25LivePRO Site & Sign In

1. Go to 25LivePRO website by typing: https://25live.collegenet.com/pro/miami
2. Use your Cane ID credentials (same as your **UM email login**) to log into 25LivePRO.
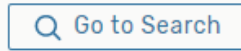
Note the links on the top right corner of the Home screen. Each link allows quick navigation to and from any screen in the system.

Searching for Events:

Click on the **Go to Search** box
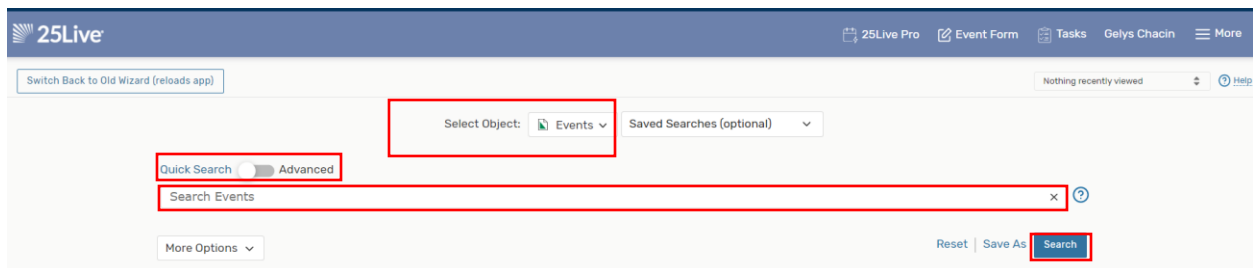

A new window will open.

Make sure that the Select Object field reads **Events**.

Type the name of the event you are searching for in the field that reads Search for Events

The Select Object field allows as well to look for other categories (i.e., locations, organizations, etc.).

Keep in mind that you will need to select the corresponding category by clicking on the drop down arrow:
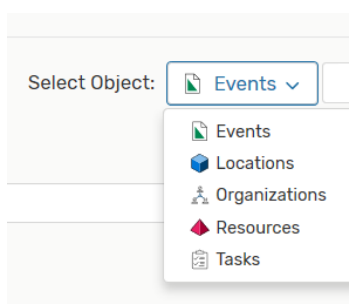
The **Go to Search Events** option will allow user to search for:

a. Specific event(s) by typing event's name in the **Search by Keyword** field as indicated above

Type record name (i.e., ACC 212) in the **Search by Keyword** text box and hit Enter

a. Create an event search by clicking on the ADVANCED button and adding search criteria:

Creating a search for Academic Events:

- Select **Events** from the Select Object button
- Click on the dot to select **Advanced** search option
- Click on **Add Criteria** button
- Click on **Add Category** button
- Click on the Edit button and Select the Academic Term needed, i.e., 2201 (spring 2020)
- Click Done
- Click on **Add Category** to add a second category for your search
- Select **Event States**
- Select **Tentative** (all academic courses show as Tentative in the 25LivePRO system)
- Click Done

Click on the Search button located at the bottom right corner of the screen. The results obtained from this search will show all academic records for a specific academic term searched.

All academic information entered in CaneLink for an academic term will show in the 25LivePRO system. If a record showing meeting days and times in the CaneLink system does not show in a 25LivePRO search, please contact ocm@miami.edu immediately.

In order to create a search to show academic courses for your college/school only, please add a last category to the list of categories above:

- Click on **Add Category**
- Select **Organizations**
- Click the Edit button
- Select **Organization Searches** and look for the one showing your school/college name * If you do not see one listed with your school/college name, please contact the Office of Classroom Management for assistance.
  If you would like to continue working on creating the search, just select Organization and select Specific Organizations instead of Organization Searches. This option allows you to add one by one, each of the three-letter abbreviation name for each of your departments.
  Select each department and then click Done.

Lastly, click on the Search button located at the bottom right corner of the screen and check results.

See sample of two academic searches below:

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Updated: 10/25/19

Search using a pre-saved academic event search for the School of Education

Search created by adding the School of Education's departments, as an additional category, one by one: EPS, KIN, and TAL.

Use the right scroll down bar to see the results of your searches.

	Name	Title	Organizations	Type	Categories	Start Date ^	Start Time	Creation Date	State	Locations	Scheduler
☆	TAL 610 R CS	LIT LRN STRATGIES	TAL	LEC	2201	Tue Jan-14-2020	2:00 pm	Fri Apr-12-2019 5:07 pm	Tentative	Merrick 321	25Live Interface, SIS
☆	TAL 703 01	ISS MULTICLTRL EDU	TAL	SEM	2201	Tue Jan-14-2020	1:30 pm	Fri Sep-27-2019 1:11 pm	Tentative	Merrick 325	25Live Interface, SIS
☆	KIN 155 Q	BIOL PHY ACT HTH	KIN	LEC	2201, GPC ALOC	Tue Jan-14-2020	12:30 pm	Fri Apr-12-2019 5:08 pm	Tentative	Dooly Memorial 202	25Live Interface, SIS
☆	KIN 201 Q	INTRO TO SPORT ADM	KIN	LEC	2201, GPC ALOC	Tue Jan-14-2020	12:30 pm	Fri Apr-12-2019 5:07 pm	Tentative	Dooly Memorial 116	25Live Interface, SIS
☆	KIN 308 Q	ETH DEC MAK SPORT	KIN	LEC	2201	Tue Jan-14-2020	12:30 pm	Fri Apr-12-2019 5:08 pm	Tentative	Merrick 321	25Live Interface, SIS
☆	KIN 345 Q	KINESIOLOGY	KIN	LEC	2201	Tue Jan-14-2020	12:30 pm	Fri Apr-12-2019 5:07 pm	Tentative	Orovitz 121B	25Live Interface, SIS
☆	KIN 365 Q	EXER PROGRAMMING	KIN	LEC	2201, GPC ALOC	Tue Jan-14-2020	12:30 pm	Fri Apr-12-2019 5:07 pm	Tentative	Dooly Memorial 313	25Live Interface, SIS
☆	KIN 403 Q	SPORT INFORM MGMNT	KIN	LEC	2201	Tue Jan-14-2020	12:30 pm	Fri Apr-12-2019 5:07 pm	Tentative	Dooly Memorial 317	25Live Interface, SIS
☆	TAL 103 Q	PSY SOC FOUND OF EDU	TAL	LEC	2201	Tue Jan-14-2020	12:30 pm	Fri Apr-12-2019 5:07 pm	Tentative	Merrick 308A	25Live Interface, SIS
☆	TAL 207 Q	AMER SIGN LANG II	TAL	LEC	2201	Tue Jan-14-2020	12:30 pm	Fri Apr-12-2019 5:07 pm	Tentative	Merrick 322	25Live Interface, SIS
☆	EPS 780 41	CLTRL DIVERSITY MENTAL HLT	EPS	LEC	2201	Tue Jan-14-2020	12:00 pm	Fri Apr-12-2019 5:06 pm	Tentative	GPC NORM	25Live Interface, SIS
☆	KIN 456 C	CLINICAL ATHLETIC	KIN	LAB	2201	Mon Jan-13-2020	10:10 am	Fri Apr-12-2019 5:07 pm	Tentative	Orovitz 121B	25Live Interface, SIS
☆	EPS 452 01	PROGRAM EVALUATION	EPS	LEC	2201	Mon Jan-13-2020	10:00 am	Fri Apr-12-2019 5:07 pm	Tentative	Merrick 217	25Live Interface, SIS
☆	KIN 410 B9	PRB ISS SPORT ADMN	KIN	LEC	2201	Mon Jan-13-2020	9:30 am	Fri Apr-12-2019 5:07 pm	Tentative	Merrick 308A	25Live Interface, SIS
☆	KIN 212 B	ELEMENTS OF SPORTS PSYCHOLOGY	KIN	LEC	2201	Mon Jan-13-2020	9:05 am	Fri Apr-12-2019 5:07 pm	Tentative	Merrick 316	25Live Interface, SIS
☆	KIN 232 B	BASIC HUMAN PHYSIOLOGY	KIN	LEC	2201, GPC ALOC	Mon Jan-13-2020	9:05 am	Fri Apr-12-2019 5:06 pm	Tentative	Dooly Memorial 31B	25Live Interface, SIS
☆	KIN 444 B	CLN ATHL. LAB II	KIN	LAB	2201	Mon Jan-13-2020	9:05 am	Fri Apr-12-2019 5:07 pm	Tentative	Orovitz 121	25Live Interface, SIS
☆	KIN 405 A9	FIN BUDG SPRT ADMN	KIN	LEC	2201	Mon Jan-13-2020	8:00 am	Fri Apr-12-2019 5:07 pm	Tentative	Merrick 308A	25Live Interface, SIS
☆	KIN 444 A	CLN ATHL. LAB II	KIN	LAB	2201	Mon Jan-13-2020	8:00 am	Fri Apr-12-2019 5:07 pm	Tentative	Orovitz 121	25Live Interface, SIS
☆	KIN 490 B80 CS	SPECIAL TOPICS KINESIOLOGY	KIN	LEC	2201	Mon Jan-06-2020	9:00 am	Fri Apr-12-2019 5:07 pm	Tentative		25Live Interface, SIS
☆	KIN 490 U80 CS	SPECIAL TOPICS KINESIOLOGY	KIN	LEC	2201	Mon Jan-06-2020	9:00 am	Fri Apr-12-2019 5:07 pm	Tentative		25Live Interface, SIS
☆	KIN 690 G80 CS	SPEC TOP IN KIN	KIN	LEC	2201	Mon Jan-06-2020	9:00 am	Fri Apr-12-2019 5:07 pm	Tentative		25Live Interface, SIS

192 Matching Events   Page 2 of 2

First   Previous   2 ⬍   Next   Last

Items per page   100 ⬍

Notice the summary of the results at the bottom of the list. If you missed an organization (department) when creating the search, feel free to add it and run your search once again until you obtain correct results.

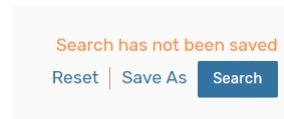**REPORT 25LIVE SYSTEM ISSUES TO THE OFFICE OF CLASSROOM MANAGEMENT**
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Updated: 10/25/19

When pleased with results, click on the **SAVE AS** button.

The below window will pop-up. Provide a name for your search and hit the Save button.

Once you saved it as one of your starred searches, it will show for you on the Home Page, on the Starred Event Searches, once the system is refreshed or reloaded.

Go back to the Home Page by clicking on the 25LivePRO icon found on the middle to right area on the top banner.

To Reference a Saved Search:

There are different options to look/run a saved search:

1. **First option:**

Select your search from the **Starred Event Searches** or any other starred searches (Starred Locations Searches, Starred Resource Searches, etc.) from the **Home page**, if your event, location, organization, etc. search was saved as one of your favorite searches.

Click on the arrow and select the search to run.

2. **Second option:**

Click on **the Go to Search** option located on the top right corner on the Home Page

3. **Third option:**

- Click on the More icon ☰ More located on the right top corner of the top banner
- Select Search
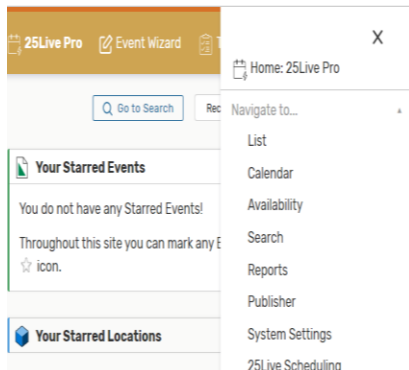
- Make sure you have **Events** showing as your Select Object
- Click on the down arrow showing on the adjacent box that reads Saved Searches
- Move the scroll bar down until you find the name of the event search you are looking for
- Click on Search
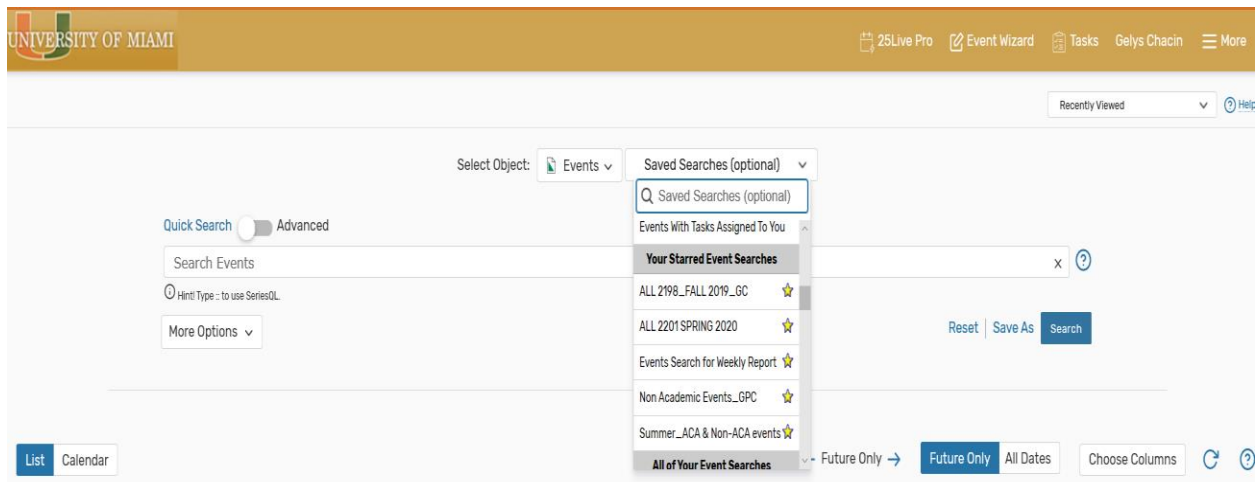
Make sure to have the Future Only button highlighted for the search to show results for current and future dates. If you would like the search to show all events scheduled in the system for the search being run, then select the All Dates option.

Assigning/Removing a School Owned Space or Placing a GPC Space Holder/Request in 25LivePRO

Room assignment for academic term course sections is done in 25LivePRO. Location information populated in 25LivePRO will update Facility field in CaneLink for the academic course sections.

If an edit made to a course section in the 25LivePRO system fits one of the below scenarios, change will successfully update the CaneLink system via the CaneLink/25LivePRO interface. Keep in mind that the 25LivePRO scheduling system will **only** show course sections entered in CaneLink with a meeting pattern (days/times). Any section entered in CaneLink with times of 12am to 12am and no meeting days will not show in the 25Live scheduling system.

User will log into 25LivePRO to:

1. **Assign a school/college owned location** (i.e., Stubblefield 408 location owned by BU school; Wolfson 3034, location owned by the School of Communication; McArthur Engineering 304, location from the School of Engineering, etc.)

2. Assign **GPC NORM** (space holder) to indicate that a course section does not have a specific room assignment and/or does not need a GPC space - **(*)**

3. Assign **GPC ALOC** (space holder) to indicate that a course section was guaranteed a General-Purpose Classroom space by Classroom Management (OCM).

4. Assign **GPC NALC** (space holder) to indicate that a course section is in need of a General-Purpose Classroom space (not guaranteed space)

GPC shareable space holders: GPC NORM, GPC ALOC and GPC NALC are temporary location assignments. The Office of Classroom Management (OCM) runs the 25LivePRO Scheduling Optimizer to assign real General-Purpose Classroom spaces (i.e., Whitten Learning Center 110, Dooly Memorial classroom 118) to course sections in need of space.

(*) It is important that the GPC NORM placeholder or another location is assigned in 25LivePRO when removing an existing location from a course. Warning: In order to replace the original location listed, you must place GPC NORM or another school owned location

If no owned location is known at the time of the update, to update Facility field in CaneLink for such

course section you <u>must</u> enter GPC NORM in 25LivePRO for the interface to update location information in CaneLink.

To assign a location to a course section in 25LivePRO using a saved event search for an academic term, the event must be edited.

From the Home Page:

If looking to add a location to just one course section, type the name of your event on the Search Events option located in the Quick Search box and hit Enter.
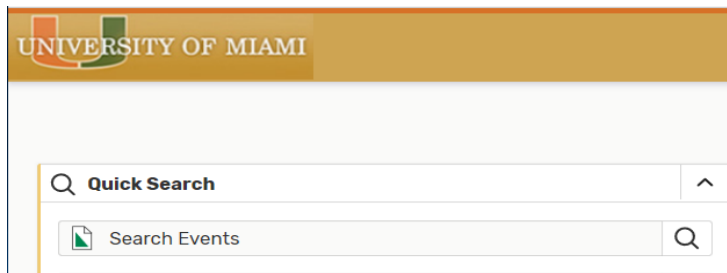
Using other options: You may use the **Go to Search** box or the **More** icon on the top right of the Home page if you are planning to add locations to more than a few academic courses, especially during the scheduling period when owned locations as well as GPC place holders have to be entered in the 25LivePRO scheduling system. Please refer to pages 10 to 12 for instructions on how to run a saved search.
Run the search that contains the academic records to be assigned to locations for the term.

Assigning a Location to an Event:

- Click on the <u>hyperlink</u> showing the **name** of the course – Do NOT click on the star icon.

- Click on Edit Event

Note that in this example, we have selected a Multiple Meeting Pattern Couse. Courses having multiple meeting pattern require user to select one by one, the meeting pattern in need of a location. As such, multiple meeting pattern courses are handled a bit different than regular courses.

- Click on the drop down arrow showing in the "**Choose a reservation to edit**" field to select the meeting pattern needed to assign a location.

- Select the meeting pattern to room.

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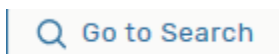*Updated: 10/25/19*

- You may use the <u>scroll down bar</u> on the right side of the screen to find the Location section **or** <u>click on the Location hyperlink</u> on the left side of the screen.

NOTE:

In the Locations area, make sure to check the Hide Locations with Conflicts and the Enforce Headcount check boxes to ensure that the system only shows locations that are available for all of the meeting days and times and that the rooms have the appropriate capacity for the enrollment count for your course.

If you already have <u>a saved Location Search</u>, click on the drop down arrow in the Saved Searches (optional) field, and find your search. Usually saved searches are identified with a yellow star as favorites.

Select it and click on the Search button.

Look for available locations showing and click on the one you need to select for the course.

Once selected, click the Save button.

If you need to place a GPC placeholder or an especific owned location, enter the building name and number in the field that reads "Search for Locations" and click Search.

Locations

Locations Search

☑ Hide Locations with Conflicts   ☑ Enforce Headcount

| Saved Searches (optional) ⌄ | whitten lc ✕ |

ⓘ Hint! Type :: to use SeriesQL.

More Options ⌄   Reset   Search

Add	Name	Title	Capacity	Availability	Conflict Details
Reserve	Whitten LC 110	Whitten Learning Center, 110	170	4/4	None
Reserve	Whitten LC 120	Whitten Learning Center, 120	170	4/4	None
Reserve	Whitten LC 130	Whitten Learning Center, 130	248	4/4	None
Reserve	Whitten LC 140	Whitten Learning Center, 140	170	4/4	None
Reserve	Whitten LC 160	Whitten Learning Center, 160	170	4/4	None
Reserve	Whitten LC	Whitten	170	4/4	None

Click on the Reserve button

Save the record

Once the event is saved, it will show the assigned location on the top right corner of the screen.

To go back to the search of courses to be scheduled for a term, just click on the Go to Search box

Quick View of Space Availability:

Home page:

Type the location name on the <u>Search Locations</u> field located under **Quick Search**

Or

Click on Go to Search option 🔍 Go to Search |

Select Location from the Select Object field and type the name of the location in the Search Location field

Or

Select Location from the Select Object field and then Select the saved location search from the adjacent field, Saved Searches (optional) by clicking on the down arrow.

There are three different view options to look at the location information requested:

1. **List** of locations showing basic information about the space
2. **Calendar** showing scheduled events in the selected location
3. **Availability** of the space(s) selected in the search

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Feel free to modify results showing by clicking on the date, for instance, and look for availability on a different day of the week, month, year, etc.

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If you are interested on checking the availability for one of the listed spaces, just click on the hyperlink for the name/number of the location.

The system will show information only for that location and will provide you with more options to look for availability for the space daily, weekly, only specific days of the week, etc. Check on the options by modifying what is showing for you as hyperlinks for date(s), number of weeks, days of the week, etc. See screenshots below for details.

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Creating a Location Search

From the Home page:

- Click on **Go to Search**
- Select **Locations** from the Select Object field
- Click on the dot for **Advanced**
- Click **Add Criteria**
- Select **Locations** and Specific Locations to select only the locations you need to create your search or Locations Via Search if you need to use a saved location search as part of the search you are creating and then add different criteria to your search.
- If you select **Specific Locations**, click on the Edit button and select the locations you need for your search by typing the name of the location in the Locations field. Look at sample below for selecting locations in the McArthur building.
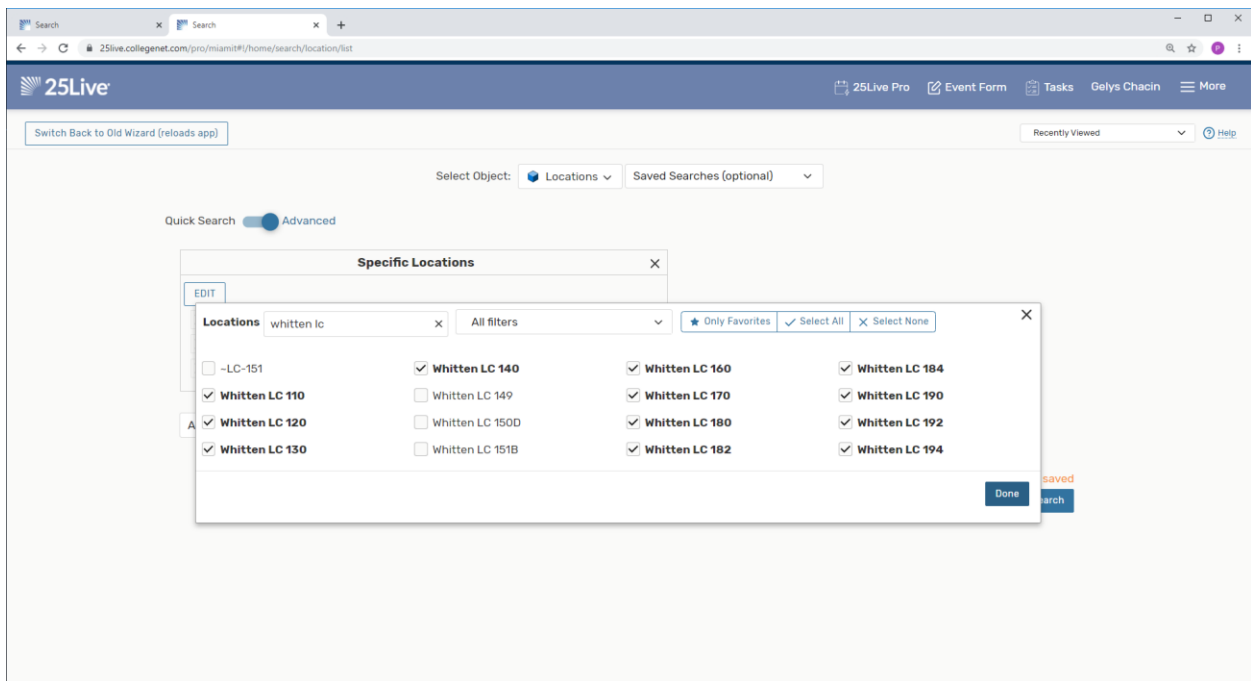- Check on each of the location names needed
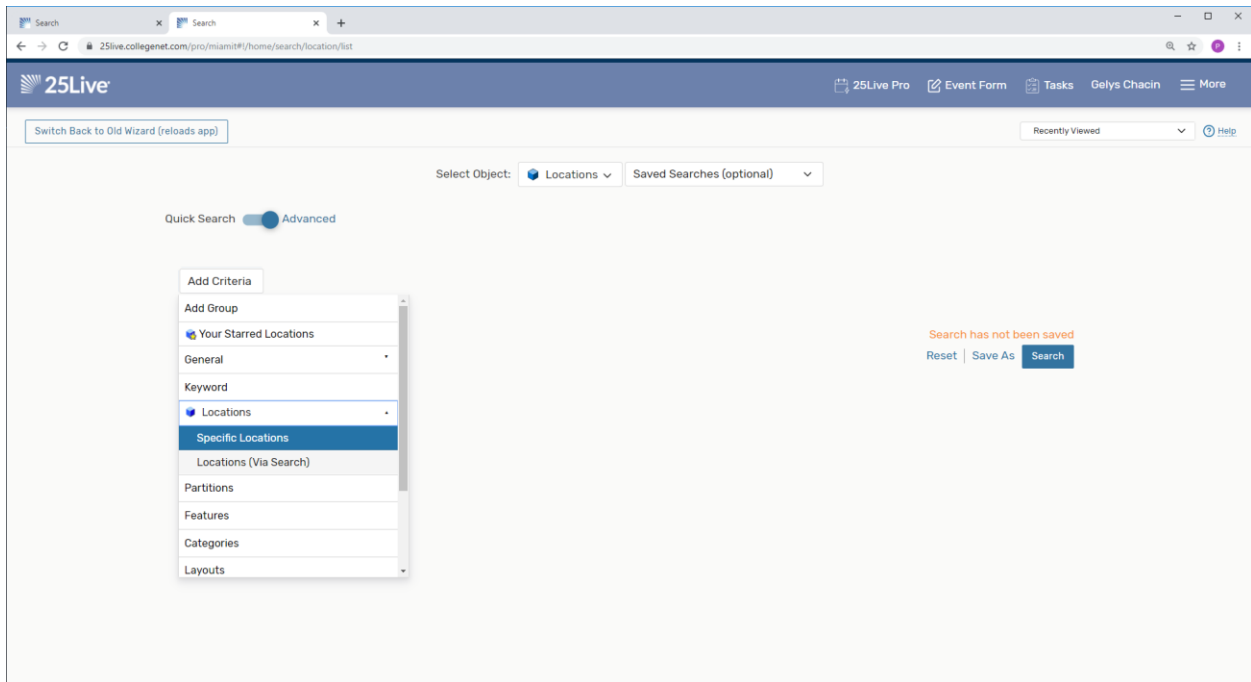- Click Done

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Click on Search to see the results of your search and if pleased with the results, feel free to save it by clicking on the Save As button.

If you would like to add other locations to your search, go back to the top and add new locations by modifying information in the Specific Locations field (click on Edit to add/remove locations).

You will be able to run a saved location search from the Home Page as well. Saved or Starred Locations will show under the Starred Location Searches.

Note: feel free to practice creating searches by clicking on any of the options from the criteria box. Check out what other criteria you may add to your searches to have quick access to for instance, only classroom spaces with capacity between 30 and 50, only spaces with auditorium layout, etc.

As a School Scheduler you may have preferred locations to schedule course sections in, you can make such spaces your "favorites" to have quick access to any of them from the home page.
To mark your spaces as "favorites", look for them on a location search or just look for them individually by typing the location name in the Search for Location field.

Then, once listed, **click on** the blank star ☆ icon for every space in your list. Icon will change from

white to yellow ⭐ .

Starred locations will show in your Starred Locations section from the Home Page.

If you need assistance with any of the subjects introduced in this document or have any questions on how to create a search in the 25LivePro system, please feel free to contact Classroom Management at ocm@miami.edu