USING THE CPI
(ADDING ROOM FEATURES TO COURSES NEEDING POOLED CLASSROOMS)

CPI PROCESS OVERVIEW

WUCRSL users who need to request room attributes/equipment (e.g. audio visual devices and seating style) needs) for courses requiring pooled classrooms must use a web-based tool called the CPI (Campus Planning Interface). Only courses in the Pooled OUR domain will appear in the CPI. If you do not see a newly added course, wait until the next day. The CPI updates nightly.

All pooled rooms come equipped with default equipment including blackboards, a computer, a data projector, an internet connection, and a transparency overhead projector. Therefore, it is only necessary to use the CPI when you need to request room attributes beyond what is included by default. **The Office of the University Registrar (OUR) does not take requests for specific pooled classrooms to be assigned to instructors. Instead, OUR asks that you use the CPI to indicate the equipment your instructors need so they are assigned to pooled classrooms that best fit their requirements, as there are pooled classrooms that share the same features.**

The following room attributes are available in the CPI (Classroom Planning Interface).

Feature
ALC-Flexible Seating Standard Tech (48 seats max)
AV - Blu-Ray Player
AV - Document Camera
AV - Interactive Board
AV - Video Conferencing
Seating - Fixed/Non Movable
Seating - Movable Tablets
Seating - Seminar Table
Seating - Senate Style Tables
Wheelchair Access
Windows - None

Please only request room attributes for courses that really need them. As has always been the case, requests for room attributes are considered preferences during the classroom scheduling process completed by the OUR. OUR makes every effort to honor room attribute requests.

Information about the multimedia available in pooled classrooms can be found on the **Center for Teaching and Learning** website. The **Center for Teaching and Learning** maintains and trains instructors on pooled classroom multimedia: http://teachingcenter.wustl.edu/classrooms/multimedia/

REMINDER: Blackboard, computer, dvd player, data projector, and internet connection are not included as room feature requests in the CPI because they are available in all pooled classrooms.

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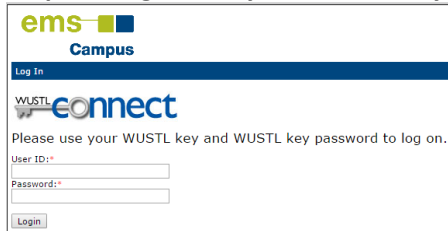
ACCESSING THE CAMPUS PLANNING INTERFACE (CPI)

Step #1: Navigate to the CPI in one of two ways:

1. Click the "Login to CPI Website" button from the Section screen in WUCRSL:

2. Go directly to the CPI: https://reserve.wustl.edu/campusplanninginterface
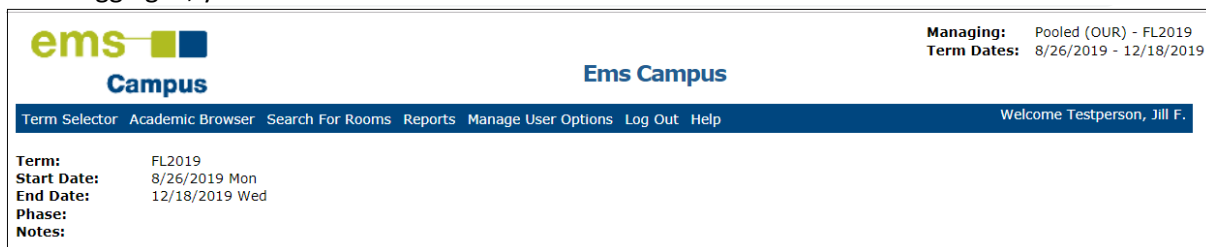
Step #2: Login with your WUSTL Key.
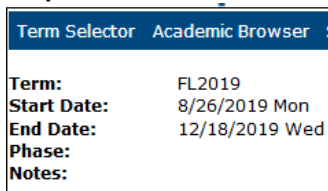
After logging in, you will see the CPI home screen.

Step #3: Check that the displayed term is the one for which you need to set room feature preferences.

> **Step #3a: Select a different term**.
> - Click the "Term Selector" link in the blue tool bar
> - Highlight the term you want and then double click it to set it to the new term

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Step #3b: Verify that the newly selected term appears correctly.

Step #4: Begin the process of finding courses and entering room feature requests.
- Click the "Academic Browser" link in the toolbar

After you click the "Academic Browser" link you will see a series of drop-down boxes where you can select your department/area and begin setting room feature preferences.

Note: *In the CPI, just as with WUCRSL, you may be able to see any course from any department. WUCRSL security will keep you from being able to make changes to courses for which you do not have access.* ****

Step #5: Display your classes in the CPI.
- Click the "Subject" drop-down box to see available departments
  - The term "Subject" is the EMS equivalent to the WUSTL term "department"
    - You can click on the "Academic Unit" drop down, but the easiest and preferred method is to use the "Subject" drop down
- Click the "Get Data" button to retrieve courses

Note: *The Academic Unit drop-down will display all academic departments. Departments displayed in the Subject drop-down will only be those to which you have access.* ****

For example, the box below illustrates what a Romance Languages user sees when the "Subject" drop-down is clicked. Only Romance Language affiliated ArtSci and UC departments are listed.

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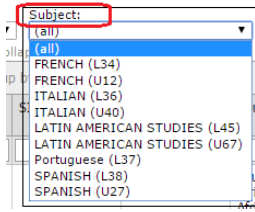
When the "Academic Unit" drop-down is clicked, the same Romance Languages user sees all departments.

After clicking the "Get Data" button, a list of course sections will appear for the selected subject/department.
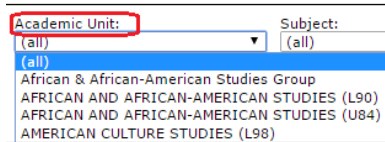
Only courses marked in WUCRSL as needing to go in the "Pooled OUR" Domain will appear in the CPI.

Course	Shares Space	SIS XList	CRN	Course Title	Course Type	Instructor	Start Date	End Date	Days	Start Time	End Time	Location
L21 5052 01			L21.5052.01	Teaching Practicum	Section	Allison, Mary	8/26/2019	12/18/2019	M	2:30 PM	3:50 PM	(Unassigned)
L21 527 01			L21.527.01	Seminar in Literature of the 20th Century: Lyrik seit 2000	Section	Beals, Kurt	8/26/2019	12/18/2019	W	4:00 PM	6:20 PM	(Unassigned)
L21 527A 01			L21.527A.01	Seminar: Literature in the Making III		Goeritz, Matthias						

Hint: Courses without information in the start date, end date, days and start and end time columns are classes that still have days and times listed as TBA in WUCRSL.

Step #6: Open up a Course.
- Highlight a course from the list
- Click the "Open" button at the bottom of the screen

In this example L34 203D 02 has been highlighted. After highlighting, "Open" is clicked.

L34 203D 01			L34.203D.01	Intermediate French 1	Section	Nesse, Erik	8/26/2019	12/18/2019	MWF	
L34 203D 02			L34.203D.02	Intermediate French 1	Section	Haklin, Kathryn	8/26/2019	12/18/2019	MWF	
L34 203D 03			L34.203D.03	Intermediate French 1	Section	Tantet, Elodie	8/26/2019	12/18/2019	MWF	
L34 204D 01			L34.204D.01	Intermediate	Section	Levillain, Steve	8/26/2019	12/18/2019	MWF	

Set Preferences Open

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Step #7: Open the Set Preferences screen.

After you click the "Open" button, you will be taken to the course page.

- Click the "Set Preferences" button at the bottom of the screen

Course Details					
Intermediate French 1					

Course Dates | Cross Listed Courses | Shared Space Courses

Course Dates					
Start Date (1) ▲	**End Date**	**Start Time**	**End Time**	**Location**	**Room**
8/26/2019 Mon	12/18/2019 Wed	11:00 AM	11:50 AM	(Unassigned)	(Unassigned)

Preferences | Final Exam Settings | Shared Room

Preferences	
Preference (1) ▲	**Value**
View 1	Pooled Languages

Set Preferences | Back

Step #8: Select room features using the <u>Preferred</u> column.

After you click the "Set Preferences" button, you will see the Features screen.

Features			
Feature	**Do Not Use**	**Preferred**	**Required**
ALC-Flexible Seating Standard Tech (48 seats max)	◉	○	○
AV - Blu-Ray Player	○	◉	○
AV - Document Camera	○	◉	○
AV - Interactive Board	◉	○	○

There are four columns on the Features screen. The columns are:

- Feature (a listing of room features available for special request)
- Do Not Use (features not being requested)
- **Preferred (click on the radio button for the feature or features being requested)**
- Required (OUR recommends that you do not use this column and that you instead only use the Preferred column to enter room feature preferences). OUR will treat all room feature requests as preferences even if they are entered in the required column

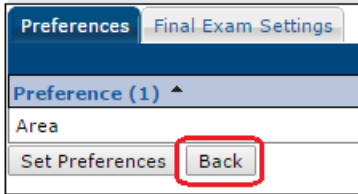| **Do Not Use**	**Preferred**	~~Required~~
◉	○	○
◉	○	○
◉	○	○

Step #9: Hit the "Save" button when you have finished setting preferences for a course.

Seating - Senate Style Tables
Wheelchair Access
Windows - None

Save | Cancel

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Step #10: Move from course to course, in one of two ways, in order to add more room preferences.

- Use the "Back" button, which appears on the EMS Course Details screen after you have saved room feature preferences for a course (see step above)

Preferences	Final Exam Settings
Preference (1) ▲	
Area	
Set Preferences	Back

- Click on the "Academic Browser" link from the blue tool bar

Term Selector	Academic Browser	Se
Term:	FL2019	
Start Date:	8/26/2019 Mon	
End Date:	12/18/2019 Wed	
Phase:		
Notes:		