EMS Campus Planning Interface
Schedule Build Help Sheet

Link: https://schedule.colostate.edu/campusplanninginterface/
Log in: eID username & password

CPI Terminology & Navigation

Academic Browser: Offers courses in a list. Can be filtered & will be used to make scheduling adjustments
Academic Book: Week-at-a-glance graphical view of courses assigned to a room or instructor where registration has already opened
Search for Rooms: Searches for available rooms in a term where registration has already opened
Reports: Offers a variety of reports related to your term schedules
Course Details: Subject, Course, Title, Credit Hours, Enrollment, Restrictions, Comments
Course Dates: Meeting Times, Dates, Location
Time Blocks: Listing of the approved standard class times

Adding a New Section

If a section of this course already exists in the schedule build term (ex: if you’re adding another section of JTC 417):
Select the already existing section in the Academic Browser and choose New Section

If no sections were taught in the previous term (ex: if ANTH 324 was not offered last Spring, but will be offered this Spring):
Click New Course and enter section details

Cancelling a Section

Open course in Academic Browser
Click Cancel Course

Reviewing Your Changes

In the Academic Browser
List only modified sections
- Choose academic unit/subject, mark Modified Only & click “Get Data”

Filter “State” column
- Drag column header above the columns to group by unchanged vs. modified
  OR
  - Click on the “State” column header to sort unchanged vs. modified

Run Course Changes Report (under “Reports” on the top navigation)
Choose Term, your Academic Unit, all Course Types & select your Options
- It is recommended to choose “All” Course States & “Changes Since Last Synchronization” to review the changes you’ve requested
- Checkmark “Show Room Changes”, “Show Latest Changes Only”, “Show User Defined Fields”, & “Show Notes”
Choose “PDF” & “Generate Report”
Select your term & department’s courses

→ Select “Term Selector” on the top navigation menu
  o Double-click or highlight & click Save to select the schedule build term
→ Select the “Academic Browser” on the top navigation menu
→ Using the search fields, select your Academic Unit (department), Subject (if necessary), & Browse For: Courses.
  o Browsing for courses returns all sections in your department including those with no meeting time information. Courses with multiple meeting patterns (such as meeting patterns in different rooms, or evening exams) will have “Multiple” displayed on the main course listing grid (all patterns will be listed on the course details page).
  o Browsing for Course Dates returns all sections with each meeting pattern listed separately. Each will be listed with their corresponding CRN, but will show the individual meeting pattern that exists.
→ Click on “Get Data”
→ To open a section to see course details and make edits: Click on the section to highlight and click “Open” (under the listing of courses) or double-click on the course (if it is taking longer than expected, feel free to double-click again).

Schedule Build Procedures

→ Make Your Changes. Use the Academic Browser to enter your changes for the current Schedule Build Phase
→ Finishing Your Draft. After you have entered all changes for this Schedule Build Phase, email roomscheduling@colostate.edu (no need to attach anything, we’ll run the Course Changes Report!).
→ Now What?
  o Changes are entered based on the order in which an email is received. General Assignment Classrooms are assigned on a first come, first serve basis with preference given to sections that meet or exceed the University’s recommended 67% seat fill.
  o After notifying us that your draft is complete, other changes should be held until the next phase of the schedule build process — or by email if it’s after the completion of all schedule build phases.
→ When Will I See My Changes? We will send you an email after we have entered your changes – these changes will be reflected on the Class Schedule in ARIESweb. At the beginning of the next Schedule Build Phase, you will also see the new information in the CPI.

Tips

→ First Time Users: Click on Manage User Options on the top menu & choose Other Options. Checkmark “Show Help Text”
→ When in doubt, put it in the Course Notes!
→ Choose TBD for the Instructor – Instructor assignments will be entered by you through SCAIT (you can type T-B-D to jump straight to that selection)
→ To Return to the Academic Browser after you have viewed/edited a course, click “Back” at the bottom of the course display
→ To Sort/Rearrange/Group in the Academic Browser:
  o Sorting: Click any column heading
  o Rearranging Columns: To rearrange the search results, drag a column to a new location using the column heading.
  o Grouping: To Group results by a specific column, drag the column header to the grey space above the column headers