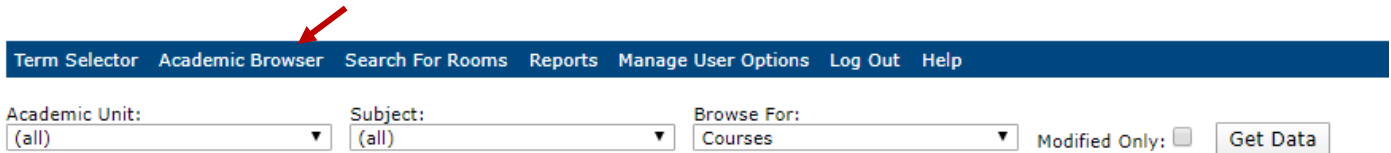


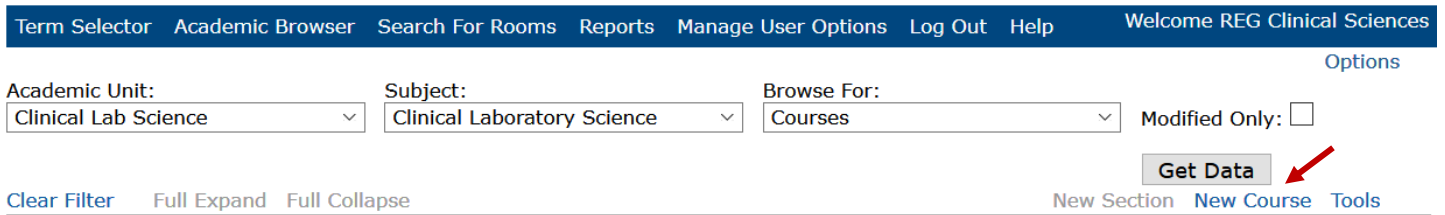
Using the Campus Planning Interface (CPI) to Create a Course

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

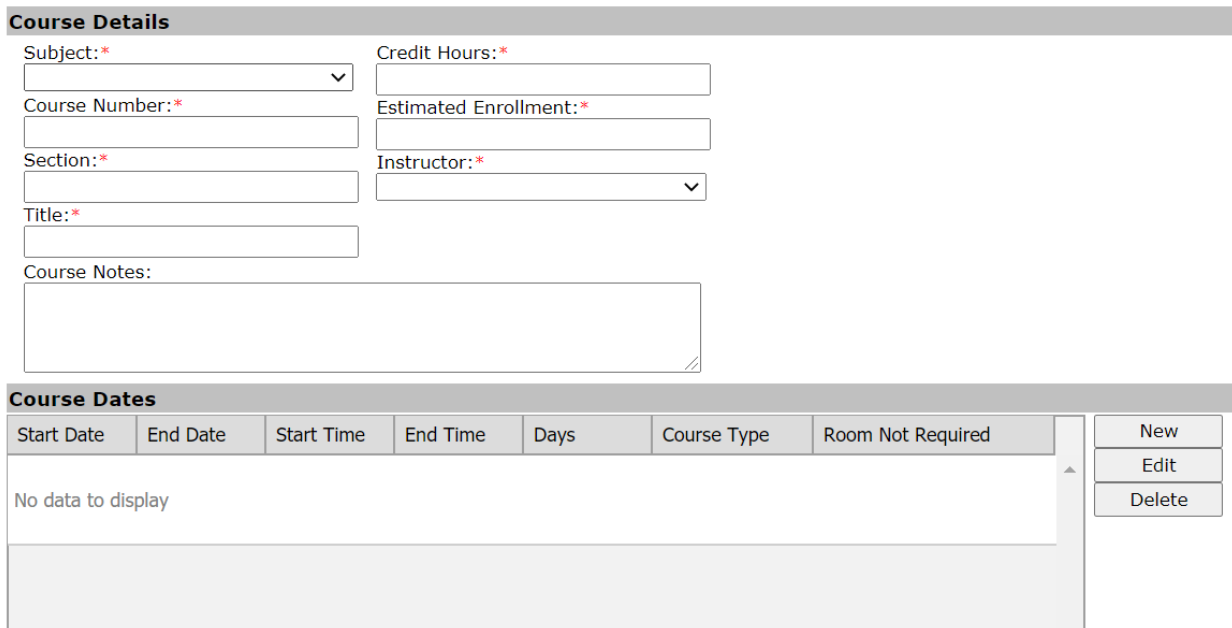
1. Log in using your *User ID* and *Password*.
2. The first time you log in, you will select a term. 202110 (Winter 2021) is the only term currently available.
 - a. After this first log in, you will not need to select the term again unless you use a new browser.
 - b. Each semester has a code; it begins with a year, and then ends with either a 10, 50, or 80.
 - i. 202010 = Winter
 - ii. 202050 = Summer
 - 202080 = Fall
3. Click on the **Academic Browser** tab. This is where you will go to create a new course.



- a. Click on **Academic Browser**
- b. Click on **New Course**



4. After clicking on **New Course**, you will enter a page with *Course Details* and *Course Dates*.



- a. Course Details will allow you to enter core course information.
 - i. Information in this area should be relatively straightforward and should match what is approved in the bulletin. 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 course max capacity.
 - iii. Leaving a note is also an important function; this note is viewed by Josh and should contain information that you would like students to see. 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.***
- b. Course Dates will allow you to enter meeting time information; information should match the full/first/second block and scheduling guidelines.
 - i. To enter information click the **New** box.
 - ii. The *Course Date* information box will let you set the Course Type, Start/End Date, Start/End Time, Days of the Week, and select if a room is not required.

The screenshot shows a dialog box titled "Course Dates". It has the following elements:

- Course Type:** A dropdown menu currently set to "(none)".
- Time Blocks:** A button next to the Course Type dropdown.
- Start Date:*** A date input field containing "1/11/2021" with a calendar icon.
- Start Time:** A time input field with a clock icon.
- End Date:*** A date input field containing "5/1/2021" with a calendar icon.
- End Time:** A time input field with a clock icon.
- Days of the Week:** A row of checkboxes for M, T, W, R, F, S, and U.
- Room Not Required:** A checkbox that is currently unchecked.
- Buttons:** "Ok" and "Cancel" buttons at the bottom right.

1. Course type should match what is approved in the bulletin. This is not room type.
2. **Time Blocks** does not function at this time.
3. *Room Not Required* is selected for courses that do not need a room, and are those that are typically WEB or listed as ARR ARR.
4. After you select **Ok**, you can edit or delete the *Course Date* information by clicking on **Edit** or **Delete**. Delete will NOT ask for a confirmation.

Once you have completed filling out the information, click **SAVE**. This course is now added to your list in the *Academic Browser*.

These steps should allow you to create any new 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 Josh Santiago at 227-1062 or via email at jsantiag@nmu.edu
 Additional EMS resources can be found at <https://www.nmu.edu/registrar/ems>