

Changing a department classroom assignment (after running Schedule 25 Optimizer)

APPROVAL HISTORY

<u>Approving Party</u>	<u>Version Approved</u>	<u>Date</u>
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REVISION HISTORY

<u>Version Number</u>	<u>Date</u>	<u>Description</u>	<u>Revised By</u>
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Purpose

To ensure students have current information about a course in the online Schedule of Classes.

Related Policies and Regulations

Academic Scheduling maintains the Schedule of Classes with current information. Course scheduling is maintained in Banner with a transactional process updating course data from Banner to Series 25 (25Live). Scheduling of classrooms is maintained in 25Live with the transactional process updating room assignments from 25Live back to Banner.

Impacted Departments

A list of the departments affected (i.e. Financial Aid, Graduate Division).

1. Registrar's Office
2. Academic departments
3. College offices

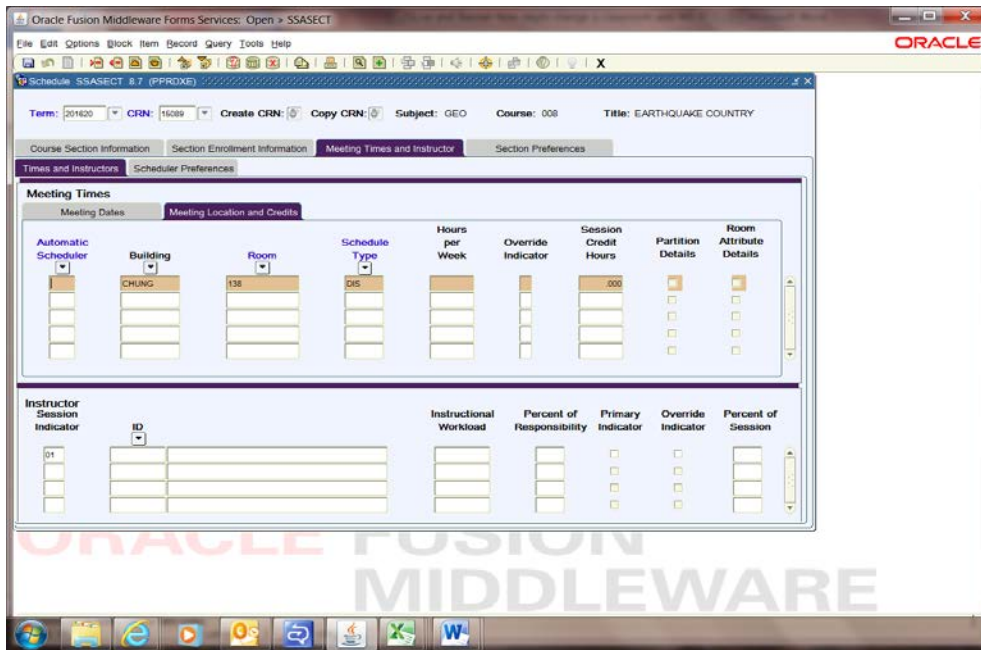
Procedures

1. General overview

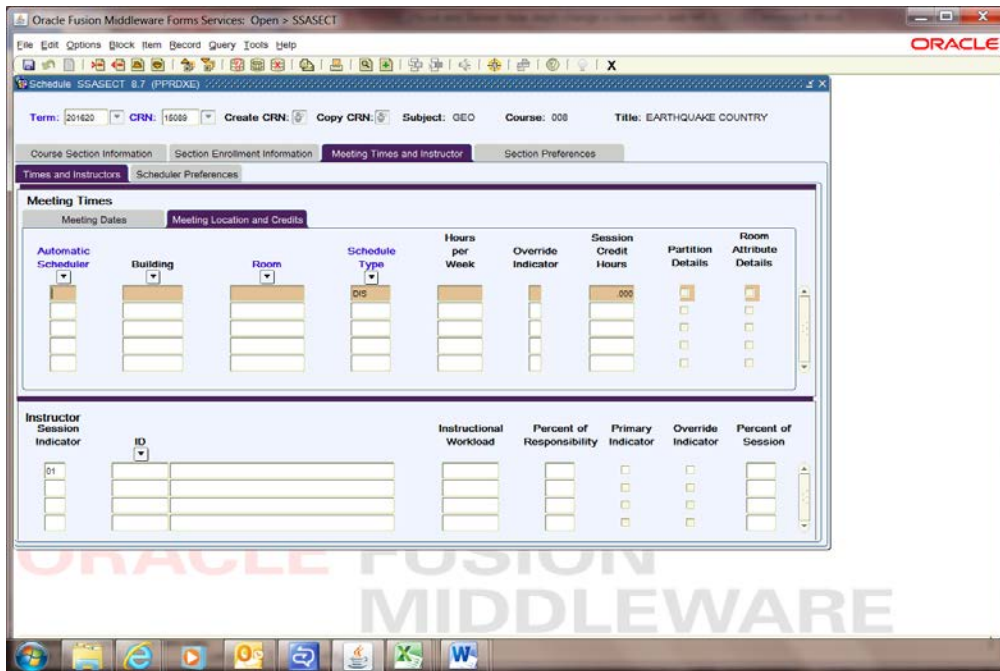
- a. After Academic Scheduling runs the Schedule 25 Optimizer and exports all room assignments made in 25Live back to Banner, a transactional mechanism between the two softwares is activated by Computing and Communications
- b. Once transactional is turned on, course updates in Banner will be sent to 25Live, and updates made in 25Live will transfer back to Banner (average transfer time approximately 4-6 minutes after completed update)
- c. Current Academic Scheduling policy is all course data must be updated in Banner with the exception of assigning a classroom. All classroom assignments must be made in 25Live
- d. If a course section contains a classroom assignment in Banner (i.e., after assigned classrooms are exported back to Banner), and the assigned classroom needs to be changed, follow these steps:
 - i. Remove the assigned classroom in Banner
 - ii. This update will transfer to 25Live via the transactional process
 - iii. Schedule the new classroom for the course section in 25Live
 - iv. The new classroom assignment will transfer back to Banner via the transactional process

2. Removing classroom assignment in Banner

- a. At Banner main page, type SSASECT and <enter>
- b. Type in the term and CRN number of desired course section and click Next Block
- c. Click: Meeting Times and Instructor tab
- d. Tab until the Building and Room fields are in view
- e. At this point, screen should appear similar to the following:



- f. Tab to the Building field and delete the assigned building
- g. Tab to the Room field and delete the assigned room
- h. Save
- i. After tabbing over to the Building and Room fields, screen should appear similar to the following:



3. Confirming course data updates in 25Live
 - a. Reminder: transactional process of transferring course data updates from Banner to 25Live takes about 4-6 minutes
 - b. Open and log into 25Live
 - c. At the Home tab in Dashboard view, click the Events tab
 - e. Click: Search For Events tab
 - f. In the keyword box enter the course and section (ex. GEO 008 022)
 - g. Click: More Search Options link next to the Search by Keyword box
 - h. Click: drop-down box by Cabinet and select desired term
 - i. Click: Go
 - j. Use the numbered tabs in lower right hand corner of screen to find desired course section
 - k. Click on desired section
 - l. Select Details tab if not already selected

m. Course data should match what was updated in Banner. See following screen prints:

Before Banner update, note that CHUNG 138 is assigned

Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Creation Date	State	Locations
GEO 008 021	EARTHQUAKE COUNTRY	2015-AAEOMT	GEO	Section			Mar,28,2016	Apr,29,2015	Tentative	SPTH 2200
GEO 008 022	EARTHQUAKE COUNTRY	2015-AAELXQ	GEO	Section			Apr,01,2016	Apr,27,2015	Tentative	CHUNG 138
GEO 008 023	EARTHQUAKE COUNTRY	2015-AAELXR	GEO	Section			Mar,28,2016	Apr,27,2015	Tentative	CHUNG 138
GEO 008 024	EARTHQUAKE COUNTRY	2015-AAELXS	GEO	Section			Mar,28,2016	Apr,27,2015	Tentative	PHY 2000
GEO 008 025	EARTHQUAKE COUNTRY	2015-AAELXT	GEO	Section			Apr,01,2016	Apr,27,2015	Tentative	SPTH 1307
GEO 008 026	EARTHQUAKE COUNTRY	2015-AAELXU	GEO	Section			Mar,31,2016	Apr,27,2015	Tentative	
GEO 008 027	EARTHQUAKE COUNTRY	2015-AAELXV	GEO	Section			Mar,28,2016	Apr,27,2015	Tentative	SPTH 1307
GEO 008 028	EARTHQUAKE COUNTRY	2015-AAELXW	GEO	Section			Apr,01,2016	Apr,27,2015	Tentative	
GEO 008 029	EARTHQUAKE COUNTRY	2015-AAELXX	GEO	Section			Mar,29,2016	Apr,27,2015	Tentative	
GEO 008 030	EARTHQUAKE COUNTRY	2015-AAELXY	GEO	Section			Mar,30,2016	Apr,27,2015	Tentative	

After Banner update, note that the room assignment now states "none" for all meetings

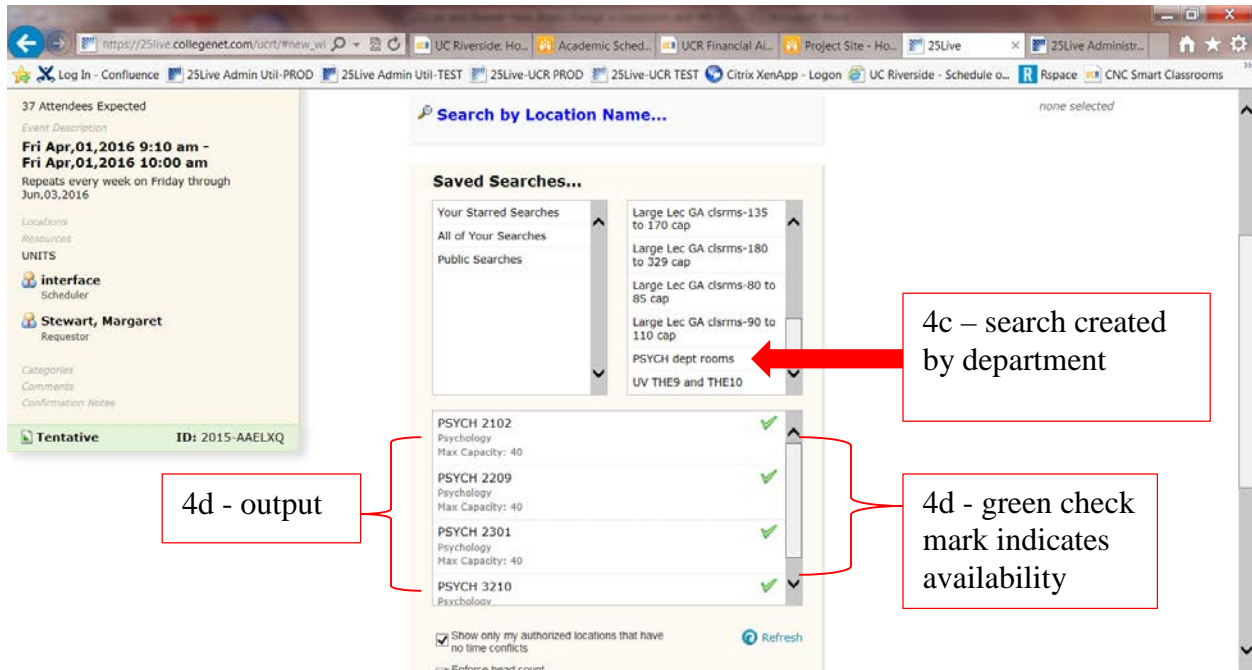
Event Details		Event Occurrences					
Event Name:	GEO 008 022	Reservation	Start Date	Start Time	End Date	End Time	Assignments
Event Title:	EARTHQUAKE COUNTRY	15089-01	Fri Apr,01,2016	9:10am	Fri Apr,01,2016	10:00am	none
Event Type:	Section	15089-01	Fri Apr,08,2016	9:10am	Fri Apr,08,2016	10:00am	none
Reference:	2015-AAELXQ	15089-01	Fri Apr,15,2016	9:10am	Fri Apr,15,2016	10:00am	none
Alien UID:	TCS20162015089	15089-01	Fri Apr,22,2016	9:10am	Fri Apr,22,2016	10:00am	none
State:	Tentative	15089-01	Fri Apr,29,2016	9:10am	Fri Apr,29,2016	10:00am	none
Organization:	GEO	15089-01	Fri May,06,2016	9:10am	Fri May,06,2016	10:00am	none
Cabinet:	2016 Spring	15089-01	Fri May,13,2016	9:10am	Fri May,13,2016	10:00am	none
Scheduler:	interface	15089-01	Fri May,20,2016	9:10am	Fri May,20,2016	10:00am	none
Requestor:	Stewart, Margaret	15089-01	Fri May,27,2016	9:10am	Fri May,27,2016	10:00am	none
Head Count:	37 expected; 0 registered	15089-01	Fri Jun,03,2016	9:10am	Fri Jun,03,2016	10:00am	none
Tasks Completed:							
Approvals:	0/0						
Assignments:	0/0						
To Do's:	0/0						
Event Custom Attributes:							
UNITS:	0						

4. Assigning new classroom in 25Live

- a. Click: Edit this Event button
- b. Click: Forward button (blue arrow pointing to the right), located in upper right

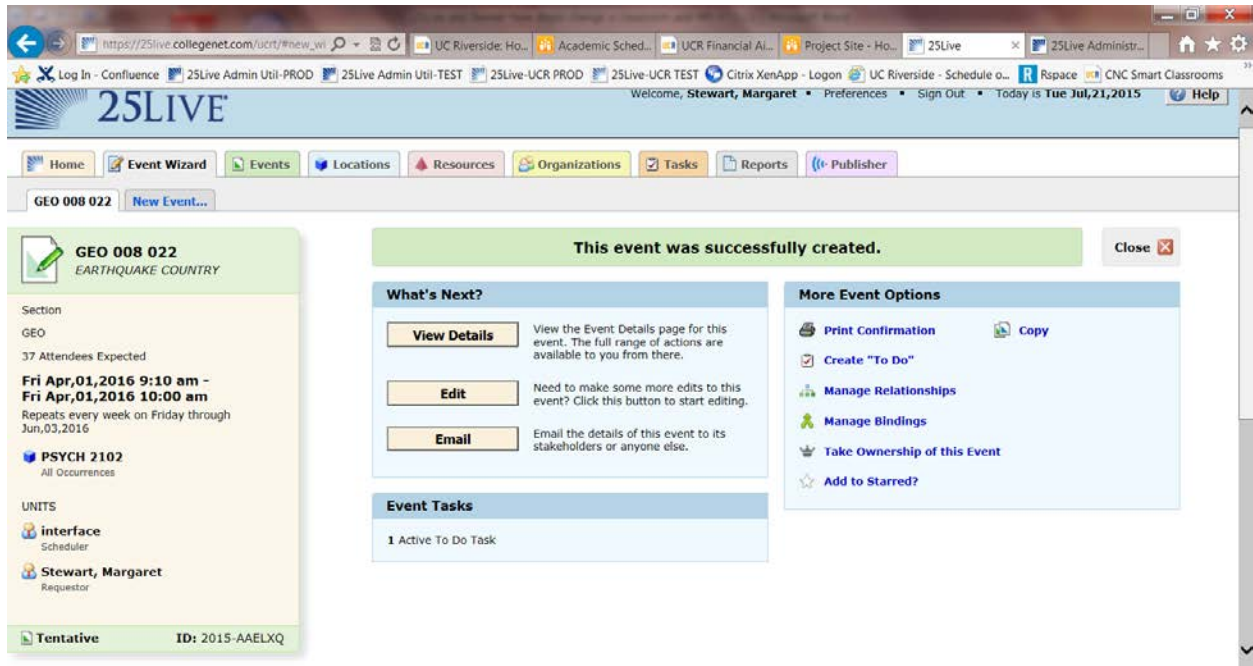
corner of screen four times. This should take you to the Locations screen

- c. Recommend: search for an available department classroom using a search you created. For example, you can create a search that bring up the department classrooms you are authorized to schedule
- d. When a search is completed, the rooms identified in the search that are available on the requested day and time will have a green check mark. See following example:



- e. Confirm an available room has a capacity at least equal to the expected/projected enrollment of the course section
- f. Click: desired classroom to select it
- g. Scroll down until the Save button appears, then click it

h. At this point, you should be at the following screen:



5. Complete room assignment (for transactional process back to Banner)

- a. The following steps are critical to ensure new room assignment is transferred back to that course section in Banner
- b. At screen pictured in above screen print – click the View Details button
- c. Click: Task List tab
- d. Change the View drop-down box to All Assigned Tasks

e. Your screen should appear similar to the following:

The screenshot shows the 25Live interface for event GEO 008 022. On the left, the 'Event Details' section lists: Event Name: GEO 008 022, Event Type: Section, Reference: 2015-AAELXQ, Alien UID: TCS20162015089, State: Tentative, Organization: GEO, Scheduler: Interface, Requestor: Stewart, Margaret, Head Count: 37 expected; 0 registered, and Creation Date: Mon Apr,27,2015. The main area shows 'Tasks for "GEO 008 022"' with a schedule from 09:10 AM to 10:00 AM on Fri Apr,01,2016. A 'vCalendar To Do's' section contains a blue link 'GENERATE COUNTER'. Below it, a task entry is marked 'Cancelled' with a red flag icon. A table below shows two tasks: one 'Cancelled' and one 'Complete', both with 'Needs space' checked and 'Flagged?' status.

f. Click: “GENERATE COUNTER” link (in blue)

g. If the window indicated below appears, choose “stay on this page”

The dialog box contains the following text: 'Are you sure you want to leave this page?', 'Message from webpage:', 'This page is asking you to confirm that you want to leave - data you have entered may not be saved.', and two buttons: 'Leave this page' and 'Stay on this page'. A red arrow points to the 'Stay on this page' button with the text 'Click the Stay option'.

- h. When the Generate Counter function is completed; screen should appear similar to the following:

The screenshot displays the 25Live interface for event GEO 008 022. The 'Task List' tab is active, showing a list of tasks for the event. A red circle highlights the 'vCalendar To Do's' section, which contains the message: 'A vCalendar counter has been generated for this Event.' Below this message, there are two task entries:

Task	Status	Flagged?
<input checked="" type="checkbox"/> Needs space	Cancelled	Flagged?
<input checked="" type="checkbox"/> Needs space	Complete	Flagged?

The 'Event Details' section on the left provides additional information about the event:

Event Details	
Event Name:	GEO 008 022
Event Type:	Section
Reference:	2015-AAELXQ
Alien UID:	TCS20162015089
State:	Tentative
Organization:	GEO
Scheduler:	Interface
Requestor:	Stewart, Margaret
Head Count:	37 expected; 0 registered
Creation Date:	Mon Apr,27,2015

Information is current as of Jul,21,2015 1:52pm

- i. Reminder: wait 4-6 minutes before checking the course section in Banner to confirm the new room assignment appears in SSASECT on the Meeting Times and Instructor tab, Building and Room fields