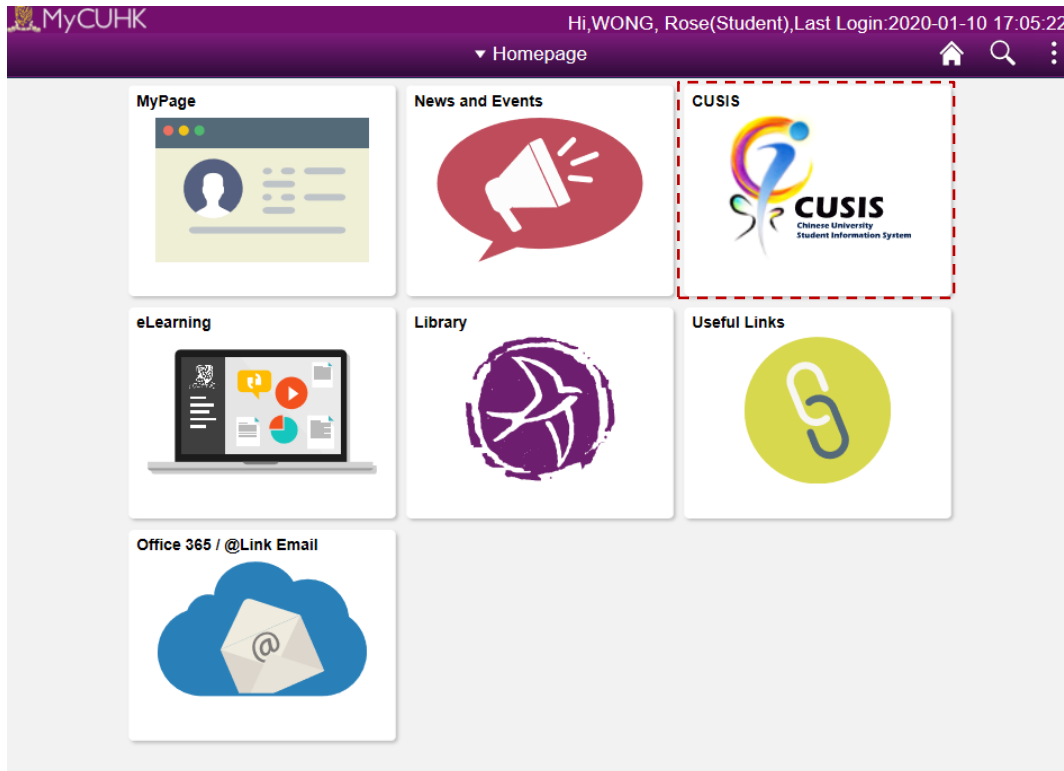
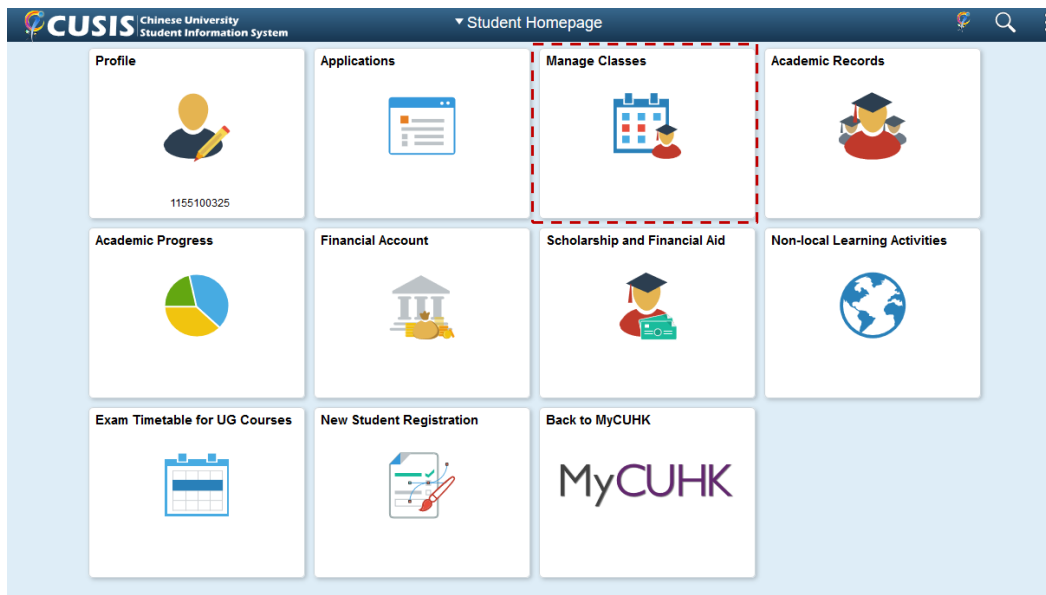


1. After login to MyCUHK, click 'CUSIS' tile.



2. Click 'Manage Classes' tile



### 3. Click 'Timetable Planner'

The screenshot shows the 'Timetable Planner' interface. On the left is a navigation menu with 'Timetable Planner' highlighted. The main content area has a header with 'Student Homepage' and 'Timetable Planner'. Below the header, there are tabs for 'timetable planner' and 'tentative schedule'. The search form includes fields for '\*Term' (2019-20 Term 2), '\*Course Career' (Undergraduate), and '\*Subject Area' (empty). A 'Search' button is at the bottom of the form. A table titled '2019-20 Term 2 My Planner' shows 'No record'. Below the table are navigation controls: 'Find | View All | First 1 of 1 Last'. A 'Notes' section contains two instructions: '1. Class in Planner does NOT mean enrolled. For enrollment, please go to Shopping Cart when it's open.' and '2. Please clear the Planner (drop all classes) after Course Add/Drop period of each term.'

### 4. Input Subject Area and Catalog Number. Click 'Search'.

This screenshot is identical to the previous one, but with red dashed boxes highlighting the search form fields: '\*Subject Area' (containing 'COMM'), 'Catalog Nbr begin with:' (containing '25'), and the 'Search' button. The rest of the interface remains the same.

5. Search result is shown. Click '+' button.

The screenshot shows the 'Timetable Planner' interface. On the left is a navigation menu with options like 'View My Classes', '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', 'Timetable Planner', 'Teaching Timetable by Subj/Dpt', and 'Teaching Timetable by Prog(PG)'. The main area displays the 'Timetable Planner' for the 2019-20 Term 2. Search criteria include Course Career: Undergraduate, Subject Area: COMM, and Catalog Nbr begin with: 25. A search button is visible. Below the search criteria, a table shows search results:

| Class Code | Class Nbr | Course Title | Units                       | Teaching Staff | Course Component   | Section Code | Language | Period               | Room    |
|------------|-----------|--------------|-----------------------------|----------------|--------------------|--------------|----------|----------------------|---------|
| +          | COMM2500- | 5565         | Intro to Global Comm 全球溝通導論 | 3.00           | Prof. L*** Xueting | LEC          | -        | We 10:30AM - 01:15PM | LSK_515 |

Notes:

- Class in Planner does NOT mean enrolled. For enrollment, please go to Shopping Cart when it's open.
- Please clear the Planner (drop all classes) after Course Add/Drop period of each term.

6. The class is added to your planner.

The screenshot shows the 'Timetable Planner' interface after the class has been added. The search criteria remain the same. The search results table now includes a 'Delete' button for the class:

| Class Code | Class Nbr | Course Title | Units                       | Teaching Staff | Course Component   | Section Code | Language | Period               | Room    |
|------------|-----------|--------------|-----------------------------|----------------|--------------------|--------------|----------|----------------------|---------|
| +          | COMM2500- | 5565         | Intro to Global Comm 全球溝通導論 | 3.00           | Prof. L*** Xueting | LEC          | -        | We 10:30AM - 01:15PM | LSK_515 |

Below the search results, a table shows the class added to the planner:

| 2019-20 Term 2 My Planner | Days/Times          | Room                      | Instructor | Units | Status |
|---------------------------|---------------------|---------------------------|------------|-------|--------|
| COM2500-- (5565)          | We 10:30AM - 1:15PM | Lee Chau Kee Building 515 | X. L***    | 3.00  | ●      |

Notes:

- Class in Planner does NOT mean enrolled. For enrollment, please go to Shopping Cart when it's open.
- Please clear the Planner (drop all classes) after Course Add/Drop period of each term.

7. Click 'tentative schedule' can view your schedule. Classes in Planner / Shopping Cart and the enrolled / waitlisted classes will be displayed

The screenshot shows the 'Timetable Planner' interface. The top navigation bar includes 'Student Homepage' and 'Timetable Planner'. The left sidebar lists various options: View My Classes, 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, **Timetable Planner**, Teaching Timetable by Subj/Dpt, and Teaching Timetable by Prog(PG). The main content area shows the 'Tentative Schedule' for the week of 24/2/2020 to 1/3/2020. A 'Shopping Cart' link is visible. The schedule grid shows classes for Monday through Sunday. For example, on Monday 24 Feb, there is a PHED 1024 - B Lecture from 2:30PM to 4:15PM at United College Gymnasium. On Wednesday 26 Feb, there is a UGFN 1000 - J T02 Interactive Tutorial from 11:30AM to 1:15PM at Wong Foo Yuan Bldg 603, and a COMM 2500 - - Lecture from 10:30AM to 1:15PM at Lee Shau Kee Building 515. On Friday 28 Feb, there is a UGFN 1000 - J Lecture from 1:30PM to 2:15PM at Yasumoto Int'l Acad Park LT6. On Thursday 27 Feb, there is a Shopping Cart COMM 2600 - B Lecture from 2:30PM to 5:15PM at T.C. Cheng Bldg C2.

8. Click '🗑️' can drop class from the planner.

The screenshot shows the 'Timetable Planner' interface. The top navigation bar includes 'Student Homepage' and 'Timetable Planner'. The left sidebar is the same as in the previous screenshot. The main content area shows the 'Timetable Planner' section. It includes search filters for enrollment, term, course career, subject area, and catalog number. A table displays the '2019-20 Term 2 My Planner' with columns for Delete, Class Code, Class Nbr, Days/Times, Room, Instructor, Units, and Status. A specific class entry for COMM 2500- (5565) is highlighted, showing it is a lecture from 10:30AM to 1:15PM at Lee Shau Kee Building 515, taught by X. L\*\*\*, with 3.00 units and a status of 'Wait List'. Below the table, there are notes: '1. Class in Planner does NOT mean enrolled. For enrollment, please go to Shopping Cart when it's open. 2. Please clear the Planner (drop all classes) after Course Add/Drop period of each term.' The bottom of the page shows 'Timetable Planner Tentative Schedule'.

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

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