25Live Room Scheduler

Find and Assign a New Room to a Section
FIND AND ASSIGN A NEW ROOM TO A SECTION

NOTE: The reasons you would look for a room for a section can be:
- The mass room scheduler hasn’t assigned a room for the section,
- You or the instructor wish to move the section to a different room

1. Sign into 25Live. You will be either on the Dashboard or the Calendar view. Choose the Dashboard view.

2. Click on the Create an Event button.

The Event Creation page will open:
3. Fill out the fields to as if you were scheduling an event.

**NOTE: All fields with a red asterisk must be completed!**

a. Enter an **Event Name**.

![Event Name Field](image)

b. Choose **Lecture/Seminar** as an **Event Type** from the list.

![Event Type Selection](image)

c. Search for your **Organization**. This could be your college, department, group association, or office.

![Organization Search](image)
d. Choose **Confirmed** as the **Event State**.

![Event State](image1)

e. Set the **Event Date and Time** of your section you wish to find a new room for. Use the Calendar icons to enter the first day of classes in the Start and End fields. Then type in the start and end times.

![Event Dates](image2)

f. Then click the **Event Repeats** drop down arrow and select weekly. Check the boxes for the days your section is scheduled for. Then, choose the “**Repeats until**” radio button and use the calendar icon to select the day the semester ends.

![Event Repeats](image3)

An Occurrence list will open with all your dates for this event. Scroll through to make sure it is correct and cancel all dates you will not have class (for example fall break or exam week).
g. Click **Next** on the bottom of the page.

h. Go to the **Event Locations** block. Here you can select from different search criteria:

- If the cursor is on **search** as default, you can enter at least the first two character of a building you have in mind for the section and click Search. This will show all available rooms in that building for the days and times entered.
- You can choose different Categories such as **University classrooms** or Department Owned classrooms. If you need a university classroom, always search by that category.
- **Features** include all attributes a room for your section may need
- **Layouts** categorizes rooms according to their purpose and organization such as classroom rows or auditorium style
- The **Capacities** tab offers ranges you can choose from
You can only select one criterion here. Green checkmarks show available rooms. If you need more information about the room, select it here and click on its name once appeared on the right.

It will open up all details known about the room. You can also check here whether it is a university or department owned room.

If it is a department owned room, you must ask permission from the room owner before you assign it to your class. The room owner’s name shows on the Details tab.
4. If you decide the room fits for your section, go back to the **Event Creation and Editing** tab. This will bring up the event you started. Make note of the room you selected then remove the room from the selected locations field; this is not the place where assignment for courses can be made.

![Event Locations](image1)

If this is the first time you have done this; **save and star** the search because it can be used for all other room searches you may do in the future. You can always return to this event, modify the times and conduct more room searches.

5. Open INB. First you will verify in INB that the room is available. Enter **SSAMATX** on the Go To box. Then hit Enter. The **Building/Room Schedule** form will open.

![INB Building/Room Schedule](image2)

6. Type in or use the **Building** field’s drop down arrow to search for the building you found available for the section. Then enter the **Room** number in the next field.

![Building and Room](image3)
7. Click **Execute Query**. 
   All sections scheduled in that room will open. Scroll down to double-check if the room is available during the days and time you will need it.

8. Exit the form.
9. Open the **SSASECT Schedule** form.
10. Enter **Term** and the **CRN** of the class you wish to assign the room for.

11. Click to the **Meeting Times and Instructors** tab and then select the **Meeting Locations and Credits** subtab.
Here you either see blank fields if the mass scheduler failed to assign a room or a current assignment you wish to change. If it is the former, just use the building fields drop down arrow to select a building and enter the room number than hit save. If room assignment exists, delete the current one and enter the new assignment. Then hit save.

12. There are things you must remember:

- Do NOT put an O in the Override Indicator field unless it is a TBA assignment or a cross listed course. If you must have an O indicated, you need to view the SSAMATX form mentioned earlier to be assured that whatever conflicts being scheduled are intentional.
- Leave the first, automatic scheduler field blank unless it is a cross listed course. In that case select AXM, preassigned time-conflict.
- As of now, you have to wait 5 minutes between removing an existing and assigning a new room. Hopefully this waiting period will be eliminated with our next upgrade.
- Courses are our priority over meetings. Please do not schedule meetings during the day in the classrooms.
- According to the new settings, even if only one day is unavailable, 25Live will NOT schedule your section. If it is a final exam, you have the opportunity to change your section’s end time a week earlier. You can do this on the Meeting Times and Instructors tab. Click on the calendar icon above the End Date field and choose the Friday of the last week of classes.
Always double-check if the room assignment is in fact happened in 25Live. The system will need a couple minutes to process these requests.

Congratulations, you successfully assigned a new room to a section!