



**Office of Classroom Management**

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## Office of Classroom Management

### 25LivePRO Academic Scheduler Training Guide

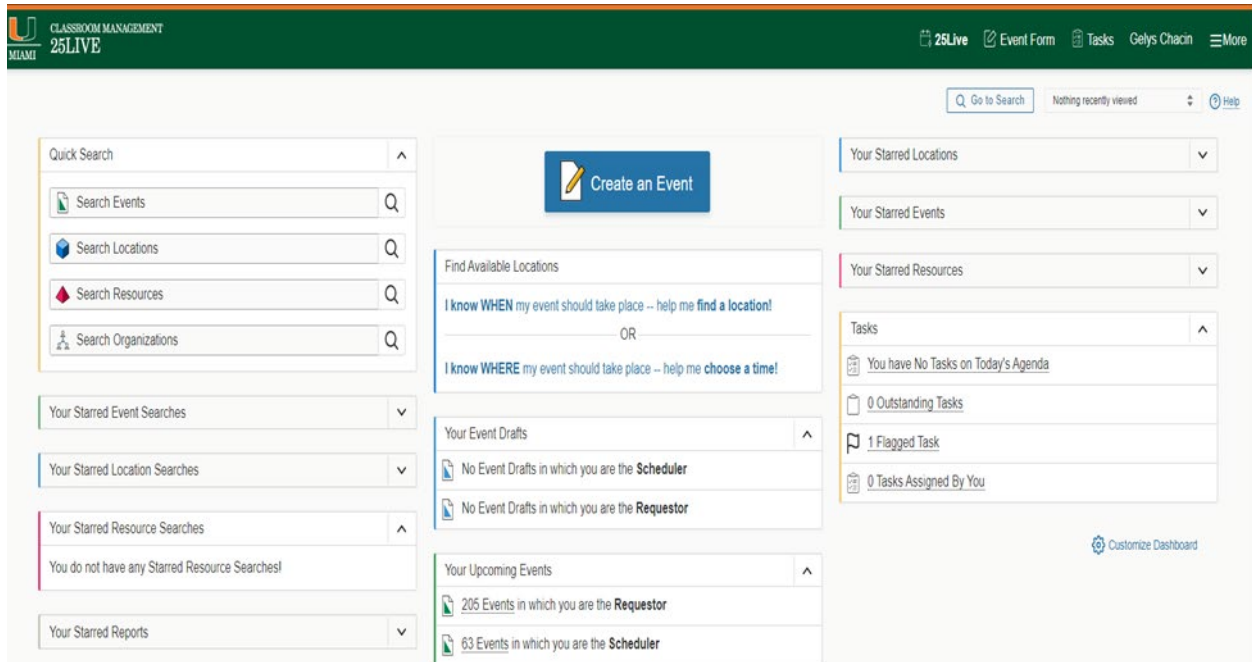
Welcome to the 25LivePRO Academic Event Scheduler Training Guide! This guide is designed to equip you with the knowledge and skills needed to efficiently review academic and non-academic information using the 25Live system. Let's get started!

**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.



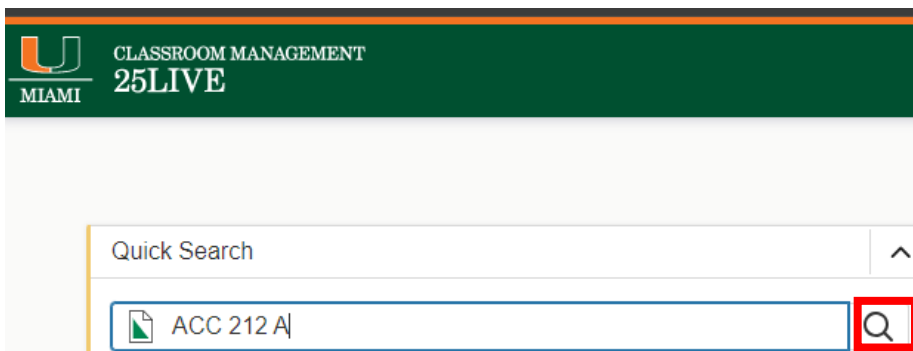


## 2- Searching for academic records:

- **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:



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Select Object:  Saved Searches (optional)

Quick Search  Advanced

ACC 212 A

Search has not been saved

Reset | Export Results | Save as | Search

Organizations + Categories + States +

List Calendar   Future Only

Recent & Future Future All Dates  Select Columns  Help

43 Matching Events

Name	Title	Organizations	Type	Categories	Start Date	Start Time	Creation Date	State	Locations	Scheduler	Requestor	Instructor
ACC 212 5K	MANAGERIAL ACCOUNTING	ACC	LEC	2248, GPC RQT	Wed Aug 21 2024	6:35 pm	Mon Feb 12 2024 7:22 am	Tentative	Communication Intl 4051	25Live Interface, SIS	Amirah Ahmed	Mario Perez
ACC 212 A1	MANAGERIAL ACCOUNTING	ACC	LEC	2241	Wed Jan 17 2024	8:00 am	Fri Sep 22 2023 5:40 am	Tentative	Stubblefield 408	25Live Interface, SIS		Mario Perez
ACC 212 A2	MANAGERIAL ACCOUNTING	ACC	LEC	2241	Wed Jan 17 2024	8:00 am	Fri Sep 22 2023 5:40 am	Tentative	Dooly Memorial 317	25Live Interface, SIS		Laetitia Blanchard Marzouka
ACC 212 B1	MANAGERIAL ACCOUNTING	ACC	LEC	2241	Wed Jan 17 2024	9:05 am	Fri Sep 22 2023 5:40 am	Tentative	Stubblefield 408	25Live Interface, SIS		Mario Perez
ACC 212 B2	MANAGERIAL ACCOUNTING	ACC	LEC	2241	Wed Jan 17 2024	9:05 am	Fri Sep 22 2023 5:40 am	Tentative	Dooly Memorial 317	25Live Interface, SIS		Laetitia Blanchard Marzouka
ACC 212 B24	MANAGERIAL ACCOUNTING	ACC	LEC	2245	Tue Jun 18 2024	6:30 pm	Thu Feb 29 2024 6:56 am	Tentative	Online Instruction ONL	25Live Interface, SIS		Mario Perez

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

CLASSROOM MANAGEMENT 25LIVE

ACC 212 5K  Tentative 2024-ACGABL Wed Aug 21 2024 6:35 pm - 9:20 pm Repeats every week on Wednesday through 12/3

Details Occurrences Calendar Schedule Task List Pricing Lyrics Audit Trail

Edit Mode  On

General

Event Name: ACC 212 5K

Event Title: MANAGERIAL ACCOUNTING

Event Type: LEC

Organization: ACC

Requestor: Ahmed, Amirah

Scheduler: 25Live Interface, SIS

INSTRUCTOR: Perez, Mario J.

Head Count: expected 45 registered 17

Description: Instructors: Perez, Mario J.

Comments: Instructors: Perez, Mario J.

Internal Notes:

Confirmation Text:

Attached Files:

Event Categories

X 2248 X GPC RQT

Custom Attributes

X SIS Instruction Method/Mode In Person

X SIS Campus Code Gables Campus

Event Info

Requirements:

Event Owner: Chacon, Gelys

Creation Date: Mon Feb 12 2024

Alien UID: LYNX-EV-109-2248-2979

Reference: 2024-ACGABL

Cabinet: All Academic Years from 2024 on

Folder: School of Business Administration

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



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ACC 212 5K ☆  
MANAGERIAL ACCOUNTING

Tentative

[Details](#) **Occurrences** [Calendar](#) [Schedule](#) [Task List](#) [Pricing](#) [Lynx](#) [Audit Trail](#)

ACC 212 5K ☆  
MANAGERIAL ACCOUNTING

Tentative

2024-ACGABL

Wed Aug 21 2024 6:35 pm - 9:20 pm  
Repeats every week on Wednesday through 12/3

Communication Int 4051

[Details](#) **Occurrences** [Calendar](#) [Schedule](#) [Task List](#) [Pricing](#) [Lynx](#) [Audit Trail](#) [More Actions](#)

[Edit Event](#) Tentative [Security](#) [Help](#)

Event Preferences

Date	Start Time	End Time	Additional Details
Wed Aug 21 2024	6:35 pm	9:20 pm	Communication Int 4051
Wed Aug 28 2024	6:35 pm	9:20 pm	Communication Int 4051
Wed Sep 04 2024	6:35 pm	9:20 pm	Communication Int 4051
Wed Sep 11 2024	6:35 pm	9:20 pm	Communication Int 4051
Wed Sep 18 2024	6:35 pm	9:20 pm	Communication Int 4051
Wed Sep 25 2024	6:35 pm	9:20 pm	Communication Int 4051
Wed Oct 02 2024	6:35 pm	9:20 pm	Communication Int 4051
Wed Oct 09 2024	6:35 pm	9:20 pm	Communication Int 4051
Wed Oct 16 2024	6:35 pm	9:20 pm	Communication Int 4051
Wed Oct 23 2024	6:35 pm	9:20 pm	Communication Int 4051
Wed Oct 30 2024	6:35 pm	9:20 pm	Communication Int 4051
Wed Nov 06 2024	6:35 pm	9:20 pm	Communication Int 4051
Wed Nov 13 2024	6:35 pm	9:20 pm	Communication Int 4051
Wed Nov 20 2024	6:35 pm	9:20 pm	Communication Int 4051
Wed Nov 27 2024	6:35 pm	9:20 pm	Communication Int 4051

## Creating an Academic Event Search:

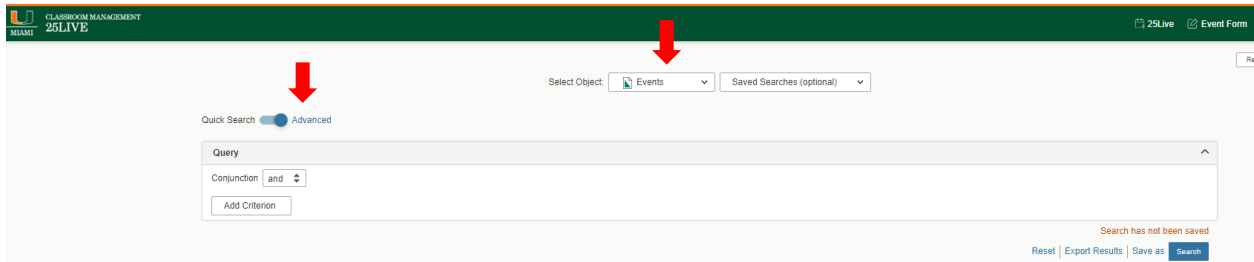
To look for academic course sections entered in CLSS for a term, once the term has been published in the CaneLink system, you need to create an event term search following the below steps:

From the **Home Page**, click on the [Go To Search](#) button.



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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**.

Categories

<input type="checkbox"/> 2268	<input type="checkbox"/> 2245	<input type="checkbox"/> 2225
<input type="checkbox"/> 2265	<input type="checkbox"/> 2241	<input type="checkbox"/> 2221

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:



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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.

The screenshot shows the Classroom Management 25LIVE interface. At the top, there is a navigation bar with the University of Miami logo, 'CLASSROOM MANAGEMENT 25LIVE MIAMI', and '25Live Event Form'. Below the navigation bar, there are search filters: 'Select Object' (Events), 'Saved Searches (optional)', and 'Reset'. The main search area is titled 'Quick Search' and has 'Advanced' selected. It contains a 'Query' section with a 'Conjunction' dropdown set to 'and'. Below this is a 'Categories' section with an 'Include Any' dropdown and a 'Select Categories' button. A category '2248' is selected. Below that is an 'Organization Searches' section with a search box containing 'School of Business Admin...' and an 'Add Criterion' button. At the bottom right of the search area, there is a red arrow pointing to a 'Search' button. Below the search area, there is a 'List' button and a 'Calendar' button. The main content area shows a table of 649 Matching Events. The table has columns for Name, Title, Organizations, Type, Categories, Start Date, Start Time, Creation Date, State, Locations, Scheduler, and Requestor. Two rows are visible:

Name	Title	Organizations	Type	Categories	Start Date	Start Time	Creation Date	State	Locations	Scheduler	Requestor
MKT 201 S	FOUND OF MKT	MKT	LEC	2248	Tue Aug 20 2024	3:30 pm	Mon Feb 12 2024 7:22 am	Tentative	Dooly Memorial 203	25Live Interface, SIS	
MKT 201 T	FOUND OF MKT	MKT	LEC	2248	Tue Aug 20 2024	5:05 pm	Mon Feb 12 2024 7:22 am	Tentative	Dooly Memorial 203	25Live Interface, SIS	



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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 [Go To Search](#) button

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

Change the button from Quick Search to **Advanced**

A screenshot of the Classroom Management 26LIVE search interface. The top navigation bar is dark green with the University of Miami logo and 'CLASSROOM MANAGEMENT 26LIVE' on the left, and '26Live' and 'Event Form' on the right. Below the navigation bar, there is a search area. A red arrow points to the 'Go To Search' button in the top right. Another red arrow points to the 'Advanced' search mode toggle. The 'Select Object' dropdown menu is set to 'Locations'. Below the search bar, there are options for 'Categories', 'Layouts', and 'Capacity between and'. A 'Search' button is visible at the bottom right of the search area.

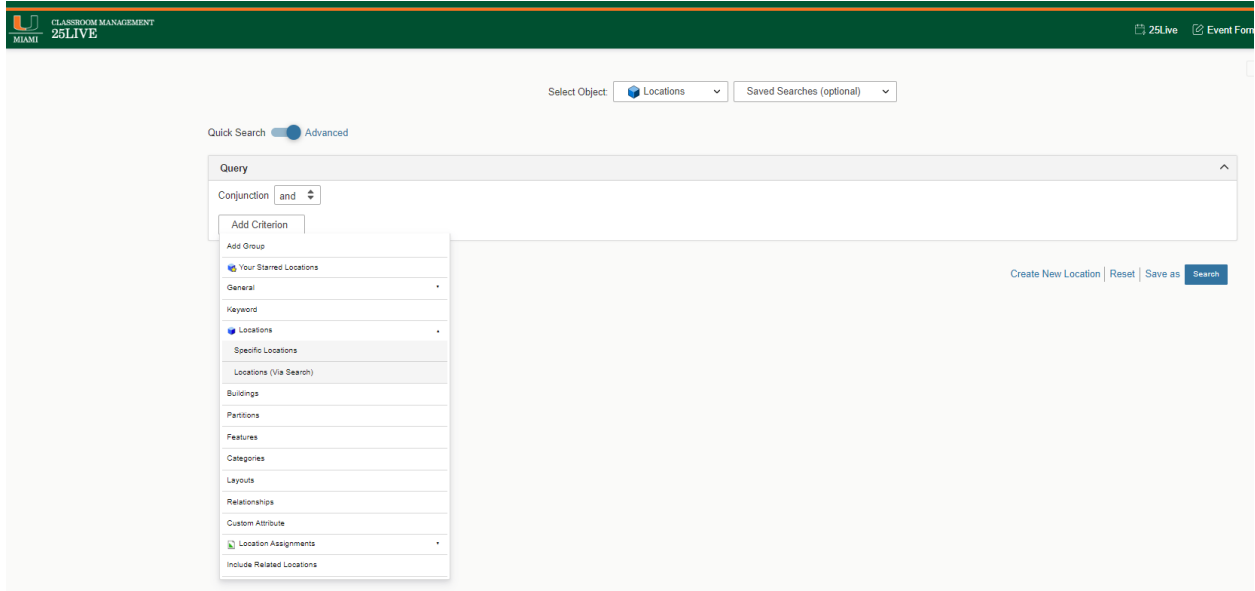
Click on the **Add Criterion** button that appears with the new screen view.





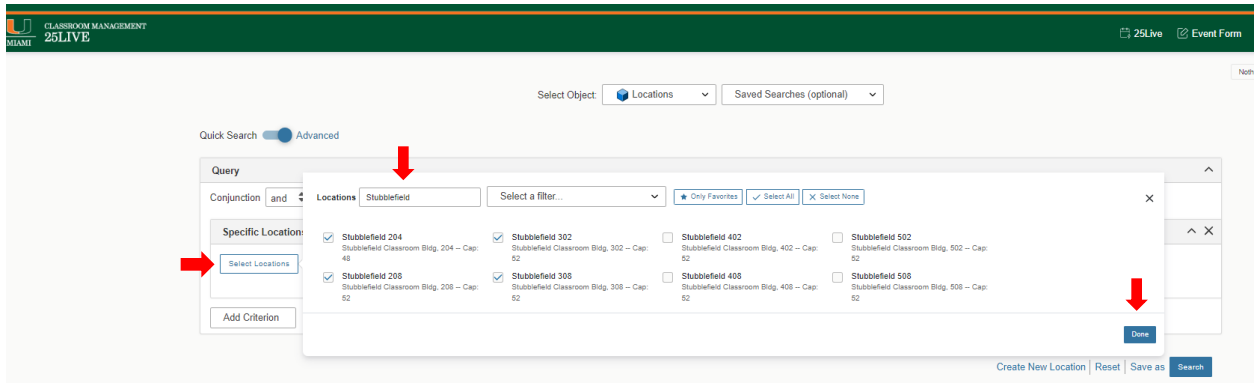
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From the drop-down menu, select **Locations** and then click over Specific **Locations**



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.



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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.

The screenshot displays the 25LivePRO interface. On the left, there is a 'Quick Search' section with four search boxes: 'Search Events', 'Search Locations', 'Search Resources', and 'Search Organizations'. Below these is a 'Your Starred Event Searches' section with three items: 'Aca&Non-Aca Events', 'FALL 2024 (2248)', and 'FALL\_2024 ALL (2248) GPC.RQT'. In the center, there is a 'Create an Event' button and a 'Find Available Locations' section with two options: 'I know WHEN my event should take place -- help me find a location!' and 'I know WHERE my event should take place -- help me choose a time!'. Below this is a 'Your Event Drafts' section with two items: 'No Event Drafts in which you are the Scheduler' and 'No Event Drafts in which you are the Requestor'. On the right, there are sections for 'Your Starred Locations', 'Your Starred Events', 'Your Starred Resources', and 'Tasks', which shows 'You have 2728 Tasks on Today', '0 Outstanding Tasks', '1 Flagged Task', and '0 Tasks Assigned By You'.

### 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](mailto:ocm@miami.edu) or call at 305-284-4648