REPORT 25LIVE SYSTEM ISSUES TO THE OFFICE OF CLASSROOM MANAGEMENT

Please report any 25LivePRO system ISSUES to OCM via ocm@miami.edu typing “25Live system issue” in the subject area. Remember to include in your email the following items: course-section(S), term, location information, a brief explanation of issue encountered and screen shots of the issue.

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Updated: 10/25/19
The **Go to Search Events** option will allow user to search for:

- 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

![Search Events screenshot](image)

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

![Advanced Search screenshot](image)
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

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*Updated: 10/25/19*
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.

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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.

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*Updated: 10/25/19*
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.

   ![Starred Event Searches](image)

   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

   ![Go to Search Option](image)

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*Updated: 10/25/19*
3. **Third option:**
   - Click on the More icon located on the right top corner of the top banner
   - Select Search

   ![More icon and options](image)

   - 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

   ![Saved Searches](image)

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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*Updated: 10/25/19*
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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*Updated: 10/25/19*
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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**Updated: 10/25/19**
• 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 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.

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 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.

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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Updated: 10/25/19
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

<table>
<thead>
<tr>
<th>Add</th>
<th>Name</th>
<th>Title</th>
<th>Capacity</th>
<th>Availability</th>
<th>Conflict Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserve</td>
<td>Whitten LC 110</td>
<td>Whitten Learning Center, 110</td>
<td>170</td>
<td>4/4</td>
<td>None</td>
</tr>
<tr>
<td>Reserve</td>
<td>Whitten LC 120</td>
<td>Whitten Learning Center, 120</td>
<td>170</td>
<td>4/4</td>
<td>None</td>
</tr>
<tr>
<td>Reserve</td>
<td>Whitten LC 130</td>
<td>Whitten Learning Center, 130</td>
<td>248</td>
<td>4/4</td>
<td>None</td>
</tr>
<tr>
<td>Reserve</td>
<td>Whitten LC 140</td>
<td>Whitten Learning Center, 140</td>
<td>170</td>
<td>4/4</td>
<td>None</td>
</tr>
<tr>
<td>Reserve</td>
<td>Whitten LC 160</td>
<td>Whitten Learning Center, 160</td>
<td>170</td>
<td>4/4</td>
<td>None</td>
</tr>
</tbody>
</table>

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*Updated: 10/25/19*
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 Search Locations field located under Quick Search

Or

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Click on Go to Search option

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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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