

# USING THE CPI (ADDING ROOM EQUIPMENT PREFERNCES TO COURSES NEEDING POOLED CLASSROOMS)

## CPI PROCESS OVERVIEW

WUCRSL users who need to request room attributes/equipment (e.g. audio visual devices and seating styles) 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. **Please Note: 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.**

The following room attributes are available in the CPI.

Feature
AV - Blu-Ray Player
AV - Document Camera
AV - DVD Player - Multi-Standard Region-Free
AV - DVD Player - Regular
AV - Interactive Board
AV - VCR - Regular (Becoming Rare)
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.

**REMINDER:** Blackboard, computer, data projector, internet connection, and transparency overhead projector 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:

Schedule:	Day	Begin	End	Bldg	Room	Seats	EMS Domain
	MWF	3:00 PM	4:00 PM	TBA			Pooled (OUR)
Diff Exam Room:							<input checked="" type="checkbox"/> EMS Assigned

2. Go directly to the CPI: <https://reserve.wustl.edu/campusplanninginterface>

Step #2: Login with your WUSTL Key.



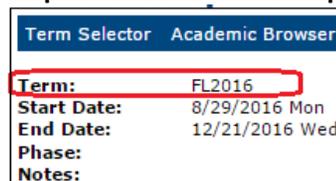
The image shows the WUSTL Campus Connect login page. It features the 'ems Campus' logo at the top, followed by a 'Log In' section with the 'WUSTL connect' logo. Below this, there is a message: 'Please use your WUSTL key and WUSTL key password to log on.' There are two input fields for 'User ID:' and 'Password:'. A 'Login' button is located at the bottom left of the form.

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



The image shows the CPI home screen. It features the 'ems Campus' logo at the top. Below the logo is a blue navigation bar with the following links: 'Term Selector', 'Academic Browser', 'Search For Rooms', 'Reports', 'Manage User Options', 'Log Out', and 'Help'. Below the navigation bar, there is a section for the current term: 'Term: FL2016', 'Start Date: 8/29/2016 Mon', 'End Date: 12/21/2016 Wed', 'Phase:', and 'Notes:'.

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



The image shows a dropdown menu for 'Term Selector'. The 'Term' is set to 'FL2016'. Below the dropdown, there is a section for the current term: 'Term: FL2016', 'Start Date: 8/29/2016 Mon', 'End Date: 12/21/2016 Wed', 'Phase:', and 'Notes:'.

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



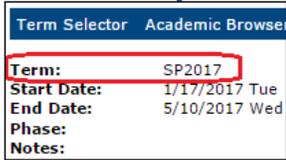
The image shows the 'Term Selector' dropdown menu. The 'Term Selector' link in the blue navigation bar is highlighted with a red box. Below the dropdown, there is a table with the following data:

Term Description	Domain
SU2016	Pooled (OUR)
FL2016	Pooled (OUR)
SP2017	Pooled (OUR)

A red arrow points to the 'SP2017' row, indicating that it is the term to be selected.

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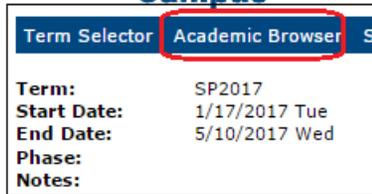
**Step #3b: Verify that the newly selected term appears correctly.**



Term:	SP2017
Start Date:	1/17/2017 Tue
End Date:	5/10/2017 Wed
Phase:	
Notes:	

**Step #4: Begin the process of finding courses and entering room feature requests.**

- Click the “Academic Browser” link in the toolbar



Term:	SP2017
Start Date:	1/17/2017 Tue
End Date:	5/10/2017 Wed
Phase:	
Notes:	

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.



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

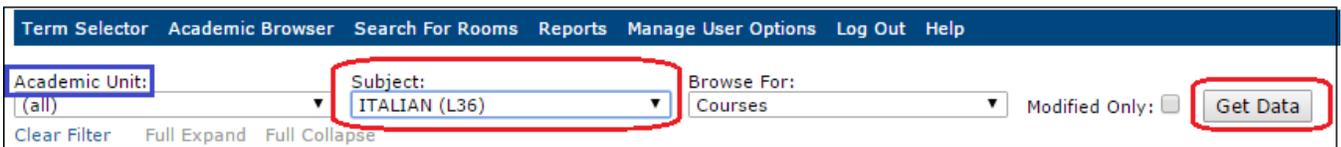
Academic Unit: (all) Subject: (all) Browse For: Courses Modified Only:  Get Data

Clear Filter Full Expand Full Collapse

**\*\*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



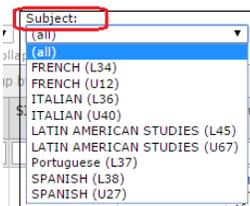
Term Selector Academic Browser Search For Rooms Reports Manage User Options Log Out Help

Academic Unit: (all) Subject: ITALIAN (L36) Browse For: Courses Modified Only:  Get Data

Clear Filter Full Expand Full Collapse

**\*\*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.



Subject:

- (all)
- (all)
- FRENCH (L34)
- FRENCH (U12)
- ITALIAN (L36)
- ITALIAN (U40)
- LATIN AMERICAN STUDIES (L45)
- LATIN AMERICAN STUDIES (U67)
- Portuguese (L37)
- SPANISH (L38)
- SPANISH (U27)

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

Academic Unit:	Subject:
(all)	(all)
(all)	
African & African-American Studies Group	
AFRICAN AND AFRICAN-AMERICAN STUDIES (L90)	
AFRICAN AND AFRICAN-AMERICAN STUDIES (U84)	
AMERICAN CULTURE STUDIES (L98)	

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.**

Academic Unit:	Subject:	Browse For:	Modified Only:	Get Data							
(all)	PHYSICS (L31)	Courses	<input type="checkbox"/>								
Clear Filter Full Expand Full Collapse											
Drag a column header here to group by that column											
Course	Shares Space	SIS XList	CRN	Course Title	Course Type	Instructor	Start Date	End Date	Days	Start Time	End Time
L31 118A 01			L31.118A.01	General Physics II	Section	Carlsson, Anders	1/17/2017	4/28/2017	TR	11:30 AM	1:00 PM
L31 126A 01			L31.126A.01	Stars, Galaxies, and Cosmology		Israel, Martin					
L31 198 01			L31.198.01	Physics II	Section	Hynes, Kathryn	1/17/2017	4/28/2017	MWF	9:00 AM	10:00 AM

**\*\*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 101D 01 has been highlighted. After highlighting, “Open” is clicked.

L34 1011 01			L34.1011.01	Essential French 1 Workshop	Section	Allen, Elizabeth	1/17/2017	4/28/2017	MW		
L34 101D 01			L34.101D.01	French Level 1: Essential French	Section	Allen, Elizabeth	1/17/2017	4/28/2017	MWF		
L34 101D 02			L34.101D.02	French Level 1: Essential French	Section	Allen, Elizabeth	1/17/2017	4/28/2017	MWF		
L34 101D A			L34.101D.A	French Level 1: Essential French	Subsection	TBA Instructor	1/17/2017	4/28/2017	TB		

Set Preferences **Open**

### 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

<b>Course Details</b>			
<b>French Level 1: Essential French</b>			
Course Dates Cross Listed Courses Shared Space Courses			
Start Date (1) ^	End Date	Start Time	End
1/17/2017 Tue	4/28/2017 Fri	10:00 AM	11:00 AM
Preferences Final Exam Settings			
Preference (1) ^			
Area			
<b>Set Preferences</b>		Back	

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**Step #8: Select room features using the Preferred column.**

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

Feature	Do Not Use	Preferred	Required
AV - Blu-Ray Player	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
AV - Document Camera	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
AV - DVD Player - Multi-Standard Region-Free	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
AV - DVD Player - Regular	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

Seating - Senate Style Tables
Wheelchair Access
Windows - None
<input type="button" value="Save"/> <input type="button" value="Cancel"/>

**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	S
<b>Term:</b>	SP2017	
<b>Start Date:</b>	1/17/2017 Tue	
<b>End Date:</b>	5/10/2017 Wed	
<b>Phase:</b>		
<b>Notes:</b>		