

25Live Room Scheduling

Introduction

This lab is to review and practice the material covered in the online tutorial “25Live Classroom Scheduling Training.” At the end of this lab, you will know how to:

1. Query by specific building and room, specific date, and specific event
2. Submit a request for a general assignment classroom
3. Create a search (Location)
4. Schedule a department classroom
5. Run a report
6. Submit a spot-schedule request

Expectations

1. Please silence your cell phones and take breaks as needed. There are no scheduled breaks.
2. This lab will only cover the material as described above. As you explore 25Live, you may have questions not related to the topic that we are covering today. Please use the “Parking Lot” area to make note of your questions so that you can remember to ask them at a future training session on the respective topic(s) or review recommended tutorials that address your question.

Lab Exercises: Group Exercise – Querying

P A R K I N G L O T

Exercise #1

Log into 25Live Test at [https://25live.collegenet.com/ucrt/#home_my25live\[0\]/](https://25live.collegenet.com/ucrt/#home_my25live[0]/). Enter your UCR Net ID and the password you created for 25Live. If your password is not working, ask a 25Live Administrator for assistance.

Exercise #2

Do a search by building. Which building did you query? _____

How many classrooms are in this building? _____

Exercise #3

Select one of the classrooms. Which one did you select? _____

What is this room's capacity? _____

Click on an Availability tab. Change date range; please notate the new date(s) queried: _____

How many events were scheduled in the room during the new dates? _____

Exercise #4

Enter a course ID and narrow the search to a specific quarter cabinet.

Exercise #5

Did you receive output from this search? _____

If yes, select a section and notate it here along with its assigned classroom: _____

Lab Exercises: On your Own

Exercise #6

From search output obtained in Exercises 4 and 5, select another course section without a classroom assignment; please notate the section: _____

Follow procedures to request a general assignment classroom for this section. Which room did you request?

Exercise #7

Create a search that will bring up your department's courses for 2016 Spring.

What did you name your search?

Now create a search that contains some or all the department classrooms you can schedule. If you do not control department classrooms, create a search containing some of the PSYCH department rooms.

What did you name your search?

Exercise #8

From search output obtained in Exercises 4 and 5, select another course section without a classroom assignment; please notate the section: _____

Follow procedures to schedule one of the classrooms from the search created in Exercise 7. Which room did you select?

Were you able to schedule the classroom? _____

Exercise #9

Follow the steps to run the report Academic Term Summary – Excel using the event and location searches created in Exercise 7.

Did you receive output? _____

Exercise #10

Follow the steps to submit a spot-schedule request for a review session.

To whom in Scheduling did you submit your request? _____

Resources

Current list of general assignment classrooms

| Building | Room | # of Seats | Building | Room | # of Seats | Building | Room | # of Seats |
|----------|------|------------|----------|-------|------------|----------|------|------------|
| OLMH | 1116 | 30 | UV | THE8 | 135 | SPR | 1102 | 100 |
| OLMH | 1122 | 30 | UV | THE9 | 416 | SPR | 1340 | 84 |
| OLMH | 1123 | 30 | UV | THE10 | 334 | SPR | 1358 | 24 |
| OLMH | 1126 | 25 | | | | SPR | 2212 | 19 |
| OLMH | 1127 | 35 | BRNHL | A125 | 126 | SPR | 2339 | 40 |
| OLMH | 1132 | 30 | BRNHL | B118 | 329 | SPR | 2340 | 60 |
| OLMH | 1133 | 35 | | | | SPR | 2343 | 45 |
| OLMH | 1136 | 46 | SPTH | 1222 | 35 | SPR | 2344 | 10 |
| OLMH | 1208 | 110 | SPTH | 1307 | 47 | SPR | 2351 | 44 |
| OLMH | 1212 | 85 | SPTH | 2200 | 81 | SPR | 2355 | 57 |
| OLMH | 420 | 35 | | | | SPR | 2356 | 36 |
| OLMH | 421 | 73 | PHY | 2000 | 288 | SPR | 2360 | 39 |
| | | | PHY | 2104 | 55 | SPR | 2361 | 36 |
| HMNSS | 1400 | 30 | PHY | 2111 | 25 | SPR | 2364 | 24 |
| HMNS | 1401 | 30 | | | | SPR | 2365 | 40 |
| HMNSS | 1402 | 30 | INTN | 1002 | 80 | | | |
| HMNSS | 1403 | 30 | INTN | 1006 | 45 | WAT | 1000 | 170 |
| HMNSS | 1404 | 30 | INTN | 1020 | 300 | WAT | 1101 | 80 |
| HMNSS | 1405 | 30 | | | | WAT | 1111 | 42 |
| HMNSS | 1406 | 30 | INTS | 1121 | 45 | WAT | 1117 | 30 |
| HMNSS | 1407 | 15 | INTS | 1125 | 30 | WAT | 2141 | 28 |
| HMNSS | 1501 | 148 | INTS | 1130 | 30 | WAT | 2240 | 45 |
| HMNSS | 1502 | 15 | INTS | 1132 | 30 | | | |
| HMNSS | 1503 | 71 | INTS | 1134 | 30 | CHUNG | 138 | 105 |
| | | | INTS | 2130 | 30 | CHUNG | 139 | 38 |
| UNLH | 1000 | 570 | INTS | 2132 | 30 | CHUNG | 141 | 39 |
| | | | INTS | 2134 | 30 | CHUNG | 142 | 50 |
| PRCE | 3374 | 45 | INTS | 2136 | 30 | CHUNG | 143 | 63 |
| | | | INTS | 2138 | 30 | | | |
| BOYHL | 1471 | 60 | | | | MSE | 003 | 53 |
| | | | LFSC | 1500 | 303 | MSE | 011 | 36 |
| SURGE | 171 | 46 | LFSC | 2418 | 31 | MSE | 103 | 63 |
| SURGE | 172 | 46 | | | | MSE | 104 | 293 |
| SURGE | 173 | 46 | | | | MSE | 113 | 36 |
| | | | | | | MSE | 116 | 284 |