



UNIVERSITY OF
**NORTHERN
COLORADO**

25Live Pro

Training & Reference Guide



University of Northern Colorado's

Academic & Event Scheduling System

03/03/2023

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UNIVERSITY OF
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25Live Pro

System Access

25Live Pro is the scheduling system utilized by the University of Northern Colorado. Colleges/Departments have designated schedulers with the ability to place classes in the 25Live calendars through coding in the Banner system. Various designated schedulers can also manually enter meetings and events into the calendars. 25Live Pro user accounts are only granted to the designated College/Department schedulers, or to individuals that the Colleges/Departments authorize to perform scheduling duties.

Individuals that don't have a user account are welcome to visit 25Live Pro as a guest viewer: <https://25live.collegenet.com/pro/unco#!/home/dash>

25Live users with an active account can sign in using their username & password: <https://25live.collegenet.com/pro/unco>

Authorized individuals needing access to the 25Live Pro system would ask their Supervisor, Manager, or Department Head to fill out the OnBase form requesting a 25Live Pro user account for them.

New users to 25Live Pro are strongly encouraged to set up a training session with the 25Live Functional Administrator.

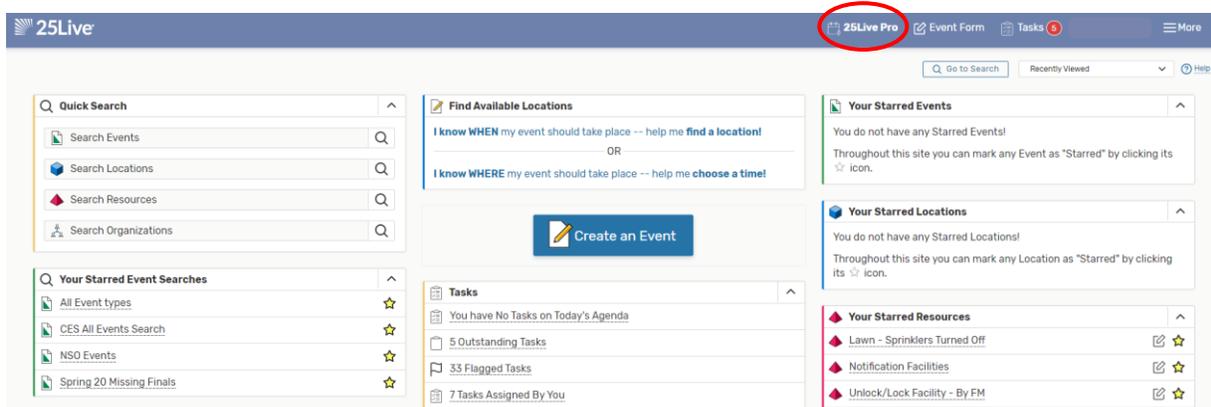
Any questions can be directed to: 25LiveHelp@unco.edu



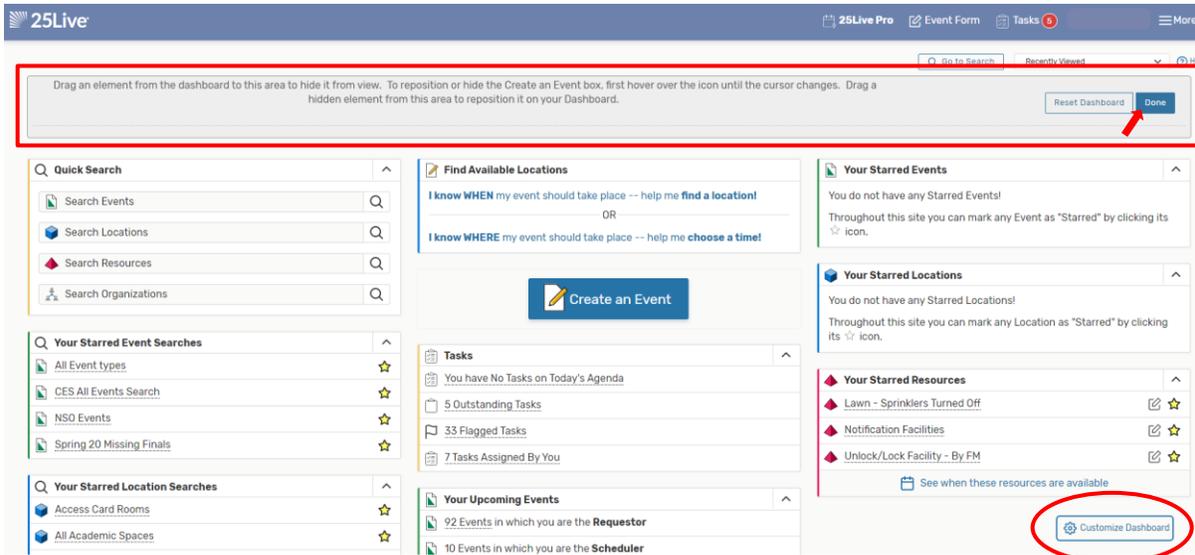
25Live Pro

Customize & Utilize the Dashboard

Anytime you want to return to the dashboard after logging into the 25Live Pro system, click on the 25Live Pro icon shown circled in red here. The dashboard is also known as the homepage.



Arrange the Home Page to Your Liking



Clicking on “Customize Dashboard” allows you to arrange your homepage. Drag and drop the different sections where you want them placed. You can hide any section you find you don’t need by following the directions in the section with the red box around it above. To exit editing, click the “Done” button.

From the Dashboard, Utilize The 25Live Pro “Quick Search” Features

Searching for an Event?

Quick Search

- Search Events
- Search Locations
- Search Resources
- Search Organizations

Need to Research a Location?

Quick Search

- Search Events
- Search Locations
- Search Resources
- Search Organizations

TIP: Most (but not all) of UNC’s rooms are coded with four letters for the building and four numbers for the room.

While Performing Searches, Star Items You Use Regularly

Any Event, Location, Resource, Organization, or Search can be Starred

Go ahead and star a couple resources that you will need as a scheduler:

★ In the “Search Resources” section, type “Notification Facilities” then hit the spyglass. A new page will open. Select the Star next to that Resource you are looking for, and then Refresh the section by clicking the circular arrow to the right of that section.

Quick Search

- Search Events
- Search Locations
- Notification Facilities
- Search Organizations

Name	Categories	Custom Attributes	Quantity
Notification Facilities	Facilities Management		

★ On that same search page, now type in “Unlock/Lock Facilities-By FM”, hit enter or click the “Search” button. Select the Star next that Resource, and then Refresh that section.

Unlock/Lock Facility-By FM

Search has not been saved

Reset | Save As | Search

Name	Categories	Custom Attributes	Quantity
Unlock/Lock Facility - By FM	Facilities Management		

★ On the top of that same search page, change your “Select Object:” search to “Organizations”. Now in the Search bar, type in at least a partial spelling of your department as an organization name. Star your chosen organization, and then refresh that section.

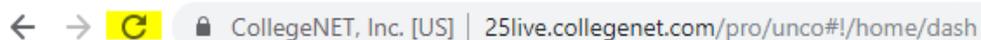
Select Object: Organizations

Quick Search Advanced

natural

Name	Title
American Natural Foods	
Natural & Health Sciences, College of	Natural & Health Sciences, College of (NHS)

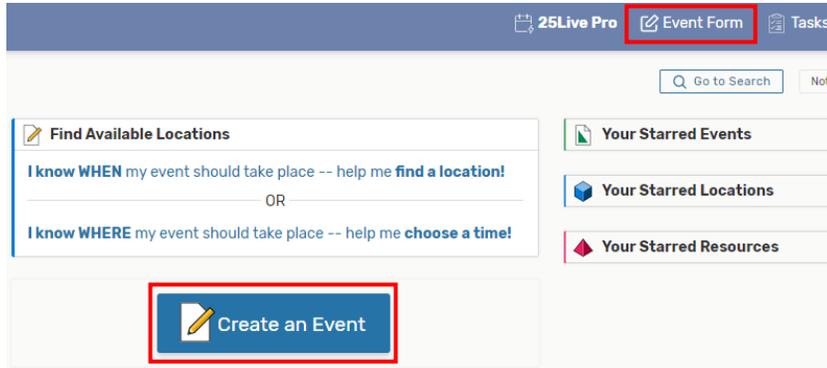
TIP: To see the changes you just made on your Dashboard; you will need to return to and refresh the Homepage. That refresh button is located next to the browser window at the top of your screen as shown highlighted here:



Navigate to other areas of 25Live Pro from the Dashboard

Note that there are multiple ways to navigate to the desired screen(s) in 25Live Pro

➔ **Open the Event Form by clicking on “Event Form” or by clicking on “Create an Event”.**

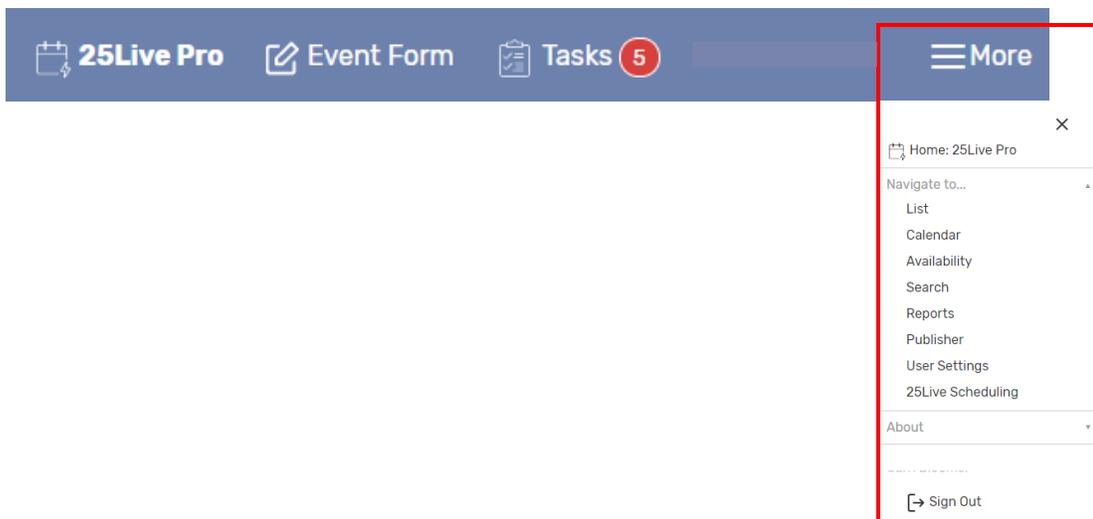


Note: the button in the middle of the page will not appear if Express Scheduling exists in your user group.

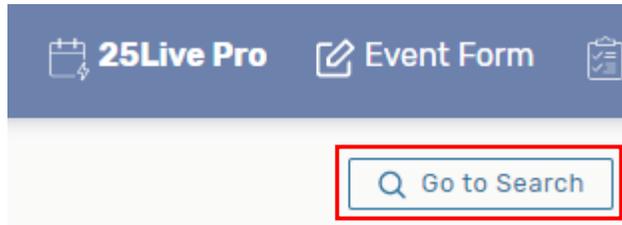
➔ **If applicable to your job function, check and clear any tasks by opening the “Tasks” tab, or by checking the “Tasks” section of your homepage.**



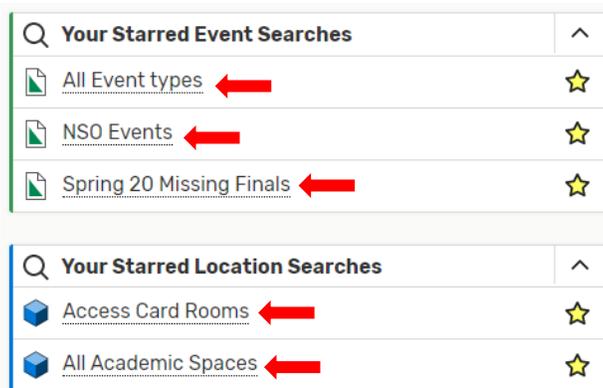
➔ **Use the “More” dropdown as an option to get to other screens like Calendars, Searches, Reports, etc. You can also modify your preferences or change your password by going into the “User Settings” located within the “More” dropdown. The “More” dropdown is also where you will go to “Sign out” of the 25Live Pro system.**



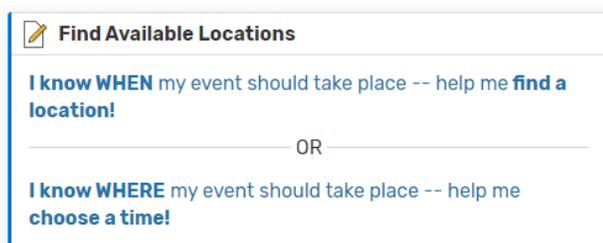
➔ You can also go directly to the Search page by clicking on the “Go to Search” button on the Dashboard:



➔ If you have starred any events, locations, resources, or searches; from your homepage, simply click on your saved/starred title and the system will take you directly to that information.



➔ From the Dashboard, you can also utilize the “Find Available Locations” feature. Note: You will need to do a location search, save and star the location(s) before this feature will work properly.



Remember that there is always more than one way to access the same information in 25Live. For example, instead of using the “Find Available Locations” feature from the dashboard, you could do a Locations Quick Search by building(s) or even plug in a specific location and check for availability from the Search page as shown in this example:





Designated Technology Descriptions

25Live has many categories and features that can help make searches more efficient. Below are the different technology designations with descriptions that are built into 25Live features and/or categories:

High Definition Standard

- **This is UNC IT's standard classroom build. This build typically includes a 7" touch-panel that allows for control of a projector, screen, and audio system. These rooms typically have a podium computer, breakout HDMI cables, and a document camera.**

High Definition Wall Interface

- **These rooms include a high definition video system, audio system, and the ability to connect a device via HDMI and VGA.**

High Definition Conference

- **These rooms include a high definition video system, audio system, and the ability to connect a device via HDMI. These rooms may also include wireless connectivity through Air Media.**

High Definition Collaborative space

- **These rooms are custom built, flexible teaching space rooms. These rooms typically include multiple display outputs that are conducive to alternate class orientations and teaching styles.**

Low Definition

- **These are classrooms that have not yet been upgraded to the new high definition standard. These rooms typically do include a projector, screen and audio system, with a podium computer and breakout VGA cables.**

Low Definition Wall Interface

- **These are classrooms that have not yet been upgraded to the new high definition standard. These rooms typically include a projector, screen, and audio system, with the ability to connect a device via VGA cable.**

Laboratory

- **These rooms vary and are typically setup with specific needs based on the college and location of the room.**

Individual Computers

- **These spaces include computers for use by individual students. These rooms may also fall into other classroom or lab categories.**



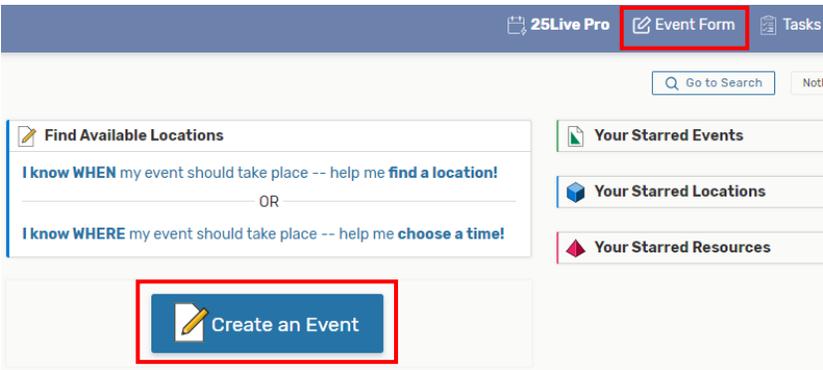
25Live Pro

Creating Reservations-The Event Form

All courses originate in the Banner System. 25Live Pro then pulls the courses into the calendars through a process called the Room Run. After the Room Run, any courses not placed will be manually assigned to a location through the Banner system by the Departmental Schedulers. Final Exams are placed during the fourth week of classes through another Room Run process. The scheduler should send the day/time of any Final Exam that didn't place to the Functional Administrator to be added to the course reservation in 25Live. Using the Event Form, any other event, meeting, rehearsal, performance, etc. can be placed into the 25Live Pro calendars per location availability and room classification after the first week of Spring and Fall classes have concluded. Summer reservations can be placed starting the first of February each year.

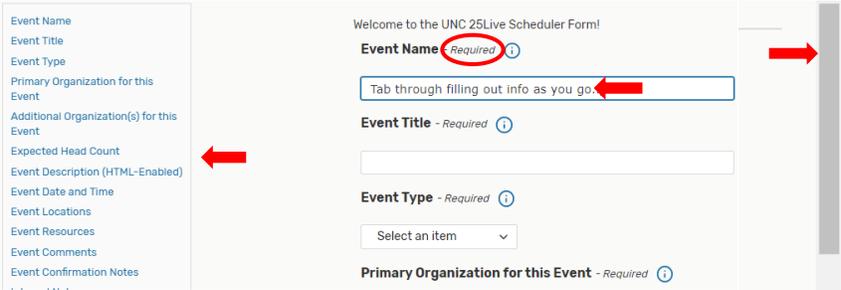
Launch the Event Form

The Event Form is the tool that will walk you through setting up your reservation. From your Dashboard, click on either "Create an Event" or "Event Form". Either selection will open the Event Form.



Note: the button in the middle of the page will not appear if Express Scheduling exists in your user group.

Navigate through the Event Form by scrolling down, using the tab key to move from one field to the next, or by using the blue links to the right that will go directly to a specific field in the form. Please note that the form will not save if any "Required Fields" have been missed.



TIP: Academic Schedulers should only be choosing an Event type that states the category is for "academics" in some way; i.e., Non-Banner Class, Meeting-(In an Academic Space), Presentation-(In an Academic Space), Special Academic event, etc...

Fill out the “Expected Head Count” field, and then move on to selecting when your event will occur. Even if your event is going to have a repeating pattern, you will always leave the check mark for the field “This event begins and ends on the same day”. Enter the first occurrence along with the time in the “Event Date and Time” section. **IMPORTANT:** This field should never show the start and end of the event on two separate days. If this is done improperly, the event will not track to the calendar correctly and the resources may not get applied as intended. This field sets the start day and time only.

Expected Head Count *Required*

Event Description (HTML-Enabled) ⓘ

File ▾ Insert ▾ View ▾ Format ▾ Tools ▾

↶ ↷ **B** *I* U A ▾ **A** ▾ Font Family ▾ Font Sizes ▾ 🔗

Event Date and Time - *Required*

Tue Oct 01 2019

8:00 am

To:

9:00 am

→ This event begins and ends on the same day

If needed, click on the down arrow on the “Additional time” bar and then fill out that section accordingly to add Setup, Pre-Event, Post-Event, or Takedown Time to the reservation.

Additional time ▾ →

These are not required fields. They only need accessed when additional time needs added to an event.

Additional time

Setup Time
0 0 0
Days Hours Minutes

Pre-Event Time
0 0 0
Days Hours Minutes

Post-Event Time
0 0 0
Days Hours Minutes

Takedown Time
0 0 0
Days Hours Minutes

This next section is where you choose how the repeating pattern will behave; whether it will repeat daily, weekly, monthly, or by picking individual dates for the event to repeat through the Ad Hoc Repeats option:

Click on the calendar below to add dates to your event or click the button below to select a date pattern for your event.

Repeating Pattern

<< < October 2019 > >>

S	M	T	W	T	F	S
29	30	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	01	02
03	04	05	06	07	08	09

View All Occurrences

Pick a repeating pattern by clicking on the blue “Repeating Pattern” button as circled above, and then pick the days and times from the chosen meeting pattern as prompted by that screen’s required information as illustrated on the next page.

TIP: For reservations that require the event to occur in different locations at different times on the same day; after you have chosen the required meeting patterns, please click on the actual date block in the calendar for that day. So, in the example above, you would click on the highlighted day of October 01 in that calendar. A window will then open allowing the addition of another occurrence. Set the time of the new occurrence then close that pop-up screen. Then when you get to the step where you view all occurrences of the location, you will remove or leave the checkmarks in the “Included” column for the days the event will occur or not occur in that location:

Date	Time	Conflicts	Included	Shared	Instructions	Attendance
------	------	-----------	----------	--------	--------------	------------

Ad Hoc:

Pattern Picker ×

How does this event repeat? Ad hoc

Repeating Pattern

<< < September 2019 > >>

S	M	T	W	T	F	S
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	01	02	03	04	05
06	07	08	09	10	11	12

Daily:

Pattern Picker ×

How does this event repeat? Daily

Repeats every day

* Repeats through Mon Sep 30 2019

Ends after 1 iterations

Weekly:

Pattern Picker ×

How does this event repeat? Weekly

Repeats every week

Repeats on Sun Mon Tue Wed Thu Fri Sat

* Repeats through Wed Oct 02 2019

Ends after 1 iterations

Monthly:

Pattern Picker ×

How does this event repeat? Monthly

Repeats every month

* Repeat by Day

Repeat by Position

* Repeats through Wed Sep 25 2019

Ends after 1 iterations

In this more specific example, the event is going to meet every Friday for three weeks. We could pick the Ad Hoc option and choose the three Fridays, or we can choose the Weekly Repeats as this example shows. Pick the day(s) of the week the event is to occur, and then plug in an end date in the “repeats through” field.

Pattern Picker ×

Choose how you would like this to repeat: Weekly

Repeats every: week

Repeats on: Sun Mon Tue Wed Thu Fri Sat

* Repeats through: Fri Sep 25 2020

Ends after 1 iterations

After filling out the meeting pattern, click on “View All Occurrences”.

Repeating Pattern

<< < September 2020 > >>

S	M	T	W	T	F	S
30	31	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	01	02	03
04	05	06	07	08	09	10

This is where it is possible to edit the times for different meeting patterns.

All Date Occurrences

Dates	Times	Comment	State
Fri Sep 11 2020	9:00 am - 10:00 am		Active
Fri Sep 18 2020	9:00 am - 10:00 am		Active
Fri Sep 25 2020	9:00 am - 10:00 am		Active

In this example below, September 11th and 25th had the times changed, whereas the 18th has the original time:

All Date Occurrences

Dates	Times	Comment	State
Fri Sep 11 2020	10:00 am - 11:00 am		Active
Fri Sep 18 2020	9:00 am - 10:00 am		Active
Fri Sep 25 2020	10:00 am - 11:00 am		Active

Now that the meeting pattern has been established, it is time to search for available spaces to place the event. The “Event Locations” section allows you to choose a room for your event. If you have starred locations that you place events in regularly, it would be beneficial to turn the “Auto-Load Starred” to “Yes” as shown circled below. You should only have to toggle that to “Yes” once so that every other entry into the Event Form will open with the starred locations already loaded.

The screenshot shows the 'Event Locations' section with an information icon. Below it is the 'Locations Search' section. The 'Auto-Load Starred' toggle is currently set to 'Yes', which is circled in red.

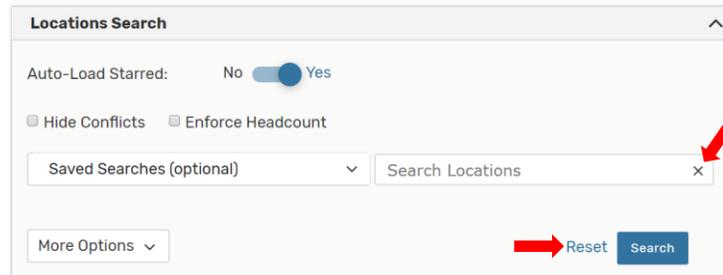
To see available locations without conflicts, check mark that option. Same for the capacity of the room. If you only want to see rooms that will accommodate the size of your meeting or event, click on “Enforce Headcount”.

The screenshot shows the 'Event Locations' section with an information icon. Below it is the 'Locations Search' section. The 'Auto-Load Starred' toggle is set to 'Yes'. The 'Hide Conflicts' and 'Enforce Headcount' checkboxes are both checked and circled in red.

As with much of 25Live there are multiple ways to perform the same search. If you are looking for a room that you have previously starred, simply use the drop down in the first bar and choose the desired room.

The screenshot shows the 'Locations Search' section. The 'Auto-Load Starred' toggle is set to 'Yes'. The 'Hide Conflicts' and 'Enforce Headcount' checkboxes are checked. A dropdown menu is open for 'Your Starred Locations', showing a search bar and a list of starred locations: 'Your Starred Locations', 'Access Card Rooms', 'All Academic Spaces', 'Arts Annex', and 'Butler'. A red arrow points to the dropdown arrow.

If searching for a room that is not a Starred Location, click on “Reset” located next to the blue “Search” box or click on the “x” in the second field. The Search Locations field will open so you can type in that box.



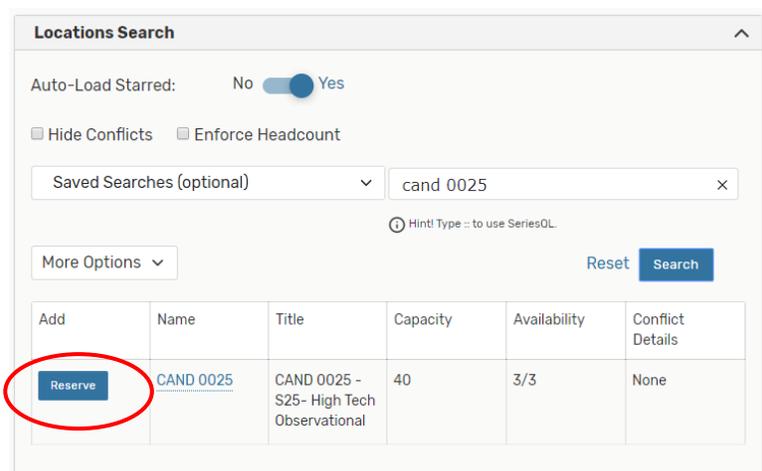
If you want to reserve a specific location, type it into the “Search Locations” field. Keep in mind that the academic spaces are in the system with four letters for the building followed by a space and then four numbers for the room. You can just search by building if you wish. Here is a list of the academic building codes:

Academic Building codes:
ARTS =Arts Annex
BTLR =Butler Hancock
BNCC =Ben Nighthorse CC
CAND =Candelaria
CRAB =Crabbe Hall
FRAS =Fraiser
GRAY =Gray Hall
GUGG =Guggenheim
GUNT =Gunter
KEPN =Kepner
MCKE =McKee
MICH =Michener
ROSS =Ross Hall

Keep in mind that if the building has a lower level, then the four-digit room code will have a “L” before the numbers. An example of this would be MICH L0074 or MCKE L0151.

In the example below, CAND 0025 has been chosen. You can see that this room has a capacity of 40 individuals and that there are no conflicts in this room for the three days designated earlier in the Event Form.

It is very important that you now click on the “Reserve” button to select this room.



Add	Name	Title	Capacity	Availability	Conflict Details
Reserve	CAND 0025	CAND 0025 - S25- High Tech Observational	40	3/3	None

After selecting “Reserve”, the “Add” column changes to let you know the room has been “Added below”, and the room selection now appears in a box under the “Locations Search” box.

Add	Name	Title	Capacity	Availability	Conflict Details
Added below	CAND 0025	CAND 0025 - S25- High Tech Observational	40	3/3	None


CAND 0025 CAND 0025 -S25- High Tech Observational **Capacity:** 40 ☆
Remove View Occurrences

CAND 0025 has now been chosen for all three occurrences, but let’s say that the requestor would like one of the meeting days in a location other than CAND 0025. We don’t need to make a whole new reservation; we can just add another room and designate which days go in which room. Let’s do a search for other rooms in Candelaria.

Go back to the text box and type in CAND, and then click on “Search” box. Scroll through the rooms to find a location that works with the parameters of your reservation. If you click on “Conflict Details”, a small screen will populate to let you know what day and time has the conflict and the name of the conflicting event.

Locations Search

Auto-Load Starred: No Yes

Hide Conflicts Enforce Headcount

Saved Searches (optional) ✕

Hint! Type - to use Series0L

More Options ▾ Reset Search

Reserve	Name	Title	Capacity	Availability	Conflict Details
Reserve Available	CAND 0345	CAND 0345- Restricted- NonS25-PC Lab-(HSS Approval Needed #2706)	30	2/3	Conflict Details
Reserve	CAND 0375	CAND 0375 - S25- High Tech Observational	30	3/3	None
Reserve	CAND 0395	CAND 0395 - S25- General Classroom/High Tech	31	3/3	None
Reserve Available	CAND 1025	CAND 1025 - S25- High Tech Observational	35	2/3	Conflict Details
Unavailable	CAND 1045	CAND 1045 - S25- High Tech	36	0/3	Conflict Details

Conflicts ✕

Conflicts on:

 Fri Sep 18 2020

- CAND 0345
ECON 452 002 15397
9:05 am - 9:55 am

For this example, let’s reserve CAND 0375. Remember to click on the “Reserve” button to select the chosen room. The “Add” column changes to let you know the room has been “Added below”, and the room selection now appears in a box under the “Locations Search” box with the other room already chosen.

Added below	CAND 0395	CAND 0395 - S25-General Classroom/High Tech	31	3/3	None
Reserve	CAND 1025	CAND 1025 - S25-General Classroom/High Tech	35	2/3	Conflict Details

CAND 0025 CAND 0025 -S25- High Tech Observational **Capacity: 40**

[Remove](#) [View Occurrences](#)

CAND 0395 CAND 0395 -S25-General Classroom/High Tech **Capacity: 31**

[Remove](#) [View Occurrences](#)

If the intent was to have this event meet in two locations, we would move on to the next part of the Event Form; however, we want to split this event so it meets in one room for two of the meeting days and times and in a different room for the other meeting day and time. We can edit which room goes with which occurrence by clicking on the “View Occurrences” button from the boxes of the rooms we have selected.

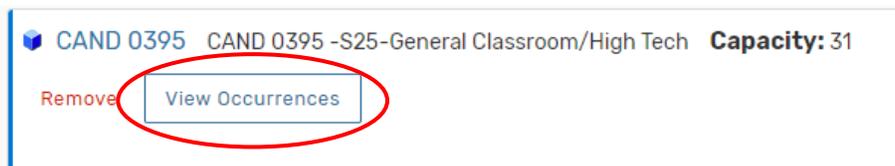


After clicking on “View Occurrences”, an editing window will display. Take the checkmarks out of the “Included” column for any occurrences that will not take place in that room. For this example, the event will be placed in CAND 0025 on the 18th only, so we will remove the checkmarks from the 11th and 25th occurrences.

CAND 0025

Date	Time	Conflicts	Included	Shared	Layout	Instructions
Set For All			<input type="checkbox"/>	<input type="checkbox"/>		
Fri Sep 11 2020	10:00 am - 11:00 am		<input type="checkbox"/>	<input type="checkbox"/>	Classroom Regular (40)	
Fri Sep 18 2020	9:00 am - 10:00 am		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Classroom Regular (40)	
Fri Sep 25 2020	10:00 am - 11:00 am		<input type="checkbox"/>	<input type="checkbox"/>	Classroom Regular (40)	

Close that window when done making edits. Now click on “View Occurrences” of the other room.



The event will be held in this room on September 11th and 25th, so those checkmarks will remain. The checkmark for the 18th will be removed from the “Include” column because we don’t want the event in this room on that day. When done click the “Close” button. You are now ready to move on to the next section in the Event Form.

CAND 0395 ✕

Date	Time	Conflicts	Included	Shared	Layout	Instructions	Attendance
Set For All			<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fri Sep 11 2020	10:00 am - 11:00 am		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Classroom Regular (31)	<input type="text"/>	<input type="text"/>
Fri Sep 18 2020	9:00 am - 10:00 am		<input type="checkbox"/>	<input type="checkbox"/>	Classroom Regular (31)	<input type="text"/>	<input type="text"/>
Fri Sep 25 2020	10:00 am - 11:00 am		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Classroom Regular (31)	<input type="text"/>	<input type="text"/>

Close

Just a quick side note: Had the location search required more specific criteria, we also could have clicked on the “More Options” drop down and added the necessary additional criteria to a general search.

An example of this would be if we were looking for a High-Tech Classroom with Tables and Chairs in the Kepner building, we would enter that from “Categories” and “Features”. Then type in the four-letter code for Kepner and hit search. Note that selecting “Matching Any” will produce results with rooms that have either criterion, as selecting “Matching All” will find rooms that only match all the intended criteria.

More Options ^

Categories

Matching Any Matching All

Features

Matching Any Matching All

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"/>	KEPN 1045	KEPN 1045-S25-High Tech Observational	29	1/1	None

2 Matching Locations Page 1 of 1

First Previous 1 Next Last

Items per page 25

That search netted 2 matching locations, but because we marked to hide rooms with conflicts and to enforce the headcount, the display only shows the one room that is available with the data we requested. In the absence of those two checked boxes the results would have shown both locations with conflict information as shown here:

Add	Name	Title	Capacity	Availability	Conflict Details
Unavailable	KEPN 0040	Kepner 0040-S25-High Tech Observational(Coors Presentation Rm)	46	0/1	Conflict Details
<input type="button" value="Reserve"/>	KEPN 1045	KEPN 1045-S25-High Tech Observational	29	1/1	None

Conflicts

Conflicts on: Tue Oct 01 2019

- KEPN 0040 Beta Alpha Psi Meeting starting at 5:00 pm and ending at 7:00 pm

Again, if a scheduling conflict existed, that information would be displayed under “Conflict Details”. By clicking on the blue link, the conflict information would populate.

Of course, just as in the previous example, by clicking on the “Reserve” button of the available room, that room would show below the “Locations Search” box in a new box, and you would be able to move on in the Event Form to assigning resources.

TIP: All locations are coded as either an S25 or Non-S25 facility. S25 locations are primarily for academic use and can only be reserved for meetings/events after the first week of classes has concluded. Non-S25 spaces need Departmental approval. Reservations Can Be Entered for Non-S25 “Restricted” rooms but will need “Assigned” to the room through the Departmental Scheduler’s tasks.

Moving forward with the original example that has three event days and two different rooms, we are ready to assign this reservation any necessary resources. As with locations, you can plug in an exact resource, pick a resource from your starred resources, or you can browse for a resource by putting in the first few letters and then hitting “Search” on that page. For S25 Facilities, always select the resources of “Notification Facilities” and “Unlock/Lock” Facility-By FM”. This will ensure the classroom gets unlocked for the event and that the HVAC System gets activated. Select any resources necessary. The selected resource(s) will show underneath the Resources Search box in same fashion as the locations did in that section.

Event Resources

Resources Search ^

Your Starred Resources ▼ Your Starred Resources ×

Reset Search

Add	Name	Stock Total	Availability	Conflict Details
Reserve	Lawn - Sprinklers Turned Off	Unlimited	1/1	None
Reserve	Notification Facilities	Unlimited	1/1	None
Reserve	Unlock/Lock Facility - By FM	Unlimited	1/1	None

→ ▲ Notification Facilities
★ Remove from favorites
Remove View Occurrences

→ ▲ Unlock/Lock Facility - By FM
★ Remove from favorites
Remove View Occurrences

After the required resources are entered, move forward in the Event Form to filling out the Contact Roles. Your information will populate in the “Scheduler” field **and should remain that way**. The “Requestor” field can remain the same or the actual requestor’s name can be selected. There is a later field that allows for comments if you want to elaborate on the Requestor’s information there.

Contact Roles for this Event i

Requestor Scheduler

▼ ▼ Create

The next field will be to select the requirements for the event. “Requirements (Other)” will populate only if they apply to your event, and these categories are usually only needed and accessible by Conference & Event Services.

→ Requirements (Other) ⓘ

Catering Notification

Comment

Deposit Required

Comment

Needs an Invoice

Comment

Parking - Pull

Comment

Parking Barricades

Comment

Quantity

Max: Unlimited

Parking Passes Required

Comment

Quantity

Max: Unlimited

Performance Hall Bar Requested

Comment

Piano Tuning

Comment

Quantity

Max: Unlimited

Retail Catering Requested

Comment

Security-UNC Police

Comment

Quantity

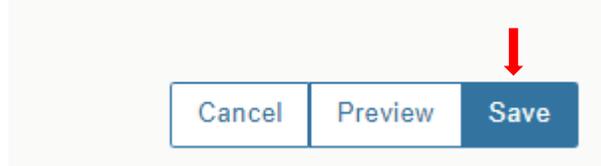
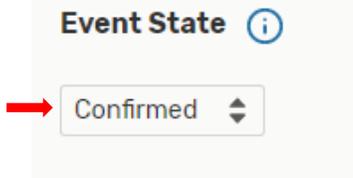
Add any pertinent comments on these next screens.

Event Comments ⓘ

Event Confirmation Notes ⓘ

Internal Notes ⓘ

You are now ready to Confirm and click on Save.



You should always review your reservation to make sure it appears as you intended. The information will appear under the “Details” tab whereas the date, time, and placement will show under the “Occurrences” tab. Always check the “Occurrences” tab so you can see at a glance if anything was missed or not saved properly.

Here is where you can see the day(s), time(s), room(s), and assigned resources (if any).

Date	Start Time	End Time	Additional Details
Fri Sep 11 2020	10:00 am	11:00 am	CAND 0395 (2 resources)
Fri Sep 18 2020	9:00 am	10:00 am	CAND 0025 (2 resources)
Fri Sep 25 2020	10:00 am	11:00 am	CAND 0395 (2 resources)

If the Additional Details column is missing the room information or any needed resources, you will have to edit your reservation, and add those missing items.

TIP: If you have selected a Non-S25 “Restricted” room for your event, your reservation will show as “is awaiting approval” until it is assigned to the room by the Departmental Approver. When approved, the “is awaiting approval” disappears and the room remains. If the request is denied, the room will disappear from the reservation, and you will need to choose another location for your event. The Departmental Approver should reach out to you if they deny your request.



25Live Pro

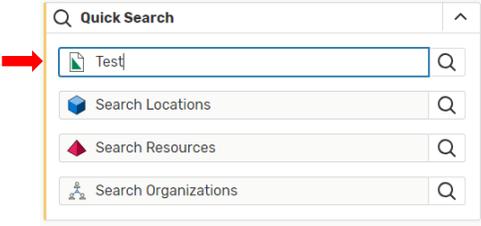
Find & Edit Existing Reservations

Please only edit events that you have permissions to edit.

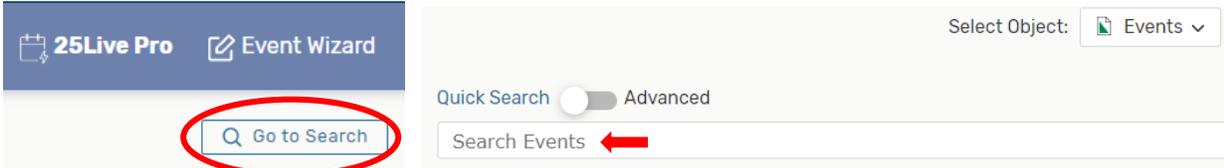
Finding the Reservation to Edit

There are multiple ways to find the Event you are wanting to edit:

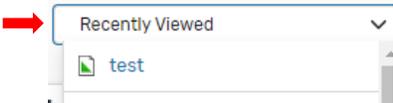
You can “Search Events” from the Quick Search section of your Dashboard by typing in the event name, reference number, or even a course’s CRN.



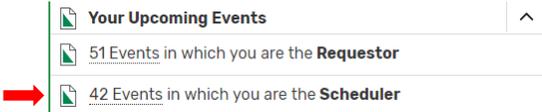
Or you can click on the “Go to Search” tab and then type in the event name or number in that search bar.



If the event you want to edit was viewed recently, you will be able to simply click on the event in your “Recently Viewed” section.



Having troubles finding the event you scheduled, you can always look under “Your upcoming Events” on the Dashboard.

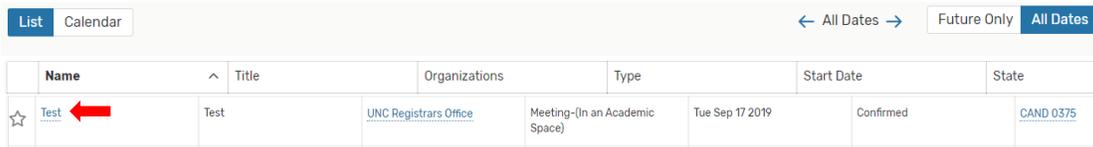


Yet another way to find an event is to go into the location’s calendar in which it was assigned and click on the event from there.



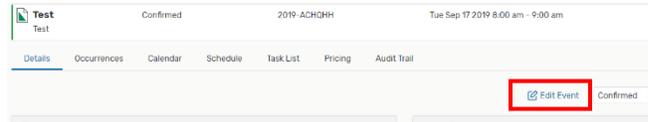
Edit the Reservation

After finding the event you want to edit, the system opens an information page like the one below. Click on the name of the reservation to get the details page to open.

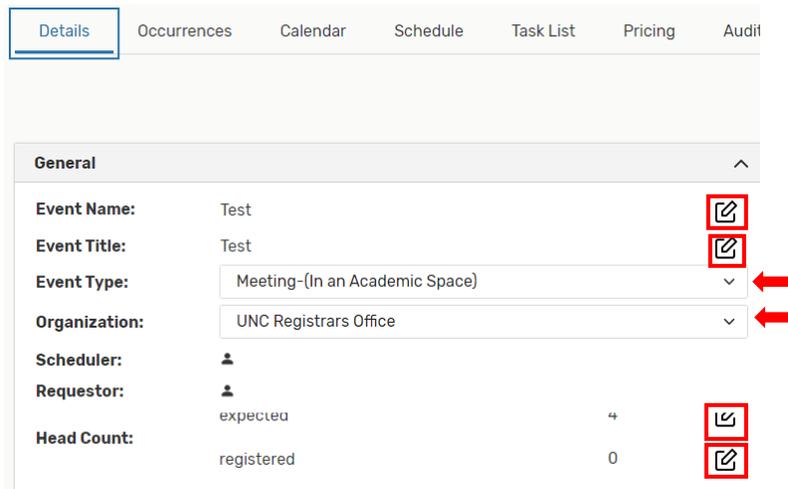


Name	Title	Organizations	Type	Start Date	State
☆ Test	Test	UNC Registrars Office	Meeting-(In an Academic Space)	Tue Sep 17 2019	Confirmed

From the Details or Occurrences page, you can get back into the Event Form to make edits to the reservation by clicking on the “Edit Event” icon.



Not all changes have to be made in the Event Form though. Editing can happen from the details page as well. Anything with a drop-down arrow or the pencil icon can be edited in this screen.



Details Occurrences Calendar Schedule Task List Pricing Audit Trail

General

Event Name: Test 

Event Title: Test 

Event Type: Meeting-(In an Academic Space)  

Organization: UNC Registrars Office  

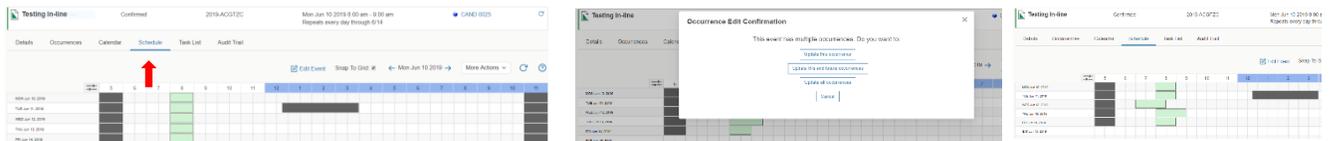
Scheduler: 

Requestor: 

Head Count: expected 4 
registered 0 

Reservation Occurrence Editing Outside the Event Form

As an alternative to going back into the Event Form, meeting patterns can be edited by using the “Schedule” tab on the event information page. For example, you can change a single occurrence in a recurring reservation by using drag and drop editing.



Your event instances appear in green. Scheduled blackouts and other events appear in dark gray. You can move and stretch instances with click and drag, or right click for copy and delete functions. After a change, you will be asked if you want to apply the change to just one, some or all instances. Changes are saved automatically, but you will have to hit the refresh button to the right of the page to see the changes in the Occurrences tab.

A word of caution: If you go back into the Event Form once an event has been edited through the Schedule tab and have saved more changes, please check dates and times closely in the Occurrences tab to make sure changes have aligned properly.

Editing to Cancel a Reservation

As you are noticing, there are many ways to navigate 25Live Pro. The different options take you to the same screens or entering changes in the system through different tabs generate the same results. That is no different for editing or cancelling an event.

The most common way to edit or cancel a reservation is to click on “Edit Event”. That puts you back into the Event Form. To cancel an event, you will scroll to the “Event State” section toward the bottom of the form, or you can click on the blue “Event State” link on the left side of the page to be taken directly to that section in the form where you will choose “Cancelled” and then “Save”.

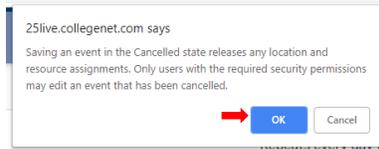
TIP: From the Information box to the left of each screen in the Event Form, you can click on any line at any time in that box and it will take you to that section within the Event Form.

- Event Name
- Event Title
- Event Type
- Primary Organization for this Event
- Additional Organization(s) for this Event
- Expected Head Count
- Event Description (HTML-Enabled)
- Event Date and Time
- Event Locations
- Event Resources
- Contact Roles for this Event
- Event Categories
- Event Comments
- Event Confirmation Notes
- Internal Notes
- Event State**
- Post-Save

Another way to Cancel a Reservation, would be to go to the Details or Occurrences tabs and click on the status drop-down that show the event as “Confirmed”. Select “Cancelled” from that drop-down, and then refresh.



This Window Populates after you select “Cancelled”, hit “OK”.



Now go to the Occurrences tab and Refresh to confirm changes.



Yet another way to cancel an event would be to click on the “More Actions”, and from the dropdown select “Edit Event”. That will take you back into the Event Form where, as mentioned above, go to the Event State and selected “Cancelled” and “Save”.





Tasks

Depending on your role as a scheduler, you may be assigned as the person that monitors the tasks in your department. If so, please check tasks regularly throughout the day or at the very least once daily.

Please note that 25Live does not send emails through the notification system. If a task is accepted, the Reservation Requestor will not know that the Approver has selected "Approve"; likewise, if the reservation is denied...no one is alerted through the 25Live system that the Approver has selected "Deny". **If denying a request, the Departmental Approver must communicate that through their UNC email or by phone.**

Checking Tasks

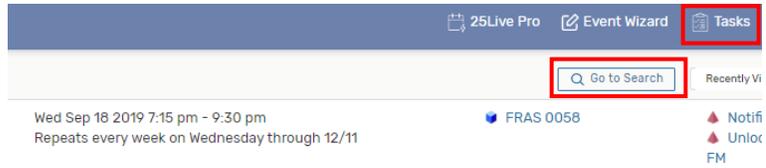
If applicable to your job function, tasks can be located through the "Tasks" tab or through the "Tasks" section. Both located on the Dashboard of your Home page.

Tasks open in the view below. It is always a good idea to open the blue links in the event column because there may be multiple meeting patterns within one reservation.

Event	Title	Task Item	Type	Status	Actions	Respond By	First Date	Reference	Assigned By	Assigned To	Scheduler
Cross Quarter lead Rehearsal		<input type="checkbox"/> Rehearsal	Authorization	In Progress	Approve Deny	Tue Sep 17 2019	Wed Sep 18 2019	2019-ACHQ3J	Brooks, Ron	You	Brooks, Ron
Professional development	Professional development	<input type="checkbox"/> Training-Academics	Authorization	In Progress	Approve Deny	Tue Sep 17 2019	Mon Oct 28 2019	2019-ACHQ3F	Floersch, Natasha	You	Floersch, Natasha
ASL Class	ASL Class	<input type="checkbox"/> Meeting (In an Academic Space)	Authorization	In Progress	Approve Deny	Tue Sep 17 2019	Thu Sep 19 2019	2019-ACHQ3H	Harris, Clinton	You	Harris, Clinton
Discover UNC - Life in HCS	Discover UNC - Life in HCS	<input type="checkbox"/> Presentation (In an Academic Space)	Authorization	In Progress	Approve Deny	Tue Sep 17 2019	Fri Oct 11 2019	2019-ACHQ4L	Worls, Janie	You	Worls, Janie

For Example; After clicking on the blue link in the red box above, the details page loads. Click on the Occurrences tab. As you can see, this event has 13 occurrences. To see all meeting days and times, click on the blue link that says "12 following occurrences".

After reviewing all the occurrences, you are ready to go back to the tasks page to “Approve”, “Assign”, or “Deny” the event. To get back to the Tasks page, you can of course hit the Tasks icon on the main page header, or you can select “Go to Searches” right under the main bar.



Now back in the tasks page, you can select “Approve”, “Assign” or “Deny”. Refresh to update the page.

Event	Title	Task Item	Type	Status	Actions	Respond By	First Date	Reference	Assigned By	Assigned To	Scheduler
Brass Quartet Wed Rehearsal		<input type="checkbox"/> Rehearsal	Authorization	In Progress	<input type="button" value="Approve"/> <input type="button" value="Deny"/>	Tue Sep 17 2019	Wed Sep 18 2019	2019-ACHQJJ	Brooks, Ron	You	Brooks, Ron
Professional development	Professional development	<input type="checkbox"/> Training-Academics	Authorization	In Progress	<input type="button" value="Approve"/> <input type="button" value="Deny"/>	Tue Sep 17 2019	Mon Oct 28 2019	2019-ACHQJF	Floersch, Natasha	You	Floersch, Natasha

Please remember that this is a monitoring system and by selecting Approve or Deny that you are just removing or clearing the request from your Overdue or Outstanding task list. Those reservations that you have “Approved” or “Denied” can now be found in one of the other drop-down folders such as Flagged, Completed, Assigned by You, or Today’s Agenda. You are not actually sending anything out that Approves or Denies the event. **IF further communication is needed with the requestor, you must do that through your UNC email or by phone.**

“Assigning” a room is different than “Approving” a room. If you have “Assign” “permissions for a restricted space, you are essentially assigning or putting the entered event into the restricted room. This is the only task type that has actual impact on a space. When a scheduler enters a reservation into a restricted space, their Occurrences tab will show that the room is “awaiting approval”. If the Approver of the location chooses “Assign” from tasks, the event pushes into the room. The requestor will now see that the room is showing in the Occurrences tab, and that the “awaiting approval” has disappeared. If the Approver of the location has selected “Deny”, the room as well as “awaiting approval” will no longer show in the Occurrences tab. If denied, the Approver of the space should be communicating with the requestor the reason for the denial and letting them know they will need to look elsewhere to place their event.

Again, if you are a Task Approver or Assigner, please make sure you check your tasks tab regularly throughout each business day.



25Live Pro

Reports

Before You Can Run A Report, You Must First Create, Save, And Star A Search

Q Your Starred Location Searches

- Arts Annex
- Butler
- Candelaria
- Crabbe Hall
- Frasier
- GRAY
- Guggenheim

Searches
You can search for and Star:

- Events
- Locations
- Resources
- Organizations

Q Your Starred Event Searches

- Spring 2019
- Spring 2019-Missing Location
- Summer 2019 Not Placed

Q Your Starred Resource Searches

- Notification Facilities
- Unlock/Lock Facility-By FM

Create Searches for Standard Reports

25Live Pro users can create searches to specify exactly which data (that is, which events, organizations, locations, and resources) they want to appear in the report the user is generating. 25Live Pro users can print reports or export and save reports in various file formats including PDF, Excel, Rick Text (RTF, Word), HTML, and plain text.

For Example: To Search for the criteria to list all the rooms and their attributes for Gunter Hall, you would perform a Search for Keyword “GUNT”. That search will populate as shown. Hit the “Save As” button. (Note: the following is just a snapshot of part of the report that will generate.)

Name	Formal Name	Categories	Features	Layouts	Max Capacity
GUNTER 0010	GUNTER 0010-NonS25-Dedicated ASLS Lab	Specialized Dedicated, Code-S, Gunter Hall, Laboratory, Non S25 Facilities, Projector Room	Access-Cart, Boards-White-Fixed, CD Player, Computers-Instructor, Computers-Student, Floor-Carpet, Lighting-Controllable, Outlets, Projector Room, Projector-Overhead, Projector-Video Data, Room Type-Lab, Screen-Data Projection, Seating-Movable Seating, Seating-Tables and Chairs, Speakers, Updated		16
GUNT 0240	GUNT 0240-NonS25-ASLS Faculty Office	Code-O, Gunter Hall, Non S25 Facilities	Room Type-Office		5
GUNT 0250	GUNT 0250-NonS25-CLINIC CLASSRM	Code-S, Gunter Hall, Laboratory, Non S25 Facilities			10
GUNT 0270	GUNT 0270-NonS25-ASLS Faculty Office	Code-O, Gunter Hall, Non S25 Facilities	Room Type-Office		5
GUNT 0480	GUNT 0480-NonS25-ASLS Lab	Code-S, Gunter Hall, Laboratory, Non S25 Facilities	Access-Key Locked, Boards-Chalk-Fixed, Floor-Carpet, Lighting-Controllable, Outlets, Room Type-Lab, Seating-Tables and Chairs, Updated		12

Name your search, mark the “Yes” to “Add as a Starred Search”, and then hit “Save”.

Save Search

Search Name:

Add to starred searches: No Yes

Cancel Save

You will have to refresh your browser to get the starred search to show up on your Dashboard.

Create Standard Reports

25Live Pro

Event Form

Tasks

More

From the 25Live Pro Header, click on the “More” Drop-down. Select “Reports”.

The Reports page will appear. Reports are organized into five sub-tabs: Your Starred Reports, Event reports, Location Reports, Resource Reports and Other Reports:

The screenshot shows the top of the 25Live Pro interface. On the left is the 25Live logo. Below it is a search bar labeled "Filter By Report Name here" with a "Go" button. To the right is a vertical navigation menu with five expandable sections: "Your Starred Reports", "Event Reports", "Location Reports", "Resource Reports", and "Other Reports".

The screenshot shows the "More" dropdown menu. It includes a close button (X) at the top right. Below it is a home button labeled "Home: 25Live Pro". A "Navigate to..." section follows, listing several options: "List", "Calendar", "Availability", "Search", "Reports" (highlighted with a red box), "Publisher", and "25Live Scheduling". Below this are "Preferences" and "About" sections, each with a dropdown arrow. At the bottom, there is a "Carri Bloomer" profile name and a "Sign Out" button with an external link icon.

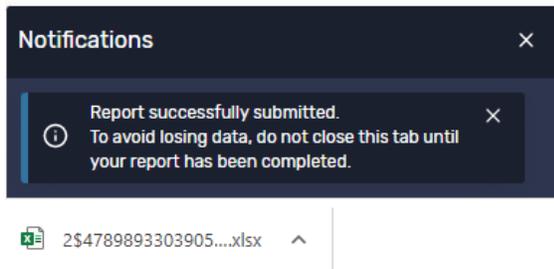
From those tabs, choose the type of report you want to run from the drop-down selection. There are hundreds of standard reports you can run from these tabs.

After a report is selected, provide any information or parameters the system requests. If you would like to preview how the report will appear or to make sure the report you have chosen will give you the type of information you require, you can view a sample of the report by clicking on the “View Sample” link.

The screenshot shows the configuration page for the "Daily Room Sheet" report. On the left is a navigation menu with "Location Reports" expanded, showing a list of report types including "Daily Room Sheet". The main area is titled "Daily Room Sheet" and includes a "View Sample" link with a red arrow pointing to it. Below the title are two required sections: "Format Option - Required" with a dropdown menu, and "Delivery Option - Required" with a dropdown menu. The "Report Parameters" section includes a "Report Date - Required" field set to "Thu Jul/28/2022", a "Location Search - Required" dropdown menu, and a "Hide Unused Locations" section with radio buttons for "Yes" and "No" (where "No" is selected). A "Run Report" button is located at the bottom right.

Please remember that the event or location search that you will choose comes from previously saved & starred searches in your 25Live Pro environment.

After you click on “Run Report”, a Notifications window will open to let you know you have successfully submitted a report, and a thumb file will eventually appear under the notification.



If you have trouble with this, try turning off your pop-up blocker.

Open the link, and the data can now be viewed in whatever format you have chosen.

For more advanced reports, save and star advanced searches. Most departments have their own search criteria that they can share with you. If you need help with advanced searches please email 25LiveHelp@unco.edu.

Wednesday, Feb 27 2019

GUNT 1140

Event Times	Event
9:05 AM - 9:55 AM	SES 440 003 MMP 20294, MWF 0905-0955
2:30 PM - 3:20 PM	ASLS 594 001 20028, W 1430-1520
4:00 PM - 6:50 PM	RTH 452 001 21688, W 1600-1850

TIP: To get back to the 25Live Pro environment from the Reports page, go to the “More” drop-down then in the “Go to Tool” drop down pick “25Live Pro”.

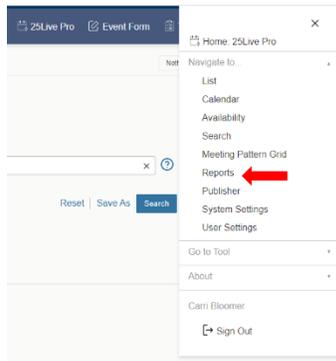
Scheduled Reports

Several reports have been converted by CollegeNet to a format that allows them to be generated and emailed out automatically on a schedule.

Here is a standard list of reports that have Interactive capabilities:

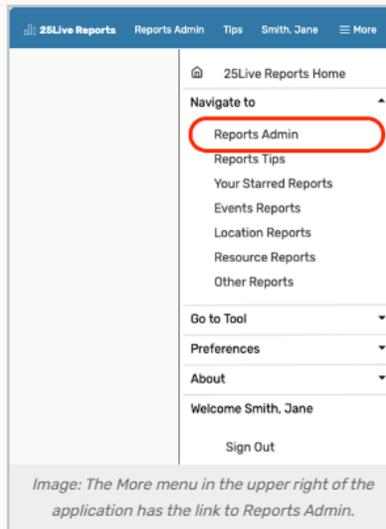
- Calendar of Events 3 Day
- Calendar of Events 5 Day
- Calendar of Events 7 Day
- Contact Directory
- Contacts by Organization
- Customer Master Definitions
- Daily Events
- Daily Room Sheet
- Daily Room Sheet per Room
- Daily Setup by Location
- Daily Setup Report
- Drafts Report
- Duplicate Contact Candidates
- Event Checklist
- Event Confirmation Detailed
- Event Confirmation (Detailed) Estimate
- Event Confirmation (Related) Estimate
- Event Confirmation (Academic)
- Event Confirmation (Detailed)
- Event Confirmation (Related)
- Event Invoice
- Event Invoice (Related)
- Event Listing
- Event Location Monthly Calendar
- Event Master Definitions
- Events by Organization Type
- Layouts by Location
- Location Availability Grid Daily
- Location Inventory
- Location Listing
- Location Listing by Scheduler
- Location Master Definitions
- Location Monthly Calendar
- Location Unlock-Lock Times
- Location Unlock-Lock (3 Day)
- Locations by Campus Partition
- Locations by Category
- Locations by Layout
- Organization Listing
- Organization Partition Preferences
- Pricing Master Definitions
- Requirement and Resource Daily Setup
- Reservations by Date
- Resource Master Definitions
- User List by Security Group

Again, start out by using the More drop-down to select Reports:



Once in the Reports screen, please follow these CollegeNet instructions to set up scheduled reports:

Getting To Reports Admin



Go to the Reports Administration area in the **More** menu. Use the **Navigate to** link to reveal options, then choose **Reports Admin**.

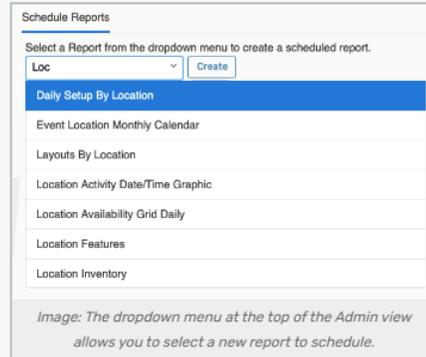
When you wish to return to the main reports view, use the "**Reports Main Page**" link.

After clicking on the "Reports Admin." button, if you see this next screen that suggests you do not have access to that report. Please just click on "Schedule Report" to advance to the next screen:



How to Create a New Scheduled Report

1. Select a Report



Schedule Reports

Select a Report from the dropdown menu to create a scheduled report.

Loc

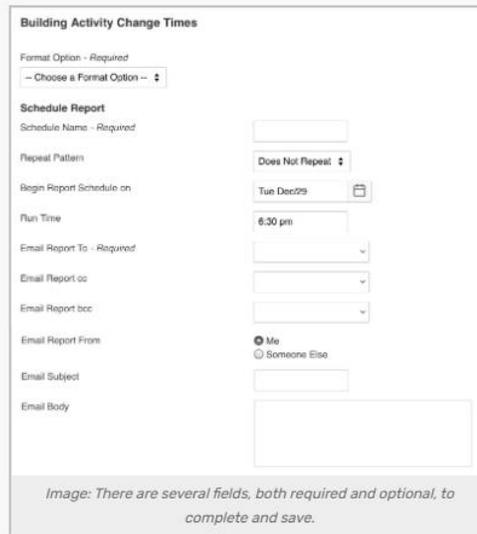
- Daily Setup By Location
- Event Location Monthly Calendar
- Layouts By Location
- Location Activity Date/Time Graphic
- Location Availability Grid Daily
- Location Features
- Location Inventory

Image: The dropdown menu at the top of the Admin view allows you to select a new report to schedule.

Select the report you want to schedule from the dropdown menu. You can type to filter by name in order to choose from a smaller list.

Use the **Create** button to complete scheduled information fields.

2. Complete Format, Schedule, and Parameters Fields



Building Activity Change Times

Format Option - Required
-- Choose a Format Option --

Schedule Report

Schedule Name - Required

Repeat Pattern Does Not Repeat

Begin Report Schedule on Tue Dec 29

Run Time 6:30 pm

Email Report To - Required

Email Report cc

Email Report bcc

Email Report From Me Someone Else

Email Subject

Email Body

Image: There are several fields, both required and optional, to complete and save.

In the scheduled report information window, complete all of the marked required fields as well as any optional fields, including:

- **Format** - The format of the report that you are scheduling to send.
- **Schedule Name** - An internal name that is only used for organizing your scheduled reports.
- **Repeat Pattern** - An optional opportunity to repeat sending the report daily or weekly.
 - *Tip:* If you need to set up a report to run monthly, set the weekly repeat option to every fourth week.
- **Begin Report Schedule on** - The date you want to send the first report (or only) email.
- **Run Time** - Enter the time of day you want the email sent.
- **Email options** - including **To**, **CC**, **BCC**, **Email Subject**, **Email Body** (text to accompany the report attachment).
 - When searching for contacts, you may search for their name or email address

Schedule Report

Schedule Name - Required:

Repeat Pattern: **Does Not Repeat** ▾

Begin Report Schedule on: **Thu Mar/11** 📅

Run Time: **11:15 am**

Email Report To - Required: **You can type an address into email fields or utilize the 25Live contact search option**

Email Report cc:

Email Report bcc:

Email Report From:

Email Subject:

Email Body:

Examples:

- Example person, Jane
nobody@collegenet.com ☆
- Conference Services Manager
conference@yourschool.edu ☆
- Smith, John
smith.j@collegenet.edu ☆
- Food Services Manager
catering@yourschool.edu ☆

Image: You can type an address into email fields or utilize the 25Live contact search.

- **Report Parameters** - Optional parameters differ with each report to fine-tune what information is sent.



Tip: Some Reports Allow For Relative Start Dates

Some reports allow you to enter parameters for dates that are a number of days before or after the scheduled reporting date for the report's start date.

For example:

- If the report is scheduled to run on Monday, December 5th, and you want the results to include data from the previous week, you can enter -7
- To include the following week's data, enter 7
- To only include results beginning on the scheduled Reporting Date, enter 0 (zero)

The following reports allow for relative dates:

- Daily Events (just one day)
- Daily Operations
- Daily Room Sheet (just one day)
- Daily Setup by Location
- Daily Setup Report
- Event Checklist
- Event Location Monthly Calendar
- Events by Organization Type
- Location Activity Date/Time Graphic
- Location Availability Grid Daily (one day)
- Location Monthly Calendar
- Location Unlock - Lock Times
- Location Unlock-Lock (3 Day) (one day)
- Requirement and Resource Daily Setup
- Reservation by Date

3. Save Your New Scheduled Report

Use the **Save Scheduled Report** button in the lower-right of the window to save all your entries.

Your new scheduled report will now appear in the list or grid view of existing report schedules.

Viewing Existing Listings

Existing schedules are shown in pages of results. Use the left (<) or right (>) arrows to go through the pages if more than one is displayed.

How to Edit a Report Schedule



Note: You Can Only Edit Reports That You Own

The Edit, Delete, Inactivate, or Active links are only available if you created the report schedule. If you are an administrator that needs to edit a schedule you don't own (such as when an employee has left), use the [Masquerade feature in 25Live Pro](#) then return to the 25Live Reports application. Any user can copy any report schedule.

1. Choose an Existing Schedule To Edit

Status	Created By	Actions
Active ▾	Joe Faculty	Edit Copy Delete
Active ▾	Jane Registrar	Edit Copy Delete
Active ▾	Bob Administrator	Edit Copy Delete

Image: The Edit link is available in both the list view and grid view.

Find the schedule you wish to edit (see above on how to filter long lists), then use the **Edit** link.

2. Change Report Schedule Fields

Contact Directory

Format Option - Required
PDF ▾

Schedule Report

Schedule Name - Required
Monthly Contact Report

Repeat Pattern
Weekly ▾

Repeat Every
4th Week ▾

Repeat on
 Monday Tuesday
 Wednesday Thursday
 Friday Saturday
 Sunday

Begin Report Schedule on
01/04

Run Time
3:00 pm

Email Report To - required
Admin Testing, qa@collegenet.com

Image: The information window has required and optional fields you can edit for the selected schedule.

You can edit any of the fields you had available when creating the report scheduling. You can:

- Select a different Format
- Rename the report schedule
- Change the repeating pattern
- Change the report dates
 - Begin (*editing not recommended*)
 - Run Time
- Change report recipients and other standard email options:
 - To, CC, BCC
 - Email Subject
 - Email Body
- Alter Report Parameters

3. Save Your Changes

Use the **Save Scheduled Report** button in the lower-right of the window to save all your changes.

Copying an Existing Report Schedule

Even if you do not own a report, you have the option to copy it.

Use the **Copy** link in the action links area to create a duplicate of any report schedule. The information window will display all the fields for you to select or change from the copied schedule.

You should change the name of any copied report schedule.

The **Save Scheduled Report** button in the lower-right of the window will save your copied report schedule.

Deleting and Changing the Active Status of a Report Schedule



Use the **Delete** link (in the **Actions** column in the list view or at the bottom of grid view blocks) to remove a schedule.

Use the **Inactivate** or **Active** links to change a report schedule's active status.



25Live Pro

Blackouts

Blackouts are entered into the 25Live Pro system anytime a space is going to be off-line or not schedulable. Blackouts can be entered into the system at the event level by the Scheduler, or at the master level by the Functional Administrator.

It is advisable that Blackouts encompassing many spaces or Blackouts projected to last more than two weeks be put into the 25Live system by the Functional Administrator. The Functional Administrator can be emailed at 25LiveHelp@unco.edu with those requests. Please include the following information in the email:

- **Name of the Blackout that coincides with the reason the room will be taken off-line.**
- **The exact start date (and time if applicable)**
- **The exact end date (and time if applicable)**
- **All rooms or locations affected by the Blackout**

Blackouts put in by the schedulers will appear in the location calendar as any regular event would. Schedulers can see Blackouts put in at the master level by having the “Show Blackouts” box checked in the 25Live room calendars as shown below.

Search: kepn 1005
(?) Hint! Type :- to use SeriesOL.
Search has not been saved
 Reset | Save | Save As | Search

Calendar | Availability | Availability Weekly

Show Blackouts Related Locations

← Sun May 24 2020 - Sat May 30 2020 → Weeks: 1

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 24	25	26	27	28	29	30
12:00 am - 11:59 pm Blackout: Elevator Repairs-upper floors offline KEPN 1005	12:00 am - 11:59 pm Blackout: Elevator Repairs-upper floors offline KEPN 1005	12:00 am - 11:59 pm Blackout: Elevator Repairs-upper floors offline KEPN 1005	12:00 am - 11:59 pm Blackout: Elevator Repairs-upper floors offline KEPN 1005	12:00 am - 11:59 pm Blackout: Elevator Repairs-upper floors offline KEPN 1005	12:00 am - 11:59 pm Blackout: Elevator Repairs-upper floors offline KEPN 1005	12:00 am - 11:59 pm Blackout: Elevator Repairs-upper floors offline KEPN 1005

It is highly recommended that the “Show Blackouts” box is checked when Schedulers view any location calendar.



Course Scheduling Process

The following information will help schedulers navigate general processes, procedures, and timelines pertaining to the University of Northern Colorado's academic calendars and scheduling protocols. Schedulers should also access and utilize the "Procedures/Guidelines for Academic Scheduling" for information regarding scheduling: <https://www.unco.edu/registrar/faculty-staff/academic-scehdulers.aspx>

The Term Opens for Scheduling

- The Office of the Registrar opens the new term for scheduling about four months before the Room Run takes place. Reference the "Course Scheduling Calendar" for exact dates each term.
- Departmental Schedulers use the time between the Opening of the Schedule and the Room Run to set up the courses that are going to be offered that semester. All courses originate in the Banner system, and should never be directly scheduled into 25Live Pro.
- It is important to use the Class Scheduling Blocks while setting up courses because meeting patterns that do not subscribe to that scheduling paradigm won't necessarily be recognized by the 25Live system regarding rooming the course or placing the Final Exam.

25Live Room Run Process

- The Room Run is the process that optimally places the courses into the 25Live calendars using the coding that the Schedulers have entered into the Banner system.
- The Office of the Registrar's 25Live Functional Administrator is allotted a two-week window to perform the Room Run in January for the Fall, in July for the Spring, and in November for the Summer. See the "Course Scheduling Calendar" for actual dates.
- All scheduling in Banner for the term involved in the Room Run will need to be suspended during the Room Run loading period. Email communication from the 25Live Functional Administrator will be forthcoming to the Departmental Schedulers to mark the start and end of that event for each term.
- Any courses not placed during the Room Run will need scheduled through Banner by the Departmental Schedulers.

25Live Final Exam Room Run Process

- It is important that there aren't any final exams, meetings, or events scheduled within "Finals week" until after the Final Exam Room Run is completed each semester.
- For both the Fall and Spring semesters, the Final Exam Room Run occurs during the fourth week of classes. Summer and Interim Final Exams are not placed through a Rooming process.
- The 25Live system pulls the data from the "01" Session Indicator in Banner's SSASECT to calculate when the Final Exam will take place. If the course has more than one line built in the "Meeting Dates" section of SSASECT, choose which pattern works best for the final exam and make that the "01" Session Indicator. It is important that there only be one "01" session indicator per course.
- UNC has four rotating Final Exam schedules. To see which schedule is being used for which semester, visit <https://www.unco.edu/registrar/registration/final-exam.aspx>.
- Any Final Exams not placed during the Final Exam Room Run should be sent to the 25Live Functional Administrator by the Departmental Scheduler for placement inside the existing course reservation.



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25Live Pro

Scheduling Rules-S25 vs NonS25

There are two main types of rooms in the 25Live system. There are S25 rooms and there are NonS25 rooms. The following information will describe the need for each designation and the protocols associated with scheduling in each type of space.

S25

S25 is the basic designation for schedulable academic spaces. The Departmental Schedulers code all the offered courses in the Banner system for each term. Then during the Room Run, the system will look to place courses per that coding. The courses coded as needing a room will be optimally placed into an S25 location. S25 spaces are open to all scheduling, but the placement of courses always has priority.

It is the protocol for Fall and Spring terms that meetings or events are not to be placed in an academic space until after the first week of class has concluded. This rule exists because from the time the Room Run happens through the first week of classes, scheduling shifts are happening. If there is even a fraction of an event or meeting that is placed in an academic space during the scheduling of the term, the entire class for the semester will not be able to push into that room. That is why this rule is so important and why it is strictly upheld for S25 spaces.

It is also requested that no meeting or event be scheduled in Finals week until the fifth week of classes as the Final Exam Room Run occurs during the fourth week of classes.

Summer opens to all scheduling (still following the S25 and NonS25 designations) on February 1st each year.

NonS25

NonS25 is the designation used for spaces in 25Live that are specific to Departments. The biggest difference between a NonS25 and an S25 room is that during the Room Run, the system cannot place a course from Banner into a NonS25 room unless specifically assigned to do so by the Departmental Scheduler in the Banner system.

The reason for a room to be classified as NonS25 in the 25Live system can vary, but the NonS25 designation alone alerts all schedulers that special permissions need to be obtained from the Department associated with that space before any scheduling occurs.

Please note that if the NonS25 location is going to be used for courses, the recommendation of waiting until the first week of classes to conclude before allowing events and meetings to be scheduled in that room still applies.

There are different kinds of NonS25 rooms as well. Clues have been built into the "Location Formal Name" in most cases so schedulers can easily and quickly see the room designation. If encountering a NonS25 without a clue built in, always contact the Department associated with that space to see how to proceed.

NonS25-Dedicated

Rooms with the clue built in that say NonS25-Dedicated are just that; spaces that are dedicated to that specific Department. Most dedicated spaces can only be seen in 25Live by the Department that is associated with the space. Other dedicated spaces can be seen by all schedulers but cannot be reserved by anyone outside the Department. NonS25-Dedicated spaces are solely populated by the Department and at the Department's discretion.

NonS25-Restricted

A NonS25-Restricted room allows for reservations to be placed by campus schedulers regardless of Department; however, the entered reservation won't be placed until the reservation is "Assigned" to the room by the Departmental Approver. When reviewing the reservation in the Occurrences tab, the requestor will see "is awaiting approval" next to the room name until the request is approved or denied. If approved, the wording "is awaiting approval" disappears and the room remains. If denied, the room and the wording will disappear completely, and the Departmental Scheduler should be reaching out to identify the reason the reservation cannot be placed as requested. Again, all NonS25 usage is at the Department's discretion.

Departmentally Associated NonS25 Spaces per Building

Here is a breakdown of the Departmental spaces per building. These are generalizations, so some spaces within a building may be different than the generalization. If you have a question about a NonS25 space this will serve as a good starting point.

Arts Annex (ARTS)-PVA
Butler Hancock (BTLR)-NHS
Candelaria (CAND)-HSS
Crab (CRAB)-PVA
Fraiser (FRAS)-PVA
Gray (GRAY)-PVA
Guggenheim (GUGG)-PVA

Gunter (GUNT)-NHS
Kepner (KEPN)-MCB
McKee (MCKE)-CEBS
Michener (MICH)-LIB
Ross (ROSS)-NHS
Skinner Library (SKNR)-LIB

Departmental Schedulers

Here are the main Departmental Schedulers and their perspective scheduling areas. Please note this information is subject to change.

EBS-Deidra Schaeffer 351-1464
HSS-Deb Lewis 351-2706
LIB-Natasha Floersch 351-1529
MCB-Kristi Schneider 351-2766
NHS-Janice Riegel 351-2740
PVA-Jennifer Knock 351-3817 (Courses), Abby Froom 351-4446 (FRAS) or Pete Niehoff (ARTS, CRAB, GUGG)
UC & CC Spaces, event.services@unco.edu or 351-2558
25Live Functional Administrator, Carri Bloomer 351-1820



Computer Labs

Computer labs follow the same S25 and NonS25 rules as regular classrooms on campus. S25 spaces are open to all scheduling after the first week of classes has concluded, and open in Finals Week after the fourth week of classes has concluded. Summer term is the exception to these rules, in that it opens to all scheduling on February 1st. NonS25 spaces are governed by the Departments. Any reservations in these spaces must be approved by the Department associated with that space. The type of NonS25 room clues schedulers to how the room is scheduled.

Did you know that students and instructors can now access almost all UNC software from ANY computer? Apporto is an application that allows the use of remote lab technologies and can be loaded on virtually any computer, on or off campus. Why is this important to schedulers? Because it may no longer be necessary to put a class in a specific space just to utilize a designated software.

How does Apporto work?

- 1) Visit this link: <https://unco.apporto.com>
- 2) Instructors will log-in with their regular unco.edu credentials, and students will sign in with their bears.unco.edu credentials
- 3) Click on the "Launch" button under the "Virtual Desktop"
- 4) From the virtual desktop, find the software needed and double click that icon to activate the chosen program.
- 5) When finished, remember to save all work and close the software. Then exit the session by using the window icon on the bottom of the Apporto desktop screen.

Visit this link to find out what software can be accessed using Apporto, and for other useful information about Apporto:
<https://www.unco.edu/information-management-technology/teaching-learning/apporto.aspx>

S25 Classroom Computer Labs

Open to general scheduling after the first week of classes has concluded.

- CAND 1170 - Individual & Observational (35 capacity)
- CAND 2035- (22 Capacity)
- CAND 2170- (30 Capacity)
- GUNT 1140- (28 Capacity)
- KEPN 0090- (48 Capacity)
- MCKE 0101W- (50 Capacity)

S25 Collaborative Classroom Technology

Open to general scheduling after the first week of classes has concluded.

- GUNT 1530 (30 Capacity-Collaborative-no individual computers)
- KEPN 0060 (42 Capacity-Collaborative-no individual computers)

NonS25-Restricted Computer Labs

Open to general scheduling after the first week of classes, but approved reservation put in the system are "Assigned" to the room by the Departmental Approver through their "Tasks" Tab. Open to student use when not scheduled.

- CAND 0345 (30 Capacity-PC Lab-HSS Approves)
- CAND 1140 (25 Capacity-PC Lab-HSS Approves)
- KEPN 0030 (41 Capacity- Individual-MCB Approves)
- KEPN 0075 (32 Capacity- Individual-MCB Approves)
- KEPN 1050D (30 Capacity- Individual-MCB Approves)
- MCKE 0019 (30 Capacity-13 Computers-Psych Sci Approves)
- MICH 10012 (15 Capacity-Computer Lab-CETL Approves)
- MICH 10117 (21 Capacity-PC Computer Lab-CHE Approves)
- MICH 0303 (50 Capacity-LIB prefers to input all reservations)
- MICH 0335 (50 Capacity-LIB prefers to input all reservations)
- ROSS 1240 (25 Capacity-Eng. Dept or HSS Approves)
- ROSS 2261 (38 Capacity-PC Lab-NHS or HSS Approves)
- SKNR MEDIA (20 Capacity- Library puts in ALL reservations for this room)

NonS25-Student Use Only Computer Labs

Student Use Only Labs are available during open building hours. Special use consideration requested through:

- GUNT 1700 -Carri Bloomer
- MCKE 0101E -Carri Bloomer

NonS25-Dedicated Computer Labs

Not available for general campus scheduling; College or Program determines schedule

- ARTS 0128 (4 Capacity, Printer Room for Digital Dark Room- Dedicated to PVA Photography)
- ARTS 0129 (3 Capacity, Faculty Office for Digital Dark Room- Dedicated to PVA Photography)
- ARTS 0132 (20 Capacity, Individual- Dedicated to PVA Photography)
- CAND 2110 (24 Capacity, Individual- Dedicated to HSS GIS)
- CAND 2140 (25 Capacity, 10 Individual computers- Dedicated to HSS SOC Research Lab)
- FRAS 0011 (25 Capacity, MAC Computers/Design Lab- Dedicated to PVA STAD)
- FRAS 0083 (30 Capacity, MAC Computers/Synthesis Lab with Piano Keyboards- Dedicated to PVA Music)
- FRAS 0085 (16 Capacity, Keyboard Lab with Headphones, Upright Piano- Dedicated to PVA Music)
- FRAS 0161 (20 Capacity, 12 Mac Computers -Dedicated to PVA STAD)
- GUGG 0105 (21 Capacity, MAC Computers/Graphic Art Computer Lab- Dedicated to PVA ART, Restricted for NSO)
- GUGG 0106 (22 Capacity, MAC Computers/Graphic Art Computer Lab- Dedicated to PVA ART, Restricted for NSO)
- GUNT 0010 (16 Capacity, 5 computers/ASLS Lab- Dedicated to NHS ASLS)
- GUNT 1750 (24 Capacity, 8 Computers/Biomechanics Research Lab- Dedicated to NHS Biomechanics)
- GUNT 1760 (12 Capacity, 7 Computers/SES Teaching Lab- Dedicated to NHS SES)
- GUNT 2110 (36 Capacity, 12 computers/Nursing Skills Lab/Clinic- Dedicated to NHS Nursing)
- GUNT 2130 (12 Capacity, 2 computers/Nursing Lab- Dedicated to NHS Nursing)
- GUNT 2190 (36 Capacity, 10 computers/Nursing Skills Lab- Dedicated to NHS Nursing)
- ROSS 0220 (24 Capacity, 9 Computers/PHYS Lab- Dedicated to NHS PHYS)
- ROSS 0235 (24 Capacity, 9 Computers/PHYS Lab- Dedicated to NHS PHYS)
- ROSS 0245 (17 Capacity, 8 Computers/PHYS Lab- Dedicated to NHS PHYS)
- ROSS 0261 (15 Capacity, 5 Computers/PHYS & ASTR Lab- Dedicated to NHS PHYS & ASTR)
- ROSS 1330 (24 Capacity, 3 Computers/Biology Lab- Dedicated to NHS BIO)
- ROSS 1331 (24 Capacity, 3 Computers/Biology Lab- Dedicated to NHS BIO)
- ROSS 1611 (24 Capacity, 8 Computers/Biology Lab-Dedicated to NHS BIO)
- ROSS 2335 (24 Capacity, 12 Computers/Anatomy Lab with Emergency Eye Wash & Shower- Dedicated to NHS BIO)
- ROSS 2385 (24 Capacity, 6 Computers/Anatomy & Biology Lab- Dedicated to NHS BIO)
- ROSS 2615 (9 Capacity, 5 Computers/Biology Research Lab- Dedicated to NHS BIO)
- ROSS 3257 (15 Capacity, 9 Computers/Meteorology Lab- Dedicated to NHS MET)
- ROSS 3265 (24 Capacity, 10 Computers/Meteorology Lab- Dedicated to NHS MET)
- ROSS 3615 (25 Capacity, 12 Computers/Chemistry Lab- Dedicated to NHS CHEM)
- ROSS 3655 (24 Capacity, 12 Computers/Chemistry Lab with Emergency Eye Wash & Shower- Dedicated to NHS CHEM)
- ROSS 2230G (10 Capacity, 8 Computers/LINUX Lab- Dedicated to NHS CS)

Departmental Schedulers Contact Information

Here are the main Departmental Schedulers and their perspective scheduling areas. Please note this information is subject to change.

Deidra Schaeffer 351-1464

HSS-Deb Lewis 351-2706

LIB-Natasha Floersch 351-1529

MCB-Kristi Schneider 351-2766

NHS-Janice Riegel 351-2740

PVA-Jennifer Knock (Course Scheduling) Abby Froom 351-4446 (Fras) 351-3817 or Pete Niehoff (ARTS, CRAB, GUGG) 351-2894

UC & CC Spaces, event.services@unco.edu or 351-2558

25Live Functional Administrator, Carri Bloomer 351-1820



25Live Pro

Academic Scheduling Resources

Please Direct any 25Live questions to: 25LiveHelp@unco.edu

Scheduling courses can be an intricate process. Please utilize the “Procedures/Guidelines for Academic Scheduling” tools found on the Office of the Registrar’s web page under the Faculty & Staff dropdown.

www.unco.edu/registrar

Faculty & Staff ▾

UNC > Office of the Registrar > Faculty/Staff Resources > Academic Course Schedulers

Academic Course Schedulers

Academic scheduling is a complex process involving many units on campus. Decision-making begins with the academic unit. Each unit is represented by an academic scheduler, who works with faculty and administration to build and maintain course offerings. This page is designed to serve as a resource for UNC's academic schedulers.



Forms

- Course Schedule Update Form
- Course Schedule Update Form Help Sheet
- Class Scheduling Blocks



Calendars

- Academic Term Calendar
- Class Scheduling Calendar
- 3-Year Academic Calendar
- Special Term/Short Course Deadlines
- Final Exam Schedule



Reference Guides

- Prime Time Scheduling Procedures
- Room Use Codes
- Instructional Method Table
- Common Banner Codes

➔ [25Live Training and Reference Guide](#)

Procedures/Guidelines for Academic Scheduling

The Office of the Registrar is also a great resource for answering a multitude of questions:

Office of the Registrar Phone: 970-351-4862 (Option #2)
Scheduling & Registration Coordinator: shonna.ulibbarri@unco.edu
Academic Scheduling Support Specialist: carri.bloomer@unco.edu
Curriculum Liaison Specialists: Jennifer.Atterbury-Cherico@unco.edu and kim.betz@unco.edu
Registration and Registrar Services: Registrar@unco.edu
Degree Works Specialists/Graduation Team: graduation@unco.edu
Transfer Team: transfeval@unco.edu
VA Certified Officers: sco.va@unco.edu
25Live Support: 25LiveHelp@unco.edu



Event Scheduling Resources

Please contact Conference and Event Services (CES) to reserve any event space at the University of Northern Colorado. Event spaces include, but are not limited to, Campus Commons, University Center, Athletic Spaces, Outdoor Theaters, and all Lawn Areas.

Any possible reservation that is not directly related to academic scheduling should be directed to Conference and Event Services for scheduling. If an academic event happens to require special resources or accommodations, those reservations should also be scheduled by CES.

Any non-course related guests or groups (both affiliated or non-affiliated with UNC) requesting the use of an academic space for meetings or events are asked to please go through the CES for reservations as well.

These protocols will ensure that necessary departments are contacted, appropriate resources are assigned and delivered, proper documentation or permits are filled out, that police presence is requested when necessary, that parking is considered, and that insurance is documented when applicable.

Reservation requests can be submitted to Conference and Event Services:

- **by filling out the Qualtrics Survey located on the website at <https://www.unco.edu/events/>**
- **by sending an email to event.services@unco.edu**
- **or by calling CES at 970-351-2558.**