Setting Course Preferences

Setting course preferences only needs to be done for courses marked with the Location “(Unassigned).”

Courses marked with a department controlled room or ARR can be left as is (unless a change needs to be made).

**How to find “Unassigned” Locations:** on the Academic Browser, in the Location column search box, type “unassigned” and click the tab key.

![Unassigned Location](image)

**Note for cross-listed courses:** If it’s a cross-listed course, select the section that is the “Parent.” Once you click ‘Save’ you will be prompted with the option to set the same preferences for other course dates within the section. If the Parent is in another department, contact the host department (the Parent applies the changes to the cross-listed or shared course).

1a. **Set Preferences for a Single Class:** Using the Academic Browser to search, double click the course you want to make changes to. Select the Set Preferences button at the bottom.

![Set Preferences](image)

1b. **Set Preferences for Multiple Courses:** on the Academic Browser, use the Ctrl-click option (hold down the control key and click on the courses you want to set preferences for) then click the Set Preferences button at the bottom of the page.
1. On the Preferences page
   a. Settings: no changes need to be made here (leave the default Seat Fill % at 100 and leave the Ignore Term Excluded Dates checkbox blank).
   b. Room Settings: for Rooms/Locations marked as:
      - Unassigned Locations: leave the default to Set Standard Room Preferences.
      - Department controlled rooms and arranged rooms that came over from PS: leave default as Publish in PeopleSoft Room (unless you want a different room, then select Set Standard Room Preferences).
   c. Building/Area/Views: (Can only choose one option)
      - Buildings- Select the buildings tab
        Select a specific building in which you would prefer the course to be roomed. If you want the course only to be in that building, click required. The Matching Rooms box shows only what is available in that building based on the course information. To see room information click on the blue Building – room link.
• Area- Do not Use
• Views- If you need a room scheduled by the Registrar’s Office (not your departmentally scheduled room), select one of 4 options: Classrooms Scheduled by the Registrar’s Office, Uptown Classrooms Scheduled by the Registrar’s Office, Downtown Classrooms Scheduled by the Registrar’s Office, or Health Sciences Classrooms Scheduled by the Registrar’s Office. The rooms will display based on the criteria of the class. For instance, requested room capacity. You have the option to choose specific rooms as your 1st, 2nd and 3rd choice.

d. Room Types: Specify if you need a Computer Lab, Classroom (includes LCS), or Collaborative. If you select required, the scheduling software will only look for that specific room type.

e. Notes: enter any additional information that can assist the Registrar Scheduler in assigning the needed room to the course based on your selected preferences.

f. Features: the default is Do Not use. Check the radio buttons “preferred” or “required” to specify instructor’s preferred or required room features. Below is a description of the various technology packages available in the CPI:

• **Tech Pkg – Internet Connection with Instructor PC** will look at all classrooms that have one of the following “Smart”, “Smart Enhanced” and “Technology” classrooms.

• **Tech Pkg – PC/Doc Cam/DVD/Projector** will look ONLY at the classrooms that have a document camera, instructor PC & internet (including the Lecture Centers).

• **Tech Pkg – PC/Doc Cam/Blu-Ray/Dual Proj Screen** will look ONLY at the classrooms that have document camera, instructor PC & internet, Blu-Ray player, and dual projection.

• **Tech Pkg – PC/DVD/Projector** will look ONLY at the classrooms that have Instructor PC and internet.

• **Tech Pkg – Laptop Connect/Projector** will look at standard classrooms with LCD Projector/ sound system and laptop connection but no instructor PC. Choose this option if the instructor does not need an instructor PC.

• **Tech – Computer Workstations – PC** will look at rooms with PCs for each student.

• **Tech – Computer Workstations – MAC** will look at SL G03 for MACs for each student (only available in 24 capacity on the Uptown Campus).

g. Matching Rooms: Do not try to select a room from the Matching Rooms box. This is simply to show you if there is a room matching the criteria you have selected. For instance, a room with round table, 54 capacity, etc.
Downtown Campus Classrooms

- Select Set Preferences
- Choose the Downtown Classrooms Scheduled by the Registrar’s Office View:

  - Select required and save
Health Sciences Campus Classrooms

- Select Set Preferences
- Choose the Health Sciences Classrooms Scheduled by the Registrar’s Office View:
Course Preferences Report

- On the **Date Range** tab, select the term, format, and the Report Comment field (optional - enter a comment that is to be printed on the report. Note: maximum of 255 characters.)
- On the **Academic Departments** tab, select your department (click single arrow “>”).

- On the **Course Types** tab, select all by clicking on the double arrow pointing right.

- On the **Buildings** tab, select all by clicking on the double arrow pointing right.

- On the **Room Types** tab, select all by clicking on the double arrow pointing right.
- Change the Output Format to anything **EXCEPT** HTML.
- Click Generate Report