

HOW TO UNSCHEDULE AN EVENT

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REVISION HISTORY

Version	Date	Name	Description
1	4/3/15	H Edberg	Initial procedures (TCS)
2	7/10/18	M Stewart	Updated procedures to reflect performance under LYNX interface (effective Winter 2018)
3	8/8/19	E Staiger	Updated procedures/screenshots for upcoming transition to 25Live Pro
4	11/20/19	M Stewart	Minor edits and deleted Final Quiz section

INTRODUCTION AND PURPOSE

The purpose of this document is to outline how to un-schedule a classroom from an academic course section (aka an event) 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 the assigned classroom to be removed from the course section in Banner within 1 – 2 minutes after saving the room removal 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 Pro Test at (<https://25live.collegenet.com/pro/ucrt#!/home/dash>) and Banner Training (appnavigatorsb.ucr.edu) to follow along.

PAGES

While Banner is not utilized to unschedule a classroom, the removal of the classroom will update 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 course section from which the classroom will be unscheduled.

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 **Quick Search** section.
4. In the **Search Events** field, enter **HIST 030 001 23655**.
5. Click the **Magnifying Glass**.
6. See following:

The screenshot shows a search interface with a search bar containing 'HIST 030 001 23655'. Below the search bar, there are buttons for 'Reset', 'Save As', and 'Search'. The search results are displayed in a table with columns: Name, Title, Reference, Organization, Type, Your Role, Start Date, Start Time, Creation Date, State, and Locations. The second row is highlighted, showing the start date 'Thu Sep 27 2018'.

Name	Title	Reference	Organization	Type	Your Role	Start Date	Start Time	Creation Date	State	Locations
HIST 030 001 23655	THEMES & PERSONALITIES	2017-AASZAJ	HIST	Section		Fri Sep 29 2017	8:10 am	Tue Apr 04 2017 8:13 pm	<i>Tentative</i>	OLMH 1133
HIST 030 001 23655	HIST PERSPECTIVE ON INCRCRATION	2018-AAWKRH	HIST	LEC (Lecture)		Thu Sep 27 2018	12:40 pm	Thu Mar 22 2018 10:56 am	<i>Tentative</i>	

First day of Fall 2018 instruction

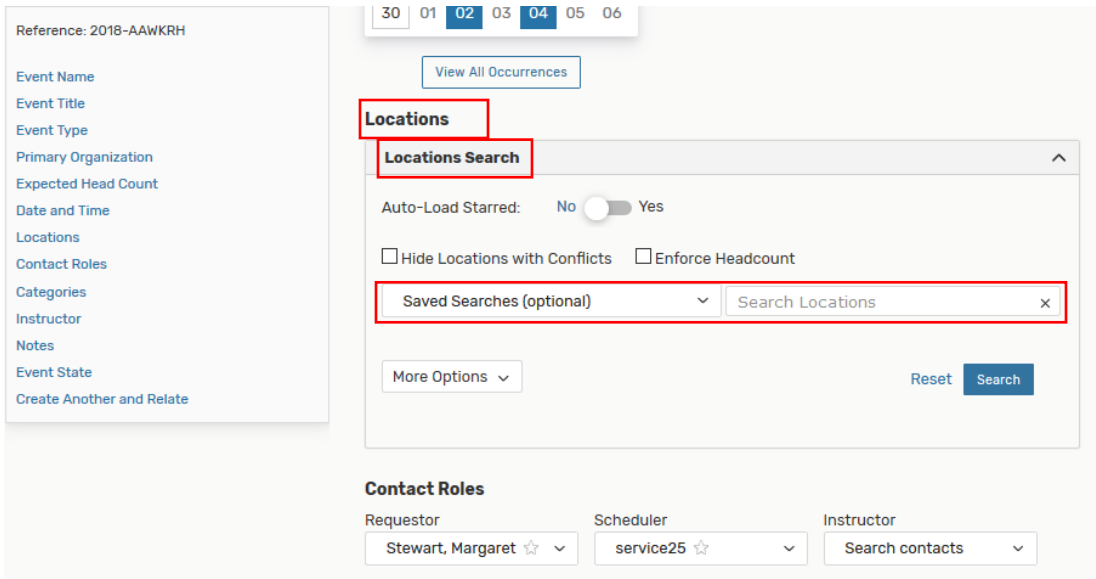
UNSCHEDULING A CLASSROOM

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.

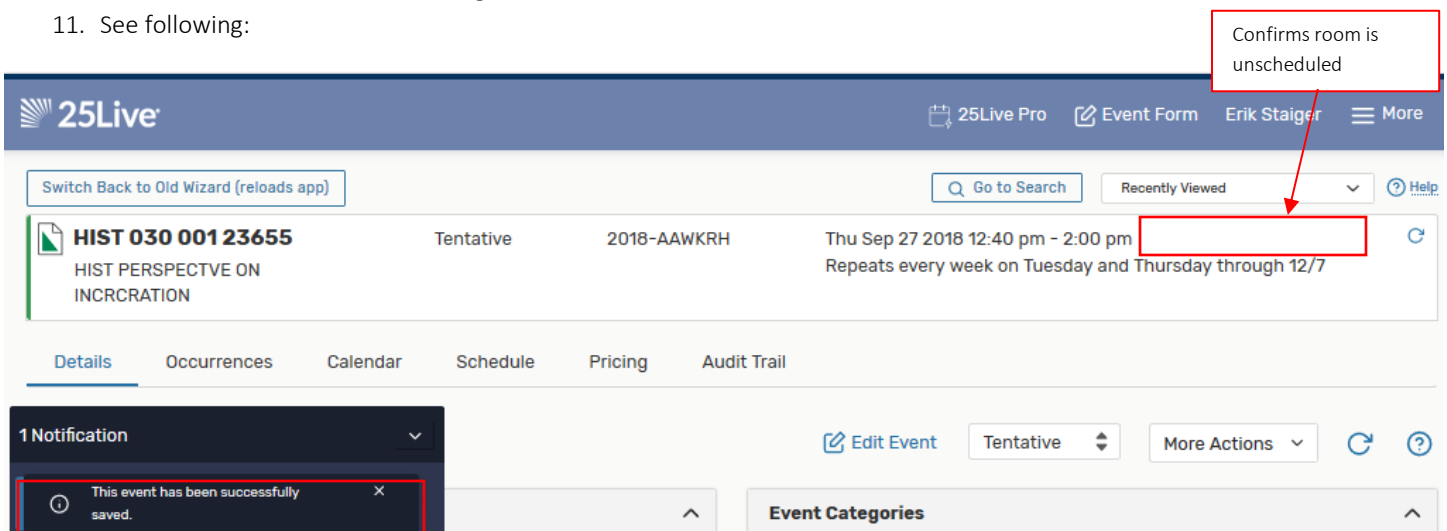
STEPS

1. In this example, the classroom assigned to **Fall 2018** section **HIST 030 001 23655** will be unscheduled.
2. Once **HIST 030 001 23655** appears in the search results, click on the **course name** link.
3. If not already there, navigate to the **Details** tab.

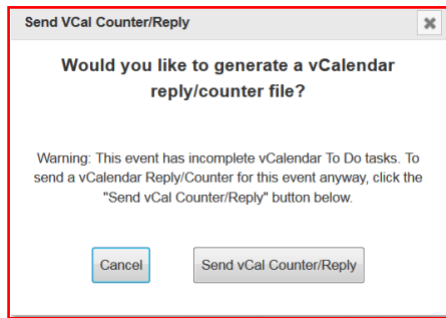
4. Click: **Edit Event**.
5. Course section is now open in the **Event Wizard**.
6. Navigate to the **LOCATIONS** section by clicking “Locations” on the **event navigation bar** on the **left** side of the screen or scrolling down to the section.
7. In the **Selected Locations** area below the **Locations Search**, click the red text that says “Remove” that is **next to the classroom assignment**.
8. Verify the following:
 - a. No room is listed beneath the “Locations Search”.
9. See following:



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



12. 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 location update 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.

13. Close the event.

14. With the updated interface, the room removal travels from **25Live to Banner** within **1 – 2 minutes** of saving in 25Live.

15. See following:

