




EMS CAMPUS PLANNING INTERFACE GUIDEBOOK



Academic Scheduling
SALT LAKE COMMUNITY COLLEGE
Updated 11/28/17

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Getting Started

Welcome to **EMS Campus Planning Interface (CPI)**.

You connect online by using the following URL. NOTE: You **must** access the CPI either while on campus or via a web browser within All Access.

URLs:

Production: <http://emsweb/CampusPlanningInterface/>

Logging In

If you follow the link above you should be automatically logged into the CPI.

Navigating EMS CPI

Home Screen

On this screen (see below) you will be able to select and see the term you want to work in.

To select the term you wish to work in, click "Term Selector." Because a term is listed, does not mean it is available for editing. Some information may be "read only."

Click "Save" in the lower right-hand corner of the screen to save your term selection.

The screenshot displays the EMS Campus Planning Interface (CPI) Term Selector screen. The browser address bar shows the URL: emsweb/CampusPlanningInterface/TermSelector.aspx. The page header includes the EMS Campus logo and the text "Ems Campus". The navigation menu contains the following items: Term Selector (circled in purple), Academic Browser, Academic Book, Search For Rooms, Reports, Manage User Options, Log Out, and Help. The main content area is a table with the following columns: Term Description, Domain, Phase, and Notes. The table contains several rows of data, including terms for SAT Courses, Continuing Education, and All Campus Academics. The last row is highlighted in grey and shows the term "201820" with the phase "Round I - Due July 3rd". The "Save" button in the bottom right corner is circled in purple.

Term Description	Domain	Phase	Notes
201720	SAT Courses		
201720	Continuing Education		
201730	All Campus Academics	Post Production	Available for viewing and/or searching for rooms only. All requests for schedule modifications must be emailed to SchedulingOffice@skc.edu . Contact the Scheduling Office if you have questions about using this tool: ext. 4044.
201730	SAT Courses		
201730	Continuing Education		
201750	All Campus Academics		
201750	SAT Courses		
201750	Continuing Education		
201740	All Campus Academics	Post Production	Edits are closed and your changes are being updated in Banner. If you have questions about using the CPI tool please contact the Scheduling Office at ext. 4044.
201740	SAT Courses		
201740	Continuing Education		
201820	All Campus Academics	Round I - Due July 3rd	Round I is open for edits until 11:00 PM on July 3rd. There will be a Round II for edits and then a Round III for setting room preferences. If you have questions about using the CPI tool please contact the Scheduling Office at ext. 4044 or emsweb@skc.edu .



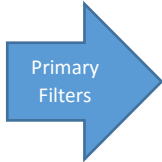
In the upper corner at all times will give you the correct term you are working in. As well as, the phase of edits and the term dates.

Notes and basic information about the term (including deadlines) are displayed in the body of the page.

Academic Browser

The **Academic Browser** is used to search, filter, sort, and access course section data.

Note: While you may view all information in the term you have selected, you may only edit information for your Academic Unit.



Course	Share Space	Banner XLit	CRN	Course Title	Course Type	Instructor	Start Date	End Date	Days	Start Time	End Time
ACCT 1110 351 901	*Parent	*Yes	20009	Financial Accounting I	Lecture	TBD	1/8/2018	5/3/2018	TR	8:30 AM	9:50 AM
ACCT 1110 352 901			21961	Financial Accounting I	Lecture	TBD	1/8/2018	5/3/2018	TR	5:30 PM	6:50 PM
ACCT 1110 401 R01			20001	Financial Accounting I	Lecture	TBD	1/8/2018	5/3/2018	TR	7:00 AM	8:20 AM
ACCT 1110 402 R01	*Parent	*Yes	22240	Financial Accounting I	Lecture	TBD	1/8/2018	5/3/2018	MWF	9:00 AM	9:50 AM
ACCT 1110 403 R01	*Parent	*Yes	21654	Financial Accounting I	Lecture	TBD	1/8/2018	5/3/2018	TR	10:00 AM	11:20 AM
ACCT 1110 404 R01			20592	Financial Accounting I	Lecture	TBD	1/8/2018	5/3/2018	M	4:00 PM	6:50 PM
ACCT 1110 405 R01	*Parent	*Yes	23340	Financial Accounting I	Lecture	TBD	1/8/2018	5/3/2018	TR	11:30 AM	12:50 PM
ACCT 1110 406 R01			20002	Financial Accounting I	Hybrid (Online + Classrooms)	TBD	1/8/2018	5/3/2018	W	5:30 PM	6:50 PM
ACCT 1110 501 E			20191	Financial Accounting I	Online	TBD	1/8/2018	5/3/2018			

There are four primary filters. Once set, the system will remember your last choice of filters and load them automatically. You may filter by *Academic Unit*, *Subject*, *Course* or *Course Dates*, and/or *Modified Only*.

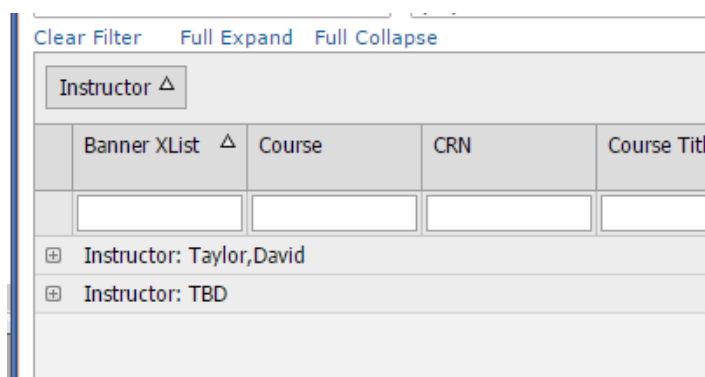
Select the combination of filter settings you wish to view and click “Get Data.”

The displayed results can be filtered or sorted further. You may even reposition the columns by dragging the column headers to a new position.

- To filter, enter data into the field just below the column header.
- To Sort, click on the column header you wish the list to sort by. It will toggle between ascending and descending order.



Groups can be created by dragging column headers into the gray box just above the headers.



Academic Book

Like *Search for Rooms*, Academic Book is only available after a schedule is published back to EMS. This view allows you to see what has been booked in each room.

Search for Rooms

This feature allows you to look for available space AFTER room scheduling is complete. Because EMS is where SLCC records all campus and academic events, space information should be current and correct; however, occasionally other considerations may prevent the booking of an event.

Always request to reserve space, or change a space reservation for any academic course or event, through the [Scheduling Office](#). It is critical for space utilization data and campus security that this information be accurate at all times.

To search for available space:

1. Select the Domain “All Campus Academics”
2. Enter the Term (note that it must be a published or completed term)
3. Adjust the start and end dates, if necessary. These dates will default to the full term dates for the term selected in step 2.
4. Enter the start and end time for the class (or event).
5. Select the building (or campus) from the pull-down menu.
6. Enter the planned or estimated enrollment count and click “Search.”

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

Domain: All Campus Academics

Term: 201620 Time Blocks

Start Date: 1/9/2017 Mon Start Time: 10:00 AM

End Date: 5/4/2017 Thu End Time: 10:50 AM

M T W R F S U

Building: AAB - Academic and Administration Building

Room Type: (no preference)

Enrollment: 0

Ignore Room Capacity

Ignore Term Excluded Dates

Available Rooms

Building	Room Code	Room	Min Capacity	Max Capacity
AAB - Academic and Administration Building	114	AAB 114 - General Classroom	0	39
AAB - Academic and Administration Building	115	AAB 115 - General Classroom	0	28
AAB - Academic and Administration Building	117	AAB 117 - General Classroom	0	25
AAB - Academic and Administration Building	118	AAB 118 - General Classroom	0	39
AAB - Academic and Administration Building	119	AAB 119 - General Classroom	0	25
AAB - Academic and Administration Building	120	AAB 120 - General Classroom	0	39
AAB - Academic and Administration Building	121	AAB 121 - General Classroom	0	25
AAB - Academic and Administration Building	122	AAB 122 - General Classroom	0	25
AAB - Academic and Administration Building	123	AAB 123 - General Classroom	0	41
AAB - Academic and Administration Building	124	AAB 124 - General Classroom	0	31

Reports

Based on your permissions, several reports are available in the CPI. These can be run at any time, even when editing is not available.

- Course List
- Course Changes
- Course Preferences
- Preferences Summary
- Instructor Back-to-Back Report
- Instructor Summary
- Final Exam Schedule

In addition to these reports, data returned in the **Academic Browser** can be exported to a spreadsheet by clicking on “Export” in the lower, right-hand corner of the browser frame.



How to Edit an Existing Course Section

Click on the Academic Browser tab (Upper Left, Second Tab):

Notice that the field “Academic Unit” will automatically be filled in with the division that you are over. You may view other divisions, but will not have access to make changes.

Select the course you want to make changes to and select “Open” in the bottom left corner.

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

Academic Unit: Subject: Browse For: Modified Only:

Clear Filter Full Expand Full Collapse New Section New Course Tools

Drag a column header here to group by that column

Course	Shared Space	Banner XLit	CRN	Course Title	Course Type	Instructor	Start Date	End Date	Days	Start Time	End T
BICL 1010 300 J01			20379	Intro to Biology (LS)	Lecture	TBD	1/8/2018	5/3/2018	MW	7:00 PM	8:20 PM
BICL 1010 301 J01	*Parent	*Yes	21072	Intro to Biology (LS)	Lecture	TBD	1/8/2018	5/3/2018	MW	1:00 PM	2:20 PM
BICL 1010 302 J01			21086	Intro to Biology (LS)	Lecture	TBD	1/8/2018	5/3/2018	MW	5:30 PM	6:50 PM
BICL 1010 303 J01	*Parent	*Yes	22416	Intro to Biology (LS)	Lecture	TBD	1/8/2018	5/3/2018	F	1:00 PM	3:50 PM
BICL 1010 350 S01			20102	Intro to Biology (LS)	Lecture	TBD	1/8/2018	5/3/2018	F	11:30 AM	2:20 PM
BICL 1010 400 R01	*Parent	*Yes	20090	Intro to Biology (LS)	Lecture	TBD	1/8/2018	5/3/2018	MWF	8:00 AM	8:50 AM
BICL 1010 401 R01	*Parent	*Yes	20091	Intro to Biology (LS)	Lecture	TBD	1/8/2018	5/3/2018	MWF	9:00 AM	9:50 AM
BICL 1010 402 R01	*Parent	*Yes	21421	Intro to Biology (LS)	Lecture	TBD	1/8/2018	5/3/2018	MWF	12:00 PM	12:50 PM
BICL 1010 403 R01	*Parent	*Yes	21536	Intro to Biology (LS)	Lecture	TBD	1/8/2018	5/3/2018	TR	10:00 AM	11:20 AM
BICL 1010 404 R01	*Parent	*Yes	20096	Intro to Biology (LS)	Lecture	TBD	1/8/2018	5/3/2018	MWF	10:00 AM	10:50 AM

The next page will have three sections:

1. Course Details
2. Course Dates
3. Preferences

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

Course Details

Intro to Biology (LS)				Actions			
Term:	201820	Instructor:	TBD	• Add New Course Date	• Edit Course Details	• Cancel Course	
Academic Unit:	Biology	Credit Hours:	4				
CRN:	20102	Estimated Enrollment:	30				
Course Number:	1010	Actual Enrollment:	0				
Section:	350 S01	Subject:	Biology - S01				
		State:	Unchanged				

Course Dates

Course Dates									
Start Date (1)	End Date	Start Time	End Time	Location	Room	Days	State	Course Type	Actions
1/8/2018 Mon	5/3/2018 Thu	11:30 AM	2:20 PM	(Unassigned)	(Unassigned)	F		Lecture	

Preferences


No preferences defined

Course Details

The **Course Details** section will focus on Term, Division, CRN, Course Number, Section, Instructor, Credit Hours, Estimated Enrollment, and Subject. To the **RIGHT** of this information you will see a section named **ACTIONS** with three links below. These actions only pertain to the **Course Details**.

Course Details				Actions	
Intro to Business (IN,HR)				 <ul style="list-style-type: none">• Add New Course Date• Edit Course Details• Cancel Course	
Term:	201720	Instructor:	TBD		
Academic Unit:	Management, Marketing and Paralegal	Credit Hours:	3		
CRN:	23044	Estimated Enrollment:	30		
Course Number:	1010	Actual Enrollment:	0		
Section:	003 R01	Subject:	Business - R01		
		State:	Edited		

- Add New Course Date** allows you to enter a new meeting time pattern for this section. You need to know *Start and End Time*, *Course Typed*, and *Meeting Days*. You may leave **Course Date Notes** as well, if you wish. If you are just wanting to edit the existing course dates please do that under the course dates section.

Ems CampusManaging: All Campus Academics - 201820
Phase: Round 1 - Due July 3rd,
Term Dates: 1/8/2018 - 5/3/2018

Term Selector Academic Browser Search For Rooms Reports Manage User Options Log Out HelpWelcome Victoria Mould

Course Details

Intro to Biology (LS)

Term:	201820	Instructor:	TBD
Academic Unit:	Biology	Credit Hours:	4
CRN:	20102	Estimated Enrollment:	30
Course Number:	1010	Actual Enrollment:	0
Section:	350 S01	Subject:	Biology - S01
		State:	Unchanged

Start Date: 1/8/2018 Mon Start Time: Course Type: NOT USED - Admin Skills Cante

End Date: 5/3/2018 Thu End Time:

M T W R F S U

Course Date Notes:

Seat Fill %: 100

Room Not Required

- b. **Edit Course Details** allows you to update Estimated Enrollment, Instructor and Section. When changing a section number, you must enter the campus code (see list on the last page of this document).

ems Campus Ems Campus Managing: All Campus Academics - 201820 Phase: Round 1 - Due July 3rd. Term Dates: 1/8/2018 - 5/3/2018

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

Course Details

Subject:* Biology - S01 Credit Hours:* 4
Course Number:* 1010 Estimated Enrollment:* 30
Section:* 350 S01 Instructor:* TBD
Title:* Intro to Biology (LS)
Course Notes:

Cancel Save

The section number should ALWAYS have a campus code attached to it, and the campus code on the section number should ALWAYS match the campus code attached to the Subject.

When there is a discrepancy we do not know what campus to assign the course.

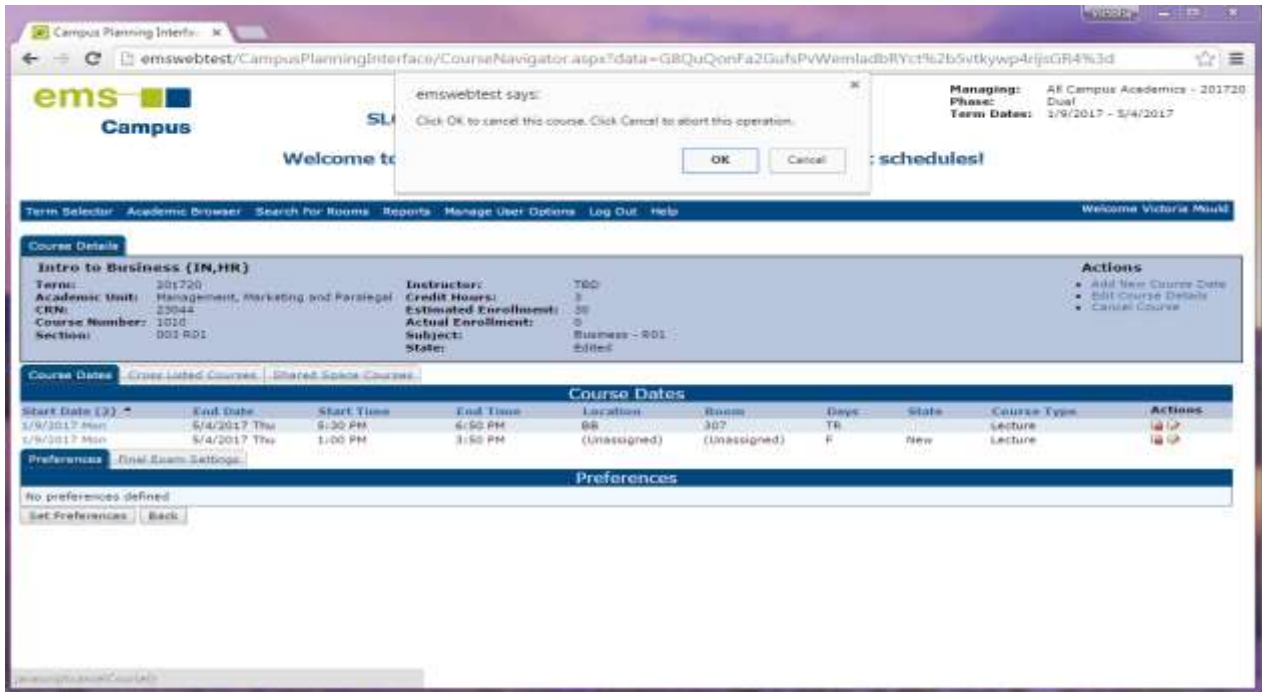
Please see the example below.

Course Details

Subject:* Biology S01 Credit Hours:* 4
Course Number:* 1010 Estimated Enrollment:* 30
Section:* 350 S01 Instructor:* TBD
Title:* Intro to Biology (LS)
Course Notes:





Cancel Save

- c. **Cancel Course:** a pop up will appear to make sure you want to cancel the course. (This action can be undone later, if needed.)



Course Dates

The **Course Dates** section will allow you to see the meeting times and locations. On the far **RIGHT** you will see a column named **Actions**. The actions will be to edit or delete each meeting time and location. To edit the course dates, you will need to know part of term (the actual dates), start and end times, course type, and days. If the class does not require a room, please select the box **Room Not Required**. When finished click "Save" in the bottom of the left hand corner.

Start Date (2) ^	End Date	Start Time	End Time	Location	Room	Days	State	Course Type	Actions
1/9/2017 Mon	5/4/2017 Thu	5:30 PM	6:50 PM	BB	307	TR		Lecture	 
1/9/2017 Mon	5/4/2017 Thu	1:00 PM	3:50 PM	(Unassigned)	(Unassigned)	F	New	Lecture	 

Preferences (ONLY available during Round Three)

The last section is used to declare room and final exam preferences. Actual space assignments are subject to many circumstances and conditions that are evaluated campus-wide. The Scheduling Office will consider your preferences in making space assignment decisions; however, declaring a preference **does not** guarantee the space will be assigned.

Setting preferences is optional, as standard room preferences are used where no specific preferences are noted.



Click on “Set Preferences” to begin.

Use the following form to indicate specific preferences.

Feature	Do Not Use	Preferred	Required
Desks and Chairs	*	●	●
Desktop Computers (Student Use)	*	●	●
Hand Sink	*	●	●
Lab Station (Instructor)	*	●	●
Plants	*	●	●

If your section needs space on any campus other than the Taylorsville Redwood Campus, you must select that campus and mark it “Required.”

Keeping your selections as simple as possible will increase the likelihood of getting those preferences in the Optimization process.

How to Add a New Section from an Existing Course

This feature is for adding a new section of an already existing course. By adding a new course this way, you will just have to update the information instead of creating a whole new course.

Course	Show Space	Banner	Unit	CRN	Course Title	Course Type	Instructor	Start Date	End Date	Days	Start Time	End Time
BIOL 1010 380 R01				20379	Intro to Biology (LS)	Lecture	TBD	1/8/2018	3/3/2018	MW	7:00 PM	8:20 PM
BIOL 1010 381 R01	*Parent	*Yes		21672	Intro to Biology (LS)	Lecture	TBD	1/8/2018	3/3/2018	MW	1:00 PM	2:20 PM
BIOL 1010 382 R01				21866	Intro to Biology (LS)	Lecture	TBD	1/8/2018	3/3/2018	MW	5:30 PM	6:50 PM
BIOL 1010 383 R01	*Parent	*Yes		22416	Intro to Biology (LS)	Lecture	TBD	1/8/2018	3/3/2018	F	1:00 PM	2:50 PM
BIOL 1010 200 R01				20101	Intro to Biology (LS)	Lecture	TBD	1/8/2018	3/3/2018	F	11:20 AM	2:20 PM
BIOL 1010 400 R01	*Parent	*Yes		20080	Intro to Biology (LS)	Lecture	TBD	1/8/2018	3/3/2018	MWF	8:00 AM	8:50 PM
BIOL 1010 401 R01	*Parent	*Yes		20091	Intro to Biology (LS)	Lecture	TBD	1/8/2018	3/3/2018	MWF	9:00 AM	9:50 PM
BIOL 1010 402 R01	*Parent	*Yes		21421	Intro to Biology (LS)	Lecture	TBD	1/8/2018	3/3/2018	MWF	12:00 PM	12:50 PM
BIOL 1010 403 R01	*Parent	*Yes		21556	Intro to Biology (LS)	Lecture	TBD	1/8/2018	3/3/2018	TR	10:00 AM	11:20 AM
BIOL 1010 404 R01	*Parent	*Yes		20096	Intro to Biology (LS)	Lecture	TBD	1/8/2018	3/3/2018	MWF	10:00 AM	10:50 PM

Make sure you select the course that has the correct campus code for the new section. The campus code will be behind the section number. After selecting the correct course with the correct campus code, you will select “New Section” in the upper RIGHT hand corner.

After selecting **New Section**, you will be taken to the page below, where you select “Edit Course Details” to make adjustment to the copied section.

The screenshot shows the Ems Campus interface. At the top, there is a navigation bar with links like 'Term Selector', 'Academic Browser', 'Search For Rooms', 'Reports', 'Manage User Options', 'Log Out', and 'Help'. The user is logged in as 'Victoria Mould'. The main content area is divided into three sections: 'Course Details', 'Course Dates', and 'Preferences'. The 'Course Details' section shows information for 'Intro to Biology (LS)', including term, academic unit, CRN, course number, section, instructor, credit hours, estimated enrollment, actual enrollment, subject, and state. The 'Course Dates' section contains a table with columns for Start Date, End Date, Start Time, End Time, Location, Room, Days, State, and Course Type. The 'Preferences' section shows 'No preferences defined'. Two purple circles highlight the 'Actions' menu in the 'Course Details' section and the 'Edit' icon in the 'Course Dates' table.

You will only be able to change the

- Section Number,
- Estimated Enrollment,
- Instructor, and
- Meeting Times.

When changing the Section Number, include the correct campus code. The code must match the campus code in the subject.

Click save in the lower **LEFT** hand corner.

To adjust the **Course Dates**, select the edit icon under “Actions” on the right side of the **Course Dates** tab. You will be able to edit, delete, or create new meeting times.

How to Add a Brand New Course

The screenshot shows the Ems Campus Academic Browser interface. At the top, there are navigation links: Term Selector, Academic Browser, Search For Rooms, Reports, Manage User Options, Log Out, and Help. The user is logged in as Victoria Mould. The main area displays a table of courses with columns for Course, Shares Space, Banner XLITE, CRN, Course Title, Course Type, Instructor, Start Date, End Date, Days, Start Time, and End Time. A purple circle highlights the 'New Course' button in the top right corner of the table area.

Course	Shares Space	Banner XLITE	CRN	Course Title	Course Type	Instructor	Start Date	End Date	Days	Start Time	End Time
B00L 1010 300 301			20379	Intro to Biology (LS)	Lecture	TBD	1/8/2018	5/3/2018	MW	7:00 PM	8:20 PM
B00L 1010 301 301	*Parent	*Yes	21072	Intro to Biology (LS)	Lecture	TBD	1/8/2018	5/3/2018	MW	1:00 PM	2:20 PM
B00L 1010 302 301			21086	Intro to Biology (LS)	Lecture	TBD	1/8/2018	5/3/2018	MW	5:30 PM	6:50 PM
B00L 1010 303 301	*Parent	*Yes	22416	Intro to Biology (LS)	Lecture	TBD	1/8/2018	5/3/2018	F	1:00 PM	3:50 PM
B00L 1010 350 501			20102	Intro to Biology (LS)	Lecture	TBD	1/8/2018	5/3/2018	F	11:30 AM	2:20 PM
B00L 1010 400 R01	*Parent	*Yes	20090	Intro to Biology (LS)	Lecture	TBD	1/8/2018	5/3/2018	MWF	8:00 AM	8:50 AM
B00L 1010 401 R01	*Parent	*Yes	20091	Intro to Biology (LS)	Lecture	TBD	1/8/2018	5/3/2018	MWF	9:00 AM	9:50 AM
B00L 1010 402 R01	*Parent	*Yes	21421	Intro to Biology (LS)	Lecture	TBD	1/8/2018	5/3/2018	MWF	12:00 PM	12:50 PM
B00L 1010 403 R01	*Parent	*Yes	21536	Intro to Biology (LS)	Lecture	TBD	1/8/2018	5/3/2018	TR	10:00 AM	11:20 AM
B00L 1010 404 R01	*Parent	*Yes	20096	Intro to Biology (LS)	Lecture	TBD	1/8/2018	5/3/2018	MWF	10:00 AM	10:50 AM

When adding a brand new course, you will select “**New Course**” in the upper, right-hand corner.

Include all required information.

When creating the “New Course” make sure you choose the correct campus code and make sure to include that code at the end of the section number. **A course must exist in Banner, before it can be added to the schedule.**

The screenshot shows the Ems Campus Course Details form. The form has several fields: Subject, Course Number, Sections, Title, Course Notes, Credit Hours, Estimated Enrollments, and Instructor. Below the form is a table for Course Dates with columns for Start Date, End Date, Start Time, End Time, Days, Course Type, and Room Not Required. A callout box with a purple border contains the text: "Please remember to include the correct campus code with the section number." A blue arrow points from this box to the 'New' button in the Course Dates table.

Please remember to include the correct campus code with the section number.

Click “new” to add a meeting line.

Course Details for a New Section

When adding the course details to a new section, pull up a current status report to correctly enter the information. The subject box is a drop down; make sure you choose the correct subject with the correct campus code. **When entering the section number, look for the first available section number in the status report and add the correct campus code at the end.** Enter the correct title as approved in the curriculum process. If the instructor has not been assigned, use **TBD**.

The screenshot shows a 'Course Details' form with the following fields and values:

Subject:*	Marketing - R01	Credit Hours:*	2
Course Number:*	1010	Estimated Enrollment:*	24
Section:*	004 R01	Instructors:*	TBD
Title:*	Customer Service (HR)		
Course Notes:			

Course Dates for a New Section

When entering course dates, select “New” and fill in the correct Part of Term (using the real dates), Meeting Days and Times, and Course Types. Then select “OK”.

The screenshot shows the 'Course Dates' dialog box overlaid on the 'Course Details' form. The dialog box contains the following information:

Course Type:	Lecture	Time Blocks
Start Date:	1/8/2018	Start Time: 10:00 AM
End Date:	5/3/2018	End Time: 10:50 AM
Meeting Days:	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> R <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> U	
Room Not Required:	<input type="checkbox"/>	

Buttons: Ok, Cancel

Once you complete with the Course Dates and everything looks correct, click the “Save” button in the lower, left-hand corner.

New Course

Once you click “Save”, you will be taken to the page below and will be able to make edits if needed. If no edits are to be made, you have completed adding a new course.

The screenshot displays the Ems Campus interface. At the top left is the 'ems Campus' logo. The top right shows system information: 'Managing: All Campus Academics - 201820', 'Phase: Round I - Due July 3rd.', and 'Term Dates: 1/8/2018 - 5/3/2018'. A navigation bar includes 'Term Selector', 'Academic Browser', 'Search For Rooms', 'Reports', 'Manage User Options', 'Log Out', and 'Help', with a user greeting 'Welcome Victoria Mould' on the right.

The main content area is titled 'Course Details' and features a tabbed interface with 'Course Details' selected. The course information is as follows:

Intro to Biology (LS)				Actions	
Term:	201820	Instructor:	TBD	• Add New Course Date	
Academic Unit:	Biology	Credit Hours:	4	• Edit Course Details	
CRN:	20102	Estimated Enrollment:	30	• Cancel Course	
Course Number:	1010	Actual Enrollment:	0		
Section:	350 501	Subject:	Biology - 501		
		State:	Unchanged		

Below the course details is another tabbed interface with 'Course Dates' selected. It contains a table with the following data:

Start Date (1) *	End Date	Start Time	End Time	Location	Room	Days	State	Course Type	Actions
1/8/2018 Mon	5/3/2018 Thu	11:30 AM	2:20 PM	(Unassigned)	(Unassigned)	F		Lecture	

At the bottom, there is a 'Preferences' section with a sub-tab 'Final Exam Settings'. It shows 'No preferences defined' and a 'Back' button.

For new classes the CRN's will be assigned once the new course is put in Banner.

Final Exam Settings

A final exam or assessment does not always require space in a classroom. For example, one course may use a written essay in lieu of a seated-exam. To help us make the most of space assignments during final exam week, it is helpful to know which sections do NOT need classroom space during that week. Identifying those sections, in the CPI is easily done. Here are the steps.

1. Open a view of your courses in the **Academic Browser** for the appropriate term by setting the primary filters as follows and click on **Get Data**.
 - a. Academic Unit: (yours)
 - b. Subject: (all)
 - c. Browse for: Courses
 - d. Modified Only: (unchecked)

The screenshot shows the Ems Campus Academic Browser interface. The filters are set to: Academic Unit: Culinary Arts, Subject: (all), Browse For: Courses, and Modified Only: (unchecked). The 'Get Data' button is highlighted in red. Below the filters is a table with the following data:

Course	Shares Space	Banner Num	CRN	Course Title	Instructor	Course Type	Start Date	End Date
CHEF 1110 001 101			20678	Sanitation	Garbke,Andrea	Lecture	1/9/2017	5/4/2017
CHEF 1120 001 101			23048	Introduction to Hospitality	Beliefeld,Jim	Lecture	1/9/2017	5/4/2017
CHEF 1200 001 101			24031	Cuisine & Culture	Garbke,Andrea	Lecture	1/9/2017	5/4/2017
CHEF 1210 001 101			20465	Food and Beverage Service	Beliefeld,Jim	Lecture	1/9/2017	5/4/2017

2. Click once to select the section (or sections) that do NOT need space during final exam week, and then click on **Tools** in the upper, right-hand corner of the **Academic Browser**.
 - a. NOTE: to select multiple adjacent sections at a time, single click on the first section, hold down the Shift Key and click on the last section. To select non-adjacent sections, hold down the Control Key and click on the desired sections.

The screenshot shows the Ems Campus Academic Browser interface with the same filters as the previous screenshot. The 'Tools' button in the upper right corner is circled in red. Below the filters is a table with the following data:

Course	Shares Space	Banner Num	CRN	Course Title	Instructor	Course Type	Start Date	End Date
CHEF 1110 001 101			20678	Sanitation	Garbke,Andrea	Lecture	1/9/2017	5/4/2017
CHEF 1120 001 101			23048	Introduction to Hospitality	Beliefeld,Jim	Lecture	1/9/2017	5/4/2017
CHEF 1200 001 101			24031	Cuisine & Culture	Garbke,Andrea	Lecture	1/9/2017	5/4/2017
CHEF 1210 001 101			20465	Food and Beverage Service	Beliefeld,Jim	Lecture	1/9/2017	5/4/2017
CHEF 1210 002 101			21364	Food and Beverage Service	Beliefeld,Jim	Lecture	1/9/2017	5/4/2017
CHEF 1300 001 101			24032	Food Preparation I	Woo,Francis	Lecture/Lab	1/9/2017	5/4/2017
CHEF 1320 001 101			23050	Fundamentals of Culinary Arts	Beliefeld,Jim	Lecture	1/9/2017	5/4/2017

3. Click on ***Set Final Exam Settings***.
4. Under the ***Preferences*** tab, check the box ***Final Exam Not Required*** and click on ***Save***.
 - a. NOTE: This does not mean that there is no final assessment for the course, only that classroom space is not required during final exam week.
5. All done!

Quick Cheat Sheet

List of Campus Codes

<u>Campus</u>	<u>Code</u>
International Airport	MHI
Jordan	J01
Library Square	SHL
Meadowbrook	M01
Miller	L01
SLCC Online	E
South City	S01
Taylorville Redwood	R01
West Pointe	WPC
Off Campus	OC
West Valley Center	WVC
Concurrent Jordan	CJJ
Concurrent Miller	CMR
Concurrent Taylorville Redwood	CRR
Concurrent South City	CSO
Concurrent West Valley	CWV

Section Numbers

Section Number Range	Campus
001-049	Meadowbrook (M01)
050-099	Library Square (SHL)
100-149	West Pointe (WPC)
150-199	International Airport (MHI)
200-249	West Valley Center (WVC)
250-299	Miller (L01)
300-349	Jordan (J01)
350-399	South City (S01)
400-499	Taylorville Redwood (R01)
500-599	Online (E)
600-699	Off Campus (OC)
700-799	Concurrent Off Campus (at High Schools)
800-899	Concurrent On Campus
<ul style="list-style-type: none"> May not align with regular cross-listed (parent) section 	<ul style="list-style-type: none"> Taylorville Redwood (CRR) South City (CSO) Jordan (CJJ) Miller (CMR) West Valley Center (CWV)

Approved by Associate Deans Council on 12/08/2016

Part of Term Dates for Fall 2017		Part of Term Dates for Spring 2018	
Full Term:	8/23/2017 – 12/14/2017	Full Term:	1/8/2018 – 5/3/2018
First Term:	8/23/2017 – 10/11/2017	First Term:	1/8/2018 – 3/3/2018
Second Term:	10/16/2017 – 12/14/2017	Second Term:	3/5/2018 – 5/3/2018
Accelerated Block 4:	8/07/2017 – 10/13/2017	Accelerated Block 1:	1/8/2018 – 3/16/2018
Accelerated Block 5:	10/16/2017 – 12/22/2017	Accelerated Block 2:	3/19/2018 – 5/25/2018
		Concurrent Enrollment:	1/15/2018 – 6/6/2018

Key Things to Remember:

- Use or Edit with correct section numbers
- Add the correct campus code to all section numbers
- Courses must exist in Banner before being added to the schedule

If you encounter problems or need help using the CPI, contact the Scheduling Office at ext. 4044 or via email at schedulingoffice@slcc.edu.