# CHANGE A CLASSROOM ASSIGNMENT

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INTRODUCTION AND PURPOSE

The purpose of this document is to outline how to change a classroom assignment for a course section (i.e., unschedule 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]) and Banner Training (appnavigatorsb.ucr.edu) to follow along.

PAGES

The pages listed below are covered in this training.

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<td>Schedule</td>
<td>Meeting Times and Instructor tab/Times and Instructors tab/Meeting Location and Credits and Scheduler Preferences tabs</td>
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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:

![Search Events](image)

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

10. See following:
11. If the following message pops up:

![Image of message]

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.

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:

![Image of updated interface]

**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**

1. 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.

2. Thus, the **room attribute preference code** will need to be updated in Banner from GE to DP.

3. Still in SSASECT – Meeting Times and Instructor tab, navigate to the **Scheduler Preferences** tab.

4. Navigate to **ROOM ATTRIBUTE PREFERENCES** section – **Code** field.

5. **Delete** the GE room attribute code.

6. 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:

```
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Preference Number</th>
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<tr>
<td>DP</td>
<td>DP: Department Classroom</td>
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```