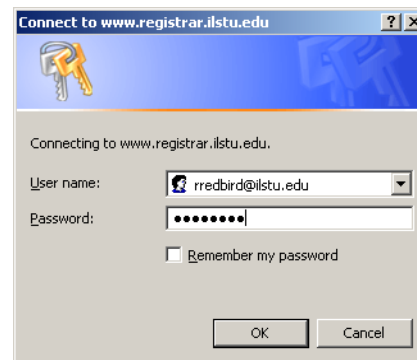


Course Planning Program

2011 Summer Session plans will be submitted to the Office of the Provost using the Department/School Course Planning/Scheduling Program. **Access to the program has been given to Associate Deans with Summer Session responsibilities, Chairs/Directors and other identified department/school representatives.** If you have any questions or encounter problems please contact Danielle Lindsey (delinds) or 8-3175.

Step 1 - Login

1. Visit this web site: <https://www.registrar.ilstu.edu/CoursePlanning>
2. Click on the link in the first bullet
3. Login using your Illinois State email address (i.e. delinds@ilstu.edu) and password.
 - o If a box does not appear when you click on the link in the first bullet, please disable your “pop-up blocker” feature on your internet browser.
 - o If prompted for a Domain use "adilstu" and only your ULID (delinds) as the user name.



If you encounter problems accessing the program after reviewing the above directions contact Danielle Lindsey (delinds).

Note: You can create a plan by using either *Option A* or *Option B* **OR** you can use both options. For example, you could migrate some courses from your Summer 2009 or 2010 schedules and then add courses not previously offered.

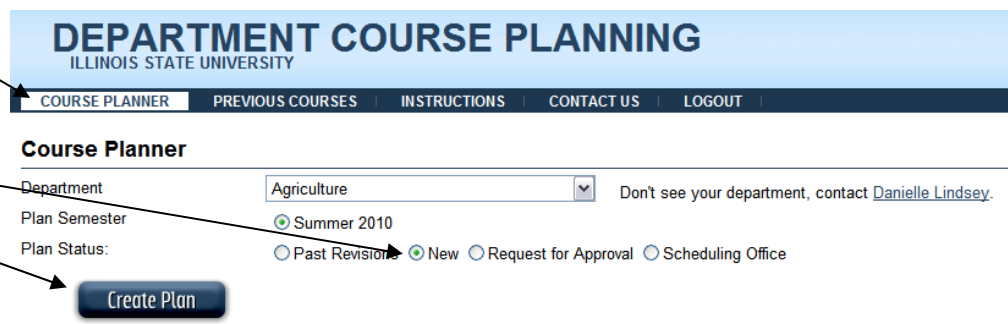
Step 2 – Begin Planning Your Courses

There are two options:

- A. Start with a blank plan and add courses.
- OR**
- B. Migrate courses offered summer 2009 and/or 2010 and then make **necessary** edits/course additions.

Option A Directions – Starting with a Blank Plan: (if you want to do *Option B* go to page 5)

1. **Select “Course Planner”** from the top navigation menu.
2. Select semester/term - “Summer 2011”. Plan Status should be “New”. Then **Select “Create Plan”**



DEPARTMENT COURSE PLANNING

ILLINOIS STATE UNIVERSITY

COURSE PLANNER

PREVIOUS COURSES

INSTRUCTIONS

CONTACT US

LOGOUT

Add/Edit Course Plan

Status	New
Version	1
Name	Danielle Lindsey
Plan Semester	Summer 2010
Department	Agriculture
Course	Choose one
Section	
Standard Session	Choose one
Time	Choose Session
<input checked="" type="radio"/> Yes <input type="radio"/> No Will this course use a standard session listed above?	

Standard Session	Choose one
Time	Choose Session
<input type="radio"/> Yes <input checked="" type="radio"/> No Will this course use a standard session listed above?	
Start Date	5/17/2010 Click here for more information on Standard Start Dates
End Date	
Start Stop Times	(e.g. 8:00AM to 8:50AM)
Session Description	(e.g. 4 weeks / 4 days per week)
Days of the week	Use MTWRFS format (e.g. MWF) Use ARR for Arranged
Instructor	
Instructor UID	

3. **Select the course** that you want to add from the menu.

4. **Add the section #** - 1, 2, or 1.01

5. **Select a standard session** and session time (timeframes available will be based on the session that you select (# weeks and # days per week).

****Note: Courses delivered 100% online** should be entered as non-standard session courses.

OR

Indicate that you are requesting an exception to offer the course during a *nonstandard* session date/time. Indicate the start and end dates and times and days per week. Please include explanation in the "Notes to Scheduling Office" section.

6. *Instructor information is optional at this time; it can be added later by contacting the Scheduling Office. Building Room Preference is also optional.*

7. Add any notes to the Scheduling Office and/or Provost's Office.

8. Indicate other course specifics and building/room requests. Note that if you plan to teach only part of the course online please indicate Hybrid/Blended and outline the details (such as dates when the course will meet face-to-face) in the "Notes to Students" section).

9. **SAVE** the course information.

Section Type	Lecture
Location	<input checked="" type="radio"/> On Campus <input type="radio"/> Off Campus <input type="radio"/> Arranged <small>Use Arranged for 100% online courses.</small>
Classroom Size Needed	Choose one
Starting Max.	
Building Preference	Choose one
Room Number Request	
<input type="radio"/> Yes <input checked="" type="radio"/> No Is this a Departmentally Controlled Room?	
Special Designation	None
Online Course	No
Notes to Scheduling Office	
Notes to Students	
<input type="button" value="Return"/> <input type="button" value="Save"/>	

10. After you **SAVE** you will see a listing of the course(s) you have added. Courses listed in **RED** need to be reviewed/revise. **Click on "Edit"** to view course details and make necessary revisions. In many cases the course needs to have an end date specified. After you make the revision **click "SAVE"**. If the course is OK it will no longer be in RED. Continue until your plan is complete or you may now use Option B to migrate courses (see page 4 for directions). To add more courses using this option (option A) repeat steps (2-9) above for each course.

11. Once you have your plan complete and all necessary revisions have been made, you are ready to submit your plan to the Provost's Office. **BEFORE** you submit your plan you are encouraged to download an Excel File of your plan for your records by **clicking on "Excel File"** (be sure your pop-up blocker is turned off). Some browsers such as Internet Explorer consider downloading an Excel (CSV) file a security risk. You need to turn off your browser's pop-up blocker and you may need to lower your security settings for this website to download the CSV file. You can access detailed directions [here](#).

****NOTE:** Some departments/schools have allowed for multiple users to access the system and edit their unit's summer plan. While it is fine, for example, to have the Graduate Coordinator add the graduate courses and another person add the undergraduate courses, **only ONE person in each department/school should be designated as the FINAL reviewer and the one responsible for submitting the final plan. Only the complete plan should be submitted so please coordinate this with all of those who have access within your department/school.**

12. After creating and saving your Excel file, **click on "Submit Plan"**.

After submitting the plan you will see a message on the screen indicating that the plan was submitted successfully. Once the Provost's Office reviews the submitted plan, the submitter will receive an email. The email will indicate if some courses need to be reviewed and resubmitted **OR** that all courses were accepted and the Scheduling Office will begin creating the schedule.

[Create Plan](#)

Accounting Summer 2010 Plan with a New or Revise status.

		Course Section Title			Hours	Session	Days	Time
Edit	Delete	131	1.01	Financial Accounting	3	4 weeks / 4 days per week	MTWR	11:00 AM to 1:30 PM
Edit	Delete	132	1.01	Managerial Accounting	3	4 weeks / 4 days per week	MTWR	11:00 AM to 1:30 PM
Edit	Delete	231	1.01	Intermediate Accounting I	3	4 weeks / 4 days per week	MTWR	11:00 AM to 1:30 PM
Edit	Delete	235	1.01	Auditing	3	4 weeks / 4 days per week	MTWR	11:00 AM to 1:30 PM
Edit	Delete	468	91.01	Management Information Systems: Organizational & Technologica	3		ARR	Time Arranged

[Submit Plan](#) [Excel File](#)

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[Click here](#) for instructions on how to lower your security settings in Internet Explorer for this intranet website.

Making Changes/Additions to the Plan after it has been Submitted

Please make every attempt to submit a complete and accurate plan to minimize errors and confusion. If you do need to make changes/additions after it has been submitted you will need to contact Danielle Lindsey (delinds) to request access to the system. Please indicate in the email if you need to add courses or make changes to courses (please indicate which courses).

Option B Directions – Migrate courses offered previous summers and make necessary edits:

1. **Select 'Previous Courses'** from top navigation menu. You should see your department listed (if you are an administrator for multiple departments, select the department you wish to view).

DEPARTMENT COURSE PLANNING
ILLINOIS STATE UNIVERSITY

COURSE PLANNER | **PREVIOUS COURSES** | INSTRUCTIONS | CONTACT US | LOGOUT

Previous Offered Courses

Department: English
Previous Semester to View: Summer 2009

Don't see your department, contact [Danielle Lindsey](#).

List Courses

2. **Summer 2010** is the default, you can also select Summer 2009.
3. **Select 'List Courses'**
4. You will see a list of all courses offered for your department, the days of the week it was offered and the final total enrollment.

39 English courses for Summer 2009

Course	Section	Title	Days	Enrolled
+ Create Plan	100	1.01	Introduction to English Studies	MTWR 15
+ Create Plan	101	1.01	Composition As Critical Inquiry	MTWR 22
+ Create Plan	102	1.01	Introduction to English Studies Proseminar	MW 0
+ Create Plan	124	91.01	Film Style and Literature	23
+ Create Plan	125	1.01	Literary Narrative	MTWRF 20

To see individual course details **click on the + symbol** next to the course

39 English courses for Summer 2009

Course	Section	Title	
+ Create Plan	100	1.01	Introduction to English Studies

ENG 100

English 100 1.01 Introduction to English Studies

Course Number: 100
Section Number: 1.01
Credit Hours: 3
Graded: Yes
Section Type: Lecture
Special Section: Majors Only
Special Facilities: None

Enrollment

Max: 25
First Day: 17
Final Enrollment: 15

Date & Time

Start Date: 05/18/2009
Days of Week: MTWR
Start Time: 1:00 PM
Duration (Minutes): 140
Weeks: 4
Time Block: Other (Mini)

Location

Building: Williams Hall
Room: WIH0313

Instructor

Name: Cruz Ricardo Cortez
UID: 864124025

5. To migrate the course to the Summer 2011 plan **Select "Create Plan"**. Do this for all of the courses you want to add to your Summer 2011 plan – you will be able to edit the courses after you have migrated them into your plan.

6. After you have migrated (Selected "Create Plan") all of the courses you want for your Summer 2011 Plan, **click on "Course Planner"** from the top of the navigation menu. The **Plan Status:** should be set to **"New"**.

Accounting Summer 2010 Plan with a New or Revise status.

* Red Font = Course Plan is incomplete, needs to be reviewed, or needs revision.

	Course	Section	Title	Hours	Session	Days	Time
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	131	1.01	Financial Accounting	3	4 weeks / 4 days per week	MTWR 11:00 AM to 1:30 PM
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	132	1.01	Managerial Accounting	3	4 weeks / 4 days per week	MTWR 11:00 AM to 1:30 PM
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	231	1.01	Intermediate Accounting I	3	4 weeks / 4 days per week	MTWR 11:00 AM to 1:30 PM
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	235	1.01	Auditing	3	4 weeks / 4 days per week	MTWR 11:00 AM to 1:30 PM
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	468	91.01	* Management Information Systems:Organizational & Technologica	3		ARR Time Arranged

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7. The courses that you migrated will be listed. The courses in **RED need to be reviewed/revise**. The plan will be incomplete if the system is not able to match all migrated courses to standard sessions. **Click on "Edit"** to view course details and make necessary revisions. After you make the revision **click "SAVE"** at the bottom of the page. If the course is ok it will no longer be in red.

Accounting Summer 2010 Plan with a New or Revise status.

	Course	Section	Title	Hours	Session	Days	Time
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	131	1.01	Financial Accounting	3	4 weeks / 4 days per week	MTWR 11:00 AM to 1:30 PM
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<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	235	1.01	Auditing	3	4 weeks / 4 days per week	MTWR 11:00 AM to 1:30 PM
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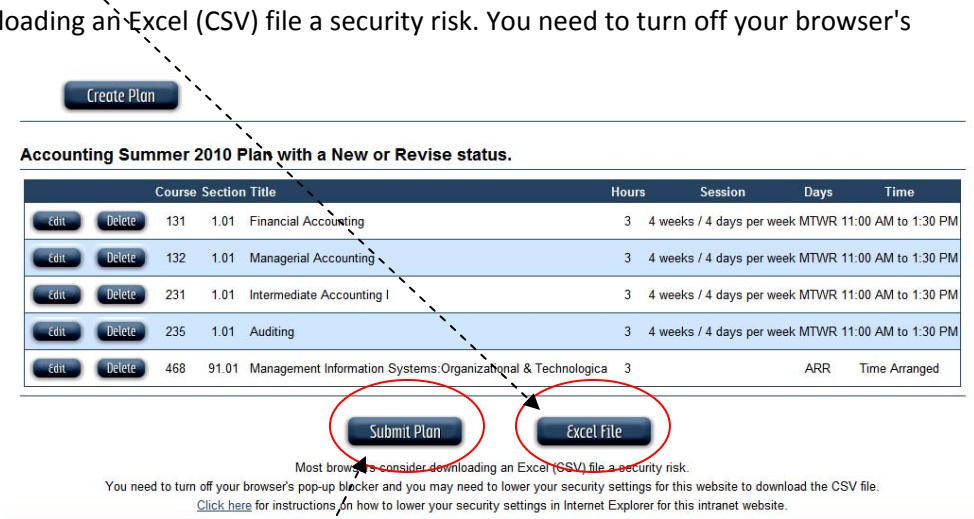
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edit Delete	468	91.01 Management Information Systems: Organizational & Technologica	3		ARR	Time Arranged

[Submit Plan](#) [Excel File](#)

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