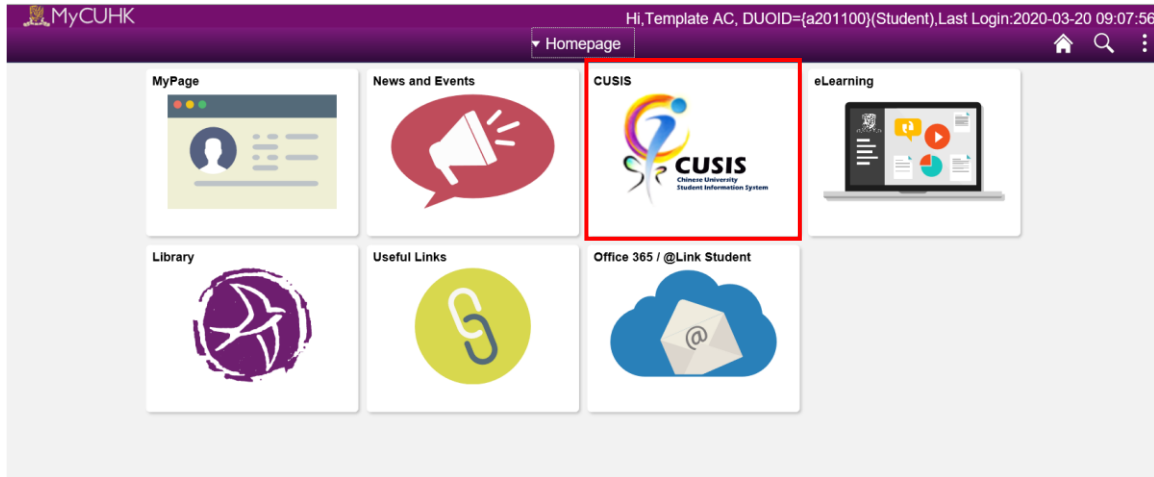
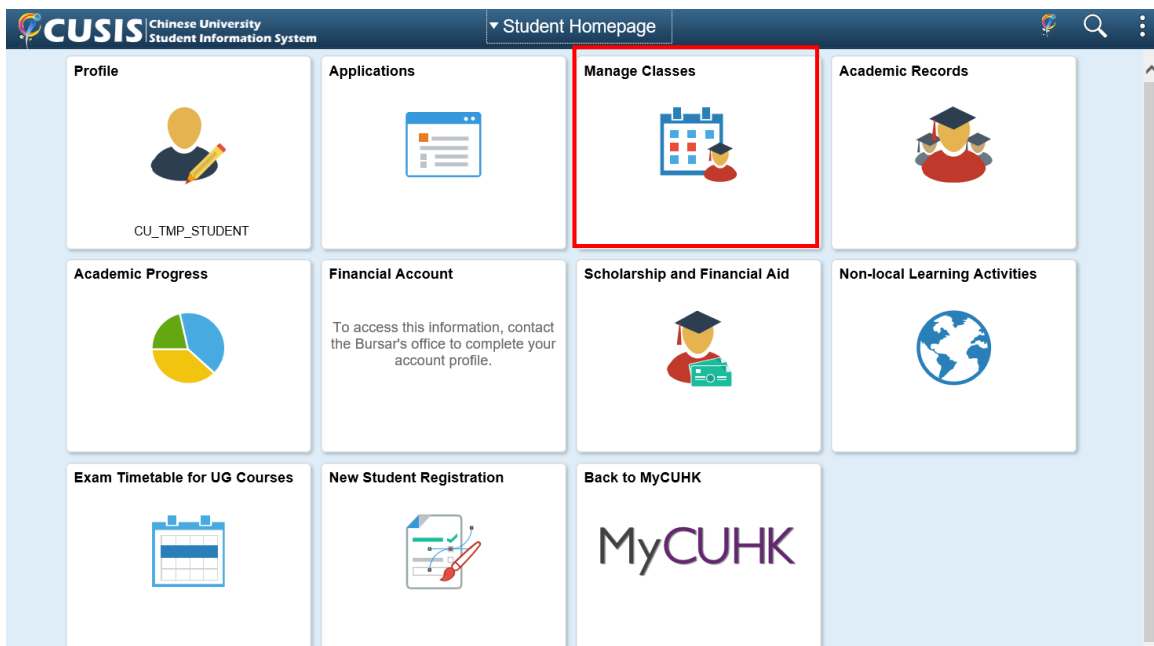


ADD COURSE TO PLANNER

1. Click 'CUSIS' tile



2. Click 'Manage Classes' tile



3. Click 'Planner' function

The screenshot shows the 'Manage Classes' interface. The sidebar on the left contains a list of navigation options: 'My weekly schedule', 'Enrollment Dates', 'Browse Course Catalog', 'Class Search', 'Shopping Cart', 'Drop Classes', 'Swap Classes', 'Update Classes', 'Enrollment Status', 'Enroll by My Requirements', 'Planner' (highlighted with a red box), and 'Timetable Planner'. The main content area is titled 'Manage Classes' and shows a 'By Class' view. It displays two course sections: 'FINA 2010 Financial Management' and 'GENA 1000 College Biweekly Assembly'. The 'FINA 2010' section is expanded to show a table with columns for Status, Units, Grading Basis, and Grade. The 'GENA 1000' section is also expanded to show a table with columns for Status, Units, Grading Basis, and Grade. The 'Planner' link in the sidebar is highlighted with a red box.

4. Click 'Add from Course Catalog' link

Planner

There are no courses in your planner.

To add courses, select the Add from Course Catalog or Add from Requirements links.

The screenshot shows two links: 'Add from Course Catalog' and 'Add from My Requirements'. The 'Add from Course Catalog' link is highlighted with a red box. The 'Add from My Requirements' link is also visible below it.

5. Select course by input the keyword

The screenshot shows the 'Browse Course Catalog' interface. The search bar contains the keyword 'chem'. The interface is titled 'Undergraduate' and 'The Chinese University of Hong Kong'. Below the search bar, there is a section for 'Additional ways to search' with a 'Recently Viewed' link.

6. Click the course from Search Results

Course Search Results

View Search Results

50 results for keyword: "chem"
Your search results have exceeded the search limit. Please use the filters to reduce the number of search results, and to identify the course(s) you wish to consider.

- BCME6612 - Chemistry of Chinese Medicines
2 units
- CHEM1070 - Principles of Modern Chemistry**
3 units
- CHEM1072 - General Chemistry
3 units
- CHEM1280 - Introduction to Organic Chemistry and Biomolecules
3 units
- CHEM1300 - Fundamentals in Physical Chemistry
2 units

7. Click 'Add to Planner' button

Course Detail

Undergraduate
The Chinese University of Hong Kong

CHEM 1070 [View Classes](#) [Add to Planner](#)

CHEM 1070
- Principles of Modern Chemistry

Course Detail

Course Career	Undergraduate
Units	3.00
Grading	Graded
Course Component	Lecture Required Interactive Tutorial Optional
Campus	Main Campus
Academic Group	Dept of Chemistry
Academic Organization	Dept of Chemistry

[View Course Outcome](#) [View Additional Information](#)

Enrollment Information

Course Attribute Faculty Package Course: Social Science

REMOVE COURSE FROM PLANNER

8. Click 'Planner' function

The screenshot shows the 'Manage Classes' interface for a student. The page is titled '2019-20 Term 2 Undergraduate'. On the left is a navigation menu with options like 'My weekly schedule', 'Enrollment Dates', 'Browse Course Catalog', 'Class Search', 'Shopping Cart', 'Drop Classes', 'Swap Classes', 'Update Classes', 'Enrollment Status', 'Enroll by My Requirements', 'Planner', and 'Timetable Planner'. The main content area is divided into two sections: 'FINA 2010 Financial Management' and 'GENA 1000 College Biweekly Assembly'. Each section has a table with columns for 'Status', 'Units', 'Grading Basis', and 'Grade'. The 'FINA 2010' section also includes a detailed table with columns for 'Class', 'Meeting Dates', 'Days and Times', and 'Room'. The 'Planner' menu item is highlighted in the left sidebar.

9. Click the planned term for enrollment or 'Unassigned Course' row

This screenshot shows the 'Planner' section of the 'Manage Classes' page. The 'Planner' menu item in the left sidebar is highlighted. The main content area shows a table with columns for 'Terms', 'Units', and 'Courses'. A row labeled 'Unassigned Courses' is highlighted with a red border. Below the table are two buttons: 'Add from Course Catalog' and 'Add from My Requirements'. A 'Delete All' button is located in the top right corner of the planner section.

10. Click the course you want to delete

The screenshot shows the 'Planner' interface with a sidebar on the left containing navigation options like 'View My Classes', 'My Weekly Schedule', 'Enrollment Dates', 'Browse Course Catalog', 'Class Search', 'Shopping Cart', 'Drop Classes', and 'Swap Classes'. The main area is titled 'Unassigned Courses' and features a table with the following data:

Course	Description	Units	Typically Offered	Status
CHEM 1070	Principles of Modern Chemistry	3.00		★ Planned

Below the table, there is a 'Total Units' section showing 3.00 units. There are also two buttons: 'Add from Course Catalog' and 'Add from My Requirements'. A 'Delete All' button is located in the top right corner of the table area.

11. Click 'Delete' button

The screenshot shows the 'Course Detail' interface for CHEM 1070. The sidebar on the left is similar to the previous screenshot but includes 'Update Classes' at the bottom. The main area displays the course name 'CHEM 1070' and its description 'CHEM 1070 - Principles of Modern Chemistry'. There are three buttons: 'Move to Term', 'View Classes', and 'Delete' (highlighted with a red box). Below the buttons, a message states: 'This course is in your planner under Unassigned Term.' The 'Course Detail' section provides the following information:

Course Career	Undergraduate	
Units	3.00	
Grading	Graded	
Course Component	Lecture	Required
	Interactive Tutorial	Optional
Campus	Main Campus	
Academic Group	Dept of Chemistry	

To learn more on “How to use Chinese University Student Information System (CUSIS)”, please visit

- Computer-basd training: <http://www.cuhk.edu.hk/cusis/login/howto/cbt-student/>
- FAQs and How-to page: <http://www.cuhk.edu.hk/cusis/faqs.html>