| SPAN 1100 02 |              |                  | 4821 | SEM         | Elem Spanish I True Beginners | TBD        | 8/26/2015  | 12/10/2015 | MTWRF | 9:10 AM    | 10:00 AM | (Una |
| SPAN 1100 03 |              |                  | 4822 | SEM         | Elem Spanish I True Beginners | TBD        | 8/26/2015  | 12/10/2015 | MTWRF | 11:10 AM   | 12:00 PM | (Una |
| SPAN 1100 04 |              |                  | 4823 | SEM         | Elem Spanish I True Beginners | TBD        | 8/26/2015  | 12/10/2015 | MTWRF | 1:10 PM    | 2:00 PM  | (Una |
| SPAN 1101 01 |              |                  | 4824 | SEM         | Elementary Spanish I          | TBD        | 8/26/2015  | 12/10/2015 | MTWRF | 2:10 PM    | 3:00 PM  | (Una |
| SPAN 1101 02 |              |                  | 4825 | SEM         | Elementary Spanish I          | TBD        | 8/26/2015  | 12/10/2015 | MTWRF | 1:10 PM    | 2:00 PM  | (Una |
| SPAN 1101 03 |              |                  | 4826 | SEM         | Elementary Spanish I          | TBD        | 8/26/2015  | 12/10/2015 | MTWRF | 11:10 AM   | 12:00 PM | (Una |
| SPAN 1101 04 |              |                  | 4827 | SEM         | Elementary Spanish I          | TBD        | 8/26/2015  | 12/10/2015 | MTWRF | 10:05 AM   | 10:55 AM | (Una |
| SPAN 1101 05 |              |                  | 4828 | SEM         | Elementary Spanish I          | TBD        | 8/26/2015  | 12/10/2015 | MTWRF | 12:10 PM   | 1:00 PM  | (Una |
| SPAN 1101 06 |              |                  | 4829 | SEM         | Elementary Spanish I          | TBD        | 8/26/2015  | 12/10/2015 | MTWRF | 11:10 AM   | 12:00 PM | (Una |
| SPAN 1101 07 |              |                  | 4830 | SEM         | Elementary Spanish I          | TBD        | 8/26/2015  | 12/10/2015 | MTWRF | 9:10 AM    | 10:00 AM | (Una |

2. Courses may be sorted by more than one header.



**Managing:** Arts and Science - 2015 Fall  
**Phase:** Phase 1 - Edit course info  
**Term Dates:** 8/10/2015 - 12/31/2015

**Campus Planning Interface UAT**

[Term Selector](#) [Academic Browser](#) [Search For Rooms](#) [Reports](#) [Manage User Options](#) [Log Out](#) [Help](#) Welcome AcadUser

Academic Unit:  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 | PeopleSoft XList | CRN   | Course Type | Course Title             | Instructor                 | Start Date | End Date   | Days | Start Time | End Time | Loca |
|--------------|--------------|------------------|-------|-------------|--------------------------|----------------------------|------------|------------|------|------------|----------|------|
| AADS         |              |                  |       |             |                          |                            |            |            | M    |            |          |      |
| AADS 1010 01 |              |                  | 3001  | LEC         | Intro Afr Am Diasp Studi | Sharpley-Whiting, Tracy D. | 8/26/2015  | 12/10/2015 | MWF  | 9:10 AM    | 10:00 AM | (Una |
| AADS 1010 02 |              |                  | 3006  | LEC         | Intro Afr Am Diasp Studi | Monroe, Alicia L           | 8/26/2015  | 12/10/2015 | MWF  | 1:10 PM    | 2:00 PM  | (Una |
| AADS 2178 01 |              |                  | 10562 | LEC         | Global Africa            | Patterson, Tiffany Ruby    | 8/26/2015  | 12/10/2015 | MWF  | 10:10 AM   | 11:00 AM | (Una |
| AADS 2214 01 |              |                  | 10221 | LEC         | Black Women in the U.S.  | Patterson, Tiffany Ruby    | 8/26/2015  | 12/10/2015 | MWF  | 2:10 PM    | 3:00 PM  | (Una |

3. To clear the results select **Clear Filter** above course.

# CPI User Guide – Logging in and Sorting Courses

## Grouping Courses by Column

1. Drag the column header to the box above the heading.

**ems** Campus Campus Planning Interface UAT

Managing: Arts and Science - 2015 Fall  
Phase: Phase 1 - Edit course info  
Term Dates: 8/10/2015 - 12/31/2015

Term Selector Academic Browser Search For Rooms Reports Manage User Options Log Out Help Welcome AcadUser

Academic Unit: (all) Subject: (all) Browse For: Course Dates Modified Only:  Get Data

Clear Filter Full Expand Full Collapse New Section New Course Tools

Drag a column header here to group by that column

| Course       | Shares Space | PeopleSoft XList | CRN   | Course Type | Course Title             | Instructor                | Start Date | End Date   | Days | Start Time | End Time | Loca |
|--------------|--------------|------------------|-------|-------------|--------------------------|---------------------------|------------|------------|------|------------|----------|------|
| AADS 1010 01 |              |                  | 3001  | LEC         | Intro Afr Am Diasp Studi | Sharpley-Whiting,Tracy D. | 8/26/2015  | 12/10/2015 | MWF  | 9:10 AM    | 10:00 AM | (Una |
| AADS 1010 02 |              |                  | 3006  | LEC         | Intro Afr Am Diasp Studi | Monroe, Alicia L          | 8/26/2015  | 12/10/2015 | MWF  | 1:10 PM    | 2:00 PM  | (Una |
| AADS 1506 01 |              |                  | 10189 | LEC         | Reel-Real:Film Aesth/Rep | Randall,Alice             | 8/26/2015  | 12/10/2015 | T    | 4:10 PM    | 7:00 PM  | (Una |
| AADS 1706 01 |              |                  | 3009  | LEC         | Capoeira                 | Whiting,Gilman            | 8/26/2015  | 12/10/2015 | TR   | 11:00 AM   | 12:15 PM | 1 RA |

2. To expand and view the course sections, click the plus sign next to **Course Title**.

Academic Unit: (all) Subject: (all) Browse For: Course Dates Modified Only:  Get Data

Clear Filter Full Expand Full Collapse New Section New Course Tools

Course Title

| Course                                       | Shares Space | PeopleSoft XList | CRN | Course Type | Instructor | Start Date | End Date | Days | Start Time | End Time | Location |
|--|--------------|------------------|-----|-------------|------------|------------|----------|------|------------|----------|----------|
| ☐ Course Title: 18th Century Engl Novel      |              |                  |     |             |            |            |          |      |            |          |          |
| ☐ Course Title: 19th-C Amer Women Writer     |              |                  |     |             |            |            |          |      |            |          |          |
| ☐ Course Title: 19th-Century Philosophy      |              |                  |     |             |            |            |          |      |            |          |          |
| ☐ Course Title: 20th & 21st Cent Spanish Lit |              |                  |     |             |            |            |          |      |            |          |          |
| ☐ Course Title: 20th Cent. European Art      |              |                  |     |             |            |            |          |      |            |          |          |
| ☐ Course Title: 20th Century Germany         |              |                  |     |             |            |            |          |      |            |          |          |
| ☐ Course Title: 20th-C Continental Phil      |              |                  |     |             |            |            |          |      |            |          |          |
| ☐ Course Title: Abnormal Psychology          |              |                  |     |             |            |            |          |      |            |          |          |
| ☐ Course Title: Abstract Algebra             |              |                  |     |             |            |            |          |      |            |          |          |
| ☐ Course Title: Academic Study of Religion   |              |                  |     |             |            |            |          |      |            |          |          |
| ☐ Course Title: Accel Single-Var Calc I      |              |                  |     |             |            |            |          |      |            |          |          |
| ☐ Course Title: Accel Single-Var Calc II     |              |                  |     |             |            |            |          |      |            |          |          |
| ☐ Course Title: Acting I                     |              |                  |     |             |            |            |          |      |            |          |          |
| ☐ Course Title: Adv Conv Cult Iss Film       |              |                  |     |             |            |            |          |      |            |          |          |
| ☐ Course Title: Adv Conversationl French     |              |                  |     |             |            |            |          |      |            |          |          |
| ☐ Course Title: Adv Independent Study        |              |                  |     |             |            |            |          |      |            |          |          |
| ☐ Course Title: Adv Integrated Lab           |              |                  |     |             |            |            |          |      |            |          |          |
| ☐ Course Title: Adv Investigational Tech     |              |                  |     |             |            |            |          |      |            |          |          |
| ☐ Course Title: Adv Nonfiction Writing       |              |                  |     |             |            |            |          |      |            |          |          |
| ☐ Course Title: Adv Placement Organic        |              |                  |     |             |            |            |          |      |            |          |          |
| ☐ Course Title: Adv Quantum Mech I           |              |                  |     |             |            |            |          |      |            |          |          |
| ☐ Course Title: Adv Reading BioSci           |              |                  |     |             |            |            |          |      |            |          |          |

# CPI User Guide – Logging in and Sorting Courses

3. To expand or collapse all of the items, use the links above the heading.

The screenshot shows the Campus Planning Interface UAT. At the top left is the 'ems Campus' logo. At the top right, it says 'Managing: Arts and Science - 2015 Fall', 'Phase: Phase 1 - Edit course info', and 'Term Dates: 8/10/2015 - 12/31/2015'. Below the header is a navigation bar with 'Term Selector', 'Academic Browser', 'Search For Rooms', 'Reports', 'Manage User Options', 'Log Out', and 'Help'. On the right of the navigation bar is 'Welcome AcadUser' and 'Options'. Below the navigation bar are search filters: 'Academic Unit: (all)', 'Subject: (all)', 'Browse For: Courses', and 'Modified Only: '. There is a 'Get Data' button. Below the filters are links for 'Clear Filter', 'Full Expand', and 'Full Collapse'. On the right of these links are 'New Section', 'New Course', and 'Tools'. The main content is a table with columns: Course, Shares Space, PeopleSoft XList, CRN, Course Type, Instructor, Start Date, End Date, Days, Start Time, End Time, Location, and f. The table is grouped by course titles, each with a collapse icon (minus sign) to its left. The visible rows are:

| Course                                     | Shares Space | PeopleSoft XList | CRN   | Course Type | Instructor            | Start Date | End Date   | Days | Start Time | End Time | Location     | f |
|--|--------------|------------------|-------|-------------|-----------------------|------------|------------|------|------------|----------|--------------|---|
| Course Title: 18th Century Engl Novel      |              |                  |       |             |                       |            |            |      |            |          |              |   |
| ENGL 3364 01                               |              |                  | 10169 | SEM         | Lamb,Jonathan         | 8/26/2015  | 12/10/2015 | TR   | 1:10 PM    | 2:25 PM  | (Unassigned) |   |
| Course Title: 19th-C Amer Women Writer     |              |                  |       |             |                       |            |            |      |            |          |              |   |
| ENGL 3622 01                               |              |                  | 10168 | SEM         | Spillers,Hortense     | 8/26/2015  | 12/10/2015 | TR   | 2:35 PM    | 3:50 PM  | (Unassigned) |   |
| Course Title: 19th-Century Philosophy      |              |                  |       |             |                       |            |            |      |            |          |              |   |
| PHIL 2104 01                               |              |                  | 4072  | LEC         | Ng, Karen             | 8/26/2015  | 12/10/2015 | TR   | 9:35 AM    | 10:50 AM | (Unassigned) |   |
| Course Title: 20th & 21st Cent Spanish Lit |              |                  |       |             |                       |            |            |      |            |          |              |   |
| SPAN 8150 01                               |              |                  | 10463 | SEM         | Murray,Neica Michelle | 8/26/2015  | 12/10/2015 | R    | 3:10 PM    | 5:30 PM  | (Unassigned) |   |
| Course Title: 20th Cent. European Art      |              |                  |       |             |                       |            |            |      |            |          |              |   |
| HART 2710 01                               |              |                  | 3567  | LEC         | Folgarait,Leonard     | 8/26/2015  | 12/10/2015 | MWF  | 11:10 AM   | 12:00 PM | (Unassigned) |   |
| Course Title: 20th Century Germany         |              |                  |       |             |                       |            |            |      |            |          |              |   |

4. To remove the groupings, drag the item back to the header row.

# CPI User Guide – Logging in and Sorting Courses

## Reorganizing Column Headers

1. To reorganize the column headers, please select the column you would like to move and slide it either left or right.

**CPI Campus Planning Interface**  
**Managing:** Graduate School - 2016 Spring  
**Phase:** CLOSED  
**Term Dates:** 1/1/2016 - 5/8/2016

Term Selector Academic Browser Search For Rooms Reports Manage User Options Admin Functions Log Out Help Welcome Kristin Stone

Academic Unit: (all) Subject: (all) Browse For: Courses Modified Only:  Get Data

Clear Filter Full Expand Full Collapse Tools

Drag a column header here to group by that column

| Course          | Shares Space | PeopleSoft XList | CRN   | Course Title               | Course Type | Instructor            | Start Date | End Date  | Days | Start Time | End Time | Loc |
|-----------------|--------------|------------------|-------|----------------------------|-------------|-----------------------|------------|-----------|------|------------|----------|-----|
| BCHM-GS 7999 01 |              |                  | 9499  | Master's Thesis Research   | THS         | Friedman, Katherin L. | 1/11/2016  | 4/25/2016 |      | 12:00 AM   | 12:00 AM | (Un |
| BCHM-GS 8300 01 |              |                  | 10693 | Intro to Structural Biol   | LEC         | Chazin, Walter J.     | 1/11/2016  | 4/25/2016 | MWF  | 11:00 AM   | 12:00 PM | 123 |
| BCHM-GS 8301 01 |              |                  | 10694 | Mol Structure&Functio      | LEC         | Egli, Martin          | 1/11/2016  | 4/25/2016 | TR   | 1:00 PM    | 2:00 PM  | (Un |
| BCHM-GS 8303 01 |              |                  | 10695 | Biom X-Ray Crystallography | LEC         | Egli, Martin          | 1/11/2016  | 4/25/2016 | MWF  | 1:00 PM    | 2:00 PM  | (Un |

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Clear Filter Full Expand Full Collapse Tools

Drag a column header here to group by that column

| Course          | Shares Space | PeopleSoft XList | Course Title             | Course Type | Instructor            | CRN   | Start Date | End Date  | Days | Start Time | End Time | Loc |
|-----------------|--------------|------------------|--------------------------|-------------|-----------------------|-------|------------|-----------|------|------------|----------|-----|
| BCHM-GS 7999 01 |              |                  | Master's Thesis Research | THS         | Friedman, Katherin L. | 9499  | 1/11/2016  | 4/25/2016 |      | 12:00 AM   | 12:00 AM | (Un |
| BCHM-GS 8300 01 |              |                  | Intro to Structural Biol | LEC         | Chazin, Walter J.     | 10693 | 1/11/2016  | 4/25/2016 | MWF  | 11:00 AM   | 12:00 PM | 123 |
| BCHM-GS 8301 01 |              |                  | Mol Structure&Functio    | LEC         | Egli, Martin          | 10694 | 1/11/2016  | 4/25/2016 | TR   | 1:00 PM    | 2:00 PM  | (Un |

Once a column is moved, the browser will save the change for the next time you log into the CPI.