Campus Planning Interface (CPI)

Below is the opening screen for CPI. Your initial password will be your last name and the #1 next to it. You can go to “Manage User Options” in the toolbar to reset your password. It’s also a good idea to bookmark this page.

The Campus Planning Interface is the website where you view your courses and then edit them. Make sure you are in the right term. You can go to “Term Selector” and click on the appropriate term. Hit save and it brings you back to this screen.

There are two modes that you can use to make changes to your courses,

**Define & Edit** mode is set by the Registrar and allows users to make changes to the courses themselves – editing course titles, adding new courses/sections, and cancelling courses. **Setting Preferences** mode allows you to select a room preference, indicate media needed, etc. **NOTE:** This is the same as adding information to a spreadsheet. This will not be put on the computer system until we do it in the Registrar’s Office.

To give you a sense of how this will work, here’s a list of recommended processes:

- Registrar’s Office rolls/creates the new term in the SIS (datatel)
- Registrar’s Office synchronizes courses into EMS, and performs any clean-up as needed – adjusts course times, matches cross-listings, etc.
- Registrar’s Office opens up the term in the CPI for academic users to begin making changes
- Academic users have a set amount of time (ex, one to two weeks) to go into the CPI to make changes
- Registrar’s Office turns off access to the CPI for academic users, runs course change report, inputs changes into SIS (this is called the “read only” period)
- Registrar’s Office syncs courses into EMS again (updates course information, adds new courses, etc.)
- Registrar’s Office opens up the term in CPI for users to make changes to updated course list, repeats those steps again
- After syncing in courses for the last time, Registrar’s Office is ready to start assigning classrooms. When this is done the courses are published in EMS
Define & Edit Mode:

As stated, Define & Edit Mode allows users to edit courses, cancel courses, and add new courses/sections. You are limited to making changes only for the subjects you control. This is why, when you see your department in a list, you may see two or three mushed together such as “CoscMathSt” which is for Computer Science/Mathematics/Statistics. There are only so many spaces for the department name but we want to designate what you’ll see when you open the course listing. Those of you who have instructors teaching colloquium may have “Coll” attached to your department name. Anyone with instructors teaching Colloquia and First-Year Seminars will not necessarily see those headings in their title but the courses will appear in their course list. Please note that ALL of the Colloquia and First-Year Seminars will appear in your list. You only have to review the ones your faculty will be teaching.

In order to make course changes, you will log into the CPI website, choose the term you’re working with, and then go to the Academic Browser. The Academic Browser will display a list of your courses. You can group by dragging any of the column headers to the gray area, as well as filter by typing in information in the boxes at the top of each column. In order to change information on a course, you will need to open the course to make those changes. To open a course, you can either double click on the course in the browser, or highlight the course and click on the “Open” button at the bottom.
At the top of the screen is the **Course Details** information. On the right hand side of this area are the **actions** that a user can make on the course. You can “Add New Course Dates” (meeting patterns), “Edit Course Details” (edit information about the course), or “Cancel the Course.” Editing the course allows you to change information about the course that is contained in this window. If you need to edit the meeting pattern, you can do this in “Course Dates” which is the next section. To edit an existing meeting pattern, click on the little pencil icon on the right hand side. The “Course Date” is also where a user can indicate the “Course Type.”
In order to add a new course, the user needs to be at the Academic Browser. In the upper right of the screen, click on either “New Course” or “New Section.” “New Section” can only be used if you have already highlighted a course in the Academic Browser – it copies the information from the existing course, allowing you to update the particular fields you need to update while keeping the rest the same.

Once you have submitted your changes and we have reached our deadline, we will turn off access to the CPI and run the Course Changes report in the EMS Client. We can then see all of the changes you made through the CPI (course edits, new courses and cancelled courses).

**Set Preferences:**
There is an option for you to be able to set preferences on your courses. This would include a selection of various equipment such as computer projection or blackboard/whiteboard. These preferences are used by the classroom selector in EMS to attempt to place courses into rooms. You can set preferences individually on courses, or set them in bulk. Preferences are set for everyone rather than for individuals. You don’t have to use it – you will have to enter all the details for each class which can be tedious. Your faculty can still use the media request forms found on the Registrar’s web page. If you want to be able to set preferences, and the Registrar has opened that option to you, you can open the course (just like in Define & Edit), and click on the “Set Preferences” button. There you will find the Set Preferences screen.

**Action – Add New Course Date Screen**

A note about “time blocks.” For your convenience, we set up a list of approved course times which you can select by clicking on the “Time Blocks” box. You can only select an approved time. If you want an unauthorized time, please make note in the “course date notes” box and write to Dean Epstein about why you are requesting an alternate course time. You can input a fake time “U 12:00pm – 12:30pm” which we will make note of in the Registrar’s Office.
Action -- Edit Course Details Screen

Action -- Cancel Course
Setting Preferences:

EMS Campus was installed not only because it was helpful in getting course information to us in a more useful and efficient way but because it can be used to assign classrooms. There’s a program called the “Optimizer” which when we set preferences such as room or room type, and choose features such blackboard, film projector or Apple TV, etc. it will first search out rooms with those criteria. However, it’s a dual-edge sword in that it also limits the selection to those items – if you choose too many features, it will be limited to fewer and fewer rooms. Instead, we suggest you just select building and one or two preferred rooms. If your faculty have not given you a room preference you can make a note in the box called “Course Date Notes” which tells the Registrar’s Office what you’re looking for. We will then put in the preferences we feel will most help select rooms similar to what you request. It is actually helpful to have a room in mind – if you can’t get that exact rooms, we can look for something similar. Here’s what the preference screen looks like:

Please remember that a preference is just that – there is no guarantee that a request will result in the assignment of that class to that room.
Other CPI Functions:

- **Academic Book**
  This allows you to see room availability (or more useful) instructor schedules. This is only available to users when the term is in “Read Only” mode which is activated by the Registrar’s Office.

- **Search for Rooms**
  This application gives you the ability to search for rooms at particular times. This is only available AFTER a term has been published which is generally a week before classes start. Users cannot do anything directly with the results, other than identifying a possible room. (For those of you who have Virtual EMS, we suggest you use that to search and make your room requests.)

- **Reports**
  All of the reports listed below are available for users in the CPI. However, you must set up each report before you can use it. Once it is set up, you shouldn’t have to do it again unless you want to change a feature. These reports should be run as PDFs as they don’t allow many other useable options.

  o **Course List** -- This allows users to run a list of courses that can be downloaded as a pdf and distributed to whomever you choose.
    - Date range – set semester for data selection
    - Academic Unit -- select your department (if you have multiple departments, select the one that covers those)
    - Course types -- click on the double-arrows and bring them all over
    - Buildings – click on the double-arrows and bring them all over
    - Room types – click on the double-arrows and bring them all over
    - Options – no changes needed

  o **Course Changes** -- This report shows what changes have been made to courses.
    - Date range – set semester for data selection
    - Academic Unit -- select your department (if you have multiple departments, select the one that covers those)
    - Course types -- click on the double-arrows and bring them all over
    - Options – choose all room change, only the latest changes, hide change details, show unchanged courses, notes

  o **Course Preferences Report** -- This report shows what preferences have been set on courses.
    - Date range – set semester for data selection
    - Academic Unit -- select your department (if you have multiple departments, select the one that covers those)
    - Course types -- click on the double-arrows and bring them all over
    - Buildings – click on the double-arrows and bring them all over
    - Room types – click on the double-arrows and bring them all over

  o **Preferences summary**
    - Date range – set semester for data selection

  o **Instructor Back to Back Report** -- This report allows users to see what instructors are teaching back-to-back, as well as any instructors that are teaching in conflict.
    - Date range – set semester for data selection
    - Academic Unit -- select your department (if you have multiple departments, select the one that covers those)
- Course types -- click on the double-arrows and bring them all over
- Buildings – click on the double-arrows and bring them all over
- Room types – click on the double-arrows and bring them all over
- Options – you can choose the days, and the amount of time you think of as “back to back”
  - Instructor Summary -- This report allows users to see what instructors are teaching, enrollments per course/section
- Date range – set semester for data selection
- Academic Unit -- select your department (if you have multiple departments, select the one that covers those)

Sample of Academic Book

Amherst College CPI training booklet – revised February 2016