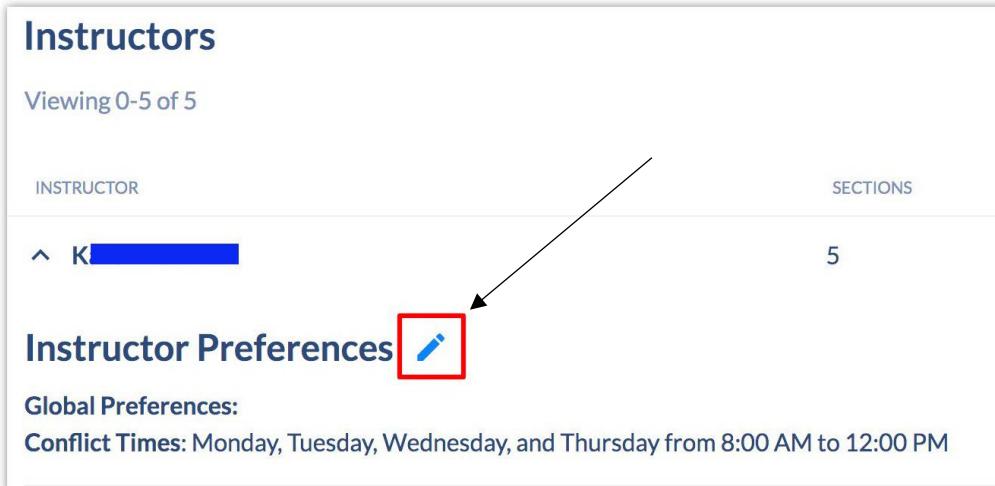


Preferences by Instructor:**Option 1: Instructor's Preferences****Step 1: Navigate to Instructor Records**

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.



The screenshot shows a list of instructors. The first instructor listed is 'K [REDACTED]'. To the right of the name, there is a 'SECTIONS' column showing the number '5'. Below the list, there is a section titled 'Instructor Preferences' with a blue pencil icon. A red box highlights the blue pencil icon. An arrow points from the text 'Click the blue pencil icon to edit.' in the previous section to this icon. At the bottom of the screenshot, there is a 'Global Preferences:' section and a 'Conflict Times:' note.

Instructors

Viewing 0-5 of 5

INSTRUCTOR	SECTIONS
^K [REDACTED]	5

Instructor Preferences 

Global Preferences:
Conflict Times: Monday, Tuesday, Wednesday, and Thursday from 8:00 AM to 12:00 PM

Step 3: Adjust Instructor Preferences

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

- Building preference
- Classroom feature

TIME PREFERENCES ▼ Show allRoom Preferences ^ CondensePreferred 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**

Editing UNIV1000 - 12 ▲

Room Preferences - For Optimizer Only

Preferred Room Features ?
Set Preferred Room Features

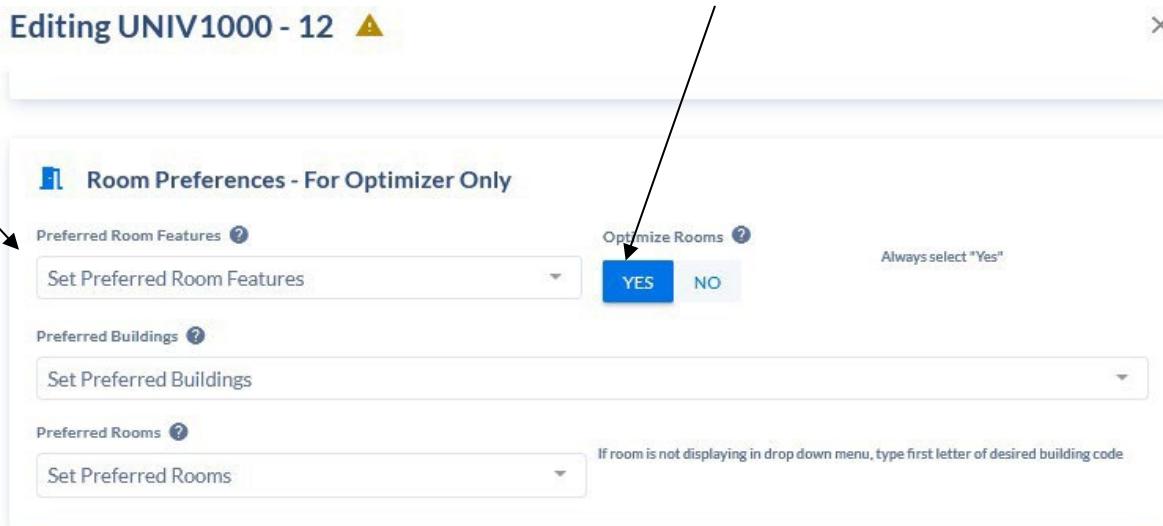
Preferred Buildings ?
Set Preferred Buildings

Preferred Rooms ?
Set Preferred Rooms

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

Optimize Rooms ?
YES **NO**

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.

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.