



OFFICE OF CLASSROOM MANAGEMENT

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.

25Live

25Live Pro Event Form Tasks Gelys Chacin More

Switch Back to Old Wizard (reloads app)

Go to Search Nothing recently viewed

Quick Search

Search Events

Search Locations

Search Resources

Search Organizations

Your Starred Event Searches

Your Starred Location Searches

Your Starred Resource Searches

You do not have any Starred Resource Searches!

Your Starred Reports

Create an Event

Find Available Locations

I know WHEN my event should take place -- help me find a location!

OR

I know WHERE my event should take place -- help me choose a time!

Your Event Drafts

No Event Drafts in which you are the Scheduler

No Event Drafts in which you are the Requestor

Your Upcoming Events

77 Events in which you are the Requestor

15 Events in which you are the Scheduler

Customize Dashboard

REPORT 25LIVE SYSTEM ISSUES TO THE OFFICE OF CLASSROOM MANAGEMENT

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Updated: 10/25/19

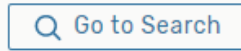


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Note the links on the top right corner of the Home screen. Each link allows quick navigation to and from any screen in the system.

Searching for Events:

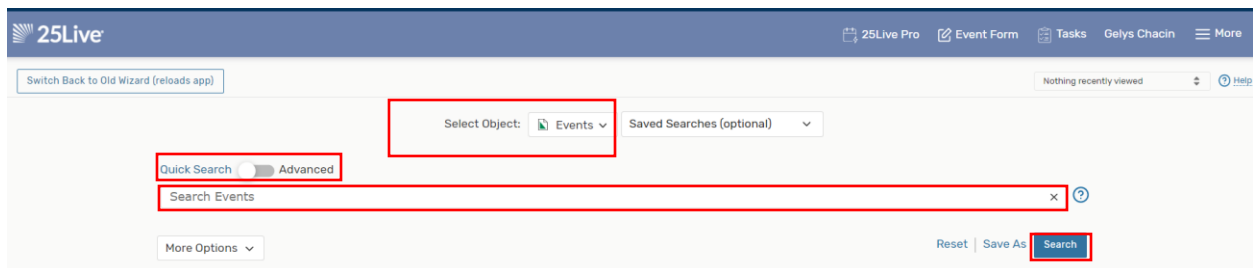
Click on the **Go to Search** box



A new window will open.

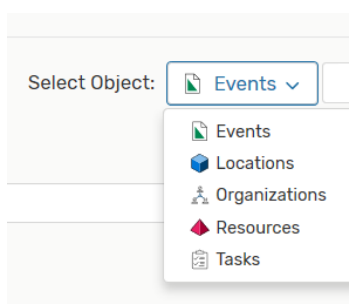
Make sure that the Select Object field reads **Events**.

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:



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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

Name	Title	Organizations	Type	Categories	Start Date	Start Time	Creation Date	State	Locations	Scheduler
☆ ACC 212 U	MANAGERIAL ACCOUNTING	ACC	LEC	2201	Tue Jan-14-2020	6:35 pm	Fri Apr-12-2019 5:28 pm	Tentative	Dooly Memorial 318	25Live Interface, SIS
☆ ACC 212 T1	MANAGERIAL ACCOUNTING	ACC	LEC	2201	Tue Jan-14-2020	5:05 pm	Fri Apr-12-2019 5:28 pm	Tentative	Dooly Memorial 318	25Live Interface, SIS
☆ ACC 212 T2	MANAGERIAL ACCOUNTING	ACC	LEC	2201	Tue Jan-14-2020	5:05 pm	Fri Apr-12-2019 5:28 pm	Tentative	Whitten LC 170	25Live Interface, SIS
☆ ACC 212 P	MANAGERIAL ACCOUNTING	ACC	LEC	2201	Tue Jan-14-2020	11:00 am	Fri Apr-12-2019 5:28 pm	Tentative	Dooly Memorial 315	25Live Interface, SIS
☆ ACC 212 N	MANAGERIAL ACCOUNTING	ACC	LEC	2201	Tue Jan-14-2020	8:00 am	Fri Apr-12-2019 5:28 pm	Tentative	Dooly Memorial 315	25Live Interface, SIS
☆ ACC 212 G1	MANAGERIAL ACCOUNTING	ACC	LEC	2201	Mon Jan-13-2020	2:30 pm	Fri Apr-12-2019 5:28 pm	Tentative	Whitten LC 170	25Live Interface, SIS

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

Select Object: Saved Searches (optional)

Quick Search **Advanced**

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

Select Object: Saved Searches (optional)

Quick Search Advanced

Categories X

Include Any

EDIT

X 2201

AND

Event States X

EDIT

X Tentative

AND

Organization Searches X

EDIT

X School of Education and H...

Add Criteria

Search has not been saved

Reset | Save As | Search

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

Select Object: Saved Searches (optional)

Quick Search Advanced

Categories

Include Any

2201

AND

Event States

Tentative

AND

Organizations

Include Any

EPS KIN TAL

Search has not been saved

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

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List Calendar ← Future Only → **Future Only** All Dates Choose Columns ↻ ⓘ

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 MULTICTRLR 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 MGMT	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.

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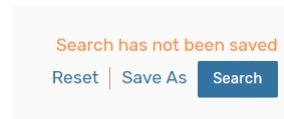
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When pleased with results, click on the **SAVE AS** button.



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


Save Search ✕

Search Name:

Add to starred searches: No Yes

Cancel Save

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.

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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.

The screenshot shows the 25Live Pro interface. On the left, there is a 'Quick Search' sidebar with options: Search Events, Search Locations, Search Resources, and Search Organizations. Below this, there are four 'Your Starred' search categories, each with a search icon and a dropdown arrow. The first category, 'Your Starred Event Searches', is highlighted with a red box. The other categories are 'Your Starred Location Searches', 'Your Starred Resource Searches', and 'Your Starred Reports'. The main content area features a 'Create an Event' button, a 'Find Available Locations' section with two options: 'I know WHEN my event should take place -- help me find a location!' and 'I know WHERE my event should take place -- help me choose a time!', and 'Your Event Drafts' and 'Your Upcoming Events' sections. On the right, there are sections for 'Your Starred Events', 'Your Starred Locations', 'Your Starred Resources', and 'Tasks'.

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



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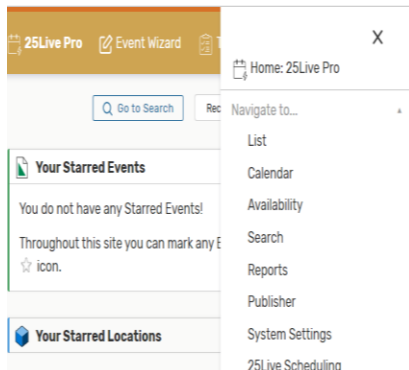
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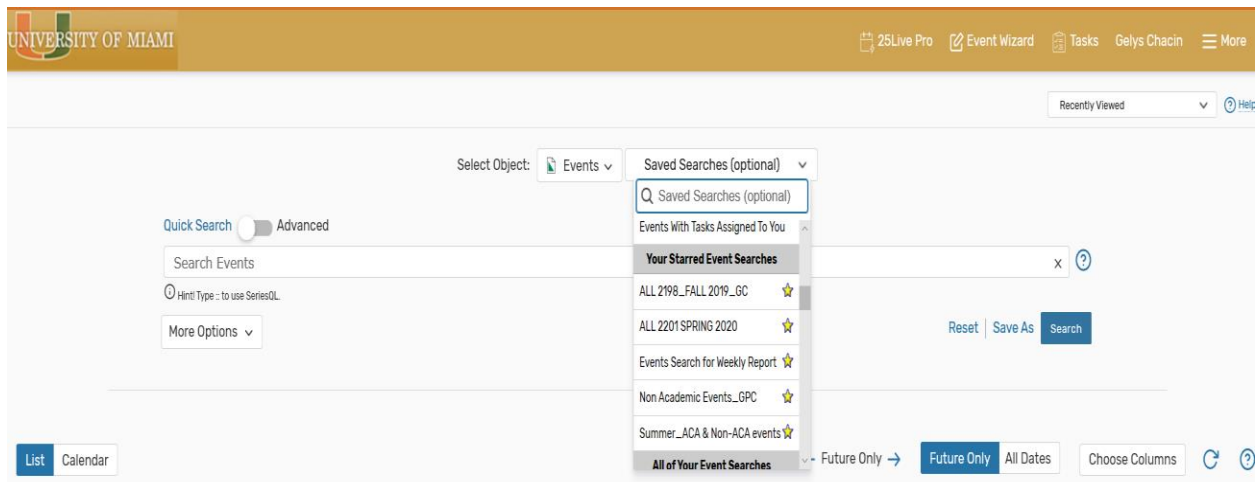
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3. **Third option:**

- 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.

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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

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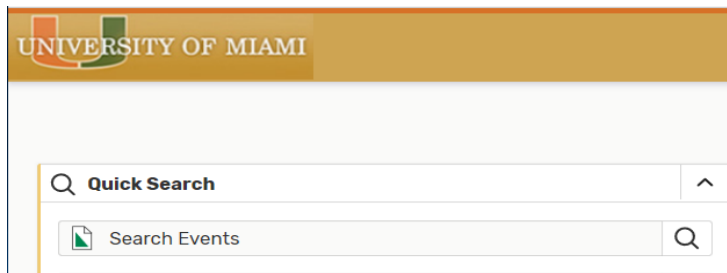
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course section you must enter GPC NORM in 25LivePRO for the interface to update location information in CaneLink.

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 hyperlink showing the **name** of the course – Do NOT click on the star icon.

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List Calendar ← Future Only → **Future Only** All Dates Choose Columns ↻ ?

Name	Title	Organizations	Type	Categories	Start Date	Start Time	Creation Date	State	Locations	Scheduler
☆ BUS 658 75	BUS. ANALYTICS	BUS	LEC	2201	Fri Jun-19-2020	8:00 am	Thu Sep-05-2019 7:20 am	Tentative	Stubblefield 302	25Live Interface, SIS
☆ MAS 639 34 MMP	DATA VISUALIZATION	MAS	LEC	2201	Mon Jun-01-2020	6:30 pm	Fri Apr-12-2019 5:06 pm	Tentative		25Live Interface, SIS
☆ BUS 65173	GLOB STRAT MKT	BUS	LEC	2201	Fri May-29-2020	8:00 am	Tue Sep-17-2019 11:44 am	Tentative	Aresty 532	25Live Interface, SIS
☆ MGT 600 60 MMP	MANAGING EMPLOYEE ENGAGEMENT	MGT	LEC	2201	Sat May-09-2020	8:00 am	Fri Apr-12-2019 5:06 pm	Tentative	Aresty 431	25Live Interface, SIS
☆ FIN 686 34 MMP	FIN DECISION MAKING	FIN	LEC	2201	Sat May-02-2020	8:00 am	Fri Apr-12-2019 5:06 pm	Tentative		25Live Interface, SIS
☆ FIN 650 77 MMP	INTERNATIONAL FIN	FIN	LEC	2201	Mon Apr-27-2020	6:00 pm	Fri Apr-12-2019 5:06 pm	Tentative	Aresty 530	25Live Interface, SIS

- Click on Edit Event

UNIVERSITY OF MIAMI 25Live Pro Event Wizard Tasks Gelys Chacin More

MAS 639 34 MMP Tentative 2019-ABMGDZ Mon Jun-01-2020 6:30 pm - 9:00 pm Repeats every week on Monday through 6/27 All Profiles

Details Occurrences Calendar Schedule Task List Pricing Audit Trail

Edit Event Tentative More Actions ↻ ?

General

Event Name: MAS 639 34 MMP

Event Title: DATA VISUALIZATION

Event Type: LEC

Organization: MAS

Scheduler: 25Live Interface, SIS

Head Count: S 0800-1200: registered 0

M 1830-2100: registered 0

Description:

Comments: S 0800-1200:

Event Categories

2201

Custom Attributes

Add a Custom Attribute

Event Info

Event Owner: 25Live Interface, SIS

Creation Date: Fri Apr-12-2019

Allen UID: LYNX-EV-109-2201-8351

Reference: 2019-ABMGDZ

Cabinet: 2020 Academic Cabinet

Folder: School of Business Administration

Note that in this example, we have selected a Multiple Meeting Pattern Course. 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.

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

The screenshot shows the 25Live Pro interface for creating an event. On the left, a sidebar menu lists various options, with 'Locations' highlighted by a red arrow. The main area displays the event creation form for 'MAS 639 34 MMP'. The form includes fields for 'Event Name (Short Title)' (filled with 'MAS 639 34 MMP'), 'Event Name (Long Title)' (filled with 'DATA VISUALIZATION'), and 'Event Type' (set to 'LEC'). There is also a 'Primary Organization' dropdown set to 'MAS' with a 'Remove' button. An 'EDIT' button is located at the bottom of the form. A message at the top of the form reads: 'Use the Events and Locations Tabs above to search for events and/or locations to confirm the event info you are submitting has not already been entered.'

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.

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If you already have a **saved Location Search**, 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.

The screenshot shows the 25Live Pro interface. At the top, there is a calendar for the month of October, with the 27th highlighted. Below the calendar is a 'View All Occurrences' button. The main section is titled 'Locations' and contains a 'Locations Search' panel. This panel has two checkboxes: 'Hide Locations with Conflicts' (checked) and 'Enforce Headcount' (checked). Below these are two dropdown menus: 'Saved Searches (optional)' and 'Search Locations'. The 'Saved Searches (optional)' dropdown is highlighted with a red box, and the 'Search Locations' input field is highlighted with an orange box. Below the dropdowns are 'Reset' and 'Search' buttons. At the bottom of the page, there is a table with columns for 'Add', 'Name', 'Quantity Available', and 'Conflict Details'. The table contains one row with the value '1' in the 'Add' column, 'Canes Calendar, Main' in the 'Name' column, 'Unlimited' in the 'Quantity Available' column, and 'None' in the 'Conflict Details' column. There are also 'Cancel', 'Preview', and 'Save' buttons at the bottom right.

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

Once selected, click the Save button.

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If you need to place a GPC placeholder or an specific 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)

Hint! Type :: to use SeriesQL.

More Options

Add	Name	Title	Capacity	Availability	Conflict Details
<input type="button" value="Reserve"/>	Whitten LC 110	Whitten Learning Center, 110	170	4/4	None
<input type="button" value="Reserve"/>	Whitten LC 120	Whitten Learning Center, 120	170	4/4	None
<input type="button" value="Reserve"/>	Whitten LC 130	Whitten Learning Center, 130	248	4/4	None
<input type="button" value="Reserve"/>	Whitten LC 140	Whitten Learning Center, 140	170	4/4	None
<input type="button" value="Reserve"/>	Whitten LC 160	Whitten Learning Center, 160	170	4/4	None
<input type="button" value="Reserve"/>	Whitten LC	Whitten	170	4/4	None

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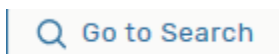
Click on the Reserve button

Save the record

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

The screenshot shows the 25Live interface for an event named 'MAS 639 34 MMP' (DATA VISUALIZATION). The event is tentative and scheduled for Monday, June 1, 2020, from 6:30 pm to 9:00 pm, repeating every week on Monday through 6/27. The location 'Whitten LC 194' is highlighted in a red box in the top right corner. The interface includes a navigation bar with '25Live Pro', 'Event Form', 'Tasks', 'Gelys Chacin', and 'More'. Below the navigation bar is a search bar and a 'Recently Viewed' dropdown. The main content area shows event details, including 'Event Name', 'Event Title', 'Event Type' (LEC), 'Organization' (MAS), 'Scheduler' (25Live Interface, SIS), 'Requestor' (Chacin, Gelys), and 'Head Count' (S 0800-1200: expected 52, registered 0; M 1830-2100: expected 52, registered 0). The right sidebar contains 'Event Categories' (X 2201), 'Custom Attributes' (Add a Custom Attribute), and 'Event Info' (Event Owner: 25Live Interface, SIS; Creation Date: Fri Apr-12-2019; Alien UID: LYNX-EV-109-2201-8351; Reference: 2019-ABMGDZ; Cabinet: 2020 Academic Cabinet; Folder: School of Business Administration).

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 Search Locations field located under **Quick Search**

Or

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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

Select Object: [Locations](#) | Saved Searches (optional)

Quick Search Advanced

whitten lc

HINT: Type - to use SeriesQL

Search has not been saved

Reset | Save As | Search

More Options

List | Calendar | Availability

Choose Columns

Name	Formal Name	Categories	Features	Layouts	Max Capacity
-LC-151	Whitten Learning Center, 151				
Whitten LC 110	Whitten Learning Center, 110	Campus Coral Gables, Classroom Facilities, GPC Coral Gables	ADA Accessible Room, GPC Whitten Learning Center, Level 3	Auditorium	170
Whitten LC 120	Whitten Learning Center, 120	Campus Coral Gables, Classroom Facilities, GPC Coral Gables	ADA Accessible Room, GPC Whitten Learning Center, Level 3, Piano	Auditorium	170
Whitten LC 130	Whitten Learning Center, 130	Campus Coral Gables, Classroom Facilities, GPC Coral Gables	ADA Accessible Room, GPC Whitten Learning Center, Level 3, Piano	Auditorium	248
Whitten LC 140	Whitten Learning Center, 140	Campus Coral Gables, Classroom Facilities, GPC Coral Gables	ADA Accessible Room, GPC Whitten Learning Center, Level 3	Auditorium	170



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List **Calendar** Availability ☐ Related Locations ← Sun Sep-29-2019 - Sat Oct-05-2019 → Weeks: 1

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
September 29 11:30 am - 3:30 pm Chi Omega New Member Retreat Whitten LC 110 8:00 pm - 9:00 pm Chapter Meeting Whitten LC 120	30 8:00 am - 8:50 am ACC 211 A MWF 0800-0850 Whitten LC 170 8:00 am - 8:50 am FIN 302 A MWF 0800-0850 Whitten LC 130 8:00 am - 8:50 am MKT 301 A MWF 0800-0850 Whitten LC 190 9:00 am - 9:30 am Breakthrough Miami - Sat Oct 5 Whitten LC 110 9:05 am - 9:55 am ACC 211 B MWF 0905-0955 Whitten LC 170 9:05 am - 9:55 am APY 413 B CS MWF 0905-0955 Whitten LC 180 9:05 am - 9:55 am APY 612 B CS	October 1 8:00 am - 9:15 am ACC 212 N TR 0800-0915 Whitten LC 180 8:00 am - 9:15 am ACC 403 N TR 0800-0915 Whitten LC 120 8:00 am - 9:15 am BUS 150 N TR 0800-0915 Whitten LC 182 8:00 am - 9:15 am CSC 317 N TR 0800-0915 Whitten LC 170 8:00 am - 9:15 am FIN 320 N TR 0800-0915 Whitten LC 194 8:00 am - 9:15 am FIN 415 N TR 0800-0915 Whitten LC 192 8:00 am - 9:15 am	2 6:30 am - 9:30 am AIS 150 2AB W 0630-0930 Whitten LC 110 8:00 am - 8:50 am ACC 211 A MWF 0800-0850 Whitten LC 170 8:00 am - 8:50 am FIN 302 A MWF 0800-0850 Whitten LC 130 8:00 am - 8:50 am MKT 301 A MWF 0800-0850 Whitten LC 190 9:05 am - 9:55 am ACC 211 B MWF 0905-0955 Whitten LC 170 9:05 am - 9:55 am APY 413 B CS MWF 0905-0955 Whitten LC 180 9:05 am - 9:55 am	3 8:00 am - 9:15 am ACC 212 N TR 0800-0915 Whitten LC 180 8:00 am - 9:15 am ACC 403 N TR 0800-0915 Whitten LC 120 8:00 am - 9:15 am AIS 201 1MO R 0800-0915 Whitten LC 160 8:00 am - 9:15 am BUS 150 N TR 0800-0915 Whitten LC 182 8:00 am - 9:15 am CSC 317 N TR 0800-0915 Whitten LC 170 8:00 am - 9:15 am FIN 320 N TR 0800-0915 Whitten LC 194	4 8:00 am - 8:50 am ACC 211 A MWF 0800-0850 Whitten LC 170 8:00 am - 8:50 am FIN 302 A MWF 0800-0850 Whitten LC 130 8:00 am - 8:50 am MKT 301 A MWF 0800-0850 Whitten LC 190 9:05 am - 9:55 am ACC 211 B MWF 0905-0955 Whitten LC 170 9:05 am - 9:55 am APY 413 B CS MWF 0905-0955 Whitten LC 180 9:05 am - 9:55 am APY 612 B CS	5 11:45 am - 12:10 pm Breakthrough Miami - Sat Oct 5 -11:45 am Whitten LC 110

Select Object: **Locations** Saved Searches (optional)

Quick Search Advanced

whitten lc

Hint Type: to use SeriesQL

More Options

Search has not been saved
Reset Save As Search

List **Calendar** **Availability** ← Wed Oct-02-2019 → View Standard (default) Overlapping

	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10
Whitten LC 110		AIS 150 2AB			ECO 211 C1	CLA 220 D CS	PSY 110 E	IEH 351 F	PSY 110 D	POL 202 H	FIN 412 J		ECO 300 KY			
Whitten LC 120			MTH 113 B	KIN 232 C	CHM 221 D HL	MOT 349 E	MTH 161 F3	ECO 211 G	066 300 HD CS				FIN 101 K			Chapter Meeting
Whitten LC 130		FIN 302 A	FIN 300 B	CHM 222 C HL	THA 101 D	MTH 162 E6	ENG 230 F1	KIN 150 G	CHM 201 H M...	MTH 107 J						
Whitten LC 140			CHM 103 B	ECO 211 C2	ECO 303 D	CHM 110 E	MTH 161 F7	KIN 232 G	KIN 202 H	101 Session ...						AMSAA Gener...
Whitten LC 149																
Whitten LC 150B																
Whitten LC 158																
Whitten LC 160				ECO 211 B	MOT 303 C	MOT 303 D	MOT 303 E	MOT 303 F	BUS 200 G	KIN 150 H	MTH 161 J20		Intro to Programming Worksh...			
Whitten LC 170		ACC 211 A		ACC 211 B	ACC 211 C	ACC 211 D1	ACC 211 E	BUS 201 F	BUS 201 G	MOT 100 TL sessions	Graduate School Application Workshop					
Whitten LC 180			APY 413 B CS	MTH 107 C	OSC 102 D	IEH 380 E	APY 304 F CS	APY 401 G CS	MOT 100 H2		BMB 516 J		ACC 211 K			
Whitten LC 182			PSY 110 B	MTH 162 C4	PSY 371 D	ECO 212 E	PSY 240 F	ECO 212 G	ACC 211 H	APY 360 J	CAE 340 K		ECO 212 L			
Whitten LC 184			BUS 150 B2	BUS 150 C2	ECO 445 D	BUS 150 E	BUS 150 F	ECO 301 G	FIN 330 H	FIN 330 J						
Whitten LC 190		MKT 301 A	MKT 360 B	MTH 108 C	MTH 107 D	MTH 107 E	FIN 302 F	FIN 302 G	ECO 212 H		MOT 199 J2		Rho Rho meeting			
Whitten LC 192			BUS 150 B1	BUS 150 C1	BUS 150 D	MAS 110 E	MOT 459 F	MTH 108 G1	FIN 303 H	FIN 303 J			MOT 303 KY1			
Whitten LC 194			FIN 302 B	ECO 441 C	ECO 212 D	BUS 202 E	BUS 202 F	HIS 101 G	ECO 366 H	ECO 333 J						ACC 212 KY

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.

Whitten LC 110
Whitten Learning Center, 110

Details List Availability (Daily) Availability (Weekly) Calendar

Go to Search Recently Viewed Help

Wed Oct-02-2019 Weeks: 1 Days More Actions

	Sunday 9/29	Monday 9/30	Tuesday 10/1	Wednesday 10/2	Thursday 10/3	Friday 10/4	Saturday 10/5
7:00 AM			ASB 101 9NO	ASB 100 2AB			
8:00 AM		Breakthrough Miami - Sat Oct 5					
9:00 AM		ECO 211 C1		ECO 211 C1		ECO 211 C1	
10:00 AM		CLA 220 D CB	REL 101 P	CLA 219 D CB		CLA 219 D CB	
11:00 AM	Omega New Member Retreat	PSY 110 E	ECO 211 G	PSY 110 E		PSY 110 E	Breakthrough Miami - Sat Oct 5 - 11:45 am
12:00 PM		EN 381 F	ETH 130 RI	EN 381 F		EN 381 F	
1:00 PM		PSY 110 G		PSY 110 G		PSY 110 G	
2:00 PM		POL 202 H	MAE 341 S	POL 202 H	MAE 341 S		
3:00 PM		FIN 412 J	MGT 304 T	FIN 412 J	MGT 304 T		
4:00 PM		FIN 427 KX	BUS 200 UX	ECO 300 KY	UM FES Chapter Meeting		
5:00 PM		Chapter					
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							

Whitten LC 110
Whitten Learning Center, 110

Details List Availability (Daily) Availability (Weekly) Calendar

Wed Oct-02-2019 Weeks: 1 Days More Actions

	Sunday 9/29	Monday 9/30	Tuesday 10/1	Wednesday 10/2	Thursday 10/3	Friday 10/4	Saturday 10/5
7:00 AM			ASB 101 9NO	ASB 100 2AB	ASB 301 9NO		
8:00 AM		Breakthrough Miami - Sat Oct 5					
9:00 AM		ECO 211 C1		ECO 211 C1		ECO 211 C1	
10:00 AM		CLA 220 D CB	REL 101 P	CLA 219 D CB	REL 101 P		
11:00 AM	Omega New Member Retreat	PSY 110 E	ECO 211 G	PSY 110 E	ECO 211 G		Breakthrough Miami - Sat Oct 5 - 11:45 am
12:00 PM		EN 381 F	ETH 130 RI	EN 381 F	ETH 130 RI		
1:00 PM		PSY 110 G		PSY 110 G		PSY 110 G	
2:00 PM		POL 202 H	MAE 341 S	POL 202 H	MAE 341 S		
3:00 PM		FIN 412 J	MGT 304 T	FIN 412 J	MGT 304 T		
4:00 PM		FIN 427 KX	BUS 200 UX	ECO 300 KY	UM FES Chapter Meeting		
5:00 PM		Chapter					
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							

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Whitten LC 110
Whitten Learning Center, 110

Details List Availability (Daily) **Availability (Weekly)** Calendar

← Wed Oct-02-2019 → Weeks: 1 Days: More Actions...

	Sunday 9/29	Monday 9/30	Tuesday 10/1	Wednesday 10/2	Thursday 10/3	Friday 10/4
7:00 AM				AIS 500 2AB		
8:00 AM			AIS 101 960		AIS 301 960	
9:00 AM		Breakthrough Miami - Sat Oct 9				
10:00 AM		ECO 211 C1		ECO 211 C1		ECO 211 C1
11:00 AM		CLA 220 D CS	REL 101 P	CLA 219 D CS	REL 101 P	CLA 219 D CS
12:00 PM	Chi Omega New Member Retreat	PSY 110 E	ECO 211 G	PSY 110 E	ECO 211 G	PSY 110 E
1:00 PM		REN 301 F	MTN 130 91	REN 301 F	MTN 130 91	REN 301 F
2:00 PM		PSY 110 G		PSY 110 G		PSY 110 G
3:00 PM		POL 302 H	PAE 341 S	POL 302 H	PAE 341 S	
4:00 PM						
5:00 PM		FIN 412 J	MGT 304 T	FIN 412 J	MGT 304 T	
6:00 PM		FIN 427 KK	BUS 200 UX	ECO 300 KY	LM FES Chapter Meeting	
7:00 PM						
8:00 PM						
9:00 PM		Chapter				
10:00 PM						

Days: Sunday Monday Tuesday Wednesday Thursday Friday Saturday Done

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

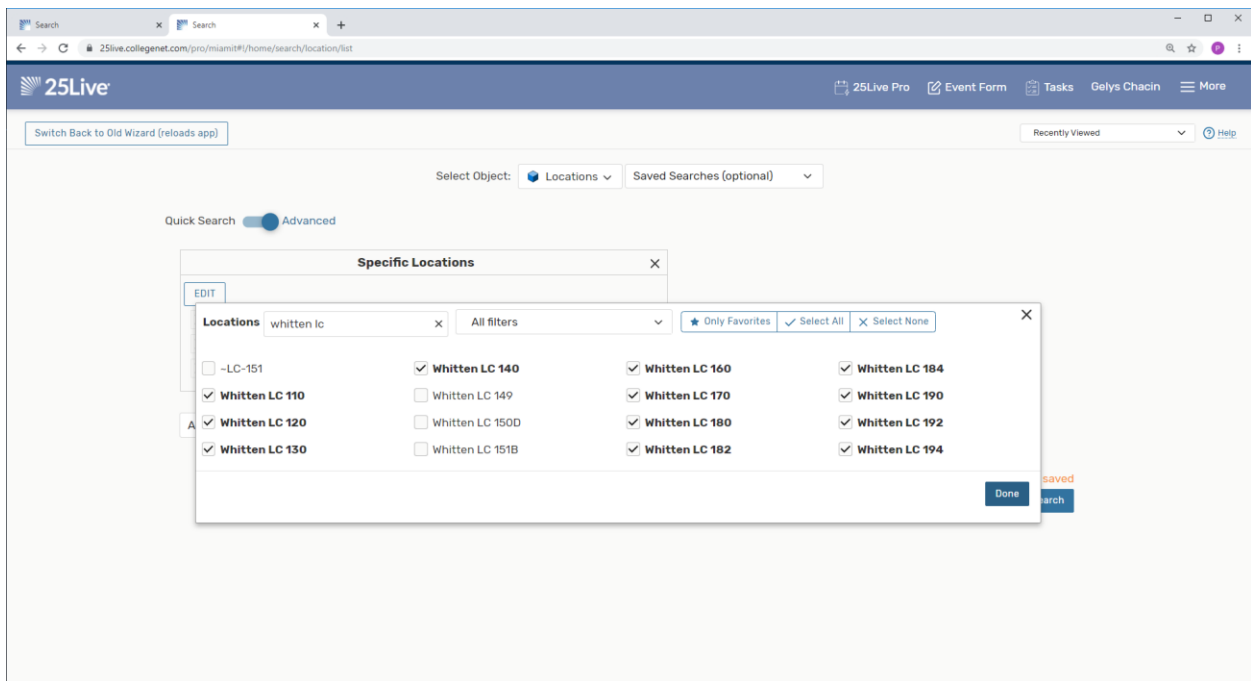
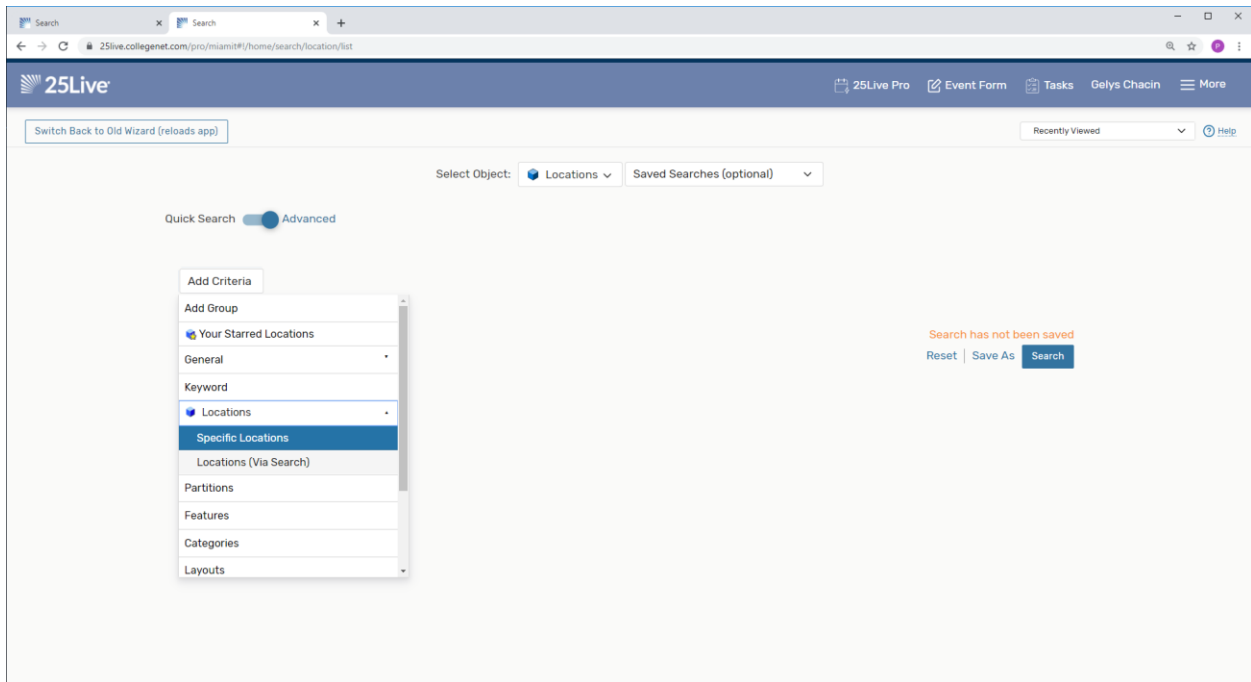
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Click on Search to see the results of your search and if pleased with the results, feel free to save it by clicking on the Save As button.

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

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