


Navigating the Campus Planning Interface (CPI)

<http://emsweb.nmu.edu/CampusPlanningInterface>

1. Log in using your *User ID* and *Password*.
2. The first time you log in, you will select a term. 202110 (Winter 2021) is the only term currently available. Double click the semester line.


| Term Selector | Academic Browser | Search For Rooms | Reports | Manage User Options | Log Out | Help | |
|--|------------------|------------------|---------|---------------------|---------|------|--|
| Term Description | Domain | Phase | Notes | | | | |
| 202110  | NMU Main Campus | | | | | | |

- a. After this first log in, you will not need to select the term again unless you use a new browser. You are directed to a page that tells you what term you are currently in, along with any notes.

Term: 202110
Start Date: 1/19/2021 Tue
End Date: 5/1/2021 Sat
Phase: OPEN - First Edits Winter 2021
Notes: First edits are due 9/16 by 5pm. The system will turn off at exactly 5pm. Reminder: review the COGNOS report "Course De

- b. Each semester has a code; it begins with a year, and then ends with either a 10, 50, or 80.
 - i. 202110 = Winter
 - ii. 202150 = Summer
 - iii. 202180 = Fall

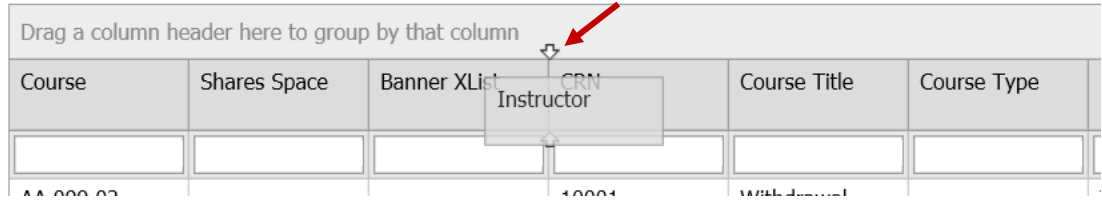
3. To review courses, click on the **Academic Browser** tab.

| Term Selector | Academic Browser  | Search For Rooms | Reports | Manage User Options | Log Out | Help |
|---------------------------|--|--------------------------|---|---|---------|------|
| Academic Unit: (all) ▼ | Subject: (all) ▼ | Browse For: Courses ▼ | <input type="checkbox"/> Modified Only: | <input type="button" value="Get Data"/> | | |

- a. Select your **Academic Unit** (all of your program subject codes are listed under your department).
- b. If your department has multiple subjects and you want to limit your list, in the **Subject** drop down menu you can select a specific subject.
- c. **Browse For** should be set to "Courses". "Course dates" is the other option and will list the course by dates. "Course Dates" is not recommended since online courses do not have dates and will not be listed.
- d. If you click **Modified Only**, it will list only the courses that have been edited during this edit phase.
- e. Click the **Get Data** button. If you did not limit your list, you will view all of your current courses for the term.

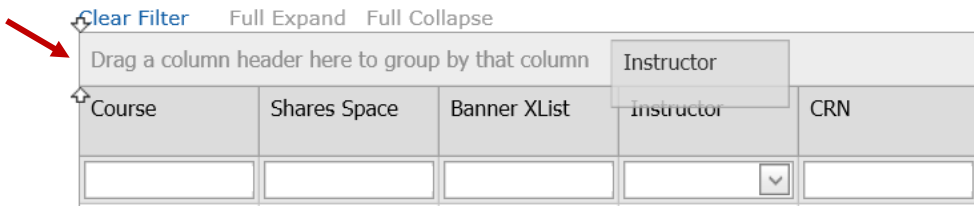
4. After filtering your results, you are able to edit how you view the information.
 - a. You can "drag and drop" the different columns so that you view the information differently.

- i. Click and drag a column header to a new location. When you drag the column header to a valid location, you will see two little white arrows indicating the valid location.

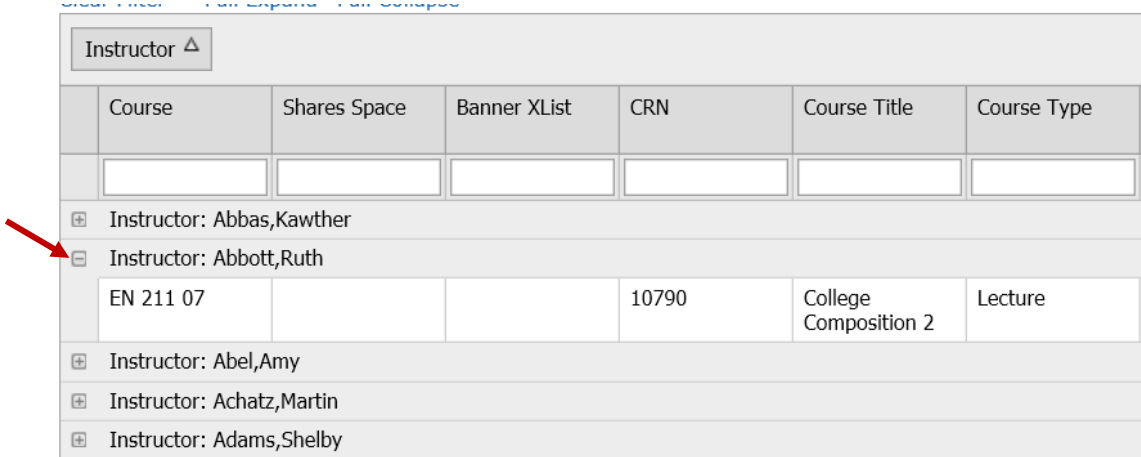


- ii. You can move the columns around; however, you cannot delete or create new columns. I find it helpful to move unused columns to the back and move the important columns to the front. Not all columns will provide information.

- b. You can also drag any of the columns into the “Drag a column header here to group by the column” section above the columns.

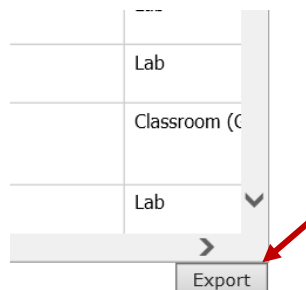


- i. Dragging a column header to the top will allow you to reorganize how you view the results. For example dragging the instructor column header to the top will now re-list your results by instructor rather than by course name. Click on the “+” to expand the selection, or click the “-” to collapse the section.



- ii. You can reverse this view by dragging the column header out of the “Drag a column header here to group by the column” and back into the row with the other column headers.

- 5. You have the option to “export” the information into an excel. On the bottom right of the screen, click the “export” button. The excel file will use the information entered for “Academic Unit” or “Subject”, but **will not be organized based on how you set up the column headers.**



6. To view any of the sections, double click on the section line you would like to view. Or click the section once and then click the **Open** button.

Drag a column header here to group by that column

| Course | CRN | Course Title | Instructor | Course Type | Shares Space | Start Date | End Date |
|-----------|-------|----------------------------|-----------------|-------------|--------------|------------|----------|
| BI 100 01 | 10414 | Biological Science | Chu,Heng-Hsuan | Lecture | | 1/19/2021 | 5/1/2021 |
| BI 100 02 | 10415 | Biological Science | Brandt,Ryan | Laboratory | | 1/19/2021 | 5/1/2021 |
| BI 100 03 | 10982 | Biological Science | Brandt,Ryan | Laboratory | | 1/19/2021 | 5/1/2021 |
| BI 100 04 | 10416 | Biological Science | Brandt,Ryan | Laboratory | | 1/19/2021 | 5/1/2021 |
| BI 104 01 | 10028 | Human Anatomy & Physiology | Jezylo,Jennifer | Lecture | | 1/19/2021 | 5/1/2021 |
| BI 104 02 | 10029 | Human Anatomy & | Jezylo,Jennifer | Laboratory | | 1/19/2021 | 5/1/2021 |

- a. The list of columns is extensive, however, there are many columns that are not used.
- b. Here is a list of the different column headers:
 - i. Course: Subject & Course Number
 - ii. Banner Xlist: NOT USED
 - iii. Shares Space: NOT USED
 - iv. CRN
 - v. Course Title
 - vi. Course Type: This is the course type (lecture, lab, discussion, etc.) not the classroom type.
 - vii. Instructor
 - viii. Start Date
 - ix. End Date
 - x. Days
 - xi. Start Time
 - xii. End Time
 - xiii. Location
 - xiv. Room Type: This is the classroom type (lab, lecture hall, studio, etc.) of the currently listed room.
 - xv. Est Enroll: This is the course capacity
 - xvi. Act Enroll: NOT USED
 - xvii. Credit Hours
 - xviii. State: Has this section been edited or modified during the edits phase.
 - xix. Preferences Exist: NOT USED (although you may see "YES")
 - xx. Room Not Required: NOT USED
 - xxi. Publish In Banner Room: NOT USED
 - xxii. Final Exam not Required: NOT USED
 - xxiii. Reservation ID: NOT USED
 - xxiv. Course Notes: In the edit screen, you can leave notes
 - xxv. Course Date Notes: In the edit screen, you can leave notes

These steps should help you organize and view all of the courses you are offering for the upcoming semester. The courses listed have been copied from the previous semester. Please note that course details have been copied from the previous semester to this semester and are not viewable on EMS. Please use the COGNOS reports "Course Details" to view what is currently written about your courses.

If you have any questions, please call Angie Rasmussen at 227-1177 or via email at anrasmus@nmu.edu. Additional EMS resources can be found at <https://www.nmu.edu/registrar/ems>