



CPI User Guide – Preferences

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.app.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



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

The screenshot shows the Academic Browser interface with the following details:

- Navigation bar: Term Selector, Academic Browser, Search For Rooms, Reports, Manage User Options, Log Out, Help
- Academic Unit: (all) | Subject: (all) | **Browse For: Course Dates** | Modified Only: | **Get Data**
- Clear Filter | Full Expand | Full Collapse | New Section | New Course | Tools
- Drag a column header here to group by that column
- Table with columns: Course, Shares Space, PeopleSoft XList, CRN, Course Title, Course Type, Instructor, Start Date, End Date, Days, Start Time, End Time, Loca
- Table content (partial):

| 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 |
- Page 1 of 6 (2683 items) | [1] [2] [3] [4] [5] [6]

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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:

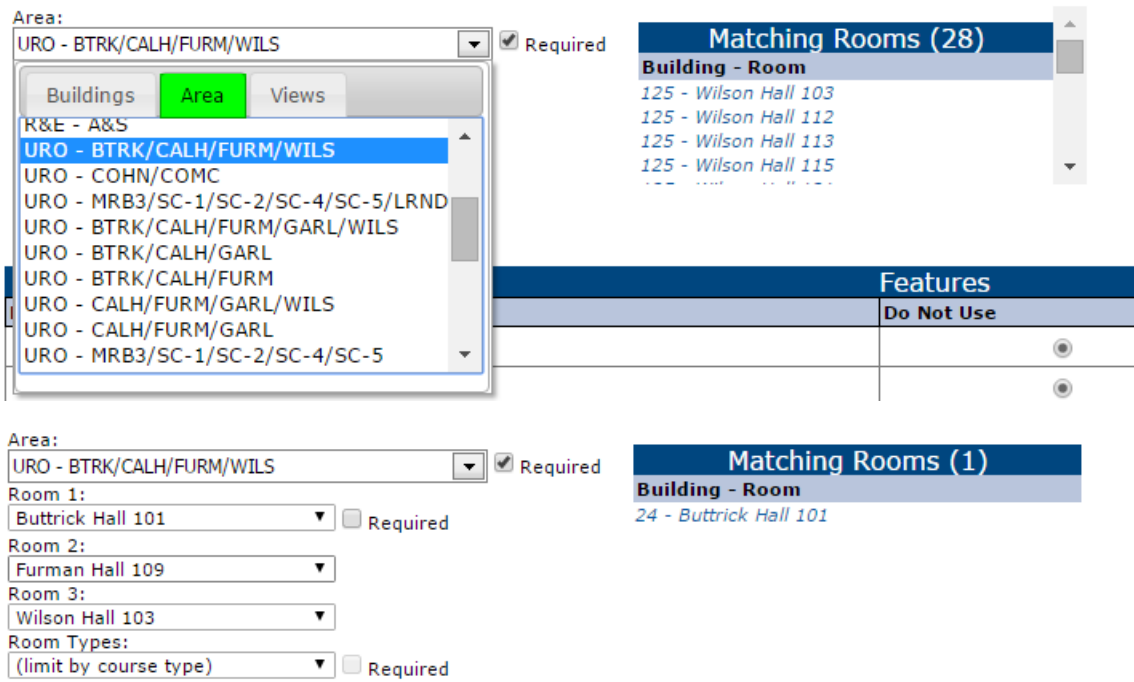
Building: (no preference) Required
Room 1: (no preference) Required
Room 2: (no preference) Required
Room 3: (no preference) Required
Room Types: (limit by course type) Required

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 shows two examples of the room preference interface. The top example shows a dropdown menu for 'Area' with 'URO - BTRK/CALH/FURM/WILS' selected. To the right, a 'Matching Rooms (28)' box lists several room options in Wilson Hall. Below this, a 'Features' table is visible with a 'Do Not Use' column. The bottom example shows the same 'Area' dropdown, but with three specific rooms selected: 'Room 1: Buttrick Hall 101', 'Room 2: Furman Hall 109', and 'Room 3: Wilson Hall 103'. The 'Matching Rooms (1)' box shows only one room: '24 - Buttrick Hall 101'.

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**.