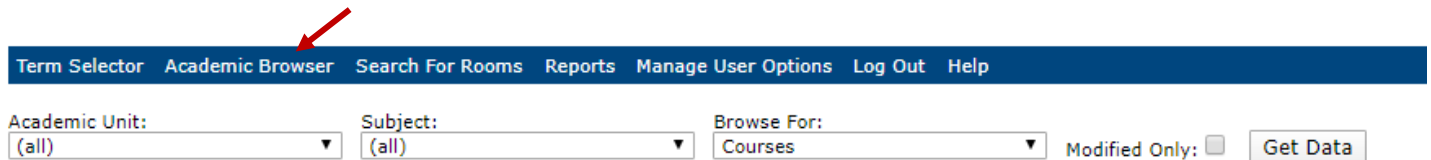


Using the Campus Planning Interface (CPI) to Edit a Course

<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.
  - a. After this first log in, you will not need to select the term again unless you use a new browser.
  - b. Each semester has a code; it begins with a year, and then ends with either a 10, 50, or 80.
    - i. 202010 = Winter
    - ii. 202050 = Summer
    - iii. 202080 = Fall
3. Click on the **Academic Browser** tab. This is where you will make course changes.



- a. Click on **Academic Browser**.
  - b. Select your **Academic Unit** (all of your program subject codes are listed under your department).
  - c. 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.
  - d. **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.
  - e. If you click **Modified Only**, it will list only the courses that have been edited during this edit phase.
  - f. Click the **Get Data** button. If you did not limit your list, you will view all of your current courses for the term.
4. Now that you can view all of your courses, you will be able to edit or add new sections.
    - a. On your list of courses, double click on a section, or click once and on the bottom left click “Open”.
    - b. This will open to the course overview. There are two areas to make edits; both areas are labeled “Actions”. One is located in *Course Details* block, the other is below that in *Course Dates* block.



5. **Actions – Editing Course Details**

- a. Add New Course Date – Rarely used. Your course should already have a course date. Adding a new course date will add an additional and different course meeting time.
  - i. *Example 1: Changing an online class without course dates to an in person course that needs dates.*
  - ii. *Example 2: Your course meets MW 1-1:50p and you need to add an additional meet time of F 8-11:50a*

Start Date: 1/11/2021 Mon Start Time: Course Type: (none) v

End Date: 5/1/2021 Sat End Time:

M  T  W  R  F  S  U Time Blocks

Course Date Notes:

Seat Fill %: \* 100

Room Not Required

Cancel Save

- iii. Above is the *Add New Course Date* screen. It will allow you to add a new time line.
  1. You can type in the date and time or click the calendar or clock to see options.
  2. During an edit, "Course Type" will likely not change but a lecture could be updated to a lab this way.
  3. Use the click boxes to indicate the day of the week. The "Time Blocks" does not function.
  4. Please write notes to help me understand/clarify the change, or if this time should be listed in a specific room space.
  5. Seat fill does not function at this time.
  6. Click the "room not required" if you do not need a room for this time line and it should be set to arranged (ARR ARR).
  7. Click save to complete the update, or cancel to remove the changes.

- b. Edit Course Details – This option will allow you to edit the information within the *Course Details* block. This is typically to change instructor, capacity, or edit a section. **Please use this to edit a course not to transform one course to another course. If you are creating a new course, please use the create a course option.**

**Course Details**

Subject: \* Art and Design v Credit Hours: \* 4

Course Number: \* 101 Estimated Enrollment: \* 22

Section: \* 01 Instructor: \* Schneider, Jason v

Title: \* Process and Design



Course Notes:



Cancel Save

- i. Above is the *Course Details* screen. Any block with a \* is required information and must be filled out to save. The edits in this category are relatively straightforward.
- ii. Estimated Enrollment is the max capacity.
- iii. Instructor lists all active instructors; you may need to search alphabetically for the assignment. If you do not have an instructor for the class select "TBD". If you see an instructor that no longer works for your department, please notify me and I will remove them from future lists.
- iv. Leaving a note to provide new details or course detail edits. Notes example: "Global Campus Only" or "Meets GenEd requirement". *To view current notes please use COGNOS report "Course Details". Course details from last winter have been copied to this winter.*

- v. Pro Tip: If you are editing the entire class, and are transforming it to a new class, you most likely want to cancel this course and create a new one.
- c. Cancel Course – This button will cancel the course. Pushing it will trigger a confirmation; if you click okay the course will be canceled (no bringing it back).

## 6. Actions – Editing Course Dates

Course Dates									
Start Date (1)	End Date	Start Time	End Time	Location	Room	Days	State	Course Type	Actions
1/19/2021 Tue	5/1/2021 Sat	10:00 AM	12:25 PM	ART	134	TR		Studio	 

- a.  This will delete the course dates. This button will trigger a confirmation; if you click okay, the course dates will be deleted.
- b.  This will open the edit course dates menu. In this menu, you can edit the information seen in the course dates box. It works similar to the *Add Course Date* link, however, this should be used to make changes to the current day/time listing.

Start Date:  Start Time:  Course Type:

End Date:  End Time:  Building: ART

M  T  W  R  F  S  U

Room: 134

Course Date Notes:

Seat Fill %:

Room Not Required

- i. Start and End Date should match the semester full/first/second block guidelines
- ii. Start and End Times should follow the scheduling guidelines
- iii. Course Type should match the approved course type (lecture, lab, discussion, practicum, etc.)
- iv. Room and Building cannot be edited on this screen
- v. Time Blocks do not function at this time
- vi. Days can be clicked on or off
- vii. Course Date Notes go directly to Angie. If there is a complicated course structure, please leave a note. Additionally this is where required (department rooms) or requested rooms should be noted
- viii. Seat Fill does not function at this time
- ix. Room not required box. Clicking this would indicate that the course should be listed as ARR

These steps should allow you to edit any of the courses you are offering this semester. Other buttons or areas on the CPI can be ignored; these other functions are not being used at this time.

If you have any questions please call Angie Rasmussen at 227-1177 or via email at [anrasmus@nmu.edu](mailto:anrasmus@nmu.edu).

Additional EMS resources can be found at <https://www.nmu.edu/registrar/ems>