

25Live Quiz Questions

1. To which tab do you go to look up events scheduled in a classroom?
Answer: Locations
2. True or False: Only general assignment classroom scheduling is done in 25Live.
Answer: False – all classroom assignments will be made in 25Live
3. On the Search for Events tab, click on the _____ link to add criteria to your event search.
Answer: More Search Options
4. What is the first step involved in submitting a request for a general assignment classroom in 25Live?
Answer: Run an event search (using Cabinet and Organizations as search criteria) to bring up desired course section
5. Click the _____ button to open that course section and add your room request.
Answer: Edit This Event
6. Name one search option for finding available general assignment classrooms at the Add/Edit/Remove Locations section in the Event Wizard.
Answer: (1) Saved Searches – use an existing classroom search; or
(2) Advanced Search - click Categories, and select Classroom – General Assignment; or
(3) Search by Location Name – enter building code and room number (e.g., PHY 2000)
7. Which screen in the Event Wizard allows entry of additional classroom or building requests?
Answer: Edit Additional Comments and Notes
8. To attach the classroom request as a preference, you must save the course section in Draft status.
Answer: True
9. To create a search that will bring up classrooms scheduled by your department, click on the Locations tab, then click on _____.
Answer: Advanced Location Search
10. Once a department classroom has been scheduled for a course section, change the course status from Tentative to _____.
Answer: Confirmed
11. After assigning a department classroom, which button do you click on below the “What’s Next?” header, and why?
Answer: Click on the View Details button so the room assignment can be completed and transferred back to Banner

12. After clicking the View Details button, you then click on the More Actions drop-down menu to complete the room assignment.
Answer: False – click on the Task List tab, then select All Assigned Tasks
13. To request a room for a one-time event (e.g., review session), begin by clicking which option on the Home Dashboard?
Answer: Create an Event
14. You create a review session request on the Event Wizard including selecting a room and saving the event in Draft status. To route your request to Academic Scheduling, click the _____ link which appears under the _____ header.
Answer: Create “To Do” link and More Event Options header
15. To change a course section’s classroom assignment that has been completed and transferred back to Banner, delete the building and room data from Banner and wait for the transactional process to update the course section in 25Live before assigning the new classroom.
Answer: True