

SUBMITTING A ROOM REQUEST IN SERIES 25/25LIVE

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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Proposed Training Methodology and Delivery.

The in-person format of training will allow the user to ask questions, hear an explanation for why the procedures were written a certain way, receive tips and avoid pitfalls, and hear others' questions in the group. In-person training allows a broader narrative of the background, context, and explanation to be shared by the trainer.

Purpose

To provide procedure for a department scheduling contact to submit a room request via 25Live.

Related Policies and Regulations

Along with the adoption of Banner as the Student Information System that will be used campus wide, the Office of the Registrar/Academic Scheduling will be implementing Series 25/25Live as the classroom scheduling software that interfaces with Banner. All course information with the exception of classroom assignments will be entered in Banner. Classroom assignments (via scheduling algorithm Scheduler 25 and manual scheduling) will be made in 25Live and put in the course sections in Banner via a transactional process.

Academic Scheduling, once scheduling procedures in 25Live have been mastered and documented, is charged with providing 25Live scheduling training to the scheduling contacts in the academic departments.

Impacted Departments

1. Academic departments
2. Office of the Registrar – Academic Scheduling

Procedures

1. Locating desired course section
 - a) Sign in to 25Live with your username and password
 - b) Click: Events tab
 - c) Verify you are on the Search for Events tab
 - d) Click: More Search Options link
 - e) Click: Cabinet pull-down menu and select desired term (not a spot-scheduling cabinet)
 - f) Click: Edit link besides the Types heading. Select **Section** and click the Done button
 - g) Click: Edit link besides the Organization heading. Select course's department and click the Done button
 - i) Click: Go button
 - j) Output will appear below the search criteria options. For this procedure, it's recommended to use the List layout
 - k) Screen should appear similar to the following:

The screenshot shows the 25Live interface for room scheduling. At the top, there is a search bar with the text "Search by Keyword:" and a "GO" button. Below the search bar are several filter sections: "Cabinet:" with a dropdown menu set to "2016 Spring"; "Types" with a dropdown menu set to "Section"; "Organizations" with a dropdown menu set to "CHEM"; "Categories" with an "EDIT" link; "Your Role:" with a dropdown menu; and "States" with an "EDIT" link. There are "GO" and "START OVER" buttons. Below the filters are "List" and "Calendar" tabs. At the bottom of the interface, there is a table with columns: Name, Title, Reference, Organizations, Type, Categories, Your Role, Start Date, Creation Date, State, and Locations. The table contains 9 rows of data for course sections.

Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Creation Date	State	Locations
CHEM 001B 001	GENERAL CHEMISTRY	2015-AADLUK	CHEM	Section			Mar,28,2016	Feb,13,2015	Tentative	
CHEM 001B 002	GENERAL CHEMISTRY	2015-AADLUL	CHEM	Section			Mar,29,2016	Feb,13,2015	Tentative	
CHEM 001B 003	GENERAL CHEMISTRY	2015-AADLUM	CHEM	Section			Mar,29,2016	Feb,13,2015	Tentative	
CHEM 001B 004	GENERAL CHEMISTRY	2015-AADLUN	CHEM	Section			Mar,29,2016	Feb,13,2015	Tentative	
CHEM 001B 005	GENERAL CHEMISTRY	2015-AADLUO	CHEM	Section			Mar,29,2016	Feb,13,2015	Tentative	
CHEM 001B 006	GENERAL CHEMISTRY	2015-AADLUP	CHEM	Section			Mar,29,2016	Feb,13,2015	Tentative	
CHEM 001B 007	GENERAL CHEMISTRY	2015-AADLUQ	CHEM	Section			Mar,29,2016	Feb,13,2015	Tentative	
CHEM 001B 008	GENERAL CHEMISTRY	2015-AADLUR	CHEM	Section			Mar,30,2016	Feb,13,2015	Tentative	
CHEM 001B 009	GENERAL CHEMISTRY	2015-AADLUS	CHEM	Section			Mar,30,2016	Feb,13,2015	Tentative	

2. Submitting a room request for a course section
 - a) In this example, course section is CHEM-001B-001, and desired room is BRNHL B118
 - b) Click: desired course section in Name column
 - c) Verify you are on the Details tab (click tab if not)
 - d) Click: Edit This Event. You will be taken to the Event Wizard
 - e) Click: Next button four times or until you reach the Add, remove, or edit Locations section
 - f) Click: Advanced Search
 - g) Click: Categories box and select Classroom – General Assignment
 - h) Slide: Capacity mechanism until it includes at least the desired head count
 - i) Click: Search
 - j) Screen should appear similar to the following:

The screenshot shows the 25Live room scheduling interface. The 'Advanced Search...' section is highlighted with a box and an arrow pointing to the 'Categories' dropdown, which is set to 'Classroom - General Assignment'. A text box on the left states: 'Advanced Search was used to ensure only GA classrooms come up'. Another text box on the right specifies: 'Course: CHEM-001B-001' and 'Expected head count: 288'. Below the search filters, a list of rooms is shown with green checkmarks in the right margin, indicating availability. A text box on the right points to one of these checkmarks, stating: 'Desired room came up available (green check)'. The search results include:

Room ID	Room Name	Max Capacity	Availability
BRNHL B118	Bourns Hall B118	329	Available (Green Check)
INTN 1020	CHASS INTERDISCIPLINARY BLDG-N 1020	300	Available (Green Check)
LFSC 1500	Life Sciences 1500	303	Available (Green Check)
MSE 104			Available (Green Check)

- k) Click on desired classroom. Verify selected room appears with event details on left side of screen before clicking Next
- l) Add, remove, or edit Resources: skip; Click Next
- m) Select Custom Attributes: not available. Click Next
- n) Edit Contacts for this event: skip; click Next
- o) Edit Categories for this event: skip; click Next
- p) Edit Additional Comments: if desired, notate any other desired classrooms or buildings for the course section. Then click Next
- q) Edit the Event State: change to Draft
- r) Click: Save
- s) Screen should appear similar to the following:

CHEM 001B 001
GENERAL CHEMISTRY

Section
CHEM
288 Attendees Expected
**Mon Mar, 28, 2016 11:10 am -
Mon Mar, 28, 2016 12:00 pm**
Repeats every week on Monday, Wednesday
and Friday through Jun, 03, 2016

interface
Scheduler

Draft ID: 2015-AADLUK

This event was successfully created.

Here's Some Information About Your Event

Locations Saved as Event Preferences

Location 'BRNH L B118' was removed from Mar, 28, 2016 and converted to a preference.
Location 'BRNH L B118' was removed from Mar, 30, 2016 and converted to a preference.
Location 'BRNH L B118' was removed from Apr, 01, 2016 and converted to a preference.
Location 'BRNH L B118' was removed from Apr, 04, 2016 and converted to a preference.
Location 'BRNH L B118' was removed from Apr, 06, 2016 and converted to a preference.
Location 'BRNH L B118' was removed from Apr, 08, 2016 and converted to a preference.
Location 'BRNH L B118' was removed from Apr, 11, 2016 and converted to a preference.
Location 'BRNH L B118' was removed from Apr, 13, 2016 and converted to a preference.
Location 'BRNH L B118' was removed from Apr, 15, 2016 and converted to a preference.
Location 'BRNH L B118' was removed from Apr, 18, 2016 and converted to a preference.
Location 'BRNH L B118' was removed from Apr, 20, 2016 and converted to a preference.
Location 'BRNH L B118' was removed from Apr, 22, 2016 and converted to a preference.
Location 'BRNH L B118' was removed from Apr, 25, 2016 and converted to a preference.
Location 'BRNH L B118' was removed from Apr, 27, 2016 and converted to a preference.
Location 'BRNH L B118' was removed from Apr, 29, 2016 and converted to a preference.
Location 'BRNH L B118' was removed from May, 02, 2016 and converted to a preference.
Location 'BRNH L B118' was removed from May, 04, 2016 and converted to a preference.
Location 'BRNH L B118' was removed from May, 06, 2016 and converted to a preference.
Location 'BRNH L B118' was removed from May, 09, 2016 and converted to a preference.
Location 'BRNH L B118' was removed from May, 11, 2016 and converted to a preference.
Location 'BRNH L B118' was removed from May, 13, 2016 and converted to a preference.
Location 'BRNH L B118' was removed from May, 16, 2016 and converted to a preference.
Location 'BRNH L B118' was removed from May, 18, 2016 and converted to a preference.
Location 'BRNH L B118' was removed from May, 20, 2016 and converted to a preference.
Location 'BRNH L B118' was removed from May, 23, 2016 and converted to a preference.
Location 'BRNH L B118' was removed from May, 25, 2016 and converted to a preference.
Location 'BRNH L B118' was removed from May, 27, 2016 and converted to a preference.
Location 'BRNH L B118' was removed from May, 30, 2016 and converted to a preference.
Location 'BRNH L B118' was removed from Jun, 01, 2016 and converted to a preference.
Location 'BRNH L B118' was removed from Jun, 03, 2016 and converted to a preference.

Rooms can't be scheduled for events in Draft state; they are attached as a preference

- t) Academic Scheduling will review room requests (i.e., events in Draft state with a room preference)
- u) If room can be assigned to the course section, Academic Scheduling will change the event state from Draft to Confirmed. See following example:

CHEM 001B 001
GENERAL CHEMISTRY

Section
CHEM
288 Attendees Expected
**Mon Mar, 28, 2016 11:10 am -
Mon Mar, 28, 2016 12:00 pm**
Repeats every week on Monday, Wednesday
and Friday through Jun, 03, 2016

BRNH L B118
All Occurrences

Stewart, Margaret
Scheduler

Simpson, Kevin
Requestor

Confirmed ID: 2015-AADLUK

This event was successfully created.

What's Next?

View Details View the Event Details page for this event. The full range of actions are available to you from there.

Edit Need to make some more edits to this event? Click this button to start editing.

Email Email the details of this event to its stakeholders or anyone else.

Event Preferences

The following locations were requested for this event:

BRNH L B118
Remove Preferences

More Event Options

Print Confirmation Copy

Create "To Do"

Manage Relationships

Manage Bindings

Take Ownership of this Event

Add to Starred?

Event Summary

- v) After saving edits, Academic Scheduling will direct 25Live to transfer the room assignment to Banner via the transactional process