25Live Event Scheduling
Training Session

Academic Affairs, Academic Planning and Resources

Information Technology and Institutional Planning, University Projects and Process Management

February 17, 2020
Event Scheduling in 25Live

https://25live.collegenet.com/pro/cpp
25Live Guiding Principles

• Responsible stewardship of campus spaces discourages beliefs and practices that suggest that spaces are “owned” by an individual, department, or unit on campus.

• Instructional use of all instructional classrooms and spaces are given priority when scheduling and reserving rooms. Instructional spaces may only be scheduled after the third week of classes (i.e. census date) and will not be scheduled beyond one term.

• Some instructional classrooms and spaces should not be reserved for non-instructional purposes. Many of those spaces contain specialized equipment and features that restrict their use.
25Live Guiding Principles

• Student use of assignable spaces (not designated as student space) must be approved by an assigned university advisor.

• External groups/entities must request approval to use campus spaces and, generally, they will be expected to rent the space through one of the approved organizations provided the authority to rent space on behalf of the campus.

• As a public agency, the university will not make gifts of public funds and resources to individuals or groups.
Event Requests Initiated by Student Clubs

Requests for:
Lecture Spaces
Outside Spaces

OSLCC, Office of Student Life and Cultural Centers
Event Requests Initiated by Faculty/Staff

- Requests for: Lecture Spaces, Office Spaces
- Faculty/Staff
- 25Live
- Academic Planning & Resources
Event Requests Initiated by **Faculty/Staff** for 3rd Party Entity

- Requests for: **Any Space**
- Faculty/Staff
- 25Live
- License of Facilities (If Confirmed)
- Academic Planning & Resources
Event Requests Initiated by Faculty/Staff for Special Purpose Spaces

Requests for: Labs and Special Purpose Spaces

Faculty/Staff

25Live

Approval by Location Scheduler (College/Department)

Academic Planning & Resources
Event Scheduling: Principles and Procedures

• Non-class event requests are handled by the Office of Academic Planning and Resources (AP&R) for requests in any Academic Lecture Space.

• Priority for the use of Academic Lecture spaces is given to the Schedule of Classes. Therefore, non-class event requests are processed and completed only after Academic Courses have been scheduled for the term.

• Requests for the use of a Special Purpose room will be processed after authorization has been given.
  
  • Requests must be submitted by CPP Staff and Faculty as they are responsible for the space use.

  • Requests are processed in the order they are received.
Event Scheduling: Principles and Procedures

• Academic Priority Override will be applied when there is a conflict between an event and an Academic class; 25Live will assign the Academic Lecture space to the applicable class.

• Event requests will be processed and completed within 5 business days from the date of submission.

• AP&R accepts and processes requests only for the dates within the current term (see below: Timeline for Scheduling Events in Academic Spaces).

• Event requests will not be scheduled during campus closure or campus approved holidays.
Event Scheduling: Principles and Procedures

• An event request needs to be submitted in order to schedule the necessary Final Exams for classes that do not have an exam listed in the Approved Final Exam Schedule for the term due to:
  
  • The class is an Off Module Class and does not meet during an Approved Time Module, however, AP&R approved the Time Module Deviation Request for the class.
  
  • The class is identified with the Instruction Mode of either Online or Hybrid.
  
  • Note: AP&R processes final exam requests after the 3rd week of the term.
  
  • Examples of academic events include review sessions, departmental meetings, final exams for classes that classes deviate from the Approved Time Modules, final exams for online or hybrid classes, etc.
  
  • Event requests submitted by students or for Student Clubs event requests are handled by the Office of Student Life & Cultural Centers (OSLCC). [https://www.cpp.edu/oslcc/index.shtml](https://www.cpp.edu/oslcc/index.shtml).
  
  • Requestors are advised to contact ASI for assistance with reserving spaces in the Bronco Student Center (BSC) or the Bronco Recreation and Intramural Complex (BRIC).
Event Scheduling: Principles and Procedures

• Submitted requests must contain the following criteria:
  
  • Event Description (minimum of 15 words) to allow for proper processing.
  
  • Select the applicable requirement boxes for the event’s needs
  
  • AP&R will be identified as the Final Approver for event requests and will determine the event state (confirm or deny).

- College Coordinators and Department Schedulers are identified as the Local Approvers (Location Schedulers). They will be tasked to approve the Special Purpose rooms through 25Live.

  • Once approval has been given by the Local Approver, the event request will be finalized by AP&R.
Event Requests will be processed after the last day of finals for:

**Fall 2019**  
Processing requests occurring within SPRING 2020 and SUMMER 2020 terms

**Spring 2020**  
Processing requests occurring within FALL 2020 and WINTER 2021 terms

**Fall 2020**  
Processing requests occurring within SPRING 2021 and SUMMER 2021 terms

**Spring 2021**  
Processing requests occurring within FALL 2021 and WINTER 2022

**SPRING 2020**  
Opens: 12/16/2019  
Closes: 05/15/2020

**SUMMER 2020**  
Opens: 12/16/2019  
Closes: 08/06/2020

**WINTER 2021**  
Opens: 05/16/2020  
Closes: 01/21/2021

**SPRING 2021**  
Opens: 12/14/2020  
Closes: 05/21/2021  
Tentative

**SUMMER 2021**  
Opens: 12/14/2020  
Closes: 08/05/2021  
Tentative

**WINTER 2022**  
Opens: 05/22/2021  
Closes: 01/20/2022  
Tentative
Academic Priority Override

• Academic Priority Override is a feature that ensures classes to be scheduled as needed
• In the chance that your event was scheduled before a class, once the class is imported to 25Live, it will remove the location from your event
• You will then receive the email below

Ex: WARNING: Locations removed from events in 25Live due to academic conflicts

Location assignments have been removed from the following events in 25Live:

• 009 0213 removed from MEP SI Rooms Spring 2020 (2020 AACTLK) by EGR 4610 27 41207 2203 (2020 AADLVS)

The locations were removed from these events because they conflicted with preassignments on academic classes imported from your Student Information System. Click the links above to open 25Live and find new locations for these events.

This automated message was sent to ________________ by 25Live during academic import ID #69485. Please contact your 25Live administrator if you have questions or concerns.

CAUTION: This email was not sent from a Cal Poly Pomona service. Exercise caution when clicking links or opening attachments. Please forward suspicious email to suspectemail@cpp.edu.
Academic Priority Override

- If your location was removed due to a class being scheduled in its place, navigate to the event and select the occurrence tab to see which days had the location removed.
Navigating Through 25Live: Basic Functions and Definitions

• Academic Course Section Event in 25Live
• What comes over from PeopleSoft into 25Live?
  • Complete Meeting Pattern
  • Instructor
  • Facility ID
  • Component: LEC, LAB, ACT, SEM
  • Subject Code + Catalog Number + Section Number
  • Class Number
  • Term Code
  • Course Title
Navigating Through 25Live: Basic Functions and Definitions

- Academic Course Section Event Naming Convention in 25Live
Navigating Through 25Live: Basic Functions and Definitions

• Academic Course Section Events
Navigating Through 25Live: Basic Functions and Definitions

- Event Request: Status

Draft
Your Location and Resource selections will be saved as preferences until this event is changed from its Draft state.

Tentative
The event is scheduled, but is awaiting Confirmation from its Scheduler.

Confirmed
The event is scheduled and confirmed.

Sealed
This event is finalized and cannot be edited or changed without sufficient permissions.

Denied
This event has been denied, and all Location and Resource reservations will be marked as cancelled.

Cancelled
This event has been cancelled, and all Location and Resource reservations will be marked as cancelled.
Navigating Through 25Live: Basic Functions and Definitions

- Class Status
  - PeopleSoft Vs. 25Live

<table>
<thead>
<tr>
<th>PeopleSoft: Class Status</th>
<th>25Live: Academic Course Section Event Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td>Confirmed</td>
</tr>
<tr>
<td>Cancelled</td>
<td>Cancelled</td>
</tr>
<tr>
<td>Tentative</td>
<td>Tentative</td>
</tr>
<tr>
<td>Stop Further Enrollment</td>
<td>Confirmed</td>
</tr>
</tbody>
</table>

![Image of 25Live interface showing class status and enrollment control]

- 25Live: Class Status
  - Active
  - Confirmed
  - Cancelled
  - Tentative
  - Stop Further Enrollment

- 25Live: Enrollment Control
  - Enrollment Capacity: 140
  - Enrollment Status Options:
    - Open
  - Requested Room Capacity: 200
  - Total: 137
  - 1st Auto Enroll Section
  - 2nd Auto Enroll Section
  - Retention to Section

![Image of PeopleSoft interface showing class status]

- PeopleSoft:
  - Class Status:
    - Active
    - Confirmed
  - Section Event Status:
    - Active
    - Confirmed
Navigating Through 25Live: Basic Functions and Definitions

• Academic Course Section Events
Navigating Through 25Live: Basic Functions and Definitions

• Event Requests
  • Event Name
  • Event Type
  • Organization
  • Scheduler
  • Requestor
  • Head Count

• More Actions
  • Email Event Details
Location Updates

- Location Categories
  - College
Location Updates

- Location Formal Name
- Facility ID-Formal Name
How to Create an Event Request in 25Live

• Example 1: Basic Request
  • 1 Location and 1 Date
• Example 2: Repeating Dates
• Example 3: Multiple Locations
• Example 4: Multiple Dates & Locations
• Checking Status of the Event
• Editing Your Event
• Cancelling Your Event
How to: Create an Event Request in 25Live

• There are multiple ways to create an event
Creating an Event Request - Example 1

One date & location

- **Event Name:** ex. ENV Department Meeting
- **Event Type:** Request for Academic Space
- **Primary Organization**
Creating an Event Request - Example 1

- **Expected Head Count**
- **Event Description**: Needs a minimum of 15 words
- **Time & Date**:
  - Include and set up or break down time.
  - Allow 10 minute passing for classes/events that start on the hour.
  - Ex. 12-12:50pm not 1:00pm
- **Repeating Pattern**: Default is “Does not Repeat”
Creating an Event Request - Example 1

Location:
• Before searching, check both Hide Conflicts and Enforce Headcount boxed
• Enter the building number for a broader search
Creating an Event Request - Example 1

Note:
• When you request a location it will say added below. If you do not need more than one room make sure to not select more than one, as it will add all spaces to your request
• Best practice is to select the location and make sure in the details, that it is an Academic space
• If it is a lab, it’s best to get prior approval before creating the request
Creating an Event Request - Example 1

- Resources is optional
- Contact Roles:
  - **Scheduler**: person creating this event request
  - **Requestor**: organizer/host of the event
Creating an Event Request - Example 1

Requirements:
• These three boxes need to be checked before saving your event
• Check any other boxes that are applicable to your request
Creating an Event Request - Example 1

- **Event State:** Tentative
- **Save.**
- **Note:**
  - Once the request is saved, APR is notified
  - Your event is not confirmed until you receive a confirmation email from APR
Creating an Event Request - Example 2
Creating an event with a Repeating Pattern

• Start the event creation process
• Repeating Pattern
Creating an Event Request - Example 2

- Best practice is to use Ad hoc
- For Daily, Weekly, and Monthly, please see our How To guides.
Creating an Event Request - Example 2
Ad Hoc

- Select the days/pattern you need for your event
- It can be random, every MWF, TTH, etc.
- The selected days will be highlighted in blue
Creating an Event Request - Example 2

Ad Hoc

- To view all the dates chosen select “View All Occurrence”, which is under the calendar
- Here, you can make edits, such as changing the time for certain dates or removing a date(s)
Creating an Event Request - Example 3

Event with multiple locations

- Start the event creation process
- Locations Search
  - Make sure the both boxes are check to ensure that it will only display available spaces
  - Enter the location
  - Search
To add the location to your request select “Request” and it will then reflect “Added below”
Creating an Event Request - Example 3

• Once you’ve added the locations you need, they will appear at the bottom of the location search list
Creating an Event Request - Example 4
Multiple dates with multiple locations

• Start the event creation process
• Repeating pattern: Ad hoc
  • Choose your dates
• Locations Search
  • Make sure the both boxes are check to ensure that it will only display available spaces
• Enter the location
• Search
Select “Request” and it will then reflect “Added below”
Creating an Event Request - Example 4

• The rooms will be listed under the location search list
• Each room added will have the ‘View Occurrences’ option
• If a specific room is only needed for a certain day, select ‘View Occurrences’, and remove the dates that are not need for this location
• If you remove locations from certain dates, each location will have a list of included dates
Creating an Event Request - Example 4

- After you event has been confirmed you can check the ‘Occurrences’ tab to see which locations were reserved for which date
- You can also Filter by Locations
To Check the Status of your Request

• Navigate to “Your Upcoming Events” on your dashboard
To Check the Status of your Request

- You can find the status of your request under ‘State’
- It will either be Tentative, Confirmed, or Denied
Edit Event

• Select the event under “Your Upcoming Events” on the home dashboard
Edit Event

• Select the event you need to edit
• Quick tip: you can hover over the event, right click and select ‘Edit Event’
Edit Event

- Once the event is selected, select ‘Edit Event’
- Note: when you edit an event, you will need to refresh the location and request it again
Cancelling a Request

• Begin by selecting your events under “Your Upcoming Events”
Cancelling a Request

• Select the event you’d like to cancel
Cancelling a Request

- To cancel a request before it has been confirmed
- Change status from “Tentative” to “Cancelled”
Cancelling a Request

- To cancel a request after it has been confirmed
- Navigate to the request and change the status from “Confirmed” to “Cancelled”
Cancelling a Request

- You will get a notification that the location will be removed, select ok.
- Your event has now been cancelled.
How to search for locations in 25Live

• Common search functions in 25Live
  1. Find available location (based on time and day)
  2. Find available times for a specific location
  3. Dashboard QuickSearch
  4. Go to Search
How to: Search for Locations

• Using: Find Available Locations
  • I know **WHEN**: Allows you to select a space available based on date/time.
  • I know **WHERE**: Allows you to select a space based on building/room location.
How to: Search for Locations

1. **Quick Search**
   - Search Events
   - Search Locations
   - Search Resources
   - Search Organizations

2. **Your Starred Event Searches**
   - Combined Sections

3. **Find Available Locations**
   - Enter the desired date and time for your event:
     - **Date:**
       - Mon Jan 20 2020
     - **Time:**
       - 12:00 pm
     - **To:**
       - 1:00 pm

4. **Number of Attendees:** 100 (required)

5. **Search within:** All Locations

6. **Matching Locations**
   - **662 1002**
     - CBA Faculty Lecture Hall
     - Max Capacity: 120
   - **997 0053C**
     - Ross Garden - Lawn 2
     - Max Capacity: 120
   - **997 0053E**
     - Use This Location

7. **Options**
   - **Use This Location**
   - **To choose this room for your event, click Use This Location.**
   - **To widen your search for available rooms, check for Locations with a Larger or Smaller Capacity.**

8. **Your Starred Locations**
   - **Your Starred Location Searches**
   - **Large Lecture Spaces**

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25Live Dashboard > Find Available Locations
How to: Search for Locations

• Using: Dashboard QuickSearch Widget
  • Allows you to search for events, locations, resources, and organizations.
How to: Search for Locations
How to: Search for Locations

• Using: Go To Search- Finding Academic Course Sections in 25Live
How to: Search for Locations

• Using: Go To Search- Finding Academic Course Sections in 25Live
  • Cabinets: Academic
  • Organizations: BIO
How to: Search for Locations

25Live Dashboard > Go To Search > Search Events > More Options > Cabinets > Organization > Search > List
# How to: Search for Locations

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Reference</th>
<th>Organizations</th>
<th>Type</th>
<th>Categories</th>
<th>Your Role</th>
<th>Start Date</th>
<th>Start Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 3220 03</td>
<td>Cell and Molecular Biology</td>
<td>2019-AAB2NR</td>
<td>BIO</td>
<td>LEC</td>
<td></td>
<td></td>
<td>Tue Jan 21 2020</td>
<td>8:30 am</td>
</tr>
<tr>
<td>BIO 4400 02</td>
<td>Stem Cell Biology Laboratory</td>
<td>2019-AABXDB</td>
<td>BIO</td>
<td>LAB</td>
<td></td>
<td></td>
<td>Tue Jan 21 2020</td>
<td>1:00 pm</td>
</tr>
<tr>
<td>BIO 999L 01</td>
<td>Spec Topic for Grad Student Lab</td>
<td>2019-AABVTA</td>
<td>BIO</td>
<td>LAB</td>
<td></td>
<td></td>
<td>Wed Jan 22 2020</td>
<td>3:00 pm</td>
</tr>
<tr>
<td>BIO 9990 04</td>
<td>Spec Topic for Grad Student</td>
<td>2019-AABVDZ</td>
<td>BIO</td>
<td>LEC</td>
<td></td>
<td></td>
<td>Tue Jan 21 2020</td>
<td>1:00 pm</td>
</tr>
<tr>
<td>BIO 9990 03</td>
<td>Spec Topic for Grad Student</td>
<td>2019-AABVBL</td>
<td>BIO</td>
<td>LEC</td>
<td></td>
<td></td>
<td>Tue Jan 21 2020</td>
<td>1:00 pm</td>
</tr>
</tbody>
</table>

Locations: 003 1659, 004 2529, 003 2132, 003 1623, 004 2314
Resources: Interface Lynx
Scheduler:

**November 2019**

- 03, 04, 05, 06, 07, 08, 09
- 10, 11, 12, 13, 14, 15, 16
- 17, 18, 19, 20, 21, 22, 23
- 24, 25, 26, 27, 28, 29, 30
- 01, 02, 03, 04, 05, 06, 07

**Select Today**

25Live Dashboard > Go To Search > Search Events > More Options > Cabinets > Organization > Search > List
# How to: Search for Locations

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 24</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00 am - 8:50 am</td>
<td>BIO 1110 03 73371 2197</td>
<td>8:00 am - 8:50 am</td>
<td>BIO 1110L E32 78869 2197</td>
<td>8:00 am - 8:50 am</td>
<td>BIO 1110L E29 78884 2197</td>
<td>8:00 am - 8:50 am</td>
</tr>
<tr>
<td>8:00 am - 8:50 am</td>
<td>BIO 1110L E30 78860 2197</td>
<td>8:00 am - 8:50 am</td>
<td>BIO 1110L E29 78884 2197</td>
<td>8:00 am - 8:50 am</td>
<td>BIO 1110L E27 78887 2197</td>
<td>8:00 am - 8:50 am</td>
</tr>
<tr>
<td>8:00 am - 8:50 am</td>
<td>BIO 1150L E04 78907 2197</td>
<td>8:00 am - 8:50 am</td>
<td>BIO 1150L E11 78900 2197</td>
<td>8:00 am - 8:50 am</td>
<td>BIO 1110L E15 78870 2197</td>
<td>8:00 am - 8:50 am</td>
</tr>
<tr>
<td>8:00 am - 8:50 am</td>
<td>BIO 1210L E02 73356 2197</td>
<td>8:00 am - 8:50 am</td>
<td>BIO 1210L E10 78912 2197</td>
<td>8:00 am - 8:50 am</td>
<td>BIO 1110L E15 78870 2197</td>
<td>8:00 am - 8:50 am</td>
</tr>
<tr>
<td>8:00 am - 8:50 am</td>
<td>BIO 1210L E02 73356 2197</td>
<td>8:00 am - 8:50 am</td>
<td>BIO 1210L E14 70021 2197</td>
<td>8:00 am - 8:50 am</td>
<td>BIO 1110L E17 79008 2197</td>
<td>8:00 am - 8:50 am</td>
</tr>
<tr>
<td>8:00 am - 8:50 am</td>
<td>162 1001</td>
<td>8:00 am - 8:50 am</td>
<td>162 1002</td>
<td>8:00 am - 8:50 am</td>
<td>162 1002</td>
<td>8:00 am - 8:50 am</td>
</tr>
</tbody>
</table>

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How to: Search for Locations

• Quick Tip: If you think that you will be checking the room assignments frequently, you can also save this search by clicking on the Save As link:
How to Search: Creating a Custom Location Search

Quick Search
- Search Events
- Search Locations
- Search Resources
- Search Organizations

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
- 2203-Final Exams
- Academic Course Sections
- All Events
- Combined Sections

Your Starred Location Searches
- Building 9
- CCHM: Bldg 079, 079A, 079B, 080
- Computer Labs
- Large Lecture Spaces
- SSB Conference Rooms

Tasks
- You have 49 Tasks on Today’s Agenda
- 781 Outstanding Tasks
- 2937 Flagged Tasks
- 2 Tasks Assigned By You

Your Upcoming Events
- 2 Events in which you are the Requestor
- 4 Events in which you are the Scheduler

Your Starred Locations
- 001 0109
- 001 0309
- 003 2137
- 003 2870
How to Search: Creating a Custom Location Search

Select Object: Locations ▼ Saved Searches (optional) ▼

Quick Search □ Advanced □

Add Criteria

Add Group
Your Starred Locations
General
Keyword
Locations ▼
Specific Locations
Locations (Via Search)

Search has not been saved
Reset □ Save As □ Search □

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How to Search: Creating a Custom Location Search

Specific Locations

Locations: 163

Select Object: Locations

Add Criteria

Only Favorites

Select All

Select None

Done

Go To Search> Locations> Advanced> Add Criteria> Specific Locations> Edit> Locations
How to Search: Creating a Custom Location Search

Select Object: Locations

Specific Locations

<table>
<thead>
<tr>
<th>Edit</th>
<th>16.2 1001</th>
<th>16.2 1002</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.3 1006</td>
<td>16.3 1008</td>
<td></td>
</tr>
<tr>
<td>16.3 1010</td>
<td>16.3 1015</td>
<td></td>
</tr>
<tr>
<td>16.3 1020</td>
<td>16.3 1024</td>
<td></td>
</tr>
<tr>
<td>16.3 1026</td>
<td>16.3 1029</td>
<td></td>
</tr>
<tr>
<td>16.3 1032</td>
<td>16.3 2004</td>
<td></td>
</tr>
<tr>
<td>16.3 2005</td>
<td>16.3 2006</td>
<td></td>
</tr>
<tr>
<td>16.3 2008</td>
<td>16.3 2010</td>
<td></td>
</tr>
<tr>
<td>16.3 2015</td>
<td>16.3 2020</td>
<td></td>
</tr>
<tr>
<td>16.3 2026</td>
<td>16.3 2027</td>
<td></td>
</tr>
<tr>
<td>16.3 2031</td>
<td>16.3 2032</td>
<td></td>
</tr>
</tbody>
</table>

Add Criteria

Search has not been saved
Reset | Save As | Search

CalPoly Pomona
How to Search: Creating a Custom Location Search
How to Search: Creating a Custom Event Search
How to Search: Creating a Custom Event Search
How to Search: Creating a Custom Event Search

• Best Practice: use **Contacts**, to search for your Name and what Events you’ve requested.
How to Search: Creating a Custom Event Search
What is a Report in 25Live?

• 25Live has a variety of reports available to the users to allow them to analyze events, location, resources and other fields. Reports are organized into five sub-tab. When you select a report from one of these categories, a summary of the report will appear on the left. The summary will tell you which parameters are necessary, and which are optional.
How to Run a Report?

Navigate to...
- List
- Calendar
- Availability
- Search
  - Reports
- Publisher

Reports

- Starred Reports
- Event Reports
- Location Reports
- Resource Reports
- Other Reports

Select an item

More> Reports
How to Run a Report?

Reports

Starred Reports  Event Reports  Location Reports  Resource Reports  Other Reports

Select an item

Daily Room Sheet
Location Activity Date Grid
Location Activity Date/Time Graphic
Location Activity Date/Time Grid
Location Activity Term Grid
Location Avail By Meeting Pat - Excel
Location Availability Grid Daily

More: Reports> Location Reports
How to Run a Report?

About This Report

For each location, this report provides a weekly calendar, organized as follows:

- Event start times are shown in the left column.
- Note: An event may start and end at any time during the time block in which it appears; exact start and end times are not listed.
- Each day of the week starting with Monday has a column.
- The event name and reservation name are shown in their scheduled day and time block.
- A report row is generated for each Time Interval starting with the report Start Time through to the report End Time.
  Example: A time interval of 50 minutes will generate a row for each hour from the report Start Time through to the report End Time.

Parameters

- Date range.
- Time span.
- Time interval (in minutes).
- Days of the week (optional).
- Event search (a saved event search to indicate which events to evaluate).
  Be cautious about including data criteria in your event search definition. They may help the report run faster, but be sure the data span of the event search is wider than the date range entered for the report parameters.
- Location search (a saved location search to indicate which locations to evaluate).

Data Included

- Only records returned by the event search are evaluated for inclusion.
- Only events with assigned locations returned by the location search are included in the report.
- Only events and locations for which you have security privileges are included in the report.

Select Report Parameters

- Start Date:
  Thu Aug 20 2020
- End Date:
  Sun Dec 06 2020
- Start Time:
  7:00 am
- End Time:
  9:00 pm
- Time Interval:
  30

Day(s) of Week:

- Event Searches
  Academic Course Sections
- Location Searches
  Large Lecture Spaces

Report Delivery Options

- View this report now
- Email this report to yourself
- Email this report to...

Run Report

Report Sent for Processing
How to Run a Report?
Final Exams Principles

• Final examination times for Lecture and Seminar classes (applicable to 2-units and above) that are scheduled during an Approved Time Module are reflected in 25Live.

• In-class final examinations shall be administered only during final exam week and only at the time published by the University. When a student finds that two or three of his/her final examinations coincide or occur on the same day, a student may wish to arrange with the professor of one of the courses to schedule a mutually convenient time for the final examination. The instructor(s) retain the authority to permit the change of time for the examination, while it is hoped that the instructor and student can work out a mutually convenient final examination time.

• Final examination schedules do not apply to Activity, Laboratory, Lecture class that are less than 1-unit, Hybrid, On-Line, or any other class that is not scheduled during an Approved Time Module.

• Final examination for classes that are not in 25Live, need to be scheduled by the department by submitting an event request through 25Live. Instructors must ensure that all students can participate in the scheduled final examination.
# Final Exams

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 10</td>
<td>11:00 am - 12:50 pm</td>
<td>SOC 3309-02 Final Exam</td>
<td>CS 3750-02 Final Exam</td>
<td>IBM 4112-03 Final Exam</td>
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<td>1:00 pm - 2:50 pm</td>
<td>PSY 4402-01 Final Exam</td>
<td>MHR 4220-01 Final Exam</td>
<td>MHR 3202-01 Final Exam</td>
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<td>5:00 pm - 6:50 pm</td>
<td>MHR 4220-01 Final Exam</td>
<td>MHR 4220-01 Final Exam</td>
<td>MHR 4220-01 Final Exam</td>
<td>MHR 4220-01 Final Exam</td>
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<tr>
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<td>3:00 pm - 4:50 pm</td>
<td>TOM 3020-28 Final Exam</td>
<td>TOM 3020-28 Final Exam</td>
<td>TOM 3020-28 Final Exam</td>
<td>TOM 3020-28 Final Exam</td>
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**Details**
163 1015 - CBA C.E. Mercer Case Room

**Calendar**

- Show Blackouts
- Related Locations

**Weeks:** 1

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**Cal Poly Pomona**

25Live Dashboard > Search for Location
How to Search: Spring 2020 Final Exams
How to Search: Spring 2020 Final Exams

Select Object: Events

Saved Searches (optional)

Quick Search Advanced

Search Events

More Options

Public Event Searches

Final Exams

Go To Search>Events>Public Event Searches>Final Exams
How to Search: Spring 2020 Final Exams

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<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Reference</th>
<th>Organizations</th>
<th>Type</th>
<th>Categories</th>
<th>Your Role</th>
<th>Start Date</th>
<th>Start Time</th>
<th>Creation Date</th>
<th>State</th>
<th>Questions</th>
<th>Resources</th>
<th>Scheduler</th>
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<td>Tue May 12</td>
<td>7:00 am</td>
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<td>Resources</td>
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General 25Live Training Sessions – Offered by IT&IP, University Projects and Process Management

• Wednesday, February 19, 2020 11:00 am – 12:00 pm – SSB 121-1967

• Monday, February 24, 2020 10:00 am – 11:00 am – SSB 121-1963
Thank You!

QUESTIONS