ASSIGN DEPARTMENT ROOMS TO A COURSE

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INTRODUCTION AND PURPOSE

The purpose of this document is to outline how to schedule a department classroom for an academic course section in 25 Live.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

All classroom scheduling and unscheduling is to be performed in 25 Live. All other information related to a course section is to be entered and updated in Banner. The current interface between Banner and 25Live allows for the assigned classroom to appear on the course section in Banner within 1 – 2 minutes after saving the room assignment in 25Live.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Academic Departments
2. Office of the Registrar – Academic Scheduling

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, open 25Live Test (https://25live.collegenet.com/ucrt/#home_my25live[0]) and Banner Training (appnavigatorsb.ucr.edu) to follow along.

PAGES

While Banner is not utilized to schedule a classroom, the classroom assignment will appear on the following Banner page:

<table>
<thead>
<tr>
<th>Page</th>
<th>Page Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSASECT</td>
<td>Schedule</td>
<td>Meeting Times and Instructor tab/Meeting Location and Credits tab</td>
</tr>
</tbody>
</table>
PROCEDURES

LOCATING DESIRED COURSE SECTION

First, identify the section for which the department classroom will be scheduled.

STEPS

1. In this example, a search will be set up to pull up Fall 2018 Psychology discussions.
2. From the main page, click Go to Search button.
3. Click Events from the dropdown menu next to Select Object.
4. Click More Options.
5. Click Cabinets drop-down menu and select desired term 201840 (Fall).
   a. Do not select a cabinet with “Spot Scheduling” in the title.
6. Click Types option, select DIS (Discussion), and click the Done button.
7. Click Organizations option, type and select PSYC, and click the Done button.
8. Click Search.
9. Output will appear below the search criteria options.
10. See following:

[Image of the search output with highlighted information]
SEARCHING FOR CLASSROOM BY LOCATION NAME

25Live provides the option of a direct search for a classroom if the building and/or room information is available.

STEPS

1. In this example, a department classroom will be located and assigned to discussion ENGL 004 002 14126.
2. Open ENGL 004 002 14126 by either option:
   a. Click the desired course section in a search output (link under the Name column).
   b. Type the section information in the Search Events field, click the Magnifying Glass button by this field, and click on the desired course section (link under the Name column).
3. If not already there, navigate to the Details tab.
5. Course section is now open in the Event Wizard.
6. At this point, screen should appear similar to the following:

   ![Event Wizard Screenshot]

7. Navigate to the LOCATIONS screen by clicking Locations link in the event navigation bar on the left side of the screen (see above).
8. Click the “X” to remove Associated Locations if it is displayed:
9. Click empty field that reads: **Search Locations**.
10. Type in the field the available room information.
    a. In this example, the **building PSYCH** will be entered, and a **partial room number of 3**.
11. Execute the search by one of these options:
    a. Press **Enter**.
    b. Click: **Refresh** button.
12. See following for search results:
13. Click on desired department classroom.
   a. Verify room assignment is listed below the location search, and the location in the search should read “Added below”.

14. See following:

15. Click: Save at either of the following locations:
   a. Icon at the top right of the screen.
   b. Button at the bottom of the screen.

See following:
16. If the following message pops up:

   a. This was part of the previous interface between Banner and 25Live. The “Send vCal...” button had to be clicked to send the room assignment back to Banner.
   b. After the interface was updated as of Winter 2018, clicking either button was no longer necessary. However, College Net (maker of 25Live) advised this pop-up window may continue to appear.
   c. Click either button to clear the pop-up window.

17. Close the event.
18. With the updated interface, the room assignment travels from 25Live to Banner within 1 – 2 minutes after saving the room assignment in 25Live.
19. See following:
SEARCHING FOR CLASSROOM BY LOCATION SEARCH

2SLive also provides the option to create a customized room search that will pull up specific department classrooms. This ensures a classroom selection is limited to those department classrooms administered by a given department.

STEPS

1. In this example, a Locations search will be created to find the department classrooms in the PSYCH building that the Psychology Department uses to schedule their course sections.
2. From the main page, click: Go to Search button.
3. Click Locations from the dropdown menu next to Select Object.
4. Click: Advanced toggle button.
5. Click: Add Criteria button.
6. In pop-up box, select Locations, then Specific Locations.
7. Click: Edit button.
8. Use one of the search criteria in the Specific Locations pop-up box to find and select the PSYCH department classrooms.
9. At this point, screen should appear similar to the following:

10. Click on each room that is to be part of this search.
   a. Verify each selected room appears in the Selected Locations column.
11. Click: Done button.
12. See following:
13. Click: **Save As** button.

14. The **Enter Search Name pop-up box** appears. Type in a name for the search and **Save**.

15. **See following:**
16. To schedule a department room for a course section using a customized search:
   a. Follow all steps (as needed) outlined above in section “Locating Desired Course Section.”
   b. Follow steps 1 – 7 outlined above in section “Searching for a Classroom by Location Name.”
   c. In the Locations Search box, click in the Saved Searches drop-down menu.
   d. Scroll down until the desired search is found; then click on it.
   e. From search output listed below the search list, click on the Reserve button next to the desired department classroom.
   f. See following:
g. Resume room scheduling process outlined above in steps 13a – 19 in section “Searching for a Classroom by Location Name.”