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.

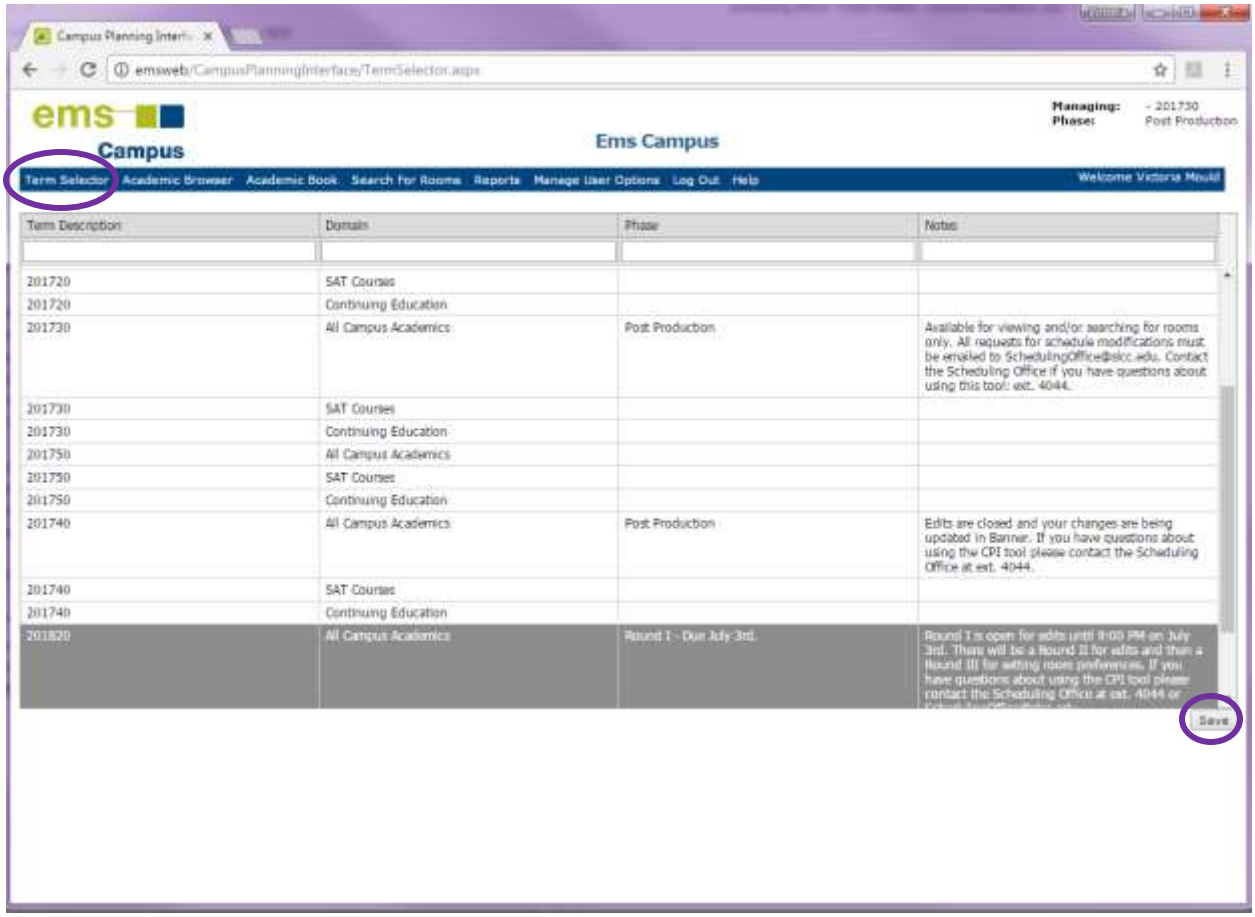
Navigating EMS CPI

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.



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.

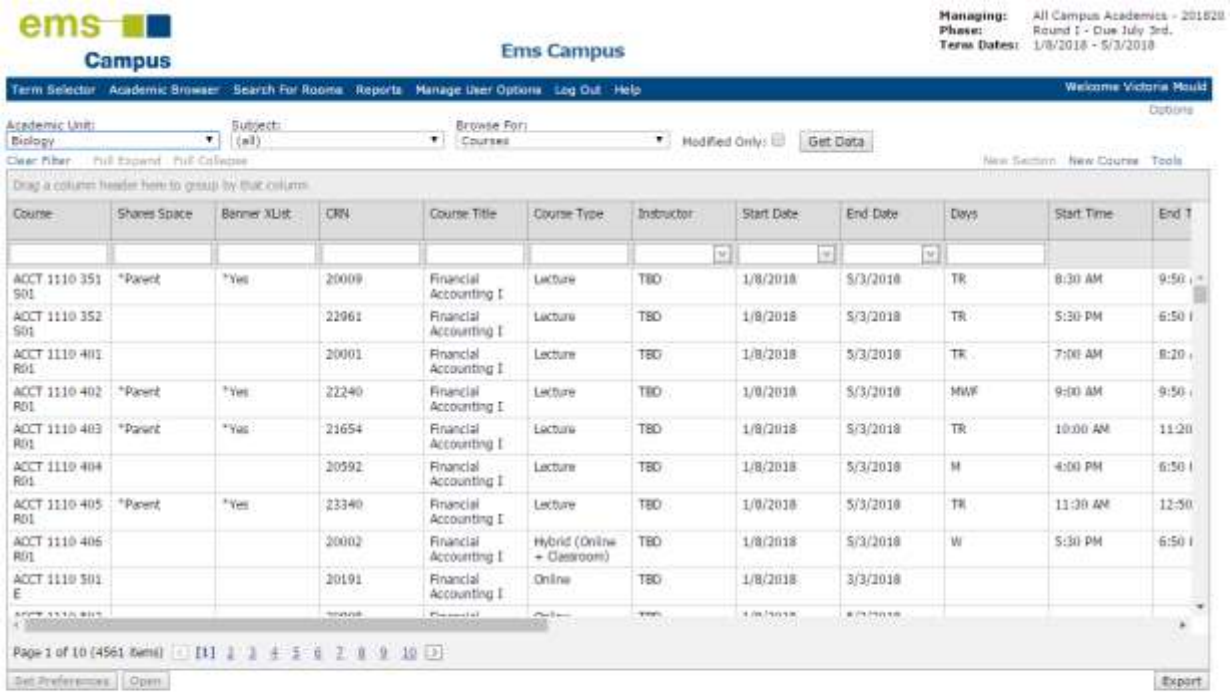
Notes and basic information about the term (including deadlines) are displayed in the body of the page.

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.

Primary Filters



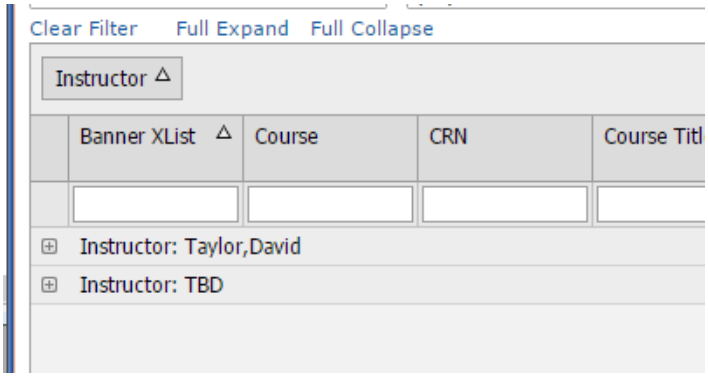
There are four primary filters. Once set, the system will remember your last choice of filters and load them automatically. You may filter by *Academic Unit*, *Subject*, *Course* or *Course Dates*, and/or *Modified Only*.

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.

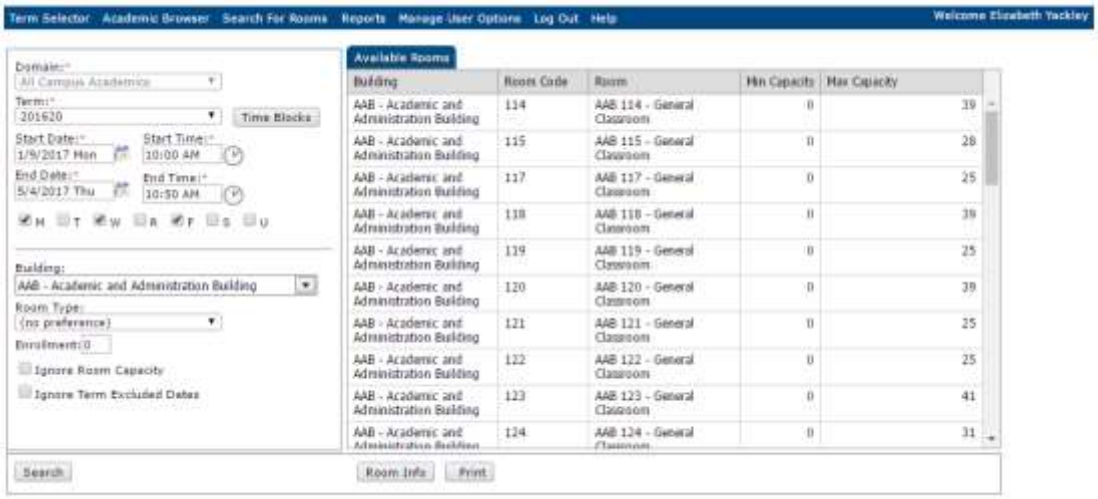
Search for Rooms

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.”



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

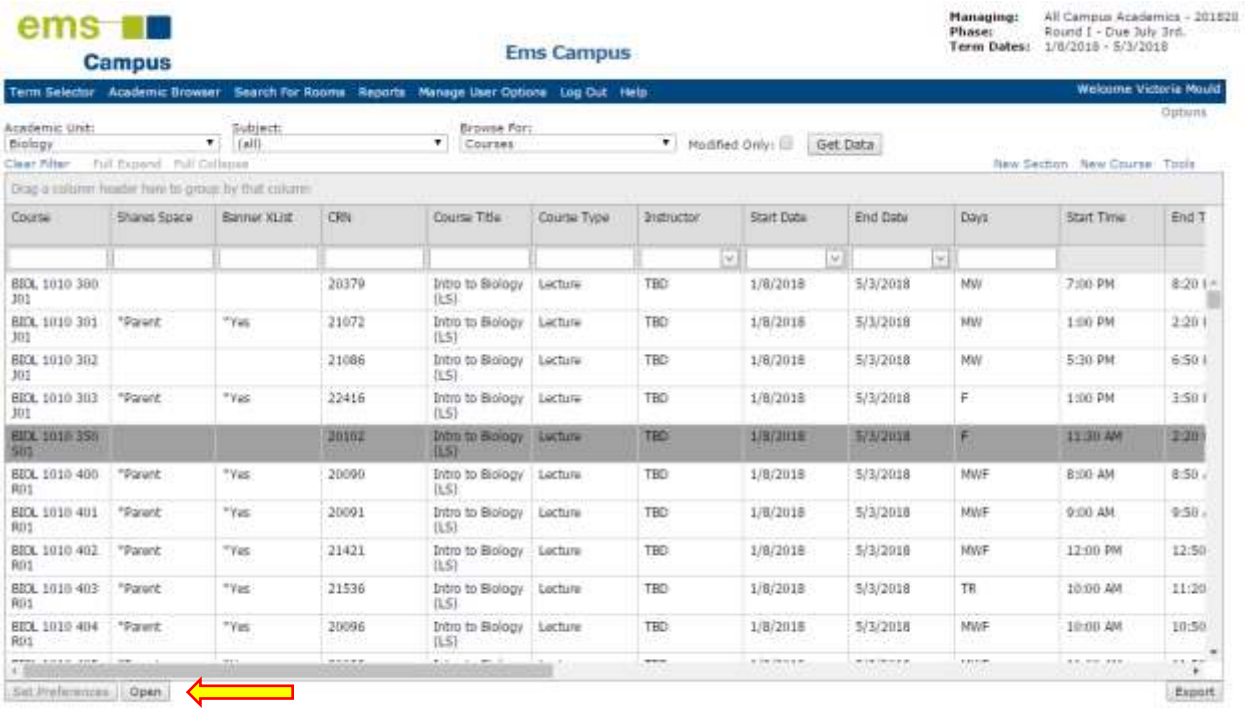
In addition to these reports, data returned in the **Academic Browser** can be exported to a spreadsheet by clicking on “Export” in the lower, right-hand corn of the browser frame.

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.



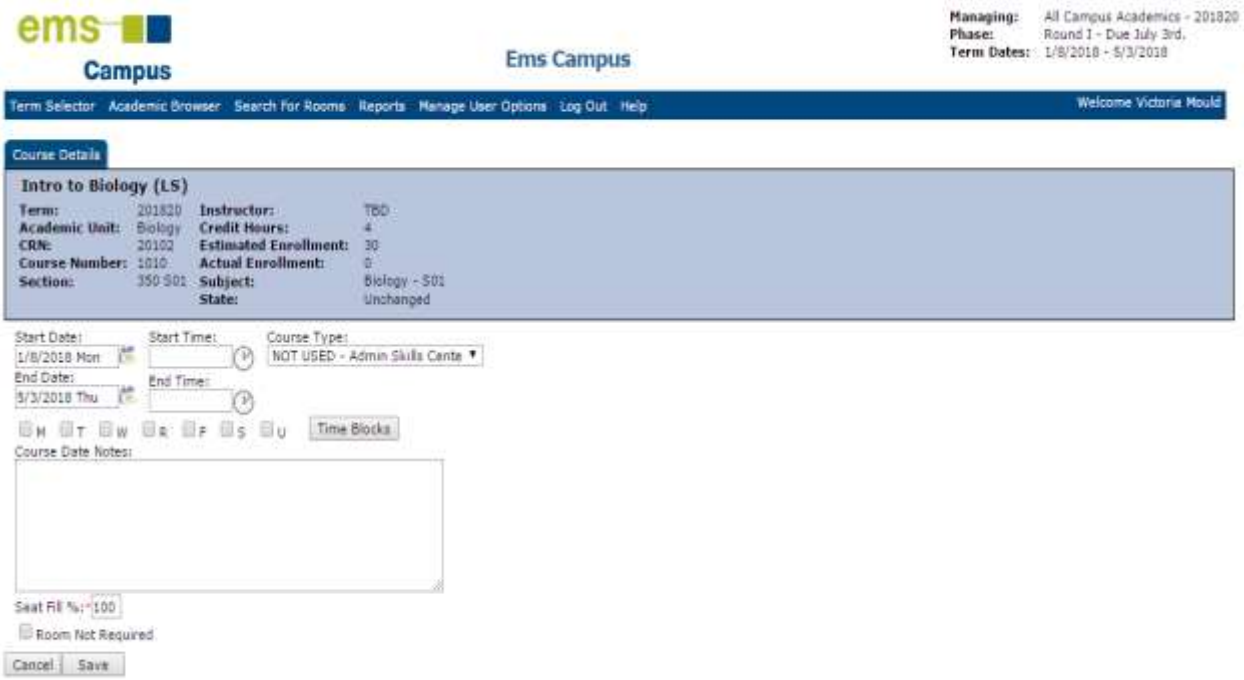
The next page will have three sections:

1. Course Details
2. Course Dates
3. Preferences

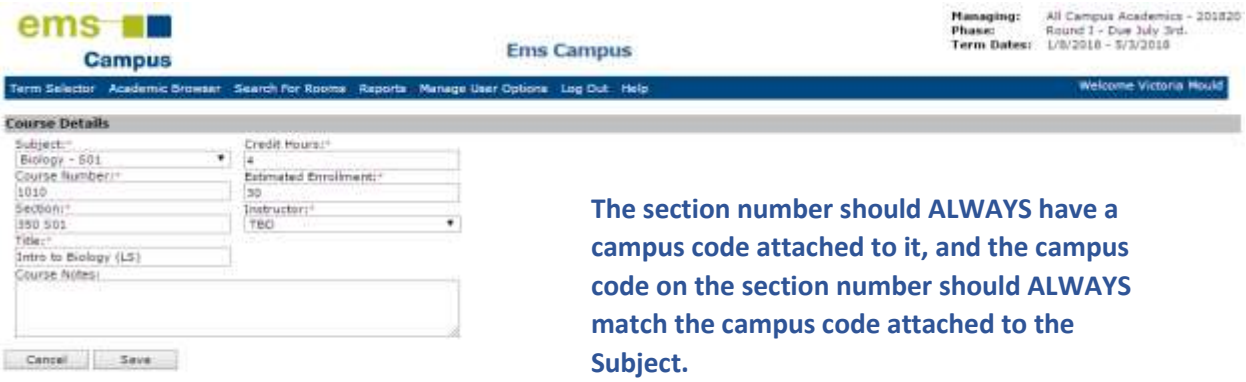
Course Details

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**.

a. **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.



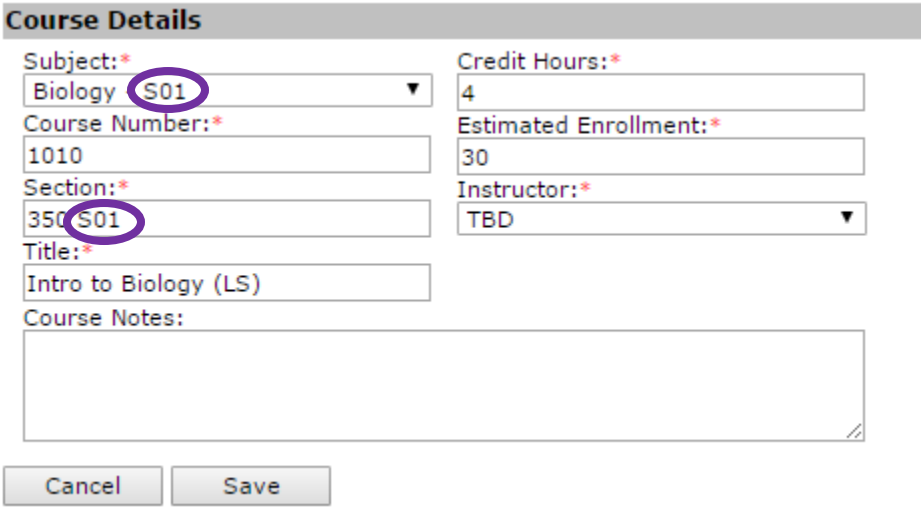
b. **Edit Course Details** allows you to update Estimated Enrollment, Instructor and Section. When changing a section number, you must enter the campus code (see list on the last page of this document).



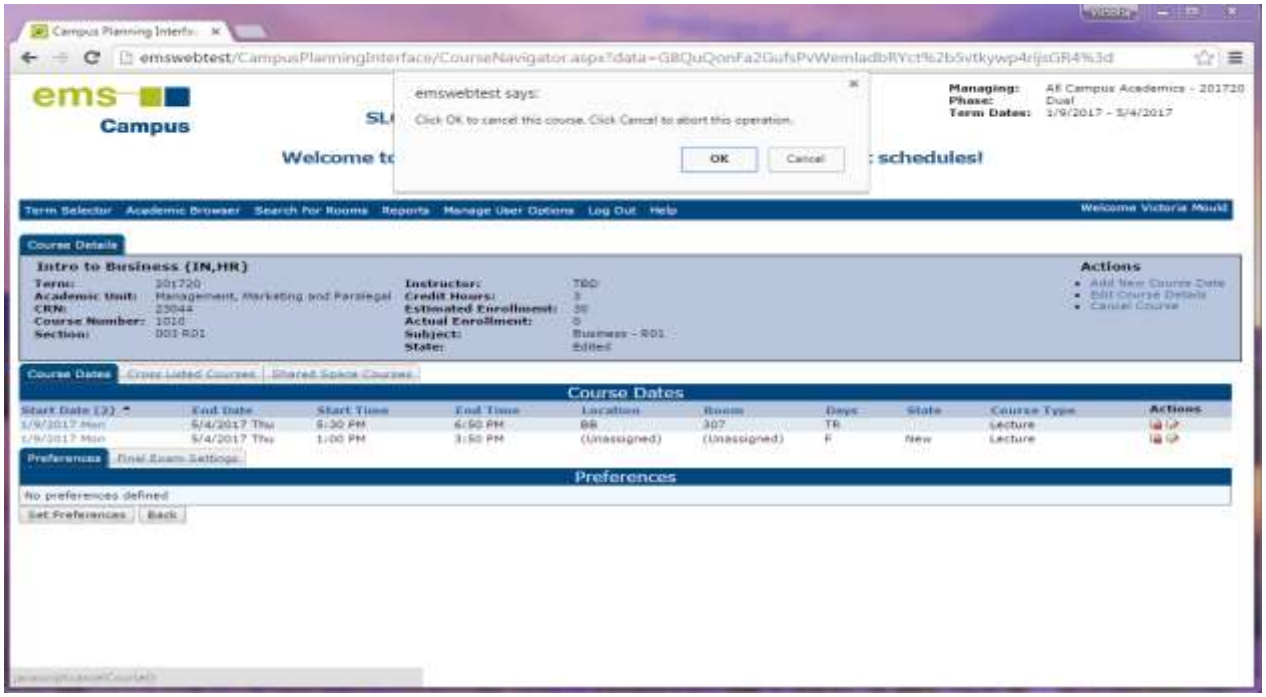
The section number should ALWAYS have a campus code attached to it, and the campus code on the section number should ALWAYS match the campus code attached to the Subject.

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

Please see the example below.

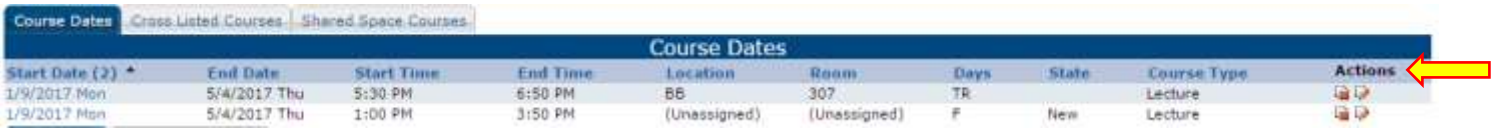


c. **Cancel Course**: a pop up will appear to make sure you want to cancel the course. (This action can be undone later, if needed.)



Course Dates

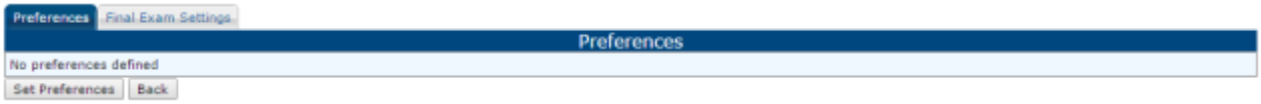
The **Course Dates** section will allow you to see the meeting times and locations. On the far **RIGHT** you will see a column named **Actions**. The actions will be to edit or delete each meeting time and location. To edit the course dates, you will need to know part of term (the actual dates), start 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.



Preferences (ONLY available during Round Three)

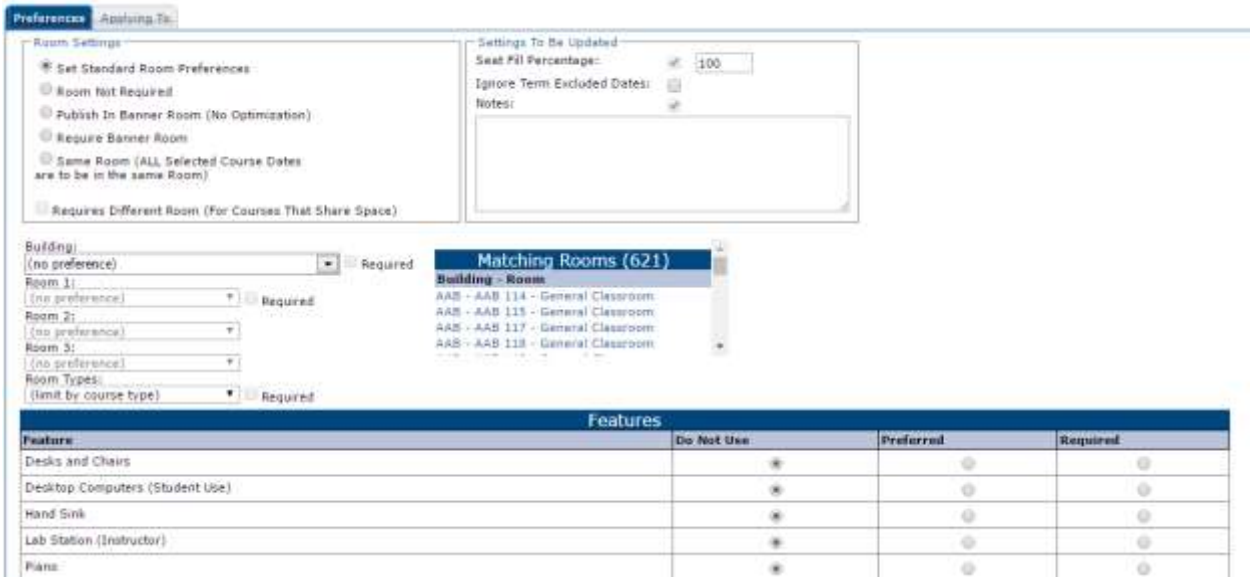
The last section is used to declare room and final exam preferences. Actual space assignments are subject to many circumstances and conditions that are evaluated campus-wide. The Scheduling Office will consider your preferences in making space assignment decisions; however, declaring a preference **does 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.

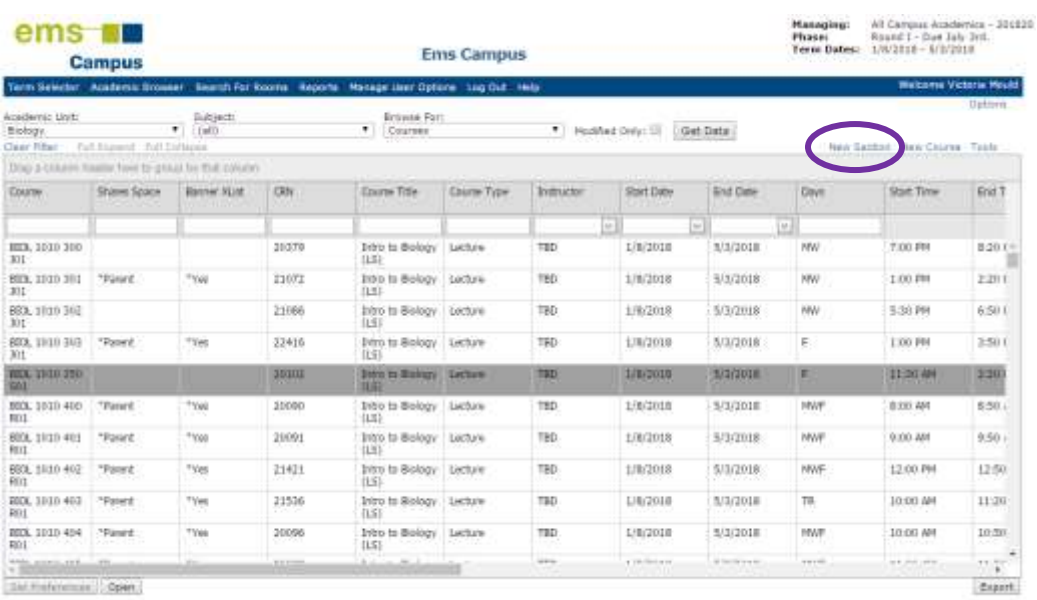


If your section needs space on any campus other than the Taylorsville Redwood Campus, you must select that campus and mark it “Required.”

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

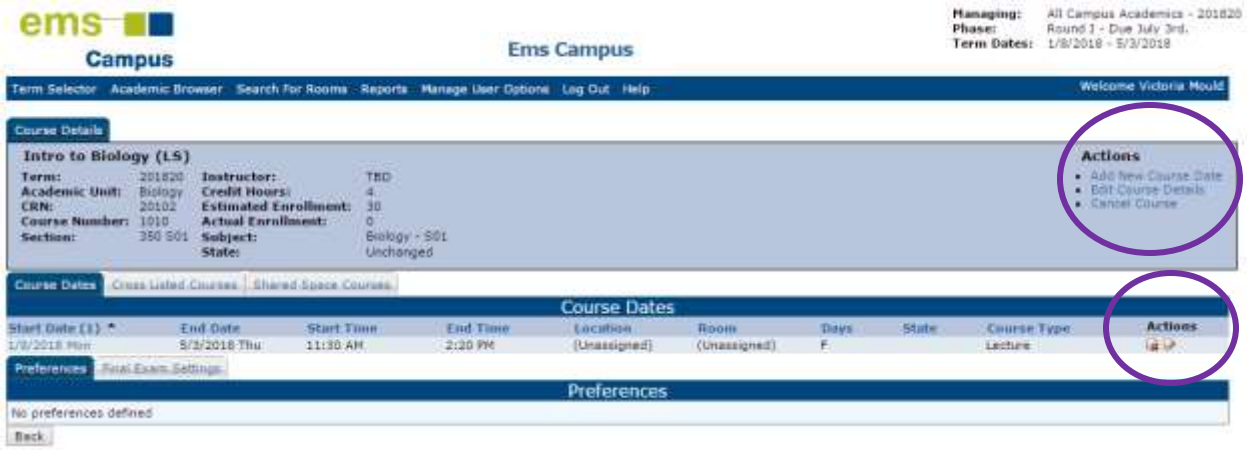
How to Add a New Section from an Existing Course

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.



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.



You will only be able to change the

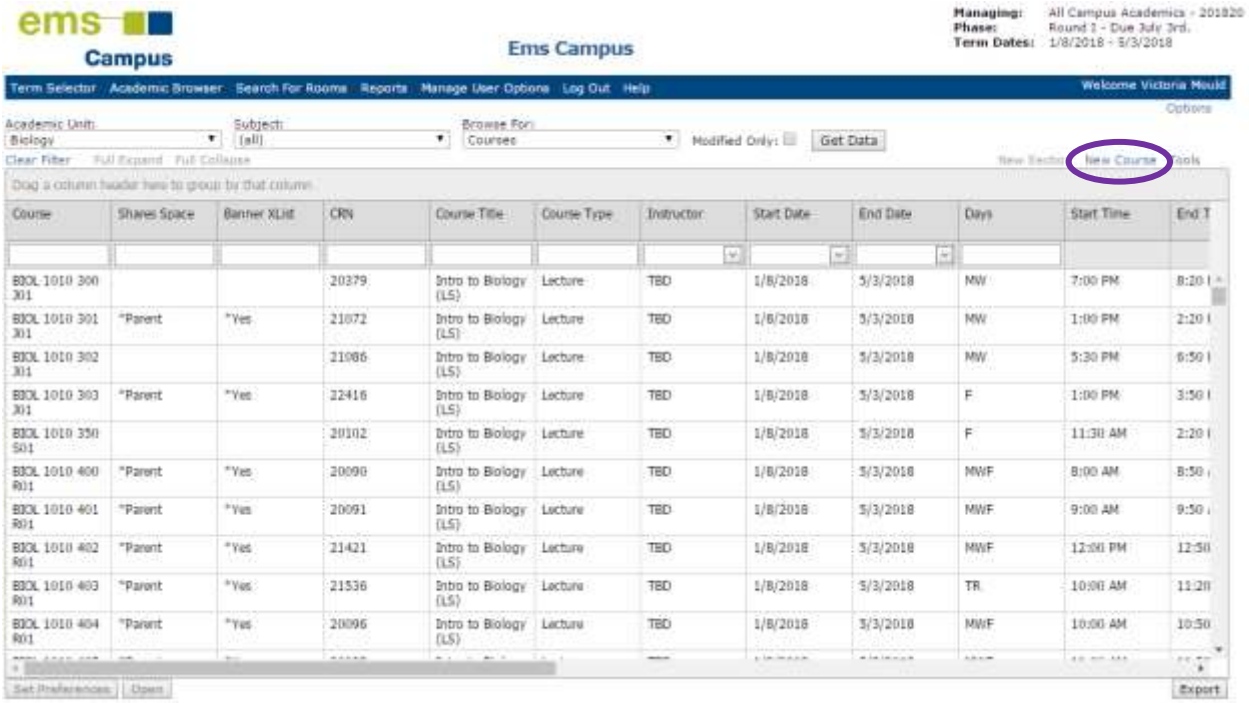
- Section Number,
- Estimated Enrollment,
- Instructor, and
- Meeting Times.

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.

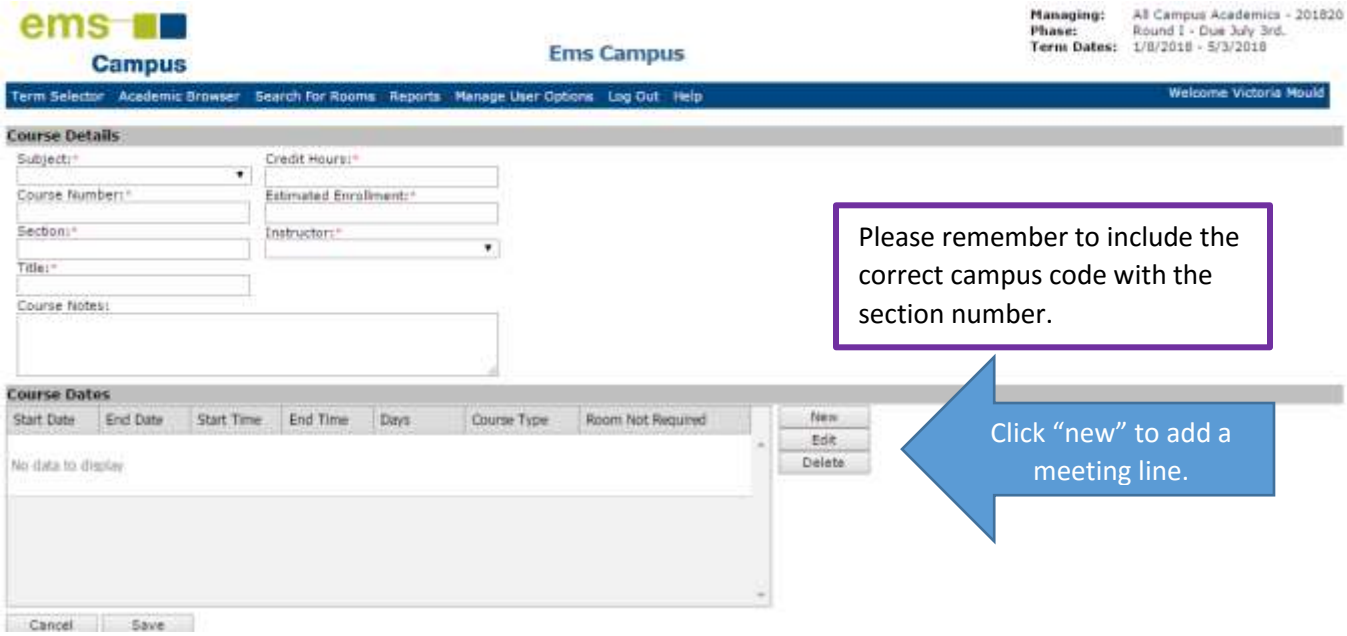
How to Add a Brand New Course



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.

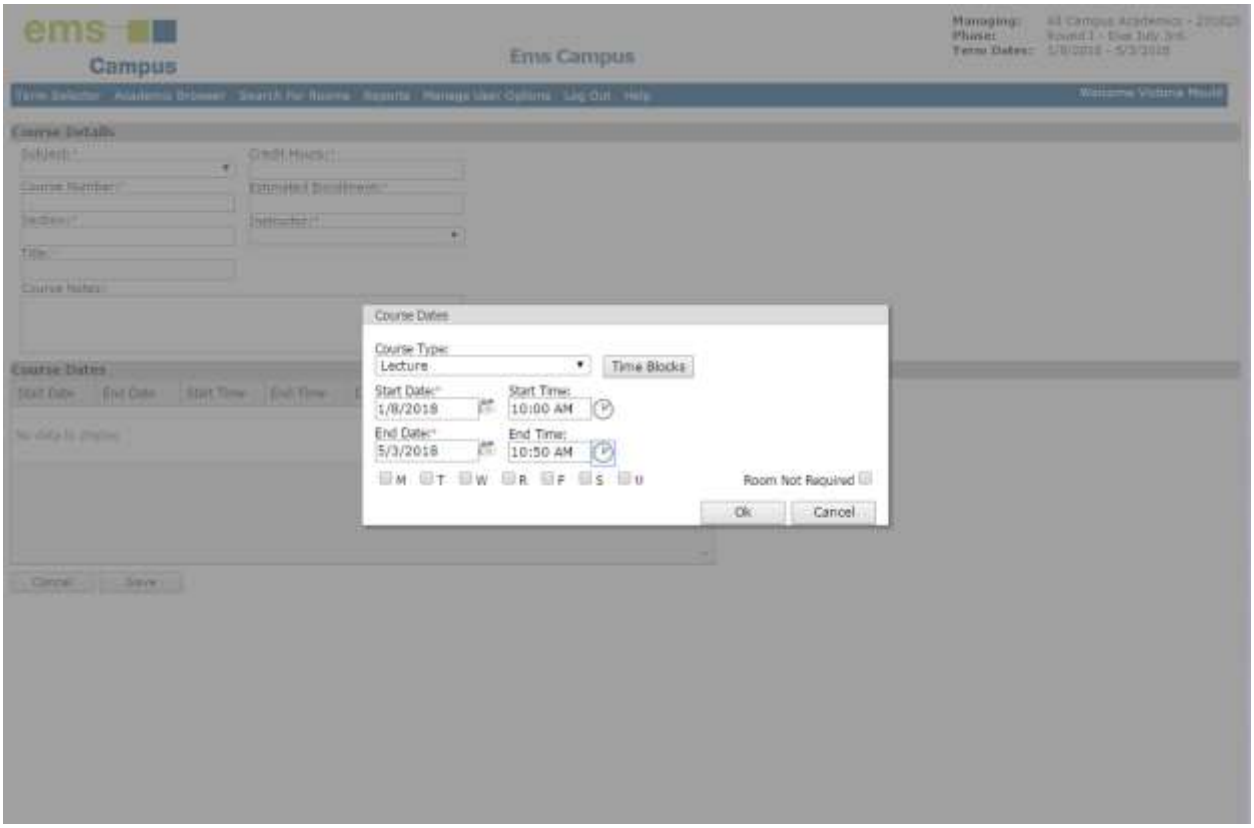


Course Details for a New Section

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**.

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”.



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.

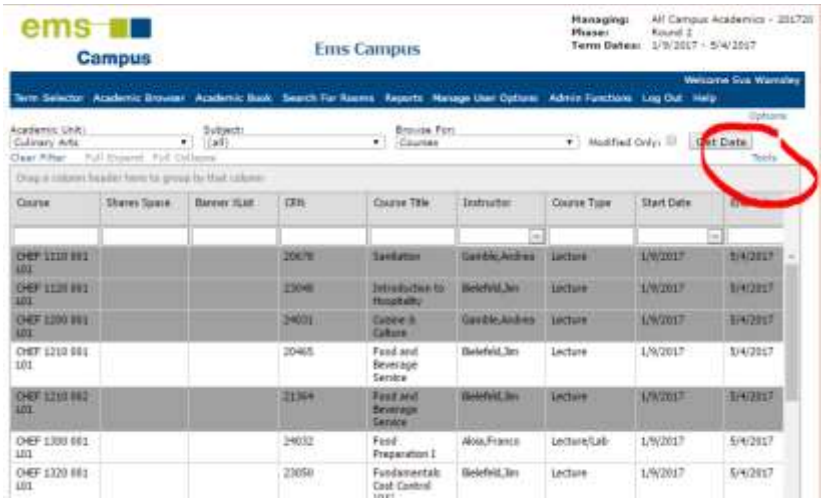
For new classes the CRN’s will be assigned once the new course is put in Banner.

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)

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.



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

Campus	Code
International Airport	MHI
Jordan	J01
Library Square	SHL
Meadowbrook	M01
Miller	L01
SLCC Online	E
South City	S01
Taylorsville Redwood	R01
West Pointe	WPC
Off Campus	OC
West Valley Center	WVC
Concurrent Jordan	CJJ
Concurrent Miller	CMR
Concurrent Taylorsville 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	Taylorsville Redwood (R01)
500-599	Online (E)
600-699	Off Campus (OC)
700-799	Concurrent Off Campus (at High Schools)
800-899 • May not align with regular cross-listed (parent) section	Concurrent On Campus • Taylorsville 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.