Preferences by Instructor:

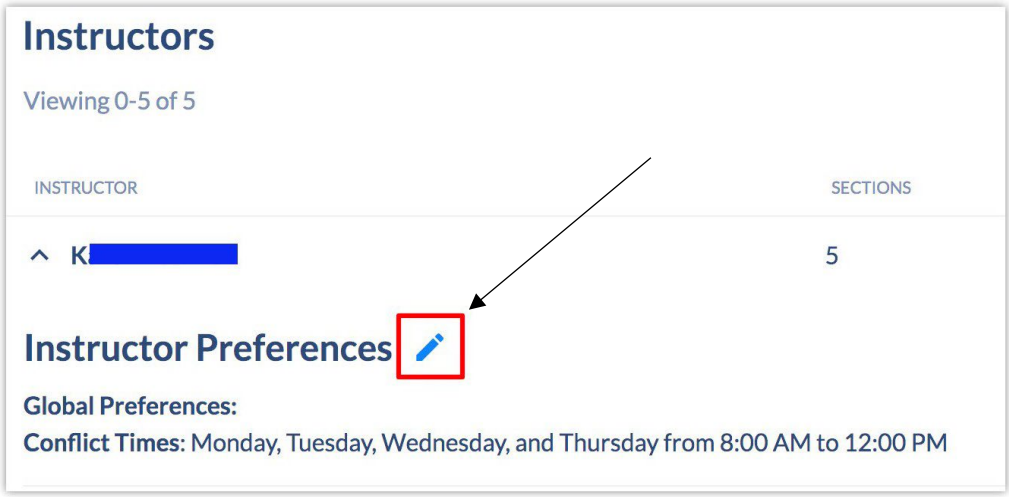
Option 1: Instructor's Preferences

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

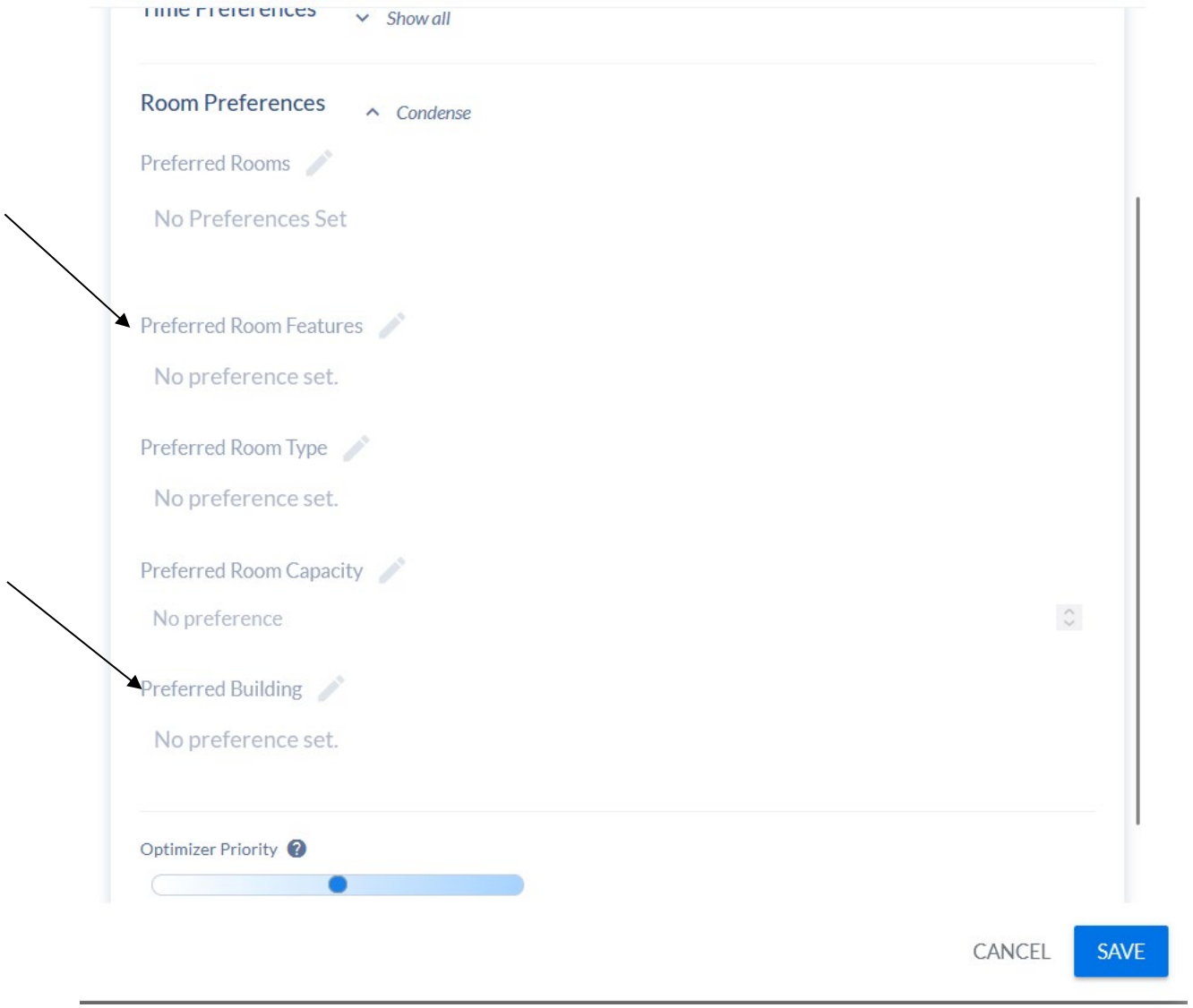
1. In the instructor's profile, locate **Instructor Preferences**.
2. Click the **blue pencil icon** to edit.



Step 3: Adjust Instructor Preferences

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

- Building preference
- Classroom feature

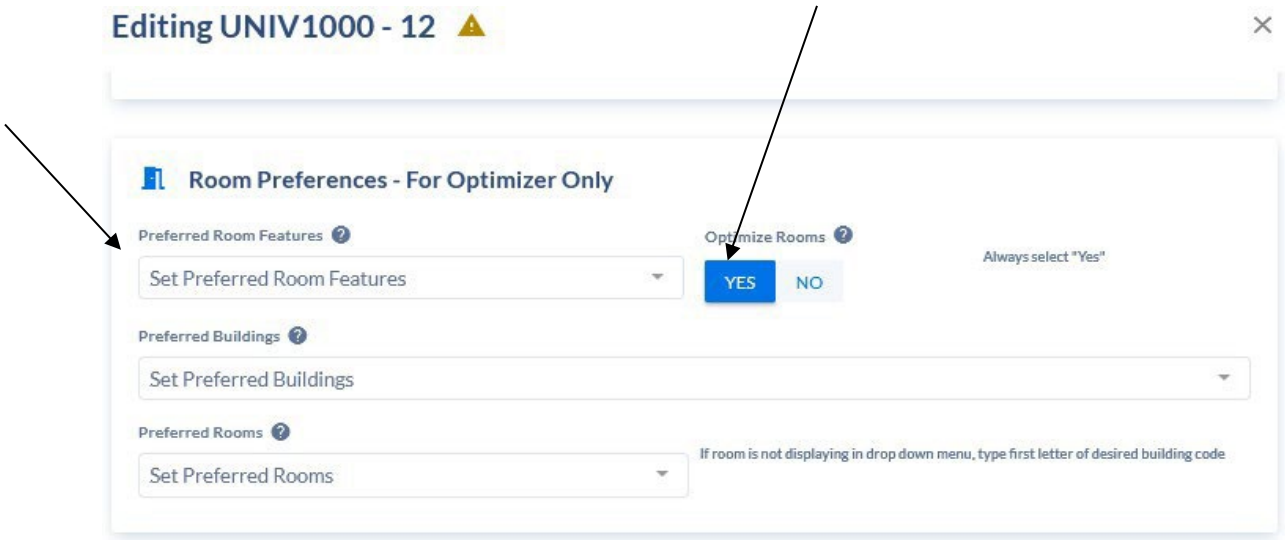

Time Preferences
Show all
Room Preferences
Condense
Preferred Rooms
No Preferences Set
Preferred Room Features
No preference set.
Preferred Room Type
No preference set.
Preferred Room Capacity
No preference
Preferred Building
No preference set.
Optimizer Priority
CANCEL
SAVE

Preferences by course in Section Dashboard

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 an option
        - Room Features

Optimize Rooms must be checked 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.

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

No Meeting Times & No Rooms	No room will be assigned. Meeting time required.
One Meeting Time & No Room(Enhanced)	A room *will* 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.