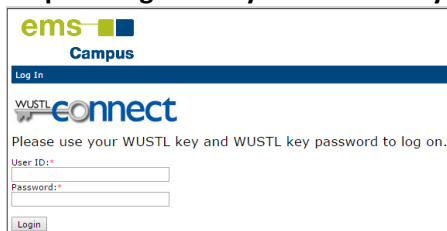


CPI – RUNNING THE COURSE PREFERENCES REPORT

Use the Course Preferences report to verify room feature preferences have been entered correctly.

Step #1: Navigate to the CPI by going to: <https://reserve.wustl.edu/campusplanninginterface>

Step #2: Login with your WUSTL Key.



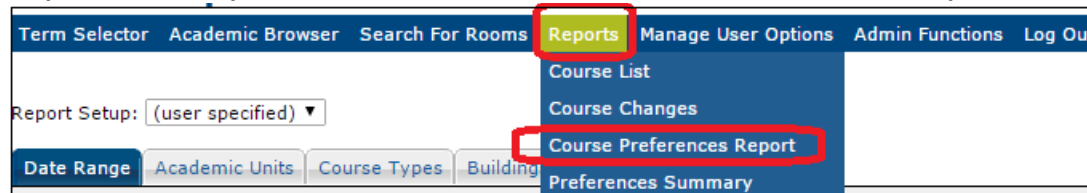
The image shows the WUSTL Campus Connect login page. At the top left is the 'ems Campus' logo. Below it is a 'Log In' section with the 'WUSTL connect' logo. A message reads: 'Please use your WUSTL key and WUSTL key password to log on.' There are two input fields: 'User ID: *' and 'Password: *'. A 'Login' button is at the bottom left.

After logging in, you will see the CPI home screen.



The image shows the CPI home screen. At the top left is the 'ems Campus' logo. Below it is a blue navigation bar with links: 'Term Selector', 'Academic Browser', 'Search For Rooms', 'Reports', 'Manage User Options', 'Log Out', and 'Help'. Below the navigation bar, the current session information is displayed: 'Term: FL2016', 'Start Date: 8/29/2016 Mon', 'End Date: 12/21/2016 Wed', 'Phase:', and 'Notes:'.

Step #3: Go to “Reports” in the blue toolbar and then “Course Preferences Report.”



The image shows the 'Reports' menu in the CPI interface. The 'Reports' link in the blue navigation bar is highlighted with a red box. The dropdown menu is open, showing options: 'Course List', 'Course Changes', 'Course Preferences Report' (highlighted with a red box), and 'Preferences Summary'. Below the menu, there is a 'Report Setup:' dropdown menu set to '(user specified)'. At the bottom, there are several tabs: 'Date Range', 'Academic Units', 'Course Types', and 'Building'.

Step #4: Go to the “Date Range” tab and pick the following:

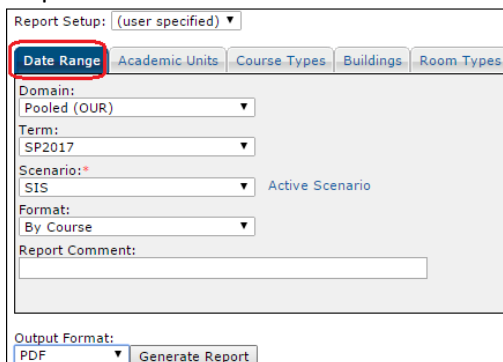
Domain = OUR

Term = the appropriate semester

Scenario = SIS (this is the default)

Format = choices are By Course, By Academic Unit by Course and By Academic Unit by Instructor

Output Format = PDF is recommended but any will work



The image shows the 'Date Range' configuration form for the report. At the top, there is a 'Report Setup:' dropdown menu set to '(user specified)'. Below it are several tabs: 'Date Range' (highlighted with a red box), 'Academic Units', 'Course Types', 'Buildings', and 'Room Types'. The 'Date Range' tab contains the following fields: 'Domain:' (dropdown menu set to 'Pooled (OUR)'), 'Term:' (dropdown menu set to 'SP2017'), 'Scenario: *' (dropdown menu set to 'SIS' with a link to 'Active Scenario'), 'Format:' (dropdown menu set to 'By Course'), and 'Report Comment:' (text input field). At the bottom, there is an 'Output Format:' dropdown menu set to 'PDF' and a 'Generate Report' button.

**Hint – be sure your browser’s pop-up blocker is turned off, otherwise your report won’t be generated.*

CPI – RUNNING THE COURSE PREFERENCES REPORT

Step #5: Go to the “Academic Units” tab and do the following:

Scroll down and find the academic departments to which you have access.

The screenshot shows the 'Academic Units' tab selected. The 'Available Academic Units' list contains the following items: EDUCATION (L12), EDUCATION (U08), Education Group, ELECTRICAL AND SYSTEMS ENGINEERING (E35), ENERGY, ENVIRONMENTAL AND CHEMICAL ENGI, Engineering All Group, Engineering Joint T Group, ENGINEERING MANAGEMENT (T55), Engineering Sever Group, and ENGLISH AND AMERICAN LITERATURE (U65). The 'Selected Academic Units' list is empty. The interface includes navigation buttons: >>, >, <, and <<.

Highlight a department and move it over from the “Available Academic Units” column to the “Selected Academic Units” column by using the button.

The screenshot shows the 'Academic Units' tab. The 'Available Academic Units' list now includes Education Group, ELECTRICAL AND SYSTEMS ENGINEERING (E35), ENERGY, ENVIRONMENTAL AND CHEMICAL ENGI, Engineering All Group, Engineering Joint T Group, ENGINEERING MANAGEMENT (T55), Engineering Sever Group, ENGLISH AND AMERICAN LITERATURE (U65), ENGLISH COMPOSITION (U11), and English Group. The 'Selected Academic Units' list now contains EDUCATION (L12) and EDUCATION (U08). The '>' button is highlighted in yellow.

Step #6: Go to the “Course Types” tab and do the following:

Move all course types from the “Available Course Types” column over to the “Selected Course Types” column.

The screenshot shows the 'Course Types' tab selected. The 'Available Course Types' list contains: (none), 4-week, 6-week, Discussion, Laboratory, Research, Section, and Subsection. The 'Selected Course Types' list is empty. The interface includes navigation buttons: >>, >, <, and <<.

CPI – RUNNING THE COURSE PREFERENCES REPORT

Use the >> button to move all course types over at one time.

The screenshot shows the 'Course Types' tab selected. The 'Available Course Types' list is empty. The 'Selected Course Types' list contains: (none), 4-week, 6-week, Discussion, Laboratory, Research, Section, and Subsection. A yellow highlight is on the >> button between the two lists.

Hint: Don't worry if your department doesn't have courses in one or more of the course types listed. Pulling all course types over is the easiest way to get the report to work the way it needs to.

Step #7: Go to the "Buildings" tab and do the following:

Move all buildings from the "Available Buildings" column over to the "Selected Buildings" column.

The screenshot shows the 'Buildings' tab selected. The 'Available Buildings' list contains: Building - Brown Hall, Area - Brown School, Building - Busch Hall, Building - Crow Hall, Building - Cupples Hall I, Building - Cupples Hall II, Building - Duncker Hall, Building - Eads Hall, Area - Engineering Event Scheduling, and View - Event Management - Barb's Spaces. The 'Selected Buildings' list is empty. Buttons >>, >, <, and << are visible between the lists.

Use the >> button to move all buildings over at one time.

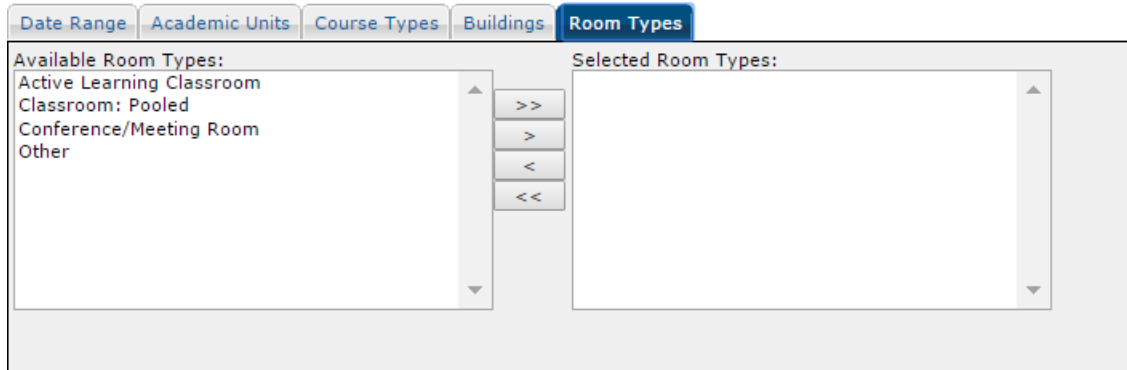
The screenshot shows the 'Buildings' tab selected. The 'Available Buildings' list is empty. The 'Selected Buildings' list contains all the buildings from the previous screenshot: Building - Brown Hall, Area - Brown School, Building - Busch Hall, Building - Crow Hall, Building - Cupples Hall I, Building - Cupples Hall II, Building - Duncker Hall, Building - Eads Hall, Area - Engineering Event Scheduling, and View - Event Management - Barb's Spaces. A yellow highlight is on the >> button between the two lists.

Hint: Don't worry if your department doesn't have courses in one or more of the buildings listed. Pulling all buildings over is the easiest way to get the report to work the way it needs to.


CPI – RUNNING THE COURSE PREFERENCES REPORT

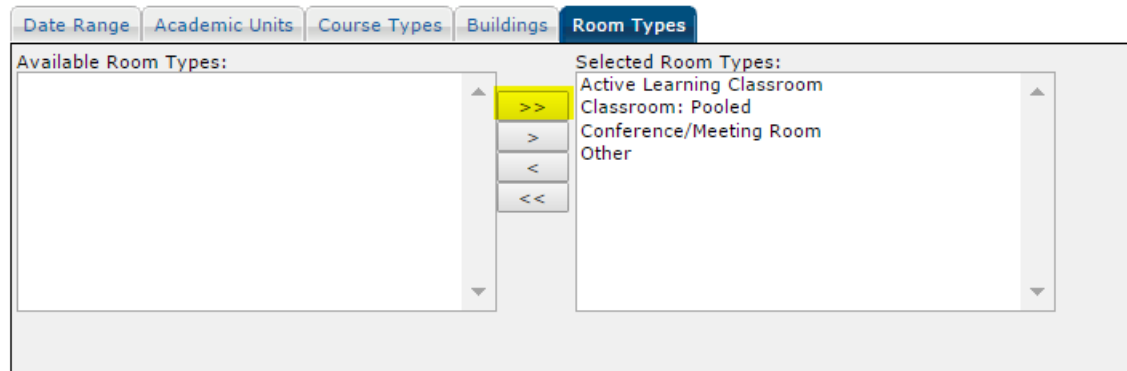
Step #8: Go to the “Room Types” tab and do the following:

Move all the room types from the “Available Room Types column over to the “Selected Room Types” column.



The screenshot shows the "Room Types" tab selected. The "Available Room Types" list contains: Active Learning Classroom, Classroom: Pooled, Conference/Meeting Room, and Other. The "Selected Room Types" list is empty. Between the two lists are four buttons: >>, >, <, and <<.

Use the  button to move all room types over at one time.



The screenshot shows the "Room Types" tab selected. The "Available Room Types" list is empty. The "Selected Room Types" list now contains: Active Learning Classroom, Classroom: Pooled, Conference/Meeting Room, and Other. The >> button is highlighted in yellow.

Hint: Don't worry if your department doesn't have courses in one or more of the room types listed. Pulling all room types over is the easiest way to get the report to work the way it needs to.

Step #9: Running the report:

After you have set all the parameters in date range, academic units, course types, buildings and room types tabs, click the Generate Report button.

Output Format:
PDF