

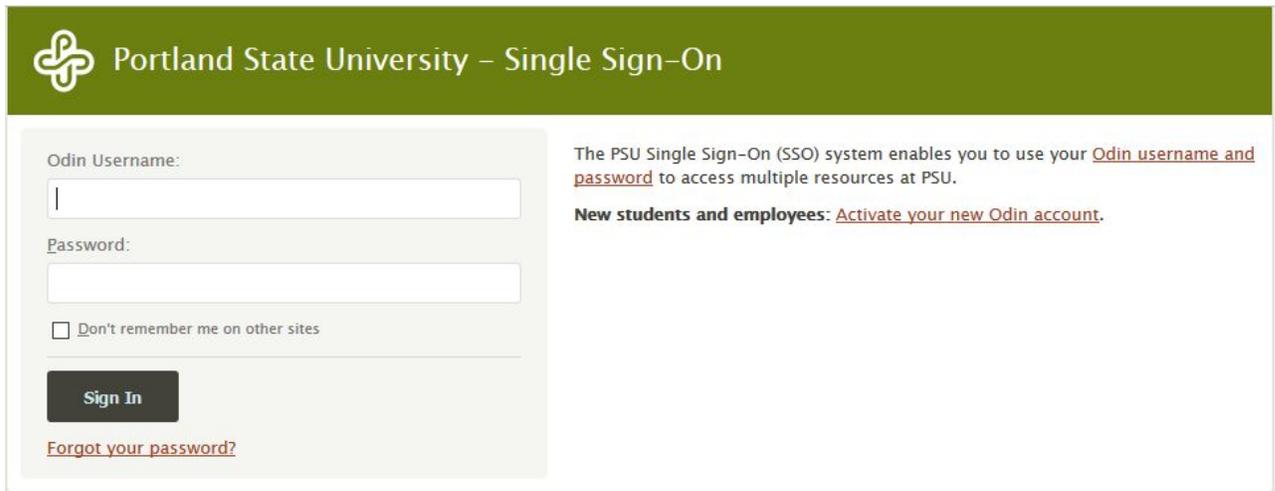
Course Projections Guide (CPG) Instructions

The Course Projections Guide was developed to assist students in degree planning by projecting what courses will be offered in upcoming terms.

Departments are responsible for maintaining their course offering projections. The following instructions will guide you through this process.

Logging In

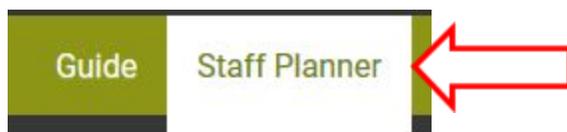
1. Go to **<https://app.banner.pdx.edu/cpg/planner>**.
2. Enter your Odin username and password. *Note: This is the same username and password that you use to log in to your computer.*



The screenshot shows the 'Portland State University - Single Sign-On' login page. It features a green header with the PSU logo and title. Below the header is a login form with two input fields: 'Odin Username:' and 'Password:'. There is a checkbox for 'Don't remember me on other sites' and a 'Sign In' button. A link for 'Forgot your password?' is located below the button. To the right of the form, there is explanatory text: 'The PSU Single Sign-On (SSO) system enables you to use your [Odin username and password](#) to access multiple resources at PSU.' and a note for new users: 'New students and employees: [Activate your new Odin account](#).'

View Your Course Offerings

1. Once you have logged in, go to the Staff Planner tab to view your course offerings.



2. Select the academic year that you would like to view and then select your department.



The image shows two dropdown menus. The first is labeled 'YEAR' and has '2017-2018' selected. The second is labeled 'DEPARTMENT' and has 'English' selected.

3. Once a department is selected, all active courses for that department will be populated in the Course drop-down. From here, you can either select All Courses to see everything currently listed in the CPG or you can select a specific course.



The image shows a dropdown menu labeled 'COURSE' with 'Literary Form and Analysis (ENG 300) (201704)' selected. To the right of the dropdown is a blue 'Search' button.

Note: The date in parentheses next to the course is the term that the most recent curriculum change took place in Banner.

- Click the Search button to view the results.

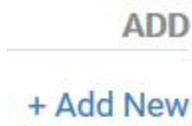
CODE	DISPLAY TITLE	CR	UPDATED	FA	WI	SP	SU	ADD
ENG 300	Introduction to the English Major	4	12-27-2017	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	+ Add New
				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Note: The following symbols will appear under the corresponding terms:



ADDING Courses

- If the course is currently being offered in the CPG, select the course from the Course drop-down, select Search and then click on + Add New in the Add column.



- If the course is not currently offered in the CPG, select the course from the Course drop-down, select Search and then click on + Add New Course Offering. Note: Only active courses in Banner will be available in the Course drop-down.

+ Add New Course Offering

- Once you select Add New, you will be taken to the Add Offering page. This page displays the course credits, description and title all of which are automatically populated from Banner. Display title and offering credits can be edited for variable title and variable credit courses like 399's (Special Studies) or 410's (Selected Topics). If a course has variable credit hours, the offering credits will default to the lowest credits available.

Add Offering: Selected Topics

CH 410 YEAR: 2017-2018 COURSE CREDITS: 1 to 6
Chemistry

COURSE DESCRIPTION

Consent of instructor and chair of department. (Credit to be arranged.)



 DISPLAY TITLE
Selected Topics

OFFERING CREDITS
1



- Choose either Offered Terms or Tentative Terms by selecting the radio button that corresponds with that term. If there is an Evening Section Offered and/or an Online Section Offered, check the box next to the corresponding term. Reset selection(s) will clear all selections for that term.

<div style="border: 1px solid #ccc; background-color: #00aaff; color: white; padding: 5px; margin-bottom: 10px;">Offered Terms</div> <p> <input checked="" type="radio"/> FA <input type="radio"/> WI <input type="radio"/> SP <input type="radio"/> SU </p>	<div style="background-color: #e0e0e0; padding: 5px; margin-bottom: 10px;"> <input checked="" type="radio"/> Evening Section Offered </div> <p> <input type="checkbox"/> FA <input type="checkbox"/> WI <input type="checkbox"/> SP <input type="checkbox"/> SU </p>
<div style="border: 1px dashed #ccc; padding: 5px; margin-bottom: 10px;">Tentative Terms</div> <p> <input type="radio"/> FA <input checked="" type="radio"/> WI <input type="radio"/> SP <input type="radio"/> SU </p>	<div style="background-color: #e0e0e0; padding: 5px; margin-bottom: 10px;"> <input checked="" type="checkbox"/> Online Section Offered </div> <p> <input checked="" type="checkbox"/> FA <input type="checkbox"/> WI <input type="checkbox"/> SP <input type="checkbox"/> SU </p>
<p>RESET SELECTION(S)</p> <p> <input type="radio"/> FA <input type="radio"/> WI <input checked="" type="radio"/> SP <input checked="" type="radio"/> SU </p>	

- Click Save to add the course.



EDITING Courses

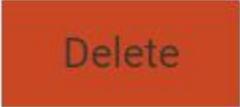
- Select the academic year, department and course from the drop-down menus and click on Search.
- Click on the Display Title to be taken to the Edit page.

CODE	DISPLAY TITLE
ENG 300	Introduction to the English Major

- From here, you can edit the Display Title, Offering Credits, Offered, Tentative and Cancelled terms as well as Evening and Online Section Offered. Reset selection(s) will clear all selections for that term.
- Click Save.

DELETING Courses

1. Courses can only be deleted for an academic year that is not yet published.
2. Select the academic year, department and course from the drop-down menus and click on Search.
3. Click the Display Title to be taken to the Edit page.
4. Select Delete on the bottom right side of the page.

A rectangular button with a dark red background and the word "Delete" in white text.

5. The following pop-up will appear:

Delete Offering

The offering will be deleted and cannot be recovered. Are you sure?

YES NO

6. Click YES to delete the course. *Note: A course can be added back if deleted in error.*

For any questions or comments, please email [**askcpg@pdx.edu**](mailto:askcpg@pdx.edu).