CPI Frequently Asked Questions

EMS Campus Planning Interface (CPI)

GETTING STARTED

Where can I find instructions or other resources for entering the changes to my draft?

Registrar’s Office website: There are many online resources for you to use as you enter your draft’s changes. Instructions for accessing your class schedule draft, working/entering your changes, and training resources are available on the Schedule Build Process page of the Registrar’s Office website: [http://registrar.colostate.edu/classroomscheduling/schedule-build-process/](http://registrar.colostate.edu/classroomscheduling/schedule-build-process/). Questions or requests for one-on-one trainings can be directed to the Academic and Classroom Scheduling staff in the Registrar’s Office at roomscheduling@colostate.edu.

CPI website: Within the CPI, you’ll also find brief information and instructions on each page between the top menu and the page content. If you are unable to see this information, choose Manage User Options on the top menu, and select the third tab on the blue box, Other Options. Checkmark the Show Help Text box and click Save.

How do I get access to the CPI?

You can access the CPI at [https://schedule.colostate.edu/campusplanninginterface](https://schedule.colostate.edu/campusplanninginterface). If you try logging in and get an error message, email roomscheduling@colostate.edu to request access to your department’s drafts.

If this is your first time working your department’s drafts, a description of the process, instructions for entering changes, and other resources are available online on the Schedule Build Process page: [http://registrar.colostate.edu/classroomscheduling/schedule-build-process/](http://registrar.colostate.edu/classroomscheduling/schedule-build-process/).

Where do I go to make my changes?

First, you’ll want to make sure you’ve selected the correct term. You can verify this on the top right corner (the first 4 digits of the term code are the year, and the last 2 are specific to the semester: 10 for Spring, 60 for Summer, or 90 for Fall. For example, Fall 2016 is 201690). If you need to change to a different term, click the Term Selector link on the top menu, or click on the term in the top right corner.

To enter your changes, navigate to the Academic Browser link on the top menu. Please see the “How to Work your Class Schedule Draft” section of the Schedule Build Process page ([http://registrar.colostate.edu/classroomscheduling/schedule-build-process/](http://registrar.colostate.edu/classroomscheduling/schedule-build-process/)) for specific instructions for entering changes.

ENTERING CHANGES TO YOUR DRAFT

Where do I put room changes/requests?

Enter any room changes/requests in the Course Dates Notes text field. Open a section from the Academic Browser, and click on the pencil and paper icon located on the right side under the Course Date section’s Actions.
CPI Frequently Asked Questions

EMS Campus Planning Interface (CPI)

Enter your room choice (if choosing one of your department’s classrooms) or room preference (if requesting a general assignment classroom) in the Course Date Notes field. Requests for general assignment classrooms will be honored based on availability; if unavailable, the Registrar’s Office will work to find a comparable space, or will contact you to discuss alternatives if no other space is available.

Room requests will also be honored if entered in the Course Notes text field.

How should I enter evening exams?
If your section has faculty Council permitted evening exam offerings, open the section and choose Edit Course Details on the right side of the Course Details section under Actions.

Enter your dates for the evening exams in the Course Notes text box.

How should I enter experimental courses?
Experimental courses may be offered twice, and must be approved by the University Curriculum process. Any questions regarding your experimental courses or the number of offerings can be directed to ro_curriculum@mail.colostate.edu.

If the course is showing on your list of classes in the Academic Browser, and it has only been offered once, you can update the course information as necessary (meeting pattern and/or room changes). If the course is not showing on your list of classes in the Academic Browser, and it is the first or second offering, you can choose the New Course link on the top right corner of the grid of classes. Questions regarding experimental courses within the draft process in the CPI can be directed to roomscheduling@colostate.edu.

What should I do with the instructor field?
We will not enter any instructor information from the CPI into ARIES/Class Schedule (you will continue to enter instructor data in ARIES via SCAIT), therefore, we recommend entering TBD in the instructor field (the dropdown field will jump to TBD by typing T-B-D).

However, you are welcome to utilize the instructor field as a tool for your records.

What if I have a change that is not described in the instructions or here?
If you aren’t sure where to enter a change, you can always enter information in the Course Notes or Course Dates Notes text fields. Any text entered in these fields will be received and reviewed when we process your round’s changes.

You can also contact roomscheduling@colostate.edu for assistance.

AFTER ENTERING CHANGES

I’m done entering my changes. Now what?
After you have entered all changes for a given schedule build round, email roomscheduling@colostate.edu. Please include the name of your department and the subject codes you manage. Once we have received your email, we will add you to the processing queue. After the schedule build round closes, we will begin
CPI Frequently Asked Questions
EMS Campus Planning Interface (CPI)

processing. Once your changes have been processed, you will receive a confirmation email, and can review the changes either at the start of the next round, or via the Class Schedule in ARIESweb.

Do I need to save a copy of each round’s course changes report?
It is recommended to run the course changes report after you’ve entered all of your changes for a given schedule build round. Changes entered in a previous round will be reflected as current information at the start of the following round, therefore, a copy of each round’s course changes report allows you to have a point-in-time reference of the requested changes. Instructions and recommended parameters are available on the Schedule Build Help Sheet, available online: http://registrar.colostate.edu/classroomscheduling/schedule-build-process/.

When will I see my updated changes?
Once your changes have been processed (after the round has closed, and based on the order of the processing queue), you will receive a confirmation email, and can review the changes either at the start of the next round, or via the Class Schedule in ARIESweb.

OTHER CPI FEATURES

How can I pull course information out of the CPI?
There are two recommended options. They are different file formats, and thus offer different functionality/features:

Excel Spreadsheet: In the bottom right-hand corner, under the grid of classes in the Academic Browser, choose the Export button.

PDF Listing: for a PDF version of your classes, choose Course List from the Reports dropdown on the top menu. Use the tabs to choose your report parameters; after the first time specifying the parameters, the system will retain your chosen parameters, so only the Date Range will need to be specified. To get a full course list, use these recommended parameters:
- Date Range tab: Choose the term
- Academic Units tab: Select your department from the list on the left either by double-clicking your department, or clicking, and using the >> button.
- Course Types, Buildings, Room Types tab: choose all available by using the >> button.
- Options tab: Checkmark Show Course Dates, and Show Unassigned Rooms

Can I view data from previous semesters?
Yes. You can choose a different term via the Term Selector link on the top menu. You can then review the course listing in the Academic Browser, although you will be unable to make any changes.

When can I use the CPI to search for General Assignment Classrooms?
The Search for Rooms functionality in the CPI is only available for terms where registration has already opened. Choose Search For Rooms from the top menu, enter the term from the drop down, start/end times, and choose the days of the week. Under room type, choose General Assignment Classroom, enter
enrollment (if desired), and click the **Search** button. Email roomscheduling@colostate.edu if you have any questions regarding space or are interested in scheduling a section in one of the available rooms. Please note: Department spaces are only available to those departments which manage the space.

**What is the “Academic Book” and what do the colors mean?**

The Academic Book offers a week-at-a-glance graphical view of the course that are assigned to a specific room or instructor. The layered colors identify courses that are cross-listed or share space. Blue indicates courses, and purple indicates events.