# HOW TO UNSCHEDULE AN EVENT

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INTRODUCTION AND PURPOSE

The purpose of this document is to outline how to un-schedule a classroom from an academic course section (aka an event) 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 the assigned classroom to be removed from the course section in Banner within 1 – 2 minutes after saving the room removal 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) and Banner Training (appnavigatorsb.ucr.edu) to follow along.

PAGES

While Banner is not utilized to unschedule a classroom, the removal of the classroom will update on the following Banner page:

<table>
<thead>
<tr>
<th>Page</th>
<th>Page Name</th>
<th>Description</th>
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<tbody>
<tr>
<td>SSASECT</td>
<td>Schedule</td>
<td>Meeting Times and Instructor tab/Meeting Location and Credits tab</td>
</tr>
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LOCATING DESIRED COURSE SECTION

First, identify the course section from which the classroom will be unscheduled.

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 HIST 030 001.
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 HIST 030 001 23655 will be unscheduled.
2. Once HIST 030 001 23655 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:

10. 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.

11. See following:

   - **Confirm** room is unscheduled
   - **Room no longer scheduled; now shows as available**
12. If the following message pops up:

   ![Image of a pop-up window](image)

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

13. Close the event.

14. With the updated interface, the room removal travels from 25Live to Banner within 1 – 2 minutes of saving in 25Live.

15. See following:

![Image of a scheduling interface](image)

**FINAL QUIZ**

1. True or False: academic department schedulers who are registered 25Live users are able to unschedule only department classrooms.
   a. False. They can unschedule both department and general assignment classrooms.

2. Click the _____________ button to open the course section so the classroom can be unscheduled.
   a. Edit This Event

3. After unscheduling a classroom and before saving the update, in which two areas on the Add, remove or edit LOCATIONS screen should it be verified the room is unscheduled?
   a. Navigation bar (on left side of the screen)
   b. Selected Locations column (on right side of the screen)