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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 SSA SECT). 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:
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:

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

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

12. Tip: remove columns and adjust column widths so only pertinent data is in the report.
13. See following (updated format):

<table>
<thead>
<tr>
<th>Course</th>
<th>Event Start Date</th>
<th>Event End Date</th>
<th>MO</th>
<th>TU</th>
<th>WE</th>
<th>TH</th>
<th>FR</th>
<th>SA Event Start Time</th>
<th>Event End Time</th>
<th>Reg Head Count</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXAM AHS 017C 50008</td>
<td>6/15/2018</td>
<td>6/15/2018</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>11:30 AM</td>
<td>2:30 PM</td>
<td>146</td>
<td>WAT 1000</td>
</tr>
<tr>
<td>EXAM ANTH 001 50107</td>
<td>6/9/2018</td>
<td>6/9/2018</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7:00 PM</td>
<td>10:00 PM</td>
<td>534</td>
<td>UNLH 1000</td>
</tr>
<tr>
<td>EXAM ANTH 001H 63207</td>
<td>6/9/2018</td>
<td>6/9/2018</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7:00 PM</td>
<td>10:00 PM</td>
<td>6</td>
<td>UNLH 1000</td>
</tr>
<tr>
<td>EXAM ANTH 003 50139</td>
<td>6/13/2018</td>
<td>6/13/2018</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>WE</td>
<td>7:00 PM</td>
<td>10:00 PM</td>
<td>221</td>
<td>BRN 1116</td>
</tr>
<tr>
<td>EXAM ANTH 006 63309</td>
<td>6/14/2018</td>
<td>6/14/2018</td>
<td></td>
<td></td>
<td>TH</td>
<td></td>
<td></td>
<td>7:00 PM</td>
<td>10:00 PM</td>
<td>293</td>
<td>INTN 1020</td>
</tr>
<tr>
<td>EXAM ANTH 007 62340</td>
<td>6/14/2018</td>
<td>6/14/2018</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>TH</td>
<td>3:00 PM</td>
<td>6:00 PM</td>
<td>89</td>
<td>OLMH 1208</td>
</tr>
<tr>
<td>EXAM ANTH 109 63302</td>
<td>6/14/2018</td>
<td>6/14/2018</td>
<td></td>
<td></td>
<td>TH</td>
<td></td>
<td></td>
<td>7:00 PM</td>
<td>10:00 PM</td>
<td>43</td>
<td>SPR 2343</td>
</tr>
<tr>
<td>EXAM ANTH 118 63369</td>
<td>6/15/2018</td>
<td>6/15/2018</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>FR</td>
<td>11:30 AM</td>
<td>2:30 PM</td>
<td>53</td>
<td>SPR 2343</td>
</tr>
<tr>
<td>EXAM ANTH 121 62375</td>
<td>6/14/2018</td>
<td>6/14/2018</td>
<td></td>
<td></td>
<td>TH</td>
<td></td>
<td></td>
<td>3:00 PM</td>
<td>6:00 PM</td>
<td>45</td>
<td>INTN 1006</td>
</tr>
<tr>
<td>EXAM ANTH 127 62378</td>
<td>6/14/2018</td>
<td>6/14/2018</td>
<td></td>
<td></td>
<td>TH</td>
<td></td>
<td></td>
<td>11:30 AM</td>
<td>2:30 PM</td>
<td>99</td>
<td>PHY 2000</td>
</tr>
<tr>
<td>EXAM ANTH 156 62377</td>
<td>6/14/2018</td>
<td>6/14/2018</td>
<td></td>
<td></td>
<td>TH</td>
<td></td>
<td></td>
<td>8:00 AM</td>
<td>11:00 AM</td>
<td>32</td>
<td>SPR 2355</td>
</tr>
<tr>
<td>EXAM ANTH 158A 63303</td>
<td>6/13/2018</td>
<td>6/13/2018</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>WE</td>
<td>7:00 PM</td>
<td>10:00 PM</td>
<td>29</td>
<td>SPTH 1222</td>
</tr>
<tr>
<td>EXAM ARBC 003 50338</td>
<td>6/12/2018</td>
<td>6/12/2018</td>
<td></td>
<td></td>
<td>TU</td>
<td></td>
<td></td>
<td>3:00 PM</td>
<td>6:00 PM</td>
<td>0</td>
<td>HNNNS 1401</td>
</tr>
<tr>
<td>EXAM ARBC 003 50339</td>
<td>6/12/2018</td>
<td>6/12/2018</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3:00 PM</td>
<td>6:00 PM</td>
<td>0</td>
<td>SPR 2343</td>
</tr>
</tbody>
</table>

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:

17. See following report with updated format:

POT codes will be listed for manually-scheduled exams
FINAL EXAM LIVE SEARCH
For Fall, Winter, and Spring Quarters

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 4th 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 academcischeduling@ucr.edu

Search for Final Exams by:
- Subject and Course Number (ex. PHIL 002)
- Subject, Course Number, and Section (ex. Phil 002 001)
- CRN (ex. 61782)

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

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

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

<table>
<thead>
<tr>
<th>Final Exam</th>
<th>Exam Date</th>
<th>Start Time</th>
<th>Classroom</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXAM: CHM 008B CRN 72966</td>
<td>Aug 23</td>
<td>3:30pm</td>
<td>MSE 116</td>
<td>C2</td>
</tr>
<tr>
<td>EXAM: CHM 008C CRN 72927</td>
<td>Aug 26</td>
<td>3:30pm</td>
<td>MSE 116</td>
<td>C3</td>
</tr>
<tr>
<td>EXAM: ART 002 801 70099</td>
<td>Aug 30</td>
<td>8am</td>
<td>ARTS 402</td>
<td>B</td>
</tr>
<tr>
<td>EXAM: ART 003 801 70103</td>
<td>Aug 30</td>
<td>8am</td>
<td>ARTS 402</td>
<td>B</td>
</tr>
<tr>
<td>EXAM: BUS 166C 801 70024</td>
<td>Aug 30</td>
<td>8am</td>
<td>BROWN H123</td>
<td>B</td>
</tr>
<tr>
<td>EXAM: CBOR 121 801 70375</td>
<td>Aug 30</td>
<td>8am</td>
<td>SPR 2280</td>
<td>B</td>
</tr>
<tr>
<td>EXAM: CS161 801 73643</td>
<td>Aug 30</td>
<td>8am</td>
<td>BOURL 1471</td>
<td>B</td>
</tr>
<tr>
<td>EXAM: EDUC 133 801 70717</td>
<td>Aug 30</td>
<td>8am</td>
<td>SPR 2285</td>
<td>B</td>
</tr>
<tr>
<td>EXAM: EDUC 172 801 73411</td>
<td>Aug 30</td>
<td>8am</td>
<td>MSE 116</td>
<td>B</td>
</tr>
<tr>
<td>EXAM: ETS MT 801 72847</td>
<td>Aug 30</td>
<td>8am</td>
<td>CHUNG 142</td>
<td>B</td>
</tr>
</tbody>
</table>