

LOOK UP EVENTS SCHEDULED IN A CLASSROOM

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REVISION HISTORY

Version	Date	Name	Description
1	5/21/15	Heather Edberg	Initial procedures (TCS)
2	6/26/15	Heather Edberg	Incorporated suggested edits
3	7/13/18	Margaret Stewart	Updated procedures to reflect performance under LYNX interface (effective Winter 2018)
4	8/9/19	Erik Staiger	Updated procedures and screenshots to reflect the upcoming switch to 25Live Pro
5	11/18/19	Margaret Stewart	Minor edits and deleted Final Quiz section

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 Banner 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\[0\]](https://25live.collegenet.com/ucrt/#home_my25live[0])) to follow along.

PAGES

No Banner pages are addressed in these procedures.

Page	Page Name	Description

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:

The screenshot displays the 25Live interface for the classroom **INTN 1020** (CHASS INTERDISCIPLINARY BLDG-N 1020). The 'Availability (Weekly)' tab is selected, showing a grid for Sunday (8/4) and Tuesday (8/6). A pop-up calendar for October 2019 is overlaid on the grid, with the date range 29-05 highlighted. A red box highlights the right arrow navigation button on the calendar, with a callout box stating: 'Click on single right-arrow advance button until desired month is reached.' Another red box highlights the date range 29-05 with the text: 'Select week of Sept 30 (first full week of Fall 2019)'. The current week is indicated as 'Current Week' at the bottom of the calendar pop-up.

INTN 1020

CHASS INTERDISCIPLINARY BLDG-N 1020

Details
List
Availability (Daily)
Availability (Weekly)
Calendar

←
Sun Sep 29 2019
→

Weeks:
2
⬆️⬆️⬆️

Days
More Actions ▾
↻
?

	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
	9/29	10/6	9/30	10/7	10/1	10/8	10/2	10/9	10/3	10/10	10/4	10/11	10/5	10/12
7:00 AM														
8:00 AM			POSC 136S...	POSC 136S...	RLST 002 ...	RLST 002 ...	POSC 136S...	POSC 136S...	RLST 002 ...	RLST 002 ...	PSYC 1...			
9:00 AM			PSYC 166A ...	PSYC 166A ...	PSYC 150 0...	PSYC 150 0...	HIST 017A ...	HIST 017A ...	PSYC 150 0...	PSYC 150 0...	HIST 0...			
10:00 AM			ENGR 108 ...	ENGR 108 ...	PSYC 134 0...	PSYC 134 0...	ENGR 108 ...	ENGR 108 ...	PSYC 134 0...	PSYC 134 0...	ENGR 108 ...	ENGR 108 ...		
11:00 AM			GSST 001S ...	GSST 001S ...			GSST 001S ...	GSST 001S ...			GSST 001S ...	GSST 001S ...		
12:00 PM					ETST 002 ...	ETST 002 ...			ETST 002 ...	ETST 002 ...				
1:00 PM			SOC 010 0...	SOC 010 0...			SOC 010 0...	SOC 010 0...			SOC 010 0...	SOC 010 0...		

Default is 1; user can change.

Hover cursor over one of the events - can view its summary details.

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**.

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13. See following:

← Tue Oct 01 2019 → View Standard (default) Overlapping

	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
☆ CHUNG 127																	
☆ CHUNG 128																	
☆ CHUNG 129																	
☆ CHUNG 135																	
☆ CHUNG 136																	

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.

Add New Untitled X Untitled X

- Event Name
- Event Title
- Event Type
- Primary Organization
- Expected Head Count
- Date and Time
- Locations
- Instructor
- Notes
- Event State
- Create Another and Relate

Event Name - Required

Event Title

Event Type - Required
Select an item

Primary Organization - Required
Search organizations Remove

Create Organization

Expected Head Count

Date and Time - Required

Tue Oct 01 2019
11:00 am
To:
11:30 am

Locations

Locations Search ^

Auto-Load Starred: **No** **Yes**

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:

The screenshot shows a search interface with the following elements:

- Select Object:** Events (dropdown)
- Search Field:** HIST 020
- Search Status:** Search has not been saved
- Buttons:** Reset, Save As, Search
- More Options:**
 - Cabinets:** 201940 (Fall)
 - Types:** DIS (Discussion)
 - Categories:**
 - Roles:**
 - States:**
- Calendar View:** All Dates, Future Only, All Dates, Choose Columns
- Table:**

Name	Your Role	Start Date	Start Time	Creation Date	State	Locations
ENTM 010 020 1450		Thu Mar 31 2016	3:10 pm	Mon May 16 2016 5:11 pm	Tentative	SURGE 172
ENTM 010 020 14754		Thu Sep 28 2017	12:10 pm	Tue Apr 04 2017 8:07 pm	Tentative	ENTMU 103

8. Click: **Search**.
9. See following:

List		Calendar		← All Dates →		Future Only	All Dates	Choose Columns	↻	?	
	Name	Title	Reference	Organizations	Type ^	Your Role	Start Date	Start Time	Creation Date	State	Locations
☆	ENTM 010 020 27812	NATURAL HISTORY OF INSECTS	2019-AAZXMH	ENTM	DIS (Discussion)		Thu Sep 26 2019	12:00 pm	Tue Mar 05 2019 9:20 am	Tentative	ENTMU 103
☆	HIST 020 021 15897	WORLD HIST: TWENTIETH CENTURY	2019-AAZJPS	HIST	DIS (Discussion)		Mon Sep 30 2019	12:00 pm	Thu Feb 07 2019 3:40 pm	Tentative	HMNSS 1404
☆	HIST 020 022 15898	WORLD HIST: TWENTIETH CENTURY	2019-AAZJPT	HIST	DIS (Discussion)		Mon Sep 30 2019	1:00 pm	Thu Feb 07 2019 3:40 pm	Tentative	HMNSS 1404

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:

Select Object: Events Saved Searches (optional)

Quick Search Advanced

Enter Event Search

More Options Reset Save As Search

- Cabinets
 - 2018 Spot Scheduling
- Organizations
 - GRADUATE DIVISION
- Types
- Categories
- Roles
- States

All Dates → Future Only All Dates Choose Columns

Your Role	Start Date	Start Time	Creation Date	State
	Thu Sep 26 2019	12:00 pm	Tue Mar 05 2019 9:20 am	Tentative
	Mon Sep 30 2019	12:00 pm	Thu Feb 07 2019 3:40 pm	Tentative

- Click **Go**.
- See following:

List Calendar ← All Dates → Future Only All Dates Choose Columns ↻ ?

Name	Title	Reference	Organizations	Type	Your Role	Start Date	Start Time	Creation Date	State	Locations
★ GRADUATE DIVISION		2018-AAVTQW	GRADUATE DIVISION	Presentation		Wed Feb 21 2018	11:10 am	Thu Jan 25 2018 8:51 am	Confirmed	SPR 2340
★ 2018 New Graduate Student Orientation		2018-AAVNS	GRADUATE DIVISION	Orientation		Mon Sep 24 2018	11:10 am	Mon Feb 05 2018 9:23 am	Confirmed	UNLH 1000
★ Fall 2018 TA Orientation Day 1	Training Room 1	2018-AAWASQ	GRADUATE DIVISION	Orientation		Tue Sep 25 2018	8:10 am	Wed Feb 28 2018 4:54 pm	Confirmed	CHUNG 141
★ Fall 2018 TA Orientation Day 1	Training Room 2	2018-AAWATD	GRADUATE DIVISION	Orientation		Tue Sep 25 2018	8:10 am	Wed Feb 28 2018 4:58 pm	Confirmed	CHUNG 142
★ Fall 2018 TA Orientation Day 1	Training Room 3	2018-AAWATO	GRADUATE DIVISION	Orientation		Tue Sep 25 2018	8:10 am	Wed Feb 28 2018 5:04 pm	Confirmed	CHUNG 143