

CHANGE A CLASSROOM ASSIGNMENT

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REVISION HISTORY

Version	Date	Name	Description
1	7/21/15	M Stewart	Initial procedures (TCS)
2	7/11/18	M Stewart	Updated procedures to reflect performance under LYNX interface (effective Winter 2018)
3	8/8/19	E Staiger	Updated procedures/screenshots to reflect upcoming switch to 25Live Pro.
4	11/19/19	M Stewart	Minor edits and deleted Final Quiz section.

INTRODUCTION AND PURPOSE

The purpose of this document is to outline how to change a classroom assignment for a course section (i.e., unassign an assigned classroom and re-schedule another classroom) in 25Live.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

All classroom scheduling and unscheduling is to be performed in 25Live. 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 a classroom update 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) to follow along.

PAGES

The pages listed below are covered in this training.

Page	Page Name	Description
SSASECT	Schedule	Meeting Times and Instructor tab/Times and Instructors tab/Meeting Location and Credits and Scheduler Preferences tabs

PROCEDURES

LOCATING DESIRED COURSE SECTION

First, identify the course section in which the assigned classroom will be unscheduled and another classroom will be scheduled.

STEPS

1. In this example, the specific course section information will be known, so a search will be done by **keyword**.
2. The term will be for **Fall 2018**.
3. Locate the **Search Events** field of the **Quick Search** section.
4. In the **Search Events** field, enter **BCH 110A 021 23927**.
5. Click the **Magnifying Glass**.
6. See following:

The screenshot shows a search interface with the following elements:

- Select Object:** Events (dropdown)
- Quick Search:** Input field containing "BCH 110A 021 23927".
- Advanced:** Toggle switch (off).
- Search:** Button (highlighted with a red box).
- Search Results:** A table with columns: Name, Title, Reference, Organizations, Type, Your Role, Start Date, Start Time, Creation Date, State, and Locations. The first row is highlighted with a red box and has a red arrow pointing to the "Start Date" column with the text "Second day of Fall 2018 instruction".

Name	Title	Reference	Organizations	Type	Your Role	Start Date	Start Time	Creation Date	State	Locations
☆ BCH 110A 021 23927	GENERAL BIOCHEMISTRY	2018-AAWKZT	BCH	DIS (Discussion)		Fri Sep 28 2018	9:10 am	Thu Mar 22 2018 10:56 am	Tentative	SPTH 3365

UNSCHEDULING A CLASSROOM

An academic department scheduler that is a registered 25Live user can unschedule either a general assignment (GE) or department (DP) classroom from a course section.

STEPS

1. In this example, the classroom assigned to **Fall 2018** section **BCH 110A 021 23927** will be unscheduled.
2. Once **BCH 110A 021 23927** appears on the **Search For Events** tab, click on the **course name** link.
3. If not already there, navigate to the **Details** tab.
4. Click: **Edit Event**.
5. Course section is now open in the **Event Wizard**.

- a. Navigate to the **LOCATIONS** section by clicking the **Locations** link in the **event navigation bar** on the **left** side of the screen, or scrolling to the **Locations** section.
6. In the **list of locations below the location search**, click **Remove** that is **next to the classroom assignment**, then hit **Save**.
7. Verify that no classroom is listed at the top of the screen, near the defined meeting pattern.
8. See following:

SCHEDULING A CLASSROOM

An academic department scheduler that is a registered 25Live user can schedule only a department (DP) classroom for a course section.

STEPS

1. In this example, **Fall 2018** section **BCH 110A 021 23927** will be rescheduled into department classroom **SPTH 3365**.
2. In this example, since the specific room information is available the classroom will be brought up with the direct search option **Search by Location Name....**
3. Still on the **LOCATIONS** section, click the "X" to remove the "**Associated Locations**" information, and then click in the **Search Locations** field.
4. An empty field will appear below the heading. Enter **SPTH 3365**.
5. Execute the search by one of these options:
 - a. Press **Enter**.
 - b. Click: **Search** button.
6. See following:

Locations

Locations Search ^

Auto-Load Starred: No Yes

Hide Locations with Conflicts Enforce Headcount

Saved Searches (optional) v spth 3365 x

Hint! Type :: to use SeriesQL.

More Options v Reset Search

Add	Name	Title	Capacity	Availability	Conflict Details
Reserve	SPTH 3365	CONFERENCE ROOM	35	11/11	None

1 Matching Locations Page 1 of 1

First Previous 1 Next Last

Items per page 25

Blue "Reserve" button indicates room is available

7. Click **"Reserve"** on desired department classroom.
 - a. Verify room assignment with a **blue cube icon** appears below the **Locations Search** section.
8. See following:

Locations

Locations Search ^

Auto-Load Starred: No Yes

Hide Locations with Conflicts Enforce Headcount

Saved Searches (optional) ▼ ×

Hint! Type :: to use SeriesQL.

More Options ▼ Reset Search

Add	Name	Title	Capacity	Availability	Conflict Details
Added below	SPTH 3365	CONFERENCE ROOM	35	11/11	None

1 Matching Locations Page 1 of 1

First Previous 1 Next Last
 Items per page 25

SPTH 3365

Add to favorites

Location Title: CONFERENCE ROOM

Capacity: 35

Remove View Occurrences



9. Click the **Save** button at the bottom of the screen.
10. See following:

BCH 110A 021 23927 Tentative 2017-AASSCB Thu Sep 28 2017 9:10 am - 10:00 am **SPTH 3365** ↻

GENERAL BIOCHEMISTRY Repeats every week on Thursday through 12/8

[Details](#) [Occurrences](#) [Calendar](#) [Schedule](#) [Pricing](#) [Audit Trail](#)

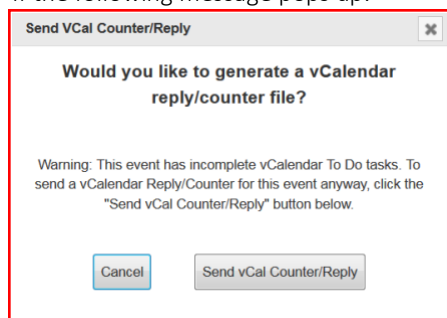
Edit Event Tentative More Actions ↻ ?

3 Notifications Dismiss All ▼

This event has been successfully saved. ×

Event Categories ^

11. 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.

12. Close the event.

13. With the updated interface, the updated classroom assignment travels from **25Live to Banner** within **1 – 2 minutes** after saving the room assignment in 25Live.

14. See following:

Schedule SSASECT 9.3.5 (PPRDXE)						
Term: 201840	CRN: 23927	Subject: BCH	Course: 110A	Title: GENERAL BIOCHEMISTRY		
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	Session Credit Hours
	SPTH	3365	DIS	0.83		0

UPDATING ROOM ATTRIBUTE PREFERENCE CODE

If the type of classroom that was re-assigned to a course section changed from GE – General Assignment to DP – Department Classroom, or vice versa, the academic department scheduler will need to update the room attribute preference code in Banner.

STEPS

- Will build upon previous example – the assigned classroom for **Fall 2018** section **BCH 110A 021 23927** changed from a **general assignment classroom** to **department classroom SPTH 3365**.
- Thus, the **room attribute preference code** will need to be updated in Banner from **GE** to **DP**.
- Still in **SSASECT – Meeting Times and Instructor** tab, navigate to the **Scheduler Preferences** tab.
- Navigate to **ROOM ATTRIBUTE PREFERENCES** section – **Code** field.
- Delete** the **GE** room attribute code.
- Click: **Save** button.

7. In blank **Code** field, enter **DP** and press **Tab**.
 - a. Description data will populate.
8. In **Preference Number** field, enter **01**.
9. Click: **Save** button.
10. See following:

Schedule **SSASECT 9.3.5 (PPRDXE)**

Term: 201840 CRN: 23927 Subject: BCH Course: 110A Title: GENERAL ✔ Saved successfully (1 rows saved)

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

Times and Instructors **Scheduler Preferences**

▸ SCHEDULE Insert Delete Copy Filter

▾ PARTITION PREFERENCES Insert Delete Copy Filter

Code	Description	Preference Number
DP	DP - Department Classroom	1

▾ ROOM ATTRIBUTE PREFERENCES Insert Delete Copy Filter

Code Description Preference Number

DP DP - Department Classroom 1