

Preferences by Instructor: Training Guide

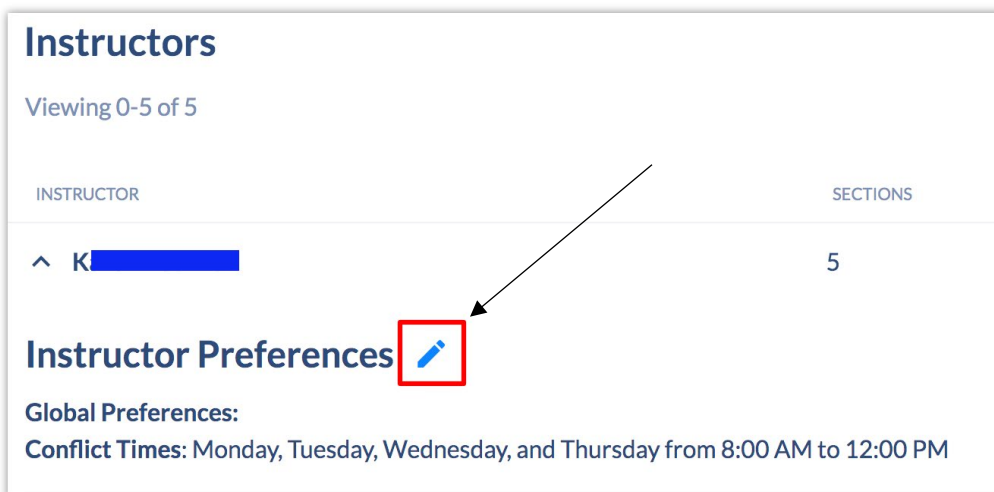
Option 1: Instructor's Preferences

Step 1: Navigate to Instructor Records

1. Go to **Academic Scheduling** in the left-hand navigation.
2. Select **Instructors**.
3. Click on the **individual instructor** whose preferences you want to edit.

Step 2: Open the Instructor Preferences Editor

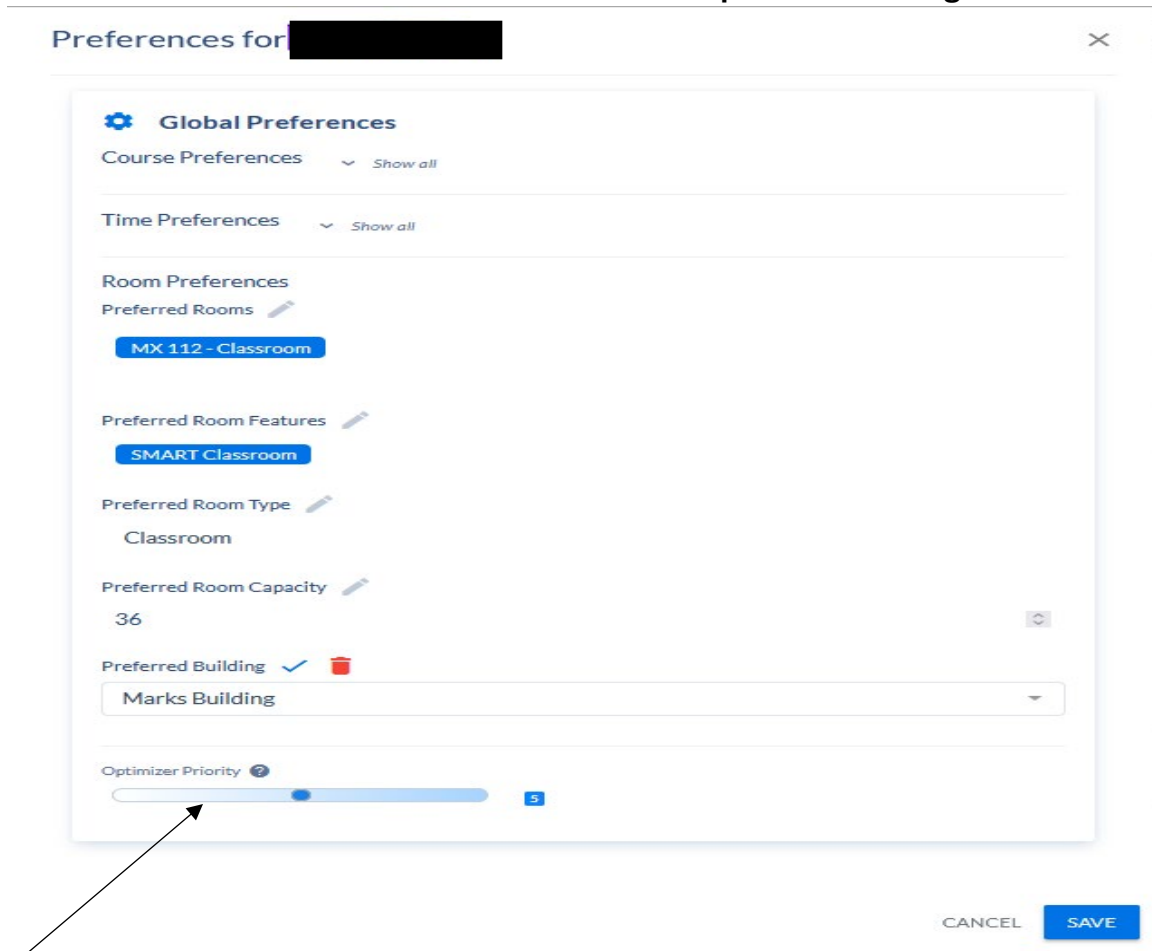
1. In the instructor's profile, locate **Instructor Preferences**.
2. Click the **blue pencil icon** to edit.



Step 3: Adjust Instructor Preferences

Inside the **Instructor Preferences** view, you can update multiple types of preferences:

- Meeting time preferences
- Room preferences
- Day/time restrictions
- Any other institution-specific preference fields



Setting Optimizer Priority

Each preference includes an **Optimizer Priority** slider:

- Slide right to increase the importance of this preference in scheduling.
- **Important:** Extremely high priority may restrict the optimizer and prevent room assignments.


Preferences by course in Section Dashboard: Training Guide


Option 2: Room Preferences

- You can assign **section-specific room preferences** in the **Room Preferences-For Optimizer Only** (from the Section Dashboard).
- The Optimizer uses these preferences to determine best-fit rooms.
 - Use the drop-down menu to select options
 - Room Features
 - Preferred Building
 - Preferred Room


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 **Room Preferences - For Optimizer Only**

Preferred Room Features 


Set Preferred Room Features

Optimize Rooms 


YES

NO

Always select "Yes"

Preferred Buildings 

Set Preferred Buildings

Preferred Rooms 

Set Preferred Rooms

If room is not displaying in drop down menu, type first letter of desired building code

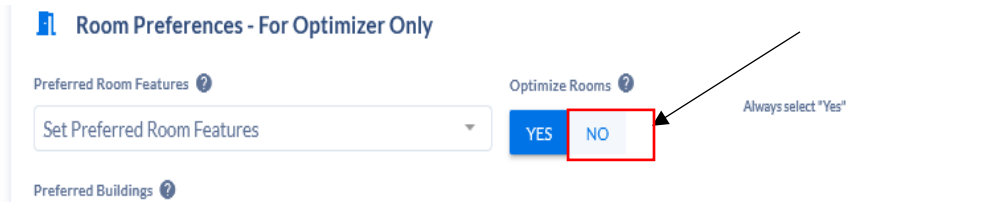
Sections That Should NOT Receive Rooms

To prevent a room from being assigned:

1. Ensure the **“Do Room Scheduling”** field exists in your **Section Template** (*Academic Scheduling > Settings > Templates > Section Template*).

Optimizer: Setting Preference

- In the section record, set **Do Room Scheduling = No**.



Room Preferences - For Optimizer Only

Preferred Room Features ?

Set Preferred Room Features

Optimize Rooms ?

YES NO

Preferred Buildings ?

Always select "Yes"

Behavior Notes:

- If the field is blank (neither Yes nor No), the system defaults to **Yes** (Optimizer will assign a room).
- If a section's room is set to **TBA**, the Optimizer treats this as **already assigned** and will not change it.

SECTION 4 — Preset States Before Running the Optimizer

When entering the Room Optimizer, a section may fall into one of four preset states:

Preset State	Optimizer Behavior
No Meeting Times & No Rooms	No room will be assigned. Meeting time required.
One Meeting Time & No Room	A room <i>will</i> be assigned. If some patterns have rooms/times already, the Optimizer will still assign rooms to the others.
Multiple Meeting Times & No Rooms	A room will be assigned for each meeting time.
Meeting Times with Rooms	Optimizer will not change the room assignment. The section is ignored.

Key Summary:

If a section **already has a room**, the Optimizer will not modify it.