ASSIGN DEPARTMENT ROOMS TO A COURSE

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INTRODUCTION AND PURPOSE

The purpose of this document is to outline how to schedule a department classroom for an academic course section in 25 Live.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

All classroom scheduling and unscheduling is to be performed in 25 Live. All other information related to a course section is to be entered and updated in Banner. The current interface between Banner and 25Live allows for the assigned classroom to appear on the course section in Banner within 1 – 2 minutes after saving the room assignment in 25Live.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

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

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, open 25Live Test (https://25live.collegenet.com/ucrt/#home_my25live[0]) and Banner Training (appnavigatorsb.ucr.edu) to follow along.

PAGES

While Banner is not utilized to schedule a classroom, the classroom assignment will appear on the following Banner page:

<table>
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<th>Page</th>
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<td>Schedule</td>
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LOCATING DESIRED COURSE SECTION

First, identify the section for which the department classroom will be scheduled.

STEPS

1. In this example, a search will be set up to pull up Fall 2018 Psychology discussions.
2. Navigate to the Events tab.
3. If not already there, navigate to the Search For Events tab.
4. Click: More Search Options link.
   a. Link will then change to read Fewer Search Options.
5. Click: Cabinet drop-down menu and select desired Term (2018 Fall).
   a. Do not select a cabinet with “Spot Scheduling” in the title.
6. Click: Edit link besides the Types heading, select DIS (Discussion), and click the Done button.
7. Click: Edit link besides the Organizations heading, select PSYC, and click the Done button.
8. Click: Go.
9. Output will appear below the search criteria options.
10. See following:
SEARCHING FOR CLASSROOM BY LOCATION NAME

25Live provides the option of a direct search for a classroom if the building and/or room information is available.

STEPS

1. In this example, a department classroom will be located and assigned to discussion PSYC 001 045 25727.
2. Open PSYC 001 045 25727 by either option:
   a. Click the desired course section in a search output (link under the Name column).
   b. Type the section information in the Search by Keyword field, click the Go button by this field, and click on the desired course section (link under the Name column).
3. If not already there, navigate to the Details tab.
4. Click: Edit this Event.
5. Course section is now open in the Event Wizard.
6. At this point, screen should appear similar to the following:

7. Navigate to the Add, remove or edit LOCATIONS screen by one of these options:
   a. Click: Locations link in the event navigation bar on the left side of the screen (see above).
   b. Click: Next button at the bottom of the screen four times.
   c. Click: right arrow in the upper right of the screen four times.
8. Click: Search by Location Name....
9. An empty field will appear below the heading. Type in the field the available room information.
   a. In this example, the building PSYCH will be entered, and a partial room number of 3.
10. Execute the search by one of these options:
    a. Press Enter.
    b. Click: Refresh button.
11. See following for search results:

12. Click on desired department classroom.
   a. Verify room assignment with a blue cube icon appears in both the left navigation bar and in the Selected Locations column on the right side of the screen.

13. See following:

14. Click: Save at either of the following locations:
   a. Icon at the top right of the screen.
   b. Button at the bottom of the screen.
15. See following:

16. If the following message pops up:

a. This was part of the previous interface between Banner and 25Live. The “Send vCal...” button had to be clicked to send the room assignment back to Banner.

b. After the interface was updated as of Winter 2018, clicking either button was no longer necessary. However, College Net (maker of 25Live) advised this pop-up window will continue to appear.

c. Click either button to clear the pop-up window.

17. Close the event.

18. With the updated interface, the room assignment travels from 25Live to Banner within 1 – 2 minutes after saving the room assignment in 25Live.

19. See following:
SEARCHING FOR CLASSROOM BY LOCATION SEARCH

25Live also provides the option to create a customized room search that will pull up specific department classrooms. This ensures a classroom selection is limited to those department classrooms administered by a given department.

**STEPS**

1. In this example, a **Locations search** will be created to find the **department classrooms** in the **PSYCH building** that the Psychology Department uses to schedule their course sections.
2. From the **Home Dashboard**, click the **Locations** tab.
3. Click: **Advanced Location Search** tab.
4. Click: **New Search** button.
5. Click: **Add Criteria** button.
6. In **pop-up box**, select **Locations**, then **Specific Locations**.
7. Click: **pencil** beside **None Selected**.
8. Use one of the search criteria in the **Specific Locations pop-up box** to find and select the **PSYCH department classrooms**.
9. At this point, screen should appear similar to the following:

   ![Advanced Location Search](image)

   - Type in building code, then click **Go**
   - This will be the search output

10. Click on each room that is to be part of this search.
    a. Verify each selected room appears in the **Selected Locations** column.
11. Click: **Done** button.
12. Click: **Save** button.
13. The **Enter Search Name pop-up box** appears. Type in a name for the search and **Save**.
14. See following:

15. To schedule a department room for a course section using a customized search:
   a. Follow all steps (as needed) outlined above in section “Locating Desired Course Section.”
   b. Follow steps 1 – 7 outlined above in section “Searching for a Classroom by Location Name.”
   c. At the Add, remove or edit LOCATIONS screen, click Saved Searches.
   d. Click: All of Your Searches.
   e. Move scroll bar to the right of the list of searches until the desired search is found; then click on it.
   f. From search output listed below the search list, click on the desired department classroom.
   g. See following:
   h. Resume room scheduling process outlined above in steps 12a – 19 in section “Searching for a Classroom by Location Name.”
1. What are the two ways outlined in these procedures to search for a department classroom in 25Live?
   a. Search by the location name.
   b. Use a customized locations search.

2. True or False: a user must still click the “Send vCal Counter/Reply” button to send the room assigned in 25Live to its section in Banner.
   a. False. Clicking that button is no longer necessary as of Winter 2018 (after interface update).