

# ASSIGN DEPARTMENT ROOMS TO A COURSE

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## REVISION HISTORY

Version	Date	Name	Description
1	Oct 2015	H Edberg	Initial procedures (TCS)
2	Aug 2016	D Gilbert	Transferred procedures to current approved procedures template
3	8/9/17	M Stewart	Updated to show vCal does appear automatically. Also re-formatted so all appears uniform
4	7/9/18	M Stewart	Updated procedures to reflect performance under LYNX interface (effective Winter 2018)
5	8/9/19	E Staiger	Updated procedures and screenshots per the upcoming transition to 25Live Pro
6	11/18/19	M Stewart	Minor edits; also removed Final Quiz section

## 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\[0\]](https://25live.collegenet.com/ucrt/#home_my25live[0])) and Banner Training ([appnavigatorsb.ucr.edu](http://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:

Page	Page Name	Description
SSASECT	Schedule	Meeting Times and Instructor tab/Meeting Location and Credits tab

## 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:

Select Object: **Events** Saved Searches (optional)

Quick Search  Advanced

Enter Event Search  x ?

Hint! Type : to use SeriesQL

More Options  Reset | Save Save As

Cabinets

- 201840 (Fall)

Organizations

- PSYC

Types

- DIS (Discussion)

Categories

Roles

States

Name	Type	Your Role	Start Date	Start Time	Creation Date	State	Locations
☆ <a href="#">PSYC 001 021 18736</a>	DIS (Discussion)		Tue Oct 02 2018	2:10 pm	Thu Mar 22 2018 10:55 am	Tentative	<a href="#">PSYCH 2102</a>
☆ <a href="#">PSYC 001 022 18737</a>	DIS (Discussion)		Tue Oct 02 2018	3:10 pm	Thu Mar 22 2018 10:55 am	Tentative	<a href="#">PSYCH 2102</a>
☆ <a href="#">PSYC 001 023 18738</a>	DIS (Discussion)		Tue Oct 02 2018	4:10 pm	Thu Mar 22 2018 10:55 am	Tentative	<a href="#">PSYCH 2102</a>
☆ <a href="#">PSYC 001 024 18739</a>	DIS (Discussion)		Wed Oct 03 2018	8:10 am	Thu Mar 22 2018 10:55 am	Tentative	<a href="#">PSYCH 2102</a>
☆ <a href="#">PSYC 001 025 18740</a>	DIS (Discussion)		Wed Oct 03 2018	9:10 am	Thu Mar 22 2018 10:55 am	Tentative	<a href="#">PSYCH 2102</a>
☆ <a href="#">PSYC 001 026 18741</a>	DIS (Discussion)		Wed Oct 03 2018	10:10 am	Thu Mar 22 2018 10:55 am	Tentative	<a href="#">PSYCH 2102</a>

## 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.
4. Click: **Edit Event**.
5. Course section is now open in the **Event Wizard**.
6. At this point, screen should appear similar to the following:

The screenshot shows the 'Event Wizard' interface for the course section 'ENGL 004 002 14126'. On the left, a navigation bar lists various options, with 'Locations' highlighted in red. The main form area contains the following fields:

- Reference:** 2016-AAPZKF
- Event Name - Required:** ENGL 004 002 14126
- Event Title:** ENGLISH WRITING
- Event Type - Required:** Section (with a star icon and a dropdown arrow)
- Primary Organization - Required:** ENGL (with a star icon, a dropdown arrow, and a red 'Remove' button)
- Create Organization:** (a blue link)
- Expected Head Count:** 21

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:

**Locations**

**Locations Search** ^

Auto-Load Starred:  No  Yes

Hide Locations with Conflicts  Enforce Headcount

Associated Locations ▼ Associated Locations ✕

Reset Search

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:

**Locations**

**Locations Search** ^

Auto-Load Starred:  No  Yes

Hide Locations with Conflicts  Enforce Headcount

Saved Searches (optional) ▼ **PSYCH 3** ✕

Hint! Type :: to use SeriesQL.

More Options ▼ Reset Search

Add	Name	Title	Capacity	Availability	Conflict Details
<span>Reserve</span>	<a href="#">PSYCH 3210</a>	SCHOLAR AC LIBRARY	40	30/30	None
<span>Reserve</span>	<a href="#">PSYCH 3211</a>	Psychology	10	30/30	None

2 Matching Locations Page 1 of 1

First Previous 1 Next Last  
 Items per page 25

Blue Reserve button indicates room is available

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:

### Locations

#### Locations Search

Auto-Load Starred:  No  Yes

Hide Locations with Conflicts  Enforce Headcount

Saved Searches (optional) PSYCH 3 x

Hint! Type :: to use SeriesQL.

More Options Reset Search

Add	Name	Title	Capacity	Availability	Conflict Details
<span style="background-color: #0056b3; color: white; padding: 2px 5px;">Reserve</span>	<a href="#">PSYCH 3210</a>	SCHOLAR AC LIBRARY	40	30/30	None
<span style="border: 2px solid red; padding: 2px;">Added below</span>	<a href="#">PSYCH 3211</a>	Psychology	10	30/30	None

2 Matching Locations Page 1 of 1

First Previous 1 Next Last

Items per page 25

PSYCH 3211

★ Add to favorites

Location Title: Psychology

Capacity: 10

The capacity of this room (10) is smaller than your head count (21)!

Remove View Occurrences

This warning will not prevent room scheduling

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:

**ENGL 004 002 14126**  
ENGLISH WRITING

Tentative

2016-AAPZKF

Mon Mar 28 2016 9:10 am - 10:00 am  
Repeats every week on Monday, Wednesday and Friday through 6/3

**PSYCH 3211**

Details Occurrences Calendar Schedule Pricing Audit Trail

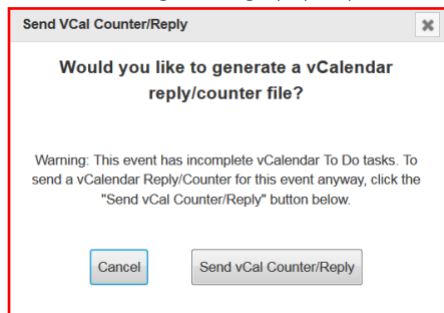
Edit Event

1 Notification

This event has been successfully saved.

Action	A
Assign Location	F

16. If the following message pops up:



- 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.
- 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.
- 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:

Schedule SSASECT 9.3.5 (PPRDXE)

Term: 201840 CRN: 25727 Subject: PSYC Course: 001 Title: INTRODUCTORY PSYCHOLOGY

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Times and Instructors Scheduler Preferences

Meeting Dates Meeting Location and Credits

SCHEDULE

Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator
	PSYCH	3210	DIS	0.83	

## SEARCHING FOR CLASSROOM BY LOCATION SEARCH

25Live 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:

Select Object: Locations Saved Searches (optional)

Quick Search: Advanced

Specific Locations

EDIT

Locations psych

Type in building code

Only Favorites Select All Select None

<input type="checkbox"/> PSYCH 1205	<input type="checkbox"/> PSYCH 2102	<input type="checkbox"/> PSYCH 2304
<input type="checkbox"/> PSYCH 1213	<input type="checkbox"/> PSYCH 2209	<input type="checkbox"/> PSYCH 3210
<input type="checkbox"/> PSYCH 1311	<input type="checkbox"/> PSYCH 2301	<input type="checkbox"/> PSYCH 3211

Done

This will be the search output

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:



Select Object: Locations Saved Searches (optional)

Quick Search  Advanced

**Specific Locations** ×

EDIT

<span>×</span> PSYCH 1205	<span>×</span> PSYCH 1213	<span>×</span> PSYCH 2304	<span>×</span> PSYCH 3210
<span>×</span> PSYCH 1311	<span>×</span> PSYCH 2102	<span>×</span> PSYCH 3211	
<span>×</span> PSYCH 2209	<span>×</span> PSYCH 2301		

Add Criteria

Search has not been saved

Reset Save As Search

13. Click: **Save As** button.

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

15. 15. See following:

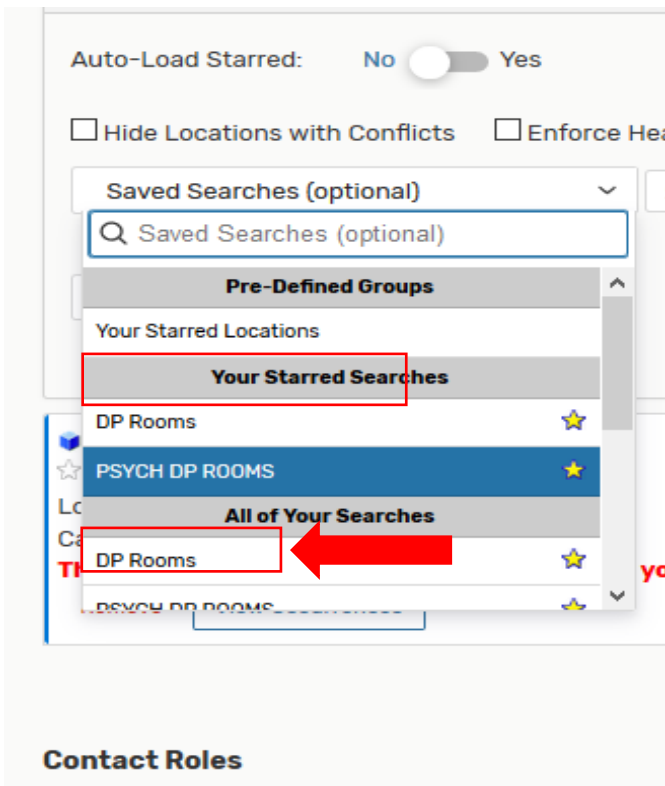
Select Object: Locations PSYCH DP ROOMS TEST

Quick Search  Advanced

PSYCH DP ROOMS TEST

Search Actions Reset Save Save As Search

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:



**Locations**

**Locations Search** ^

Auto-Load Starred:  No  Yes

Hide Locations with Conflicts  Enforce Headcount

PSYCH DP ROOMS ☆ ▼ PSYCH DP ROOMS ×

Reset Search

Add	Name	Title	Capacity	Availability	Conflict Details
<span>Reserve</span>	<a href="#">PSYCH 1205</a>	CLASS LAB	25	30/30	None
<span>Reserve</span>	<a href="#">PSYCH 1213</a>	OPEN LAB COMPUTER	25	30/30	None
<span>Reserve</span>	<a href="#">PSYCH 1311</a>	OPEN LAB	15	30/30	None
<span>Reserve</span>	<a href="#">PSYCH 2102</a>	OPEN LAB	40	30/30	None
<span>Reserve</span>	<a href="#">PSYCH 2209</a>	CLASS LAB	40	30/30	None
<span>Reserve</span>	<a href="#">PSYCH 2301</a>	OPEN LAB	40	30/30	None
<span>Reserve</span>	<a href="#">PSYCH 2304</a>	CONFERENCE	10	30/30	None
<span>Reserve</span>	<a href="#">PSYCH 3210</a>	SCHOLAR AC LIBRARY	40	30/30	None
Added below	<a href="#">PSYCH 3211</a>	Psychology	10	30/30	None

- g. Resume room scheduling process outlined above in **steps 13a – 19** in section **“Searching for a Classroom by Location Name.”**