

CPI Training

Campus Planning Interface

cpi.utc.edu

(The link works on and off campus!)

Logging into CPI

- Go to cpi.utc.edu
- Click “Log in” in the top left corner.
- Log in using your UTC ID and password.



Campus Planning Interface (CPI)

Log In

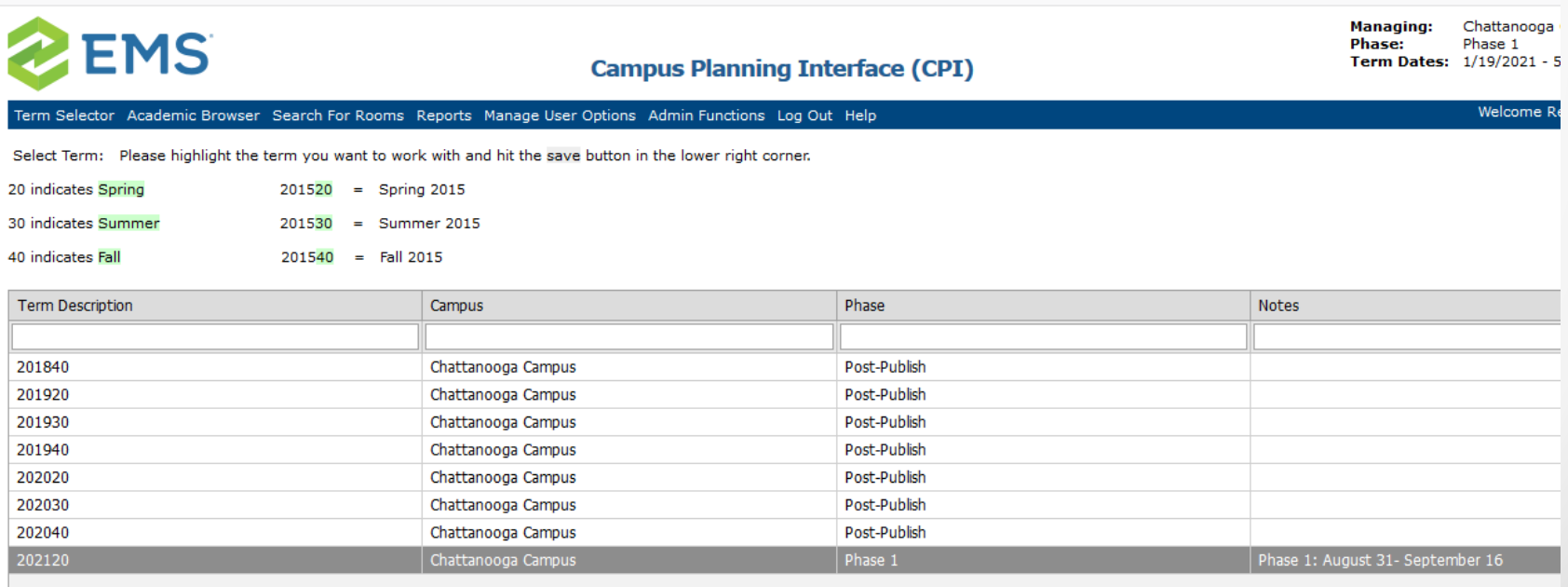
User ID:*

Password:*

Login

Select Term

- Once logging into the system, click “Term Selector” in the top left corner.
- Double-click the term to edit.
 - **Important:** note the phase for the editing term.



EMS Campus Planning Interface (CPI)

Managing: Chattanooga
Phase: Phase 1
Term Dates: 1/19/2021 - 5

Term Selector Academic Browser Search For Rooms Reports Manage User Options Admin Functions Log Out Help Welcome R

Select Term: Please highlight the term you want to work with and hit the save button in the lower right corner.

20 indicates **Spring** 201520 = Spring 2015
30 indicates **Summer** 201530 = Summer 2015
40 indicates **Fall** 201540 = Fall 2015

Term Description	Campus	Phase	Notes
201840	Chattanooga Campus	Post-Publish	
201920	Chattanooga Campus	Post-Publish	
201930	Chattanooga Campus	Post-Publish	
201940	Chattanooga Campus	Post-Publish	
202020	Chattanooga Campus	Post-Publish	
202030	Chattanooga Campus	Post-Publish	
202040	Chattanooga Campus	Post-Publish	
202120	Chattanooga Campus	Phase 1	Phase 1: August 31- September 16

Select Term

- Once you double-click the term, you'll come to a screen like this.
- Confirm the term (note the phase information)
- Select “Academic Browser” to start editing.



Campus Planning Interface (CPI)

Managing: Chattanooga Campus - 202120
Phase: Phase 1
Term Dates: 1/19/2021 - 5/4/2021

[Term Selector](#) [Academic Browser](#) [Search For Rooms](#) [Reports](#) [Manage User Options](#) [Admin Functions](#) [Log Out](#) [Help](#)

Welcome Rebecca Drago

Term: 202120
Start Date: 1/19/2021 Tue
End Date: 5/4/2021 Tue
Phase: Phase 1
Notes: Phase 1: August 31- September 16

Academic Browser

- The Academic Browser should look similar to this screen- but with your departments listed:

EMS Campus Planning Interface (CPI)

Managing: Chattanooga Campus - 202120
Phase: Phase 1
Term Dates: 1/19/2021 - 5/4/2021

Term Selector Academic Browser Search For Rooms Reports Manage User Options Admin Functions Log Out Help Welcome Rebecca Drago

Academic Dept: (all) Subject: (all) Browse For: Courses Modified Only: Get Data

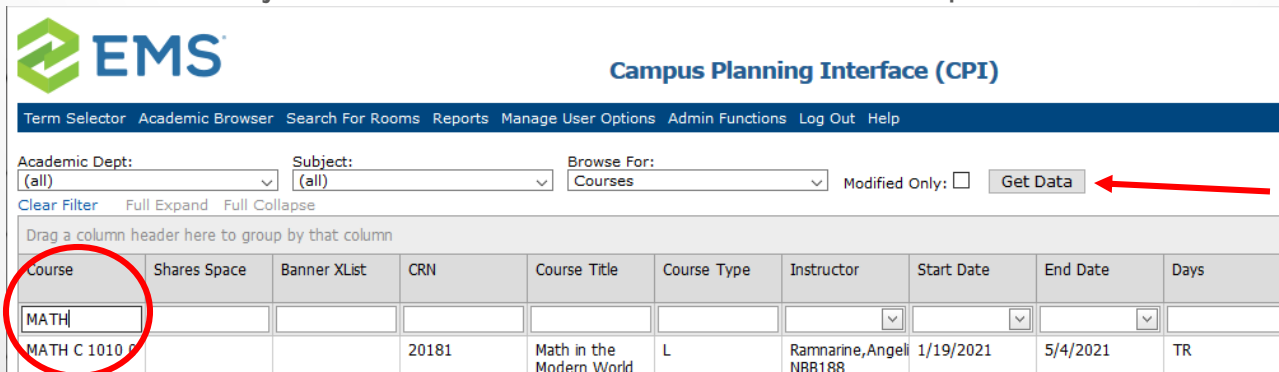
Clear Filter Full Expand Full Collapse New Section New Course Tools

Drag a column header here to group by that column

Course	Shares Space	Banner XList	CRN	Course Title	Course Type	Instructor	Start Date	End Date	Days	Start Time	End Time	Location
ACC C 2000 0			20053	Acct/Fin Rptg: User Persp	L	Haun,Amie WVN552	1/19/2021	5/4/2021	MWF	10:00 AM	10:50 AM	FLET FLET 210
ACC C 2010 01			20055	Principles of Accounting I	L	Sompayrac,Joanik VSS574	1/19/2021	5/4/2021	TR	8:00 AM	9:15 AM	DRTH DRTH 101
ACC C 2010 02			20056	Principles of Accounting I	L	Haun,Amie WVN552	1/19/2021	5/4/2021	MW	3:25 PM	4:40 PM	FLET FLET 200
ACC C 2010 05			21129	Principles of Accounting I	L	Goldberg,P BTD711	1/19/2021	5/4/2021	T	5:30 PM	8:00 PM	EMCS EMCS 203
ACC C 2010 06			20789	Principles of Accounting I	L	Haun,Amie WVN552	1/19/2021	5/4/2021	MW	2:00 PM	3:15 PM	FLET FLET 200
ACC C 2010 07			20949	Principles of Accounting I	L	Davenport,Steph FGZ949	1/19/2021	5/4/2021	TR	1:40 PM	2:55 PM	FLET FLET 200

CPI Notes

- All of your departmental courses that were offered in the previous term should be listed.
- The courses will list alphabetically by subject and then numerically by course number.
- The rows can be sorted by column by dragging the column header to the area that says “Drag a column header here to group by that column” *Chrome does not seem to work with this function*
- For departments with multiple subjects in a department (i.e. BIOL and ESC), you can filter by department, subject and browse for courses or course dates.
- If you type anything in the second row, you can filter that way too.
- You can also adjust the columns in the most helpful order.



The screenshot displays the EMS Campus Planning Interface (CPI) with the following elements:

- EMS Logo:** Located in the top left corner.
- Page Title:** "Campus Planning Interface (CPI)" centered at the top.
- Navigation Bar:** A dark blue bar containing links: "Term Selector", "Academic Browser", "Search For Rooms", "Reports", "Manage User Options", "Admin Functions", "Log Out", and "Help".
- Filters:** Three dropdown menus for "Academic Dept:" (set to "(all)"), "Subject:" (set to "(all)"), and "Browse For:" (set to "Courses"). A "Modified Only:" checkbox is present and unchecked.
- Action:** A "Get Data" button with a red arrow pointing to it from the right.
- Table Header:** A grey bar with the instruction "Drag a column header here to group by that column".
- Table:** A table with columns: "Course", "Shares Space", "Banner XList", "CRN", "Course Title", "Course Type", "Instructor", "Start Date", "End Date", and "Days". The "Course" column header is circled in red. The first row of data shows "MATH" in the "Course" column and "MATH C 1010" in the "Course Title" column.

Course	Shares Space	Banner XList	CRN	Course Title	Course Type	Instructor	Start Date	End Date	Days
MATH									
MATH C 1010			20181	Math in the Modern World	L	Ramnarine,Angeli NBB188	1/19/2021	5/4/2021	TR

CPI Notes

- When you double click a course, you'll see the course details page. It's the same information on the Academic Browser page but in a different format.

EMS Campus Planning Interface (CPI)

Managing: Chattanooga Campus - 202120
Phase: Phase 1
Term Dates: 1/19/2021 - 5/4/2021

Term Selector Academic Browser Search For Rooms Reports Manage User Options Admin Functions Log Out Help Welcome Rebecca Dragoo

Course Details Additional Information

Math in the Modern World

Term: 202120	Instructor: Klingbeil,Naomi PBW262	Actions <ul style="list-style-type: none">Add New Course DateEdit Course DetailsCancel Course
Academic Dept: Mathematics	Credit Hours: 3	
CRN: 21556	Estimated Enrollment: 40	
Course Number: 1010	Actual Enrollment: 0	
Section: 02	Subject: Mathematics C	
	State: Unchanged	

Course Dates Cross Listed Courses Shared Space Courses

Start Date (1) ^	End Date	Start Time	End Time	Location	Room	Days	State	Course Type	Actions
1/19/2021 Tue	5/4/2021 Tue	1:40 PM	2:55 PM	EMCS	EMCS 238	TR		L	

Preferences Final Exam Settings

Preference (1) ^	Value	Required
Building 1	EMCS	

Back

CPI Notes

- You can also tell which term your editing by looking in the top right corner. The term dates will be listed as well.
- We have set CPI to have one campus- Chattanooga campus. **This will include all C and D campus courses.**

The screenshot displays the EMS Campus Planning Interface (CPI). At the top left is the EMS logo. The main title is 'Campus Planning Interface (CPI)'. In the top right corner, a red circle highlights the following information:

- Managing:** Chattanooga Campus - 202120
- Phase:** Phase 1
- Term Dates:** 1/19/2021 - 5/4/2021

Below this is a navigation bar with links: Term Selector, Academic Browser, Search For Rooms, Reports, Manage User Options, Admin Functions, Log Out, Help. The user is identified as 'Welcome Rebecca Drago'.

The main content area shows 'Course Details' for 'Math in the Modern World'. It includes the following information:

Term:	202120	Instructor:	Ramnarine,Angelique NBB188
Academic Dept:	Mathematics	Credit Hours:	3
CRN:	20181	Estimated Enrollment:	40
Course Number:	1010	Actual Enrollment:	0
Section:	0	Subject:	Mathematics C
		State:	Unchanged

On the right side of the course details, there is an 'Actions' section with the following links:

- [Add New Course Date](#)
- [Edit Course Details](#)
- [Cancel Course](#)

How To Cancel a Course

- To cancel a course, double click the course.
- Click “Cancel Course” in the top right corner.

EMS Campus Planning Interface (CPI)

Managing: Chattanooga Campus - 202120
Phase: Phase 1
Term Dates: 1/19/2021 - 5/4/2021

Term Selector Academic Browser Search For Rooms Reports Manage User Options Admin Functions Log Out Help Welcome Rebecca Drago

Course Details Additional Information

Math in the Modern World

Term: 202120	Instructor: Ramnarine,Angelique NBB188
Academic Dept: Mathematics	Credit Hours: 3
CRN: 20181	Estimated Enrollment: 40
Course Number: 1010	Actual Enrollment: 0
Section: 0	Subject: Mathematics C
	State: Unchanged

Actions

- Add New Course Date
- Edit Course Details
- **Cancel Course**

Course Dates Cross Listed Courses Shared Space Courses

Course Dates									
Start Date (1) ^	End Date	Start Time	End Time	Location	Room	Days	State	Course Type	Actions
1/19/2021 Tue	5/4/2021 Tue	12:15 PM	1:30 PM	EMCS	EMCS 238	TR		L	

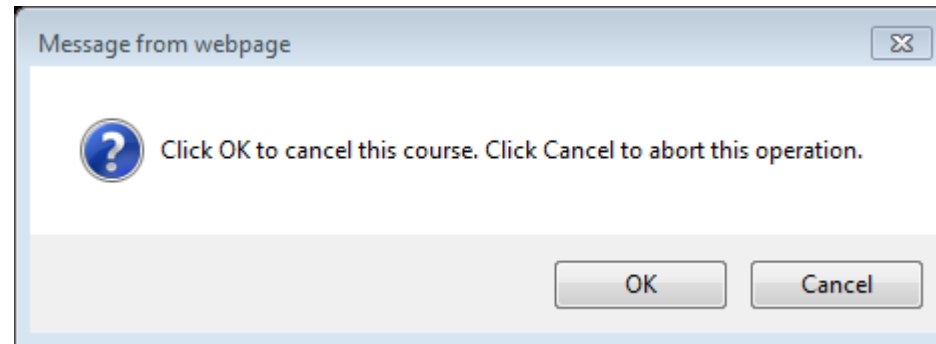
Preferences Final Exam Settings

Preferences		
Preference (1) ^	Value	Required
Building 1	EMCS	

Back

How To Cancel a Course

- You'll receive a message to confirm the cancellation- click OK.



How To Cancel a Course

- You'll be re-directed back to the Academic Browser. The cancelled course will have a black strikethrough.

Course	Shares Space	Banner XList	CRN	Course Title	Course Type	Start Date	End Date	Days	Start Time	End Time	Location	Room Type	Est Enroll	Act
ACC-2000-0	-	-	41421	Acct/Fin Rptg: User-Perp	L	8/19/2013	12/9/2013	MWF	9:00 AM	9:50 AM	Flet-200	Academic Classroom	40	
ACC-2010-0	-	-	41422	Principles of Accounting I	L	8/19/2013	12/9/2013	MWF	9:00 AM	9:50 AM	Flet-311	Academic Classroom	40	
ACC 2010 1			41423	Principles of Accounting I	L	8/19/2013	12/9/2013	MWF	10:00 AM	10:50 AM	Flet 311	Academic Classroom	35	
ACC 2010 2			44703	Principles of Accounting I	L	8/19/2013	12/9/2013	T	5:30 PM	8:00 PM	Flet 100	Academic Classroom	45	
ACC 2010 4			41426	Principles of Accounting I	L	8/19/2013	12/9/2013	R	5:30 PM	8:00 PM	Flet 110	Academic Classroom	45	

How To Undo Cancelled Course

- If you accidentally cancel the course, or the course is no longer cancelled, you can “uncancel” the course.
- Simply double-click the cancelled course and click “Uncancel Course” in the top right corner.

The screenshot shows a web application interface for course management. At the top, there is a navigation bar with links: 'Home Selector', 'Academic Browser', 'Search For Rooms', 'Reports', 'Manage User Options', 'Log Out', and 'Help'. The user is logged in as 'Welcome Rebecca Drago'. Below the navigation bar, there is a 'Course Details' section. The course details are as follows:

Account/Fin Rptg: User Persp	
Form: 201340	Instructor: Ware, John
Academic Dept: Accounting	Credit Hours: 3
FIN: 41421	Estimated Enrollment: 40
Course Number: 2000	Actual Enrollment: 40
Action: 0	Subject: Accounting
	State: Cancelled

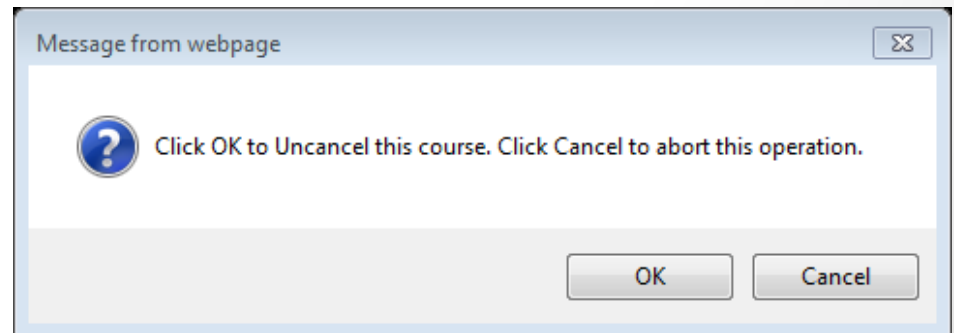
On the right side of the course details, there is an 'Actions' menu with a red circle around it, containing the option 'Uncancel Course'. Below the course details, there is a 'Course Dates' section with a table of course dates. The table has the following columns: 'Start Date (1)', 'End Date', 'Start Time', 'End Time', 'Location', 'Room', 'Days', 'State', 'Course Type', and 'Actions'. The table contains one row of data:

Start Date (1)	End Date	Start Time	End Time	Location	Room	Days	State	Course Type	Actions
12/2/2013 Mon	12/9/2013 Mon	9:00 AM	9:50 AM	Fletcher Hall	Flet 200	MWF	Cancelled	L	

At the bottom of the interface, there is a 'Preferences' section with a link to 'Final Exam Settings' and a note 'preferences defined'.

How To Undo Cancelled Course

- You'll receive another alert. Click OK to “uncancel” the course.
- Once the course is “uncancelled,” it will no longer have a strikethrough.
- **Please note you can only “uncancel” courses during the same phase. Once the CPI moves from phase 1 to phase 2, cancelled courses will have to be re-created (see Create New Course slides)



How to Edit a Course

- There are 2 different places to edit a course.
- You edit the week day and time offerings in one place and edit the course details in another place.
- On the main Academic Browser page, you'll see the room the course is in. ***You can request a new room under the course details page.***

How to Edit the Days/Times of a Course

- To edit the days/times of a course, double-click the course to edit.
- Click the pencil icon under “Actions” on the far right.

Course Details **Additional Information**


Math in the Modern World

Term: 202120	Instructor: Ramnarine,Angelique NBB188
Academic Dept: Mathematics	Credit Hours: 3
CRN: 20181	Estimated Enrollment: 40
Course Number: 1010	Actual Enrollment: 0
Section: 0	Subject: Mathematics C
	State: Unchanged

Actions

- Add New Course Date
- Edit Course Details
- Cancel Course

Course Dates **Cross Listed Courses** **Shared Space Courses**

Course Dates									
Start Date (1) ^	End Date	Start Time	End Time	Location	Room	Days	State	Course Type	Actions
1/19/2021 Tue	5/4/2021 Tue	12:15 PM	1:30 PM	EMCS	EMCS 238	TR		L	

Preferences **Final Exam Settings**

Preferences		
Preference (1) ^	Value	Required
Building 1	EMCS	

Back

How to Edit the Days/Times of a Course

- Change day: If the course needs to be TR instead of MWF, uncheck all MWF boxes and check TR boxes.
- **NOTE: The term start and end dates are set by the main schedule and shouldn't need to be adjusted.

EMS Campus

Term Selector Academic Browser Search For Rooms Reports Manage User Options Adm

Please disregard the Course Type Field.

Course Details

Math in the Modern World

Term: 202120	Instructor: Ramnarine,Angelique NBB188
Academic Dept: Mathematics	Credit Hours: 3
CRN: 20181	Estimated Enrollment: 40
Course Number: 1010	Actual Enrollment: 0
Section: 0	Subject: Mathematics C
	State: Unchanged

Start Date: 1/19/2021 Tue Start Time: 12:15 PM Course Type: L
End Date: 5/4/2021 Tue End Time: 1:30 PM Building: EMCS
Room: EMCS 238

M T W R F S N Time Blocks

Course Date Notes:

Seat Fill %: 100

Room Not Required

Cancel Save

EMS Campus

Term Selector Academic Browser Search For Rooms Reports Manage User Options Adm

Please disregard the Course Type Field.

Course Details

Math in the Modern World

Term: 202120	Instructor: Ramnarine,Angelique NBB188
Academic Dept: Mathematics	Credit Hours: 3
CRN: 20181	Estimated Enrollment: 40
Course Number: 1010	Actual Enrollment: 0
Section: 0	Subject: Mathematics C
	State: Unchanged

Start Date: 1/19/2021 Tue Start Time: 12:00 PM Course Type: L
End Date: 5/4/2021 Tue End Time: 1:30 PM Building: EMCS
Room: EMCS 238

M T W R F S N Time Blocks

Course Date Notes:

Seat Fill %: 100

Room Not Required

Cancel Save

How to Edit the Days/Times of a Course

- Change time: Type in the new course time to both start time and end time boxes.
- NOTE: Regular course times are still required. If a course time is not requested for a typical time, it'll be adjusted, as necessary, or sent back.

EMS Campus

Term Selector Academic Browser Search For Rooms Reports Manage User Options Adm

Please disregard the Course Type Field.

Course Details

Math in the Modern World

Term: 202120	Instructor: Ramnarine,Angelique NBB188
Academic Dept: Mathematics	Credit Hours: 3
CRN: 20181	Estimated Enrollment: 40
Course Number: 1010	Actual Enrollment: 0
Section: 0	Subject: Mathematics C
	State: Unchanged

Start Date: 1/19/2021 Tue Start Time: 12:15 PM Course Type: L
End Date: 5/4/2021 Tue End Time: 1:30 PM Building: EMCS
Room: EMCS 238

M T W Th F S N Time Blocks

Course Date Notes:

Seat Fill %: 100

Room Not Required

Cancel Save

EMS Campus

Term Selector Academic Browser Search For Rooms Reports Manage User Options Adm

Please disregard the Course Type Field.

Course Details

Math in the Modern World

Term: 202120	Instructor: Ramnarine,Angelique NBB188
Academic Dept: Mathematics	Credit Hours: 3
CRN: 20181	Estimated Enrollment: 40
Course Number: 1010	Actual Enrollment: 0
Section: 0	Subject: Mathematics C
	State: Unchanged

Start Date: 1/19/2021 Tue Start Time: 12:00 PM Course Type: L
End Date: 5/4/2021 Tue End Time: 2:50 PM Building: EMCS
Room: EMCS 238

M T W Th F S N Time Blocks

Course Date Notes:

Seat Fill %: 100

Room Not Required

Cancel Save

How to Edit the Days/Times of a Course

- When your day/time edits have been made, click save.
- Your edits will be shown on the course details page

BEFORE

Course Details

Rhetoric and Composition I

Term: 201340 Instructor: Evans, Matthew
Academic Dept: English Credit Hours: 3
CRN: 40171 Estimated Enrollment: 20
Course Number: 1010 Actual Enrollment: 19
Section: 01 Subject: English
State: Unchanged

Course Dates | Cross Listed Courses | Shared Space Courses

Start Date (1) ^	End Date	Start Time	End Time	Location	Room	Days	State	Course Type
8/19/2013 Mon	12/9/2013 Mon	8:00 AM	8:50 AM	Holt Hall	Holt 307	MWF		L

Preferences | Final Exam Settings

AFTER

Course Details

Rhetoric and Composition I

Term: 201340 Instructor: Evans, Matthew
Academic Dept: English Credit Hours: 3
CRN: 40171 Estimated Enrollment: 20
Course Number: 1010 Actual Enrollment: 19
Section: 01 Subject: English
State: Edited

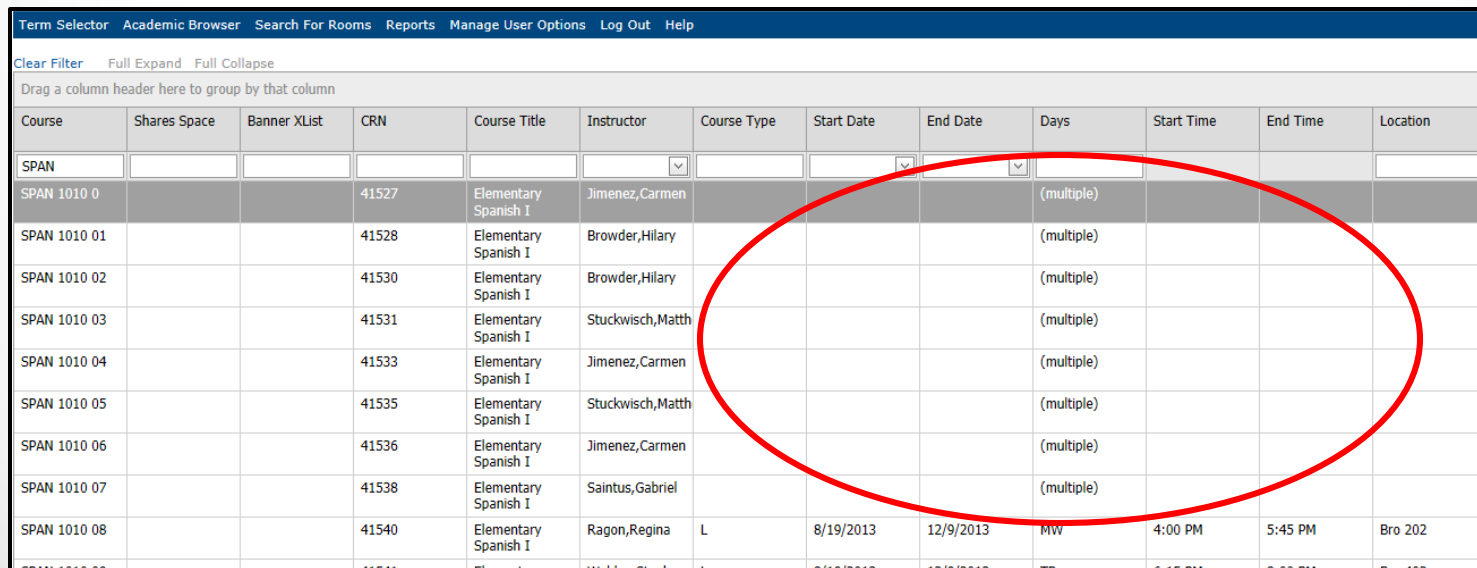
Course Dates | Cross Listed Courses | Shared Space Courses

Start Date (1) ^	End Date	Start Time	End Time	Location	Room	Days	State	Course Type
8/19/2013 Mon	12/9/2013 Mon	9:25 AM	10:40 AM	Holt Hall	Holt 307	TR	Edited	L

Preferences | Final Exam Settings

Adding/Editing an Extra Meeting Time

- If you have an extra meeting to a course- i.e. a recitation section- you can “add a new course date” to the existing course.
- If multiple meeting dates already exist, the Academic Browser page will show this:



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

Clear Filter Full Expand Full Collapse

Drag a column header here to group by that column

Course	Shares Space	Banner XList	CRN	Course Title	Instructor	Course Type	Start Date	End Date	Days	Start Time	End Time	Location
SPAN												
SPAN 1010 0			41527	Elementary Spanish I	Jimenez,Carmen				(multiple)			
SPAN 1010 01			41528	Elementary Spanish I	Browder,Hilary				(multiple)			
SPAN 1010 02			41530	Elementary Spanish I	Browder,Hilary				(multiple)			
SPAN 1010 03			41531	Elementary Spanish I	Stuckwisch,Matth				(multiple)			
SPAN 1010 04			41533	Elementary Spanish I	Jimenez,Carmen				(multiple)			
SPAN 1010 05			41535	Elementary Spanish I	Stuckwisch,Matth				(multiple)			
SPAN 1010 06			41536	Elementary Spanish I	Jimenez,Carmen				(multiple)			
SPAN 1010 07			41538	Elementary Spanish I	Saintus,Gabriel				(multiple)			
SPAN 1010 08			41540	Elementary Spanish I	Ragon,Regina	L	8/19/2013	12/9/2013	MW	4:00 PM	5:45 PM	Bro 202
SPAN 1010 09			41541	Elementary Spanish I	Walden,Stephen	L	8/19/2013	12/9/2013	TR	6:15 PM	8:00 PM	Bro 102

Adding/Editing an Extra Meeting Time

- When you double-click a course with “multiple” days and times, it’ll show both meeting times in the Course Details page.
- To edit the extra day, refer to the “edit day/time” slides.

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

Course Details

Elementary Spanish I

Term: 201340	Instructor: Jimenez,Carmen
Academic Dept: Modern / Classical Languages	Credit Hours: 4
CRN: 41527	Estimated Enrollment: 30
Course Number: 1010	Actual Enrollment: 29
Section: 0	Subject: Spanish
	State: Unchanged

Course Dates [Cross Listed Courses](#) [Shared Space Courses](#)

Course Dates								
Start Date (2) ^	End Date	Start Time	End Time	Location	Room	Days	State	Course Type
8/19/2013 Mon	12/9/2013 Mon	1:00 PM	1:50 PM	Brock Hall	Bro 301	MWF		L
8/19/2013 Mon	12/9/2013 Mon	3:05 PM	3:55 PM	Brock Hall	Bro 206	R		L

Preferences [Final Exam Settings](#)

Preferences

Adding/Editing an Extra Meeting Time

- In order to add an additional date to a course, click “Add New Course Date” and add a new date and time as you were editing it.

The screenshot displays a web application interface for course management. At the top, a navigation bar includes links for Term Selector, Academic Browser, Search For Rooms, Reports, Manage User Options, Log Out, and Help. The user is identified as Rebecca Dragoo. The main content area is divided into sections: Course Details, Course Dates, and a table of course dates.

Course Details: Rhetoric and Composition I. Term: 201340, Academic Dept: English, CRN: 40171, Course Number: 1010, Section: 01. Instructor: Evans, Matthew, Credit Hours: 3, Estimated Enrollment: 20, Actual Enrollment: 19, Subject: English, State: Unchanged. An **Actions** menu is visible, containing options: Add New Course Date, Edit Course Details, and Cancel Course.

Course Dates Table:

Start Date (1)	End Date	Days	State	Course Type	Actions
8/19/2013 Mon	12/9/2013 Mon	MWF		L	[Edit] [Delete]

Modal Form (Add New Course Date):

Course Details: Rhetoric and Composition I. Term: 201340, Academic Dept: English, CRN: 40171, Course Number: 1010, Section: 01. Instructor: Evans, Matthew, Credit Hours: 3, Estimated Enrollment: 20, Actual Enrollment: 19, Subject: English, State: Unchanged.

Start Date: 8/19/2013 Mon (calendar icon) Start Time: 8:00 AM (clock icon) Course Type: L (dropdown)
End Date: 12/9/2013 Mon (calendar icon) End Time: 8:50 AM (clock icon) Building: Holt Hall
Room: Holt 307
 M T W R F S N [Time Blocks]
Seat Fill %: 100
 Room Not Required
[Cancel] [Save]

Cancelling an Extra Meeting Time



- To cancel an extra meeting time within a course, double-click the course in the Academic Browser.
- Click the small icon with the red X under Actions for the meeting days/times you want to cancel

Course Details

Rhet & Comp I w/Wrtg Tutorial

Term: 201440	Instructor: Meadows, Carrie	Actions <ul style="list-style-type: none">• Add New Course Date• Edit Course Details• Cancel Course
Academic Dept: English	Credit Hours: 4	
CRN: 44989	Estimated Enrollment: 0	
Course Number: 1011	Actual Enrollment: 0	
Section: 02	Subject: English	
	State: Unchanged	

Course Dates | Cross Listed Courses | Shared Space Courses

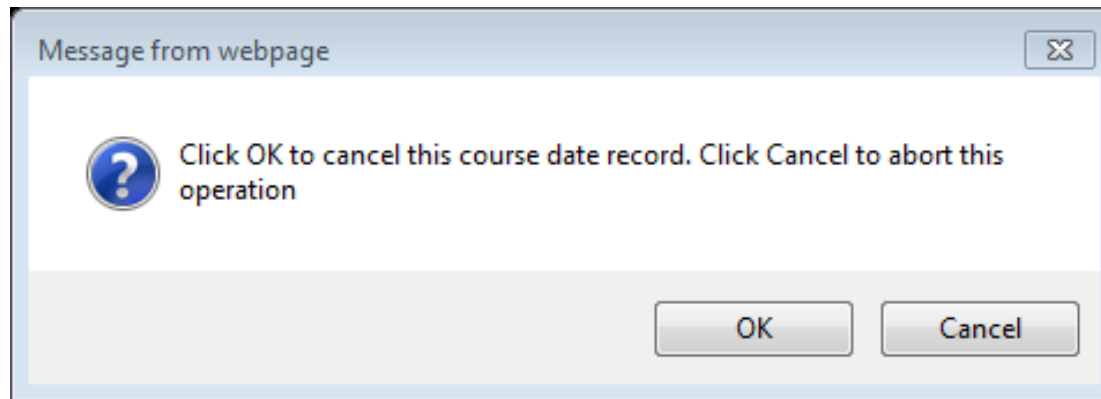
Course Dates									
Start Date (2) ^	End Date	Start Time	End Time	Location	Room	Days	State	Course Type	Actions
8/18/2014 Mon	12/8/2014 Mon	9:00 AM	9:50 AM	Fletcher Hall	Flet 316	MWF		L	
8/18/2014 Mon	12/8/2014 Mon	9:25 AM	10:40 AM	Davenport Hall	Dav 133	R		L	

Preferences | Final Exam Settings

Preferences		
Preference (1) ^	Value	Required
Building	Holt Hall	

Cancelling an Extra Meeting Time

- You'll receive this error message. Click OK.



Days/Times Edit Notes

- Note that once the day and/or time has been edited, the “state” will be updated to “edited.”
- The “course type” is pulled from information in Banner and **doesn't need to be updated.**

Course Details

Rhetoric and Composition I

Term: 201340 Instructor: Evans, Matthew
Academic Dept: English Credit Hours: 3
CRN: 40171 Estimated Enrollment: 20
Course Number: 1010 Actual Enrollment: 19
Section: 01 Subject: English
State: Edited

Course Dates Cross Listed Courses Shared Space Courses

Start Date (1) ^	End Date	Start Time	End Time	Location	Room	Days	State	Course Type
8/19/2013 Mon	12/9/2013 Mon	9:25 AM	10:40 AM	Holt Hall	Holt 307	TR	Edited	L

Preferences Final Exam Settings

Preferences

Course Details

Rhetoric and Composition I

Term: 201340 Instructor: Evans, Matthew
Academic Dept: English Credit Hours: 3
CRN: 40171 Estimated Enrollment: 20
Course Number: 1010 Actual Enrollment: 19
Section: 01 Subject: English
State: Edited

Start Date: 8/19/2013 Mon Start Time: 9:25 AM Course Type: L
End Date: 12/9/2013 Mon End Time: 10:40 AM Building: Holt Hall
Room: Holt 307

M T W R F S N Time Blocks

Seat Fill %: 100
 Room Not Required

Cancel Save

Don't edit.

Days/Times Edit Notes

- When editing the days and times of a course, the system will automatically fill the “Seat Fill %” to 100.

Course Details

Rhetoric and Composition I

Term:	201340	Instructor:	Evans,Matthew
Academic Dept:	English	Credit Hours:	3
CRN:	40171	Estimated Enrollment:	20
Course Number:	1010	Actual Enrollment:	19
Section:	01	Subject:	English
		State:	Edited

Start Date: 8/19/2013 Mon Start Time: 9:25 AM Course Type: L

End Date: 12/9/2013 Mon End Time: 10:40 AM Building: Holt Hall

M T W R F S N

Room: Holt 307

Seat Fill %: *100

Room Not Required

Days/Times Edit Notes

- We've discovered that checking 'Room Not Required' can cause double booking issues.
- **Do not check this box.**

The screenshot shows a web interface for editing course details. At the top, there is a navigation bar with links: Term Selector, Academic Browser, Search For Rooms, Reports, Manage User Options, and Log C. Below this is a 'Course Details' section for 'Rhetoric and Composition I'. The course information is as follows:

Term:	201340	Instructor:	Evans,Matthew
Academic Dept:	English	Credit Hours:	3
CRN:	40171	Estimated Enrollment:	20
Course Number:	1010	Actual Enrollment:	19
Section:	01	Subject:	English
		State:	Edited

Below the course information, there are fields for scheduling:

- Start Date:** 8/19/2013 Mon
- Start Time:** 9:25 AM
- End Date:** 12/9/2013 Mon
- End Time:** 10:40 AM
- Course Type:** L
- Building:** Holt Hall
- Room:** Holt 307



There are also checkboxes for days of the week: M, T, W, R, F, S, N. A 'Time Blocks' button is also present.

The 'Seat Fill %' is set to 100. At the bottom, there is a checkbox for 'Room Not Required' which is circled in red. Below it are 'Cancel' and 'Save' buttons.

How to Edit Course Details

- To edit the room, instructor, capacity, location, campus and/or waitlist- you'll need to edit the course details.
- Double-click the course to edit and then click "Edit Course Details" in the top right corner.

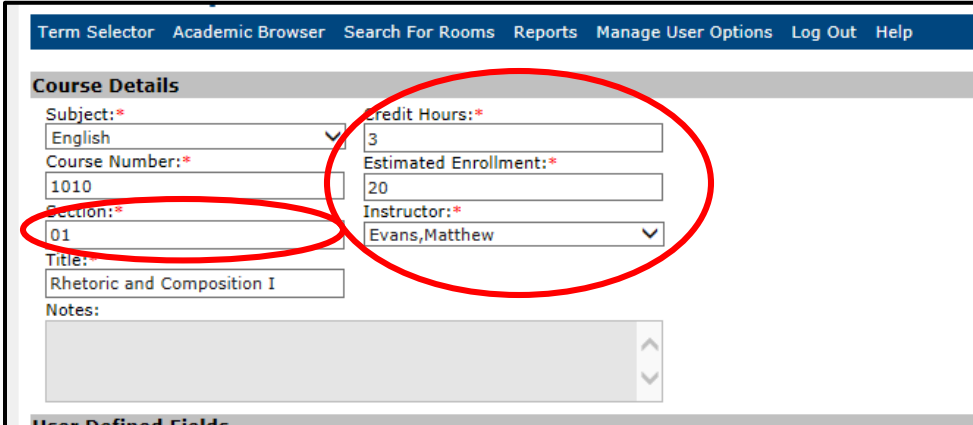
The screenshot displays a web application interface for course management. At the top, a navigation bar includes links for 'Term Selector', 'Academic Browser', 'Search For Rooms', 'Reports', 'Manage User Options', 'Log Out', and 'Help'. The user is identified as 'Welcome Rebecca Dragoo'. The main content area is titled 'Course Details' and shows information for 'Rhetoric and Composition I'. The details are organized into two columns: Term (201340), Academic Dept (English), CRN (40171), Course Number (1010), and Section (01) on the left; and Instructor (Evans, Matthew), Credit Hours (3), Estimated Enrollment (20), Actual Enrollment (19), Subject (English), and State (Unchanged) on the right. In the top right corner, an 'Actions' menu is visible, with 'Edit Course Details' highlighted by a red circle. Below the course details, there are tabs for 'Course Dates', 'Cross Listed Courses', and 'Shared Space Courses'. The 'Course Dates' tab is active, showing a table with columns for Start Date, End Date, Start Time, End Time, Location, Room, Days, State, Course Type, and Actions. The table contains one row of data for the course on 8/19/2013. Below the table, there are 'Preferences' and 'Final Exam Settings' tabs. The 'Preferences' tab is active, showing a table with columns for Preference, Value, and Required.

Start Date (1) ^	End Date	Start Time	End Time	Location	Room	Days	State	Course Type	Actions
8/19/2013 Mon	12/9/2013 Mon	8:00 AM	8:50 AM	Holt Hall	Holt 307	MWF		L	 

Preference (1) ^	Value	Required

How to Edit Course Details

- The top part are edits from the way the course was offered in the previous semester.
- Edit the section number, capacity and instructor.
- **Only edit the credit hours if the course is a variable credit hour course.**



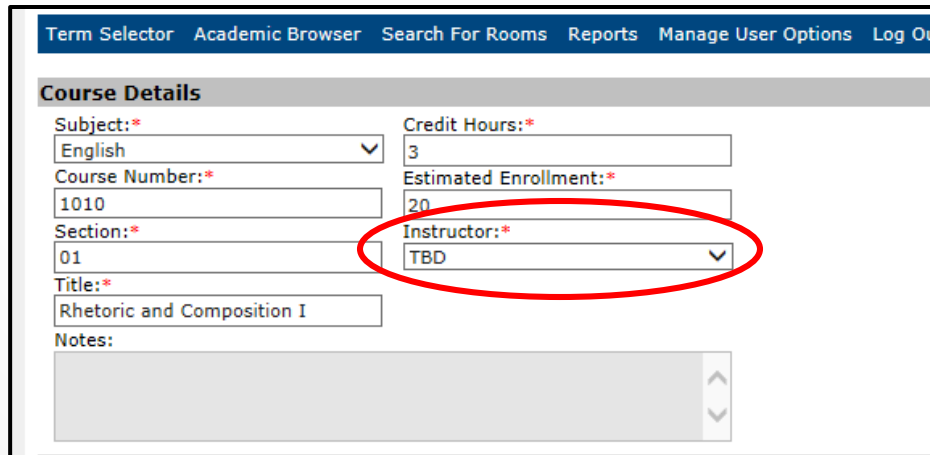
The screenshot shows a web interface for editing course details. At the top is a navigation bar with links: Term Selector, Academic Browser, Search For Rooms, Reports, Manage User Options, Log Out, and Help. Below this is a section titled "Course Details" containing several input fields. The "Section:" field is circled in red and contains the value "01". The "Credit Hours:" field is also circled in red and contains the value "3". The "Estimated Enrollment:" field is circled in red and contains the value "20". Other fields include "Subject:" (English), "Course Number:" (1010), "Instructor:" (Evans, Matthew), "Title:" (Rhetoric and Composition I), and "Notes:" (empty). The "Section:" field is a dropdown menu, while the others are text inputs.

Field	Value
Subject:	English
Course Number:	1010
Section:	01
Title:	Rhetoric and Composition I
Notes:	
Credit Hours:	3
Estimated Enrollment:	20
Instructor:	Evans, Matthew

How to Edit Course Details:

Listing the Instructor

- When instructors are new, they won't be listed in the drop down for "Instructor." Please select TBD for instructor and enter the instructor information below before saving.
- If you still don't know the instructor Name and UTCID, please leave as TBD.



The screenshot shows a web interface for editing course details. At the top, there is a navigation bar with links: Term Selector, Academic Browser, Search For Rooms, Reports, Manage User Options, and Log Out. Below this is a section titled "Course Details" with several input fields:

Subject:*	English	Credit Hours:*	3
Course Number:*	1010	Estimated Enrollment:*	20
Section:*	01	Instructor:*	TBD
Title:*	Rhetoric and Composition I		
Notes:	<div style="border: 1px solid gray; height: 40px;"></div>		

The "Instructor:" dropdown menu is circled in red, showing the option "TBD".

How to Edit Course Details

- Indicate the modality, term, and multiple instructor IDs.
- Click Save when finished

User Defined Fields

What is your planned modality for Spring 2021?:*

Full Term, Part of Term 1, or Part of Term 2?:

If instructor is not listed above or there are multiple instructors, please list instructor name and UTC ID.:

Cancel Save

How to Create a New Course

- You'll be directed to a page which are all of the pages you've already seen in the edit slides.
 - **#1: Change section number, capacity and instructor in the top section**
 - **#2: Click New**
 - Enter the meeting days and times in the middle section.
 - **#3: Answer necessary questions in the last section and click save.**

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

Course Details

Subject:* Credit Hours:*

Course Number:* Estimated Enrollment:*

Section:* Instructor:*

Title:*

Notes:

#1

Course Dates

Start Date	End Date	Start Time	End Time	Days	Course Type	Room Not Required	
No data to display							New Edit Delete

#2

User Defined Fields

What is your planned modality for Spring 2021?:*

Full Term, Part of Term 1, or Part of Term 2?:

If instructor is not listed above or there are multiple instructors, please list instructor name and UTC ID.:

Cancel Save

#3

How to Create a New Course Notes

- When creating a new course, it must be a course that has already been approved through the curriculum process.
- The course title information will be programmed in Banner so you can short hand the course title.

How to Create a New Course

- When the course has been created, and saved, you'll be directed to the Course Details page.
 - The state of the course is "New"

The screenshot shows the 'Course Details' page for a 'Testing French Course'. The course information is as follows:

Term: 201340	Instructor: TBD
Academic Dept: Modern / Classical Languages	Credit Hours: 3
CRN: 1011	Estimated Enrollment: 30
Course Number: 0	Actual Enrollment: 0
Section: 0	Subject: French
	State: New

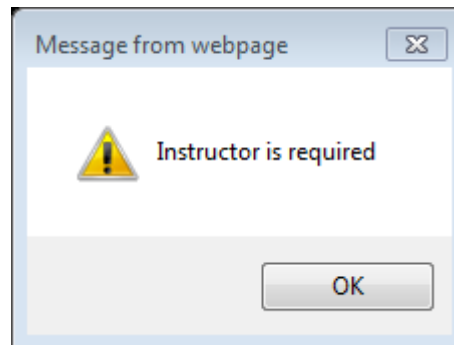
The 'State' field is circled in red. Below the course details, there are tabs for 'Course Dates', 'Cross Listed Courses', and 'Shared Space Courses'. The 'Course Dates' section shows a table with columns for Start Date, End Date, Start Time, End Time, Location, Room, Days, State, and Course Type. The 'Preferences' section at the bottom indicates 'No preferences defined'.

The screenshot shows a table of courses with the following columns: Course, CRN, Course Title, Instructor, Course Type, Start Date, End Date, Days, Start Time, End Time, Location, Room Type, Est Enroll, Credit Hours, State, and Ba. The 'State' column is circled in red, and the word 'New' is visible in the cells for the first three rows.

Course	CRN	Course Title	Instructor	Course Type	Start Date	End Date	Days	Start Time	End Time	Location	Room Type	Est Enroll	Credit Hours	State	Ba
														New	
WSTU 4450 0		Major American Figures: Chopin, Cather, Jewett	Noe, Marcia	B	8/18/2014	12/8/2014	R	5:30 PM	8:00 PM	(Unassigned)		15	3	New	
WSTU 4550 0		Gender, Power, Rhetoric, and Ideology	Palmer, Heather	B	8/18/2014	12/8/2014	W	5:30 PM	8:00 PM	(Unassigned)		15	3	New	

CPI Note

- When editing course details or adding a new course, please be sure to answer all “required questions”- indicated with a *. If you don’t answer the information, you’ll receive an error message like below- and you won’t be able to save the information.



CPI Reports

- There are 2 reports available to departments within CPI.
 - One report is the “Course List.” This report will list all of your courses for your department.
 - The other report is “Course Changes” which is a report of all of the changes you’ve made while using CPI.
 - NOTE: When we move from Phase 1 to Phase 2, this report will “reset” and only reflect new changes made in Phase 2.
- To access the reports, click Reports on the top toolbar and select either “Course List” or “Course Changes”

CPI Reports: Course List

- Once you select “Course List” report, enter the term you’re editing, “Banner,” and select the format of the report (or what the report is sorted by).
- The report reads best in the “PDF” output format.

The screenshot shows the Ems Campus web interface for generating a Course List report. The page title is "Campus" and "Ems Campus". A navigation bar includes links for "Term Selector", "Academic Browser", "Academic Book", "Search For Rooms", "Reports", "Manage User Options", "Log Out", and "Help".

The "Report Setup" section shows a dropdown menu set to "(user specified)". Below this are several tabs: "Date Range", "Academic Departments", "Course Types", "Buildings", "Room Types", and "Options".

The main form area contains the following fields:

- Campus:** Chattanooga Campus
- Term:** 201340
- Scenario:** Banner (Active Scenario)
- Format:** By Course
- Report Comment:** (empty text box)
- Output Format:** PDF (highlighted with a red circle)

A "Generate Report" button is located at the bottom right of the form.

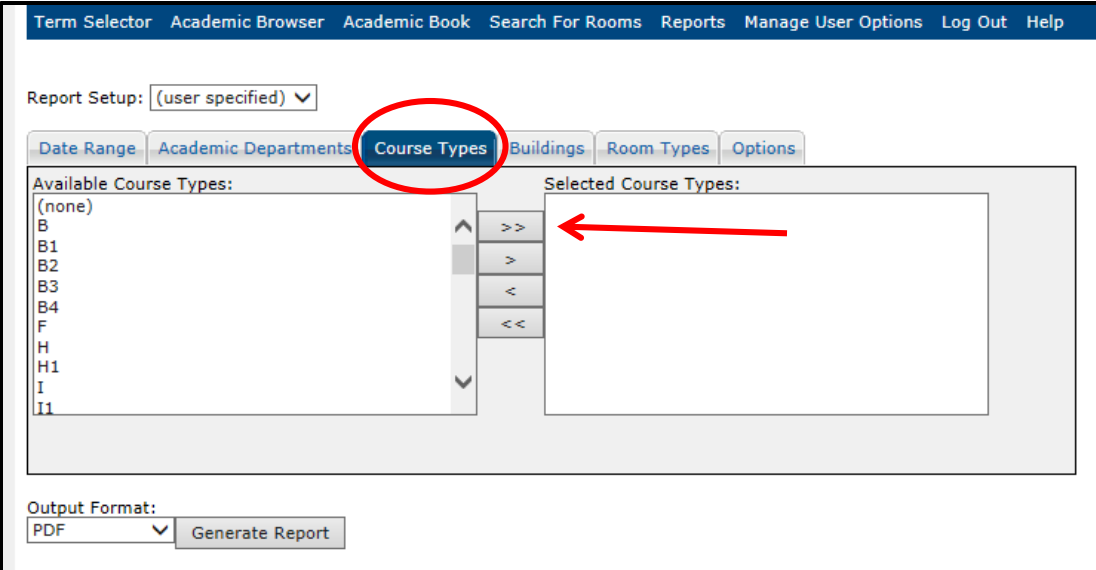
CPI Reports

- Click the next tab, Academic departments. Move all departments listed on the left, to the right side.
- If you only want to view one of your departments, click the single arrow, if you want to move all, click the double arrow.

The screenshot shows the 'Academic Departments' tab in the CPI Reports interface. At the top, there is a navigation menu with options: Term Selector, Academic Browser, Academic Book, Search For Rooms, Reports, Manage User Options, Log Out, and Help. Below the menu, the 'Report Setup' section shows a dropdown menu set to '(user specified)'. The 'Academic Departments' tab is active, and it contains two lists: 'Available Academic Departments' and 'Selected Academic Departments'. The 'Available Academic Departments' list includes Accounting, ART, Biology & Environmental Science, Blankdept, Business Administration, Chemistry, Communication, Computational Engineering, Computer Science & Engineering, Criminal Justice, and Economics. The 'Selected Academic Departments' list is currently empty. Between the two lists are four buttons: a double right arrow (>>), a single right arrow (>), a single left arrow (<), and a double left arrow (<<). Red arrows point from the 'Multiple Departments' label to the double right arrow button and from the 'One Department' label to the single right arrow button. At the bottom, there is an 'Output Format' dropdown menu set to 'PDF' and a 'Generate Report' button.

CPI Reports: Course List

- Always move **all** “Course Types” to the right side.
- This is Banner information for reporting purposes.



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

Report Setup: (user specified) ▾

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

Available Course Types: (none) B B1 B2 B3 B4 F H H1 I I1

Selected Course Types:

Output Format: PDF ▾ Generate Report

CPI Reports: Course List

- Move all “Building Types” and “Room Types” to the right side as well.

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

Report Setup: (user specified) ▾

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

Available Buildings:

Selected Buildings:

- Building - Aquatic and Recreation Center (ARC)
- Building - Arena (McKenzie)
- Building - Bretske Hall
- Building - Brock Hall
- Building - Cadek
- View - Cadek
- Area - CampusRec
- View - CampusRec
- Building - Challenger Center
- Area - Chapel Services
- View - Classrooms

Output Format:
PDF ▾ Generate Report

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

Report Setup: (user specified) ▾

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

Available Room Types:

Selected Room Types:

- (none)
- Academic Classroom
- Auditorium
- Computer Labs
- Conference Room
- Individual Study Lab
- Laboratory
- Luncheon Room
- Meeting Room
- Multi-purpose Room
- Office

Output Format:
PDF ▾ Generate Report

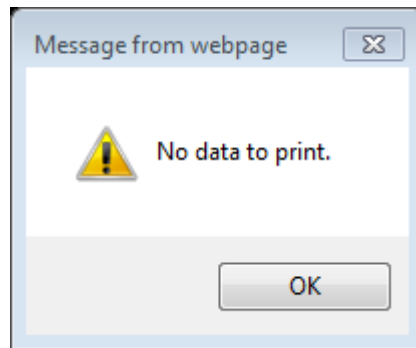
CPI Reports: Course List

- On the options tab, make sure Course Dates and Unassigned Rooms are checked.
- Unassigned Rooms lists all Internet courses and other courses that weren't scheduled in a room
- User Defined Fields are for schedule edits only.

The screenshot shows a web interface for generating a CPI report. At the top is a dark blue navigation bar with links: Term Selector, Academic Browser, Search For Rooms, Reports, Manage User Options, Log Out, and Help. Below this is a 'Report Setup' section with a dropdown menu set to '(user specified)'. A series of tabs are visible: Date Range, Academic Departments, Course Types, Buildings, Room Types, and Options (which is currently selected). The 'Options' tab contains three checkboxes: 'Show Course Dates' (checked), 'Show Unassigned Rooms' (checked), and 'Show User Defined Fields' (unchecked). At the bottom, there is an 'Output Format' dropdown set to 'PDF' and a 'Generate Report' button.

CPI Reports: Course List

- Once all of the information is moved from “available” to “selected”, click the “Generate Report”
- If you missed any information, you’ll receive the following error message:



CPI Reports: Course List

- If everything is selected, when you click “Generate Report,” you’ll receive this message:
- Click “open” and a new tab or window will open with the report.
- Click “save” and the PDF file will be saved to your computer.



CPI Reports: Course List

- The reports will be formatted like this:

University of Tennessee at Chattanooga											Course List	
202120												
Course/CRN	Course Title/Instructor	Course Type	Start Date	End Date	Days	Start Time	End Time	Est/Act Enroll	Location	Credit Hours	XList	State
ACC C 2000 0 20053	Acct/Fin Rptg: User Persp Haun,Amie WVN552	L	1/19/2021	5/4/2021	MWF	10:00 AM	10:50 AM	30 0	FLET FLET 210	3		
ACC C 2010 01 20055	Principles of Accounting I Sompayrac,Joanie VSS574	L	1/19/2021	5/4/2021	TR	8:00 AM	9:15 AM	90 0	DRTH DRTH 101	3		
ACC C 2010 02 20056	Principles of Accounting I Haun,Amie WVN552	L	1/19/2021	5/4/2021	MW	3:25 PM	4:40 PM	38 0	FLET FLET 200	3		
ACC C 2010 05 21129	Principles of Accounting I Goldberg,P BTD711	L	1/19/2021	5/4/2021	T	5:30 PM	8:00 PM	35 0	EMCS EMCS 203	3		
ACC C 2010 06 20789	Principles of Accounting I Haun,Amie WVN552	L	1/19/2021	5/4/2021	MW	2:00 PM	3:15 PM	35 0	FLET FLET 200	3		
ACC C 2010 07 20949	Principles of Accounting I Davenport,Stephan FGZ949	L	1/19/2021	5/4/2021	TR	1:40 PM	2:55 PM	32 0	FLET FLET 200	3		
ACC C 2010 8 21130	Principles of Accounting I McEwen,Warren LVT383	L	1/19/2021	5/4/2021	MW	3:25 PM	4:40 PM	30 0	FLET FLET 213	3		

CPI Reports: Course Changes Report

- The “Course Changes” report is set up the same as the “Course List” report without the Buildings and Rooms tabs.

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

Report Setup: (user specified) ▼

Date Range Academic Departments Course Types Options

Campus: Chattanooga Campus ▼

Term: 201340 ▼

Scenario:* Banner ▼ Active Scenario

Report Comment:

Output Format: PDF ▼ Generate Report

CPI Reports: Course Changes Report

- With the “Course Changes” report, you can pull a report of “All” changes, “New” courses, “Edited” courses or “Canceled” courses.
- The “Show Changes” drop down should always read “Changes Since Last Synchronized”
- All boxes checked below should be checked as well.

Report Setup: (user specified) ▼

Date Range Academic Departments Course Types **Options**

Show Changes:
Changes Since Last Synchroniz ▼

Course State
 All New Edited Cancelled

Show Room Changes
 Show Latest Changes Only
 Hide Change Details
 Show Unchanged Courses
 Show User Defined Fields
 Show Notes

The screenshot shows the 'Options' tab of a report configuration interface. A red oval highlights the 'Course State' section, which contains four radio buttons: 'All' (selected), 'New', 'Edited', and 'Cancelled'. Below this, there are seven checkboxes, all of which are checked: 'Show Room Changes', 'Show Latest Changes Only', 'Hide Change Details', 'Show Unchanged Courses', 'Show User Defined Fields', and 'Show Notes'. The 'Date Range', 'Academic Departments', and 'Course Types' tabs are visible at the top, and the 'Options' tab is currently active.

CPI Reports: Course Changes Report

- The report will look something like this below, with edits in red and the “state” on the right side.

202120
Reporting Period: 9/1/2020

Course	CRN	Course Title	Instructor	Estimated Enrollment	Actual Enrollment	Credit Hours	XList	State	
HHP C 0021 01	21084	Concepts of Wellness	Hannah,Jenny WMW281	40	0	1		Course Edited	
Course Notes:									
Course Modality		100% Online- Synchronous (Set Meeting Days/Times)	Schedule Code-inactive			Lecture			
Term Part-inactive		Part of Term 1	Term Part			Part of Term 1			
		Course Type	Start Date	End Date	Days	Start Time	End Time	Location	State
		L	1/19/2021	3/8/2021	MW	10:00 AM	10:50 AM	METR Metr 109	Course Dates Edited
Course Dates Notes:									
HHP C 0032 01	22474	Aerobic/Cardio Activities	Underwood,Steven TPB913	25	0	1		Course Edited	
Course Notes:									
Course Modality		Face-to-Face Non-Rotating Schedule	Schedule Code-inactive			Lecture			
Term Part-inactive		Full Term	Term Part			Full Term			
		Course Type	Start Date	End Date	Days	Start Time	End Time	Location	State
		L	1/19/2021	5/4/2021	T	9:25 AM	10:40 AM	ARC ARC 137	
Course Dates Notes:									

Thank you!

- You have now completed the CPI training. Please contact the Registrar's Office if you have any problems or questions:
 - schedule@utc.edu is managed by Rebecca Dragoo, Nick McCampbell and Joel Wells
- Phase dates will be announced through the CPI user listserv.
- **NOTE: The system can time-out after ~20 minutes... save as often as possible!**