

LOOK UP FINAL EXAM INFORMATION

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REVISION HISTORY

Version	Date	Name	Description
1	2/24/15	Margaret Stewart	Initial procedures -TCS (incomplete)
2	8/3/18	Margaret Stewart	Updated procedures to reflect performance under LYNX interface (effective Winter 2018)
3	7/31/19	Margaret Stewart	Updated procedures to address elements specific to Summer Sessions
4	8/8/19	Erik Staiger	Updated procedures/screenshots to reflect upcoming switch to 25Live Pro
5.	11/19/19	Margaret Stewart	Minor edit and delete Final Quiz section

INTRODUCTION AND PURPOSE

The purpose of this document is to provide the steps to obtain final exam information in a given term.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

All classroom scheduling resides in 25Live; this includes final exam scheduling. Academic Scheduling automatically schedules a final exam for all undergraduate lectures meeting in a general assignment classroom in winter, spring, and fall terms. In addition, the 25Live interface LYNX includes a final exam scheduling program that Academic Scheduling is utilizing effective Winter 2018. In Banner, the final exam date and time of a given undergraduate lecture cannot be obtained at the section level (page SSASECT). On the online Schedule of Classes, a lecture section will include a Web link to the final exams matrix on the Registrar's Web site. However, once final exams are scheduled along with searching or running a report in 25Live, users can also search the live final exams schedule (set up in 25Live Publisher) when the final exams schedule for a given term is published. This live schedule is also posted on the Registrar's Web site and is targeted to be available by the end of the seventh week of the current quarter.

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/pro/ucrt#!/home/dash>) to follow along.

PAGES

No Banner pages are addressed in these procedures.

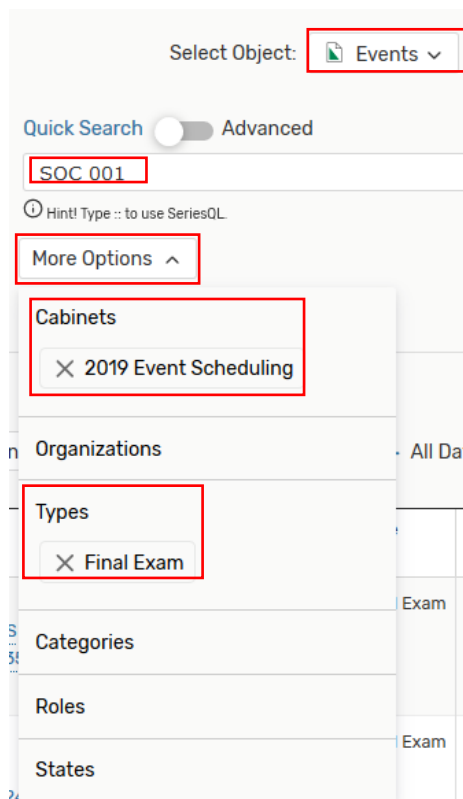
PROCEDURES

LOOKING UP FINAL EXAMS – QUICK SEARCH

Useful for finding final exam information for a specific lecture.

STEPS

1. In this example, a search will be conducted to see if for **Summer 2019** a final exam for **SOC 001** was scheduled, and if so, when and where.
2. Click the **Go to Search** button.
3. In the **Enter Event Search** field, enter **SOC 001**.
4. Click the **More Options** drop-down menu.
5. From the **Cabinets** drop-down menu, select **2019 Event Scheduling**.
6. Click **Types** in the same drop-down menu.
7. From the **Event Types** drop-down menu, select **Final Exam**, then click **Done**.
8. See following:



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

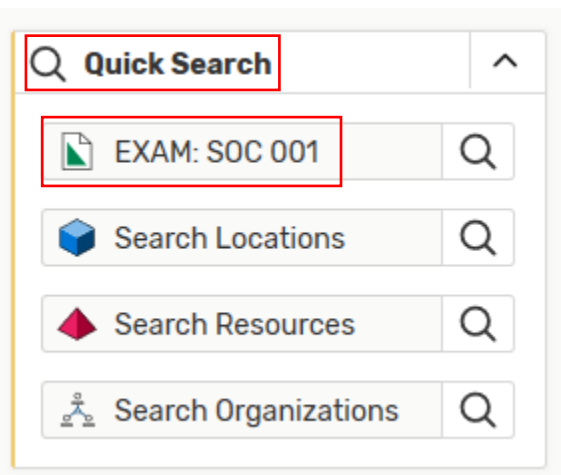
	Name	Title	Reference	Organizations	Type	Your Role	Start Date	Start Time	Creation Date	State	Locations
☆	EXAM: SOC 135S 001 64935	EXAM: CONFLICT	2019-ABAGDL	SOC	Final Exam		Wed Jun 12 2019	8:00 am	Fri May 10 2019 4:23 pm	Tentative	HMNS 1501
☆	EXAM: SOC 168 001 64924	EXAM: DEVELOPMENT OF SOCIOLOGICAL THEORY	2019-ABAGDH	SOC	Final Exam		Tue Jun 11 2019	3:00 pm	Fri May 10 2019 4:23 pm	Tentative	BRNH B118

Naming convention:
 EXAM: (space)
 Subject (space)
 Course ID (space)
 Section (space)
 XL (if cross-listed) (space)
 CRN

Final exam naming convention in 25Live. Must be followed to ensure complete exam information comes up on the live final exams schedule.

11. Even quicker search:

- a. On the **Home Dashboard**, locate the **Quick Search** section.
- b. In the **Search Events** option, enter **EXAM: SOC 001** and click the **Magnifying Glass**.
- c. See following:



Select Object: Events ▼ Saved Searches (optional) ▼

Quick Search Advanced

EXAM: SOC 001 × ?

Hint! Type :: to use SeriesQL Search has not been saved

More Options ▼ Reset | Save As Search

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
	EXAM: SOC 003 00159458	EXAM: THEORETICAL PERSPECTIVES IN SOC	2019-ABAFDA	SOC	Final Exam		Mon Jun	8:00 am	Fri May 10 2019 4:23 pm	Tentative	WAT 1000
	EXAM: GRK 141 00164711	EXAM: THE PRE-SOCRATICS	2019-ABAGBL	GRK	Final Exam		Thu Jun 13 2019	11:30 am	Fri May 10 2019 4:23 pm	Tentative	SPR 2339

Summer Sessions final exams will each include its Part of Term (POT) code, unless scheduled by the LYNX Exam Scheduler.

RUNNING FINAL EXAM REPORTS

A list of scheduled final exams can be obtained in 25Live by running an event report. To set up the event search that is a parameter for this report, please refer to procedures “25Live – Create an Event Search.”

STEPS

1. Click the **More** button in the top right corner of the screen, and then **Reports**.
2. In this example, a report will be generated that lists the **Spring 2019 final exams schedule**.
3. Navigate to the **Event Reports** sub-tab.
4. In the **Select an item** pop-up menu, select **Academic Term Summary – Excel**.

5. See following:

6. From the **Event Search** pop-up menu, select the desired search.
 - a. In this example, the search created in procedures “25Live – Create an Event Search” will be selected (**Spring Final Exams**).
7. Select one of the **Report Delivery Options**.
 - a. **Tip:** emailing the report to yourself is the quickest method to generate the report.
8. Once all required parameters and a delivery option have been selected, click **Run Report** button at bottom right of screen.
9. Reports with more data will take longer to generate. Once ready, either a prompt to open the report will come up, or the report will be emailed to the user.
10. The opened Excel will have two worksheets. The first worksheet lists a summary of that report’s parameters; the second worksheet lists the report output.
11. See following:

Report Name	Academic Term Summary - Excel
Event Search	Spring Final Exams
Total Events	659
Print Date/Time	Aug 06 2018, 11:27 A.M.

Course	Title	Reference #	Reservation Name
EXAM: AHS 017C 001 50008	EXAM: WESTERN ART: BAROQUE TO MODER	2018-AAWQTP	EXAM: 06/15/2018
EXAM: ANTH 001 001 50107	EXAM: CULTURAL ANTHROPOLOGY	2018-AAWQTR	EXAM: 06/09/2018
EXAM: ANTH 001H 001 63207	EXAM: HONORS CULTURAL ANTHROPOLOGY	2018-AAWSSQ	EXAM: 06/09/2018
EXAM: ANTH 003 001 50139	EXAM: WORLD PREHISTORY	2018-AAWQTS	EXAM: 06/13/2018
EXAM: ANTH 006 001 XL 63309	EXAM: INTRODUCTION TO WORLD MUSIC	2018-AAWSTL	EXAM: 06/14/2018
EXAM: ANTH 007 001 62340	EXAM: INTRO LINGUISTIC ANTHROPOLOGY	2018-AAWSHA	EXAM: 06/14/2018
EXAM: ANTH 109 001 XL 63302	EXAM: WMN,POL&SOC MVMTS: GLOBAL PER	2018-AAWSTH	EXAM: 06/14/2018
EXAM: ANTH 118 001 62369	EXAM: ORIGINS OF CITIES	2018-AAWSHV	EXAM: 06/15/2018
EXAM: ANTH 121 001 62375	EXAM: ANTHRO THEORIES OF ARTS	2018-AAWSJB	EXAM: 06/14/2018
EXAM: ANTH 127S 001 62378	EXAM: POLITICAL ANTHROPOLOGY	2018-AAWSJD	EXAM: 06/14/2018
EXAM: ANTH 165G 001 62377	EXAM: ANTHROPOLOGICAL METHODS	2018-AAWSJC	EXAM: 06/14/2018
EXAM: ANTH 188 001 XL 63303	EXAM: ISLAM, WOMEN, AND THE STATE	2018-AAWSTJ	EXAM: 06/13/2018
EXAM: ARBC 003 001 50338		2018-AAWTNH	
EXAM: ARBC 003 002 50339		2018-AAWVJB	

12. **Tip:** remove columns and adjust column widths so only pertinent data is in the report.

13. See following (updated format):

Course	Event Start	Event End	MO	TU	WE	TH	FR	SA	Event Start	Event End	Reg Head	
	Date	Date							Time	Time	Count	Location
EXAM: AHS 017C 001 50008	6/15/2018	6/15/2018					FR		11:30 AM	2:30 PM	146	WAT 1000
EXAM: ANTH 001 001 50107	6/9/2018	6/9/2018						SA	7:00 PM	10:00 PM	534	UNLH 1000
EXAM: ANTH 001H 001 63207	6/9/2018	6/9/2018						SA	7:00 PM	10:00 PM	6	UNLH 1000
EXAM: ANTH 003 001 50139	6/13/2018	6/13/2018			WE				7:00 PM	10:00 PM	221	BRNHL B118
EXAM: ANTH 006 001 XL 63309	6/14/2018	6/14/2018				TH			7:00 PM	10:00 PM	293	INTN 1020
EXAM: ANTH 007 001 62340	6/14/2018	6/14/2018				TH			3:00 PM	6:00 PM	69	OLMH 1208
EXAM: ANTH 109 001 XL 63302	6/14/2018	6/14/2018				TH			7:00 PM	10:00 PM	43	SPR 2343
EXAM: ANTH 118 001 62369	6/15/2018	6/15/2018					FR		11:30 AM	2:30 PM	53	SPR 2355
EXAM: ANTH 121 001 62375	6/14/2018	6/14/2018				TH			3:00 PM	6:00 PM	45	INTN 1006
EXAM: ANTH 127S 001 62378	6/14/2018	6/14/2018				TH			11:30 AM	2:30 PM	99	PHY 2000
EXAM: ANTH 165G 001 62377	6/14/2018	6/14/2018				TH			8:00 AM	11:00 AM	32	SPR 2355
EXAM: ANTH 188 001 XL 63303	6/13/2018	6/13/2018			WE				7:00 PM	10:00 PM	29	SPTH 1222
EXAM: ARBC 003 001 50338	6/12/2018	6/12/2018		TU					3:00 PM	6:00 PM	0	HMNS 1401
EXAM: ARBC 003 002 50339	6/12/2018	6/12/2018		TU					3:00 PM	6:00 PM	0	SPR 2343

14. The next example lists the **Summer 2019 final exams schedule**.

15. Follow **steps 3-10** above except in the report parameters select event search **“Summer Final Exams”**.

16. See following:

Starrd Reports **Event Reports** Location Reports Resource Reports Other Reports

Academic Term Summary - Excel ↻

About This Report

Academic Term Summary - Excel

Lists events scheduled during an academic term: the date range, days, and meeting times for each event reservation (and any bound reservations); the reservation expected and registered head counts; the instructor, and the room(s) where the event is scheduled.

This report is designed to open directly in Microsoft Excel or Open Office Calc. The Excel Workbook contains two worksheets. The first worksheet lists the report parameters supplied by the user when the report was run. The second worksheet (Class Listing-2) lists the relevant event data.

You might print this report at the end of the scheduling process for a term to have a printed copy of all classes and scheduling details.

Select Report Parameters

* Event Search: Summer 2019 Final Exams Test

Report Delivery Options

View this report now

Email this report to yourself

Email this report to...

Run Report

17. See following report with updated format:

Course	Title	Event Start Date	FR	SA	Event Start Time	Event End Time	Exp Head Count	Reg Head Count	Location
EXAM: ENGL 004 E07 70860	E	9/13/2019	FR		9:00 AM	12:00 PM	20	0	OLMH 1122
EXAM: ENGL 008 E00 72524	E	9/13/2019	FR		1:00 PM	3:00 PM	20	0	INTS 1125
EXAM: ENGL 008 E02 72526	E	9/13/2019	FR		1:00 PM	3:00 PM	20	0	INTS 1130
EXAM: ENGL 008 E04 73477	E	9/13/2019	FR		1:00 PM	3:00 PM	20	0	OLMH 1127
EXA	E	9/13/2019	FR		1:00 PM	3:00 PM	20	0	INTS 1121
EXA	E	9/13/2019	FR		1:00 PM	3:00 PM	20	0	INTS 1132
EXA	E	9/13/2019	FR		1:00 PM	3:00 PM	20	0	INTS 1134
EXA	E	9/13/2019	FR		1:00 PM	3:00 PM	20	0	INTS 2130
EXA	E	9/13/2019	FR		1:00 PM	3:00 PM	20	0	INTS 2132
EXA	E	9/13/2019	FR		1:00 PM	3:00 PM	20	0	OLMH 1126
EXA	E	9/13/2019	FR		1:00 PM	3:00 PM	20	0	OLMH 1116
EXAM: ENGL 008 E20 73374	E	9/13/2019	FR		1:00 PM	3:00 PM	20	0	INTS 2134
EXAM: ENGL 008 E22 73376	E	9/13/2019	FR		1:00 PM	3:00 PM	20	0	INTS 2136
EXAM: ENGL 023 A01 73255	EXAM: AFRICAN AMERICAN AUTOBIOGRAPI	7/26/2019	FR		1:00 PM	3:00 PM	30	2	OLMH 1132
EXAM: ENGL 102 B01 73481	EXAM: INTRO TO CRITICAL METHODS	8/31/2019		SA	10:30 AM	12:30 PM	25	9	OLMH 1136
EXAM: ENGL 102W B01 73256	EXAM: INTRO TO CRITICAL METHODS	8/30/2019	FR		6:00 PM	8:00 PM	20	10	OLMH 1126
EXAM: ENGL 117T B01 70929	EXAM: TOPICS IN SHAKESPEARE	8/30/2019	FR		1:00 PM	3:00 PM	30	28	OLMH 1116
EXAM: ENGL 120T A01 70930	EXAM: STUDIES IN NATIVE AMER LIT	7/26/2019	FR		1:00 PM	3:00 PM	30	12	OLMH 1136
EXAM: ENGL 134 A01 72296	EXAM: AM LIT 1945-PRESENT	7/27/2019		SA	10:30 AM	12:30 PM	30	25	OLMH 1132
EXAM: ENGL 136 A01 73257	EXAM: LATINA/O LITERATURE	7/26/2019	FR		1:00 PM	3:00 PM	30	2	SPTH 1222
EXAM: ENGL 138B B01 73258	EXAM: AFR AM LIT SINCE HARLEM RENAISS	8/30/2019	FR		1:00 PM	3:00 PM	30	10	HMNS 1405

POT codes will be listed for manually-scheduled exams

FINAL EXAM LIVE SEARCH

For Fall, Winter, and Spring Quarters



FINAL EXAM LIVE SEARCH

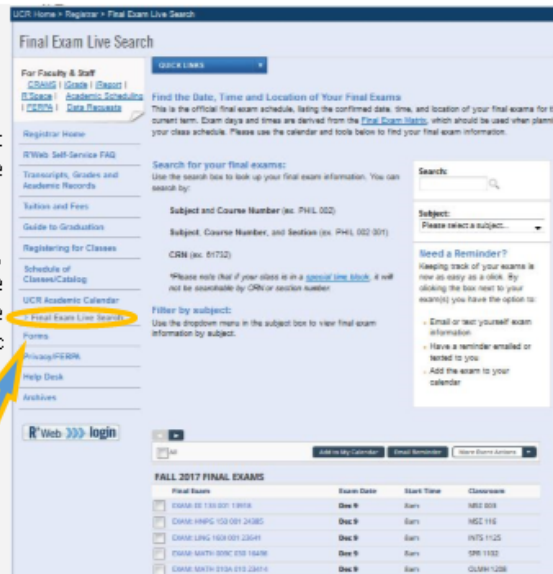
Main Features:

- Data is live and up-to-date
- Search or filter to find final exams
- Event Actions allow users to receive email and text notifications about their exams, receive reminders before their exams, and add their exams to a calendar

Until exams have had their rooms scheduled for the term, this calendar will display a message directing users to the Final Exam matrix. The final exam schedule will generally be available during the 6th week of instruction, but Academic Scheduling will notify staff when the schedule is live.

The link to this page is under the UCR Academic Calendar option on the sidebar of the Registrar's website.

URL: registrar.ucr.edu/registrar/final-exam-live/



Please note that some final exams may not be searchable using this tool. If you are unable to locate your final exam after attempting to search, please contact the Office of the Registrar at academicscheduling@ucr.edu

Search:

Search for Final Exams by:

- Subject and Course Number (ex. PHIL 002)
- Subject, Course Number, and Section (ex. Phil 002 001)
- CRN (ex. 61732)

Filter for Final Exams:

- Select a subject from the drop-down menu to see all final exams scheduled for that subject code

Subject:

Please select a subject..

Exam Date	Start Time
Dec 9	8am
Dec 9	8am

Event Actions:

- Add to My Calendar
- Email / Text Exam Information
- Email / Text Reminder

These Event Actions can be accessed by either selecting the box next to the user's final exam and utilizing the menu on the main calendar view, or by clicking on the final exam title and selecting the menu options from the event view.

The Final Exam Matrix is located on the Registrar's website: Plan for Your Final Exams under Register for Classes.

Students and instructors can utilize this reference tool to find the day and time of their final exams prior to the live calendar being activated for the current term or when registering for classes for the next term.

For Summer Sessions

Final Exam Schedules

Use the lookup tool below to find the scheduled final exams for your Summer Sessions classes. This schedule may be updated, so check your final exam times periodically.

The majority of the final exam schedules will be posted here, but please keep in mind that there may be some exceptions. If you need help finding the schedule for your class's final exam, visit Summer Sessions at the HUB Info Desk beginning in mid-March.

Use the search function to find your exam by CRN (e.g., 71234) or by course subject and number (e.g., ANTH 001), or filter your results by the course subject or the session.

Search:

Subject

Session

SUMMER 2019 FINAL EXAMS

Final Exam	Exam Date	Start Time	Classroom	Session
EXAM: CHEM 008B C00 72966	Aug 2	3:30pm	MSE 116	C2
EXAM: CHEM 008C C00 72978	Aug 23	3:30pm	MSE 116	C3
EXAM: ART 002 B01 70099	Aug 30	8am	ARTS 402	B
EXAM: ART 003 B01 70103	Aug 30	8am	ARTS 045	B
EXAM: BUS 165C B01 70324	Aug 30	8am	BRNHL A125	B
EXAM: CBNS 121 B01 73575	Aug 30	8am	SPR 2360	B
EXAM: CS 161 B01 73643	Aug 30	8am	BOYHL 1471	B
EXAM: EDUC 133 B01 70717	Aug 30	8am	SPR 2365	B
EXAM: EDUC 172 B01 73411	Aug 30	8am	MSE 103	B
EXAM: ETST 001 B01 72847	Aug 30	8am	CHUNG 142	B

Hovering over or clicking on a final exam link provides options to add the final to your calendar or forward the information to friends