



# CPI User Guide – Reports

---

A guide to generating a report in the CPI.

June 30, 2015 version



VANDERBILT



---

## Table of Contents

Logging In and Selecting a Term .....	3
Types of Reports .....	4
Generating a Report.....	6



## Logging In and Selecting a Term

1. Log into the CPI with your VUnetID and password.  
<https://emscampus.app.vanderbilt.edu/CampusPlanningInterface/Login.aspx>.
2. The **Term Selector** screen will appear. Double click on the term for which you would like to generate scheduling reports.

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.

**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.

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

Powered by ems



## Types of Reports

Report output options are XLS (Excel), PDF, HTML, text, and RTF (Word).

- Course List

Description	Options
<p>Provides a list of courses and course dates.</p> <p><b>Note:</b> This report is often sent out to academic units for review when the Domain Scheduler is finished with room assignments.</p>	<p>There are options to include courses without room assignments and to print User Defined Fields that are associated with courses. Formats include:</p> <ul style="list-style-type: none"> <li>• By Course</li> <li>• By Instructor</li> <li>• By Academic Department By Course</li> <li>• By Academic Department By Instructor</li> <li>• By Day of Week</li> <li>• By Location</li> <li>• By Estimated Enrollment</li> <li>• By Start Time</li> <li>• By Subject</li> <li>• By Course Type</li> </ul>

- Course Preferences (Domain [Dean’s office] users only)

Description	Options
<p>Used after Set Preferences mode to provide a list of courses and course dates with their preferences and requirements.</p>	<p>Format Choices:</p> <ul style="list-style-type: none"> <li>• By Course</li> <li>• By Academic Department By Course</li> <li>• By Academic Department by Instructor</li> </ul>

- Instructor Back to Back

Description	Options
<p>Lists the courses that have instructors who are scheduled to teach two courses at the same time (Conflicts) and instructors who are teaching back to back in different locations within the time gap that is specified in Options.</p>	<ul style="list-style-type: none"> <li>• The days of the week that are to be included in the instructor’s schedule.</li> <li>• The time gap (in minutes) between classes on the specified days that determines “back to back.”</li> </ul>

- Instructor Summary

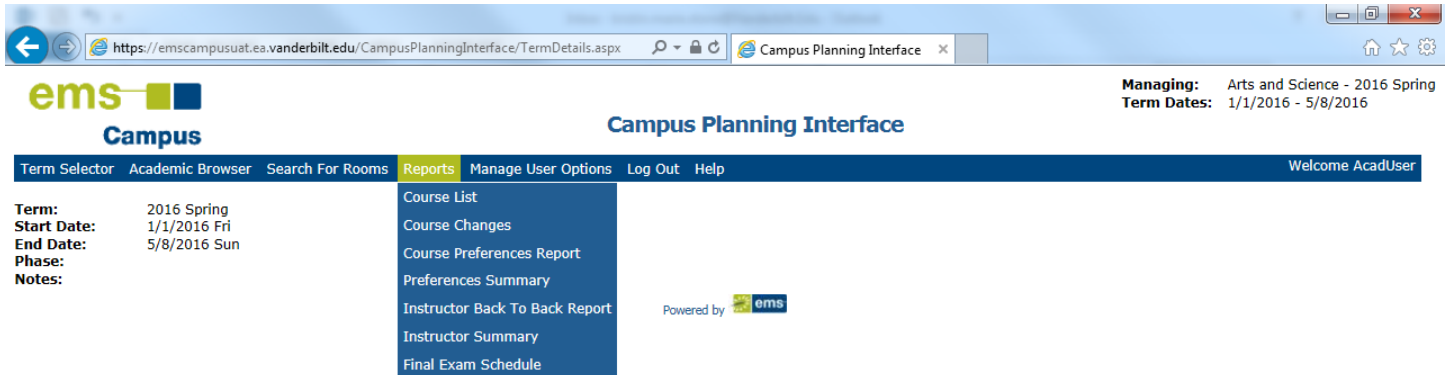
Description	Options
<p>This report includes the following values per instructor:</p> <ul style="list-style-type: none"> <li>• Number of sections.</li> <li>• Number of teaching hours.</li> <li>• Number of credit hours.</li> <li>• Total estimated enrollment.</li> <li>• Total actual enrollment.</li> <li>• Number of sections in Prime Time.</li> <li>• Number of Time Block violations.</li> </ul>	<p>N/A</p>

- Final Exam Schedule

Description	Options
Displays a list of courses with their corresponding final exam date, time, and room as assigned by the final exam session.	<ul style="list-style-type: none"><li>• All Assigned - All courses that have been assigned to a room by the final exam session</li><li>• Different Rooms - All courses that have been scheduled in room that was not the same that was used all semester for the course for the final exam</li><li>• Unassigned - All courses that have not been scheduled in a room for the final exam</li><li>• Final Exam Not Scheduled - All courses for which no final exam was scheduled</li></ul>

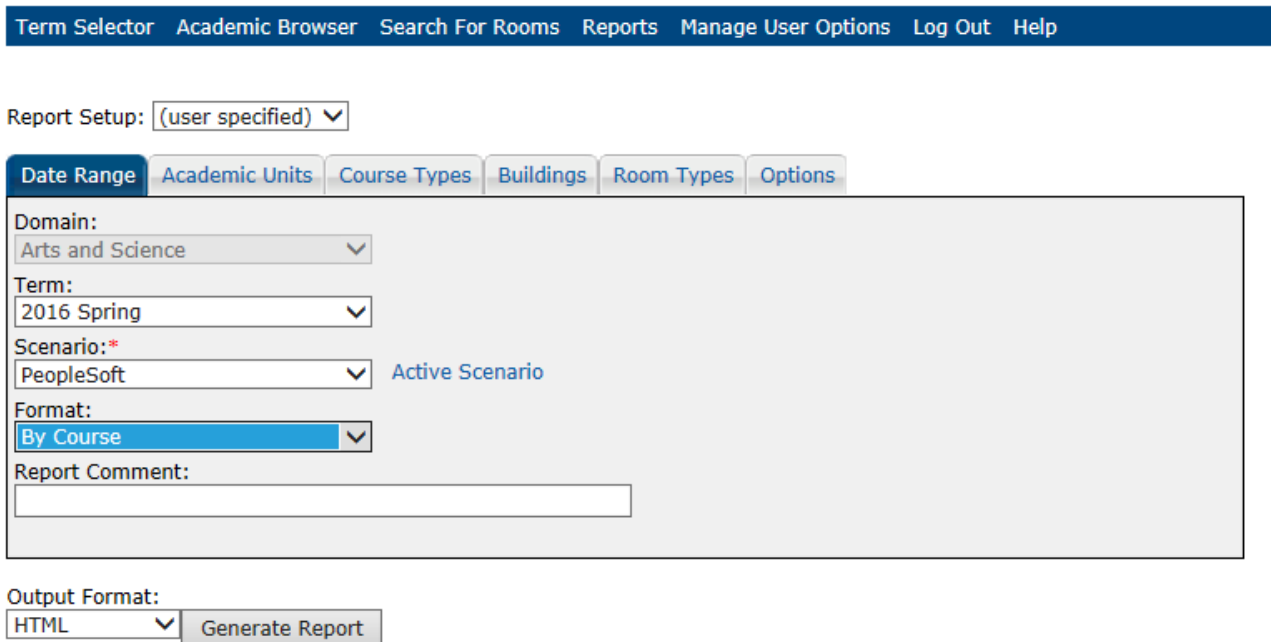
## Generating a Report

1. Hover over **Reports** and select the type of report you would like to run



The screenshot shows a web browser window with the URL <https://emscampusuat.ea.vanderbilt.edu/CampusPlanningInterface/TermDetails.aspx>. The page title is "Campus Planning Interface". The navigation bar includes "Term Selector", "Academic Browser", "Search For Rooms", "Reports", "Manage User Options", "Log Out", and "Help". The "Reports" menu is open, showing options: "Course List", "Course Changes", "Course Preferences Report", "Preferences Summary", "Instructor Back To Back Report", "Instructor Summary", and "Final Exam Schedule". The left sidebar shows "Term: 2016 Spring", "Start Date: 1/1/2016 Fri", "End Date: 5/8/2016 Sun", "Phase:", and "Notes:". The top right corner displays "Managing: Arts and Science - 2016 Spring" and "Term Dates: 1/1/2016 - 5/8/2016". The user is logged in as "AcadUser".

2. When the report opens the term and scenario should already be populated. Select the format by which you want the report to sort and add comments.



The screenshot shows the "Report Setup" form in the Campus Planning Interface. The navigation bar includes "Term Selector", "Academic Browser", "Search For Rooms", "Reports", "Manage User Options", "Log Out", and "Help". The "Report Setup" form has a dropdown menu set to "(user specified)". Below the form are tabs for "Date Range", "Academic Units", "Course Types", "Buildings", "Room Types", and "Options". The "Date Range" tab is active, showing the following fields: "Domain:" (Arts and Science), "Term:" (2016 Spring), "Scenario:\*" (PeopleSoft, Active Scenario), "Format:" (By Course), and "Report Comment:" (empty text box). Below the form is the "Output Format:" dropdown set to "HTML" and a "Generate Report" button.

3. Select the **Academic Units** tab. Highlight the academic unit and move it over by selecting and clicking the single arrow. To move over all academic units use the double arrow.

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

Report Setup: (user specified) ▼

Date Range Academic Units Course Types Buildings Room Types Options

Available Academic Units:		Selected Academic Units:
African American & Diaspora Studies	>>	
American Studies/Cinema and Media Arts	>	
Anthropology	<	
Art Studio	<<	
Asian Studies		
Biological Sciences		
Chemistry		
Classical Studies		
Classical Studies & History of Art		
Communication of Science and Technology		
Communication Studies		

Output Format:

HTML ▼ Generate Report

- Domain (Dean’s Office) users may select from all available academic units.
- Departmental users will only have access to their departments.

4. Select the **Course Types** tab. You may sort by type (e.g., seminar, discussion, lecture, etc.) or select all.

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

Report Setup: (user specified) ▼

Date Range Academic Units Course Types Buildings Room Types Options

Available Course Types:		Selected Course Types:
PRC	>>	
PRJ	>	
PUB	<	
RES	<<	
SEM		
SRT		
STD		
STP		
STU		
SUB		
THS		

Output Format:

HTML ▼ Generate Report

5. Select the **Buildings** tab. You may sort by building, area, view, or select all.

Report Setup: (user specified) ▼

**Date Range** **Academic Units** **Course Types** **Buildings** **Room Types** **Options**

Available Buildings:

- View - R & E - Production Services
- View - R & E - Student Centers Schedule
- Area - A&S
- Building - Alumni Hall
- Building - Benson Hall
- Building - Biological Sciences (MRB III)
- Building - Black Cultural Center
- Area - Blair
- View - Blair - Christine's View
- Area - BTRK/CALH/COHN/WILS
- Area - BTRK/CALH/FURM

Selected Buildings:

Navigation buttons: >>, >, <, <<

Output Format:

HTML ▼ **Generate Report**

6. Select the **Room Types** tab. You may sort by room type or select all.

Report Setup: (user specified) ▼

**Date Range** **Academic Units** **Course Types** **Buildings** **Room Types** **Options**

Available Room Types:

- (none)
- Art Studio
- Auditorium
- Class Laboratory
- Classroom
- Conference Room
- Darkroom
- Lounge
- Miscellaneous
- Office
- Open Laboratory

Selected Room Types:

Navigation buttons: >>, >, <, <<

Output Format:

HTML ▼ **Generate Report**



# CPI User Guide – Reporting



VANDERBILT

7. Select the **Options** tab. Check mark the items you would like listed on the report.

Report Setup: (user specified) v

Show Course Dates

Show Unassigned Rooms

Show User Defined Fields

Output Format:

HTML v

8. Select the output format and click **Generate Report**.

Example:

Vanderbilt University, Student Center

Course List

## 2016 Spring

Course/CRN	Course Title/Instructor	Course Type	Start Date	End Date	Days	Start Time	End Time	Est/Act Enroll	Location	Credit Hours	XList	State
AADS 1001 01 9454	Commons Seminar Whiting,Gilman W.	SEM	1/11/2016	4/25/2016	U	2:30 PM	4:30 PM	15 0	(unassigned)	1		
AADS 1010 01 6612	Intro Afr Am Diasp Studi Keaton,Trica	LEC	1/11/2016	4/25/2016	MWF	9:10 AM	10:00 AM	30 0	17 CALH 219	3		
AADS 1010 02	Intro Afr Am Diasp Studi Aaronson,Oran S.	LEC	1/11/2016	4/25/2016	MWF	9:10 AM	10:00 AM	15 0	(unassigned)	3		New
AADS 1111 01 6617	First-Year Writing Sem Whiting,Gilman W.	FWS	1/11/2016	4/25/2016	MWF	10:10 AM	11:00 AM	15 0	275 CRAW 208	3		
AADS 1111 02	First-Year Writing Sem ZZDup_Graves,Amy Beth	LEC	1/11/2016	4/25/2016	MW	8:10 AM	9:00 AM	10 0	(unassigned)	3		New
AADS 2106 01 6613	Afric. Diaspora:Problm Thought Patterson,Tiffany Ruby	LEC	1/11/2016	4/25/2016	TR	9:35 AM	10:50 AM	25 0	24 BTRK 312	3		
AADS 2148 01 6620	Blks LatinAm & Caribbean Monroe, Alicia L	LEC	1/11/2016	4/25/2016	TR	4:00 PM	5:15 PM	15 0	24 BTRK 306	3		
AADS 2204 01 6618	Politics Blacks & Beauty Patterson,Tiffany Ruby	LEC	1/11/2016	4/25/2016	TR	2:35 PM	3:50 PM	25 0	125 WILS 121	3		
AADS 2654 01 6616	Memoirs and Biographies Randall,Alice	LEC	1/11/2016	4/25/2016	W	4:10 PM	7:00 PM	20 0	281 STAM 107	3		