

EVENT & CLASS SCHEDULING USING 25LIVE

Objectives

In this training, we will:

- create and schedule events using 25Live
- view location availability from the perspective of schedulers, general users, and enhanced users
- find Tasks, Events, Organizations, Locations, Resources, and Reports
- review the Cornell Event Registration Process (ERP)
- learn about 25Live searches including public, shared, and advanced searches

for event scheduling, we will:

- locate events using the availability grid, task list, and searches
- approve location assignment requests
- create events
- assign multiple locations to a single event
- reschedule events
- confirm events using the built-in mail interface
- copy and relate events

for class scheduling, we will:

- review the process necessary to have a class event sent to 25Live for scheduling
- locate classes loaded from PeopleSoft
- assign locations to classes
- make requests for location assignments outside our area
- edit class dates to make the location available for an event

Overview

This training focuses on how to perform basic scheduling tasks in 25Live using a web browser. There is more to 25Live than what is covered in this class so it is best to think of this training as a good foundation.

To schedule events and class sections effectively in 25Live, we need to understand both the particulars of using the application as well as Cornell business practices relating to scheduling. The Cornell Event Registration Process (ERP) is now integrated within 25Live and is part of a new set of business processes. We will cover these processes in detail as we progress through the training.

We start with events since 25Live includes hundreds more locations for online event requests. Requestors, schedulers, event planners, and approvers will use 25Live as the structure for event details. As with R25, 25Live also will serve as the basis for class scheduling and we will review that process as part of this training.

Ancillary activities abound and include keeping in touch with requestors and other schedulers using 25Live's built-in email and workflow; requesting location assignments for locations not included in our assignment rights; scheduling events around classes and other events; rescheduling events in different locations and at different times; relating events that have a common theme; running reports and so on.

Scope

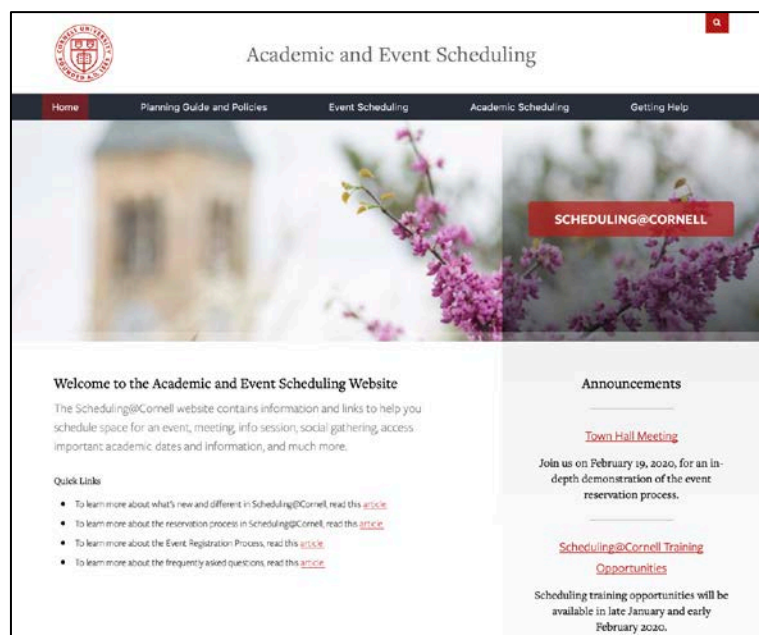
The scope of this training is for you to access 25Live, to find existing or create new events, to assign locations (or request locations not in your "jurisdiction"), to advance the Event Registration Process (ERP), and to understand how reports are run.

Scheduling Support

Documentation on scheduling processes and the use of 25Live can be found at the Academic and Event Scheduling website scheduling.cornell.edu

This website provides extensive information to help plan, create, and schedule events as well as provide timely announcements and identify support paths.

During this training, we will reference sections from this website.



Central and distributed support for 25Live is readily available. When system issues occur or you cannot login to your account, email scheduling@cornell.edu. The email will be forwarded to a ticketing system which is monitored by support staff who will get back to you as soon as possible.

Both event and class scheduling support is distributed. For example, Colleges, Departments, Student and Campus Life, and Centers support their areas. Class scheduling support is distributed across colleges with the college registrar's office being the focal point. Different rules apply across colleges and units, so you will want to be sure you understand your area's processes and procedures.

If you are not sure who to contact, email scheduling@cornell.edu and we will be glad to direct your question to the right source.

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