



# CPI User Guide – Preferences

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## Setting Room Preferences

A guide to setting room preferences in the CPI.

January 26, 2016 version



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Log in to the Campus Planning Interface at

<https://emscampus.ea.vanderbilt.edu/CampusPlanningInterface/Login.aspx>.

## Viewing Courses in the Academic Browser

1. Double click on the **Academic Browser** to view courses.



Campus Planning Interface

Managin  
Term Da

Term Selector **Academic Browser** Search For Rooms Reports Manage User Options Log Out Help

2. Change the **Browse For** drop down menu to “course dates” and click **Get Data**.

Term Selector Academic Browser Search For Rooms Reports Manage User Options Log Out Help Welcome AcadUser

Academic Unit: (all) Subject: (all) **Browse For: Course Dates** Modified Only:  **Get Data** Options

Clear Filter Full Expand Full Collapse New Section New Course Tools

Drag a column header here to group by that column

Course	Shares Space	PeopleSoft XList	CRN	Course Title	Course Type	Instructor	Start Date	End Date	Days	Start Time	End Time	Loca
THTR 2202W 01			10148	Theatre and Drama II, European	LEC	Essin, Elizabeth Christin	8/26/2015	12/10/2015	MWF	12:10 PM	1:00 PM	9 AL
THTR 1010 01			4448	Fundamentals of Theatre	LEC	Essin, Elizabeth Christin	8/26/2015	12/10/2015	MWF	10:10 AM	11:00 AM	9 AL
PSCI 2273 01			4207	Conflict Management	LEC	Mentzel, Clive	8/26/2015	12/10/2015	TR	2:35 PM	3:50 PM	9 AL
AADS 3214 01			10191	Black Masculinity	LEC	Whiting, Gilman W.	8/26/2015	12/10/2015	TR	9:35 AM	10:50 AM	1 RA
AADS 1706 01			3009	Capoeira	LEC	Whiting, Gilman W.	8/26/2015	12/10/2015	TR	11:00 AM	12:15 PM	1 RA
WGS 8989 02			4483	Independent Study	IND	TBD	8/26/2015	12/10/2015		12:00 AM	12:00 AM	(Una
WGS 8989 01			4482	Independent Study	IND	TBD	8/26/2015	12/10/2015		12:00 AM	12:00 AM	(Una
WGS 8301 01			4903	Gender/Sexuality	LEC	Schneider, Laurel C.	8/26/2015	12/10/2015	T	3:10 PM	6:00 PM	(Una
WGS 4999 01			4468	Honors Thesis	SRT	TBD	8/26/2015	12/10/2015		12:00 AM	12:00 AM	(Una
WGS 4998 01			4924	Honors Research	RES	TBD	8/26/2015	12/10/2015		12:00 AM	12:00 AM	(Una
WGS 3891 01			10405	Special Topics	LEC	TBD	8/26/2015	12/10/2015	MWF	10:10 AM	11:00 AM	(Una
WGS 3883 01			4467	Internship Readings	INT	TBD	8/26/2015	12/10/2015		12:00 AM	12:00 AM	(Una
WGS 3882 01			4466	Internship Research	INT	TBD	8/26/2015	12/10/2015		12:00 AM	12:00 AM	(Una
WGS 3881 01			4465	Internship Training	INT	TBD	8/26/2015	12/10/2015		12:00 AM	12:00 AM	(Una
WGS 3850 02			4470	Independent Study	IND	TBD	8/26/2015	12/10/2015		12:00 AM	12:00 AM	(Una

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## Adding a Room Preference

Room preferences will not populate under **Location** until a room has been assigned. Assignments will take place after the schedule has gone live in YES.

If a preference has been assigned through the process described herein, “1” will appear in the **Preferences Exist** column. Preferences can exist as an area preference, building preference, and/or building and room preference. Most classes have been pre-assigned an area preference. Example: Cohen and Commons.

Note: Columns can be resorted by dragging and dropping a header. See CPI User Guide – Sorting Courses for details.

Course Title	Course	Shares Space	PeopleSoft XList	CRN	Course Type	Instructor	Start Date	End Date	Days	Start Time	End Time	Location	Preferences Exist
Commons Seminar	ANTH 1001 01			9458	LEC	Yant,Anna Catesby	1/11/2016	4/25/2016	W	2:10 PM	3:25 PM	(Unassigned)	
Commons Seminar	ANTH 1001 01			9458	(none)	Yant,Anna Catesby	1/1/2016	5/8/2016	TR	5:00 PM	6:15 PM	(Unassigned)	
First-Year Writing Sem	ANTH 1111 11			6656	FWS	Vogt,Jennifer Ann	1/11/2016	4/25/2016	TR	11:00 AM	12:15 PM	(Unassigned)	1
Intro Biological Anth	ANTH 1301 01			6636	LEC	Nen, Amy	1/11/2016	4/25/2016	MWF	11:10 AM	12:00 PM	(Unassigned)	1
Intro Biological Anth	ANTH 1301 02			6652	LEC	Nen, Amy	1/11/2016	4/25/2016	MWF	1:10 PM	2:00 PM	(Unassigned)	
Intro Language/Culture	ANTH 1601 01			6646	LEC	Sattler,Mareike	1/11/2016	4/25/2016	MWF	9:10 AM	10:00 AM	(Unassigned)	
Race in the Americas	ANTH 2105 01			6654	LEC	Gill,Lesley	1/11/2016	4/25/2016	MW	8:45 AM	10:00 AM	(Unassigned)	1
Food Politics in America	ANTH 2109 01			6661	LEC	Conklin,Beth Ann	1/11/2016	4/25/2016	TR	2:35 PM	3:50 PM	(Unassigned)	
Hum Rights of Indig Peoples	ANTH 3134 01			6658	LEC	Bjork-James, Carwil Robert	1/11/2016	4/25/2016	MWF	10:10 AM	11:00 AM	(Unassigned)	

1. To assign a room preference, select the class you would like to edit and click **Set Preferences**.

Course Title	Course	Shares Space	PeopleSoft XList	CRN	Course Type	Instructor	Start Date	End Date	Days	Start Time	End Time	Location	Preferences Exist
Commons Seminar	ANTH 1001 01			9458	LEC	Yant,Anna Catesby	1/11/2016	4/25/2016	W	2:10 PM	3:25 PM	(Unassigned)	
Commons Seminar	ANTH 1001 01			9458	(none)	Yant,Anna Catesby	1/1/2016	5/8/2016	TR	5:00 PM	6:15 PM	(Unassigned)	
First-Year Writing Sem	ANTH 1111 11			6656	FWS	Vogt,Jennifer Ann	1/11/2016	4/25/2016	TR	11:00 AM	12:15 PM	(Unassigned)	1
Intro Biological Anth	ANTH 1301 01			6636	LEC	Nen, Amy	1/11/2016	4/25/2016	MWF	11:10 AM	12:00 PM	(Unassigned)	1
Intro Biological Anth	ANTH 1301 02			6652	LEC	Nen, Amy	1/11/2016	4/25/2016	MWF	1:10 PM	2:00 PM	(Unassigned)	
Intro Language/Culture	ANTH 1601 01			6646	LEC	Sattler,Mareike	1/11/2016	4/25/2016	MWF	9:10 AM	10:00 AM	(Unassigned)	
Race in the Americas	ANTH 2105 01			6654	LEC	Gill,Lesley	1/11/2016	4/25/2016	MW	8:45 AM	10:00 AM	(Unassigned)	1
Food Politics in America	ANTH 2109 01			6661	LEC	Conklin,Beth Ann	1/11/2016	4/25/2016	TR	2:35 PM	3:50 PM	(Unassigned)	
Hum Rights of Indig Peoples	ANTH 3134 01			6658	LEC	Bjork-James, Carwil Robert	1/11/2016	4/25/2016	MWF	10:10 AM	11:00 AM	(Unassigned)	
History of Religion	ANTH 3180 01			6660	LEC	Bres,Michael	1/11/2016	4/25/2016	TR	11:00 AM	12:15 PM	(Unassigned)	
Medical Anthropology	ANTH 3143 01			6655	LEC	Behague, Dominique	1/11/2016	4/25/2016	TR	2:35 PM	3:50 PM	(Unassigned)	
Anth/Arch of Communities	ANTH 3160 01			6651	LEC	Eberl,Markus	1/11/2016	4/25/2016	TR	1:10 PM	2:25 PM	(Unassigned)	
The Arts	ANTH 3241 01			6653	LEC	Foster, J.,William R.	1/11/2016	4/25/2016	TR	9:35 AM	10:50 AM	(Unassigned)	
Independent	ANTH 3850 01			6637	TRN	Bres,Michael	1/11/2016	4/25/2016		12:00 AM	12:00 AM	(Unassigned)	

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If a course has more than one meeting pattern and both meeting patterns use the same room, select both, then click **Set Preferences**.

Course Title	Course	Shares Space	PeopleSoft XLlist	CRN	Course Type	Instructor	Start Date	End Date	Days	Start Time	End Time
Commons Seminar	ANTH 1001 01			9458	LEC	Yant,Anna Catesby	1/11/2016	4/25/2016	W	2:10 PM	3:25 PM
Commons Seminar	ANTH 1001 01			9458	(none)	Yant,Anna Catesby	1/1/2016	5/9/2016	TR	5:00 PM	6:15 PM
First-Year Writing Sem	ANTH 1111 11			6656	FWS	Vogt,Jennifer Ann	1/11/2016	4/25/2016	TR	11:00 AM	12:15 PM
Intro Biological Anth	ANTH 1301 01			6636	LEC	Non, Amy	1/11/2016	4/25/2016	MWF	11:10 AM	12:00 PM
Intro Biological Anth	ANTH 1301 02			6652	LEC	Non, Amy	1/11/2016	4/25/2016	MWF	1:10 PM	2:00 PM
Intro Language/Culture	ANTH 1601 01			6646	LEC	Sattler,Mareike	1/11/2016	4/25/2016	MWF	9:10 AM	10:00 AM
Race in the Americas	ANTH 2105 01			6654	LEC	Gill,Lesley	1/11/2016	4/25/2016	MW	8:45 AM	10:00 AM
Food Politics in	ANTH 2109 01			6661	LEC	Conklin,Beth	1/11/2016	4/25/2016	TR	2:35 PM	3:50 PM

## 2. The course preferences window will open.

**Preferences** Applying To

Set Standard Room Preferences  
 Room Not Required  
 Publish In PeopleSoft Room (No Optimization)  
 Require PeopleSoft Room  
 Same Room (ALL Selected Course Dates are to be in the same Room)  
 Requires Different Room. (For Courses That Share Space)

Settings To Be Updated  
Seat Fill Percentage:  100  
Ignore Term Excluded Dates:  Yes  No  
Notes:

Building: (no preference)  Required  
Room 1: (no preference)  Required  
Room 2: (no preference)  Required  
Room 3: (no preference)  Required  
Room Types: (limit by course type)  Required

**Matching Rooms (56)**  
**Building - Room**  
11 - Kirkland Hall 211  
125 - Wilson Hall 069  
139 - Cohen Hall 207B  
15 - Furman Hall 219

## 3. Select the appropriate radio button under preferences.

- “Standard Room Preferences” should be used to enter an area, building, or room preference. If you plan on using a departmental room, this is where it needs to be notated. Select the building and room number.
- “Room Not Required” should only be used if a class has a meeting pattern and it will not meet on Vanderbilt property. For example, if the class meets on Mondays between 2:10 p.m. and 3:00 p.m. at a local non-profit.
- **Do not use “Publish in PeopleSoft Room” or “Require PeopleSoft Room.”** Room assignments do not exist in PeopleSoft. Selecting either of these options will cause the system to error during the room assignment process.



- The “Same Room” option should be used if a course has two or more different meeting patterns (e.g., Monday 4:10 p.m. – 6:00 p.m. and Tuesday/Thursday 11:10 a.m. – 12:00 p.m.) and it needs to meet in the same room. This may also be used for instructors teaching back-to-back.
4. When adding a room preference select either the building or the view under the **Room Settings** box. If an area is selected, you may also preference up to three rooms (in different buildings). Please be sure to use a URO designated area.

The screenshot displays two instances of the room preference configuration interface. In the top instance, the 'Area' dropdown is set to 'URO - BTRK/CALH/FURM/WILS', and the 'Matching Rooms (28)' list shows several entries from Wilson Hall. In the bottom instance, three specific rooms are selected: 'Buttrick Hall 101', 'Furman Hall 109', and 'Wilson Hall 103', resulting in a 'Matching Rooms (1)' list with one entry: '24 - Buttrick Hall 101'. A 'Features' table is also visible, with a 'Do Not Use' column and radio buttons for each row.

### Important Reminders:

- Rooms that match the enrollment count and location preference will appear in the **Matching Rooms** box. Use this box as a guide when selecting a preference.
- **If a preference is not added, the class will be scheduled in an all-access room.**
- If a class needs to be assigned in a room that is not listed, please list it in the course notes box. The A&S Deans’ Office will need to review before a preference can be assigned.
- Classes need a day and time for a room to be assigned.
- **NOTE: Selecting a preference does not guarantee a room.**

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5. Below the building and room preferences are the audio/visual and features preferences.

Feature	Features		
	Do Not Use	Preferred	Required
2 x PC's	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
BluRay Player	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Built-in Sound System	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cable TV	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Computer	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conference Phone	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dual Boot Mac	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dual Projector Screens	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
DVD/VCR	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Grand Piano	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
LCD Video Projector & Screen	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
LCD Video Projector Screen	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lectern	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lectern w/ microphone	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mac	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
PC	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Piano	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Portable stage	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Specialty lighting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tables & Chairs	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
TV	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
White Board	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
WiFi	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Windows	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wireless Microphone	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Add To Existing Preferences   
  Override Existing Preferences

  

NOTE: Unless a course requires a specific feature and/or audio/visual requirement, please skip the **Features** section.

6. Click **Save**.