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

APPROVAL HISTORY

Approving Party	Version Approved	Date

REVISION HISTORY

Version Number	Date	Description	Revised By

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:
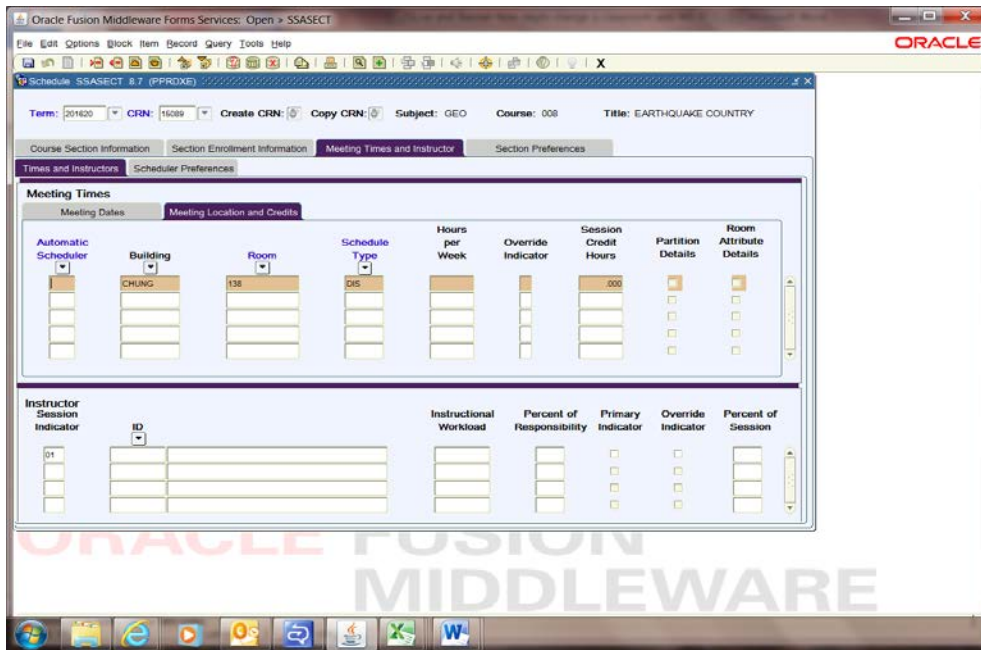
f. Tab to the Building field and delete the assigned building

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:
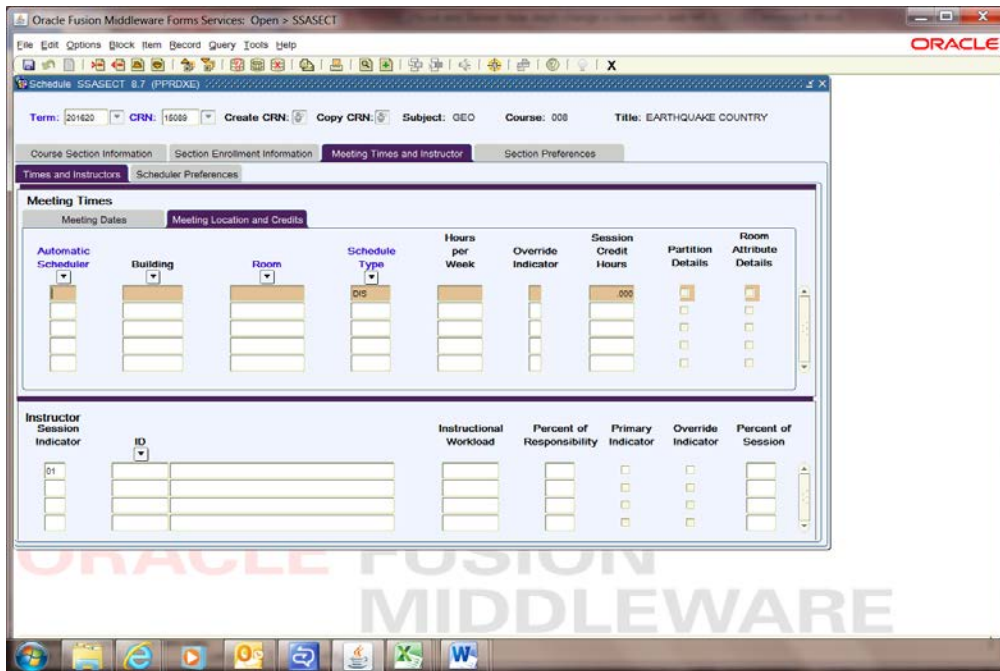
3. Confirming course data updates in 25Live

    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

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

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:
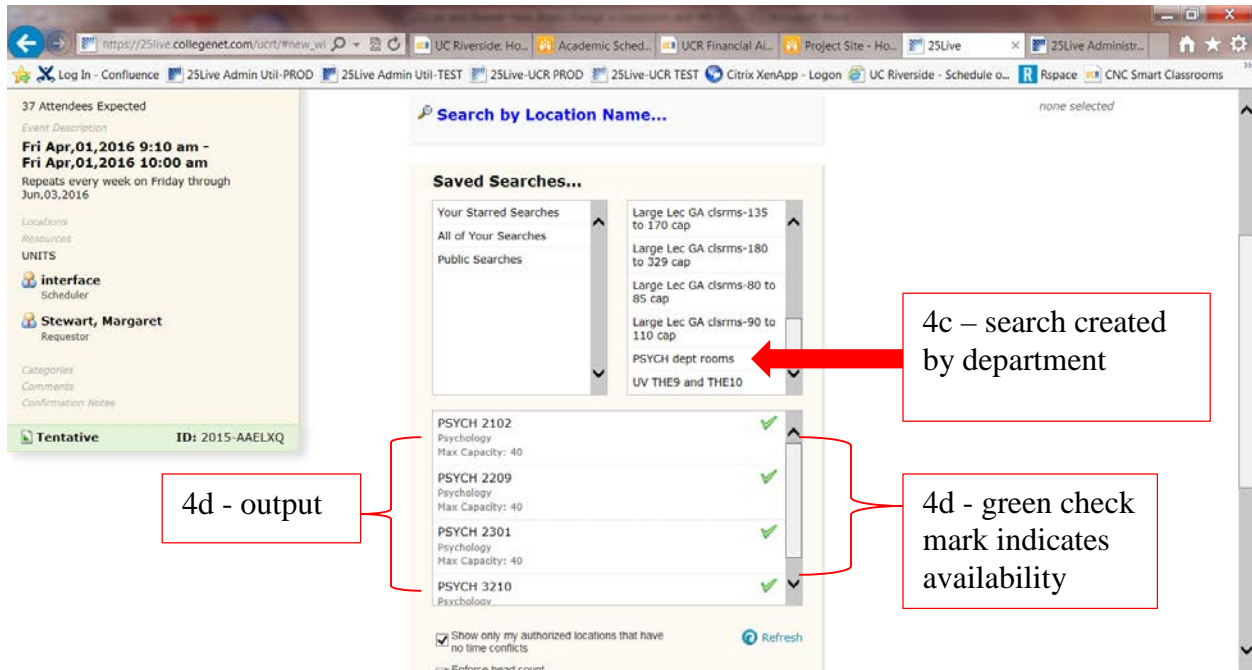
e. Confirm an available room has a capacity at least equal to the expected/projected enrollment of the course section

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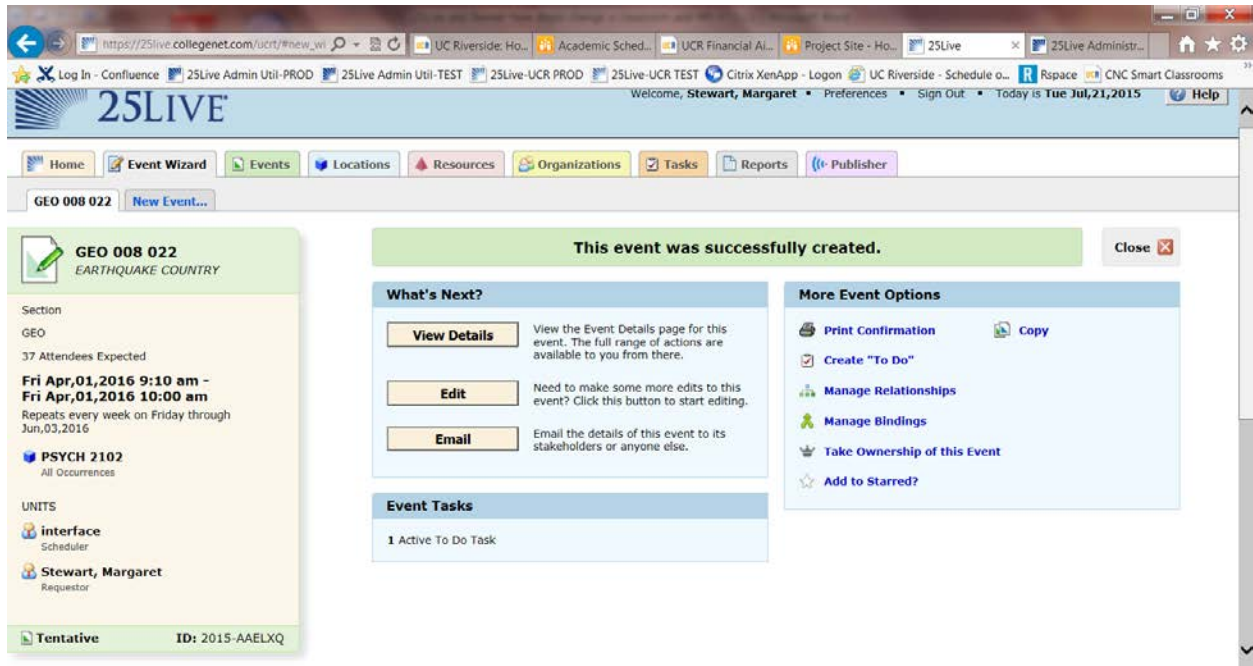
5. Complete room assignment (for transactional process back to Banner)

   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:

f. Click: "GENERATE COUNTER" link (in blue)

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

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

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