Classroom assignment in R25.

- E-mail
- Time
- Many Hands

Requestor sends classroom request via E-mail to rooms@towson.edu.

Registrar's Office receives/reviews. Forwards it to building coordinator.

Building Coordinator reviews/approves and sends back to Registrar for assignment.

Requestor receives confirmation. Holds orientation, advising session, exam, etc. ECS never notified.

Registrar's Office assigns classroom in R25. Sends confirmation back to requestor.
Classroom assignment in 25Live.

- No E-mail Messages
- Real Time/Less Time
- Less Hands

Requestor enters classroom request into 25Live, populating the required information. Can view availabilities to make a better location choice.

Registrar’s Office receives/forward request to building coordinator.

Building Coordinator reviews/approves and assigns the classroom. Sends confirmation to the requestor.

Registrar’s Office assigns classroom in R25. Sends confirmation back to requestor.

Requestor receives confirmation. Holds orientation, advising session, exam, etc.

Workflow sends a notification to ECS on all assigned classrooms.
# REQUESTING A SPACE – CHOOSE THE CORRECT EVENT TYPE

## Event Types

- Help identify the event
- Limited to “catch most”
- Further identify event in the Event Name field or Comments Section
- Each asks Specific and/or Different Questions
- Geared toward Requestor

<table>
<thead>
<tr>
<th>Event Types Created to Support Events and Meetings</th>
<th>When To Use</th>
<th>Event Types Created to Support Departments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Class in UU or WC</td>
<td>Use when requesting space in UU or WC for a one-day Academic Class.</td>
<td>Advising Session</td>
</tr>
<tr>
<td>Department Event</td>
<td>Use when the Department is hosting an Event—food, parking, staffing, housekeeping, etc.</td>
<td>Orientation Session</td>
</tr>
<tr>
<td>Department Meeting</td>
<td>Use when a Meeting is by the Department—may have food, parking, staff, housekeeping, etc.</td>
<td>Service/Maintenance</td>
</tr>
<tr>
<td>Department Sport/Recreation</td>
<td>Only use when a Department is requesting Campus Rec Sports space—BU Field, BU Gyms, etc.</td>
<td>Study Session / Makeup Exam</td>
</tr>
<tr>
<td>Department Tabling</td>
<td>Use when a Department is Tabling in your building.</td>
<td>Training Session</td>
</tr>
<tr>
<td>External*</td>
<td>Use when an outside agency, company is requesting your space—*should come through ECS first to ensure university contractual and insurance requirements are met.</td>
<td></td>
</tr>
<tr>
<td>Student Org Event</td>
<td>Use when an Event is being planned by a University Registered Student Organization—food, parking, staffing, contract, licensing agreements, etc.</td>
<td></td>
</tr>
<tr>
<td>Student Org Meeting</td>
<td>Use when a Meeting is being planned by a University Registered Student Organization—food, parking, staffing, contract, licensing agreements, etc.</td>
<td></td>
</tr>
<tr>
<td>Student Org Sport/Recreation</td>
<td>Only use when a student organization is requesting Campus Rec Sports space—BU Field, BU Gyms, etc.</td>
<td></td>
</tr>
<tr>
<td>Student Org Tabling</td>
<td>Use when a University Registered Student Organization is requesting tabling in your building.</td>
<td></td>
</tr>
<tr>
<td>Yes, Answer the two sections of event related Questions</td>
<td></td>
<td>Only answer three required questions. Indicate “INTERNAL USE ONLY”</td>
</tr>
</tbody>
</table>
LIST OF EVENT QUESTIONS

Event Questions (are tied to the Event Type selected and requestor’s Security Group)

- Two sections, “Additional Event Information” and “Requirements”
- Helps Building Coordinator identify what is going on in the building
- Helps ECS, COFAC, Campus Rec Sports, and Sports Complex determine which services are needed to support the event or meeting
- Identifies which events or meetings require a contract and insurance
- Each Security Group has different “Required” Fields within the Wizard/Form

The event questions differ for each event type selected; and are “required” for some security groups and not others. For example, Building Coordinators and Academic Schedulers have limited “required” questions to answer (due to the number of requests made by them to support their academic department). **Note:** The event questions are visible but are not “required” for the form to successfully submit; allowing them the ease of requesting academic space and the opportunity to complete the questions when hosting an event.

Remember, the two sections of questions should be answered for all event related use; while they can be omitted for all other classroom use related to academic departments.

**Important!** When you **reserve** a classroom or when you **approve/assign** a classroom to support academic departments (those event types listed on page 3), indicate **Internal Use Only** in the Event Title field. No other event questions need to be answered.
CREATE AN EVENT – USING THE WIZARD


- Sign in using your TU credentials

Do you already know which classroom you wish to reserve? Click Locations first.

Type the room you want in “Find Locations by Name,” enter room number, e.g., UU 0208 or Potomac, navigate to the correct date/time by clicking “Checking Availability for…”

If available, click “Request It” to open the Event Wizard.
CREATE AN EVENT – USING THE WIZARD


- Or, you can always start with Create an Event

Starting with Create an Event will open the Event Wizard.

Follow the Event Wizard, entering the information accordingly.

Remember, few required fields (*). Simply answer the few required questions for any classroom requests that are Internal Use Only (see event types on page 3, right side of table).

**Important!** Answer both sections of questions when the request is for an event (see event types on page 3, left side of table).

Enter the Date and Time by navigating the calendars and times.

Does your meeting need any time for setup or take down? **Yes** will allow you to add days, hours, or minutes.
**CREATE AN EVENT – USING THE WIZARD**


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**Event Repeats.** Is it a recurring session?

**Search for Locations.** Use two-letter building code and partial or exact room number.

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**Search for Locations** - Enter the two-letter Building Code and Room Number; e.g., LA 5303. Or, enter the two-letter Building Code and **partial number code to see a list of rooms**.

Enter “*Find Me a Space*” if you’re unsure of an appropriate location. Enter as much information, including comments, so we can find you the most appropriate, available location. Note: this request will be sent to ECS’s queue.

Click on the desired classroom(s) to select it.

**Yield Sign is a conflict.**

(click on View Conflicts to see what is in the classroom).

**Green Check is available.**
Continue with the Event Wizard.

For frequent requestors, the additional questions are not “required” in order for the request to save and submit to the building coordinator.

You may omit the answers to the event questions if this is a department “session.”

You must answer both sections of questions if this is a department event.

See the Event Types table on page 3, (left side events; right side internal use only).

Remember to SAVE the request.
Navigating repeat occurrences.

While in the Event Wizard repeat occurrences will show up in a couple of areas. First, it will show up in the Event Details (to the left). You may click on the Repeats every week on... link to open the occurrences (*desktop version. Mobile version scroll to Event Repeats. 

Event Details within the Event Wizard - Link Opens to Occurrences
Navigating repeat occurrences.

While in the Event Wizard repeat occurrences will show up in a couple of areas. It will also appear when you scroll to Event Repeats or when you click on the link for Locations All Occurrences (left hand side of saved request). You may unselect dates here.
Exercise 1:

From: Walsh, Beth
Sent: Saturday, September 10, 2016 3:06 PM
To: Walsh, Beth <bwalsh@towson.edu>
Subject: Sunday, Oct 2 and Oct 9, 2016 – Advising Session

Hi Department Administrative Assistant,

I’m planning a Sunday advising session with my students. Please schedule (one of your classrooms) on Sunday, October 2 from 2p to 4p and then again on Sunday, October 9, same time. Thank you very much.

Beth Walsh · Professor Kool

Test Message to Frequent Requestors to schedule a classroom through 25Live


Steps to Exercise 1:

1) Home Page → Create an Event

2) Follow Wizard → Enter an Event Name that anyone would Understand → Use correct Event Type → Enter Correct Primary Organization → Repeats YES → Navigate Dates → Search by Location Name... → Click on the desired Classroom → Enter the correct Requestor’s Name → Any Comments → Save
Changing Dates and Classroom to an Existing Event – Using the Wizard - Exercise

Editing Events - Changing room assignments and working with occurrences.

- You may edit your requests as long as they are in a “tentative” state. Once confirmed, you will not have access to edit them.

Exercise 2:

From: Walsh, Beth
Sent: Saturday, September 10, 2016 3:26 PM
To: Walsh, Beth <bwalsh@towson.edu>
Subject: Sunday, Oct 2 and Oct 9, 2016 – Advising Session

Hi Department Administrative Assistant,

This message is to notify you of several changes to my scheduled advising session. First, I can no longer make the October 9th session, please release the classroom on the 9th.

I will, however, offer simultaneous advising sessions on October 2 and therefore am in need of (a second classroom) on Sunday, October 2 from 2p to 4p. Please reserve both classrooms for this session on the 2nd.

Beth Walsh · Professor Kool
Test Message to Frequent Requestors to schedule a classroom through 25Live

Steps to Exercise 2:

1) Home Page → Events → Enter the Event’s Name → Locate and click on the Correct Event

2) Click Edit → Scroll to the Date and Time Field → Type a comment in correct date → Change Status to Cancelled → Scroll to Locations → Click Search by Location → Enter the Building and Room number, click on the desired location → Save
What’s going on in your classrooms? At a glance…

First, Location Searches must be created to include all of your classrooms (Suzanne and Beth can assist). Or star your favorite locations for ease of quick searching.

From the Home Tab (upper left), click on the Availability Tab (to the right). Using the drop down menu, select the correct search, “Your Starred Locations.” Navigate the date. Mouse over events to get further details.

This view is available in the Desktop Version Only.
25LIVE

BUILDING COORDINATOR’S ROLE

Your friends, are…

<table>
<thead>
<tr>
<th>Chrome or Mozilla Firefox</th>
<th>Refresh button</th>
<th>Toggle between Mobile Version and Desktop Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starred Rooms (your favorites)</td>
<td>Starred Searches and Reports</td>
<td>Suzanne Hill, Registrar’s Office, 410.704.4347</td>
</tr>
<tr>
<td>Yolanda Carter, Registrar’s Office, 410.704.5236</td>
<td>Ali Vallespin, ECS, 410.704.2058</td>
<td>Beth Walsh, ECS, 410.704.2318</td>
</tr>
</tbody>
</table>

Watch out for…

| What? Strange error messages regarding assignment policy, e.g., “Locations can’t be approved... there is not security group...” |
| Help: Call a friend. |