Look Up Events Scheduled in a Classroom

LOOK UP EVENTS SCHEDULED IN A CLASSROOM

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INTRODUCTION AND PURPOSE

The purpose of this document is to outline how to look up in 25Live events scheduled in a given classroom (general assignment or department), as well as search for an event that has been scheduled but the classroom is unknown.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

For academic course sections, all classroom scheduling and unscheduling is to be performed in 25Live, with room scheduling data traveling to the course sections in Baner within 1–2 minutes after saving the room assignment in 25Live. One-time or spot-scheduled events are created and scheduled only in 25Live. Thus, to receive an accurate picture of what is scheduled in a given classroom on a given date or date range, this information should be obtained 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]) to follow along.

PAGES

No Banner pages are addressed in these procedures.
PROCEDURES

LOOK UP EVENTS IN A SPECIFIC CLASSROOM

An academic department scheduler can search for events scheduled in either a general assignment or department classroom.

STEPS

1. In this example, a search will be conducted for Fall 2019 course sections (aka events in 25Live) scheduled in INTN 1020.
2. Since the specific classroom name is known, the Search Locations Quick Search option will be used.
3. Enter: INTN 1020 in the Search Locations field and click the Magnifying Glass.
4. Click on the classroom link in the Name column.
5. Navigate to the desired date range by clicking on the current date range, then advancing on the pop-up calendar until the desired date range is reached.
6. Click on date range in the pop-up calendar.
7. See following:
8. For the next example, a search will be conducted for **Fall 2019** courses scheduled on **Monday, October 1** in CHUNG department classrooms 127, 128, 129, 135, and 136.
   a. This example will utilize an **existing Locations search**.
      i. This search can be recreated with the following parameters:
         1. Add Criteria: Specific Locations: CHUNG 127, 128, 129, 135, and 136
   b. Please refer to **25Live procedures on how to create a search**.
9. Click: **Go to Search** button.
10. Locate desired search – in this example, the **Locations search** called CHUNG labs.
11. If not already there, navigate to the **Availability** tab.
12. Click on the **date link**; calendar will pop up.
   a. Click on the **single right-arrow advance button** on the calendar until desired date comes up.
   b. In this example, click on **October 1**.
13. See following:

Click on event (none pictured) – will open to allow for updating.

White space denotes room available at that date and time. Click directly into desired time frame; will go to Event Wizard to spot-schedule selected room.
Look Up Events Scheduled in a Classroom

Locations

Locations Search

Auto-Load Starred: No

Hide Locations with Conflicts

Enforce Headcount

Saved Searches (optional) Search Locations

More Options Reset Search

CHUNG 136

Add to favorites
Location Title: CLASS LAB
Capacity: 22

Remove View Occurrences
EVENT SEARCH WHEN LOCATION IS UNKNOWN

To search for a course section or spot-scheduled event without knowing the assigned classroom.

STEPS

1. In this example, a search will be conducted for **Fall 2019** course sections **HIST 020 discussions** to find which room was assigned to **HIST 020 022**.
2. Locate the **Search Events** Quick Search field.
3. In the **Search Events** field, enter **HIST 020**.
4. Click: **More Options** drop-down.
5. In the **Cabinet** drop-down menu, select **201940 (Fall)**.
6. Click **Types** option in drop-down menu.
   a. Select **DIS (Discussion)** and click **Done**.
7. See following:

8. Click: **Search**.
9. See following:
Look Up Events Scheduled in a Classroom

10. For the next example, a search will be conducted for *2018 events* spot-scheduled for the *Graduate Division* department (aka *organizations* in 25Live) to review which classrooms have been scheduled for their event *Fall 2018 TA Orientation Day 1*.

11. From search results illustrated above, click *Reset*.

12. Click: *More Options* link.

13. From the *Cabinet* drop-down menu, select *2018 Spot Scheduling*.

14. Click the *Organizations* option from the drop-down menu.
   
   a. Use the *Search* option.

   b. Type in *Graduate Division* and click *Go*.

   c. Click on *GRADUATE DIVISION* from the *Select From...* column.

   d. Click *Done*.

15. See following:
16. Click Go.
17. See following:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Reference</th>
<th>Organization</th>
<th>Type</th>
<th>Your Role</th>
<th>Start Date</th>
<th>Start Time</th>
<th>Creation Date</th>
<th>State</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRADUATE DIVISION</td>
<td></td>
<td>2018-AAVTG</td>
<td>GRADUATE DIVISION</td>
<td>Presentation</td>
<td>Wed Feb 21 2018</td>
<td>11:10 am</td>
<td></td>
<td>Thu Jan 25 2018 8:51 am</td>
<td>Confirmed</td>
<td>SPR 2340</td>
</tr>
<tr>
<td>2018 New Graduate Student Orientation</td>
<td></td>
<td>2018-AAVVINS</td>
<td>GRADUATE DIVISION</td>
<td>Orientation</td>
<td>Mon Sep 24 2018</td>
<td>11:10 am</td>
<td></td>
<td>Mon Feb 05 2018 9:23 am</td>
<td>Confirmed</td>
<td>UNLV 1000</td>
</tr>
<tr>
<td>Fall 2018 TA Orientation Day 1</td>
<td>Training Room 1</td>
<td>2018-AAWAL</td>
<td>GRADUATE DIVISION</td>
<td>Orientation</td>
<td>Tue Sep 25 2018</td>
<td>8:10 am</td>
<td></td>
<td>Wed Feb 28 2018 4:54 pm</td>
<td>Confirmed</td>
<td>CHUNG 141</td>
</tr>
<tr>
<td>Fall 2018 TA Orientation Day 1</td>
<td>Training Room 2</td>
<td>2018-AAWSAT</td>
<td>GRADUATE DIVISION</td>
<td>Orientation</td>
<td>Tue Sep 25 2018</td>
<td>8:10 am</td>
<td></td>
<td>Wed Feb 28 2018 4:58 pm</td>
<td>Confirmed</td>
<td>CHUNG 142</td>
</tr>
<tr>
<td>Fall 2018 TA Orientation Day 1</td>
<td>Training Room 3</td>
<td>2018-AAWATQ</td>
<td>GRADUATE DIVISION</td>
<td>Orientation</td>
<td>Tue Sep 25 2018</td>
<td>8:10 am</td>
<td></td>
<td>Wed Feb 28 2018 6:04 pm</td>
<td>Confirmed</td>
<td>CHUNG 143</td>
</tr>
</tbody>
</table>