

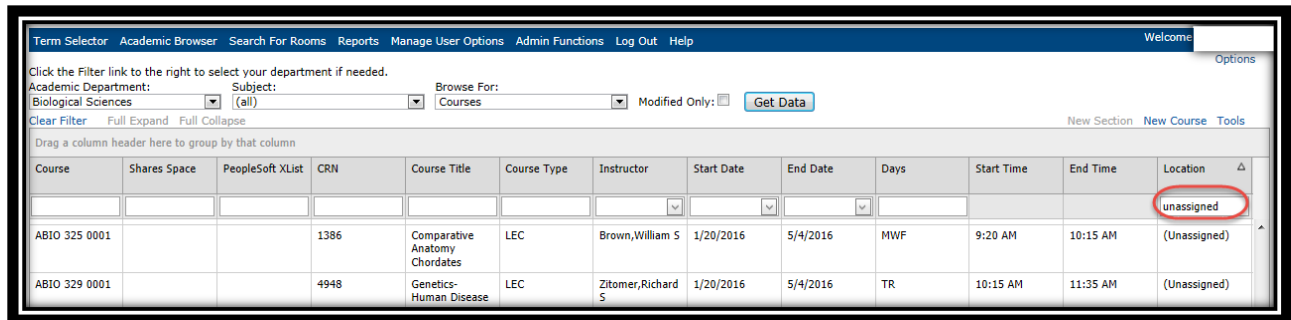
COURSE PREFERENCES

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.

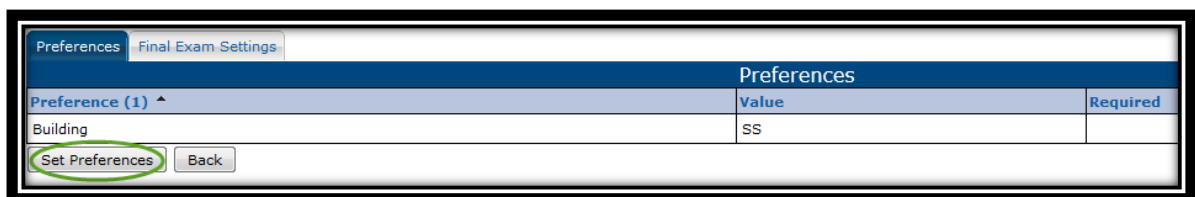


The screenshot shows the Academic Browser interface. At the top, there is a navigation bar with links like 'Term Selector', 'Academic Browser', 'Search For Rooms', etc. Below the navigation bar, there are filter options for 'Academic Department' (Biological Sciences), 'Subject' ((all)), and 'Browse For' (Courses). A 'Get Data' button is visible. Below the filters, there is a table with columns: Course, Shares Space, PeopleSoft XList, CRN, Course Title, Course Type, Instructor, Start Date, End Date, Days, Start Time, End Time, and Location. The 'Location' column for two courses, ABIO 325 0001 and ABIO 329 0001, is circled in red and contains the text '(Unassigned)'. The 'unassigned' text in the first row of the table is also circled in red.

Course	Shares Space	PeopleSoft XList	CRN	Course Title	Course Type	Instructor	Start Date	End Date	Days	Start Time	End Time	Location
												unassigned
ABIO 325 0001			1386	Comparative Anatomy Chordates	LEC	Brown,William S	1/20/2016	5/4/2016	MWF	9:20 AM	10:15 AM	(Unassigned)
ABIO 329 0001			4948	Genetics-Human Disease	LEC	Zitomer,Richard S	1/20/2016	5/4/2016	TR	10:15 AM	11:35 AM	(Unassigned)

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.



The screenshot shows the 'Preferences' dialog box for a course. At the top, there is a tab for 'Final Exam Settings'. Below the tab, there is a table with columns: Preference (1), Value, and Required. The 'Building' preference is set to 'SS'. A 'Set Preferences' button is circled in green at the bottom left of the dialog box.

Preference (1)	Value	Required
Building	SS	

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.

Course	Shares Space	PeopleSoft XList	CRN	Course Title	Course Type	Instructor	Start Date	End Date	Days	Start Time	End Time	Loca
ABIO 121 0001			6189	General Biology II	LEC	Travis,Jeffrey L	1/20/2016	5/4/2016	MWF	10:25 AM	11:20 AM	(Una
ABIO 121 0002			6611	General Biology II	LEC	Travis,Jeffrey L	1/20/2016	5/4/2016	MWF	11:30 AM	12:25 PM	(Una
ABIO 212Y 0001			1377	Introductory Genetics	LEC	Rangan,Prashant Kasturi	1/20/2016	5/4/2016	TR	8:45 AM	10:05 AM	(Una
ABIO 212Y D002			1378	Introductory Genetics	DIS	Green,Cathleen Maria	1/20/2016	5/4/2016	T	1:15 PM	2:10 PM	(Una
ABIO 212Y D003			1379	Introductory Genetics	DIS	Desantis,Kara Anne	1/20/2016	5/4/2016	W	2:45 PM	3:40 PM	(Una
ABIO 212Y D004			1380	Introductory Genetics	DIS	Desantis,Kara Anne	1/20/2016	5/4/2016	W	1:40 PM	2:40 PM	(Una
ABIO 212Y D006			9457	Introductory Genetics	DIS	Green,Cathleen Maria	1/20/2016	5/4/2016	T	2:45 PM	3:40 PM	(Una
ABIO 217 0001			1381	Cell Biology	LEC	Wang,Sho-Ya	1/20/2016	5/4/2016	MWF	9:20 AM	10:15 AM	(Una
ABIO 218 0001			4947	Intro to Plant Biology	LEC	Ghiradella,Helen T	1/20/2016	5/4/2016	TR	11:45 AM	1:05 PM	(Una
ABIO 222 0001			6612	Bio Conscience Gbl Climate Chng	LEC	Robinson,George	1/20/2016	5/4/2016	M	4:15 PM	6:15 PM	(Una
ABIO 308 0001			4178	Parasitic Diseases & Humans	LEC	Mackiewicz,John S	1/20/2016	5/4/2016	TR	10:15 AM	11:35 AM	(Una
ABIO 311 0001			8425	World Food Crisis	LEC	Kleppel,Gary S	1/20/2016	5/4/2016	TR	5:45 PM	7:05 PM	(Una
ABIO 314 0001			1382	Microbiology	LEC	Cunningham,Rich	1/20/2016	5/4/2016	MWF	9:20 AM	10:15 AM	(Una

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).

Settings

Seat Fill %: Ignore Term Excluded Dates

Room Settings

Set Standard Room Preferences

Room Not Required

Publish In PeopleSoft Room (No Optimization)

Require PeopleSoft Room

Same Room

Requires Different Room

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.

Building: Required

Room 1: Required

Room 2:

Room 3:

Room Types: Required

Notes:

Matching Rooms (8)

Building - Room
HS - HS 008
HS - HS 014
HS - HS 106A
HS - HS 202

- 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.

ems Campus UAlbany Schedule Planning

Managing: Registrar - Spring 2015
Phase: Schedule Build
Term Dates: 1/21/2015 - 5/15/2015

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

Welcome Amy Johnson

Preferences Applying To

Settings
Seat Fill %: 100 Ignore Term Excluded Dates

Room Settings
 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)

View:
Classrooms Scheduled by the Registrar's Office Required

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

Notes: Matching Rooms (0)
No matching Rooms

Feature	Do Not Use	Preferred	Required
Board - Chalk	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Board - White	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Board - White (Portable)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Flooring - Carpet	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Flooring - Tile	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Seating - Fixed Tables/Chairs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Seating - Modular Hexagonal Tables	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Seating - Modular Rectangular Tables	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Seating - Moveable Tablet Arm Chairs	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Seating - Round Tables	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Downtown Campus Classrooms

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

Course Dates

Start Date	End Date	Start Time	End Time	Location
8/26/2015 Wed	12/9/2015 Wed	2:45 PM	5:35 PM	(Unassigned)

Settings
Seat Fill %: 100 Ignore Term Excluded Dates

Room Settings
Buildings Area Views

- Collaborative
- Computer Labs
- Departmentally Controlled Rooms
- Downtown Classrooms Scheduled by the Registrar's Office
- Large Lecture Centers
- Scheduled by Athletics
- Scheduled by the Downtown Campus
- Scheduled by the Performing Arts Center
- Scheduled by the School of Business
- Student Group Classrooms Scheduled by Registrar's Office

Downtown Classrooms Scheduled by the Registrar's Office Required

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

Course Date Notes: Matching Rooms (1)
Building - Room
HS - HS 214

- Select required and save

Start Date	End Date	Start Time
8/26/2015 Wed	12/9/2015 Wed	2:45 PM

Settings

Seat Fill %:* Ignore Term Excluded Dates

Room Settings

Set Standard Room Preferences

Room Not Required

Publish In PeopleSoft Room (No Optimization)

Require PeopleSoft Room

Same Room

Requires Different Room

View:

Downtown Classrooms Scheduled by the Reg Office Required

Room 1: (no preference) Required

Room 2: (no preference)

Room 3: (no preference)

Room Types: (limit by course type) Required

Course Date Notes:

Health Sciences Campus Classrooms

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

Preferences Applying To

Room Settings

- 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)

View: Health Sciences Classrooms Scheduled by Reg Off Required

Buildings Area Views

- Classrooms Scheduled by the Registrar's Office
- Collaborative
- Computer Labs
- Departmentally Controlled Rooms
- Downtown Classrooms Scheduled by the Registrar
- Health Sciences Classrooms Scheduled by the Registrar**
- Large Lecture Centers
- Scheduled by Athletics
- Scheduled by Campus Recreation
- Scheduled by Health Sciences Campus
- Scheduled by the Downtown Campus

Matching Rooms (6)

Building - Room

- GE - GE C1
- GE - GE C2
- GE - GE C3
- GE - GE C4

Features

- Flooring - Carpet
- Seating - Modular Rectangular Tables
- Seating - Tablet Arm Chairs w/ Wheels (Node Chair)
- Tech Pkg - Internet Connection with Instructor PC
- Tech Pkg - PC/DVD/Projector
- Wheelchair Accessible

- Select required, and save.

Preferences Applying To

Room Settings

- 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)

View: Health Sciences Classrooms Scheduled by Reg Off Required

Room 1: (no preference) Required

Room 2: (no preference)

Room 3: (no preference)

Room Types: (limit by course type) Required

Matching Rooms (6)

Building - Room

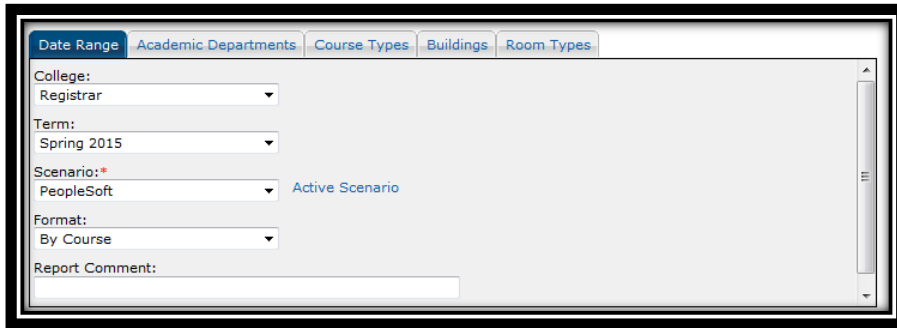
- GE - GE C1
- GE - GE C2
- GE - GE C3
- GE - GE C4

Features

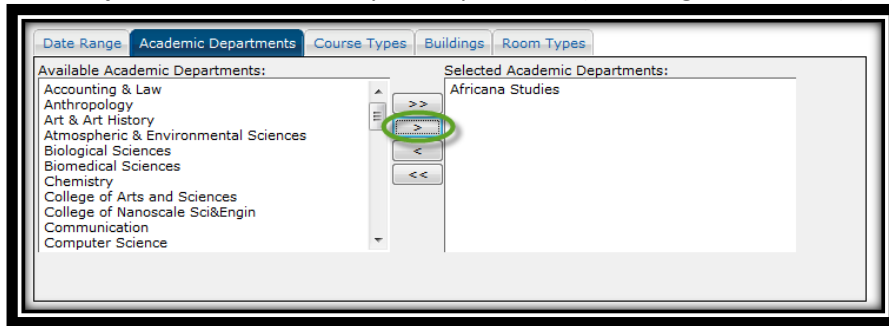
- Board - White
- Flooring - Carpet
- Seating - Modular Rectangular Tables
- Seating - Tablet Arm Chairs w/ Wheels (Node Chair)

Course Preferences Report

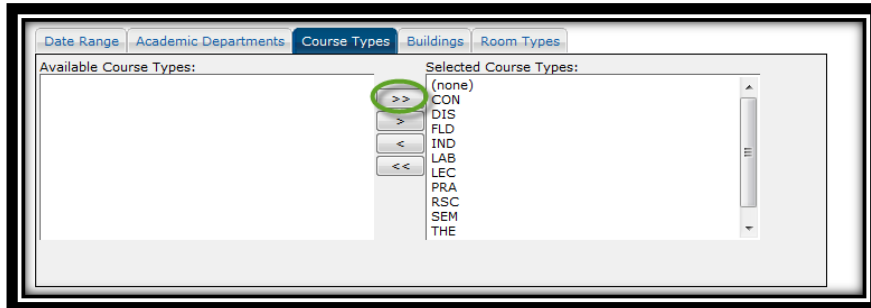
- On the **Date Range tab**, select the term, format, and the Report Comment field (optional- enter a comment that is to be printed on the report. Note: maximum of 255 characters.)



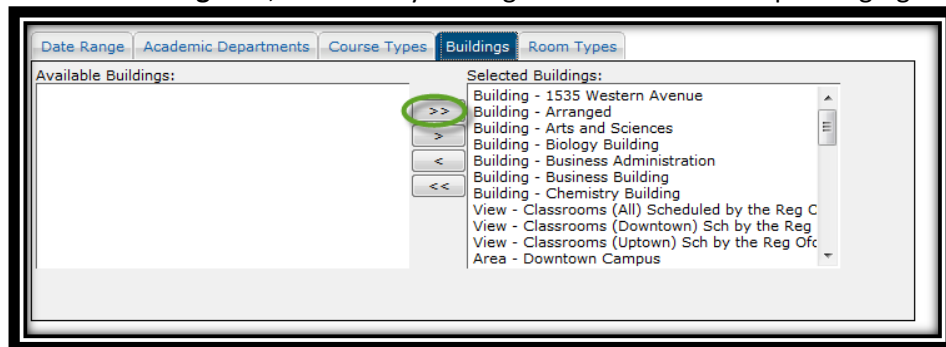
- On the **Academic Departments** tab, select your department (click single arrow ">").



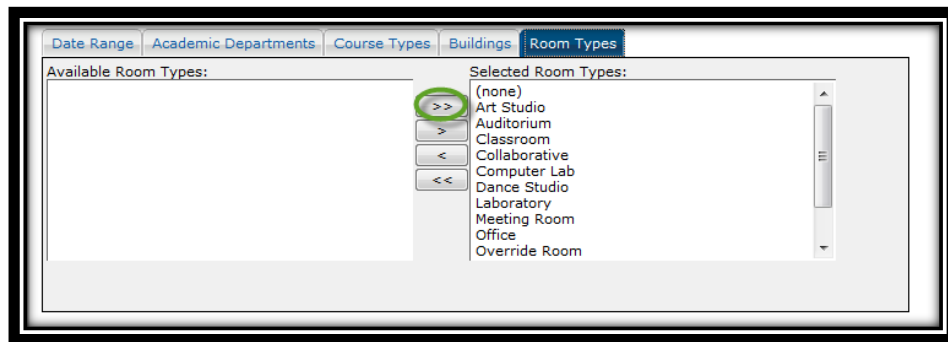
- On the **Course Types** tab, select all by clicking on the double arrow pointing right.



- 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

