



# CPI User Guide – Define and Edit

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Editing, Adding New Courses and Sections, and  
Canceling a Section

A guide to editing and adding new courses.

# CPI User Guide – Define and Edit

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## Table of Contents

Viewing Courses in the Academic Browser.....	3
Editing a Course Meeting Pattern.....	4
Editing Enrollment Limit or Instructor .....	8
Adding a New Course.....	10
Adding a New Class Section .....	12
Canceling a Section .....	14

# CPI User Guide – Define and Edit

Log in to the Campus Planning Interface at

<https://emscampus.app.vanderbilt.edu/EMSCampusPlanningInterface>.

## Viewing Courses in the Academic Browser

1. Double click on the **Academic Browser** to view courses.



Campus Planning Interface

Managin  
Term Da

Term Selector **Academic Browser** Search For Rooms Reports Manage User Options Log Out Help

2. Change the **Browse For** drop down menu to “course dates” and click **Get Data**.

The screenshot shows the Academic Browser interface. At the top, there is a navigation bar with 'Term Selector', 'Academic Browser', 'Search For Rooms', 'Reports', 'Manage User Options', 'Log Out', and 'Help'. Below this, there are search filters for 'Academic Unit' (set to '(all)'), 'Subject' (set to '(all)'), and 'Browse For' (set to 'Course Dates'). A 'Get Data' button is highlighted with a red box. Below the filters, there is a table of courses with columns: Course, Shares Space, PeopleSoft XList, CRN, Course Title, Course Type, Instructor, Start Date, End Date, Days, Start Time, End Time, and Location. The table contains 18 rows of course data. At the bottom, there is a pagination bar showing 'Page 1 of 6 (2683 items)' and navigation buttons.

Course	Shares Space	PeopleSoft XList	CRN	Course Title	Course Type	Instructor	Start Date	End Date	Days	Start Time	End Time	Loca
THTR 2202W 01			10148	Theatre and Drama II, European	LEC	Essin,Elizabeth Christin	8/26/2015	12/10/2015	MWF	12:10 PM	1:00 PM	9 AL
THTR 1010 01			4448	Fundamentals of Theatre	LEC	Essin,Elizabeth Christin	8/26/2015	12/10/2015	MWF	10:10 AM	11:00 AM	9 AL
PSCI 2273 01			4207	Conflict Management	LEC	Mentzel, Clive	8/26/2015	12/10/2015	TR	2:35 PM	3:50 PM	9 AL
AADS 3214 01			10191	Black Masculinity	LEC	Whiting,Gilman W.	8/26/2015	12/10/2015	TR	9:35 AM	10:50 AM	1 RA
AADS 1706 01			3009	Capoeira	LEC	Whiting,Gilman W.	8/26/2015	12/10/2015	TR	11:00 AM	12:15 PM	1 RA
WGS 8989 02			4483	Independent Study	IND	TBD	8/26/2015	12/10/2015		12:00 AM	12:00 AM	(Una
WGS 8989 01			4482	Independent Study	IND	TBD	8/26/2015	12/10/2015		12:00 AM	12:00 AM	(Una
WGS 8301 01			4903	Gender/Sexuality	LEC	Schneider,Laurel C.	8/26/2015	12/10/2015	T	3:10 PM	6:00 PM	(Una
WGS 4999 01			4468	Honors Thesis	SRT	TBD	8/26/2015	12/10/2015		12:00 AM	12:00 AM	(Una
WGS 4998 01			4924	Honors Research	RES	TBD	8/26/2015	12/10/2015		12:00 AM	12:00 AM	(Una
WGS 3891 01			10405	Special Topics	LEC	TBD	8/26/2015	12/10/2015	MWF	10:10 AM	11:00 AM	(Una
WGS 3883 01			4467	Internship Readings	INT	TBD	8/26/2015	12/10/2015		12:00 AM	12:00 AM	(Una
WGS 3882 01			4466	Internship Research	INT	TBD	8/26/2015	12/10/2015		12:00 AM	12:00 AM	(Una
WGS 3881 01			4465	Internship Training	INT	TBD	8/26/2015	12/10/2015		12:00 AM	12:00 AM	(Una
WGS 3850 02			4470	Independent Study	IND	TBD	8/26/2015	12/10/2015		12:00 AM	12:00 AM	(Una

# CPI User Guide – Define and Edit

## Editing a Course Meeting Pattern

1. Select the class you would like to edit and click **Open**.

Memoirs and Biographies	AADS 2654 01			6616	LEC	Randall,Alice	1/11/2016	4/25/2016	W	4:10 PM	7:00 PM	(Una
Soul Food as Text	AADS 3104W 01			6619	LEC	Randall,Alice	1/11/2016	4/25/2016	M	4:10 PM	7:00 PM	(Una
Independent Study	AADS 3850 01			6610	IND	Patterson,Tiffany Ruby	1/11/2016	4/25/2016		12:00 AM	12:00 AM	(Una
Independent Study	AADS 3850 02			6614	IND	Randall,Alice	1/11/2016	4/25/2016		12:00 AM	12:00 AM	(Una
Anti-Blackness	AADS 4198 01			6615	LEC	Keaton,Trica	1/11/2016	4/25/2016	MWF	2:10 PM	3:00 PM	(Una
Senior Honors Thesis	AADS 4999 01			6611	SRT	Patterson,Tiffany Ruby	1/11/2016	4/25/2016		12:00 AM	12:00 AM	(Una
Directed Study	AADS 5095 01			6621	DIR	Patterson,Tiffany Ruby	1/11/2016	4/25/2016		12:00 AM	12:00 AM	(Una

[Set Preferences](#)
[Open](#)
[Export](#)

The course details will open.

Term Selector Academic Browser Academic Book Search For Rooms Reports Manage User Options Admin Functions Log Out Help Welcome Kristin Stone

Course Details [Additional Information](#)

**Intro Afr Am Diasp Studi**

<b>Term:</b> 2016 Spring	<b>Instructor:</b> Keaton,Trica
<b>Academic Unit:</b> African American & Diaspora Studies	<b>Credit Hours:</b> 3
<b>CRN:</b> 6612	<b>Estimated Enrollment:</b> 30
<b>Course Number:</b> 1010	<b>Actual Enrollment:</b> 30
<b>Section:</b> 01	<b>Subject:</b> African Amer Diaspora Studies
	<b>State:</b> Unchanged

Course Dates

Start Date (1)	End Date	Start Time	End Time	Location	Room	Days	State	Course Type	Actions
1/11/2016 Mon	4/25/2016 Mon	10:10 AM	11:00 AM	Buttrick Hall	Buttrick Hall 205	MWF		LEC	

Preferences [Final Exam Settings](#)

Preference (2)	Value	Required
Building	Buttrick Hall	
Room 1	Buttrick Hall 222	Yes

2. Under **Actions** click on the paper and pencil.

Term Selector Academic Browser Search For Rooms Reports Manage User Options Admin Functions Log Out Help Welcome Kristin Stone

Course Details [Additional Information](#)

**Intro Afr Am Diasp Studi**

<b>Term:</b> 2016 Spring	<b>Instructor:</b> Keaton,Trica	<b>Actions</b>
<b>Academic Unit:</b> African American & Diaspora Studies	<b>Credit Hours:</b> 3	
<b>CRN:</b> 6612	<b>Estimated Enrollment:</b> 30	
<b>Course Number:</b> 1010	<b>Actual Enrollment:</b> 30	
<b>Section:</b> 01	<b>Subject:</b> African Amer Diaspora Studies	
	<b>State:</b> Unchanged	

Course Dates

Start Date (1)	End Date	Start Time	End Time	Location	Room	Days	State	Course Type	Actions
1/11/2016 Mon	4/25/2016 Mon	10:10 AM	11:00 AM	24	BTRK 205	MWF		LEC	

Preferences [Final Exam Settings](#)

Preference (2)	Value	Required
Building	Buttrick Hall	
Room 1	Buttrick Hall 222	Yes

[Set Preferences](#) [Back](#)

# CPI User Guide – Define and Edit

- The course details screen will open. You will be able to edit the start time, end time, day(s) offered, and add course notes.
  - Time Blocks** – If the course meets during one of the standard time blocks, you may select it by clicking on the **Time Blocks** button.
  - Course Date Notes** – Please add any notes regarding deviations to the meeting standard pattern to this field.

Term Selector Academic Browser Search For Rooms Reports Manage User Options Log Out Help

**Course Details**

**Soul Food as Text**

<b>Term:</b>	2016 Spring	<b>Instructor:</b>	Randall,Alice
<b>Academic Unit:</b>	African American & Diaspora Studies	<b>Credit Hours:</b>	3
<b>CRN:</b>	6619	<b>Estimated Enrollment:</b>	15
<b>Course Number:</b>	3104W	<b>Actual Enrollment:</b>	0
<b>Section:</b>	01	<b>Subject:</b>	African Amer Diaspora Studies
		<b>State:</b>	Unchanged

Start Date: 1/11/2016 Mon Start Time: 4:10 PM Course Type: LEC  
End Date: 4/25/2016 Mon End Time: 7:00 PM Building: Room:  
 M  T  W  R  F  S  U **Time Blocks**

Course Date Notes:

Seat Fill %: \*100  
 Room Not Required

Cancel Save

**Time Blocks**

Days	Start Time	End Time
MTWRF	10:05 AM	10:55 AM
MTWRF	11:10 AM	12:00 PM
MTWRF	12:10 PM	1:00 PM
MWF	8:10 AM	9:00 AM
MWF	9:10 AM	10:00 AM
MWF	10:10 AM	11:00 AM
MWF	11:00 AM	11:50 AM
MWF	11:10 AM	12:00 PM
MWF	12:10 PM	1:00 PM
MWF	1:10 PM	2:00 PM
MWF	2:10 PM	3:00 PM
MWF	3:10 PM	4:00 PM
MWF	4:10 PM	5:00 PM
TR	8:10 AM	9:25 AM
TR	9:45 AM	10:00 AM

Close Select

- Click **Save**.

# CPI User Guide – Define and Edit

## - Adding an additional meeting pattern

1. Select the class you would like to edit and click **Open**.

Course	Course Title	Instructor	Shares Space	PeopleSoft XList	State	Start Date	End Date	Days	Start Time	End Time	Location	Course Type
HART 3810W 01	Exhibiting Historical Art	Jensen,Robin Margaret				1/11/2016	4/25/2016	M	2:10 PM	4:40 PM	139 COHN 309	SEM
HART 3740 01	History of Sound Art	Koepnick, Lutz				1/11/2016	4/25/2016	TR	2:35 PM	3:50 PM	SC1 SC-1 206	LEC
HART 3718W 01	20th-Century Mexican Arts	Folgarait,Leonard				1/11/2016	4/25/2016	F	1:10 PM	3:40 PM	139 COHN 308	SEM
HART 3364W	The Court of	Moodey,Elizabeth				1/11/2016	4/25/2016	TR	9:35 AM	10:50 AM	139 COHN 308	SEM

The course details will open.

**Course Details**

**Soul Food as Text**

Term: 2016 Spring    Academic Unit: African American & Diaspora Studies    Instructor: Randall,Alice    Credit Hours: 3

CRN: 6619    Course Number: 3104W    Section: 01    Estimated Enrollment: 15    Actual Enrollment: 0    Subject: African Amer Diaspora Studies    State: Unchanged

**Actions**

- Add New Course Date
- Edit Course Details
- Cancel Course

**Course Dates**

Start Date (1)	End Date	Start Time	End Time	Location	Room	Days	State	Course Type	Actions
1/11/2016 Mon	4/25/2016 Mon	4:10 PM	7:00 PM	(Unassigned)	(Unassigned)	M		LEC	

**Preferences**

Preference (1)	Value	Required
Building	Buttrick Hall	

2. Under **Actions** click **Add New Course Date**.

**Course Details**

**20th-Century Mexican Arts**

Term: 2016 Spring    Academic Unit: History of Art    Instructor: Folgarait,Leonard    Credit Hours: 3

CRN: 7154    Course Number: 3718W    Section: 01    Estimated Enrollment: 12    Actual Enrollment: 0    Subject: History Of Art    State: Unchanged

**Actions**

- Add New Course Date
- Edit Course Details
- Cancel Course

**Course Dates**

Start Date (1)	End Date	Start Time	End Time	Location	Room	Days	State	Course Type	Actions
1/11/2016 Mon	4/25/2016 Mon	1:10 PM	3:40 PM	Cohen Hall	Cohen Hall 308	F		SEM	

**Preferences**

No preferences defined

# CPI User Guide – Define and Edit

3. The Course Details screen will open.

**Course Details**

**20th-Century Mexican Arts**

<b>Term:</b>	2016 Spring	<b>Instructor:</b>	Folgarait,Leonard
<b>Academic Unit:</b>	History of Art	<b>Credit Hours:</b>	3
<b>CRN:</b>	7154	<b>Estimated Enrollment:</b>	12
<b>Course Number:</b>	3718W	<b>Actual Enrollment:</b>	0
<b>Section:</b>	01	<b>Subject:</b>	History Of Art
		<b>State:</b>	Unchanged

Start Date:  Start Time:  Course Type:

End Date:  End Time:

M  T  W  R  F  S  U

Course Date Notes:

Seat Fill %: \*100

Room Not Required

4. Enter the additional meeting pattern and click **Save**. The new date will look as follows:

## Course Details

**Course Details**

**20th-Century Mexican Arts**

<b>Term:</b>	2016 Spring	<b>Instructor:</b>	Folgarait,Leonard	<b>Actions</b> <ul style="list-style-type: none"> <li>• Add New Course Date</li> <li>• Edit Course Details</li> <li>• Cancel Course</li> </ul>
<b>Academic Unit:</b>	History of Art	<b>Credit Hours:</b>	3	
<b>CRN:</b>	7154	<b>Estimated Enrollment:</b>	12	
<b>Course Number:</b>	3718W	<b>Actual Enrollment:</b>	0	
<b>Section:</b>	01	<b>Subject:</b>	History Of Art	
		<b>State:</b>	Edited	

Course Dates | Cross Listed Courses | Shared Space Courses

Start Date (2)	End Date	Start Time	End Time	Location	Room	Days	State	Course Type	Actions
1/1/2016 Fri	5/8/2016 Sun	10:10 AM	11:00 PM	(Unassigned)	(Unassigned)	T	New	(none)	
1/11/2016 Mon	4/25/2016 Mon	1:10 PM	3:40 PM	Cohen Hall	Cohen Hall 308	F		SEM	

Preferences | Final Exam Settings

**Preferences**

No preferences defined

## Academic Browser

Term Selector | Academic Browser | Search For Rooms | Reports | Manage User Options | Log Out | Help | Welcome Kristin Stone

Academic Unit: Classical Studies & History of Art | Subject: (all) | Browse For: Course Dates | Modified Only:

Clear Filter | Full Expand | Full Collapse |

Drag a column header here to group by that column

Course	Course Title	Instructor	State	Start Date	End Date	Days	Start Time	End Time	Location	Est Enroll	Act Enroll	Shan
HART 3718W												
HART 3718W 01	20th-Century Mexican Arts	Folgarait,Leonard	New	1/1/2016	5/8/2016	T	10:10 AM	11:00 PM	(Unassigned)	12	0	
HART 3718W 01	20th-Century Mexican Arts	Folgarait,Leonard		1/11/2016	4/25/2016	F	1:10 PM	3:40 PM	139 COHN 308	12	0	

# CPI User Guide – Define and Edit

## Editing Enrollment Limit, Instructor, or Additional Course Details

1. Select **Edit Course Details** under **Actions**.

Term Selector Academic Browser Search For Rooms Reports Manage User Options Log Out Help Welcome AcadUser

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**Course Details**

<b>Soul Food as Text</b>				<b>Actions</b>	
<b>Term:</b>	2016 Spring	<b>Instructor:</b>	Randall,Alice	<ul style="list-style-type: none"> <li>Add New Course Date</li> <li><b>Edit Course Details</b></li> <li>Cancel Course</li> </ul>	
<b>Academic Unit:</b>	African American & Diaspora Studies	<b>Credit Hours:</b>	3		
<b>CRN:</b>	6619	<b>Estimated Enrollment:</b>	15		
<b>Course Number:</b>	3104W	<b>Actual Enrollment:</b>	0		
<b>Section:</b>	01	<b>Subject:</b>	African Amer Diaspora Studies		
		<b>State:</b>	Unchanged		

Course Dates [Cross Listed Courses](#) [Shared Space Courses](#)

Course Dates									
Start Date (1) ^	End Date	Start Time	End Time	Location	Room	Days	State	Course Type	Actions
1/11/2016 Mon	4/25/2016 Mon	4:10 PM	7:00 PM	(Unassigned)	(Unassigned)	M		LEC	 

Preferences [Final Exam Settings](#)

Preferences		
Preference (1) ^	Value	Required
Building	Buttrick Hall	

# CPI User Guide – Define and Edit

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- The fields highlighted in yellow may be altered on the **Course Details** screen. Estimated Enrollment is the enrollment limit for the class.
  - Instructor** - If the instructor is not yet in the CPI, use TBD and add their name to the course notes.
  - Course Notes** – Please add any notes about combining courses (course number, enrollment capacity, and waitlist capacity) or any other information that should not appear in YES.

**Course Details**

Subject:*	African Amer Diaspora Studies ▼	Credit Hours:*	3
Course Number:*	3104W	Estimated Enrollment:*	15
Section:*	01	Instructor:*	Randall,Alice ▼
Title:*	Soul Food as Text		
Course Notes:			

**User Defined Fields**

Session:  
Regular

Topic:

Add Consent:  
No Consent

Drop Consent:  
No Consent

YES Notes:

Additional Instructors:

Reserve Capacity:

Wait List Capacity:  
12

Cancel Save

- Click **Save** when you are done making edits.

# CPI User Guide – Define and Edit

## Adding a New Course

1. In the **Academic Browser** select **New Course**.

The screenshot shows the Campus Planning Interface UAT. At the top left is the 'ems Campus' logo. At the top right, it says 'Managing: Arts and Science - 2016 Sprir' and 'Term Dates: 1/1/2016 - 5/8/2016'. Below this is a navigation bar with 'Term Selector', 'Academic Browser', 'Search For Rooms', 'Reports', 'Manage User Options', 'Log Out', and 'Help'. On the right of the navigation bar is 'Welcome AcadUser' and 'Options'. Below the navigation bar are several filters: 'Academic Unit: African American & Diaspora St', 'Subject: (all)', 'Browse For: Course Dates', and 'Modified Only: '. There is a 'Get Data' button. Below the filters are 'Clear Filter', 'Full Expand', and 'Full Collapse' options. On the right side of the filter area are 'New Section', 'New Course' (highlighted in yellow), and 'Tools' buttons. Below the filter area is a table with columns: 'Course Title', 'Course', 'Shares Space', 'PeopleSoft XList', 'CRN', 'Course Type', 'Instructor', 'Start Date', 'End Date', 'Days', 'Start Time', 'End Time', and 'Loca'. The table contains four rows of course data.

Course Title	Course	Shares Space	PeopleSoft XList	CRN	Course Type	Instructor	Start Date	End Date	Days	Start Time	End Time	Loca
Commons Seminar	AADS 1001 01			9454	SEM	Whiting,Gilman W.	1/11/2016	4/25/2016	U	2:30 PM	4:30 PM	(Una
Intro Afr Am Diasp Studi	AADS 1010 01			6612	LEC	Keaton,Trica	1/11/2016	4/25/2016	MWF	9:10 AM	10:00 AM	(Una
First-Year Writing Sem	AADS 1111 01			6617	FWS	Whiting,Gilman W.	1/11/2016	4/25/2016	MWF	10:10 AM	11:00 AM	(Una
Afric. Diaspora:Problm Thought	AADS 2106 01			6613	LEC	Patterson,Tiffany Ruby	1/11/2016	4/25/2016	TR	9:35 AM	10:50 AM	(Una

The course details screen will open.

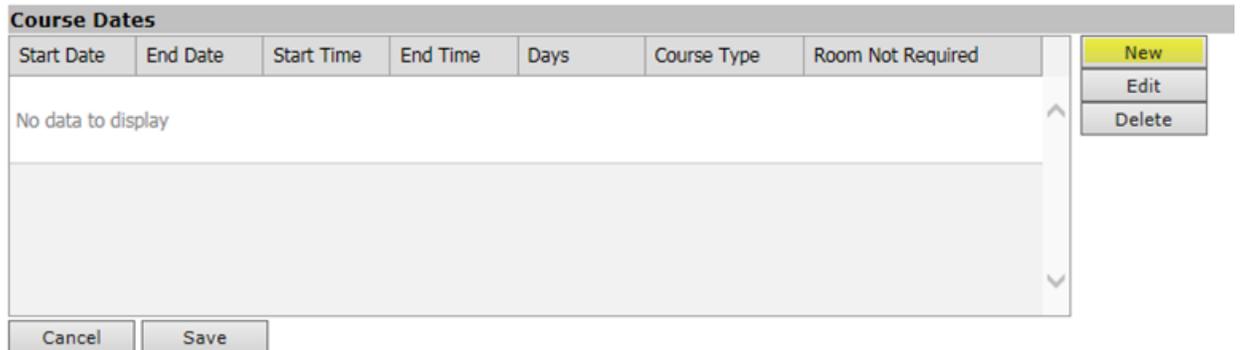
2. Select the subject and instructor from the drop down menus and insert the course number, section, title, course notes, credit hours, and estimated enrollment. Subject, course number, title, and credit hours must match what has been approved through your Dean’s Office.

The screenshot shows the 'Course Details' form. It has several fields: 'Subject:\*' (dropdown), 'Credit Hours:\*' (text), 'Course Number:\*' (text), 'Estimated Enrollment:\*' (text), 'Section:\*' (text), 'Instructor:\*' (dropdown), 'Title:\*' (text), and 'Course Notes:' (text area with scrollbars).

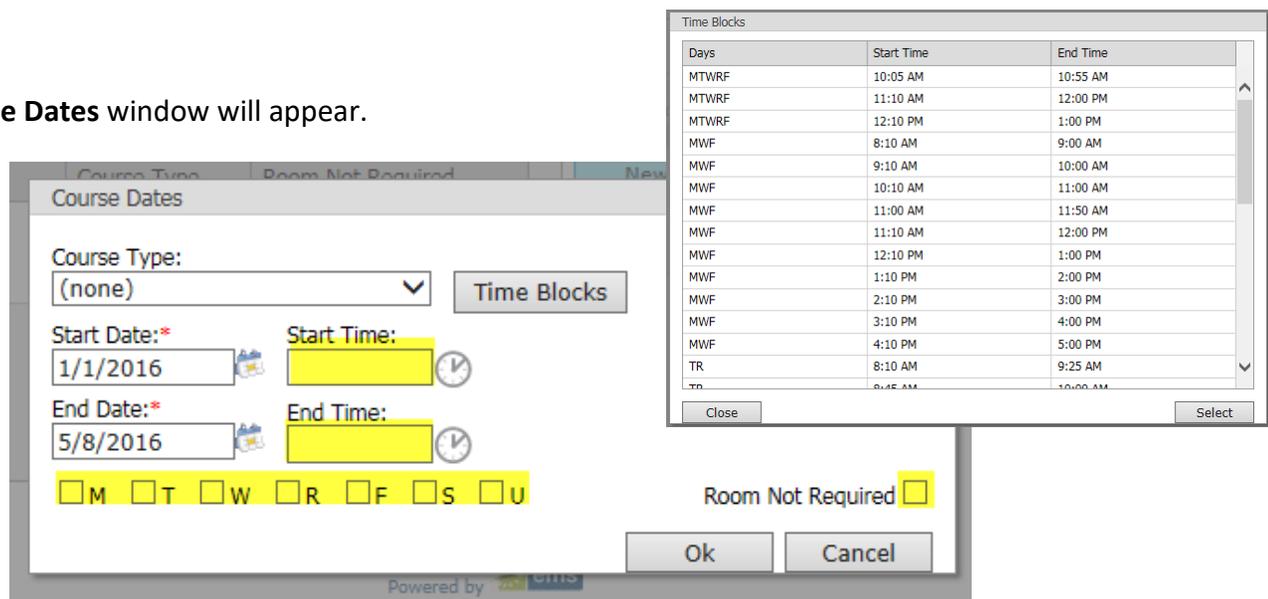
**\*NOTE:** Any new course must be approved through the offering school’s approval process in order for it to be scheduled. If you are requesting to schedule a course that has not yet been fully approved, please note that in the Course Notes section.

# CPI User Guide – Define and Edit

- To add the course pattern information, select **New** under the **Course Dates** section.



The **Course Dates** window will appear.



- Enter the start time, end time, and meeting pattern. Please ignore the course type drop down. If a room is not required, check mark the box.
- If the class meeting pattern falls into one of the school approved standard time blocks, you may select it from the Time Blocks list.

- Click **Save**.

# CPI User Guide – Define and Edit

## Adding a New Class Section

1. From the **Academic Browser** highlight the class for which you would like to add a new section and select **New Section**.

Term Selector Academic Browser Search For Rooms Reports Manage User Options Log Out Help Welcome AcadUser Options

Academic Unit: African American & Diaspora St Subject: (all) Browse For: Courses Modified Only:  Get Data

Clear Filter Full Expand Full Collapse New Section New Course Tools

Drag a column header here to group by that column

Course Title	Course	Shares Space	PeopleSoft XList	CRN	Course Type	Instructor	Start Date	End Date	Days	Start Time	End Time	Loca
Commons Seminar	AADS 1001 01			9454	SEM	Whiting, Gilman W.	1/11/2016	4/25/2016	U	2:30 PM	4:30 PM	(Una
Intro Afr Am Diasp Studi	AADS 1010 01					Keaton, Trica			(multiple)			
Intro Afr Am Diasp Studi	AADS 1010 01			6612	LEC	Keaton, Trica	1/11/2016	4/25/2016	MWF	9:10 AM	10:00 AM	(Una
First-Year Writing Sem	AADS 1111 01			6617	FWS	Whiting, Gilman W.	1/11/2016	4/25/2016	MWF	10:10 AM	11:00 AM	(Una
Afric. Diaspora: Problm	AADS 2106 01			6613	LEC	Patterson, Tiffany Ruby	1/11/2016	4/25/2016	TR	9:35 AM	10:50 AM	(Una

2. Enter the new course section number, enrollment capacity, instructor, and class notes.

Term Selector Academic Browser Search For Rooms Reports Manage User Options Log Out Help

### Course Details

Subject:\* African Amer Diaspora Studies Credit Hours:\* 3

Course Number:\* 1010 Estimated Enrollment:\* 30

Section:\* 01 Instructor:\* Keaton, Trica

Title:\* Intro Afr Am Diasp Studi

Course Notes:

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### Course Dates

Start Date	End Date	Start Time	End Time	Days	Course Type	Room Not Required
1/11/2016	4/25/2016	9:10 AM	10:00 AM	MWF	LEC	<input type="checkbox"/>

New  
Edit  
Delete

Cancel Save

# CPI User Guide – Define and Edit

- Under the **Course Dates** section, select the meeting pattern and click **Edit**. The **Course Dates** screen will open.

- Change the meeting pattern either by clicking the **Time Blocks** button or entering the start and end time manually.
  - Click **Ok**.
- Click **Save**. The CPI will bring you to the **Course Details** screen. Select **Back** to go to the **Academic Browser**.

Term Selector Academic Browser Search For Rooms Reports Manage User Options Log Out Help Welcome AcadUser Options

Academic Unit: (all) Subject: (all) Browse For: Course Dates Modified Only:  Get Data

Clear Filter Full Expand Full Collapse New Section New Course Tools

Drag a column header here to group by that column

Course Title	Course	Shares Space	PeopleSoft XList	CRN	Course Type	Instructor	Start Date	End Date	Days	Start Time	End Time
Commons Seminar	AADS 1001 01			9454	SEM	Whiting, Gilman W.	1/11/2016	4/25/2016	U	2:30 PM	4:30 PM
Intro Afr Am Diasp Studi	AADS 1010 01			6612	LEC	Keaton, Trica	1/11/2016	4/25/2016	MWF	9:10 AM	10:00 AM
Intro Afr Am Diasp Studi	AADS 1010 02				LEC	Aaronson, Oran S.	1/11/2016	4/25/2016	MWF	9:10 AM	10:00 AM
Intro Afr Am Diasp Studi	AADS 1010 02				LEC	Keaton, Trica	1/11/2016	4/25/2016	MW	8:45 AM	10:00 AM
First-Year Writing Sem	AADS 1111 01			6617	FWS	Whiting, Gilman W.	1/11/2016	4/25/2016	MWF	10:10 AM	11:00 AM

# CPI User Guide – Define and Edit

## Canceling a Section

1. Select from the **Academic Browser** the section you would like to cancel.

The screenshot shows the eCampus Academic Browser interface. At the top, there are navigation tabs: Term Selector, Academic Browser, Search For Rooms, Reports, Manage User Options, Admin Functions, Log Out, and Help. Below the navigation, there are search filters for Academic Unit (Anthropology), Subject ((all)), and Browse For (Course Dates). A 'Get Data' button is visible. Below the filters, there is a table with columns: Course Title, Instructor, Course, Shares Space, PeopleSoft XList, Course Type, CRN, Start Date, End Date, Days, Start Time, End Time, and Location. The table contains several rows of course data, including 'Archaeology Methods/Thry' and 'Honors Thesis' sections.

Course Title	Instructor	Course	Shares Space	PeopleSoft XList	Course Type	CRN	Start Date	End Date	Days	Start Time	End Time	Location
Archaeology Methods/Thry	Fowler Jr., William R.	ANTH 8200 01			SEM	6662	1/11/2016	4/25/2016	T	3:10 PM	6:00 PM	(Unassigned)
Honors Thesis	Wernke, Steven A.	ANTH 4999 05			SRT	6666	1/11/2016	4/25/2016		12:00 AM	12:00 AM	(Unassigned)
Honors Thesis	Eberl, Markus	ANTH 4999 04			SRT	6644	1/11/2016	4/25/2016		12:00 AM	12:00 AM	(Unassigned)
Honors Thesis	Non, Amy	ANTH 4999 03			SRT	6643	1/11/2016	4/25/2016		12:00 AM	12:00 AM	(Unassigned)
Honors Thesis	Fischer, Edward F.	ANTH 4999 02			SRT	6642	1/11/2016	4/25/2016		12:00 AM	12:00 AM	(Unassigned)

2. Click **Open** at the bottom of the screen.
3. If you would like to cancel the entire course, select **Cancel Course** under **Course Details**. If you would like to cancel a meeting pattern, but keep the course active, select the paper and red X under **Course Dates**. You should then add a note under course notes that reads, "Course dates – TBD."

The screenshot shows the eCampus Course Details interface for 'Archaeology Methods/Thry'. It includes fields for Term (2016 Spring), Instructor (Fowler Jr., William R.), Academic Unit (Anthropology), Credit Hours (3), CRN (6662), Course Number (8200), Section (01), and State (Unchanged). There are also 'Course Dates' and 'Preferences' sections. The 'Course Dates' section shows a table with columns: Start Date, End Date, Start Time, End Time, Location, Room, Days, State, Course Type, and Actions. The 'Preferences' section shows a table with columns: Preference, Value, and Required.

Start Date (1)	End Date	Start Time	End Time	Location	Room	Days	State	Course Type	Actions
1/11/2016 Mon	4/25/2016 Mon	3:10 PM	6:00 PM	(Unassigned)	(Unassigned)	T		SEM	

4. A dialog box will appear, select **OK**.

The screenshot shows a 'Message from webpage' dialog box with a question mark icon. The text inside the dialog box reads: 'Click OK to cancel this course date record. Click Cancel to abort this operation'. There are 'OK' and 'Cancel' buttons at the bottom of the dialog box.

# CPI User Guide – Define and Edit

- You will be brought back to the course and the status will change to Cancelled. Click **back** to return to the **Academic Browser**.

**ems Campus** Managing: Arts and Science - 2016 Spring  
Phase: Phase 1 - Define and Edit  
Term Dates: 1/1/2016 - 5/8/2016

Term Selector Academic Browser Search For Rooms Reports Manage User Options Admin Functions Log Out Help Welcome Kristin Stone

**Course Details**

<b>Archaeology Methods/Thry</b>		<b>Actions</b>	
<b>Term:</b> 2016 Spring	<b>Instructor:</b> Fowler Jr., William R.	<ul style="list-style-type: none"> <li>Add New Course Date</li> <li>Edit Course Details</li> <li>Cancel Course</li> </ul>	
<b>Academic Unit:</b> Anthropology	<b>Credit Hours:</b> 3		
<b>CRN:</b> 6662	<b>Estimated Enrollment:</b> 15		
<b>Course Number:</b> 8200	<b>Actual Enrollment:</b> 0		
<b>Section:</b> 01	<b>Subject:</b> Anthropology		
	<b>State:</b> Edited		

**Course Dates** | Cross Listed Courses | Shared Space Courses

Start Date (1) ^	End Date	Start Time	End Time	Location	Room	Days	State	Course Type	Actions
1/11/2016 Mon	4/25/2016 Mon	3:10 PM	6:00 PM	(Unassigned)	(Unassigned)	T	Cancelled	SEM	

**Preferences** | Final Exam Settings

Preference (1) ^	Value	Required
Area	URO - CALH/FURM/GARL/WILS	Yes

Set Preferences | Back

- The course will appear with a line through it.

**ems Campus** Managing: Arts and Science - 2016 Spring  
Phase: Phase 1 - Define and Edit  
Term Dates: 1/1/2016 - 5/8/2016

Term Selector Academic Browser Search For Rooms Reports Manage User Options Admin Functions Log Out Help Welcome Kristin Stone

Options

Academic Unit: Anthropology | Subject: (all) | Browse For: Course Dates | Modified Only:  | Get Data

Clear Filter | Full Expand | Full Collapse New Section | New Course | Tools

Drag a column header here to group by that column

Course Title	Instructor	Course	Shares Space	PeopleSoft XList	Course Type	CRN	Start Date	End Date	Days	Start Time
Archaeology Methods/Thry	Fowler Jr., William R.	ANTH 8200 01	-	-	SEM	6662	1/11/2016	4/25/2016	T	3:10 PM
Honors Thesis	Wernke, Steven A.	ANTH 4999 05			SRT	6666	1/11/2016	4/25/2016		12:00 AM
Honors Thesis	Eberl, Markus	ANTH 4999 04			SRT	6644	1/11/2016	4/25/2016		12:00 AM
Honors Thesis	Non, Amy	ANTH 4999 03			SRT	6643	1/11/2016	4/25/2016		12:00 AM
Honors Thesis	Fischer, Edward F.	ANTH 4999 02			SRT	6642	1/11/2016	4/25/2016		12:00 AM

Set Preferences | Open Export

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