CPI User Guide -

Logging In and Sorting Courses

A guide to accessing the CPI and sorting courses.

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VANDERBILT

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Logging in and selecting a term.

1. Log into the CPI with your VUnetID and password.
   https://emscampus.ea.vanderbilt.edu/CampusPlanningInterface/Login.aspx.

2. The **Term Selector** screen will appear. Double click on the term that you would like to edit.

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.

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Viewing Courses

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

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:

Course Dates:

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**.

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

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Sorting Courses by Column Header

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

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

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

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Sorting Courses by Free Form Text

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

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

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

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Grouping Courses by Column

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

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

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

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

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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.

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