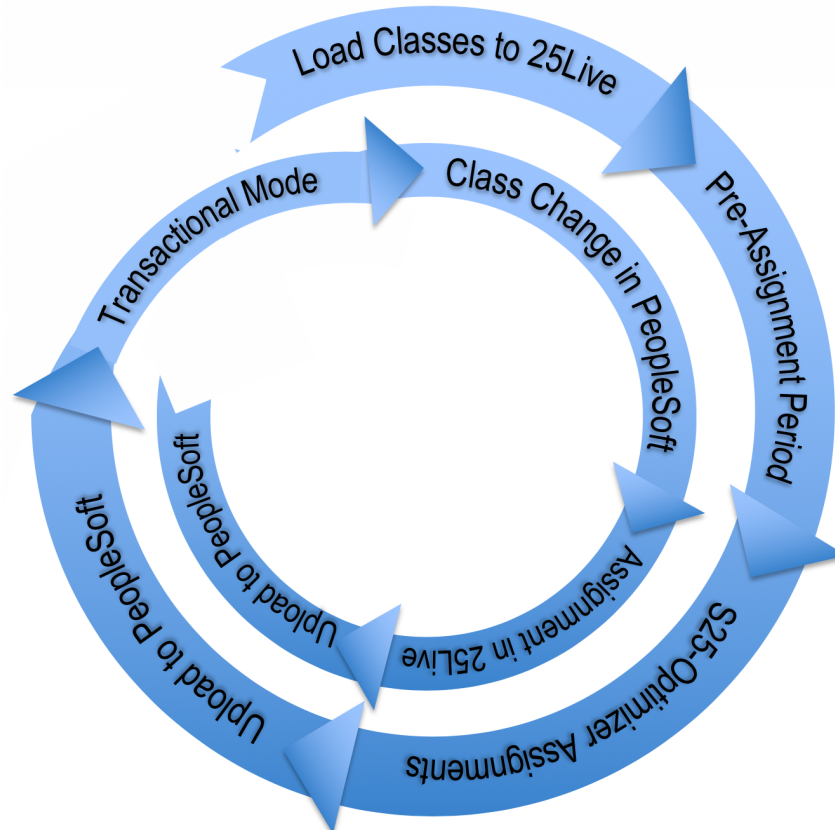


Class Events "Spiral of Life" and Scheduling Class Locations

The "Spiral" of Life for Class Events in regular scheduling times¹¹ is similar in concept to the methods used for many years. That said, some differences in process and technology exist.



The data of record for classes is the Oracle PeopleSoft system, not 25Live. Classes are created in PeopleSoft from course definitions and roll from term-to-term (Fall-to-Fall, Spring-to-Spring). Once classes have been cleaned up in PeopleSoft and are ready for scheduling, all those with an assignment of "25L" in the Facility ID are transferred to 25Live in a large single load in June (for Fall) and November (for Spring).

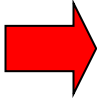
A week is set aside to allow for "pre-assignments" in 25Live. These pre-assignments include consideration for handicap seating, back-to-back teaching assignments, specialized room requirements for a particular class, and so on. Only such assignments should be made during this week.

The following week is allocated to 25Live Optimizer scheduling (sometimes referred to as "bulk scheduling") which places classes in classrooms on a college-by-college basis. Departmental choices are taken into account through use of Partition Preferences¹². Once the college-by-college bulk run is complete, classes without assignments are assigned to any remaining available locations.

¹¹ Spring 2020 and likely through Fall 2021 definitely are not regular scheduling times! The descriptions here are what we expect to happen when processes are "normalized".

¹² Partitions are sets of locations, typically buildings. Partition Preferences are set up using departmental choices for level 1 and 2. Level 3 lists any building within a five-minute walk. Level 4 is reserved for exam and other optimizer scheduling.

During the bulk scheduling period, classes in PeopleSoft are set to "display only" to prevent changes to classes while being assigned in 25Live. Once bulk scheduling is complete, the location assignments are loaded from 25Live to PeopleSoft.



In 25Live, when a class location assignment is loaded to PeopleSoft, the 25Live event is ***not*** locked meaning additional changes can occur to the 25Live class event at any time after optimizer scheduling ***without*** any additional changes in PeopleSoft.

Finding Classes in 25Live

Upon completion of the location assignments to PeopleSoft, "transaction mode" is activated. Changes to class parameters such as the meeting pattern or requested room capacity are captured and updated in 25Live.

In 25Live, searches are used to locate classes. Each class has the term code (e.g., 2783 for Spring 21) appended to the end. A Shared Search will be distributed prior to each term as a foundation for schedulers to find classes. As we saw earlier, criteria can be added to this shared search and saved to create a personalized set of searches.

Another Shared Search will be distributed to locate any Classes with missing location assignments. Feel free to personalize this shared search to limit the results to a specific PeopleSoft subject, for example.

Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations
AEM 2240 204 2755	Finance for Dyson Majors	2020-AAAJSJSD	AEM	Class			Wed Jan 22 2020	12:20 pm	Fri Jan 24 2020 12:01 am	Tentative	

Assigning Locations to Classes

Assigning locations to classes

- Find and open the class of interest
- Click on **Edit Event**
- Click on **Locations** in navigation area at left
- Assign the location
 - Be sure to check **Hide Conflicts** and **Enforce Headcount** to ensure you have an available, right-sized location
 - You can use **Associated Locations** (often includes any previously assigned locations for this class) and the dropdown options on the left or close **Associated Locations** and enter location name info in the search box
- Save and verify

Find

Quick Search ☐ Advanced

Spring 20 Classes - Missing Assignments

Search Actions Reset Save Save As Search

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

	Name	Title	Reference	Organization	Type	Start Date	Start Time	Creation Date	State	Locations
☆	AEM 3260 001 2755	Cooperative Business Mgmt	2019-AACSKP	AEM	Class	Tue Jan 21 2020	8:40 am	Tue Dec 31 2019 2:10 am	Tentative	
A	AEM 4495 001 1001	Consumer	2019-AACSKP	AEM	Class	Tue Jan 21	8:40 am	Mon Dec 30	Tentative	

Open

AEM 3260 001 2755 Tentative 2019-AACSKP Tue Jan 21 2020 8:40 am - 9:55 am
Cooperative Business Mgmt Repeats every week on Tuesday and Thursday through 5/5

Details Occurrences Calendar Task List

Edit Event Tentative More Actions ↻ ?

General **Event Categories**

Event Name: [AEM 3260 001 2755](#) Add

Select and Assign Location

Add New [AEM 3260 001 2755](#) ✕

Reference: 2019-AACSKP

Request an Event

If you have a disability and are materials in an alternate format

Please allow up to **5 business** Reservation processing times va planned. Questions about once

Please fill in as many details as

Event Name Required i
Your **Event Name** has a limit
AEM 3260 001 2755

Event Title i
The **Event Title** is the public event calendar.
Cooperative Business Mgmt

Event Name Required i
Your **Event Name** has a limit
AEM 3260 001 2755

Event Title i
The **Event Title** is the public event calendar.
Cooperative Business Mgmt

Locations Search

Auto-Load Starred: ☐ No ☐ Yes

☒ Hide Conflicts ☒ Enforce Headcount

Associated Locations ▼ Associated Locations

Pre-Defined Groups

Associated Locations

Your Starred Locations

Your Starred Searches

CLD400 ☆

Goldwin Smith Hall ☆

GSH Locations ☆

Results

Reset Search

Locations Search

Auto-Load Starred: ☐ No ☐ Yes

☒ Hide Conflicts ☒ Enforce Headcount

Saved Searches (optional) ▼ ✕

Hint! Type : to use SeriesQL.

More Options ▼ Reset Search

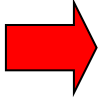
Add	Name	Title	Capacity	Availability	Conflict Details
Reserve	GSH132	Goldwin Smith Hall 132: HEC Aud	210	31/31	None

Verify

AEM 3260 001 2755 Tentative 2019-AACSKP Tue Jan 21 2020 8:40 am - 9:55 am
Cooperative Business Mgmt Repeats every week on Tuesday and Thursday through 5/5

Details Occurrences Calendar Task List

GSH132



Only one location can be assigned to a Class Meeting Pattern. If a class has multiple Meeting Patterns, assign one location per Meeting Pattern

When editing a class with multiple meeting patterns you will prompted to select each meeting pattern and need to assign and save each before starting on the next pattern.

Loading... X

Choose a reservation to edit

Q Choose a reservation to edit

TR 1625-1740, 14758-1
PI Instructor - Dana M. Radcliffe

F 1625-1740, 14758-2
PI Instructor - Dana M. Radcliffe PI Instructor - Dana M. Radcliffe

F 1625-1740, 14758-3
PI Instructor - Dana M. Radcliffe PI Instructor - Dana M. Radcliffe PI Instructor - Dana M. Radcliffe

F 1625-1740, 14758-4
PI Instructor - Dana M. Radcliffe PI Instructor - Dana M. Radcliffe PI Instructor - Dana M. Radcliffe PI Instructor - Dana M. Radcliffe

Activity 7A

1. Rename the shared searches
 - a. "[Copy] FA21 Classes" to "2021 Fall Classes"
 - b. "[Copy] FA21 Cls Needs Loc" to "2021 Fall Classes Missing Locs"
2. Create and save a search to limit the **2021 Fall Classes** search to a set of locations of interest
3. Create and save a search to limit the **2021 Fall Classes Missing Locs** search to a set of subjects of interest
4. Schedule a class
 - a. Find a class with a missing location
 - b. Assign it to a location you can reserve
 - c. When will this assignment show in PeopleSoft?
 - d. What are the steps if you need to change the assignment?
5. How would you request a location outside your assignment area?