CHANGE A CLASSROOM ASSIGNMENT

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INTRODUCTION AND PURPOSE

The purpose of this document is to outline how to change a classroom assignment for a course section (i.e., unschedule an assigned classroom and re-schedule another classroom) in 25Live.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

All classroom scheduling and unscheduling is to be performed in 25Live. 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 a classroom update 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

The pages listed below are covered in this training.

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<td>Meeting Times and Instructor tab/Times and Instructors tab/Meeting Location and Credits and Scheduler Preferences tabs</td>
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LOCATING DESIRED COURSE SECTION
First, identify the course section in which the assigned classroom will be unscheduled and another classroom will be scheduled.

STEPS

1. In this example, the specific course section information will be known, so a search will be done by keyword.
2. The term will be for Fall 2018.
3. Navigate to the Events tab.
4. If not already there, navigate to the Search For Events tab.
5. In the Search by Keyword field, enter BCH 110A 021 23927.
6. Click: Go.
7. See following:

UNSCHEDULING A CLASSROOM
An academic department scheduler that is a registered 25Live user can unschedule either a general assignment (GE) or department (DP) classroom from a course section.

STEPS

1. In this example, the classroom assigned to Fall 2018 section BCH 110A 021 23927 will be unscheduled.
2. Once BCH 110A 021 23927 appears on the Search For Events tab, click on the course name link.
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. 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.
      i. Link represented by the currently assigned classroom.
   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.
7. In the **Selected Locations** column, click the red box with the white X that is next to the classroom assignment.

8. Verify the following:
   a. In the **left navigation bar** – room assignment replaced with **Locations** link.
   b. In the **Selected Locations** column – room assignment replace with “none selected.”

9. See following:

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**SCHEDULING A CLASSROOM**

An academic department scheduler that is a registered 25Live user can schedule only a department (DP) classroom for a course section.

**STEPS**

1. In this example, **Fall 2018 section BCH 110A 021 23927** will be rescheduled into department classroom **SPTH 3365**.

2. In this example, since the specific room information is available the classroom will be brought up with the direct search option **Search by Location Name**….

3. Still on the **Add, remove or edit LOCATIONS** screen, click on **Search by Location Name**… link.

4. An empty field will appear below the heading. Enter **SPTH 3365**.

5. Execute the search by one of these options:
   a. Press **Enter**.
   b. Click: **Refresh** button.

6. See following:

7. 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.

8. See following:

![Change a Classroom Assignment](image)

9. 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.

10. See following:

![Change a Classroom Assignment](image)

11. If the following message pops up:

    ![Change a Classroom Assignment](image)
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.

12. Close the event.

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

14. See following:

![Schedule SSASECT 0.3.5 (PPRDXE)](image)

**UPDATING ROOM ATTRIBUTE PREFERENCE CODE**

If the type of classroom that was re-assigned to a course section changed from GE – General Assignment to DP – Department Classroom, or vice versa, the academic department scheduler will need to update the room attribute preference code in Banner.

**STEPS**

1. Will build upon previous example – the assigned classroom for Fall 2018 section BCH 110A 021 23927 changed from a general assignment classroom to department classroom SPTH 3365.
2. Thus, the **room attribute preference code** will need to be updated in Banner from GE to DP.
3. Still in SSASECT – Meeting Times and Instructor tab, navigate to the **Scheduler Preferences** tab.
4. Navigate to ROOM ATTRIBUTE PREFERENCES section – **Code** field.
5. **Delete** the GE room attribute code.
6. Click: **Save** button.
7. In blank **Code** field, enter DP and press **Tab**.
   a. Description data will populate.
8. In **Preference Number** field, enter 01.
9. Click: **Save** button.
10. See following:
FINAL QUIZ

1. True or False: an academic department scheduler can unschedule both a general assignment and department classroom from a course section.
   a. True

2. A classroom location is scheduled and unscheduled in 25Live at the ______________________________ screen.
   a. Add, remove or edit LOCATIONS

3. On which sub-tab in Banner is where the room attribute preference code is added and updated?
   a. Scheduler Preferences

4. BONUS QUESTION: on which tab in SSASECT is the sub-tab cited in Question 3 above located?
   a. Meeting Times and Instructor