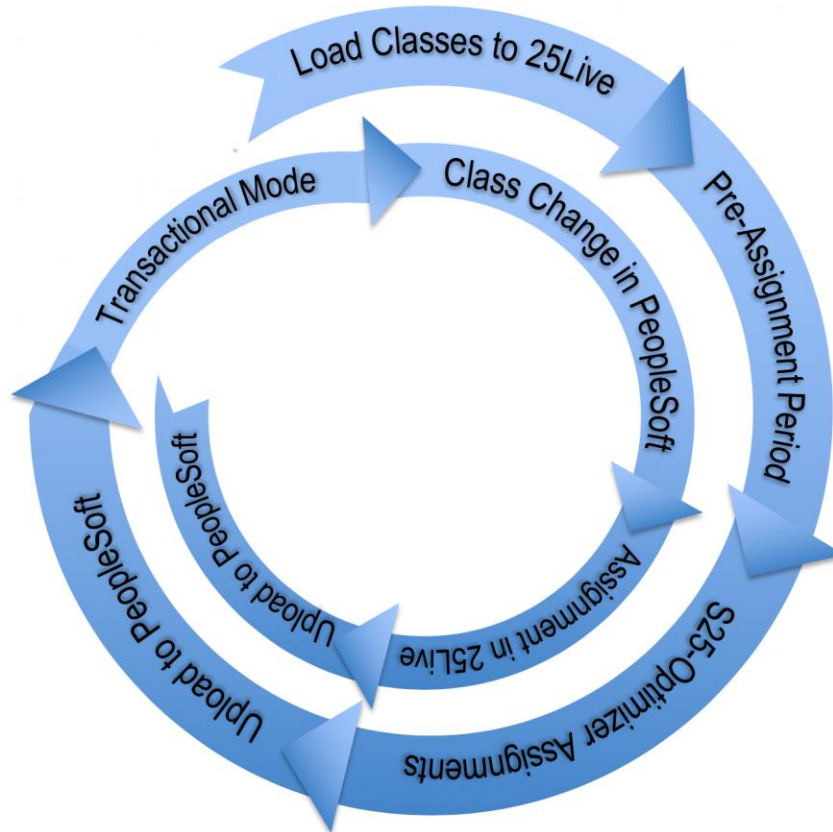


Class Events "Spiral of Life" and Scheduling Class Locations

The "Spiral" of Life for Class Events is similar to how Classes were handled in R25 – with some notable changes and future upgrades!



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 Preferences¹⁰. Once the college-by-college bulk run is complete, classes without assignments are assigned to any remaining available locations.

¹⁰ 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.

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 and loaded to PeopleSoft.

Class Subjects

As mentioned in previous training, a particular organization type is "Class Subjects". These are the same subjects (e.g., ECON, ENGL, BIOGM) used in PeopleSoft, the Cornell Student Information System. You can see a list of Class Subjects using the search tool in 25Live.

The screenshot shows the 25Live search interface. At the top, there is a 'Select Object' dropdown menu with 'Organizations' selected. Below this is a 'Quick Search' toggle and a search bar. A dropdown menu is open, showing 'Types' and 'Categories'. Under 'Types', 'Class Subjects' is selected. The main table displays a list of organizations, including AAS, AEM, AEP, AGSCI, AIS, AIRS, AKKAD, and ALS, all categorized as 'Class Subjects'.

Name	Type	Categories	Accounting
AAS	Class Subjects	S25	
AEM	Class Subjects	S25	
AEP	Class Subjects	S25	
AGSCI	Class Subjects	S25	
AIS	Class Subjects	S25	
AIRS	Class Subjects	S25	
AKKAD	Class Subjects	S25	
ALS	Class Subjects	S25	

The screenshot shows the 25Live search interface with the search bar containing 'econ'. The search results show 3 Matching Organizations:

Name	Title
AEM	Applied Economics & Management
ECON	Economics
ILRLE	Labor Economics

And by adding a phrase in the Quick Search text box, a list of Class Subjects with the text in either the Organization Name or Organization Title will be displayed.

Finding Classes in 25Live

In 25Live, searches are used to locate classes. Each class has the term code (e.g., 2769 for Fall 21) appended to the end. A Shared Search will be distributed prior to each term as a foundation for schedulers to find classes. Criteria can be added to this shared search and saved to create a personalized set of searches.

The screenshot shows the 25Live search interface. At the top, there's a 'Select Object' dropdown set to 'Events'. Below it, a search bar contains '[Copy] FA21 Classes'. A dropdown menu is open, showing options: 'All of Your Event Searches', '[Copy] FA21 Classes' (selected), and '[Copy] FA21 Classes Missing Locs'. Below the search bar are buttons for 'Reset', 'Export Results', 'Save', 'Save As', and 'Search'. A 'Search Actions' dropdown is also visible. Below the search bar, there are filters for 'List', 'Calendar', 'All Dates', 'Days: 1', 'Future Only', 'All Dates', 'Choose Columns', and a 'Help' icon. The main section displays '5316 Matching Events' in a table format.

Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations	Resources	Scheduler	Requestor
AEM 5300 101 2797	CEMS Block Seminar	2021-AAKGOS	AEM	Class			Mon Aug 16 2021	9:00 am	Fri Aug 13 2021 5:46 pm	Confirmed	MVR1155		PS-25L Interface	
LAW 6460 001 MHP CS 2797	Financial Accounting	2021-AAKNAC	LAW	Class	COMBINED SECTION		Mon Aug 23 2021	8:35 am	Fri Aug 13 2021 5:47 pm	Confirmed	SGHB08		PS-25L Interface	
NCC 5000 001 MHP CS 2797	Financial Accounting	2021-AAKML	NCC	Class	COMBINED SECTION		Mon Aug 23 2021	8:35 am	Fri Aug 13 2021 5:47 pm	Confirmed	SGHB08		PS-25L Interface	
NCC 5020 001 MHP	Microeconomics	2021-AAKDPG	NCC	Class			Mon Aug 23 2021	8:35 am	Fri Aug 13 2021 5:46 pm	Confirmed	SGHB09		PS-25L Interface	

Another Shared Search is distributed to locate any Classes with missing location assignments. Feel free to personalize these shared searches to limit the results to a specific PeopleSoft subject, for example.

Start with the delivered Shared Search for Missing Class Locations, add a criteria to limit to only ECON classes, save as "FA21 ECON Classes Missings Locs" ..

The screenshot shows the 25Live search interface with the search criteria for '[Copy] FA21 Classes Missing Locs'. The criteria are 'Cabinets' and 'Organizations'. The 'Organizations' criteria is expanded, showing a list of organizations: 'econ', 'ILRLE', and 'AEM'. The 'econ' organization is selected. The 'Class Subjects' dropdown is set to 'ECON'. The 'Only Favorites' button is selected. The 'Done' button is visible at the bottom right.

Quick Search ☐ Advanced

FA21 ECON Classes Missing Locs

Reset | Export Results | Save Save As Search

Search Actions ▾

List Calendar ← All Dates → Days: 1 Future Only All Dates Choose Columns ? Help

4 Matching Events

	Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date	Status	Locations	Resources	Schedule	Requestor
☆	ECON 3120 203 2797	Applied Econometrics	2021-AAKRGQ	ECON	Class			Fri Aug 27 2021	1:30 pm	Tue Aug 17 2021 2:45 pm	Confirmed			PS-25L Interfac e	
☆	ECON 3120 204 2797	Applied Econometrics	2021-AAKRGQ	ECON	Class			Fri Aug 27 2021	2:40 pm	Tue Aug 17 2021 2:45 pm	Confirmed			PS-25L Interfac e	
☆	ECON 4510 0812797	Internati Trade Thry	2021-AAKRHM	ECON	Class			Mon Aug 30 2021	6:30 pm	Tue Aug 17 2021 2:45 pm	Confirmed			PS-25L Interfac e	
☆	ECON 7720	Economi cs of	2021-AAKMGN	ECON	Class	COMBIN ED		Tue Aug 31 2021	7:00 pm	Fri Aug 13 2021	Confirmed			PS-25L Interfac	

Assigning Locations to Classes

Steps to assign 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

Here are the steps in visual form:

Find

4 Matching Events

	Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date	Status	Locations	Resources	Scheduler	Requestor
☆	ECON 3120 203 2797	Applied Econometrics	2021-AAKRGQ	ECON	Class			Fri Aug 27 2021	1:30 pm	Tue Aug 17 2021 2:45 pm	Confirmed			PS-2SL Interface	
☆	ECON 3120	Applied Econometrics	2021-AAKRGQ	ECON	Class			Fri Aug 27 2021	2:40 pm	Tue Aug 17 2021 2:45 pm	Confirmed			PS-2SL Interface	

Open

ECON 3120 203 2797 ☆ Confirmed 2021-AAKRGQ Fri Aug 27 2021 1:30 pm - 2:20 pm Repeats every week on Friday through 12/7

Details Occurrences Calendar Task List Pricing Audit Trail

General Event Categories

Event Name: ECON 3120 203 2797

Add New ECON 3120 203 2797 ✕

Reference: 2021-AAKRGQ

Event Name

Event Title

Event Type

Primary Organization

Cornell Sponsoring Organization

Expected Head Count

Registered Head Count

Date and Time

Locations

Resources

Upload Additional Information

Event Activities and Features

Event Contacts

Request an Event

If you have a d materials in an

Please allow up Reservation pro planned. If you Scheduling@Co

Please fill in as

Event Name: ECON 3120 203 2797

Event Title: Applied Econometrics

Event Type: Class ☆

Locations Search

Auto-Load Starred: No Yes

Hide Conflicts Enforce Headcount

Saved Searches (optional) rck

Hint: Type -- to use SeriesSQL

Reset Search

Add	Name	Title	Default Capacity	Availability	Conflict Details
Unavailable	RCK103	Rockefeller Hall 103	48	0/14	Conflict Details
Unavailable	RCK104	Rockefeller Hall 104	45	0/14	Conflict Details
Reserve	RCK105	Rockefeller Hall 105	45	14/14	None
Unavailable	RCK115	Rockefeller Hall 115	75	0/14	Conflict Details

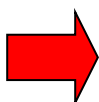
Select and Assign Location

Verify

ECON 3120 203 2797 ☆ Confirmed 2021-AAKRGQ Fri Aug 27 2021 1:30 pm - 2:20 pm Repeats every week on Friday through 12/7

Applied Econometrics

RCK105



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

Classes with Multiple Meeting Patterns

To find classes with Multiple Meeting Patterns, create a search to find classes with missing assignments with "MMP" in the name

Quick Search ☒ Advanced

[Copy] FA21 Classes Missing Locs

Cabinets X

and

General X

Event Name

contains

MMP

Show All

	Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations	Resources	Scheduler	Requestor
☆	MUSIC 3602 501 MMP 2797	Chorus	2021-AAKRHA	MUSIC	Class			Sun Aug 29 2021	7:15 pm	Tue Aug 17 2021 2:45 pm	Confirmed			PS-25L Interface	
☆	MUSIC 3603 501 MMP 2797	Glee Club	2021-AAKRGS	MUSIC	Class			Sun Aug 29 2021	4:00 pm	Tue Aug 17 2021 2:45 pm	Confirmed			PS-25L Interface	
☆	MUSIC 3621 501 MMP 2797	Symphony Orchestra	2021-AAKHLZ	MUSIC	Class			Thu Aug 26 2021	4:45 pm	Fri Aug 13 2021 5:46 pm	Confirmed	BLY101		PS-25L Interface	
☆	MUSIC	Jazz	2021-	MUSIC	Class			Thu Aug	4:40 pm	Fri Aug	Confirmed	SBL208		PS-25L	

MUSIC 3602 501 MMP 2797 ☆ Confirmed 2021-AAKRHA Sun Aug 29 2021 7:15 pm - 9:15 pm
Chorus Repeats every week on Sunday through 12/7
[All Segments](#)

Details Occurrences Calendar Task List Pricing Audit Trail

Edit Event Confirmed Help

Event Summary

MUSIC 3602 501 MMP 2797
Chorus

Confirmed 2021-AAKRHA

U 1915-2115 08/29:
Sun Aug 29 2021 7:15 pm - 9:15 pm
Repeats every week on Sunday through 12/7

W 1715-1915 09/01:
Wed Sep 01 2021 5:15 pm - 7:15 pm
Repeats every week on Wednesday through 12/7

Edit Event Add New Loading... X

Choose a segment to edit

Choose a segment to edit

U 1915-2115 08/29
Instructors: Bowe, Sarah R.; Larkin, Colette; Slater, Jamie Lee Abbott; Nagasaki-Pracel, Fumi

W 1715-1915 09/01
Instructors: Bowe, Sarah R.; Larkin, Colette; Slater, Jamie Lee Abbott; Nagasaki-Pracel, Fumi

You need to reopen the event to assign each segment

August 2021

View All Occurrences

Locations

Locations Search

Auto-Load Starred: No Yes

☐ Hide Conflicts ☒ Enforce Headcount

Saved Searches (optional)

More Options

Add	Name	Title	Default Capacity	Availability	Conflict Details
<input type="button" value="Reserve"/>	LNCB20	Lincoln Hall B20	120	13/13	None

September 2021

View All Occurrences

Locations

Locations Search

Auto-Load Starred: No Yes

☐ Hide Conflicts ☒ Enforce Headcount

Saved Searches (optional)

More Options

Add	Name	Title	Default Capacity	Availability	Conflict Details
<input type="button" value="Reserve"/>	GSH132	Goldwin Smith Hall 132: HEC Aud	210	13/13	None
<input type="button" value="Reserve"/>	GSH64	Goldwin Smith Hall 604: Kau Aud	143	13/13	None

The end result:

MUSIC 3602 501 MMP 2797 ☆ Confirmed 2021-AAKRHA Sun Aug 29 2021 7:15 pm - 9:15 pm
Chorus Repeats every week on Sunday through 12/7
All Segments

Details **Occurrences** Calendar Task List Pricing Audit Trail

Confirmed

Event Preferences

Filter by Locations

☒ Select All

☒ No Location

☒ LNCB20

☒ GSHG64

Event Occurrences

Segment	Date	Start Time	End Time	Additional Details
U 1915-2115 08/29	Sun Aug 29 2021	7:15 pm	9:15 pm	LNCB20
W 1715-1915 09/01	Wed Sep 01 2021	5:15 pm	7:15 pm	GSHG64
U 1915-2115 08/29	Sun Sep 05 2021	7:15 pm	9:15 pm	LNCB20
W 1715-1915 09/01	Wed Sep 08 2021	5:15 pm	7:15 pm	GSHG64
U 1915-2115 08/29	Sun Sep 12 2021	7:15 pm	9:15 pm	LNCB20
W 1715-1915 09/01	Wed Sep 15 2021	5:15 pm	7:15 pm	GSHG64
U 1915-2115 08/29	Sun Sep 19 2021	7:15 pm	9:15 pm	LNCB20
W 1715-1915 09/01	Wed Sep 22 2021	5:15 pm	7:15 pm	GSHG64
U 1915-2115 08/29	Sun Sep 26 2021	7:15 pm	9:15 pm	LNCB20
W 1715-1915 09/01	Wed Sep 29 2021	5:15 pm	7:15 pm	GSHG64

Combined Sections

Cornell has many classes that meet at the same time in the same location. In PeopleSoft terms, this is called a Combined Section. In 25Live terminology these are one kind of Bound Events. Common combined sections are those that are "cross listed" in multiple subjects or disciplines, such as this Classics and History cross listed combined section.

CLASS 2675 001 CS 2797 ☆ Confirmed 2021-AAKLDC Thu Aug 26 2021 11:25 am - 12:40 pm MCG165
Anc Greece: Helen to Alexander Repeats every week on Tuesday and Thursday through 12/7

Details Occurrences Calendar Task List Pricing Audit Trail

General Tasks Completed Event Relationships

Bound Events: HIST 2650 001 CS 2797/TR 1125-1240 08/26

Event Categories Custom Attributes Event Info

Event Owner: Interface, PS-25L
Creation Date: Fri Aug 13 2021
Alien UID: LYNX-EV-102-2797-17578
Reference: 2021-AAKLDC
Cabinet: Cornell University Academic Classes
Folder: Class Sections

Combined Sections also can be within subject. These are often graduate and undergraduate classes meeting at the same time and place. Here's one in Architecture.

ARCH 1611 001 CS 2797 ☆ Confirmed 2021-AAKHZH Mon Aug 30 2021 9:05 am - 11:00 am MLS101
Environmental Systems I Repeats every week on Monday and Wednesday through 12/7

Details Occurrences Calendar Task List Pricing Audit Trail

General Tasks Completed Event Relationships

Bound Events: ARCH 5611 001 CS 2797/MW 0905-1100 08/30

Event Categories Custom Attributes Event Info

Event Owner: Interface, PS-25L
Creation Date: Fri Aug 13 2021
Alien UID: LYNX-EV-102-2797-3509
Reference: 2021-AAKHZH
Cabinet: Cornell University Academic Classes
Folder: Class Sections

Or they can be any combination of across and within subjects.

Combined Sections are scheduled similarly to stand alone classes, since when a location is assigned to one member of the combined section, all bound sections get the same assignment.

Activity 7A

1. Rename the shared searches
 - a. **"(copy) FA21 Classes"** to **"Fall 21 Classes"**
 - b. **"(copy) FA21 Classes Missing"** to **"Fall 21 Classes Missing Locs"**
2. Create and save a search to limit the **Fall 21 Classes** search to a set of locations of interest to you
3. Create and save a search to limit the **Fall 21 Classes Missing Locs** search to a set of subjects of interest to you
4. Schedule a Combined Section class
 - a. Find a combined section 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. Schedule a Multiple Meeting Pattern Class
6. Can a class be both a combined Section and have Multiple Meeting Patterns?
7. How would you request a location outside your assignment rights?