Office of Classroom Management

Table of Contents

Office of Classroom Management

25LivePRO Academic Scheduler Training Guide

Welcome to the 25LivePRO Academic Event Scheduler Training Guide! This guide is designed to equip you with the knowledge and skills needed to efficiently review academic and non-academic information using the 25Live system. Let's get started!

Important Note: Only designated schedulers can review course section information in the 25Live system, once entered in CLSS and published in the CaneLink system. All course section changes need to be processed in CLSS. Access in 25LivePRO is limited to course section review and verification of location assignments and/or space conflicts.

1.   Access 25LivePRO:

Log in to the 25LivePRO system using your UM credentials.

Navigate to the dashboard.
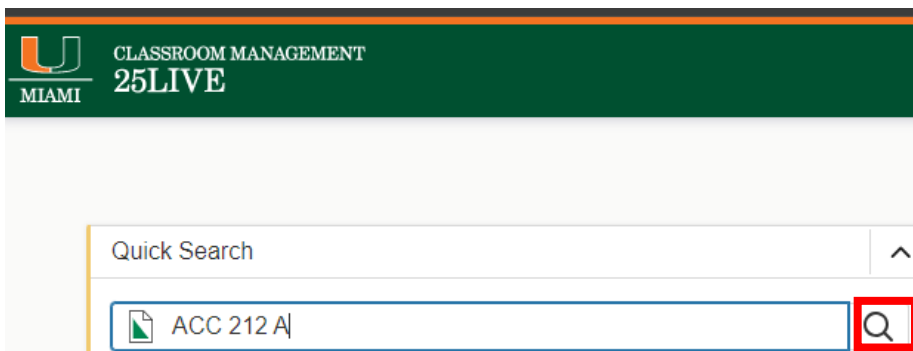
Office of Classroom Management
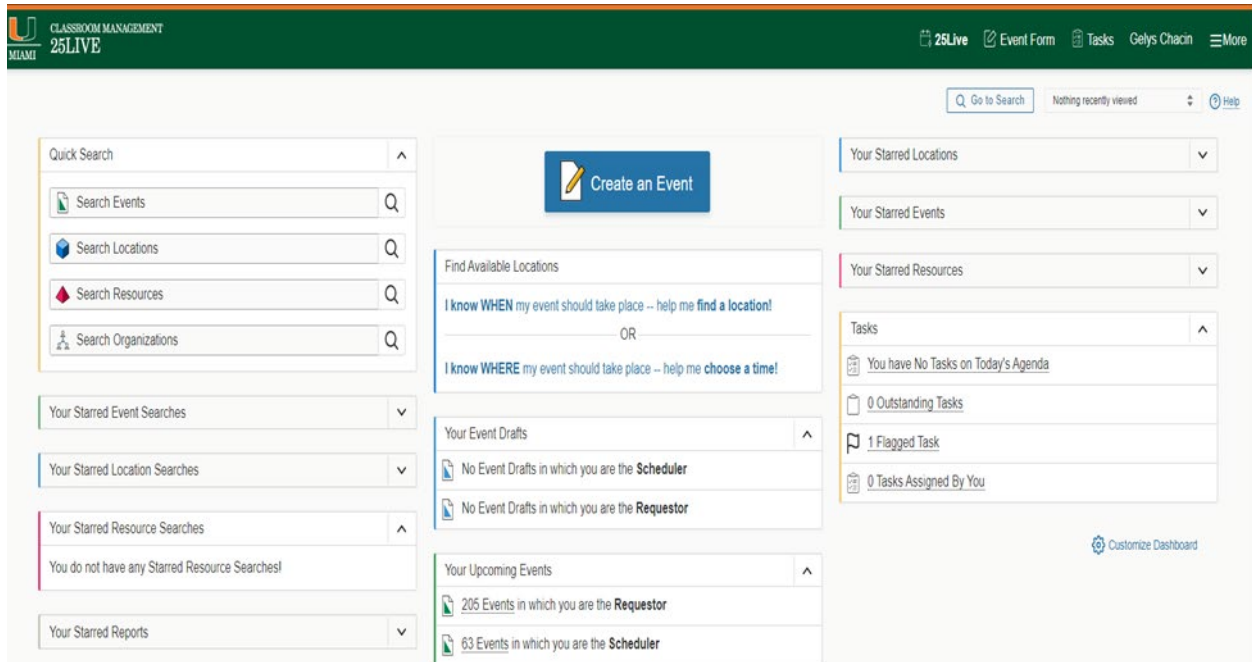
2- Searching for academic records:

    ◦ **From the Home Page:**

Click on the **Search for Events** field and type the course section information, i.e., ACC 212 A

Hit the magnifying glass icon located at the end of the field.

The 25LivePRO system will show every record scheduled under that name. To find the one needed, make sure to click on the one listed for the specific term you are looking for. Term information is displayed for you under the column named Categories. See sample below sample for ACC 212 A2 for SPR 2024:

Office of Classroom Management

Click on the **course section** name if you would like to get a detailed description of it.

To verify that a course section has been scheduled for each of its meetings or occurrences, click on the **Occurrences** tab.

Office of Classroom Management
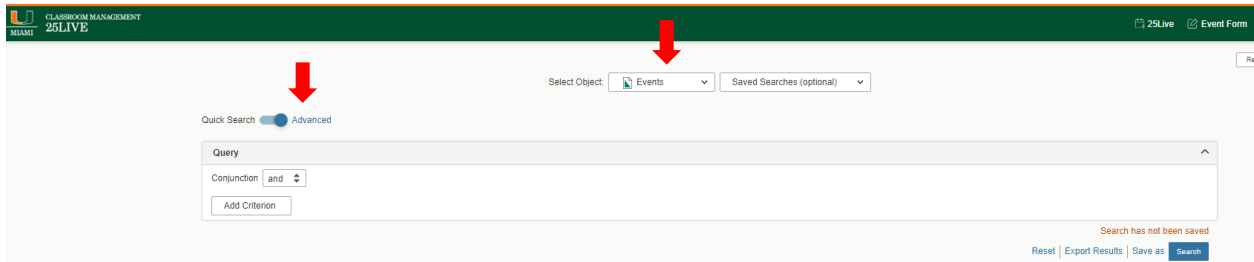

Creating an Academic Event Search:

To look for academic course sections entered in CLSS for a term, once the term has been published in the CaneLink system, you need to create an event term search following the below steps:

From the **Home Page,** click on the <u>Go To Search</u> button.

Office of Classroom Management

Make sure that the **Select Object** field shows **Events**

Click on the **Advanced** side of the Quick Search button.

Click on **Add Criterion**

Select **Categories** from the dropdown menu.

Click on the **Select Categories** button.

Enter or click on the check box showing the **Term Code** corresponding to the academic term you need the search for. Term codes are made from four numbers, i.e., 2241 (Spring 2024); 2248 (Fall 2024); 2245 (Summer 2024), and so on.

Click **Done**.

In order for the search to show only course sections from your college/school, click on the **Add Criterion** button.

Select **Organizations** from the dropdown menu – Here, you have two options to choose from:

Office of Classroom Management

1. **Select Specific Organizations** and immediately after, click on Select Organizations to be able to select each of the three-letter abbreviations for each of the academic departments from your school/college). Once verifying that you have selected all of the academic organizations from your school, click Done. For instance, if you are the scheduler for the School of Business, you would be selecting; i.e., ACC, BSL, BUS, ECO, FIN, MAS, MGT, MKT.

Or

2. **Select Organizations Searches** only **if** you have already created a search containing each of your college/school academic departments. Once selected, click Done.

Lastly, click on the **Search** button located on the bottom right of the screen and verify that the information provided for you is exactly what you need.

Office of Classroom Management

Next, save your search by clicking on **Save As** and provide a name that corresponds to the results; for instance: Fall 2024 BU as the search used as an example only contained Fall 2024 academic courses from the School of Business.

Tip:

You can create your school/college academic organizations search ahead of time and have it ready to add to your academic term search.

You may have one search per academic organization/department in case you want to see each area separately and/or send the information over to the department academic scheduler for review.

Creating a Location Search:

From the **Home Page,** click on the <u>Go To Search</u> button
Make sure that the **Select Object** field shows **Locations**
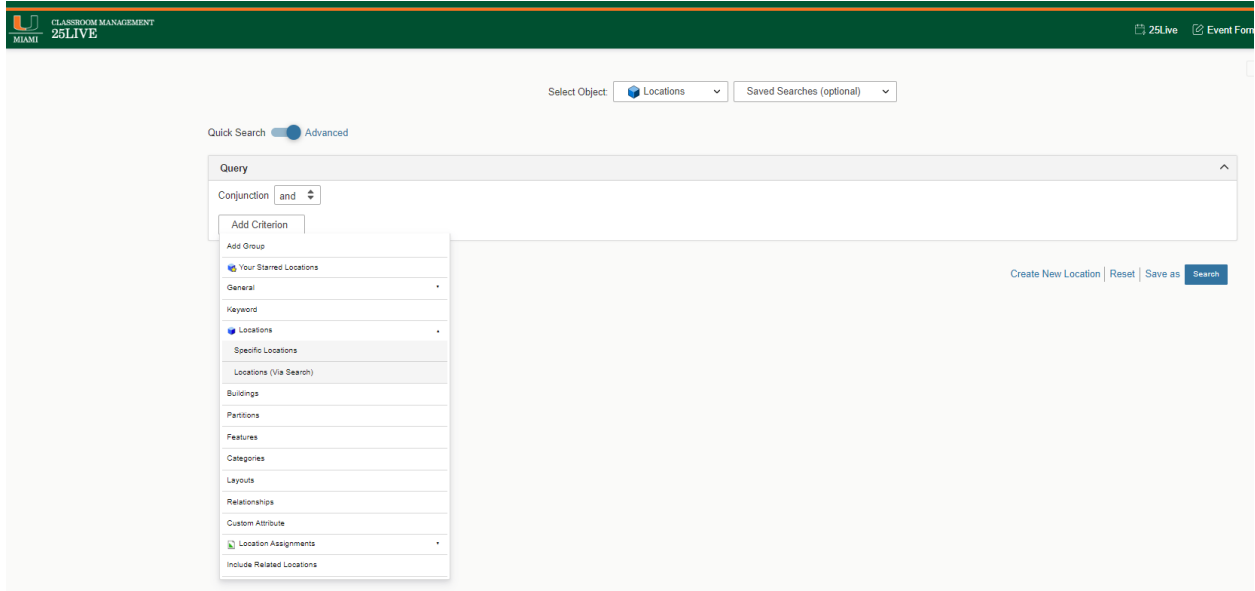Change the button from Quick Search to **Advanced**

Click on the **Add Criterion** button that appears with the new screen view.
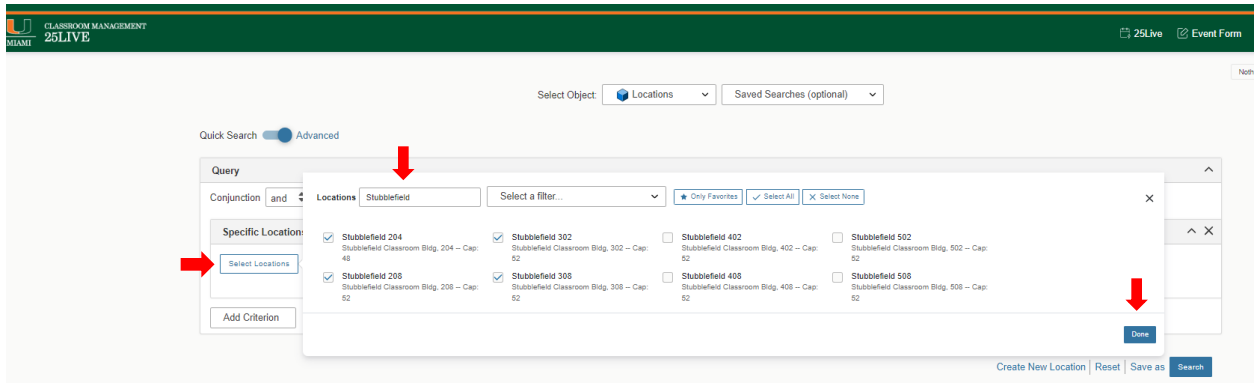
Office of Classroom Management

From the drop-down menu, select **Locations** and then click over Specific **Locations**

Click on the **Select Locations** button.

Type the **building name** and select all the classroom spaces you manage within that building. If there are other spaces you manage in other buildings, just change the building name, and proceed to select the rest of the spaces you need in your search. *

Once you have selected all the spaces needed for your search, click **Done**. Note that you will only be able to find locations managed by you or for which you have been provided access to view/select.

Click on **Search** to verify the results.

Lastly, click on **Save As** and proceed to name for your location search.

Tip:

You may click on the star sign located on the right side of the location or the search you have created and saved to make them your favorite. Once you refresh your browser, your favorite searches will show up for you on the Home Page under the corresponding search title.

Important Notes:

The purpose of this Academic Scheduler Training Guide is for you to master 25LivePRO for academic scheduling. Keep in mind that all academic scheduling is done in CLSS.

25LivePRO as part of the CollegeNet Series25 applications maintains, and controls updates made to academic data. Feel free to contact the Office of Classroom Management (OCM) if you need:

- Access to the 25LivePRO
- Assistance creating object searches and/or reports.
- Training in 25LivePRO and/or CLSS (space scheduling - Dynamic Form)
- Update instructional space information: space additions, space capacities, space inconsistencies among scheduling systems, etc.

Write to OCM at ocm@miami.edu or call at 305-284-4648