

# Course Planner

## Recommended Steps:

- 1. Review schedule, making note of what sections need added/removed.
- 2. Add sections and cancel sections, using the Basic Info link, to build your shell.
- 3. Review and update course details using Basic Info and Meetings & Instructor links
- 4. Check Combined Courses. These are courses offered in the same classroom at the same time.
  - o Warning: You may run into warning messages regarding combined courses while building your schedule. The system will still save your changes. Review all Combined Courses at the end of your review.
  - o Add/Remove combined sections.
  - o Identify the “model” section for each set of combined courses. Save.
  - o You will likely have to go back to the Meetings & Instructors link for each course to re-Save. This is a temporary step for course combinations.
- 5. Review any errors in the “Needs Attn” column.
- 6. Submit.

## Getting started:

- Go to Campus Solutions at [cs.illinoisstate.edu](http://cs.illinoisstate.edu).
- From there, go to the Compass icon on the top right, then *Navigator> ISU Extensions> Curriculum Management> Course Planner/Build Schedule*



- On the Search page, enter the Term and your Academic Organization (based on your department/school). Hit Search. Select your department/school from the Search Results. This will take you to the update page.

### Isu Crs Pln Main

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value    Add a New Value

▼ Search Criteria

ISU Term Session begins with 2225-SPRG

ISU Academic Organization begins with COMAO

ISU Academic Group Dept Status =

Search    Clear    Basic Search    Save Search Criteria

# Landing Page (top)

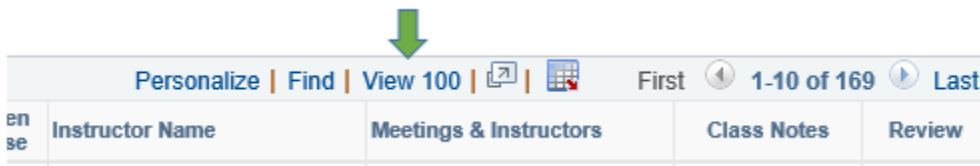
- **Refresh** - Hit this button after adding/changing/cancelling a course to refresh the landing page view so the course information displayed is accurate
- **Show All Active & Show All Cancelled-**
- Show All Active is the default view, showing all Active and Tentative Classes
- Show all Cancelled- click on this button to view classes that were cancelled last term. They can be re-activated from here (in the Basic Info link)
- **Fast Find-** Use this drop down to view a specific course
- **Approve-** Hit this button when you are done with your updates and you are ready to submit your schedule to the Office of the University Registrar
- **Combine Courses-** Click here to view current Combined Courses and to combine more courses. Courses/sections must be “combined” with they are sharing a space, usually a general-use room, for instruction.
- **Add Class or Section-** Use this link to add additional sections of a course or to add a course that was not offered in the last term
- **Prime Time Usage dashboard-** This shaded box is determining if the scheduling guidelines are being adhered to in general use classrooms. The current guidelines can be found here. <https://registrar.illinoisstate.edu/resources/academic-scheduling/guidelines/> For Spring 2022, warnings will be given when departments offer more than 65% of classes within peak times and also when there are more than 8% of a department’s classes at any given time. In future terms, the system will not allow a schedule submission if the guidelines are not met.
  - **Show Gen Use Rooms-** Click this box to display only the courses using general use classrooms (within the class list below)
  - **Select all-** Check this box to show all courses in general use rooms. Uncheck this box if you want to only see classes offered at certain time blocks. In that case, check the box next to the specific time block (ie. 9:35-10:50 Tues-Thurs), and only those classes will appear in the class list below.
- **Checkboxes by each time block-** These are the prime times. Click the box next to an hour/timeblock to see the courses schedule at those times in the class list below. To get back to all classes click “Show All Active”

## Class List (bottom)

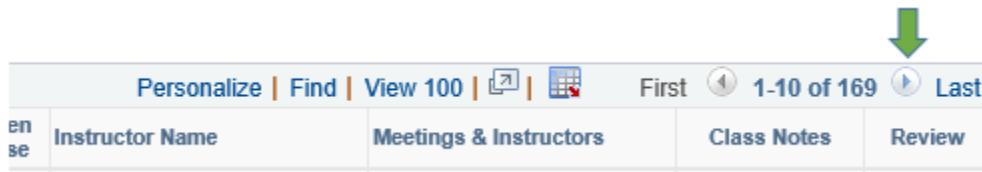
Sub-Cat	Sect	Class Title	Needs Attn	Error Exists	Session	Component	Instr Mode	Status	Basic Info	Mtg Pattern	M-T-W-T-F-S-S	Start Time	End Time	Start Date	End Date	Requested Rm	Gen Use	Instructor Name	Meetings & Instructors	Class Notes
1	ATK-201	001	Basic Skills Digital		Regular	Lecture	In Person	Active	<a href="#">Basic Info</a>	NSTD	Y-n-Y-n-n-n-n	01:00 PM	01:50 PM	01/10/2022	04/30/2022	CVA0109A	N	J.Decremer	<a href="#">Meetings &amp; Instructors</a>	<a href="#">Class Notes</a>
2	ATK-201	002	Basic Skills Digital		Regular	Lecture	In Person	Active	<a href="#">Basic Info</a>	NSTD	n-Y-n-Y-n-n-n	12:30 PM	01:20 PM	01/10/2022	04/30/2022	CVA0109A	N	B.Arguelles	<a href="#">Meetings &amp; Instructors</a>	<a href="#">Class Notes</a>
3	ATK-240	001	Sound Design I		Regular	Lecture	In Person	Active	<a href="#">Basic Info</a>	NSTD	n-Y-n-Y-n-n-n	03:00 PM	04:15 PM	01/10/2022	04/30/2022	CVA0050	N	B.Arguelles	<a href="#">Meetings &amp; Instructors</a>	<a href="#">Class Notes</a>
4	ATK-260	001	Atk Performance Stud		Regular	Lecture	In Person	Active	<a href="#">Basic Info</a>	NSTD	n-Y-n-Y-n-n-n	04:30 PM	05:45 PM	01/10/2022	04/30/2022	CVA0050	N	B.Arguelles	<a href="#">Meetings &amp; Instructors</a>	<a href="#">Class Notes</a>
5	ATK-299	001	Ind Honor Study		Regular	Dir Rsrch	In Person	Active	<a href="#">Basic Info</a>		n-n-n-n-n-n-n			01/10/2022	04/30/2022		N		<a href="#">Meetings &amp; Instructors</a>	<a href="#">Class Notes</a>

Your starting schedule is displayed in the bottom half of the landing page. The schedule automatically rolled over from the previous term, Fall to Fall, Spring to Spring, Summer to Summer. You will use the Basic Data link, Meetings & Instructors link, Class Notes button to make updates.

The default view is “View 10”. Click the “View 100” link on the top row to view more sections on the page.



To view the next 100 classes, use this arrow on the top right-hand side of the schedule:



- **Basic Info** link- Click the Basic Info link to open the page shown below. This page is used to update section information related to status, components, mode, attributes, enrollment, and to enter a message for the Registrar's Office.

**BASIC INFORMATION UPDATE**

Acad Org CHEAO      Session 1      Course ID 000328 Off # 1  
 Subj Cat CHE-102      Section 001      Chemistry & Society      AUDIT-> [Add](#)

Basic Data	Class Attributes	Enrollment Control
Session <input type="text" value="1"/> Regular *Class Status <input type="text" value="Active"/> Component <input type="text" value="LEC"/> Assoc Class <input type="text" value="001"/> Location <input type="text" value="MAIN"/> Instruct Mode <input type="text" value="P"/> Sync/Async <input type="text"/>	Honors Course: <input type="checkbox"/> Freshman Only: <input type="checkbox"/> Majors Only: <input type="checkbox"/>  Message To Registrar <input style="width: 100%; height: 30px;" type="text"/>	Consent <input type="text" value="No Consent"/> Enrollment Capacity <input type="text" value="216"/> Requested Room Capacity <input type="text" value="216"/> Wait List Capacity <input type="text"/>
<a href="#">Msg</a>		
<input type="button" value="Cancel"/> <input type="button" value="Save &amp; Return"/>		

### Basic Data box

**Basic Data**

Session  Eight Wk 1

\*Class Status

Component

Assoc Class

Location

Instruct Mode

Sync/Async

- Session- Use the magnifying glass to select the correct session. The default session is Regular.
- Class Status- Use this dropdown to change the course to Tentative or Cancelled. **Choose Cancelled if you do not want to offer the course for the upcoming term.**
- Component- Choose the component type for the course. The component options are pulled from the Campus Solutions catalog page and based on the course approval.
- Assoc Class-
  1. For courses with one component type (ie. lecture only) this field should match the section number of the class.
  2. For courses with multiple components (ie. lecture/lab):
    - a. The *lecture* Assoc Class number should match the lecture section number.

b. The *lab/discussion* Assoc Class number should be the lecture section that you want linked to the lab. This field creates the link between the lecture/lab.

- Location- Choose Main for on-campus classes. Choose Off-Campus for online and off-campus courses.
- Instruct Mode- Choose the correct instruction mode
  1. P=In-person
  2. HB= Hybrid, 26-75% in person instruction
  3. OH= Online Hybrid, 1-25% in person instruction (*new for Spring 2022*)
  4. IN= 100% Online instruction
- Sync/Async- For online courses only, choose one of the delivery options in the drop down.

### Class Attributes box

Class Attributes	
Honors Course:	<input type="checkbox"/>
Freshman Only:	<input type="checkbox"/>
Majors Only:	<input checked="" type="checkbox"/>

Choose the attribute(s) that apply to this course. For attributes not listed here, please request those through Message to Registrar or a separate request.

**Message to Registrar** box- Enter any communication to be sent to Registrar's Office

### Enrollment Control box

Enrollment Control	
Consent	<input type="text" value="No Consent"/>
Enrollment Capacity	<input type="text" value="216"/>
Requested Room Capacity	<input type="text" value="216"/>
Wait List Capacity	<input type="text"/>

- Consent- Use this drop down to apply a Department Consent block
- Enrollment Capacity (Max)- Enter the number of seats available to students
- Requested Room Capacity- Enter the size of room required. Enter an appropriate number here, either the same as the enrollment capacity or only slightly above.
- Wait List Capacity- Enter the number of seats available for the waitlist. If no waitlist is needed, leave this field blank. For lecture/labs, the lecture waitlist capacity should be the sum of the individual lab waitlist capacities.

- Save & Return- Click this button after changes are made. This will take you back to the landing page.
- Click **Refresh** on the landing page to view all updates.
- **Meetings & Instructors** – Click the Meetings & Instructor link to open the page shown below. Use this page to update meeting pattern, instructor, classroom assignment or classroom request. Information entered into the Basic Data tab is displayed at the top of this page.

MEETINGS AND INSTRUCTORS

Subj Cat **ART-103** Section **001** 2-D Fundamentals

**Basic Data**

Component **Lecture** Session **Regular**

Instruct Mode **In Person**

Assoc Class **1**

**Enrollment Control**

Consent **No Consent**

Enroll Cap **45**

Req Rm Cap **45**

Wait List Cap

Audit -> **Adt**

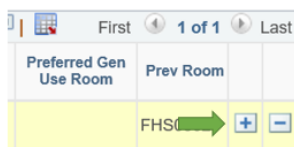
**Instructors Load**

Mt #	Mtg Pat	M	T	W	T	F	S	S	Std Times	Start Time	End Time	Start Date	End Date	Instructor	Instructor	Name	Add'l Instructors	Building	Bldg Desc	Dept Room	Preferred Gen Use Room	Prev Room
1	1	NSTD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Non-Std	4:00PM	5:50PM	01/10/2022	04/30/2022	TBD	6039	J.Mai	<a href="#">Add'l Instructors</a>	CVA	CtrVisArts		CVA GENRL	CVA0030

Cancel    Save    Return

## MEETINGS:

- **Mt #**- Displays meeting pattern. Most courses will only have one meeting pattern. An example of a course with one meeting pattern is 9:35-10:50 Tues/Thurs. To add a second meeting pattern to this section (ie. to add a Wednesday meeting to a 9:35 TR class), click on the plus “+” button at the end of the row (pictured below) and enter the additional meeting information. Note: This will not add a new section.



- **Mtg Pat**- Use the magnifying glass to choose from the most used meeting patterns. Select “NSTD- Non-Standard” from the options for any course with unique meeting patterns. Most 1,2,4,5-credit hour courses will be Non-Standard meeting patterns.
- **MTWTFSS**- These boxes will be auto-checked if a delivered pattern was chosen in the step above. When selecting NSTD- Non-Standard, select the days of the week manually.
- **Std Times**- When selecting a delivered Mtg Pattern, select the course times in this drop down. If desired meeting pattern is not shown, change Mtg Pat field to NSTD-Non-Standard.
- **Start Time/End Time**- These boxes will be auto-populated if a delivered meeting time was selected. If NSTD was selected, manually enter the start/end times here.

- **Start Date/End Date-** These boxes are auto-populated with the start/end dates of the session entered in the Basic Info page. If start/end dates differ from the delivered session dates, manually update the dates in here.

## INSTRUCTORS:







- **Instructor TBD-** Check this box if the instructor is unknown at the time of schedule submission.
- **Instructor-** Update the instructor in this box by entering the Empl ID or searching for the instructor by using the magnifying glass.
- **Multiple Instructors Exist-** There will be a Yes in this column if this course was rolled over from the previous term with multiple instructors. Select the Add'l Instructors box to edit/remove co-instructors.
- **Add'l Instructors-** Click this box to edit existing multiple instructors or add a co-instructor to the course. This will bring you to the Instructors page (pictured below).

**INSTRUCTORS**

Acad Org CHEAO      Session 2225-SPRG      Course ID 000328    Nbr 1

Subj Cat CHE-102      Sect 001

Component Lecture      Mtg Pattern & Time = [NSTD / 09:00 AM / 2022-01-10](#)      Audit--> [Adt](#)










				Personalize   Find   View All    	First  1 of 1  Last
Seq #	Empl ID	Name			Instructor Load Factor
1	890	Zona,Thomas A			100.0000  

- **To add an additional instructor,** click the plus (+) button on the Instructors page and enter instructor Empl ID. Hit Save. The system will display the page below.

**INSTRUCTOR LOAD FACTORS**

Subj Cat ART-103

Section 001    Lecture      Audit --> [Adt](#)

						Personalize   Find   View All    	First  1-2 of 2  Last
	Empl ID	Name	Print	*Instructor Role	Instructor Load Factor		
1	2007	Anderson,Arianne Therese	<input checked="" type="checkbox"/>		<input type="text"/>		
2	6039	Mal,James L	<input checked="" type="checkbox"/>	Prim Instr	100.0000		

[Save & Return](#)

**Msg** Instructor Meeting Changes Detected; You must now update Load Factors

- You will be prompted to do two things: 1. identify who is the Primary and who is the Secondary instructor. Only the Primary will be able to submit grades at that end of term. , 2. Enter Instructor Load Factor (pictured below). The Load Factor is the percentage of

instruction each instructor will be performing. The sum of the Load Factors must equal 100. This system will not be referenced by Human Resources and does not impact pay.

- **Print Checkbox-** This box determines if the instructor of record will display in the system for registration. These will remain checked in almost all courses, unless you have a secondary instructor who does not want contacted by students.

INSTRUCTOR LOAD FACTORS

Subj Cat ART-103

Section 001 Lecture Audit --> [Adt](#)

Personalize   Find   View All   [Print]   [Refresh]						First	1-2 of 2	Last
Empl ID	Name	Print	*Instructor Role	Instructor Load Factor				
1 1000012007	Anderson,Arianne Therese	<input checked="" type="checkbox"/>	Sec Instr	50.0000				
2 1000476039	Mal,James L	<input checked="" type="checkbox"/>	Prim Instr	50.0000				

[Save & Return](#)

**Msg** Instructor Meeting Changes Detected; You must now update Load Factors

Hit Save & Return.

- **To remove an existing instructor,** click the minus (-) button next to the instructor you want to remove (pictured below). The system will confirm you want to delete instructor. Hit OK, then hit Save. Click Save & Return

INSTRUCTORS

Acad Org ARTAO      Session 2225-SPRG      Course ID 007965 Nbr 1

Subj Cat ART-351A25      Sect 001

Component Dir Rsrch      Mtg Pattern & Time = / / 2022-01-10      Audit--> [Adt](#)

Personalize   Find   View All   [Print]   [Refresh]						First	1-3 of 3	Last
Seq #	Empl ID	Name		Instructor Load Factor				
1	1 1000450759	Lotz,Tyler		25.0000				
2	2 1000000242	Litwiller,Joann M		50.0000				
3	3 1000004399	Feehan,Penny Ann		25.0000				

- **Instructors Load (button)-** Click this button to view all instructors for a course, and their Instructor Role and Instructor Load

Audit --> [Adt](#)

[Instructors Load](#)



## BUILDING/ROOM:

- **Building-** Use the magnifying glass to identify the desired building for your class.
- **Dept Room-** IF your class will be in a departmental classroom, find and select the specific department room from the dropdown. Be sure you have permission to use this room if it is owned by the College or different department. Classroom assignments in departmental rooms are rolled over term to term. (General use rooms do not roll over).
- Use this toggle button to flip between Dept Room options and General Use Room options

The screenshot shows a form with the following fields and controls:

- Building:** A search box containing "MLT" with a magnifying glass icon.
- Bldg Desc:** A text field containing "MoultonHI".
- Dept Room:** A dropdown menu with a downward arrow.
- Preferred Gen Use Room:** A dropdown menu with a rightward arrow.
- Toggle:** A yellow button with a double-headed arrow between the Dept Room and Preferred Gen Use Room fields.
- Navigation:** Buttons for "Personalize", "Find", "View All", and "First" are visible at the top.

- **Preferred Gen Use Room.** Use the dropdown to select a preferred room, if there is one. Please note: There is no guarantee this room request will be honored.
  - Use the "GENRL" option if you do not have an exact room preference
  - Be sure you select a room that is large enough for your class. The room capacity is listed in parenthesis next to each room.
- **Prev Room-** This field is displaying where the course was held in the previous term. This is informational only and will not be referenced by the Registrar's Office.
- Please note- The system will allow you to choose a room that creates a time conflict, but you cannot submit your schedule to the Registrar's Office if conflicts exist. All conflicts must be resolved before submission. If two courses will be meeting in the same room at the same time, you must create a Course Combination (using the Combine Courses link).
- **Class Notes-** Use this page to enter any notes you want visible to students at the time of registration.
  - Choose from the pre-built notes by using the magnifying glass.
  - Some notes are specific to departments so do not use a Class Note if you aren't sure of its meaning. You can also check the Use Free Form Text to enter your own note.
  - Each note must have its own row so use the "+" button to add additional notes.

### CLASS NOTES

Acad Org FCSAO      Session 2225-SPRG      Course ID 001787    Nbr 1  
 Subj Cat FCS-112      Sect 001    American Family      Audit--> [Adt](#)

\*\*\*Notes created below will appear when students register.

The screenshot shows a table with the following structure:

Seq Nbr	Use Free Form Text	Note Nbr	Note Nbr Desc	Description
1	<input type="checkbox"/>	0029	Asynchronous Hybrid	Asynchronous Hybrid
2	<input checked="" type="checkbox"/>			This is a Test Note.

Below the table are two buttons: "Cancel" and "Save & Return".

5. **Review the Guidelines** breakdown box on the Landing Page for errors. This is *display only* for Spring 2022. Warning messages will be given when departments offer more than 65% of classes within peak times and also when there are more than 8% of a department's classes at any given time. In future terms, the system will not allow a schedule submission if the guidelines are not met.

- **Show Gen Use Rooms**- Click this box to display only the courses using general use classrooms (within the class list below)
- **Select all**- Check this box to show all courses in general use rooms. Uncheck this box if you want to only see classes offered at certain time blocks. In that case, check the box next to the specific time block (ie. 9:35-10:50 Tues-Thurs), and only those classes will appear in the class list below.
- **Checkboxes by each time block**- These are the prime times. Click the box next to an hour/timeblock to see the courses schedule at those times in the class list below. To get back to all classes click "Show All Active"

6. Review your schedule for accuracy. Download the csv file for your records.

7. Hit the "Approve" button to submit your schedule to the Registrar's Office

8. Hit "Create CSV"- Click this link to download your schedule into an Excel or CSV file from this page.

## Common Error Messages and Warnings

- **Needs Attn Messages (on landing page)**
  - **CMB: Combo Problem:** *This class section has been combined with another class. Some of the data has changed. Hit the Combined Courses link and re-select the class section to be modeled.*

This course rolled over as a combined course. You must review or un-combine these before submitting your schedule. Save this step until the end of your review, before submission.
  - **CPN: Course Component:** *This newly activated section has a blank Course Component. Update this on the Basic Info page. Add the course component details to the Basic Info link to finalizing the adding of this new section.*
  - **ICN: Instructor Conflict:** *Instructor 100049XXX on Mtg Nbr 1 has a conflict with Class XXX, Mtg Nbr 1. Change your instructor on the Meetings & Instructors page.*

The instructor for this course is scheduled to teach another class at an overlapping time. To ignore this message, open the error message and check the box above the text box that says “Ignore Instructor Conflicts for this Class Section”.
  - **MTD: Meeting Dates Issue:** *A blank meeting start and end date exists. These could not be derived for the new term since the dates on copied class didn't correspond with the normal session dates. Update the blank dates on the Meetings & Instructors page.*

This course rolled over with a unique set of meeting dates. The dates must be updated before submitting schedule.
  - **REV: Needs Re-Verification:** *Data in other classes have been updated. You must re-check for conflicts by going to the Meetings & Instructors page and pressing 'Save'. Course Meetings & Instructors section must be re-saved since the course was recently linked to another class. Verify data is still correct on Meetings & Instructors section.*
- **Class XXXX is part of Combined Class COMBO-01 This combination has discrepancies which need to be re-verified on the Combine Courses screen.** Review the course combinations in the “Combine Courses” link at the end of your review, before submission, to make sure the combined courses look accurate.
- **Combination COMBO-01 can only have one 'Use This' flag checked-** Only one course within a set of combined courses can be checked. This course will be the model for the set (for times/days/room/room cap/instructor information)
- **Combination COMBO-01 must have one 'Use This' flag checked-** Check one class within the set of combined courses to be the model for the set (for times/days/room/room cap/instructor information)
- **Current Changes have not been saved. Hit SAVE or CANCEL button.** If you want to save your changes, hit the Save button. To disregard your changes, hit Cancel.
- **ERROR! The requested room capacity (50) exceeds the room capacity (25) for meeting room FH0206 (25)** The room selected is smaller than your enrollment capacity. Return to the Basic Info tab to update the enrollment capacity or select a larger room

- **Load Factors Exceed 100 Percent.** For courses with multiple instructors, the Instructor Load must equal 100. Fix the Load Factor numbers to equal 100.
- **Meeting # 1 cannot specify a start or end time with no meeting days declared.** Day of the week is missing. Select day(s) before continuing.
- **Meeting # 1 has a start time greater than or equal to the end time.** Fix the meeting time so that the end time is after the start time.
- **Meeting # 1 start date is greater than the end date.** Fix the meeting date so that the end date is after the start date.
- **Only One Instructor Can Be Designated As Prime.** You may choose only one Prime instructor per section.
- **Warning -- NOTE: Total Enrollment Capacity of 45 Exceeds the Room Capacity of 30 For Combination COMBO-09-** The room selected for this course combination has a room capacity lower than the combined enrollment totals for this set. This is only a Warning and will still Save.

#### To Combine Courses in Course Planner:

1. Build the courses on the landing page as you normally would. One of the classes within the combination may not allow you to save the room due to the perceived conflict. That is okay as long as the room is saved on ONE of the courses.
2. Go to the Combine Course link.
3. In the existing row on that page, use the "Subject Category" and "Section" drop downs to choose the first class within the first set you want to combine.
4. Use the "+" button to add a row for the second class within the combination.
5. Again, use the two drop downs to choose the 2<sup>nd</sup> class within the combination set. (Repeat if there is a 3<sup>rd</sup> class within the same combination.)
6. Hit Save.
7. Repeat as necessary, adding one row at a time, and Saving each time after the new combination set is added.