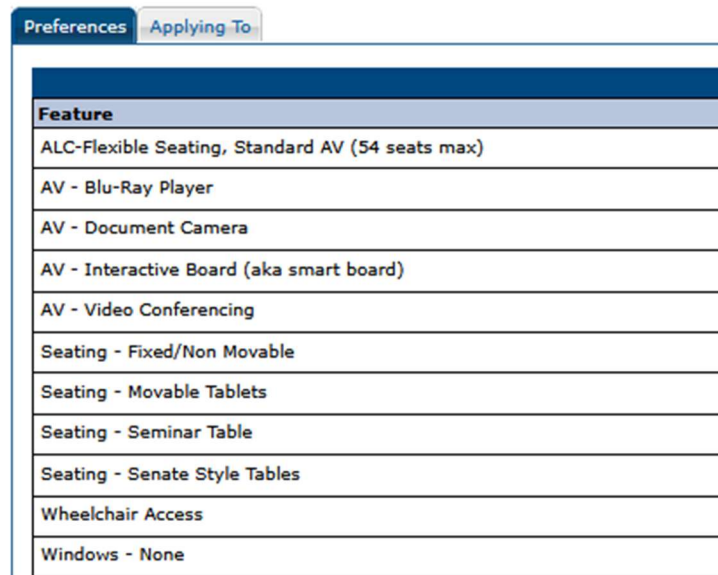


USING THE CAMPUS PLANNING INTERFACE (CPI) TO ADD ROOM FEATURES TO COURSES PLACED IN POOLED CLASSROOMS

CAMPUS PLANNING INTERFACE PROCESS OVERVIEW

The Office of the University Registrar (OUR) does not accept requests for placement in a specific university-managed/pooled classroom. Classrooms are assigned using the university's classroom scheduling software which integrates section information in Workday and room feature preferences in the [Campus Planning Interface \(CPI\)](#) in EMS.

All pooled classrooms are equipped with a room PC with DVD capability, at least two options for laptop connectivity, a data projector, screen, access to the University network, simple touch A/V control panel, and blackboards/whiteboards. It is only necessary to use the CPI to request these room features:



Feature
ALC-Flexible Seating, Standard AV (54 seats max)
AV - Blu-Ray Player
AV - Document Camera
AV - Interactive Board (aka smart board)
AV - Video Conferencing
Seating - Fixed/Non Movable
Seating - Movable Tablets
Seating - Seminar Table
Seating - Senate Style Tables
Wheelchair Access
Windows - None

Those with Workday course and section manager roles and EMS CPI security may enter preferences on behalf of faculty at <https://reserve.wustl.edu/CampusPlanningInterface/Login.aspx>. Course and section managers needing security access to the CPI should contact courses@wustl.edu.

Once OUR has started the room scheduling process for the upcoming semester, the CPI is turned off. Room feature preferences can no longer be added or changed.

While OUR makes every effort to honor room feature requests entered in the CPI that match during the EMS classroom optimization process, features are considered "preferences". Placement in a matching room is not guaranteed depending on availability.

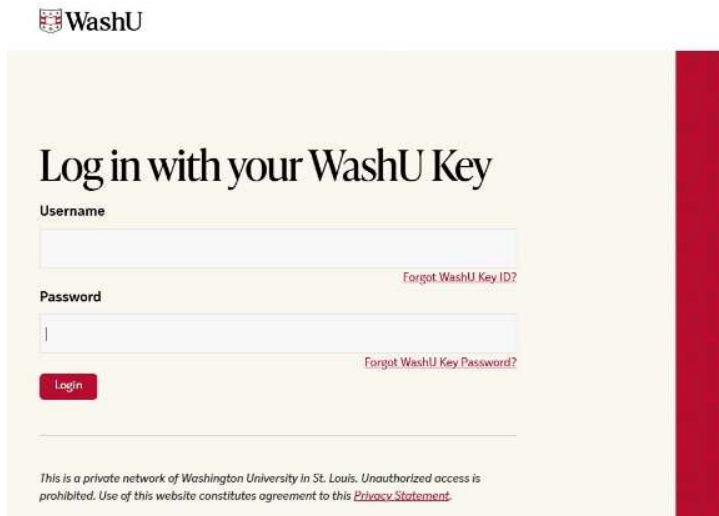
Information about the multimedia available in pooled classrooms can be found on the Center for Teaching and Learning website. The Center for Teaching and Learning maintains and trains instructors on pooled classroom multimedia: <http://teachingcenter.wustl.edu/classrooms/multimedia/>

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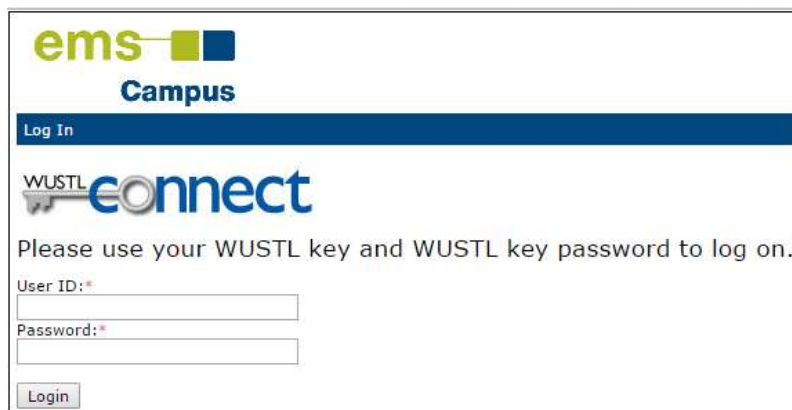
ACCESSING THE CAMPUS PLANNING INTERFACE (CPI)

Step #1: Go directly to the CPI: <https://reserve.wustl.edu/CampusPlanningInterface/Login.aspx>

Step #2: Login with your WashU Key



The image shows the WashU login page. At the top left is the WashU logo. The main heading is "Log in with your WashU Key". Below this are two input fields: "Username" and "Password". To the right of the "Password" field is a link that says "Forgot WashU Key ID?". Below the "Password" field is another link that says "Forgot WashU Key Password?". A red "Login" button is positioned below the "Password" field. At the bottom of the page, there is a small disclaimer: "This is a private network of Washington University in St. Louis. Unauthorized access is prohibited. Use of this website constitutes agreement to this [Privacy Statement](#)."



The image shows the WUSTL connect login page. At the top left is the "ems Campus" logo. Below this is a blue bar with the text "Log In". The main heading is "WUSTL connect". Below this is the text "Please use your WUSTL key and WUSTL key password to log on." There are two input fields: "User ID: *" and "Password: *". A "Login" button is positioned below the "Password" field.

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



The image shows the EMS Campus CPI home screen. At the top left is the "EMS" logo. To the right of the logo is the text "Ems Campus". Further right, there is a section for "Managing: Pooled (OUR) - Spring 2026" and "Term Dates: 7/1/2025 - 5/6/2026". At the bottom, there is a blue navigation bar with the following links: "Term Selector", "Academic Browser", "Search For Rooms", "Reports", "Manage User Options", "Admin Functions", "Log Out", and "Help". On the far right of the navigation bar, there is a "Welcome" message followed by a user name.

USING THE CAMPUS PLANNING INTERFACE (CPI) TO ADD ROOM FEATURES TO COURSES PLACED IN POOLED CLASSROOMS

Step #3: Check that the displayed term is the one needed to set room feature preferences



Term Selector Academic Browser Search For Rooms

Term: Spring 2026
Start Date: 7/1/2025 Tue
End Date: 5/6/2026 Wed
Phase:
Notes:

Note: The Spring 2026 semester begins on January 12, 2026. In order for the CPI to import section information, the term "Start Dates" is set to 7/1/2025.

If you need to select a different term,

- Click "Term Selector" link in the blue tool bar
- Find the applicable Term Description and Pooled (OUR) under Domain
- Double click the line to set it to the desired term



Term Selector Academic Browser Search For Rooms Reports Manage User Options Admin Functions Log Out Help	
Term Description	Domain
Fall 2025	Engineering
SP2025	Pooled (OUR)
SP2025	Brown School
SP2025	Business
SP2025	SamFox
SP2025	Law School
SP2025	Engineering
SU2025	Pooled (OUR)
SU2025	Brown School
SU2025	Business
SU2025	SamFox
SU2025	Law School
SU2025	Engineering
Spring 2026	Pooled (OUR)
Spring 2026	Brown School
Spring 2026	Business
Spring 2026	SamFox
Spring 2026	Law School
Spring 2026	Engineering

USING THE CAMPUS PLANNING INTERFACE (CPI) TO ADD ROOM FEATURES TO COURSES PLACED IN POOLED CLASSROOMS

Step #4: Begin the process of finding courses/sections and entering room feature requests

- Click on “Academic Browser” in the toolbar
- Once in the “Academic Browser”, you will see a series of drop-down boxes where you can select your “Academic Unit” or “Subject”
- Click on “Get Data” to retrieve courses/sections



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

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

Clear Filter Full Expand Full Collapse

Step #5: Display your course/sections in the CPI

- Click the “Subject” drop-down box to see available Subjects
- 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/sections



Ems Campus

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

Academic Unit: Education Subject: EDUCATION (EDUC) Browse For: Courses Modified Only: ☐ Get Data

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
EDUC 1101 01			EDUC-1101-01	First-Year Seminar	Lecture	Rozek, Chris	1/12/2026	5/6/2026	MW	1:00 PM	2:20 PM
EDUC 2010 01			EDUC-2010-01	Introduction to Education:	Lecture	Schultz, Lyndsie Marie	1/12/2026	5/6/2026	TR	11:30 AM	12:50 PM
EDUC 2010 02			EDUC-2010-02	Introduction to Education:	Lecture	Lillo Kang, Sarah	1/12/2026	5/6/2026	TR	10:00 AM	11:20 AM
EDUC 2100 01			EDUC-2100-01	Introduction to Speech, Language, and Hearing Sciences	Lecture	Rudge, Amanda	1/12/2026	5/6/2026	MW	1:00 PM	2:20 PM
EDUC 3010 01			EDUC-3010-01	The American School	Lecture	Schultz, Lyndsie Marie	1/12/2026	5/6/2026	TR	8:30 AM	9:50 AM

USING THE CAMPUS PLANNING INTERFACE (CPI) TO ADD ROOM FEATURES TO COURSES PLACED IN POOLED CLASSROOMS


Ems Campus

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

Academic Unit: Art History and Archaeology Subject: ART HISTORY AND ARCHAEOLO Browse For: Courses Modified Only: ☐ Get Data
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
ARTARCH 2020 01			ARTARCH-2020-01	Introduction to Modern Art, Architecture and Design	Lecture	Klein, John R	1/12/2026	5/6/2026	TR	11:30 AM	12:50 PM

****Note:** Sections must have the “EMS Domain: OUR Pooled Domain EMS” Course Section Tag and a meeting pattern to flow into the CPI.

Step #6: To set room preferences

- Click on the course
- Click on “Set Preferences”. You may also double-click on the course to open the “Set Preferences” window


Ems Campus

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

Academic Unit: Education Subject: EDUCATION (EDUC) Browse For: Courses Modified Only: ☐ Get Data
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
EDUC 1101 01			EDUC-1101-01	First-Year Seminar	Lecture	Rozek, Chris	1/12/2026	5/6/2026	MW	1:00 PM	2:20 PM
EDUC 2010 01			EDUC-2010-01	Introduction to Education:	Lecture	Schultz, Lyndsie Marie	1/12/2026	5/6/2026	TR	11:30 AM	12:50 PM
EDUC 2010 02			EDUC-2010-02	Introduction to Education:	Lecture	Lillo Kang, Sarah	1/12/2026	5/6/2026	TR	10:00 AM	11:20 AM
EDUC 2100 01			EDUC-2100-01	Introduction to Speech, Language, and Hearing Sciences	Lecture	Rudge, Amanda	1/12/2026	5/6/2026	MW	1:00 PM	2:20 PM
EDUC 3010 01			EDUC-3010-01	The American School	Lecture	Schultz, Lyndsie Marie	1/12/2026	5/6/2026	TR	8:30 AM	9:50 AM
EDUC 3010 02			EDUC-3010-02	The American School	Lecture	Nichols Lodato, Bronwyn	1/12/2026	5/6/2026	WF	8:30 AM	9:50 AM
EDUC 3030 01			EDUC-3030-01	Gender and Education	Lecture	Gilbert, Lisa Kristin	1/12/2026	5/6/2026	MW	1:00 PM	2:20 PM
EDUC 3040 01			EDUC-3040-01	Educational Psychology	Lecture	Rozek, Chris	1/12/2026	5/6/2026	MW	10:00 AM	11:20 AM
EDUC 3050 01			EDUC-3050-01	Education, Childhood, Adolescence, and Society	Lecture	Lillo Kang, Sarah	1/12/2026	5/6/2026	MW	10:00 AM	11:20 AM
EDUC 3050 02			EDUC-3050-02	Education, Childhood, Adolescence, and Society	Lecture	Lillo Kang, Sarah	1/12/2026	5/6/2026	TR	11:30 AM	12:50 PM
EDUC 4004 01	*Parent	*Yes	EDUC-4004-01	Topics in Education	Seminar	Camp Yeakey, Carol	1/12/2026	5/6/2026	T	2:30 PM	5:20 PM
EDUC 4005 01	EDUC 6005 01	Yes	EDUC-4005-01	Educational Psychology: A Focus On Teaching and Learning	Seminar	Gilbert, Lisa Kristin	1/12/2026	5/6/2026	R	4:00 PM	6:50 PM
EDUC 4120 01	*Parent	*Yes	EDUC-4120-01	Elementary Social Studies:	Lecture	Gilbert, Lisa Kristin	1/12/2026	5/6/2026	M	4:00 PM	5:50 PM

Set Preferences Open

USING THE CAMPUS PLANNING INTERFACE (CPI) TO ADD ROOM FEATURES TO COURSES PLACED IN POOLED CLASSROOMS

Step #7: Select room features using the Preferred column

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

There are four columns on the Features screen. The columns are:

- Feature (a listing of available room features)
- Do Not Use (features not being requested)
- **Preferred (click on the radio button for the feature or features being requested)**
- Required – DO NOT USE this column; all room feature requests should be indicated in the “Preferred” column

EMS Campus

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

Preferences Applying To

Feature	Do Not Use	Preferred	Required
ALC-Flexible Seating, Standard AV (54 seats max)	☐	☒	☐
AV - Blu-Ray Player	☐	☒	☐
AV - Document Camera	☐	☒	☐
AV - Interactive Board (aka smart board)	☐	☒	☐
AV - Video Conferencing	☐	☒	☐
Seating - Fixed/Non Movable	☐	☒	☐
Seating - Movable Tablets	☐	☒	☐
Seating - Seminar Table	☐	☒	☐
Seating - Senate Style Tables	☐	☒	☐
Wheelchair Access	☐	☒	☐
Windows - None	☐	☒	☐

☒ Add To Existing Preferences ☐ Override Existing Preferences

Step #8: Click the “Save” button when you have finished setting preferences

Seating - Senate Style Tables

Wheelchair Access

Windows - None

Step #9: To add more room preferences, click on the “Academic Browser” link in the blue tool bar and repeat

EMS

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

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

[Clear Filter](#) [Full Expand](#) [Full Collapse](#)