

Series 25 – How to Look Up Events Scheduled in a Classroom

APPROVAL HISTORY

Approving Party	Version Approved	Date
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REVISION HISTORY

Version Number	Date	Description	Revised By
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Purpose

To find events scheduled in classrooms.

Related Policies and Regulations

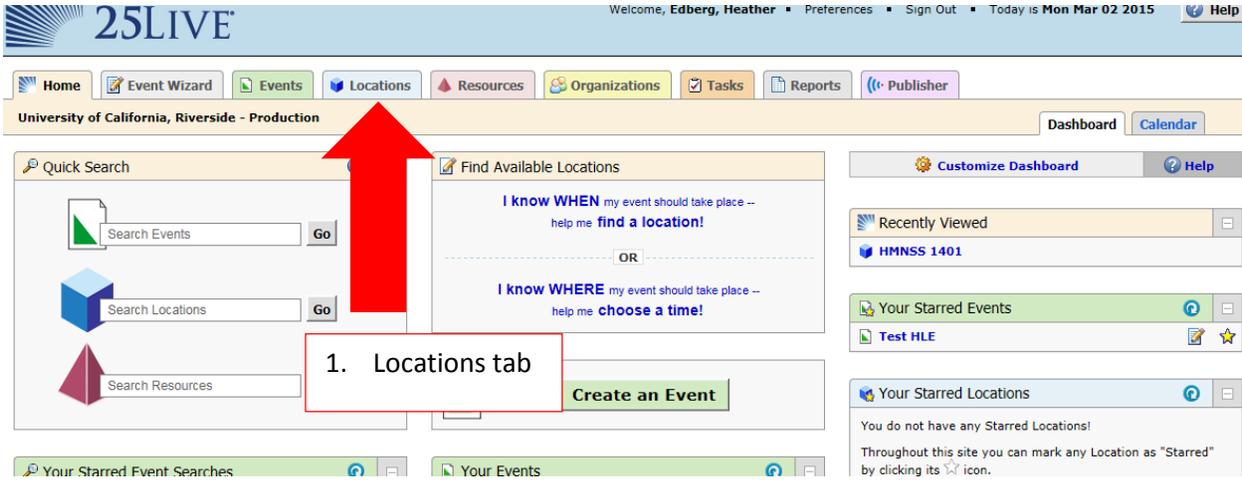
1. See general policies: [Registrar's Sharepoint](#)

Impacted Departments

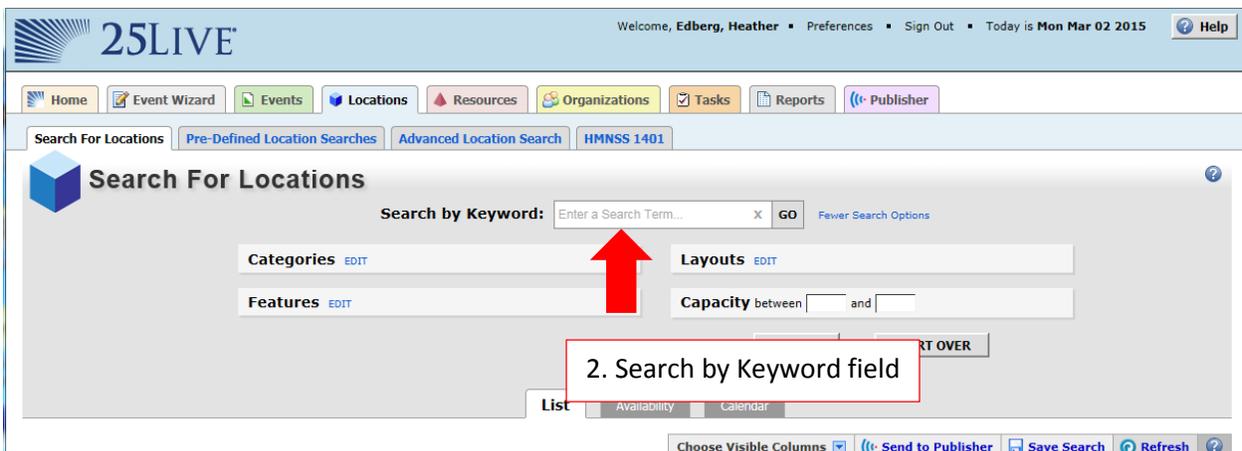
1. Registrar's Office
2. Academic departments
3. HUB Event Scheduling

Procedures

1. To search for classes or events in a specific room
 - a. From the Main Menu navigate to the Locations tab



- b. Enter the room in the Search by Keyword field and conduct the search



c. Click on the desired room from the populated list of results

3. List of populated results

Name	Formal Name	Categories	Features	Layouts	Max Capacity
HMNSS 1401	Humanities and Social Sciences 1401	Classroom - General Assignment			30

Information is current as of Mar 02 2015 1:57pm

1 Matching Locations

d. Navigate to the desired date or date range

The screenshot shows the 25LIVE interface for room HMNSS 1401. The 'Dates' filter is highlighted with a red circle, indicating the selected date range: Fri Jan 01 2016 – Thu Mar 31 2016. Below the filter is a table of events.

Event	Title	Reference	Head Count	Organizations	Start Date	Setup	Pre-Event	Event Times	Post-Event	Takedown
CRWT 057B 002	INTRODUCTION TO POETRY	2015-AAELCF	0	CRWT	Mar 28 2016			9:10 AM - 10:00 AM		
MUS 112C 001	HIST WEST MUS:20TH CENTURY	2015-AAEMJE	0	MUS	Mar 28 2016			10:10 AM - 12:00 PM		
PHIL 005 036	EVIL	2015-AAEOYU	0	PHIL	Mar 28 2016			12:10 PM - 1:00 PM		
DNCE 067C 001	ADVANCED MODRN DNCE TECHNIQUE	2015-AAELGL	0	DNCE	Mar 28 2016			1:10 PM - 2:30 PM		
DNCE 081 001	DANCE CULTURES,CULTURE IN DNCE	2015-AAELGS	0	DNCE	Mar 28 2016			2:40 PM - 4:30 PM		
VNM 005 001	INTERMEDIATE VIETNAMESE	2015-AAEMZM	0	VNM	Mar 28 2016			5:10 PM - 6:00 PM		
HIST 402 001	PROF PRACTIC FOR PUBLIC HISTORN	2015-AAEMBA	0	HIST	Mar 28 2016			6:10 PM - 8:00 PM		
MCS 001 025	INTRO MEDIA & CULTURAL STUDIES	2015-AAEMGA	0	MCS	Mar 29 2016			8:10 AM - 9:00 AM		
DNCE 067B 001	INTER MODERN DANCE TECHNIQUE	2015-AAELGK	0	DNCE	Mar 29 2016			9:40 AM - 11:00 AM		
DNCE 132 001	DANCE, CITIZENSHIP, LOCATION	2015-AAELGU	0	DNCE	Mar 29 2016			11:10 AM - 12:30 PM		

Information is current as of May 21 2015 7:43am

31 Matching Reservations Page 1 of 4

First Previous Next Last

100%

e. You are now viewing a list of everything scheduled in this particular room for the dates indicated

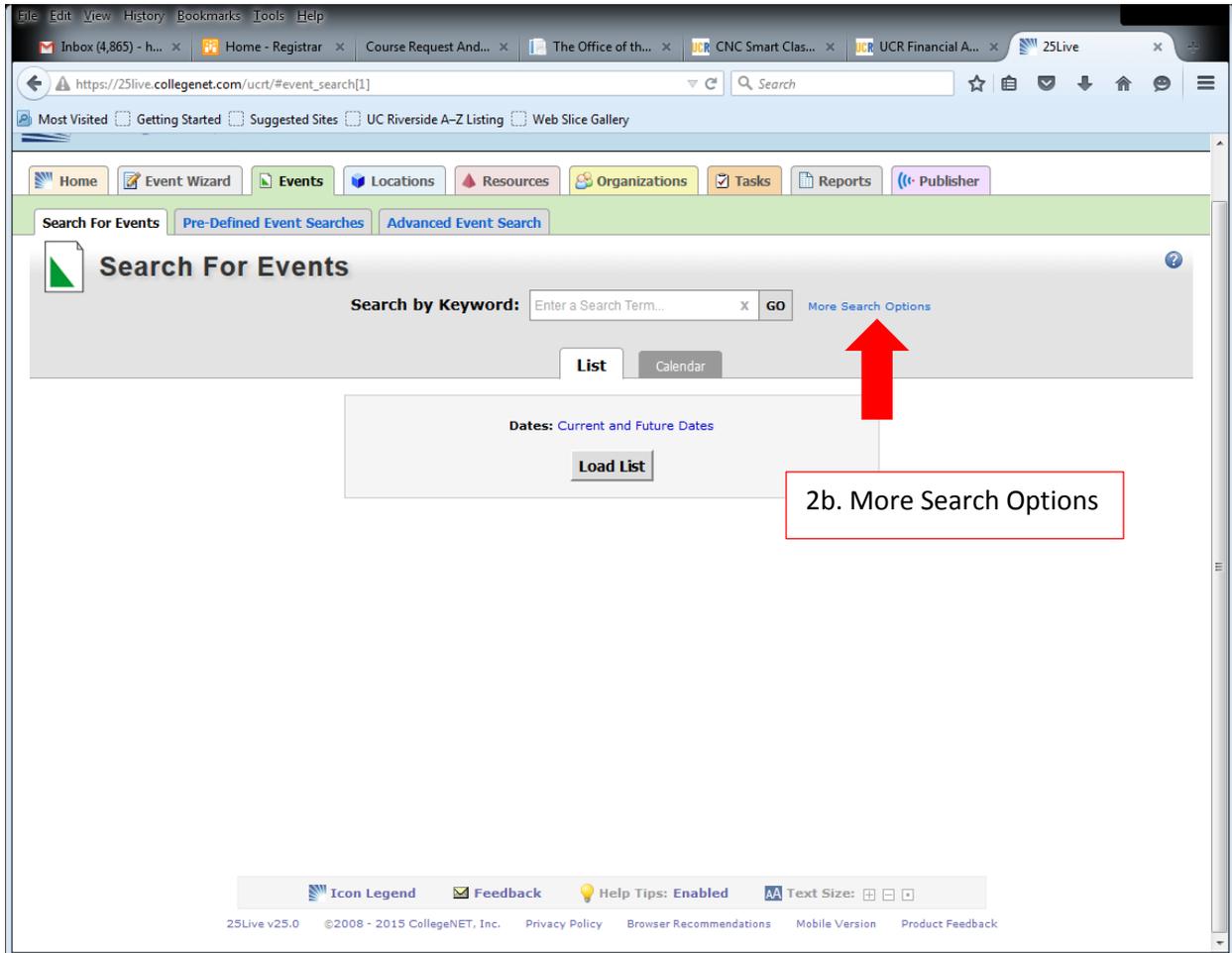
2. To search for a class or event that has been scheduled but the room is unknown:
 - a. From the main menu navigate to the Events tab

The screenshot displays the 25LIVE web application interface. At the top, there is a navigation bar with the 25LIVE logo and user information: "Welcome, Edberg, Heather", "Preferences", "Sign Out", and "Today is Wed Apr 22 2015". Below this is a main menu with tabs for Home, Event Wizard, Events, Locations, Resources, Organizations, Tasks, Reports, and Publisher. The "Events" tab is highlighted with a red arrow and a red box containing the text "2a. Events tab".

The main content area is titled "University of California, Riverside - Production" and includes a "Dashboard" and "Calendar" button. A "Quick Search" section contains three search boxes: "Search Events", "Search Location", and "Search Resources", each with a "Go" button. The "Search Events" box is highlighted with a red arrow. Below the search boxes are several widgets:

- Find Available Locations:** A section with two options: "I know WHEN my event should take place -- help me find a location!" and "I know WHERE my event should take place -- help me choose a time!".
- Create an Event:** A green button with a pencil icon.
- Your Starred Event Searches:** A list of searches including "2016 Spring Events" and "201620 course 4 units".
- Your Starred Location Searches:** A list of searches including "0-30 Locations GA", "Foreign Language 4 Day/Week Rooms", "Graduate Seminar Rooms", and "Whiteboards".
- Your Starred Resource Searches:** A section stating "You do not have any Starred Resource Searches!".
- Your Events:** A section showing "3 Events in which you are the Scheduler" and "3 Events in which you are the Requestor".
- Your Event Drafts:** A section showing "No Event Drafts in which you are the Scheduler" and "No Event Drafts in which you are the Requestor".
- Tasks:** A section showing "You have No Tasks on Today's Agenda" and "0 Outstanding Tasks".
- Customize Dashboard:** A button with a gear icon.
- Recently Viewed:** A section showing "HMNSS 1400".
- Your Starred Events:** A section showing "Test HLE".
- Your Starred Locations:** A section stating "You do not have any Starred Locations! Throughout this site you can mark any Location as 'Starred' by clicking its ☆ icon."
- Your Starred Resources:** A section stating "You do not have any Starred Resources! Throughout this site you can mark any Resource as 'Starred' by clicking its ☆ icon."

b. Click More Search Options to expand the search criteria fields



- c. Enter the course number, or the course or event title in the keyword field. It is best to also enter the year and quarter in the cabinet field in order to avoid unnecessary results. Note that non-academic events are found by using the spot scheduling cabinets, courses are found by using the quarter specific cabinet

The screenshot shows the '25LIVE' web application interface. At the top, there is a navigation bar with the 25LIVE logo, a user greeting 'Welcome, Edberg, Heather', and links for 'Preferences', 'Sign Out', and 'Today is Wed Apr 22 2015'. Below this is a secondary navigation bar with icons for 'Home', 'Event Wizard', 'Events', 'Locations', 'Resources', 'Organizations', 'Tasks', 'Reports', and 'Publisher'. The main content area is titled 'Search For Events' and includes tabs for 'Search For Events', 'Pre-Defined Event Searches', and 'Advanced Event Search'. The search form contains several fields: 'Search by Keyword:' with a text input and 'GO' button; 'Cabinet:' with a dropdown menu; 'Categories' with a text input and 'EDIT' link; 'Types' with a text input and 'EDIT' link; 'Organizations' with a text input; and 'Your Role:' with a dropdown menu. A 'START OVER' button is located to the right of the search fields. Below the search form are 'List' and 'Calendar' buttons. At the bottom, there is a 'Dates: Current and Future Dates' section with a 'Load List' button. Red arrows point to the 'Cabinet:' dropdown and the 'Search by Keyword:' input field. Red boxes with text labels '2c. cabinet field' and '2c. keyword field' are placed over these respective fields.

- d. Click Go
- e. The results will then be populated and you can navigate to the desired entry and information associated with as detailed above.

The screenshot shows a search interface with the following elements:

- Search by Keyword: [Fewer Search Options](#)
- Filters: Cabinet (2016 Spring), Categories (EDIT), Types (EDIT), Your Role (dropdown), Organizations (EDIT), States (EDIT)
- Buttons:
- Navigation:
- Table Headers: Name, Title, Reference, Organizations, Type, Categories, Your Role, Start Date, Start Time, Creation Date, State, Locations
- Table Content: 8 rows of event data for ENGL 001 sections.

Annotations in the image:

- A red box labeled "2d. Go button" with an arrow pointing to the "GO" button.
- A red box labeled "2e. search results" with a bracket pointing to the table of results.

Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations
ENGL 001A 001	BEGINNING COMPOSITION	2015-AAEJXO	ENGL	Section			Mar 28 2016	7:10 AM	Apr 02 2015	Tentative	OLMH 1116
ENGL 001A 002	BEGINNING COMPOSITION	2015-AAEJXP	ENGL	Section			Mar 28 2016	8:10 AM	Apr 02 2015	Tentative	OLMH 1127
ENGL 001A 003	BEGINNING COMPOSITION	2015-AAEJXQ	ENGL	Section			Mar 28 2016	8:10 AM	Apr 02 2015	Tentative	OLMH 1133
ENGL 001A 004	BEGINNING COMPOSITION	2015-AAEJXR	ENGL	Section			Mar 28 2016	9:10 AM	Apr 02 2015	Tentative	WAT 2240
ENGL 001A 005	BEGINNING COMPOSITION	2015-AAEJXS	ENGL	Section			Mar 28 2016	9:10 AM	Apr 02 2015	Tentative	OLMH 1123
ENGL 001A 006	BEGINNING COMPOSITION	2015-AAEJXT	ENGL	Section			Mar 28 2016	10:10 AM	Apr 02 2015	Tentative	OLMH 1123
ENGL 001A 007	BEGINNING COMPOSITION	2015-AAEJXU	ENGL	Section			Mar 28 2016	10:10 AM	Apr 02 2015	Tentative	OLMH 1132
ENGL 001A 008	BEGINNING COMPOSITION	2015-AAEJXV	ENGL	Section			Mar 28 2016	12:10 PM	Apr 02 2015	Tentative	OLMH 1132