LOOK UP EVENTS SCHEDULED IN A CLASSROOM

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INTRODUCTION AND PURPOSE

The purpose of this document is to outline how to look up in 25Live events scheduled in a given classroom (general assignment or department), as well as search for an event that has been scheduled but the classroom is unknown.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

For academic course sections, all classroom scheduling and unscheduling is to be performed in 25Live, with room scheduling data traveling to the course sections in Baner within 1 – 2 minutes after saving the room assignment in 25Live. One-time or spot-scheduled events are created and scheduled only in 25Live. Thus, to receive an accurate picture of what is scheduled in a given classroom on a given date or date range, this information should be obtained 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]) to follow along.

PAGES

No Banner pages are addressed in these procedures.
PROCEEDURES

LOOK UP EVENTS IN A SPECIFIC CLASSROOM

An academic department scheduler can search for events scheduled in either a general assignment or department classroom.

STEPS

1. From the Main Dashboard, navigate to the Locations tab.
2. In this example, a search will be conducted for Fall 2018 course sections (aka events in 25Live) scheduled in INTN 1020.
3. Since the specific classroom name is known, the Search by Keyword option will be used.
4. Enter: INTN 1020 in the Search by Keyword field and click Go.
5. Click on the classroom link in the Name column.
6. Navigate to the desired date range by clicking on the current date range, then advancing on the pop-up calendar until the desired date range is reached.
7. Click on date range in the pop-up calendar.
8. See following:
9. For the next example, a search will be conducted for Fall 2018 courses scheduled on Monday, October 1 in CHUNG department classrooms 127, 128, 129, 135, and 136.
   a. This example will utilize an existing Locations search.
   b. Please refer to 25Live procedures on how to create a search.
10. If not already there, navigate to the Locations tab.
11. Click: Advanced Locations Search tab.
12. Locate desired search – in this example, the Locations search called CHUNG labs.
13. If not already there, navigate to the Availability tab.
14. Click on the date link; calendar will pop up.
   a. Click on the single right-arrow advance button on the calendar until desired date comes up.
   b. In this example, click on October 1.
15. Click: Load Availability.
16. See following:

![Event Wizard](image)

White space denotes room available at that date and time. Click directly into desired time frame; will go to Event Wizard to spot-schedule selected room.

Start by entering the basic event information.

Event Name

This field is required.
EVENT SEARCH WHEN LOCATION IS UNKNOWN

To search for a course section or spot-scheduled event without knowing the assigned classroom.

**STEPS**

1. From the **Main Dashboard**, navigate to the **Events** tab.
2. In this example, a search will be conducted for **Fall 2018** course sections **HIST 020 discussions** to find which room was assigned to **HIST 020 022**.
3. If not already there, navigate to the **Search for Events** tab.
4. In the **Keyword** field, enter **HIST 020**.
5. Click: **More Search Options** link.
6. In the **Cabinet** drop-down menu, select **2018 Fall**.
7. Click: **Edit** link by the **Types** heading.
   a. Select **DIS (Discussion)** and click **Done**.
8. Click: **Go**.
9. See following:

10. For the next example, a search will be conducted for **2018 events** spot-scheduled for the **Graduate Division** department (aka **organizations** in 25Live) to review which classrooms have been scheduled for their event **Fall 2018 TA Orientation Day 1**.
11. From search results illustrated above, click **Start Over**.
12. Click: **More Search Options** link.
13. From the **Cabinet** drop-down menu, select **2018 Spot Scheduling**.
14. Click the **Edit** link by **Organizations**.
   a. Use the **Search** option in the **Find By...** column to pull up **Graduate Division**.
   b. Type in **Graduate Division** and click **Go**.
   c. Click on **GRADUATE DIVISION** from the **Select From...** column.
   d. Click **Done**.
15. Click **Go**.
16. See following:

**Search For Events**

[Search interface with details and options]

**FINAL QUIZ**

1. On which tab and sub-tab is a basic search conducted for what’s scheduled in a classroom?
   a. Locations tab/Search for Locations sub-tab

2. On which tab and sub-tab can a search be conducted if the assigned classroom of a course or event is unknown?
   a. Events tab/Search for Events sub-tab