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INTRODUCTION AND PURPOSE

The purpose of this document is to provide the steps to obtain final exam information in a given term.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

All classroom scheduling resides in 25Live; this includes final exam scheduling. Academic Scheduling automatically schedules a final exam for all undergraduate lectures meeting in a general assignment classroom in winter, spring, and fall terms. In addition, the 25Live interface LYNX includes a final exam scheduling program that Academic Scheduling is utilizing effective Winter 2018. In Banner, the final exam date and time of a given undergraduate lecture cannot be obtained at the section level (page SSASECT). On the online Schedule of Classes, a lecture section will include a Web link to the final exams matrix on the Registrar’s Web site. However, once final exams are scheduled along with searching or running a report in 25Live, users can also search the live final exams schedule (set up in 25Live Publisher) when the final exams schedule for a given term is published. This live schedule is also posted on the Registrar’s Web site and is targeted to be available by the end of the seventh week of the current quarter.

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.
LOOKING UP FINAL EXAMS – QUICK SEARCH
Useful for finding final exam information for a specific lecture.

STEPS
1. From the Main Dashboard, navigate to the Events tab.
2. In this example, a search will be conducted to see if for Summer 2018 a final exam for SOC 001 was scheduled, and if so, when and where.
3. Navigate to the Search for Events sub-tab.
4. In the Search by Keyword field, enter SOC 001.
5. Click the More Search Options link.
6. From the Cabinet drop-down menu, select 2018 Spot Scheduling.
7. Click the Edit link by the Types heading.
8. From the Event Types drop-down menu, select Final Exam, then click Done.
9. Click: Go.
10. See following:

11. Even quicker search:
   a. On the Home Dashboard (Home tab), locate the Quick Search section.
   b. In the Search Events option, enter EXAM: SOC 001 and click Go.
A list of scheduled final exams can be obtained in 25Live by running an event report. To set up the event search that is a parameter for this report, please refer to procedures “25Live – Create an Event Search.”

**STEPS**

1. Navigate to the **Reports** tab.
2. In this example, a report will be generated that lists the **Spring 2018 final exams schedule**.
3. Navigate to the **Event Reports** sub-tab.
4. In the **Choose a Report...** pop-up menu, select **Academic Term Summary – Excel**.
5. See following:

6. From the Event Search pop-up menu, select the desired search.
   a. In this example, the search created in procedures “25Live – Create an Event Search” will be selected (Spring Final Exams).

7. Select one of the Report Delivery Options.
   a. Tip: emailing the report to yourself is the quickest method to generate the report.

8. Once all required parameters and a delivery option have been selected, click Run Report button at bottom right of screen.

9. Reports with more data will take longer to generate. Once ready, either a prompt to open the report will come up, or the report will be emailed to the user.

10. The opened Excel will have two worksheets. The first worksheet lists a summary of that report’s parameters; the second worksheet lists the report output.

11. See following:

12. Tip: remove columns and adjust column widths so only pertinent data is in the report.
13. See following (updated format):

<table>
<thead>
<tr>
<th>Course</th>
<th>Event Start Date</th>
<th>Event End Date</th>
<th>MO</th>
<th>WE</th>
<th>TH</th>
<th>FR</th>
<th>SA</th>
<th>Event Start Time</th>
<th>Event End Time</th>
<th>Reg Head Count</th>
<th>Location</th>
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<tr>
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<td>6:00 PM</td>
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<td>SPR 2343</td>
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FINAL EXAM LIVE SEARCH

Main Features:
- Data is live and up-to-date
- Search or filter to find final exams
- Event Actions allow users to receive email and text notifications about their exams, receive reminders before their exams, and add their exams to a calendar

Until exams have had their rooms scheduled for the term, this calendar will display a message directing users to the Final Exam Matrix. The final exam schedule will generally be available during the 6th week of instruction, but Academic Scheduling will notify staff when the schedule is live.

The link to this page is under the UCR Academic Calendar option on the sidebar of the Registrar’s website.

URL: registrar.ucr.edu/registrar/final-exam-live/

Please note that some final exams may not be searchable using this tool. If you are unable to locate your final exam after attempting to search, please contact the Office of the Registrar at academicscheduling@ucr.edu

Search for Final Exams by:
- Subject and Course Number (ex. PHIL 002)
- Subject, Course Number, and Section (ex. PHIL102 001)
- CRN (ex. 61792)

Filter for Final Exams:
- Select a subject from the drop-down menu to see all final exams scheduled for that subject code

Event Actions:
- Add to My Calendar
- Email/Text Exam Information
- Email/Text Reminder

These Event Actions can be accessed by either selecting the box next to the user’s final exam and utilizing the menu on the main calendar view, or by clicking on the final exam title and selecting the menu options from the event view.

The Final Exam Matrix is located on the Registrar’s website: Plan for Your Final Exams under Register for Classes. Students and instructors can utilize this reference tool to find the day and time of their final exams prior to the live calendar being activated for the current term or when registering for classes for the next term.
1. True or False: Final exam date and time can be found on the section in Banner.
   a. False. Until a room is scheduled, a lecture’s final exam date and time (based on the lecture’s meeting day and time) can be found on the final exams matrix on the Registrar’s Web site.

2. List the two methods presented to search for final exam information in 25Live.
   a. Events tab/Search for Events sub-tab
   b. Home Dashboard/Quick Search/Search Events

3. The recommended event report format for pulling a final exams schedule is the ______________________.
   a. Academic Term Summary - Excel