25Live Training Manual

March 2022

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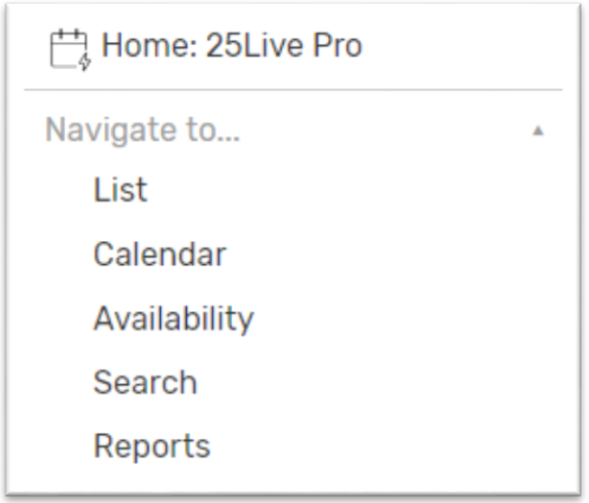
“More” Menu

The “More Menu” is located in the top right corner of your 25Live Homepage. Use this menu for the following:



List: A 1-day list view of all events scheduled in a location or event search.

Calendar: A 7-day calendar view of all events scheduled in a location or event search.

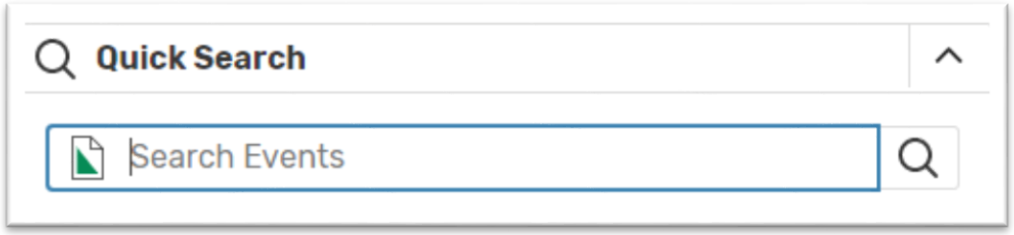
Availability: A 1-day view of all events listed by time. Also gives the option to click on an available time and start an event reservation.

Search: Allows quick searches and advanced searches of events, locations, organizations, resources or tasks.

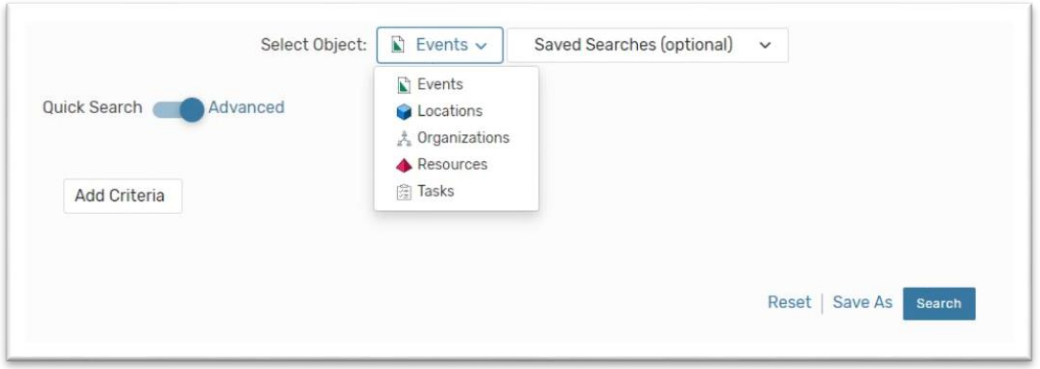
Reports: Lists available reports by category and allows for reports to be viewed or emailed.

How to Locate Courses:

To locate one particular course, use the **quick search** on your 25Live homepage to look up a course by CRN or by subject code/course number/section number.

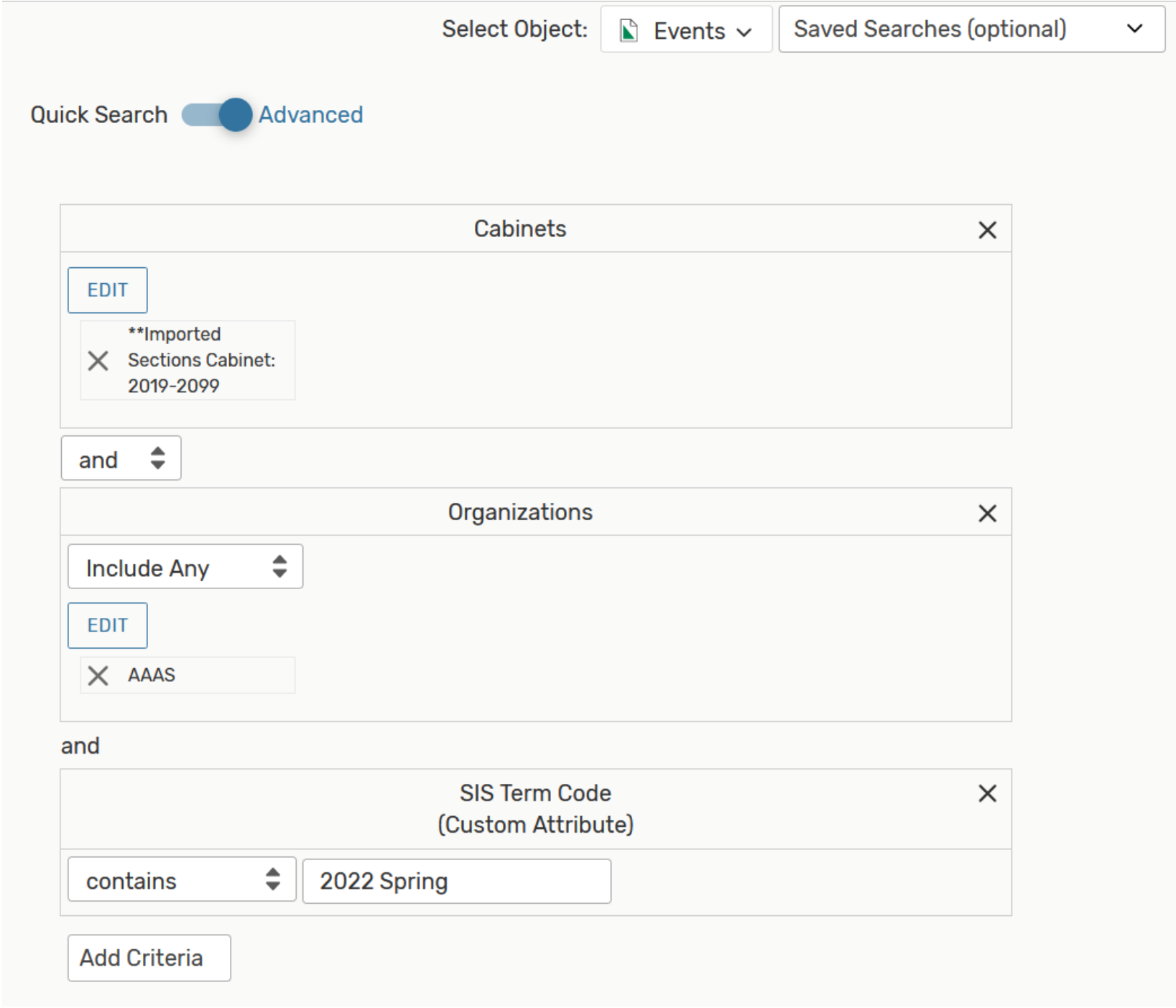


To locate **ALL** courses within a subject code, open the **Search page** (located within the "More" Menu). Make sure that **Events** is selected from drop-down menu and that the toggle is on **Advanced**.



Click **Add Criteria** and add the **Cabinet** (Imported Sections Cabinet 2019-2099), **Organization** (subject code) and **SIS Term Code**.

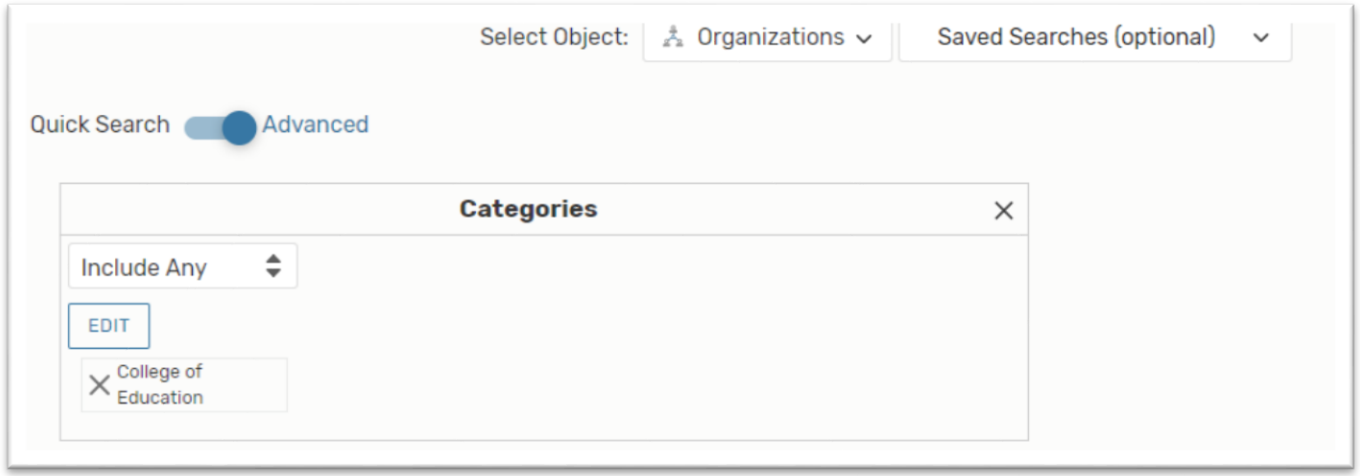
Click **Search** to generate your results.
Click **Save As** to save a copy of your search.



If you prefer to see **ALL** of the subject codes within your college, first you will need to make an **organization search**.

Make sure that **Organizations** is selected from the drop-down menu and the toggle is set to **Advanced**.

Click **Add Criteria** and then **Categories**. Select your college from the list. Click **Done** and then save your search. That search can then be used in place of the subject code when doing your event search.

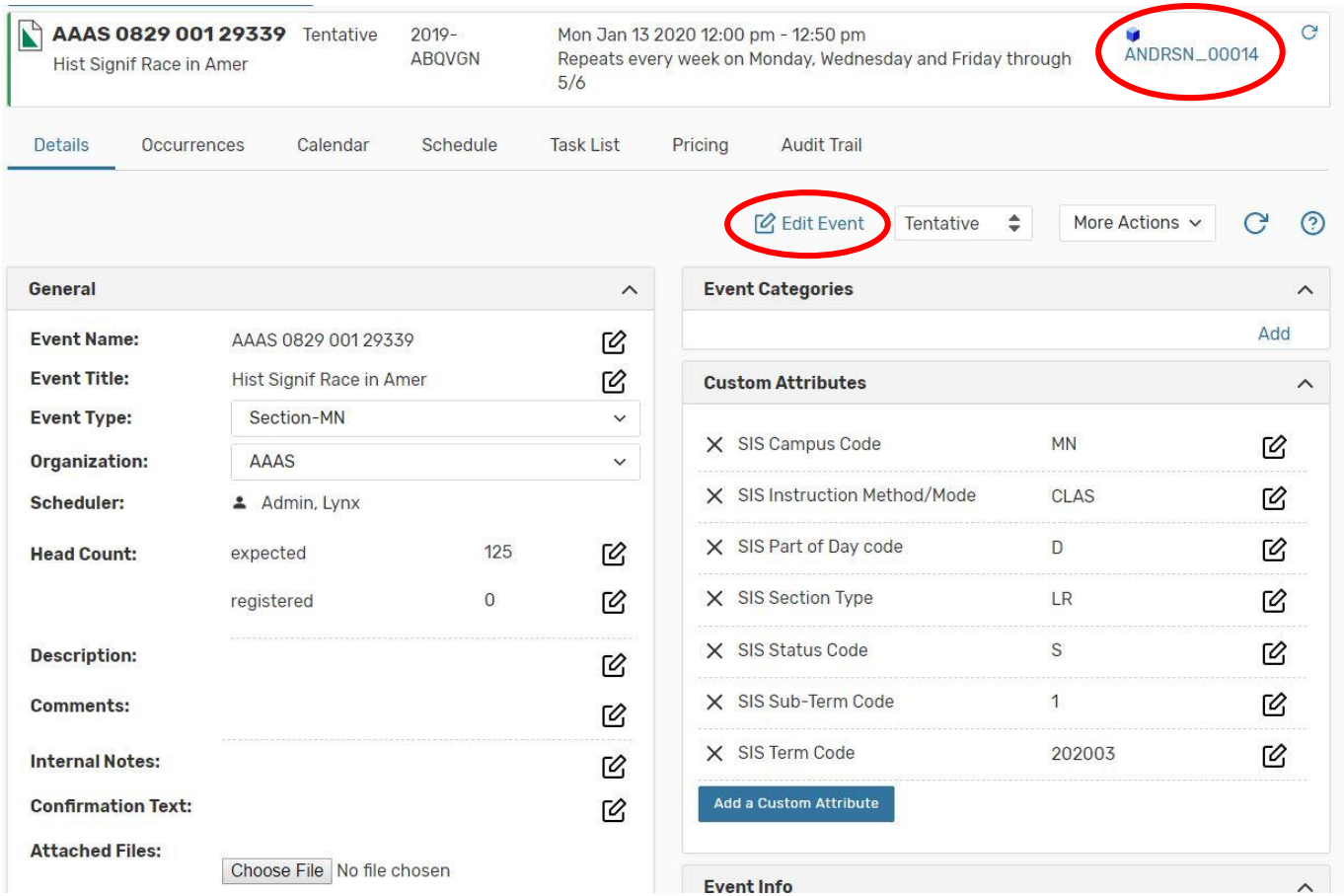


How to Assign a Room/Change a Room:

Click on a course to see the details. If a room has already been assigned, you will see it in the top right corner.

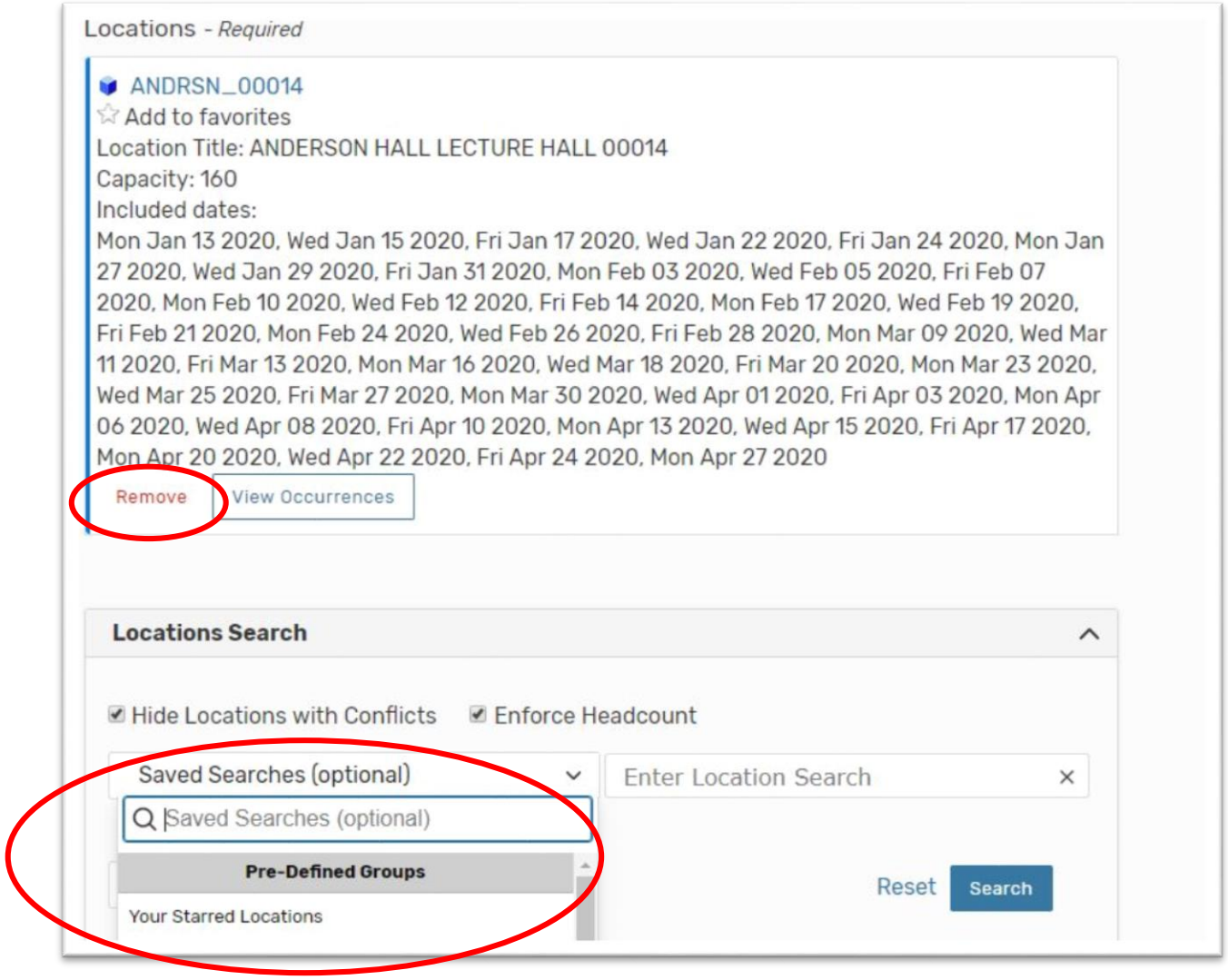
If you need to assign a room click **Edit Event**.

Note: If you need to remove a room assignment, but do not plan to assign a new one, the room must be removed in Banner. 25Live will not allow you to save a course if it does not have a room assignment!



After clicking Edit Event, you can remove an existing room assignment by clicking **Remove** under the room assignment/occurrence dates.

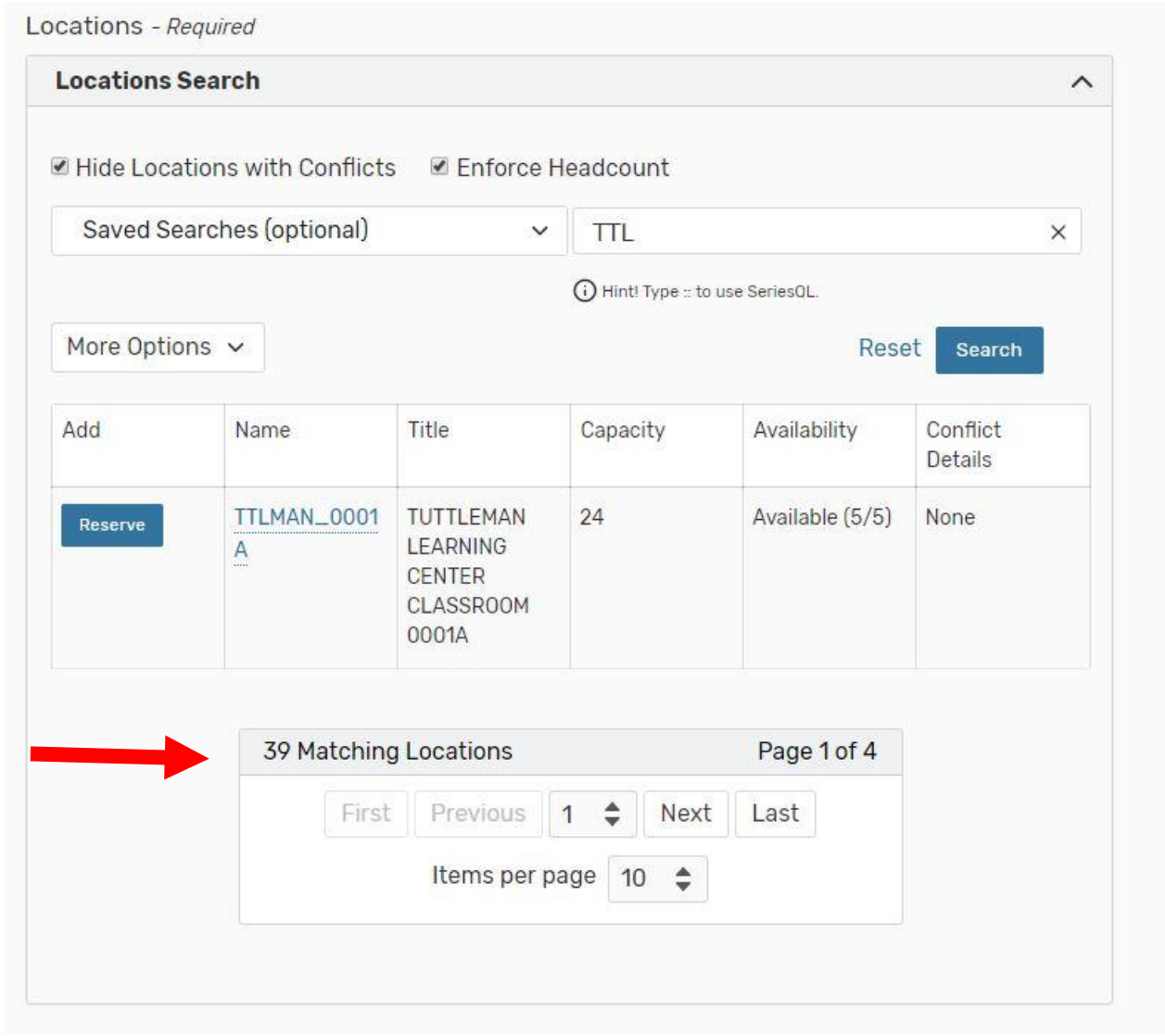
To search for an available room, make sure that “Hide Locations with Conflicts” and “Enforce Headcount” are checked off. You can then search through one of your **Saved Searches** (such as your Starred Locations) or you can search for a specific room.



After clicking **Search**, the results will generate.

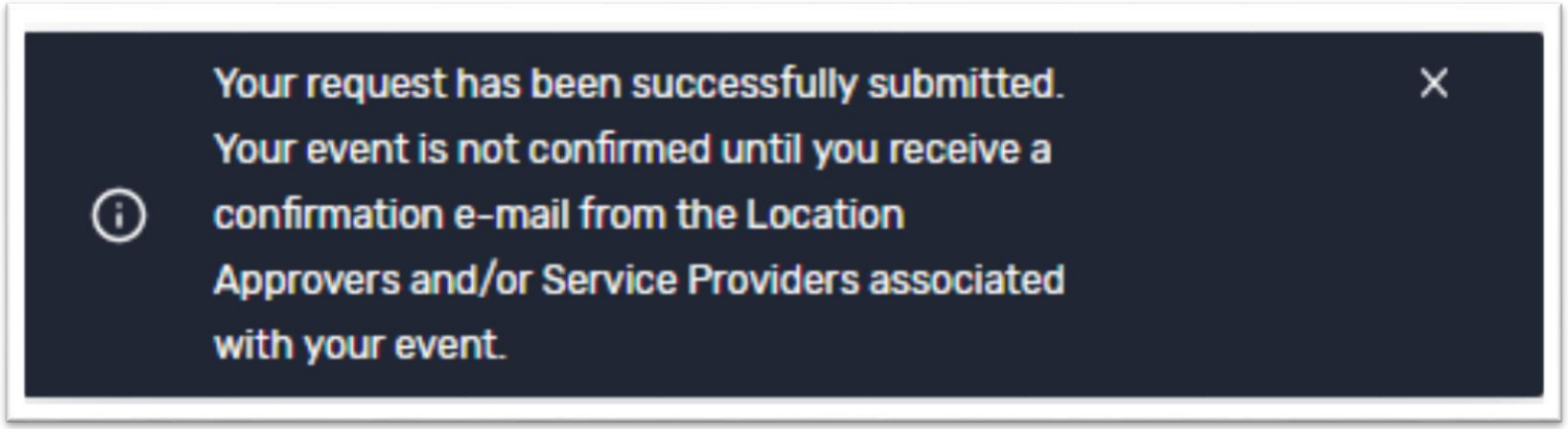
Click **Reserve** to assign a room.

Note: Please do not use 25Live to request a room for a course. Until further notice, if you cannot accommodate a course in your own space, you will continue to send those requests to the Scheduling Office for placement.



After reserving the room, click **Save**. The room will automatically be sent to Banner!

Note: This is the standard message that everyone receives when saving, even if the room belongs to you.



Final Exam Scheduling

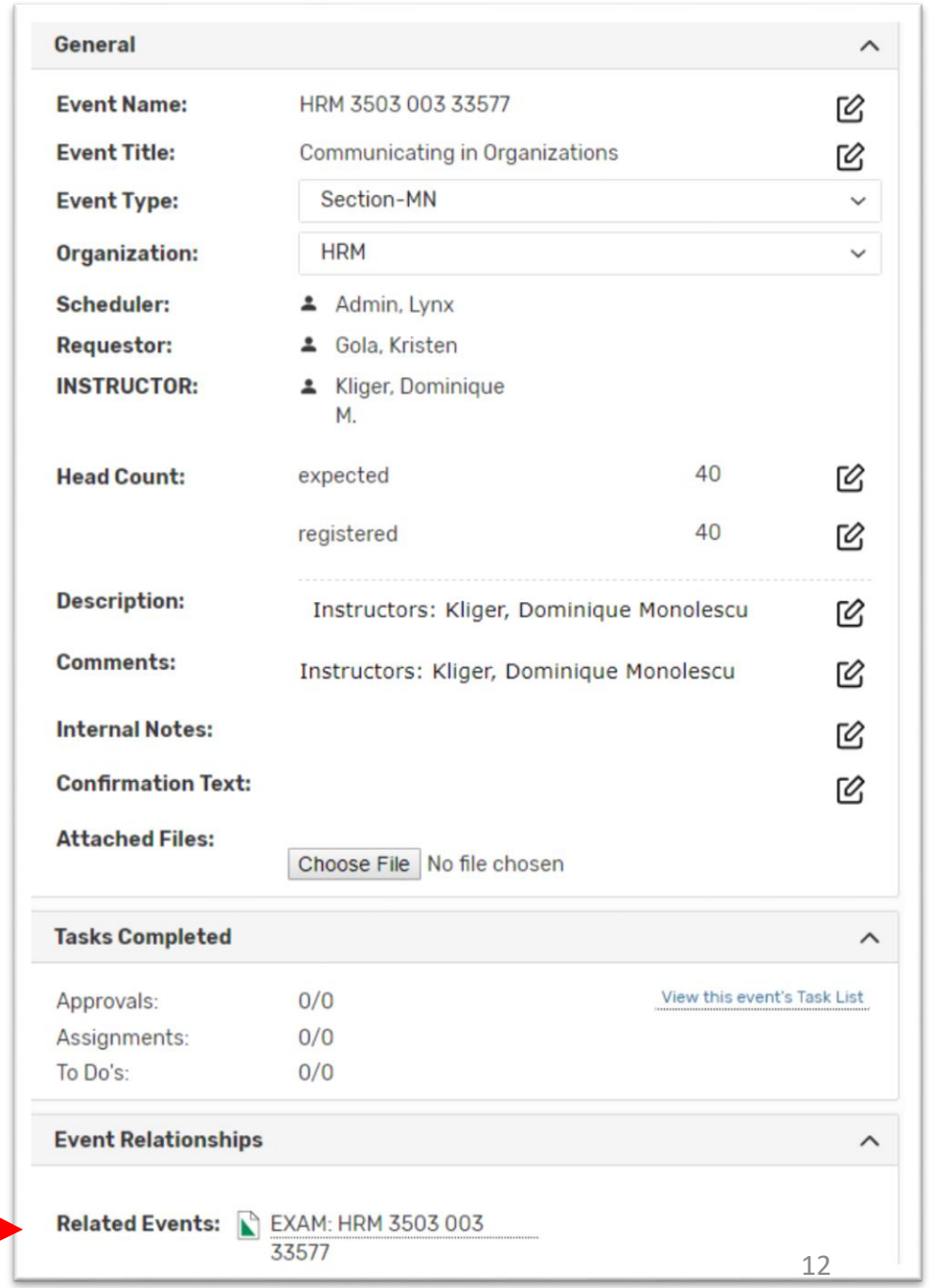
- Unlike R25 where course schedules were carried through the week of Final Exams, **25Live stops the course schedules on the last day of classes.**

- **Main campus, base courses that are on-matrix will be automatically assigned a final exam timeslot** based on the Final Exam Schedule (available on the Registrar's website). These courses will be assigned to the same room that the class meets in during the semester. **Courses that do not meet the criteria above must have their final exam scheduled through their college.** A list of these courses will be sent out by the Scheduling Office.

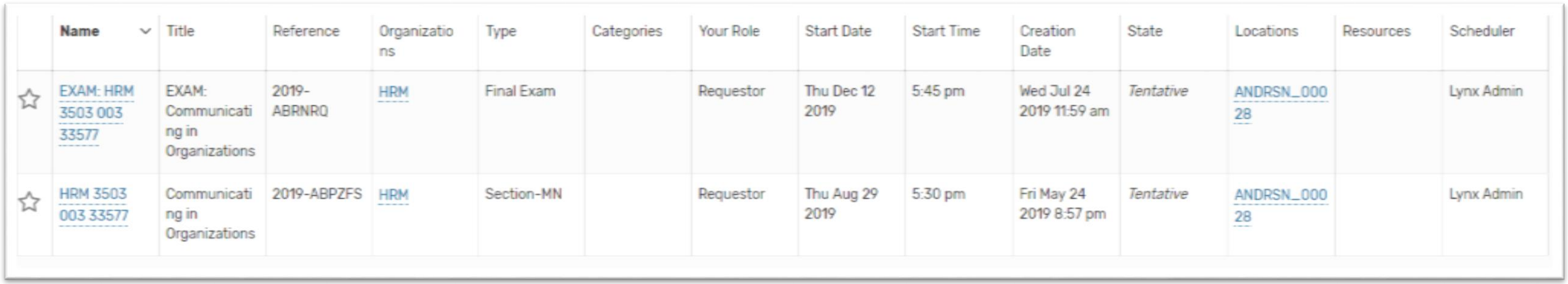
- If you change the location of a course AFTER the final exam schedules have been entered for the semester, you must also change the location of the final exam.

If a course has been automatically assigned a final exam, that reservation will appear as a “**related event**” for that course.

Clicking on that reservation will allow you to edit the final exam reservation if need be. You can cancel it if it is no longer needed, or change the room assignment.



Final exam reservations that were automatically made will also show up when searching for a particular course:



	Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations	Resources	Scheduler
☆	EXAM: HRM 3503 003 33577	EXAM: Communicating in Organizations	2019-ABRNRQ	HRM	Final Exam		Requestor	Thu Dec 12 2019	5:45 pm	Wed Jul 24 2019 11:59 am	*Tentative*	ANDRSN_00028		Lynx Admin
☆	HRM 3503 003 33577	Communicating in Organizations	2019-ABPZFS	HRM	Section-MN		Requestor	Thu Aug 29 2019	5:30 pm	Fri May 24 2019 8:57 pm	*Tentative*	ANDRSN_00028		Lynx Admin

If you need to create a new final exam reservation, find the course and then select **Edit Event**.

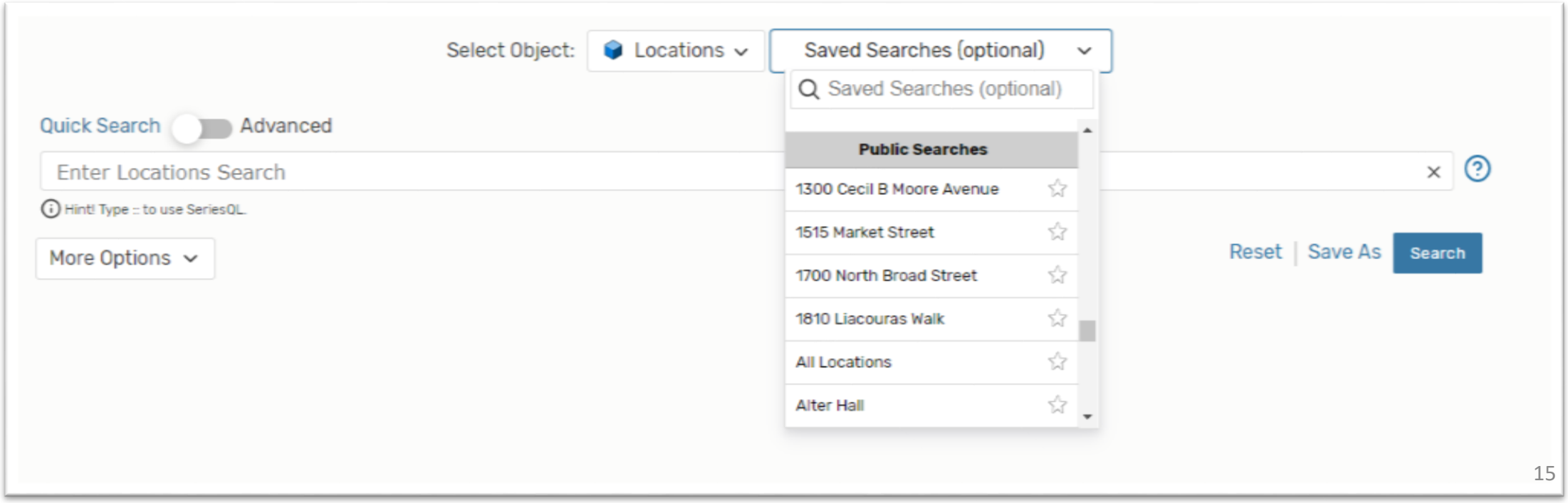
Scroll to the bottom of the course and select **Create Another Related Event**. Then click **Save**. This will open up a brand new event form where you can enter in the exam reservation, using the event type “Final Exam”.

See page 17 of this manual for more detailed information about scheduling a one time event.

How to View Space and Availability:

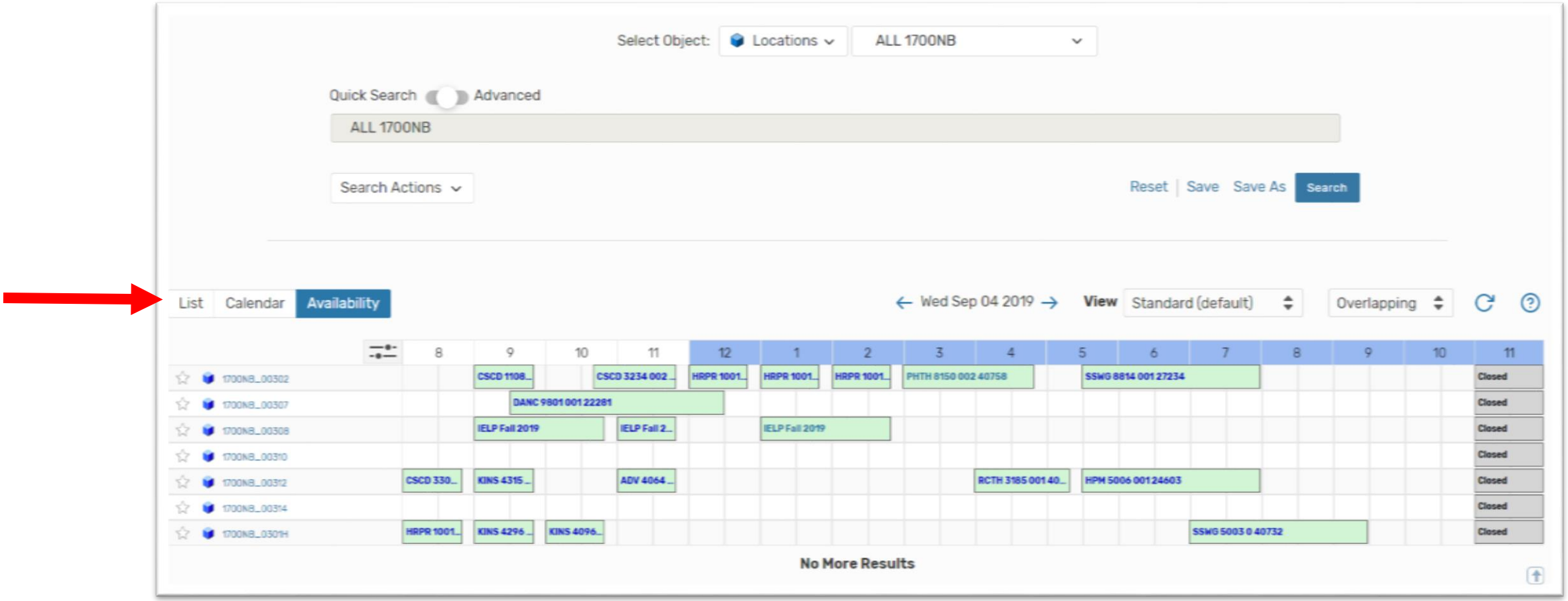
To view a list of spaces, click the **Search** page (located in the More Menu) and select **Locations**. You can use the **Public Searches** to see an entire building at once or you can create your own search.

By moving the toggle to **Advanced**, you can search for criteria such as room features or partitions.

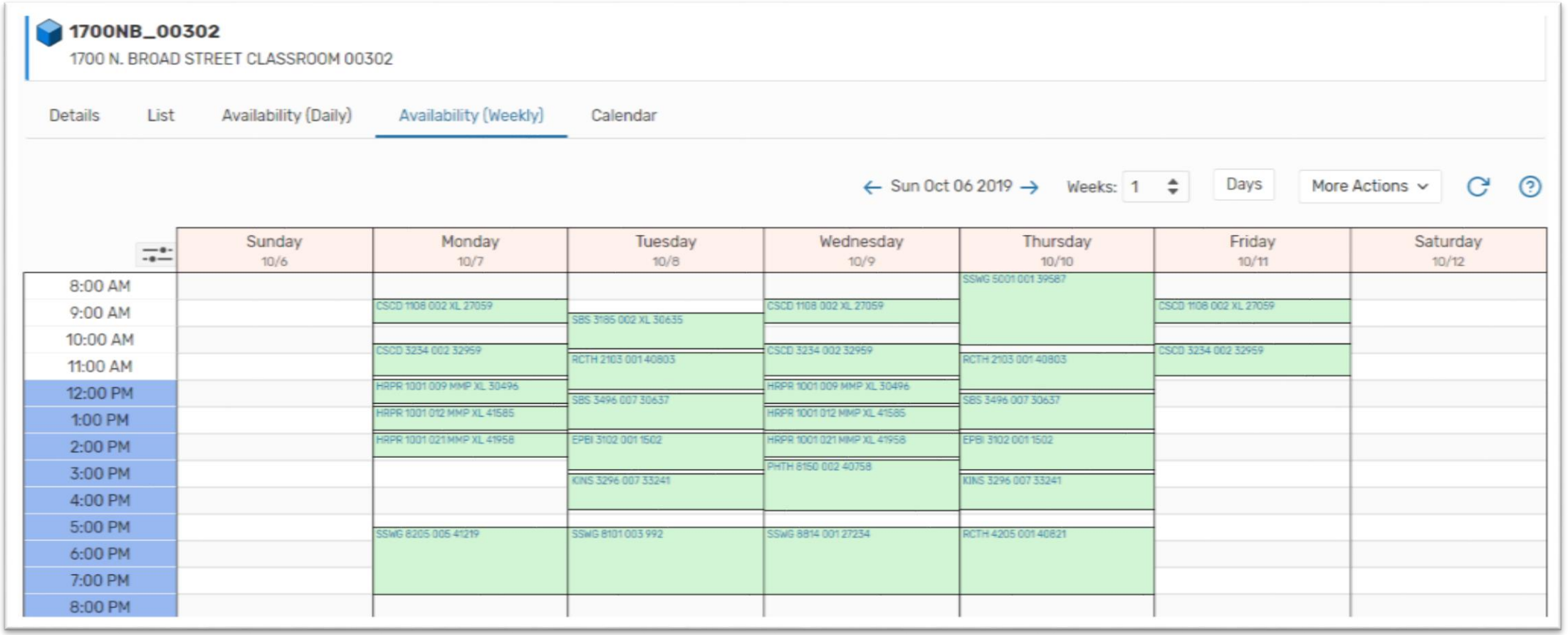


After you have searched for space, you can select **Calendar** or **Availability** to see all of those spaces at one time.

The **Availability tab** is a great way to get a quick glance of room schedules throughout the day. This tab also allows you to click on one of the open time blocks and start an event reservation in that space. You can also shortcut to the Availability tab directly from the **More Menu** on your homepage.



After you have searched for space, you can also click on one particular space for more viewing options. The **Availability Weekly** tab is a great way to view the room schedule for the entire week. It also allows you to click on an available time block and start an event reservation in that room.

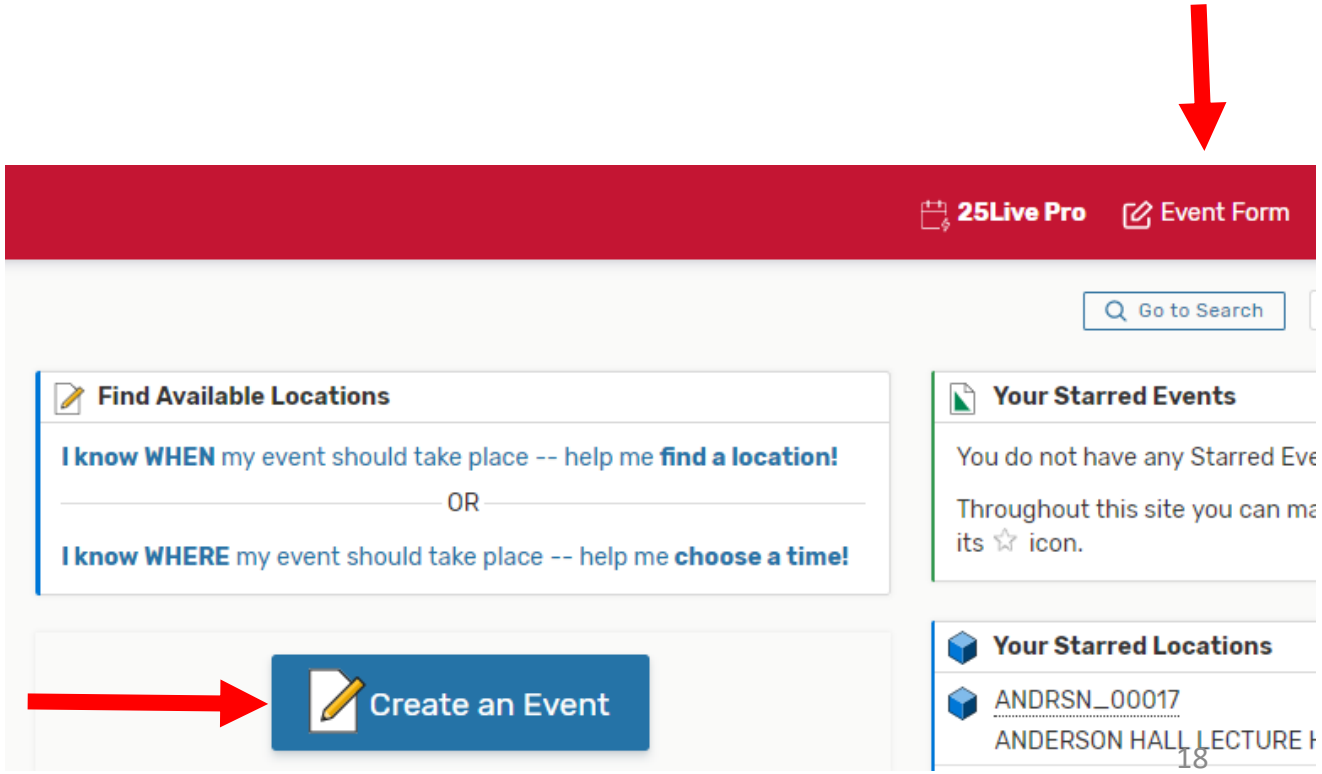


How to Schedule an Event:

25Live allows you to schedule events in your own space AND request space that does not belong to you.

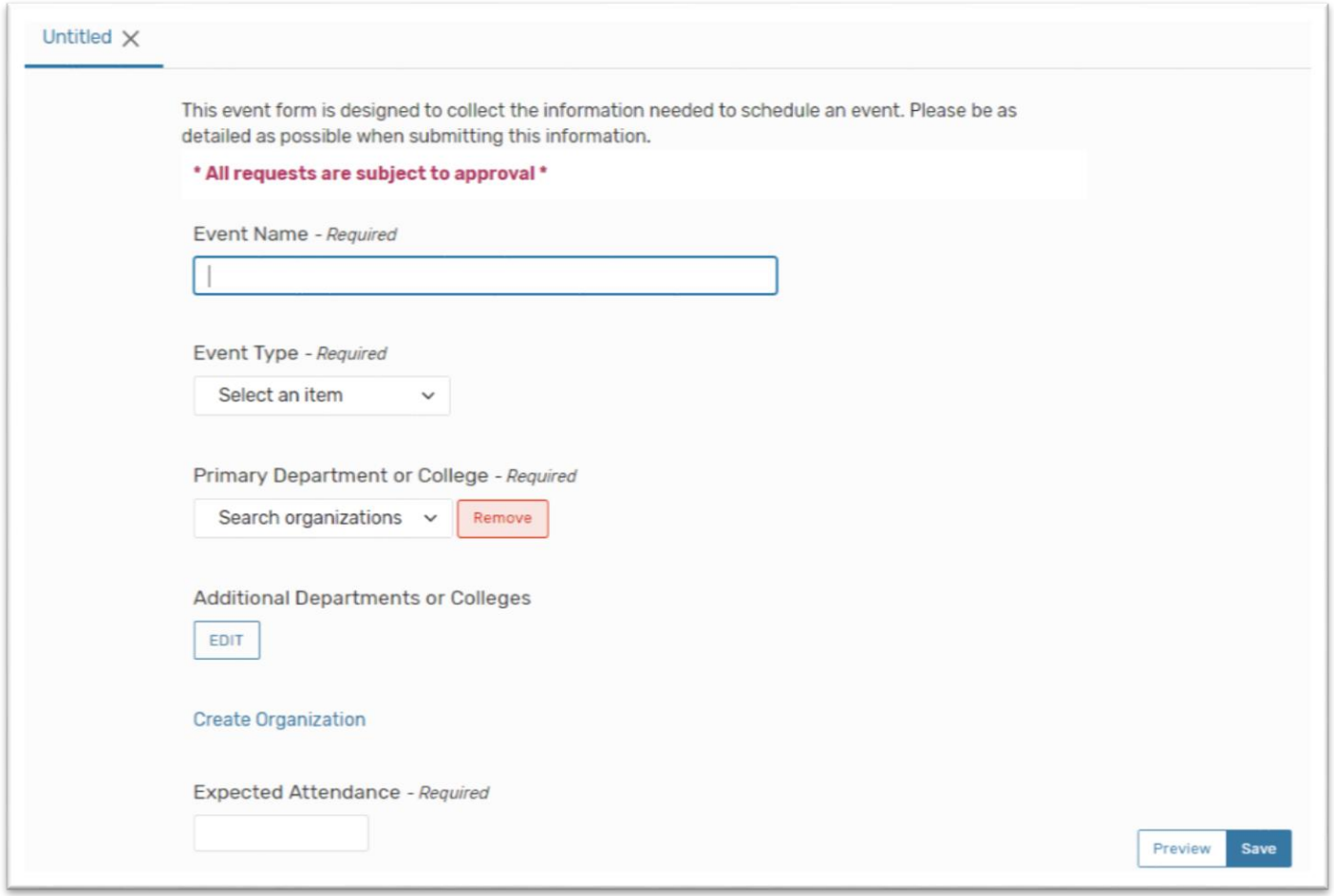
To start a room reservation or request, click **Event Form** in the top right corner OR **Create an Event** in the middle of your homepage.

Note: **Find Available Locations** is a shortcut for creating events. Be careful using the "I know WHEN" option. It requires you to enter a capacity and will only display results that are within a small range of that capacity and not ALL rooms that are actually available.



The event form requires the following:

- **Event Name**
- **Event Type**
- **Primary Department** (it is recommended that you use your College and not a specific subject code.)
- **Expected Attendance**



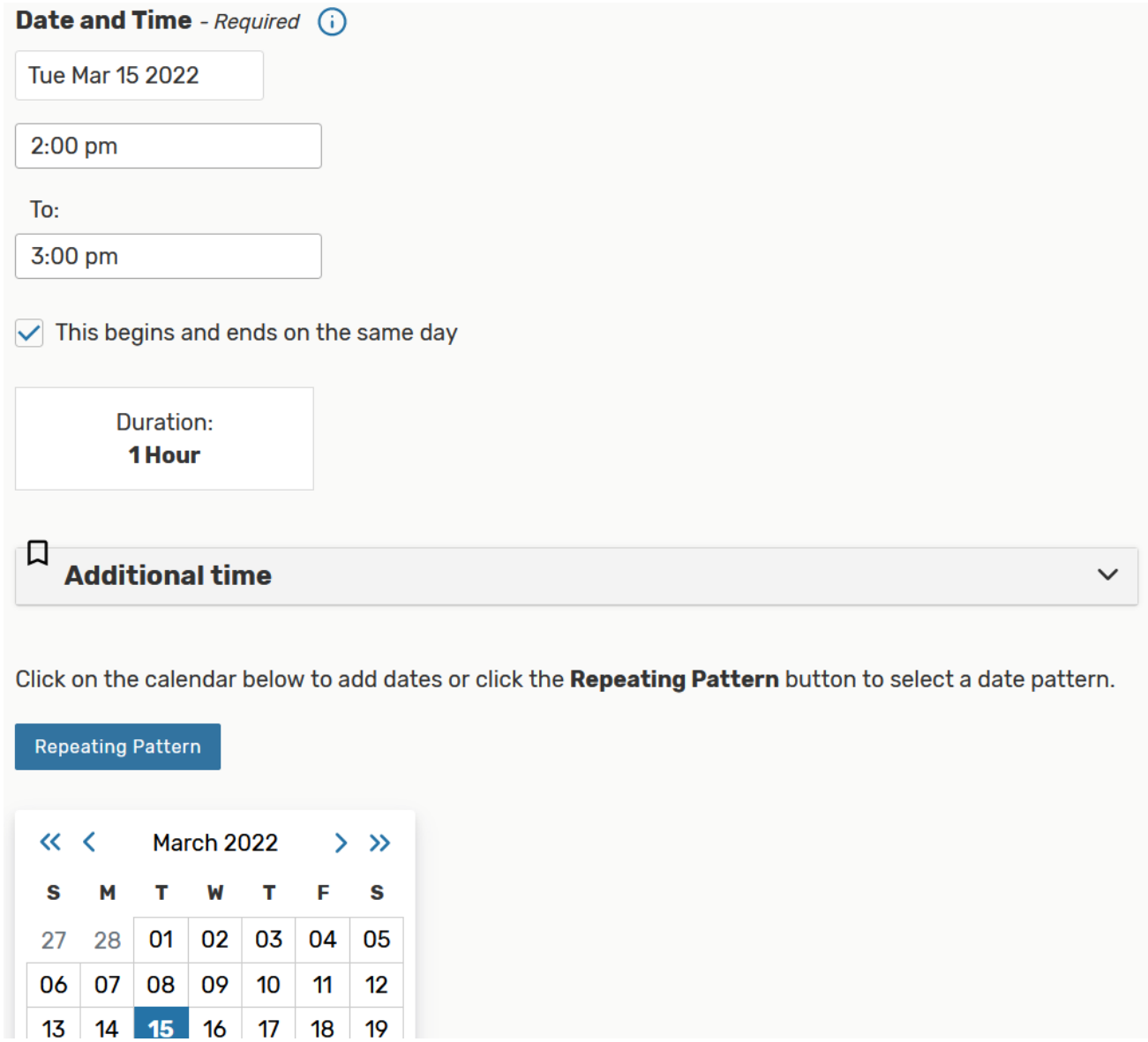
Next you will enter the **start date** and the **start and end time**. The box next to “This event begins and ends on the same day” is automatically checked off and should remain checked off.

If your event has more than one date, you can choose **ad hoc dates on the calendar**.

OR…

If it is a **repeating pattern**, you can choose daily, weekly, or monthly.

To review all of the dates you have selected, click **View All Occurrences**.

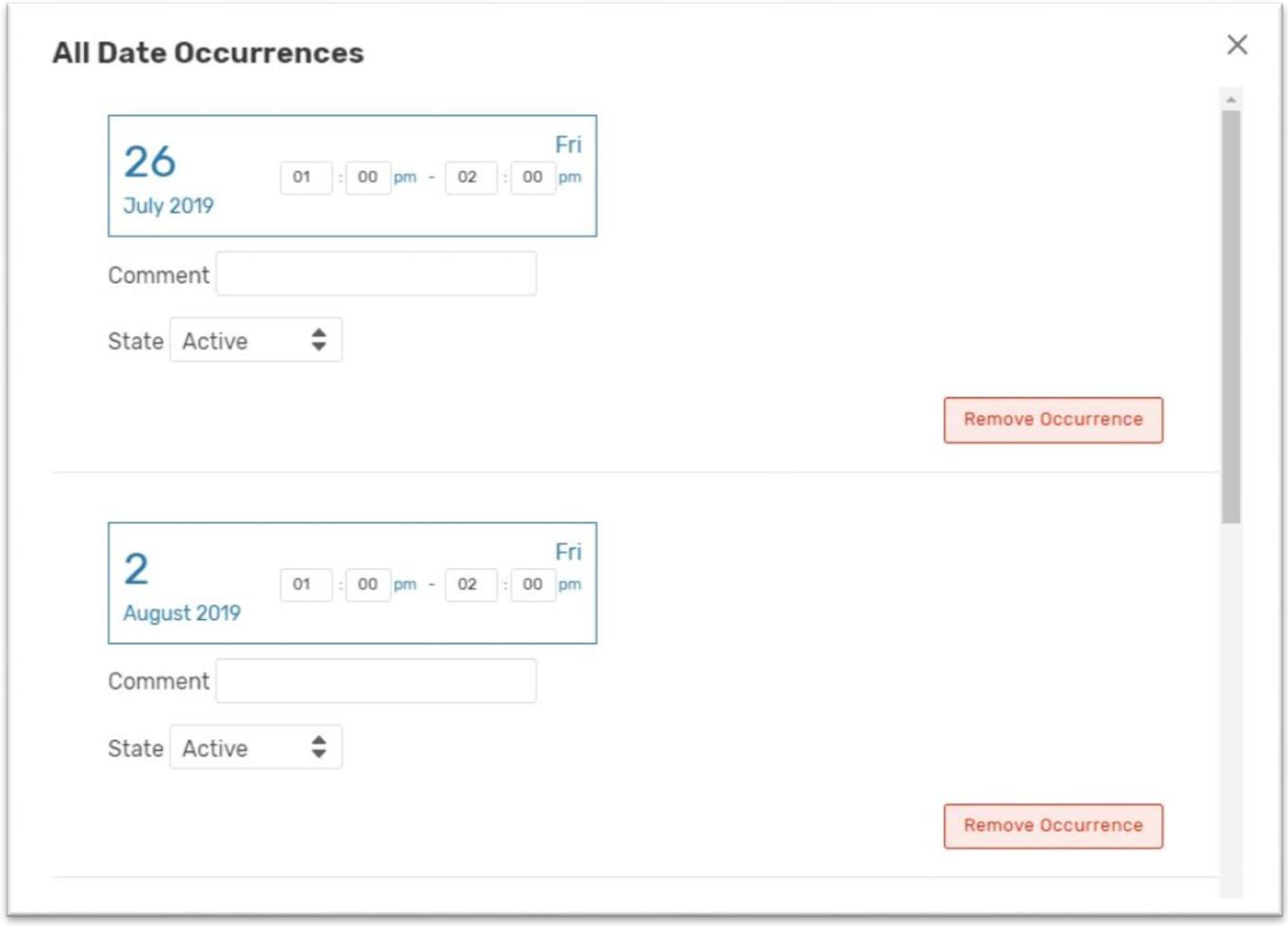


View All Occurrences will open up a new window that lists each date.

From this window, you can remove individual dates by selecting **Remove Occurrence** OR by changing the **State** to Canceled. *This is a great way to exclude Holidays, Spring Break, ect from a large date range.*

You can also alter the **start and/or end time** of individual dates from this window.

Note: Be mindful that when searching for space across multiple dates with different times, the available rooms may be limited. If you would like to use different rooms on different dates, the better option is to create a new related event for those dates. (See page 24).

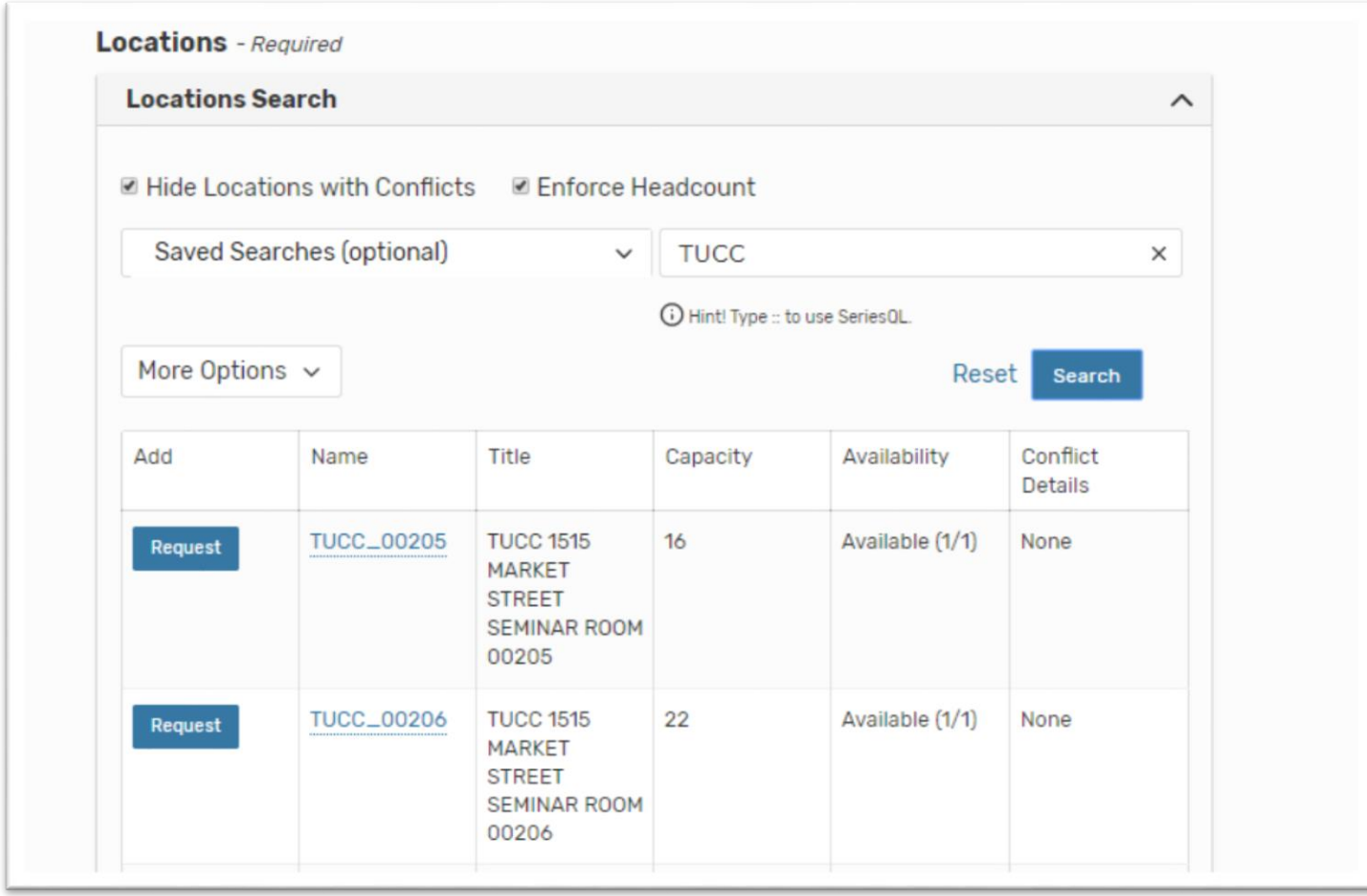


To search for a space, check off “Hide Locations with Conflicts” and “Enforce Headcount”.

Then select a saved search (such as your starred locations) **OR** type in a search criteria such as the name of the building. Click **Search**.

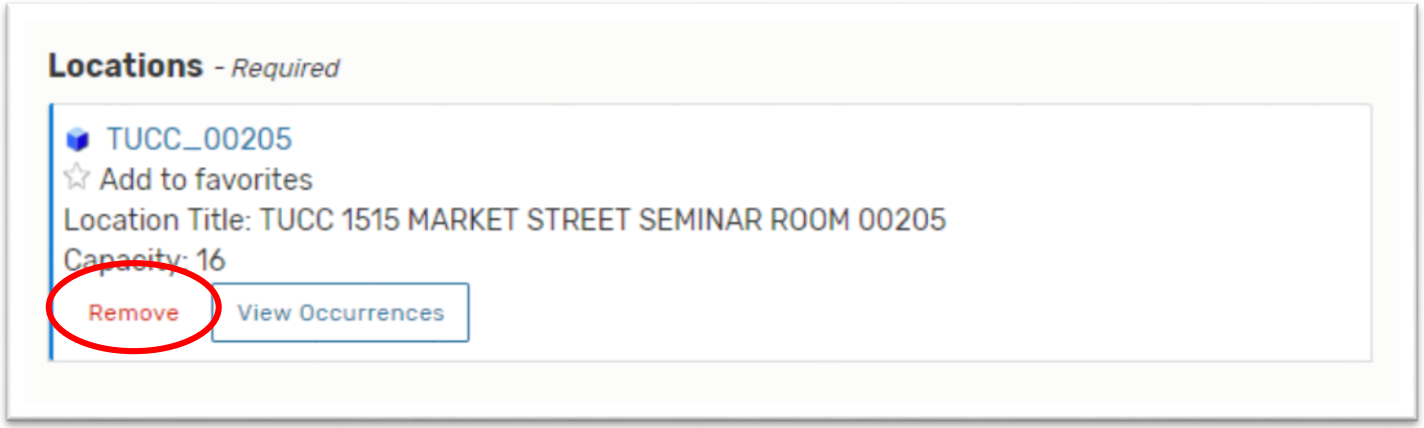
When the available rooms appear, it will say either **Request** (if the room does not belong to you) or **Reserve** (if the room is yours).

You can select multiple rooms for the same event.



Once a room has been selected, it will appear under **Locations**.

You also have the option to **remove** the room here.



After selecting your room(s) you have the option to change the event state from **Tentative** to **Confirmed**. Either event state is fine to use.

Next is the option to:

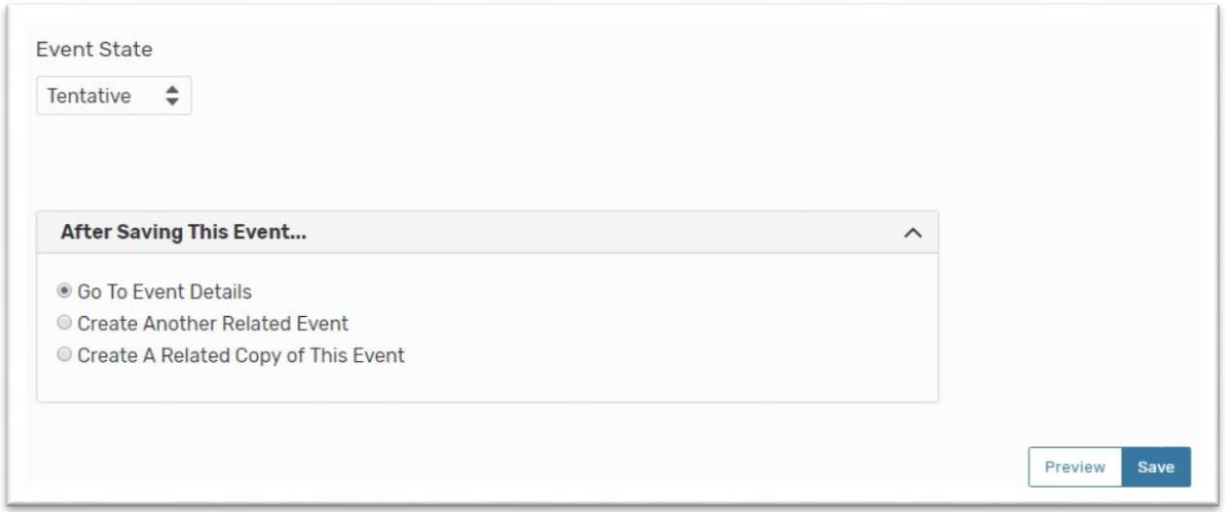
- **Go to Event Details**

OR

- **Create Another Related Event (**which will save the event and then open up a brand new event form that allows you to schedule another event that will be linked with the one you just completed. This is the option you will want to use if you have a complex event with multiple dates/times.)

OR

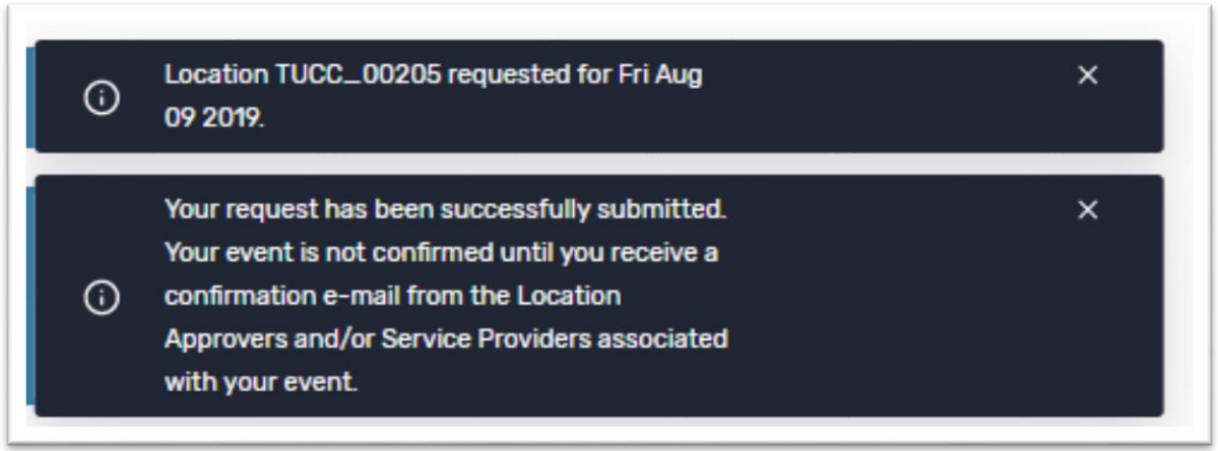
- Create a Related Copy of This Event (which will save the event and then open up a new event form that copies everything from the previous form, including event title, type, org, dates/times, and locations.



After selecting your option, click **Save**.

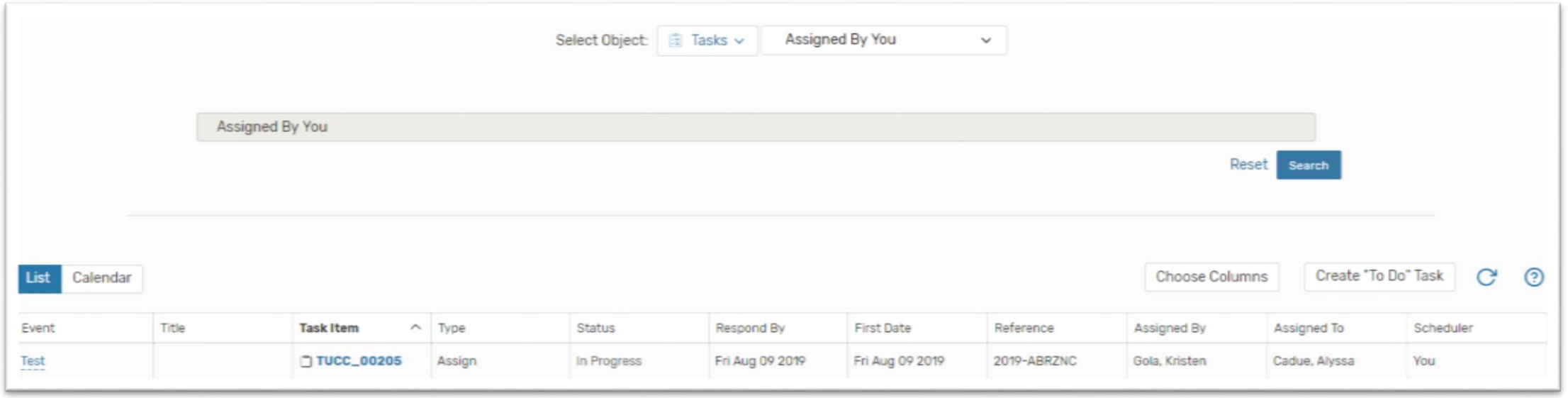
After saving your event, you will receive the message "**Your request has been successfully submitted….**" Everyone gets this standard message, even if the space belongs to you.

If the space does **NOT** belong to you, you will get the additional message stating "**Location xxx requested…**"



If you have requested a room for an event and would like to check the status, click on **Tasks** located in the top right corner of the 25Live homepage. Change the drop-down to "**Assigned By You**" and you will see all of the room requests you have submitted.

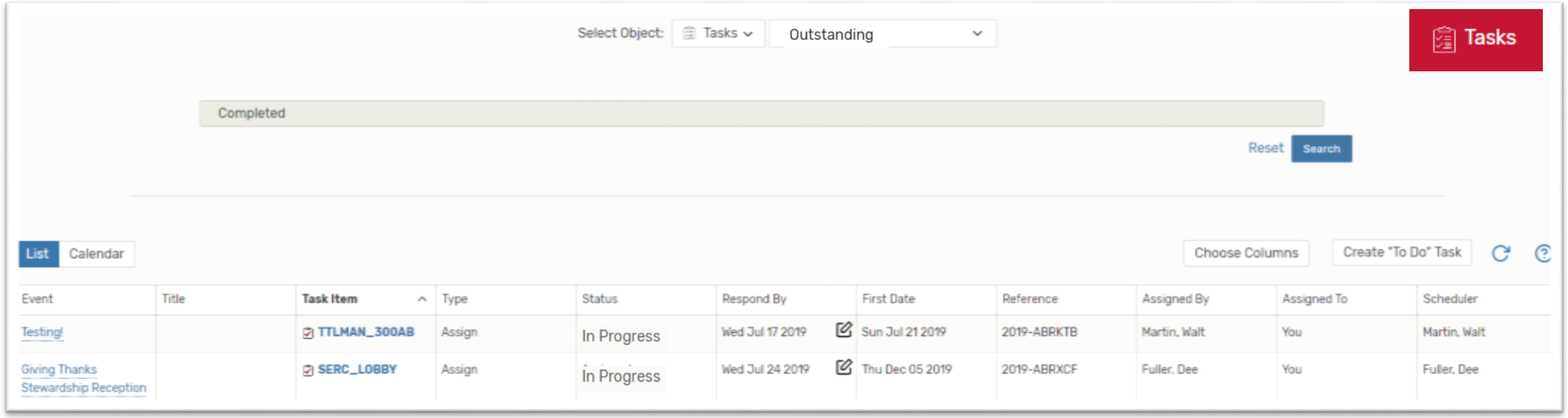
Remember that the room has not been officially reserved until you have received an email confirmation from that room's owner/approver.



How to Approve an Event in your Space:

Click **Tasks** from the top right corner of your 25Live Homepage. Outstanding requests need to be acted upon.

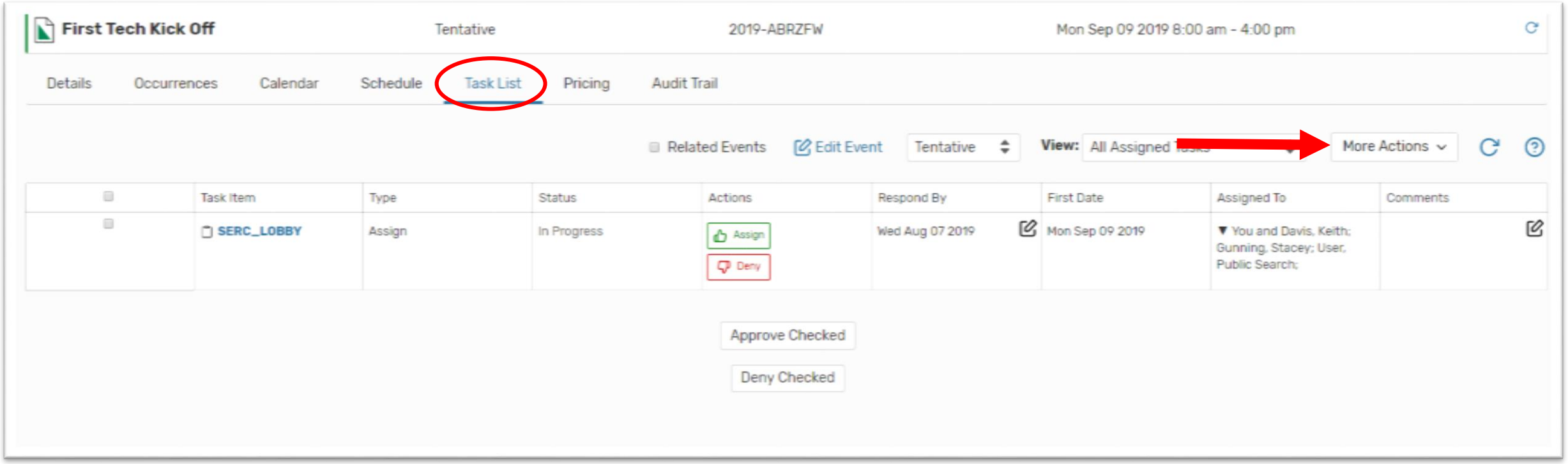
Click on the **Event Title** to review the details of the request.



After reviewing the details of the event, select **Task List**. Here you will be able to Assign or Deny the request.

After taking action on the request, email the requester to inform them of the action taken.

Select **More Actions** and then select **Email Event Details** from the drop-down.



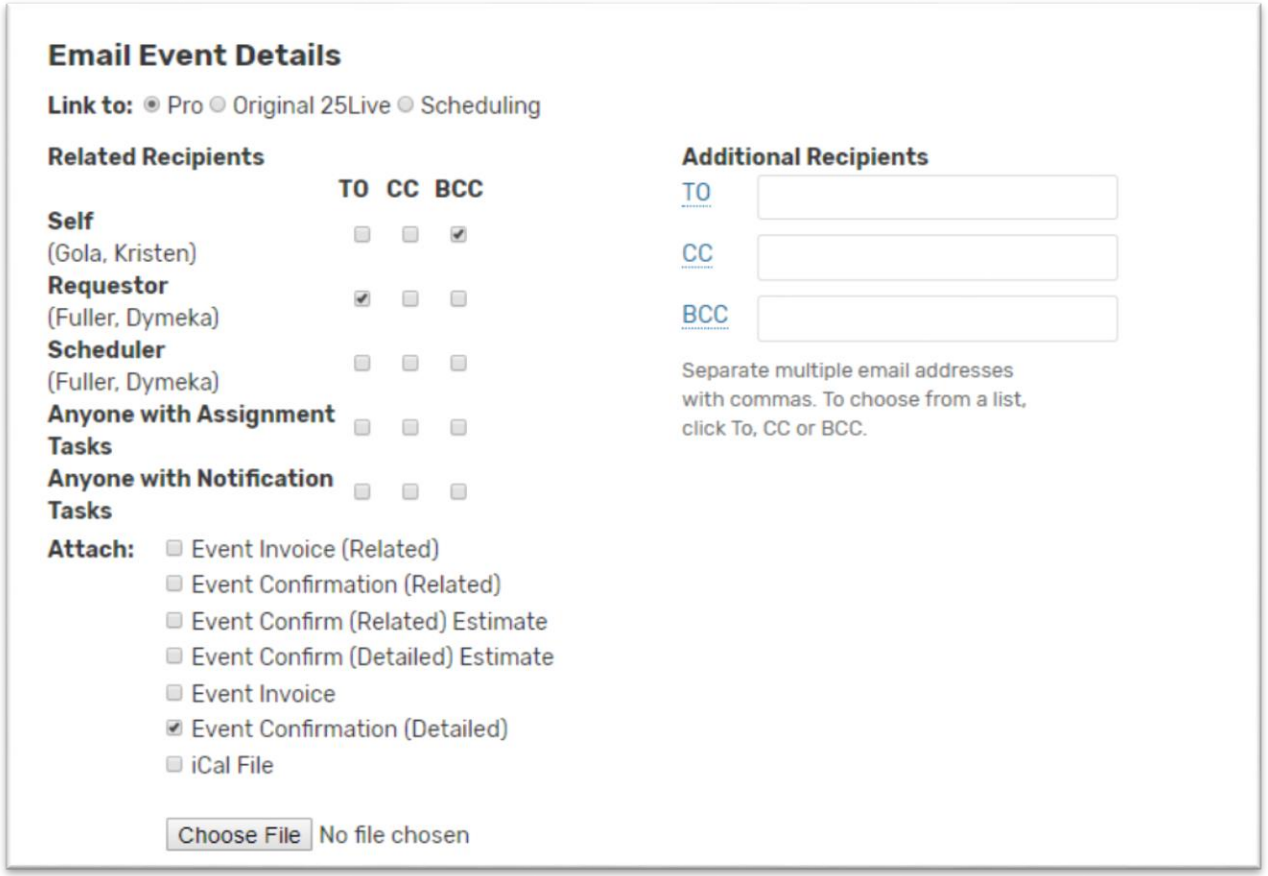
In the email event details, check the **TO** box next to the requester's name. You can add additional recipients as well, including yourself.

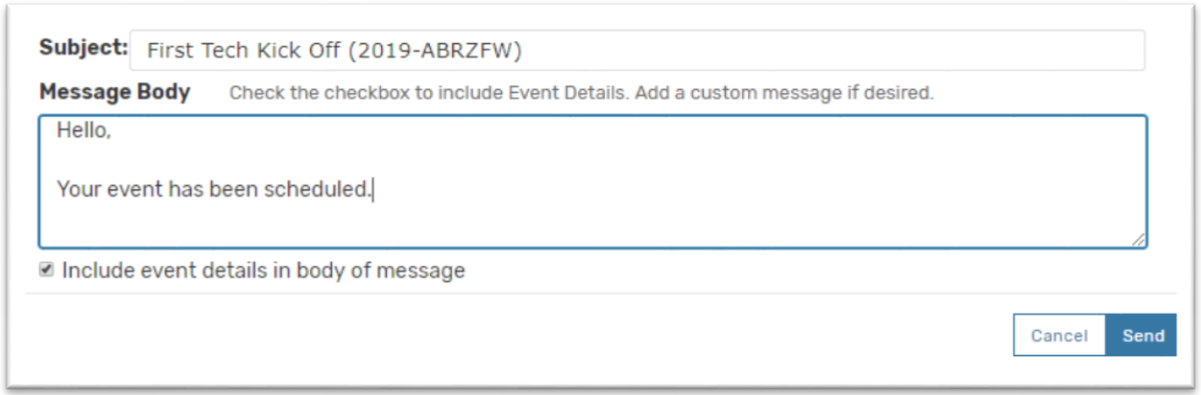
Attach a PDF with the details of the event. In most cases, **Event Confirmation (Detailed)** will be the best option. If you created an event that has related events, and you want to confirm them all at once, use **Event Confirmation (Related)**.

The **subject line** is automatically populated with the event title and reference number.

In the **message body**, state whether the event was confirmed or denied, with any additional information you would like to include. You can also choose to include the event details in the message body.

Click **Send**!





If you have any 25live questions, the **Help Menu** is located directly below the More Menu on your homepage.

Or as always, feel free to reach out to the Scheduling Office ☺