

RIC Rooms Campus Planning Interface

Search Tools

The Campus Planning Interface has three search tools:

1. **Academic Browser:** Allows you to search for courses or course dates.
2. **Academic Book:** Provides a week-at-a-glance graphical view of the courses that are assigned to a specific room or instructor.
3. **Search for Rooms tool:** Simplifies the process of searching for classrooms.

You use the Academic Book and the Academic Browser to search for courses. The tools differ in how they present their search results and the options that are available for working with the search results. You use the Search for Rooms tool to search for available rooms. After a term is published, there are times when the specific rooms that are available for a particular meeting pattern and set of criteria must be identified. For example, you might need to add a new section for a course or you might be looking to change the times for a course. The Search for Rooms tool significantly simplifies the process of searching for classrooms in these situations.

This section will provide information on:

1. [Searching with the Academic Browser](#)
2. [Searching with the Academic Book](#)
3. [Using the Search For Rooms Tool](#)

TO SEARCH USING THE ACADEMIC BROWSER

You can use the Academic Browser to search for courses or course dates. The results are displayed in a list view. After the search results are returned, you have a variety of options for working with the results, including sorting and grouping information or using the Tools menu to perform

functions. The actions that you can carry out in the Academic Browser depend upon the mode that has been set for the academic term with which you are working by the Registrar's Office.

1. On the **Term Details** page menu bar, click **Academic Browser**. The Academic Browser page opens. The page lists all the courses for all academic units (departments) without course dates and all courses for all academic units with course dates (meeting patterns) that have been defined for the selected term. "Multiple" is displayed for those courses with more than one course date. Canceled courses are displayed with a strikethrough.

TIP: Although you can view all courses for all academic units, only those courses that belong to your academic unit are available for editing.

2. Optionally, to filter the data, do one or both of the following:
 - a. Click **Filter** to open the Filter popup, change the search criteria, and then click **Get Data**.

OPTION

Academic Units Select a specific academic unit by which to filter the search.

Units

Subject Select a specific subject by which to filter the search.

Modified Only CPI flags course changes using a field named Course State. New, modified, and canceled courses are marked as "New," "Edited," and "Cancelled," respectively in the State column. Select this option to limit the search to only those course for which academic units have requested additions, deletions and/or modifications during the Define & Edit Courses phase.

Show Course Dates Selected by default. Courses without course dates are suppressed while courses with multiple meeting patterns are expanded. If you clear this option, then:

OPTION

- a. *Multiple* is displayed for those courses with more than one course date.
- b. Courses without course dates are displayed.

NOTE: The selections you make here are retained for all subsequent login sessions.

- b. Enter a search string or select a specific value in one or more of the fields that are above the search results columns. For example:
 - a. To search only for Accounting courses, in the blank field below Courses, enter **ACCT** for a search string.
 - b. To search only for courses that are taught by a specific instructor, select the **Instructor** from the drop-down list at the top of the Instructor column.

IMPORTANT: Your search is not case-sensitive, but your search is limited to the exact order of the characters in the string and it must begin with the information for which you are searching. For example, the search string “CHEM 400” returns CHEM 4003 01, CHEM 4003 02, and so on, but a search string of 400 does not return anything. After you tab out of a search field in which you have entered a search string, or you select a value from a drop-down list, the list of available courses that meet your search criteria is dynamically updated.

COLUMN

Course Enter a search string.

Shares Space Enter a search string:

COLUMN

- To find all courses that share space, whether or not the course is a parent, enter an asterisk (*).
- To find all courses that share space with a specific course, enter a search string for the specific course. For example, the search string PS would return all courses that share space with PS 521 01.

SIS Xlist To find all courses that are cross-listed in the SIS, enter an asterisk (*).

CRN Enter a search string.

Course Title Enter a search string.

Course Type Enter a search string.

Course Instructor Select a specific instructor from the drop-down list. To search by all instructors (the default value), select the blank value from the drop-down list.

Start Date / End Date Select a specific start date/end date from the calendar. To search by all start dates/end dates, click Clear on the calendar.

Days Enter the letter that corresponds to the day of the week on which the class meets. For example to search for all classes that meet on a Monday (be it Monday through Friday, or Monday/Wednesday/Friday only), enter an "M." If you enter multiple days of the week, then the search string must be a valid meeting pattern. For example, if you enter MW, then only those classes that meet Monday and Wednesday are returned in the search

COLUMN

results. Classes that meet Monday through Friday, or Monday/Wednesday/Friday are not returned in the search results.

Locations	Enter a search string.
Est Enroll	Enter a search string.
Act Enroll	
Cred Hours	
State	Campus flags course changes using a field named Course State. New, modified, and canceled courses are marked as “New,” “Edited,” and “Cancelled,” respectively in this column. Enter a search string to limit the search results to a specific state; otherwise, to search for all states, under Filter, select Modified Only.
Prefs	To search for only those courses that have preferences indicated, select Checked on the drop-down list above the Preferences column. To search for only those courses that do not have preferences indicated, select Unchecked. To search for both types of courses (the default value), select the blank value on the drop-down list.
Final Exam Not Required	To search for only those courses that do not require a final exam, enter Y (for Yes). To search for all courses (the default value), clear the search string.
Reservation ID	Enter a search string.

NOTE: To reset all filters to their default values in a single step, click **Clear Filter**

3. The Course Details page displays a variety of information about the course, including the course details, the course dates, the final exam settings, and if applicable, the course preferences, any cross-listed courses, and/or any shared space courses. Optionally, do one or more of the following:
 - To open a course in the Course Details page, double-click the course entry on the Results tab.
 - To sort the search results, click any column heading.
 - To rearrange the search results, drag a column to a new location using the column heading.
 - To group results by a specific column, drag the column header as indicated on the Results tab

TIP: To return to the Academic Browser after you have viewed a course, click **Back** at the bottom of the course display.

4. If Define & Edit Courses mode or Dual mode has been set for the term with which you are working, then you can CTRL-click to select multiple courses, click **Tools**, and then select one of the following:
 - a. **Shares Space:** To apply the shared space designation to the selected courses if the courses are not cross-listed in the SIS, have the same meeting pattern, and are meant to be held in the same room.
 - b. **Does Not Share Space:** To reverse the shared space designation for the selected courses, or to indicate that a cross-listed course with a matching pattern is not meant to meet in the same room.
5. To display **custom help text** for the Academic Browser, under **Options**, click **Show Help Text**. Conversely, to turn off the custom help text, under Options, click **Show Help Text** again.

TO SEARCH WITH THE ACADEMIC BOOK

Academic Book is an available option only if the mode has been set for the term with which you are working by the Registrar.

1. On the Campus Planning Interface menu bar, click **Academic Book**. The Academic Book opens. If you are working with a future term, then the date is set to the first Sunday or Monday of a full week of the term; otherwise, if you are working with a current term, then the date is set to the current day's date.
2. On the Building drop-down list, select an **Area, Building,** or **View**.
3. From the Room drop-down list, select a **Room**. The Academic Book displays a week-at-a-glance graphical view of the courses that are assigned to the specific building and room.

TIP: If a minimum and/or maximum capacity has been configured for a room, then this information is displayed next to the room on the Room drop-down list.

4. Select **Instructor**.
5. On the **Subject** drop-down list, select a subject. The Academic Book displays a week-at-a-glance view of the selected subject that is assigned to a specific instructor.
6. Modify the week-at-a-glance view to better suit your working needs:
 - a. To start the week-at-a-glance view on a different day, click the **Calendar Picker** icon next to the Date field to open the Calendar Tool and select a different date.
 - b. To start the week-at-a-glance view on the first day of the term, click the **Start of Term** button that is to the left of the Today button.
 - c. To start the week-at-a-glance view on the last day of the term, click the **End of Term** button that is to the right of the Today button.

- d. To start the week-at-a-glance view on the current day's date, click **Today**.
- e. To change the week-at-a-glance view by one day at a time, click the **Back One Day** button or the **Forward One Day** button as needed.
- f. To change the week-at-a-glance view by one week at a time, click the **Back One Week** button or the **Forward One Week** button as needed.
- g. To change the week-at-a-glance view by one month at a time, click the **Back One Month** button or the **Forward One Month** button as needed.

TIP: If you make a change to the week-at-a-glance view, and the change only partially refreshes the view, click **Refresh** to update the view.

- 7. Change the display for an entry in the Academic Book by navigating to Options. You can modify the display following the steps below:
 - a. To turn off any custom help text for the Academic Book, click **Show Help Text**. Conversely, to turn on any custom help text, click **Show Help Text** again.
 - b. Display the name of the group/instructor on a course entry by clicking **Display > Group/Instructor**. (By default, the event name/course are displayed on an entry in the Academic Book.)
 - c. To change the starting time, click **Start Time**, and select a different starting time. (By default, the starting time for the week-at-a-glance view is 7:00 am.)
 - d. To remove the information from the tooltip, click **Tool Tip Options**, and then clear the selection for the information that is *not* to be displayed. (By default, the following information is displayed in a tooltip when you place the mouse pointer on a course entry in the Academic Book—Date, Room, Building, Instructor, Time, Estimated Enrollment, and Credit Hours.)

NOTE: Any selections that you make here remain in effect for subsequent login sessions.

TO USE THE SEARCH FOR ROOMS TOOL

The Search for Rooms tool may be available if the Registrar has set the correct permissions and enabled the feature for the term.

1. On the EMS Campus Planning Interface menu bar, click **Search for Rooms**. The Search for Rooms page opens.
2. On the Domain drop-down list, select the appropriate domain.
3. On the Term drop-down list, select the appropriate term.
4. Manually enter the meeting pattern information (start and end dates, start and end times, and meeting days) for the course.
5. Click **Time Blocks** to open the Time Blocks popup, and then select a time block from a list of time blocks that have been made available for the term.
6. Enter your search criteria.

OPTION

Building The default value is (no preference). You can select a specific building, area, or view.

Room Type The default value is (no preference), but you can select from a list of pre-configured types.

Enrollment Available only if Ignore Room Capacity is not selected. You can enter a specific room capacity by which to search.

Ignore Room Capacity

OPTION

Ignore Term

Excluded Dates

Not selected by default. Select this option to search for rooms that are available even on dates that are marked as “Excluded” for the term.

7. Click **Search**. The rooms that meet all your search criteria and are available are displayed on the Available Rooms tab. The rooms that are in academic conflict (a course has already been scheduled in a room for the selected day and time pattern) are displayed on the Academic Conflicts tab. The rooms that are in event conflict (a non-academic event has already been scheduled in a room for the selected day and time pattern) are displayed on the Event Conflicts tab.