

CLASSROOM RUSH via 25LIVE

Reservation of space to resolve any Impossible to Place Classes (IPCs)

Business Process Guide for Academic Departments

REVISION CONTROL

Document Title: CLASSROOM RUSH via 25LIVE
Reservation of space during the period resolving any impossible to place sections.

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Classroom Rush Information

Once the Optimizer has run and the IPC list is set, the IPC list and the set of remaining times and spaces is made available to Chairs and School or Program Coordinators. This group will be referred to as the Schedule Building Group, or SBG.

During the classroom rush period, each member of SBG will be responsible for placing their courses from the IPC list into one of the available times and spaces. Members of SBG will be assisted by their Department or School's Support Coordinator (or an appropriate substitute) who is trained in 25Live, the software used during the classroom rush. Time will be given before the classroom rush for SBG members to plan, with their affected faculty, an appropriate strategy for placing the IPCs, and for the support coordinators to input into 25Live a prepared strategy. This strategy consists of a list of alternate choices, for each IPC, from the set of available times and spaces.

The classroom rush will be conducted in 4 time-periods (strata A, B, C and D), with the IPCs divided onto these periods depending on course caps, and with courses with largest caps going first.

PROCESS GUIDELINES

- During the Classroom Rush preparation period and process, go to 25Live (<https://25live.collegenet.com/csusm/>) and Sign In
 - Prior to the Classroom Rush process, contact Sally Serrin Melena (sserrin@csusm.edu) to get login access to 25Live.
- To schedule a classroom during the "Classroom Rush" choose "Create an Event"

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Welcome, Academic Scheduling | Preferences | Sign Out | Today is Mon Feb 22 2016 | Help

Home | Event Wizard | Events | Locations | Resources | Organizations | Tasks | Reports

COM 206 - Is now a PC Computer Lab!
CFH - The Clarke Field House is unavailable for events due to construction.
Reminder - Academic spaces cannot be requested until after the first 3 weeks of any semester.
(More Updates)

Dashboard | Calendar

Quick Search

Search Events [Go]

Search Locations [Go]

Find Available Locations

I know WHEN my event should take place -- help me find a location!

OR

I know WHERE my event should take place -- help me choose a time!

Create an Event

Your Starred Event Searches

Your Starred Location Searches

Your Starred Reports

You do not have any Starred Reports!

Your Upcoming Events

Your Event Drafts

Tasks

Customize Dashboard | Help

Recently Viewed (none)

Your Starred Events

Your Starred Locations

Your Starred Resources

Icon Legend | Feedback | Help Tips: Enabled | Text Size: [A] [A] [A]

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FIRST: Details

- **Class Catalog Nbr, Section, and CRN:** This should be the class details. Example: AS 100 (01) 45678.
- **Class Title:** Class description. Not necessary to fill in this option, but it can help if the Class info is incorrect.
- **Type:** “Room Change Request” will be available to you, but it will only work to HOLD rooms during the Classroom Rush strata times.
- **Department:** Make sure to use the numbered department option
 - “145 – BIOL” instead of “Biology”

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Welcome, **Academic Scheduling** • Preferences • Sign Out • Today is **Mon Feb 22 2016** [Help](#)

Home Event Wizard Events Locations Resources Organizations Tasks Reports

AS 100 (10) 99999 [New Event...](#)

AS 100 (10) 99999
Academic Scheduling Training

Welcome to the Classroom Rush Process Event Wizard

Room Change Request
145 - BIOL

Start by entering the basic event information.

Class Catalog Nbr, Section, and CRN
AS 100 (10) 99999 ✓

Class Title
Academic Scheduling Training

Type
Room Change Request ☆ ✓

Department
145 - BIOL ☆ × ✓

Use full class title, Subj Catalog# (Section) CRN
e.g. LTWR 100 (01) 43219.

Class Title or Description

Make sure you are using
"Room Change Request" for Classroom Rush

Use your PeopleSoft Numbered Department Org
e.g. 178 – CHEM or 136 – VPA

◀ Back Next ▶

Cancel Save

- Select NEXT button

SECOND: Enrollment

- This one is pretty simple, input your enrollment cap

The screenshot shows the 'Academic Scheduling' interface for California State University San Marcos. The header includes the university logo and name, a welcome message for 'Academic Scheduling', and a 'Preferences' link. A navigation bar contains buttons for Home, Event Wizard, Events, Locations, Resources, Organizations, Tasks, and Reports. Below this, a breadcrumb trail shows 'AS 100 (10) 99999' and a 'New Event...' button. On the left, a sidebar displays a green box with a pencil icon and the text 'AS 100 (10) 99999 Academic Scheduling Training', followed by a yellow box containing 'Room Change Request', '145 - BIOL', and '45 Attendees Expected'. A progress bar at the bottom left is partially filled and labeled 'Progress...'. The main content area has a light blue box with the text 'Enter additional basic event information.' Below this is a yellow box titled 'Class Capacity' with two radio button options: '45' (selected) and 'I Don't Know'. A blue arrow points from a blue-bordered box labeled 'Enrollment Cap of the Class' to the '45' option. At the bottom, there are 'Back' and 'Next' buttons.

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Welcome, **Academic Scheduling** • Preferences •

Home Event Wizard Events Locations Resources Organizations Tasks Reports

AS 100 (10) 99999 New Event...

AS 100 (10) 99999
Academic Scheduling Training

Room Change Request
145 - BIOL
45 Attendees Expected

Progress...

Enter additional basic event information.

Class Capacity

☒ 45 ☐ I Don't Know

Enrollment Cap of the Class

Back Next

- Select NEXT button

THIRD: Occurrences?

- This one is also pretty simple: Yes
- This page is asking if you have more than one meeting date. As we are inputting classes, they will all have more than one occurrence.

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Welcome, **Academic Scheduling** • Preferences • Sign Out • Today is **Mon Feb 22 2**

Home Event Wizard Events Locations Resources Organizations Tasks Reports

AS 100 (10) 99999 [New Event...](#)

AS 100 (10) 99999
Academic Scheduling Training

Room Change Request
145 - BIOL
45 Attendees Expected
**Mon Feb 22 2016 9:00am -
Mon Feb 22 2016 10:00am**

Progress...

Does this event have more than one occurrence?

No
This event has only one occurrence.
Any other related events are separate and distinct.

Yes
This event has more than one occurrence.
It has daily, weekly, monthly or ad hoc repeats, and they are all part of the same event.

It's a class, so it will always have more than one occurrence
- YES -

◀ Back Next ▶

- Select NEXT

FOURTH: When Does the Class Occur

- **Event Start – enter the first DATE of the class**
 - If first day of class is Mon = Jan 25, Tues = Jan 26, Wed = 27, etc
- **Event End – is still the first DATE of class. There is a checkbox that is already checked that automatically makes this date the same as the Event Start.**
 - You shouldn't have to change this.
- **Times - Enter the Start & End times for the Beginning and Ending of Class. MAKE SURE to use [Approved Class Meeting Times](#)!**
- Leave the next two questions at NO - Does this event require Setup or Pre-Event time? NO Does this event require Post-Event or Takedown time? NO

The screenshot shows the 'Tell us WHEN this event takes place.' section of the Academic Scheduling Training interface. The interface includes a header with the university logo and navigation tabs. The main content area has a sidebar with event details for 'AS 100 (10) 99999' and a main form for scheduling. Annotations in blue boxes with arrows point to specific fields: 'First Date of Class' points to the 'Event Start' date field; 'Event End is the end of your first class' points to the 'Event End' date field; 'Leave this checked. It will grey out end date. That's what it's supposed to do.' points to the checkbox 'The first occurrence begins and ends on the same day.'; 'Enter Start & End Time' points to the time selection fields for both start and end times; 'Should Stay at NO' points to the 'No' radio button for both 'Setup or Pre-Event time?' and 'Post-Event or Takedown time?'; and 'Green Box will automatically calculate how long your class is scheduled' points to the 'Event Duration: 50 Minutes' box on the right.

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Home Event Wizard Events Locations Resources Organizations Tasks Reports

AS 100 (10) 99999 New Event...

AS 100 (10) 99999
Academic Scheduling Training

Room Change Request
145 - BIOL
45 Attendees Expected
Mon Jan 25 2016 9:00am -
Mon Jan 25 2016 9:50am

Progress...

Tell us WHEN this event takes place.

Select the dates and times of first occurrence of the actual event.
Subsequent occurrence dates will be entered on the next page.
Setup, takedown, pre- or post-event times can be specified below.

Event Start: Mon Jan 25 2016 9:00 am

Event End: Mon Jan 25 2016 9:50 am

☒ The first occurrence begins and ends on the same day.

Does this event require
Setup or Pre-Event time? ☐ Yes ☒ No

Does this event require
Post-Event or Takedown time? ☐ Yes ☒ No

Event Duration:
50 Minutes

SPRING DATES: Jan 25 - May 13, 2016

◀ Back Next ▶

Cancel Save

- **Extra Info:** (1) SPRING DATES: Mon, Jan 25 - May 13, 2016 | (2) The green box on the right automatically calculates the length of the class.
- **Select NEXT**

FIFTH: How Often Event Repeats

- Select: **Weekly Repeats**
- This page is asking when your class repeats. As we are inputting classes, they will all repeat each week.

The screenshot shows the 'Event Wizard' interface for setting up event repeats. The left sidebar displays event details for 'AS 100 (10) 99999 Academic Scheduling Training'. The main area is titled 'Choose how this event REPEATS.' and offers four options: Ad Hoc Repeats, Daily Repeats, Weekly Repeats (highlighted with a blue box), and Monthly Repeats. Below these is a 'Does Not Repeat' option. The 'Weekly Repeats' section is further detailed in a separate panel on the right, titled 'Add, remove or edit repeat occurrences.' This panel shows 'Weekly Repeats' selected, with 'Repeats every' set to 'week' and 'Repeats on' set to Monday, Wednesday, and Friday. The 'Repeats through' date is 'Mon Jan 25 2016', and 'Ends after' is set to '16 iterations'. At the bottom, an 'Occurrence List' table shows the generated dates and status.

Choose how this event REPEATS.

Ad Hoc Repeats
Individually select dates to add to the event.

Daily Repeats
Examples: Repeats every day for 5 occurrences; Repeats every 3rd day through a specific date.

Weekly Repeats
Examples: Repeats every week on Monday and Thursday for 12 occurrences; Repeats every other week through a specific date.

Monthly Repeats
Examples: Repeats every month on the 1st and 15th through a specific date; Repeats every 3rd Monday of the month for 6 occurrences.

Does Not Repeat
This event has only one occurrence.

Add, remove or edit repeat occurrences.

Weekly Repeats

Repeats every **week**

Repeats on ☒ Mon ☐ Tue ☒ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

☐ Repeats through **Mon Jan 25 2016**

☒ Ends after **16** iterations

Occurrence List

Date	Comments	Status
Mon Jan 25 2016		Active
Wed Jan 27 2016		Active
Mon Feb 01 2016		Active

- **Repeats on** – Select class days
- **Repeats Through** – input the last day of classes OR Ends after – 16 iterations works because the semester is 16 weeks long.
- Dates will populate a list below.
- **Select NEXT**

SIXTH: Find an Available Classroom

- **Select:** Advanced Search

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Welcome, Academic Scheduling Preferences Sig

Home Event Wizard Events Locations Resources Organizations Tasks Reports

AS 100 (10) 99999 New Event...

AS 100 (10) 99999
Academic Scheduling Training

Room Change Request
145 - BIOL
45 Attendees Expected
Mon Jan 25 2016 9:00am -
Mon Jan 25 2016 9:50am
Event Repeats
Classroom

Progress

Find and select CLASSROOM.

★ Your Starred Locations...

BLDG 101 (TEST)
Class space for testing, NOT REAL
Max Capacity: 45

☒ Show only my authorized locations that have no time conflicts
☒ Enforce head count Refresh

Search by Location Name...

Saved Searches...

Advanced Search...

Back Next Cancel Save

Advanced Search...

Features: Choose a feature... ALL ANY

Categories: Classrooms X ALL ANY

Layouts: Choose a layout... ALL ANY

Capacity: 10 - 200

Search

ACD 302
Academic Hall 302
Max Capacity: 45

ACD 411B
Academic Hall 411B
Max Capacity: 48

SBSB 2140
Social and Behavioral Sciences Building 2140
Max Capacity: 48

SCI2 243

☒ Show only my authorized locations that have no time conflicts
☒ Enforce head count Refresh

- **Use Catagories:** Select Classrooms or Computer Lab – PC or Computer Lab – MAC
- **Make sure the bottom checkboxes are checked**
- When you see a room you like on the list that will appear, Select that Room.
 - It will then appear on the right hand side of the screen
- **Select NEXT**

SEVENTH: Confirmed or Draft

- **Draft** – should be used before Classroom Rush, when you are creating a draft for your IPCs
- **Confirmed** – should **ONLY be used during your stratum in Classroom Rush**
 - **NOTE:** Confirmed does **NOT** mean you have the space. It means if your space is open and free to be saved, the room will be confirmed. If the room is not free, you can still confirm the event, but you will not have a room attached to it!

The screenshot displays the 'Verify or change the EVENT STATE' screen in the Academic Scheduling Training system. The interface includes a top navigation bar with the university logo, user information, and a date of Monday, February 22, 2016. A secondary navigation bar contains links for Home, Event Wizard, Events, Locations, Resources, Organizations, Tasks, and Reports. The main content area is divided into three sections. On the left, a sidebar for event 'AS 100 (10) 99999' lists details: 'Room Change Request', '145 - BIOL', '45 Attendees Expected', and a time slot from 'Mon Jan 25 2016 9:00am' to 'Mon Jan 25 2016 9:50am'. It also indicates 'Event Repeats' and 'ACD 302'. The central section features two options: 'Draft' (with a description that location and resource selections will be saved as preferences until the event is changed from its Draft state) and 'Confirmed' (with a description that the event is scheduled and confirmed). On the right, a small box advises using the 'Confirmed' state to save space. At the bottom, there are 'Back', 'Next', 'Cancel', and 'Save' buttons, along with a progress bar.

- **Select Save** to go to the Summary Page

SUMMARY PAGE

- Always click on the “View Details” button

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Welcome, Academic Scheduling • Preferences • Sign Out • Today is Mon Feb 22 2016

Home Event Wizard Events Locations Resources Organizations Tasks Reports

AS 100 (10) 99999 New Event...

AS 100 (10) 99999
Academic Scheduling Training

Room Change Request
145 - BIOL
45 Attendees Expected
Mon Jan 25 2016 9:00am -
Mon Jan 25 2016 9:50am
ACD 302

Confirmed ID: 2016-ABBGHP

This event has been successfully saved. Close

What's Next?
View Details View the Event Details page for this event. The full range of actions are available to you from there.
Edit Need to make some more edits to this event? Click this button to start editing.
Email Email the event details to your email.

More Event Options
Print Confirmation Copy Manage Relationships
Manage Bindings Take Ownership of this Event
Add to Starred?

Event Tasks
No Active Tasks

ALWAYS click on View Details

VIEW DETAILS PAGE

- Check to make sure “Event State” says confirmed (upper right yellowish boxes) during your classroom Rush stratum.

Edit this Event Event State: Confirmed More Actions... Refresh

Event Occurrences

Start Date	Start Time	End Date	End Time	Assignments
Mon Feb 01 2016	9:00am	Mon Feb 01 2016	9:50am	Blue Cube

ONLY use "Confirmed" during Classroom Rush

- MAKE SURE to check that there is a blue cube indicating the space has been saved for each date. If you see a grey box, you do NOT have that space.
 - Blue Cube = Space Reserved OR Grey Cube = Space is NOT Reserved

Details Calendar Task List Audit Trail

Edit this Event Event State: Confirmed More Actions... Refresh

Event Occurrences

Start Date	Start Time	End Date	End Time	Assignments
Mon Jan 25 2016	9:00am	Mon Jan 25 2016	9:50am	Blue Cube
Wed Jan 27 2016	9:00am	Wed Jan 27 2016	9:50am	Blue Cube
Mon Jan 29 2016	9:00am	Mon Jan 29 2016	9:50am	Blue Cube
Wed Feb 03 2016	9:00am	Wed Feb 03 2016	9:50am	Blue Cube
Mon Feb 08 2016	9:00am	Mon Feb 08 2016	9:50am	Blue Cube
Wed Feb 10 2016	9:00am	Wed Feb 10 2016	9:50am	Blue Cube
Mon Feb 15 2016	9:00am	Mon Feb 15 2016	9:50am	Blue Cube
Wed Feb 17 2016	9:00am	Wed Feb 17 2016	9:50am	Blue Cube
Mon Feb 22 2016	9:00am	Mon Feb 22 2016	9:50am	Blue Cube
Wed Feb 24 2016	9:00am	Wed Feb 24 2016	9:50am	Blue Cube
Mon Feb 29 2016	9:00am	Mon Feb 29 2016	9:50am	Blue Cube
Wed Mar 02 2016	9:00am	Wed Mar 02 2016	9:50am	Blue Cube
Mon Mar 07 2016	9:00am	Mon Mar 07 2016	9:50am	Blue Cube
Wed Mar 09 2016	9:00am	Wed Mar 09 2016	9:50am	Blue Cube
Mon Mar 14 2016	9:00am	Mon Mar 14 2016	9:50am	Blue Cube
Wed Mar 16 2016	9:00am	Wed Mar 16 2016	9:50am	Blue Cube
Mon Mar 21 2016	9:00am	Mon Mar 21 2016	9:50am	Blue Cube
Wed Mar 23 2016	9:00am	Wed Mar 23 2016	9:50am	Blue Cube

Location: ACD 302 Layout: Classroom style

To verify which room is reserved, click on the grey plus (+)
Will then display room on the left

**All occurrences should have a BLUE cube
Grey cube = No space reserved.**