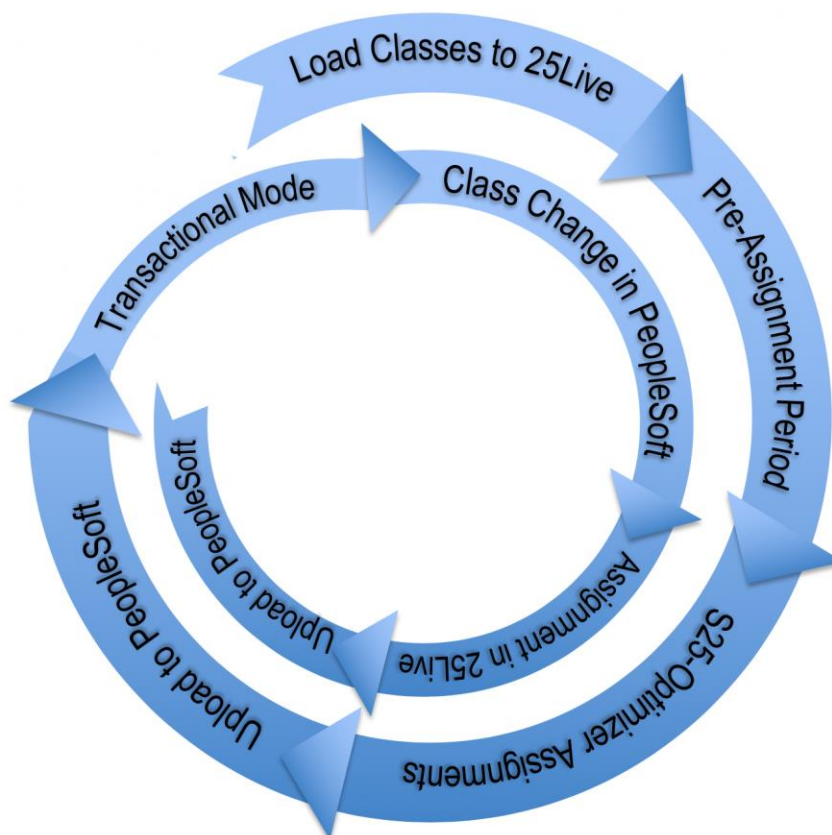## Mod 7 Class Events "Spiral of Life" and Scheduling Class Locations

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 Preferences[10]. 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.

Finding Classes in 25Live

In 25Live, searches are used to locate classes. Each class has the term code (e.g., 2755 for Spring 20) 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.

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 ↻ ⑦

	Name	Title	Reference	Organizations	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*	
	AEM 4495 001	Consumer	2019-AACOOD	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 ⌄ ↻ ⑦

General   ∧   Event Categories   ∧

Event Name: AEM 3260 001 2755   ✎   Add

Select and Assign Location

Add New   AEM 3260 001 2755 ✕

Reference: 2019-AACSKP

Event Name
Event Title
Event Type
Primary Organization
Cornell Sponsoring Organization
Expected Head Count
Registered Head Count
Event Promotional Details
Date and Time
Locations
Resources
Please attach any

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 on-

Please fill in as many details as

Event Name *Required* ⓘ

Your **Event Name** has a limit

AEM 3260 001 2755

Event Title ⓘ

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   ✕

🔍 Saved Searches (optional)

Pre-Defined Groups   Reset   Search
Associated Locations
Your Starred Locations
Your Starred Searches   esults
CLD400 ☆
Goldwin Smith Hall ☆
GSH Locations ☆

Locations Search   ∧

Auto-Load Starred: No ⬤ Yes

☑ Hide Conflicts   ☑ Enforce Headcount

Saved Searches (optional) ⌄ | gsh   ✕

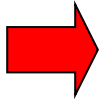   ⓘ Hint! Type :: to use SeriesQL.

More Options ⌄   Reset   Search

Add	Name	Title	Capacity	Availability	Conflict Details
Reserve	GSH132	Goldwin Smith Hall 132: HEC Aud	210	31/31	None
	GSHG22	Goldwin Smith	40	37/37	None

Verify

📄 **AEM 3260 001 2755**   Tentative   2019-AACSKP   Tue Jan 21 2020 8:40 am – 9:55 am   📍 GSH132   ↻
Cooperative Business Mgmt   Repeats every week on Tuesday and Thursday through 5/5

Details   Occurrences   Calendar   Task List

> 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.

Activity F

1. Rename the shared searches
    a. "**(copy) Fall 21 Classes**" to **"Fall 21 Classes"**
    b. "**(copy) Fall 21 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

3. Create and save a search to limit the **Fall 21 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 rights?