

CPI User Guide -

Logging In and Sorting Courses

A guide to accessing the CPI and sorting courses.

June 30, 2015 version

CPI User Guide – Logging in and Sorting Courses



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CPI User Guide – Logging in and Sorting Courses



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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.

ems Campus **Campus Planning Interface** **Managing:** Arts and Science - 2015 Fall **Term Dates:** 8/10/2015 - 12/31/2015

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

Term Description	Domain	Phase	Notes
2015 Fall	Arts and Science		
2016 Spring	Arts and Science		

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.

ems Campus **Campus Planning Interface** **Managing:** Arts and Science - 2015 Fall **Phase:** Phase 1 - Edit course info **Term Dates:** 8/10/2015 - 12/31/2015

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

Term: 2015 Fall
Start Date: 8/10/2015 Mon
End Date: 12/31/2015 Thu
Phase: Phase 1 - Edit course info
Notes: Deadline to submit is August 21, 2015.

Powered by **ems**

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Viewing Courses

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

The screenshot shows the 'ems Campus' logo on the left. The navigation bar includes 'Term Selector', 'Academic Browser', 'Search For Rooms', 'Reports', 'Manage User Options', 'Log Out', and 'Help'. The 'Academic Browser' item is highlighted with a red arrow. On the right, the user is logged in as 'AcadUser1' and the term is 'Arts and Science - 2015 Fall'.

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:

The screenshot shows the 'ems Campus' logo and the 'Campus Planning Interface UAT' title. The 'Browse For' dropdown is set to 'Courses'. The 'Get Data' button is visible. Below the navigation bar is a table of courses with columns for Course Title, Course, Shares Space, PeopleSoft XList, CRN, Course Type, Instructor, Start Date, End Date, Days, Start Time, End Time, Location, Room Type, Est Enroll, Act Enroll, Credit Hours, State, and Prefs.

Course Title	Course	Shares Space	PeopleSoft XList	CRN	Course Type	Instructor	Start Date	End Date	Days	Start Time	End Time	Location	Room Type	Est Enroll	Act Enroll	Credit Hours	State	Prefs
Society,School,&I	EDUC 1220 01			6022	LEC	Baum,Steven R.	1/15/2016	5/13/2016	(multiple)				Classroom	35	0	3		
Cultural Divers Educ	EDUC 2160 01			6393	LEC	Ford,Donna Y.	1/15/2016	5/13/2016	M	1:10 PM	4:00 PM	146 PAYN 007	Classroom	5	0	3		
Meth Lang&Lit Instructn	EDUC 3115 01			6351	LEC	Peter,Jeanne H.	1/15/2016	5/13/2016	TR	11:00 AM	12:15 PM	142 WYAT 101	Classroom	15	0	3		

Course Dates:

The screenshot shows the 'ems Campus' logo and the 'Campus Planning Interface UAT' title. The 'Browse For' dropdown is set to 'Course Dates'. The 'Get Data' button is visible. Below the navigation bar is a table of course dates with columns for Course Title, Course, Shares Space, PeopleSoft XList, CRN, Course Type, Instructor, Start Date, End Date, Days, Start Time, End Time, Location, Room Type, Est Enroll, Act Enroll, Credit Hours, State, and Prefs.

Course Title	Course	Shares Space	PeopleSoft XList	CRN	Course Type	Instructor	Start Date	End Date	Days	Start Time	End Time	Location	Room Type	Est Enroll	Act Enroll	Credit Hours	State	Prefs
Society,School,&I	EDUC 1220 01			6022	LEC	Baum,Steven R.	1/15/2016	5/13/2016	W	8:10 AM	9:50 AM	142 WYAT 050-1	Classroom	35	0	3		
Society,School,&I	EDUC 1220 01			6022	LEC	Baum,Steven R.	1/15/2016	5/13/2016	F	8:10 AM	9:25 AM	142 WYAT 050-1	Classroom	35	0	3		
Cultural Divers Educ	EDUC 2160 01			6393	LEC	Ford,Donna Y.	1/15/2016	5/13/2016	M	1:10 PM	4:00 PM	146 PAYN 007	Classroom	5	0	3		
Meth Lang&Lit Instructn	EDUC 3115 01			6351	LEC	Peter,Jeanne H.	1/15/2016	5/13/2016	TR	11:00 AM	12:15 PM	142 WYAT 101	Classroom	15	0	3		
Pract Tch ECE Rng & Lang	EDUC 3116 01			6350	PRC	Rivera,Bretta Louise	1/15/2016	5/13/2016	TR	8:10 AM	10:50 AM	146 PAYN 008	Classroom	15	0	1		
Chldrn in Families&Schls	EDUC 3120 01			6023	LEC	Henrie,Andrea W.	1/15/2016	5/13/2016	F	12:45 PM	3:35 PM	142 WYAT 050-1	Classroom	15	0	3		
Learnng&Develmt in ECE	EDUC 3140 01			6263	LEC	McTamaney,Cath	1/15/2016	5/13/2016	MW	8:45 AM	10:00 AM	(Unassigned)		15	0	3		
Manag Instr Set Yng Child	EDUC 3180 01			6024	LEC	Neely,Ann M.	1/15/2016	5/13/2016	T	4:10 PM	6:00 PM	142 WYAT 101	Classroom	10	0	2		
Intro Rng Proc&Assesmt	EDUC 3212 01			6404	LEC	Peter,Jeanne H.	1/15/2016	5/13/2016		12:00 AM	12:00 AM	(Unassigned)		1	0	3		
Thry&Meth Rng Inrt Elem	EDUC 3214 01			6352	LEC	Miller,Mary Ellen	1/15/2016	5/13/2016	R	1:10 PM	4:00 PM	142 WYAT 050-3	Classroom	25	0	3		
Language Arts Elem Scis	EDUC 3215 01			6354	LEC	Ganske,Kathy A	1/15/2016	5/13/2016	T	1:10 PM	4:00 PM	142 WYAT 050-3	Classroom	25	0	3		
Pract Tch Rng&Lang Arts	EDUC 3216 01			6353	PRC	Mock,Jin-Sil	1/15/2016	5/13/2016	TR	9:10 AM	12:00 PM	142 WYAT 102	Classroom	25	0	1		
Pract Elem So & Soc St	EDUC 3240 01			6410	PRC	Palmeri,Amy B.	1/15/2016	5/13/2016	TR	12:45 PM	2:50 PM	142 WYAT 121	Classroom	18	0	1		
Managing Instruc Setting	EDUC 3270 01			6025	LEC	Graniel,Douglas M.	1/15/2016	5/13/2016	T	4:10 PM	6:00 PM	142 WYAT 102	Classroom	20	0	2		
SP&H	EDUC 3620 01			6033	LEC	Mitchell,Phyllis C.	1/15/2016	5/13/2016	MW	8:10 AM	9:25 AM	142 WYAT 121	Classroom	30	0	3		

CPI User Guide – Logging in and Sorting Courses



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**.

The screenshot shows the 'Campus Planning Interface UAT' with the following details:

- ems Campus** logo and navigation menu: Term Selector, Academic Browser, Search For Rooms, Reports, Manage User Options, Log Out, Help.
- Managing:** Arts and Science - 2015 Fal
- Phase:** Phase 1 - Edit course info
- Term Dates:** 8/10/2015 - 12/31/2015
- Academic Unit: English
- Subject: (all)
- Browse For: Courses
- Modified Only:
- Get Data button
- Clear Filter, Full Expand, Full Collapse buttons
- Table with columns: Course Title, Course, Shares Space, PeopleSoft XList, CRN, Course Type, Instructor, Start Date, End Date, Days, Start Time, End Time, Location.

Course Title	Course	Shares Space	PeopleSoft XList	CRN	Course Type	Instructor	Start Date	End Date	Days	Start Time	End Time	Loca
Composition	ENGL 1100 01			4615	SEM	TBD	8/26/2015	12/10/2015	MWF	9:10 AM	10:00 AM	(Una
Composition	ENGL 1100 02			4616	SEM	Johnson,Shelby Lynn	8/26/2015	12/10/2015	MWF	12:10 PM	1:00 PM	(Una
Composition	ENGL 1100 03			4617	SEM	Land,Chelsea Maria	8/26/2015	12/10/2015	MWF	1:10 PM	2:00 PM	(Una
Composition	ENGL 1100 04			4618	SEM	McInnis,Tatiana Danielle	8/26/2015	12/10/2015	MWF	2:10 PM	3:00 PM	(Una
Composition	ENGL 1100 05			4619	SEM	Armstrong,Deann Valrae	8/26/2015	12/10/2015	TR	2:35 PM	3:50 PM	(Una
First-Year Writing Sem	ENGL 1111 31			3443	FWS	Schoenfield,Mark L	8/26/2015	12/10/2015	TR	8:10 AM	9:25 AM	(Una

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

CPI User Guide – Logging in and Sorting Courses



Sorting Courses by Column Header

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

Academic Unit: (all) Subject: (all) Browse For: Courses Modified Only: [Get Data](#)

[Clear Filter](#) [Full Expand](#) [Full Collapse](#) [New Section](#) [New Course](#) [Tr](#)

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
Intro Afr Am Diasp Studi	AADS 1010 01			3001	LEC	Sharpley-Whiting, Tracy D.	8/26/2015	12/10/2015	MWF	9:10 AM	10:00 AM
Intro Afr Am Diasp Studi	AADS 1010 02			3006	LEC	Monroe, Alicia L	8/26/2015	12/10/2015	MWF	1:10 PM	2:00 PM
Reel-Real:Film Aesth/Rep	AADS 1506 01			10189	LEC	Randall,Alice	8/26/2015	12/10/2015	T	4:10 PM	7:00 PM
Capoeira	AADS 1706 01			3009	LEC	Whiting,Gilman W.	8/26/2015	12/10/2015	TR	11:00 AM	12:15 PM
AfAm Influences Country Music	AADS 2166 01			10921	SEM	Randall,Alice	8/26/2015	12/10/2015	W	4:10 PM	7:00 PM

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

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	Shares Space	PeopleSoft XList	CRN	Course Type	Course Title	Instructor	Start Date	End Date	Days	Start Time	End Time	Loca
WGS 8989 02			4483	IND	Independent Study	TBD	8/26/2015	12/10/2015		12:00 AM	12:00 AM	(Una
WGS 8989 01			4482	IND	Independent Study	TBD	8/26/2015	12/10/2015		12:00 AM	12:00 AM	(Una
WGS 8301 01			4903	LEC	Gender/Sexuality:	Schneider, Laurel C.	8/26/2015	12/10/2015	T	3:10 PM	6:00 PM	(Una
WGS 4999 01			4468	SRT	Honors Thesis	TBD	8/26/2015	12/10/2015		12:00 AM	12:00 AM	(Una
WGS 4998 01			4924	RES	Honors Research	TBD	8/26/2015	12/10/2015		12:00 AM	12:00 AM	(Una

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.

ems Campus **Campus Planning Interface UAT** **Managing:** Arts and Science - 2015 Fall **Phase:** Phase 1 - Edit course info **Term Dates:** 8/10/2015 - 12/31/2015

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	Shares Space	PeopleSoft XList	CRN	Course Type	Course Title	Instructor	Start Date	End Date	Days	Start Time	End Time	Loca
SPAN												
SPAN 1100 01			4820	SEM	Elem Spanish I True Beginners	TBD	8/26/2015	12/10/2015	MTWRF	12:10 PM	1:00 PM	(Una
SPAN 1100 02			4821	SEM	Elem Spanish I True Beginners	TBD	8/26/2015	12/10/2015	MTWRF	9:10 AM	10:00 AM	(Una
SPAN 1100 03			4822	SEM	Elem Spanish I True Beginners	TBD	8/26/2015	12/10/2015	MTWRF	11:10 AM	12:00 PM	(Una
SPAN 1100 04			4823	SEM	Elem Spanish I True Beginners	TBD	8/26/2015	12/10/2015	MTWRF	1:10 PM	2:00 PM	(Una
SPAN 1101 01			4824	SEM	Elementary Spanish I	TBD	8/26/2015	12/10/2015	MTWRF	2:10 PM	3:00 PM	(Una
SPAN 1101 02			4825	SEM	Elementary Spanish I	TBD	8/26/2015	12/10/2015	MTWRF	1:10 PM	2:00 PM	(Una
SPAN 1101 03			4826	SEM	Elementary Spanish I	TBD	8/26/2015	12/10/2015	MTWRF	11:10 AM	12:00 PM	(Una
SPAN 1101 04			4827	SEM	Elementary Spanish I	TBD	8/26/2015	12/10/2015	MTWRF	10:05 AM	10:55 AM	(Una
SPAN 1101 05			4828	SEM	Elementary Spanish I	TBD	8/26/2015	12/10/2015	MTWRF	12:10 PM	1:00 PM	(Una
SPAN 1101 06			4829	SEM	Elementary Spanish I	TBD	8/26/2015	12/10/2015	MTWRF	11:10 AM	12:00 PM	(Una
SPAN 1101 07			4830	SEM	Elementary Spanish I	TBD	8/26/2015	12/10/2015	MTWRF	9:10 AM	10:00 AM	(Una

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

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	Shares Space	PeopleSoft XList	CRN	Course Type	Course Title	Instructor	Start Date	End Date	Days	Start Time	End Time	Loca
AADS									M			
AADS 1010 01			3001	LEC	Intro Afr Am Diasp Studi	Sharpley-Whiting, Tracy D.	8/26/2015	12/10/2015	MWF	9:10 AM	10:00 AM	(Una
AADS 1010 02			3006	LEC	Intro Afr Am Diasp Studi	Monroe, Alicia L	8/26/2015	12/10/2015	MWF	1:10 PM	2:00 PM	(Una
AADS 2178 01			10562	LEC	Global Africa	Patterson, Tiffany Ruby	8/26/2015	12/10/2015	MWF	10:10 AM	11:00 AM	(Una
AADS 2214 01			10221	LEC	Black Women in the U.S.	Patterson, Tiffany Ruby	8/26/2015	12/10/2015	MWF	2:10 PM	3:00 PM	(Una

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.

ems Campus **Campus Planning Interface UAT** **Managing:** Arts and Science - 2015 Fall **Phase:** Phase 1 - Edit course info **Term Dates:** 8/10/2015 - 12/31/2015

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	Shares Space	PeopleSoft XList	CRN	Course Type	Course Title	Instructor	Start Date	End Date	Days	Start Time	End Time	Loca
AADS 1010 01			3001	LEC	Intro Afr Am Diasp Studi	Sharpley-Whiting, Tracy D.	8/26/2015	12/10/2015	MWF	9:10 AM	10:00 AM	(Una
AADS 1010 02			3006	LEC	Intro Afr Am Diasp Studi	Monroe, Alicia L	8/26/2015	12/10/2015	MWF	1:10 PM	2:00 PM	(Una
AADS 1506 01			10189	LEC	Reel-Real:Film Aesth/Rep	Randall, Alice	8/26/2015	12/10/2015	T	4:10 PM	7:00 PM	(Una
AADS 1706 01			3009	LEC	Capoeira	Whiting, Gilman	8/26/2015	12/10/2015	TR	11:00 AM	12:15 PM	1 RA

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

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

Clear Filter Full Expand Full Collapse New Section New Course Tools

Course Title

Course	Shares Space	PeopleSoft XList	CRN	Course Type	Instructor	Start Date	End Date	Days	Start Time	End Time	Location
<input type="checkbox"/> Course Title: 18th Century Engl Novel											
<input type="checkbox"/> Course Title: 19th-C Amer Women Writer											
<input type="checkbox"/> Course Title: 19th-Century Philosophy											
<input type="checkbox"/> Course Title: 20th & 21st Cent Spanish Lit											
<input type="checkbox"/> Course Title: 20th Cent. European Art											
<input type="checkbox"/> Course Title: 20th Century Germany											
<input type="checkbox"/> Course Title: 20th-C Continental Phil											
<input type="checkbox"/> Course Title: Abnormal Psychology											
<input type="checkbox"/> Course Title: Abstract Algebra											
<input type="checkbox"/> Course Title: Academic Study of Religion											
<input type="checkbox"/> Course Title: Accel Single-Var Calc I											
<input type="checkbox"/> Course Title: Accel Single-Var Calc II											
<input type="checkbox"/> Course Title: Acting I											
<input type="checkbox"/> Course Title: Adv Conv Cult Iss Film											
<input type="checkbox"/> Course Title: Adv Conversationl French											
<input type="checkbox"/> Course Title: Adv Independent Study											
<input type="checkbox"/> Course Title: Adv Integrated Lab											
<input type="checkbox"/> Course Title: Adv Investigational Tech											
<input type="checkbox"/> Course Title: Adv Nonfiction Writing											
<input type="checkbox"/> Course Title: Adv Placement Organic											
<input type="checkbox"/> Course Title: Adv Quantum Mech I											
<input type="checkbox"/> Course Title: Adv Reading BioSci											

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

ems Campus **Campus Planning Interface UAT**

Managing: Arts and Science - 2015 Fall
 Phase: Phase 1 - Edit course info
 Term Dates: 8/10/2015 - 12/31/2015

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

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

Clear Filter Full Expand Full Collapse New Section New Course Tools

Course	Shares Space	PeopleSoft XList	CRN	Course Type	Instructor	Start Date	End Date	Days	Start Time	End Time	Location	f
Course Title: 18th Century Engl Novel												
ENGL 3364 01			10169	SEM	Lamb,Jonathan	8/26/2015	12/10/2015	TR	1:10 PM	2:25 PM	(Unassigned)	
Course Title: 19th-C Amer Women Writer												
ENGL 3622 01			10168	SEM	Spillers,Hortense	8/26/2015	12/10/2015	TR	2:35 PM	3:50 PM	(Unassigned)	
Course Title: 19th-Century Philosophy												
PHIL 2104 01			4072	LEC	Ng, Karen	8/26/2015	12/10/2015	TR	9:35 AM	10:50 AM	(Unassigned)	
Course Title: 20th & 21st Cent Spanish Lit												
SPAN 8150 01			10463	SEM	Murray,Neica Michelle	8/26/2015	12/10/2015	R	3:10 PM	5:30 PM	(Unassigned)	
Course Title: 20th Cent. European Art												
HART 2710 01			3567	LEC	Folgarait,Leonard	8/26/2015	12/10/2015	MWF	11:10 AM	12:00 PM	(Unassigned)	
Course Title: 20th Century Germany												

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

CPI User Guide – Logging in and Sorting Courses



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.

CPI Campus Planning Interface Managing: Graduate School - 2016 Spring
Phase: CLOSED
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

Academic Unit: (all) Subject: (all) Browse For: Courses Modified Only: Options

Clear Filter Full Expand Full Collapse Tools

Drag a column header here to group by that column

Course	Shares Space	PeopleSoft XList	CRN	Course Title	Course Type	Instructor	Start Date	End Date	Days	Start Time	End Time	Loc
BCHM-GS 7999 01			9499	Master's Thesis Research	THS	Friedman, Katherin L.	1/11/2016	4/25/2016		12:00 AM	12:00 AM	(Un
BCHM-GS 8300 01			10693	Intro to Structural Biol	LEC	Chazin, Walter J.	1/11/2016	4/25/2016	MWF	11:00 AM	12:00 PM	123
BCHM-GS 8301 01			10694	Mol Structure&Functio	LEC	Egli, Martin	1/11/2016	4/25/2016	TR	1:00 PM	2:00 PM	(Un
BCHM-GS 8303 01			10695	Biom X-Ray Crystallography	LEC	Egli, Martin	1/11/2016	4/25/2016	MWF	1:00 PM	2:00 PM	(Un

CPI Campus Planning Interface Managing: Graduate School - 2016 Spring
Phase: CLOSED
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

Academic Unit: (all) Subject: (all) Browse For: Courses Modified Only: Options

Clear Filter Full Expand Full Collapse Tools

Drag a column header here to group by that column

Course	Shares Space	PeopleSoft XList	Course Title	Course Type	Instructor	CRN	Start Date	End Date	Days	Start Time	End Time	Loc
BCHM-GS 7999 01			Master's Thesis Research	THS	Friedman, Katherin L.	9499	1/11/2016	4/25/2016		12:00 AM	12:00 AM	(Un
BCHM-GS 8300 01			Intro to Structural Biol	LEC	Chazin, Walter J.	10693	1/11/2016	4/25/2016	MWF	11:00 AM	12:00 PM	123
BCHM-GS 8301 01			Mol Structure&Functio	LEC	Egli, Martin	10694	1/11/2016	4/25/2016	TR	1:00 PM	2:00 PM	(Un

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