WASHINGTON STATE UNIVERSITY

25Live Pro Overview:
Pullman

Office of the Registrar
Pullman Schedulers

December 2, 2019

We're using PRO!

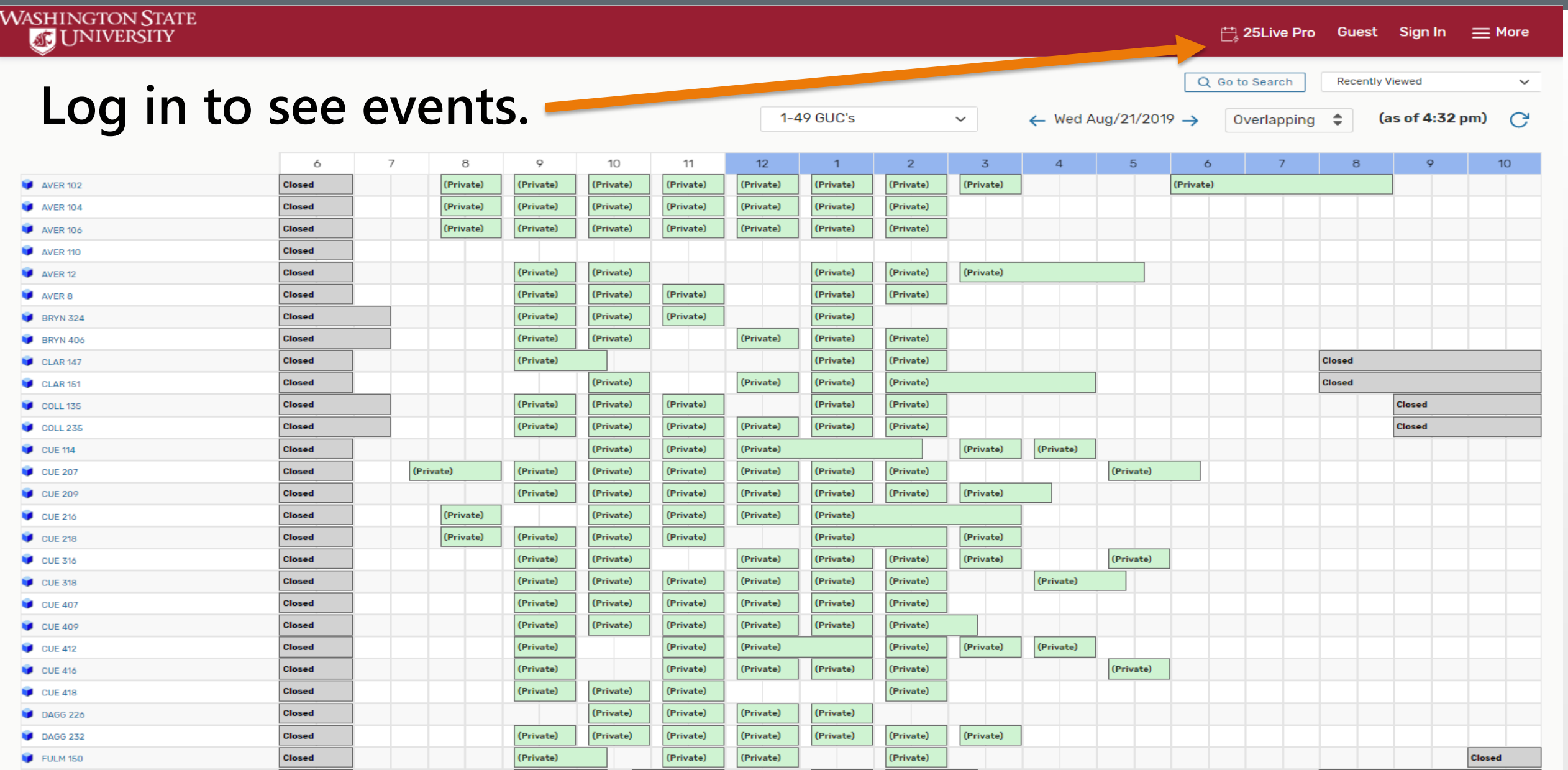
25Live Pro Pullman

25Live.CollegeNET.com/wsu

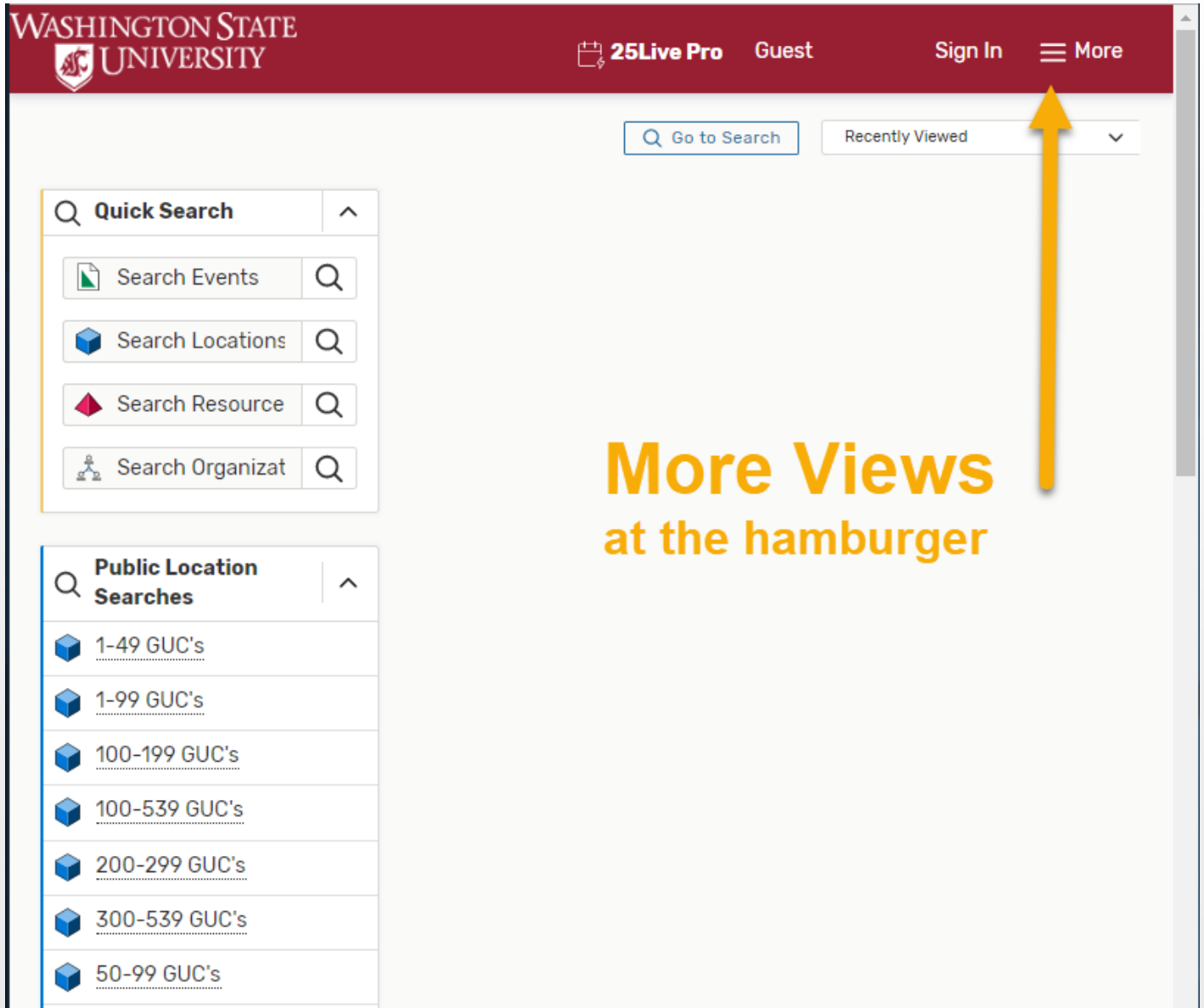
Scheduling (homepage & 25Live links for other campuses)

registrar.schedule.wsu.edu

Viewer Seat View: Availability View

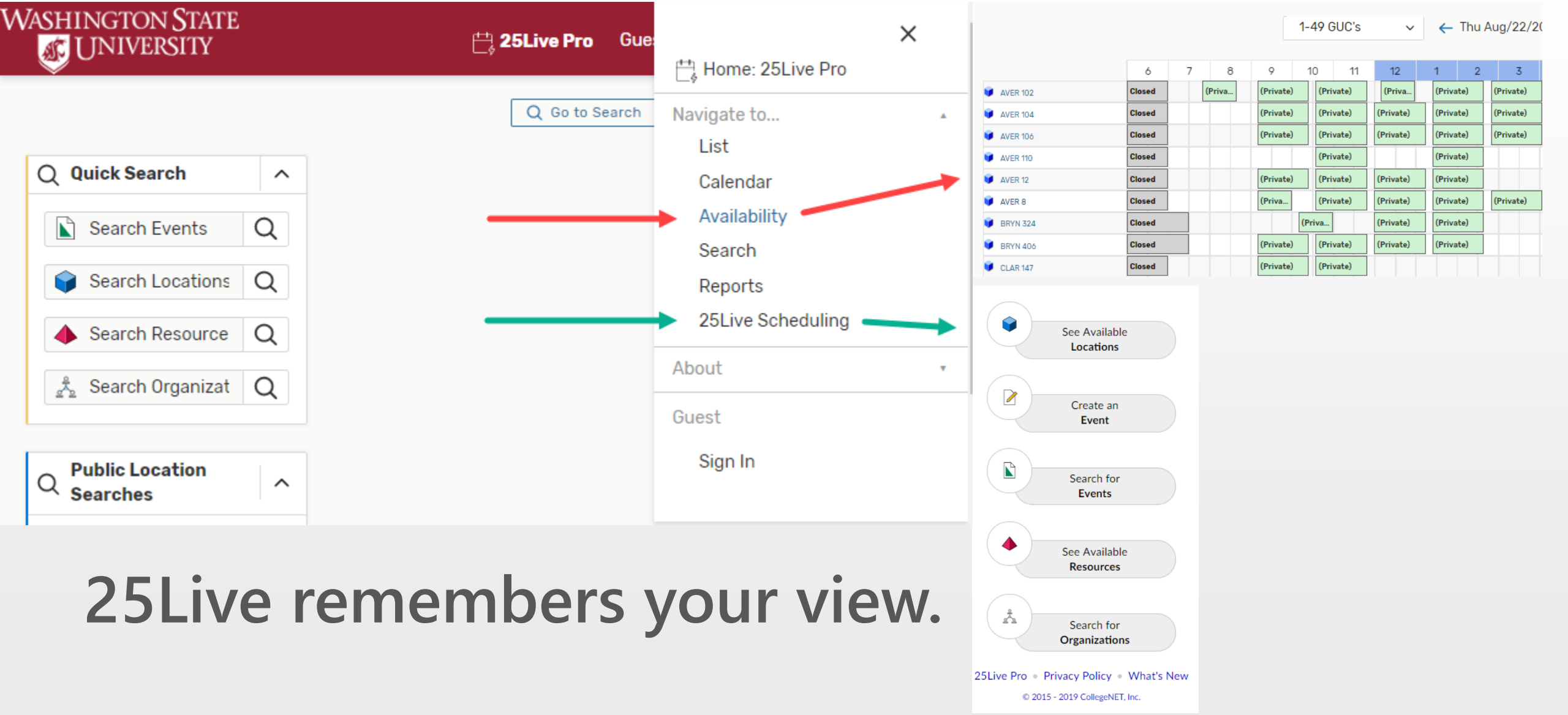


Viewer Seat View: Before Login



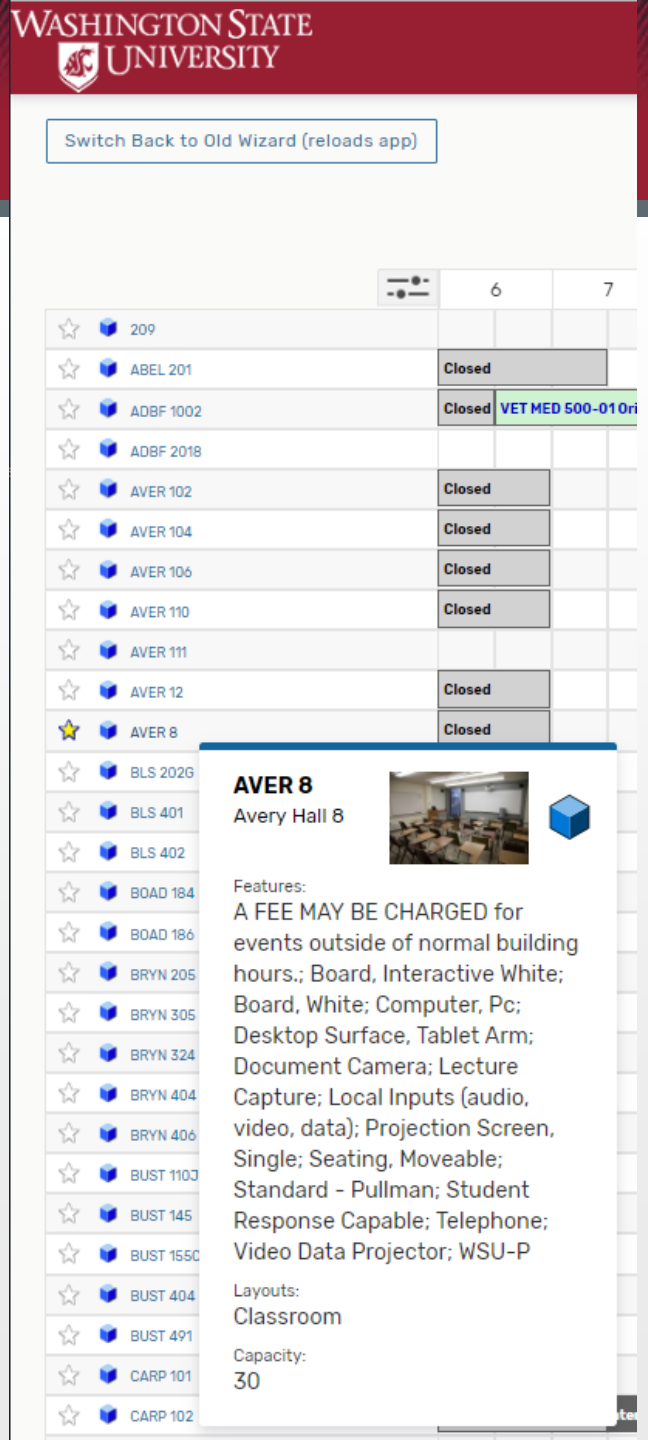
If you see "Sign in" you are not logged in.

View Options from hamburger



25Live remembers your view.

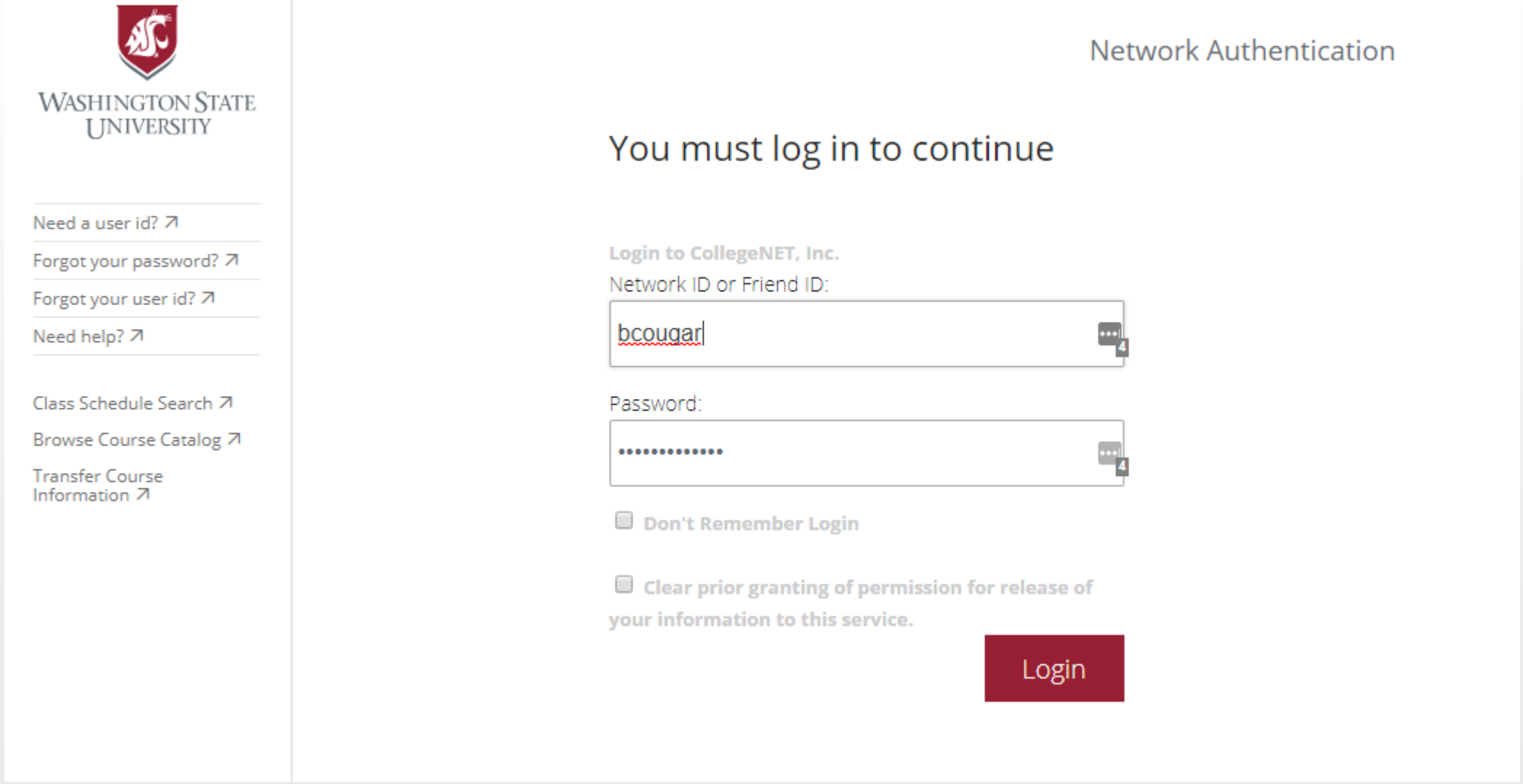
Room Information



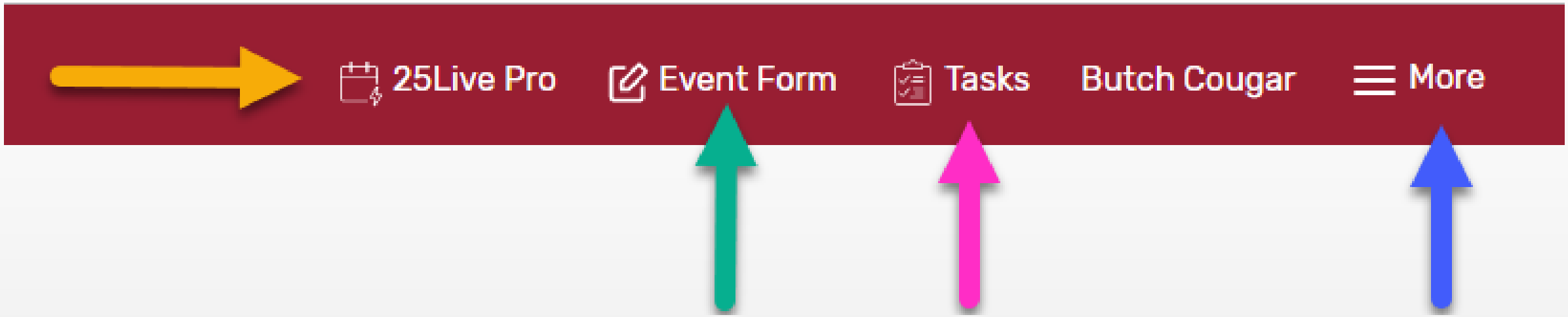
Hover over a room to see features, layout info, and capacity.

Most Pullman GUCs include images of the space.

Login using WSU Network ID (NID)

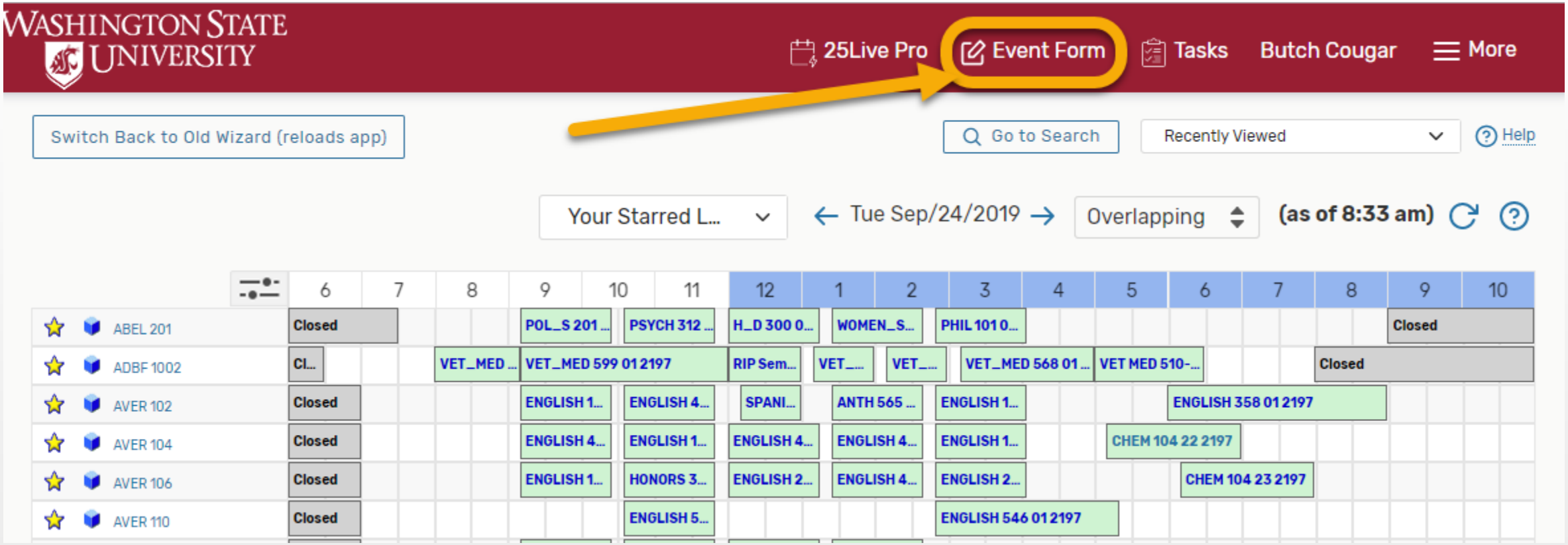


The Navigation

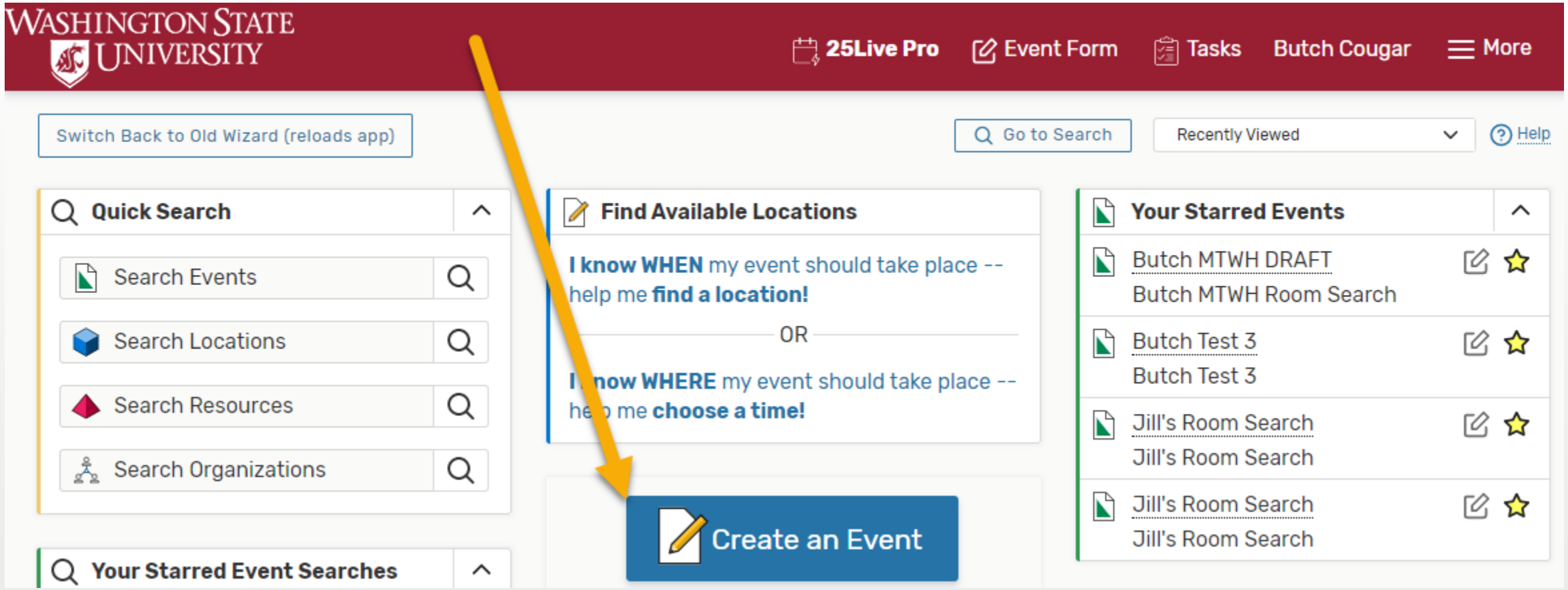


Yellow arrow: Dashboard
Green arrow: Start an Event
Pink arrow: See your Tasks
Blue arrow: Search, Reports, Views, etc.

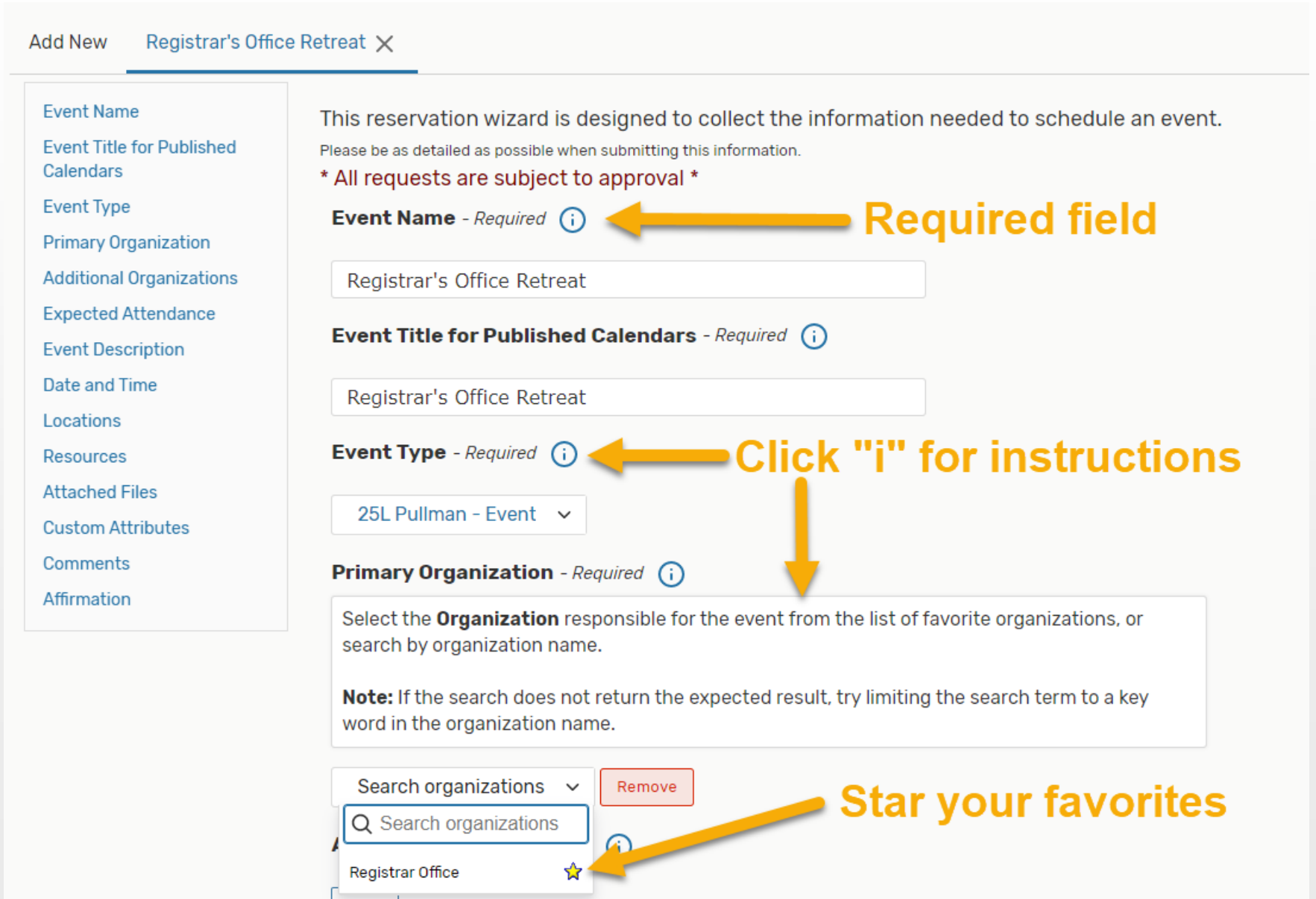
Start an Event from Availability, or



Start an Event from the Dashboard



Enter the event information



Pullman Event Types

25L Pullman - Meeting

25L Meeting - Video Conference

25L Pullman - Academic Event

25L Pullman - Evening Exams

25L Pullman - Event

25L Pullman - Final Exam

25L Pullman - Meeting

25L Pullman - RSO Student Group Meeting

Enter the event information

- Event Name
- Event Title for Published Calendars
- Event Type
- Primary Organization
- Additional Organizations
- Expected Attendance
- Event Description
- Date and Time
- Locations
- Resources
- Attached Files
- Custom Attributes
- Comments
- Affirmation

Quick links

Expected Attendance - *Required*

15

Determines room size. Be accurate.

Event Description - *Required*

File Insert View Format Tools

Font Family Font Sizes

RO Retreat for staff

This is published!

Date and Time - *Required*

Mon Mar/02/2020

8:00 am

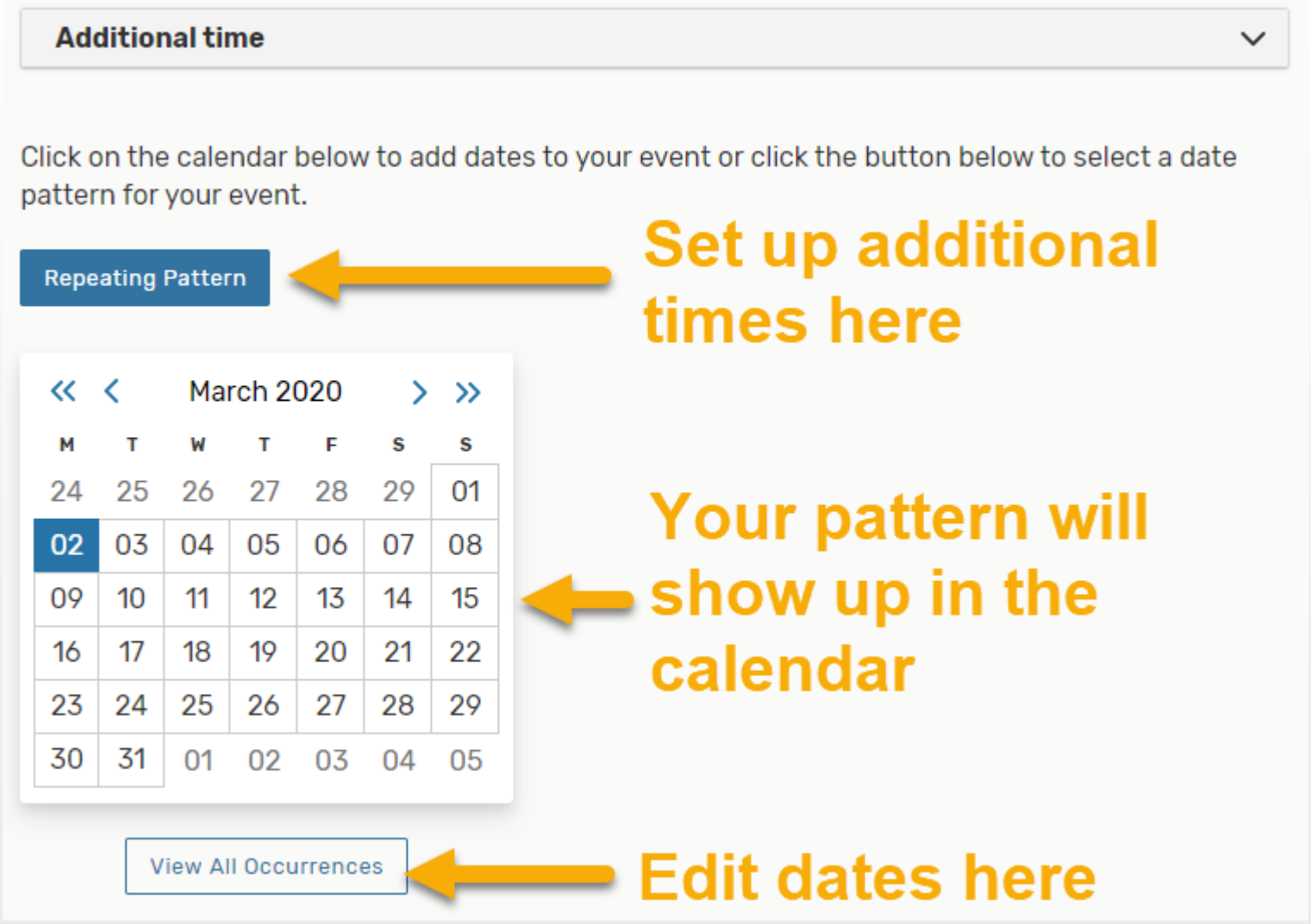
To:

5:00 pm

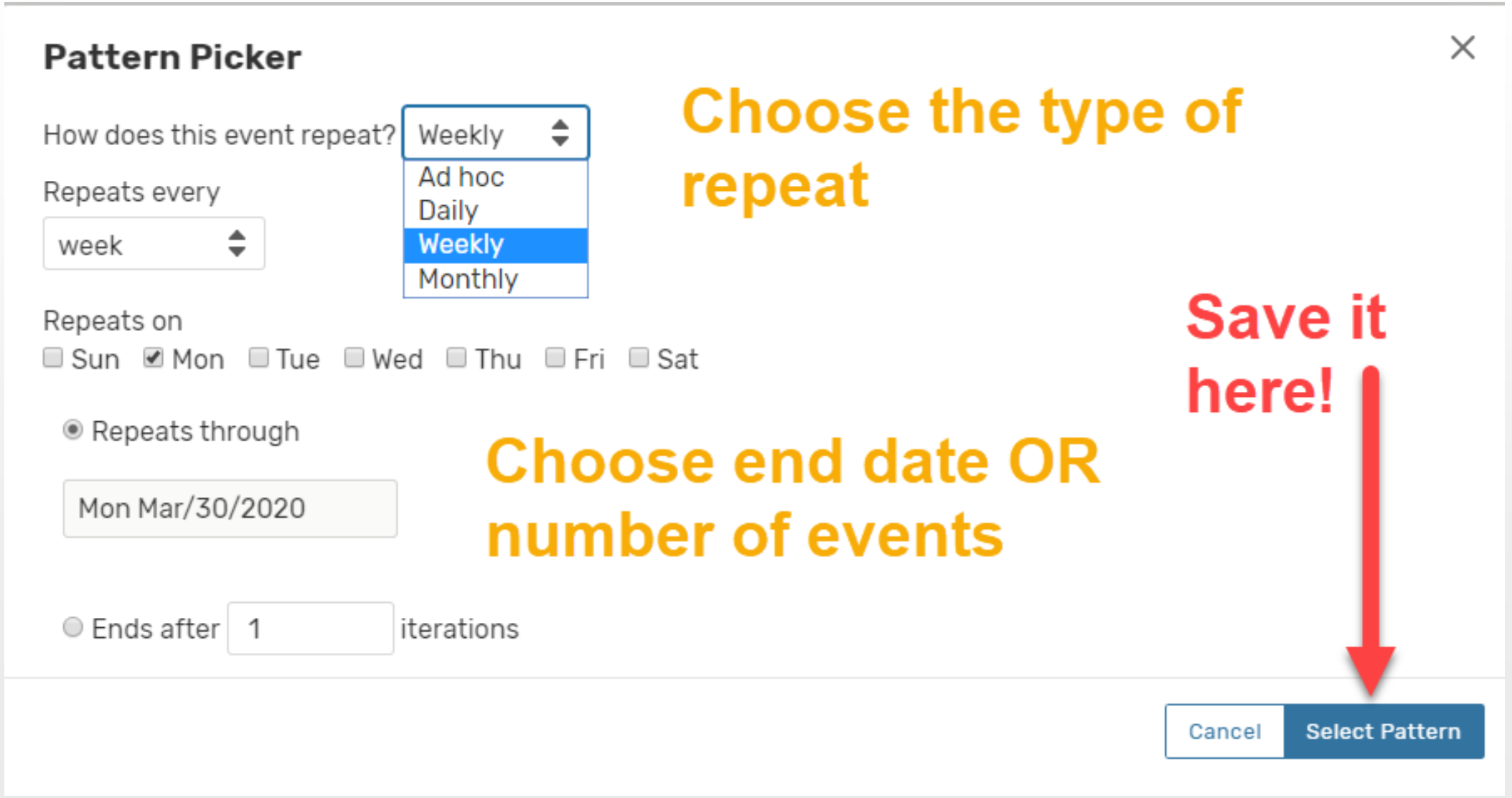
☑ This event begins and ends on the same day

Keep this box checked

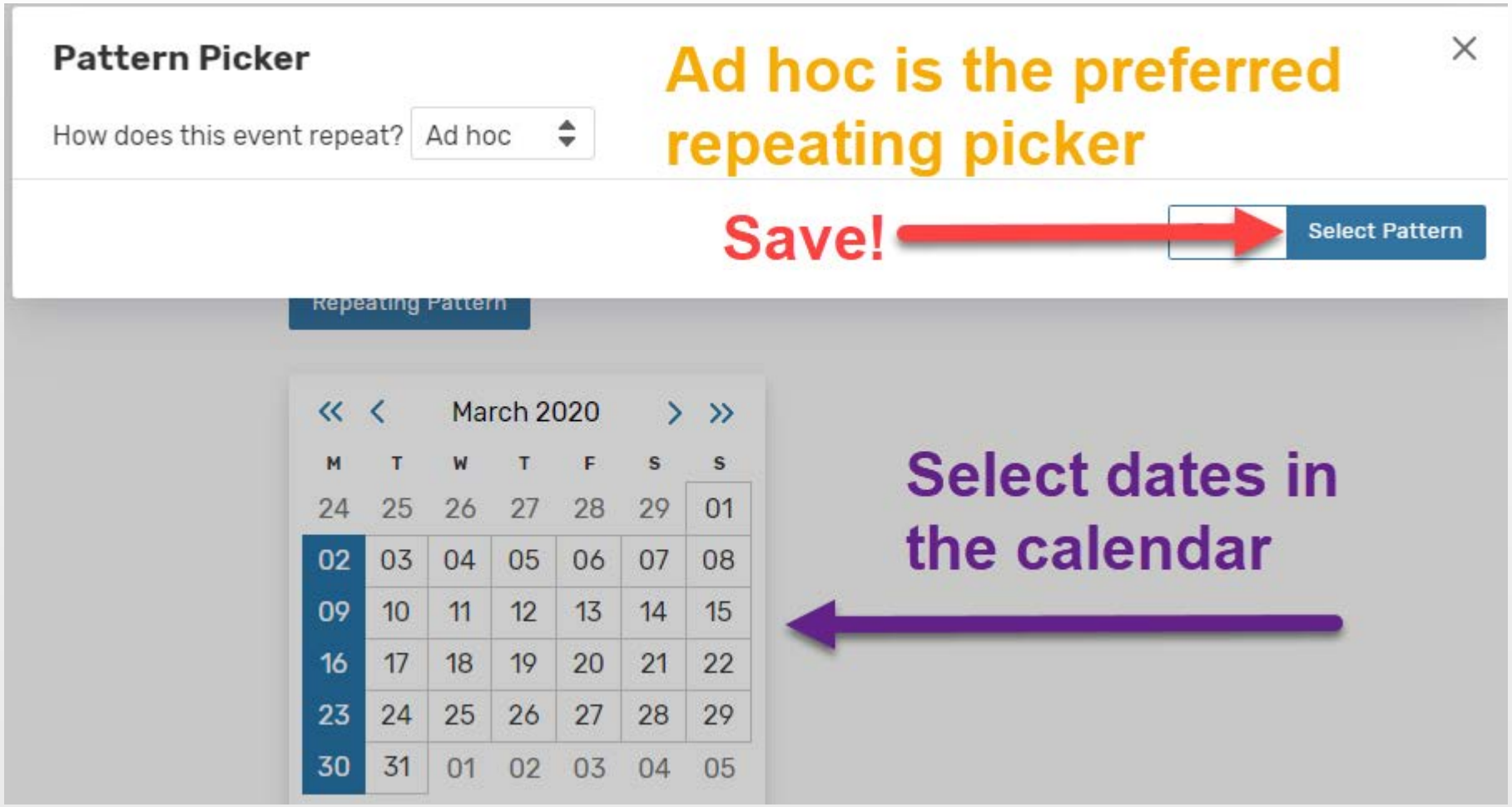
Repeating Events



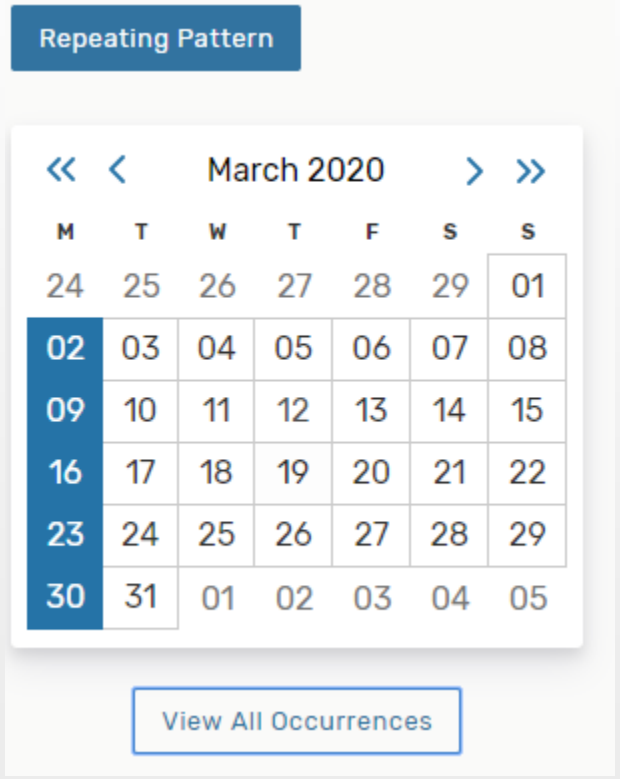
Repeating Events: Select the dates



Repeating Events: Ad hoc is best

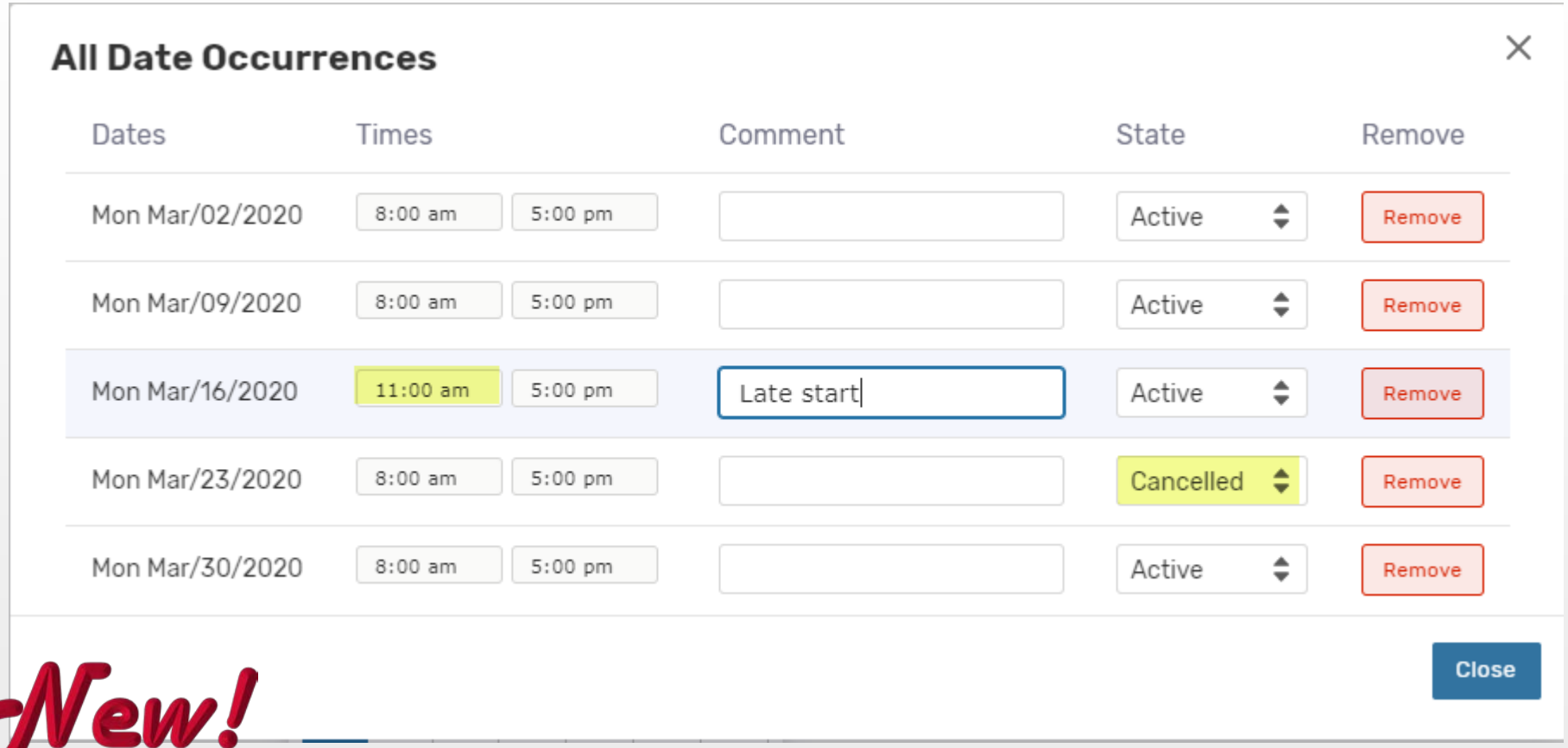


Repeating Events: Check pattern



Blue boxes are your repeating event

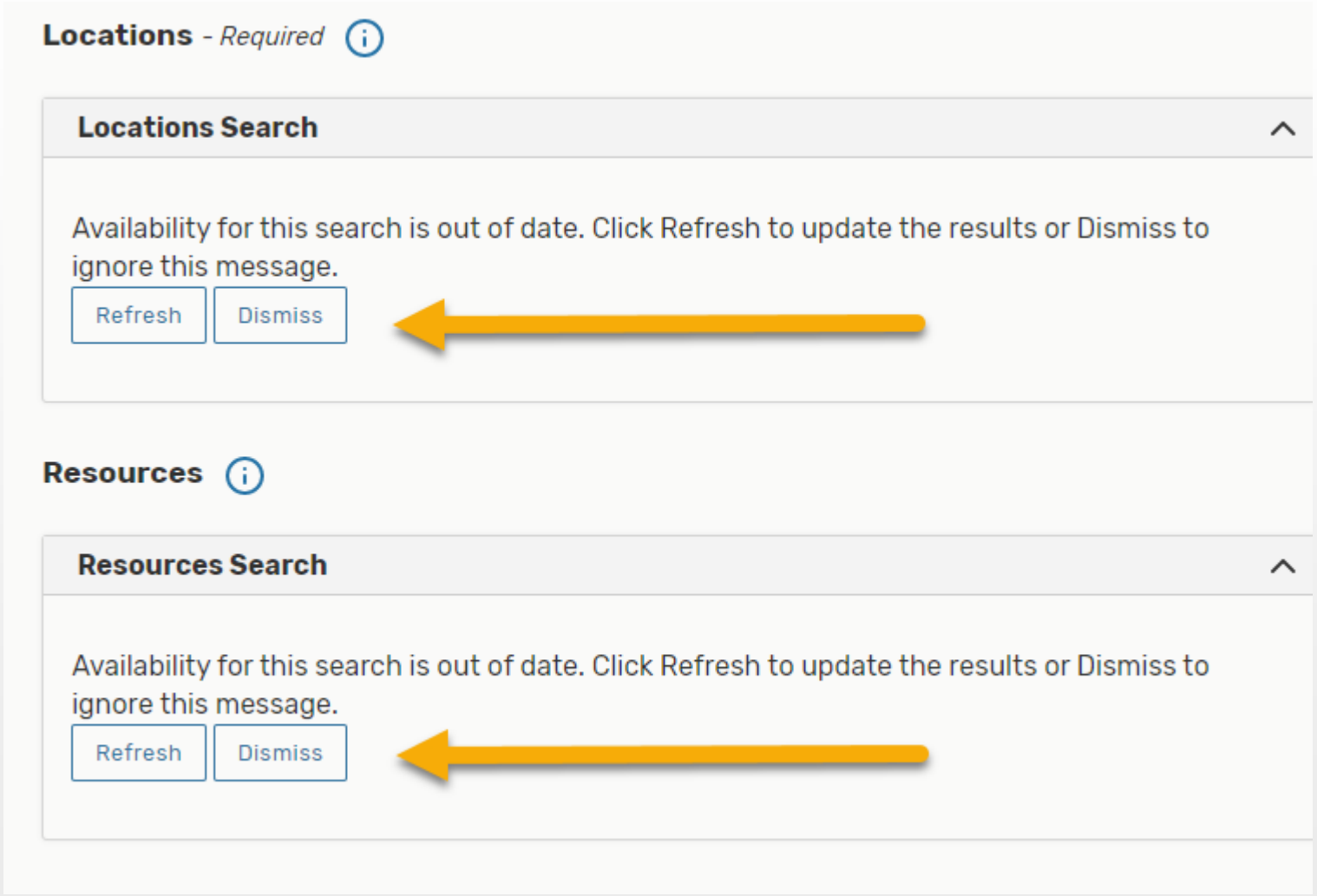
View Occurrences to Edit Times



New!

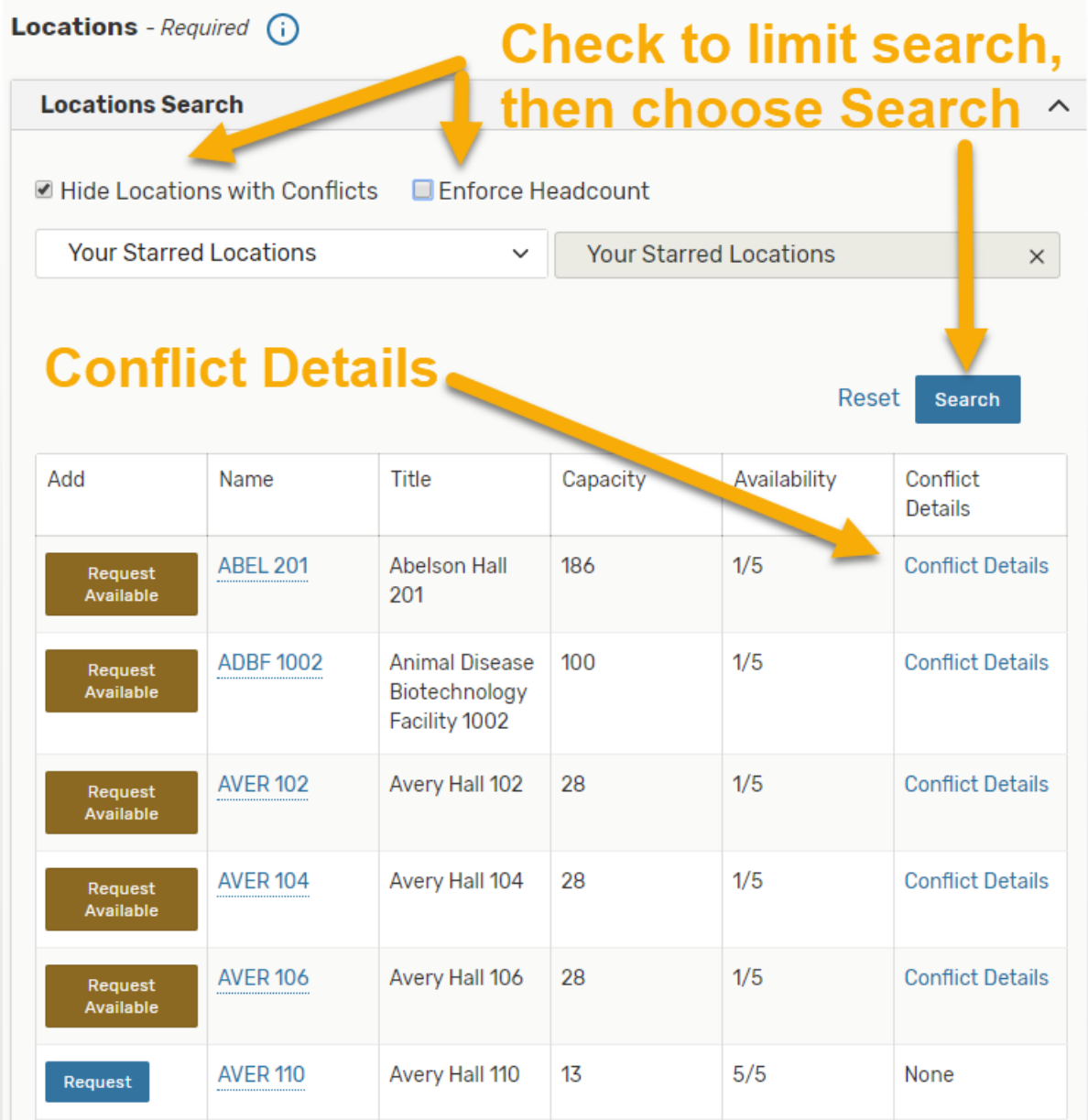
The event times can be different in one event

Locations & Resources



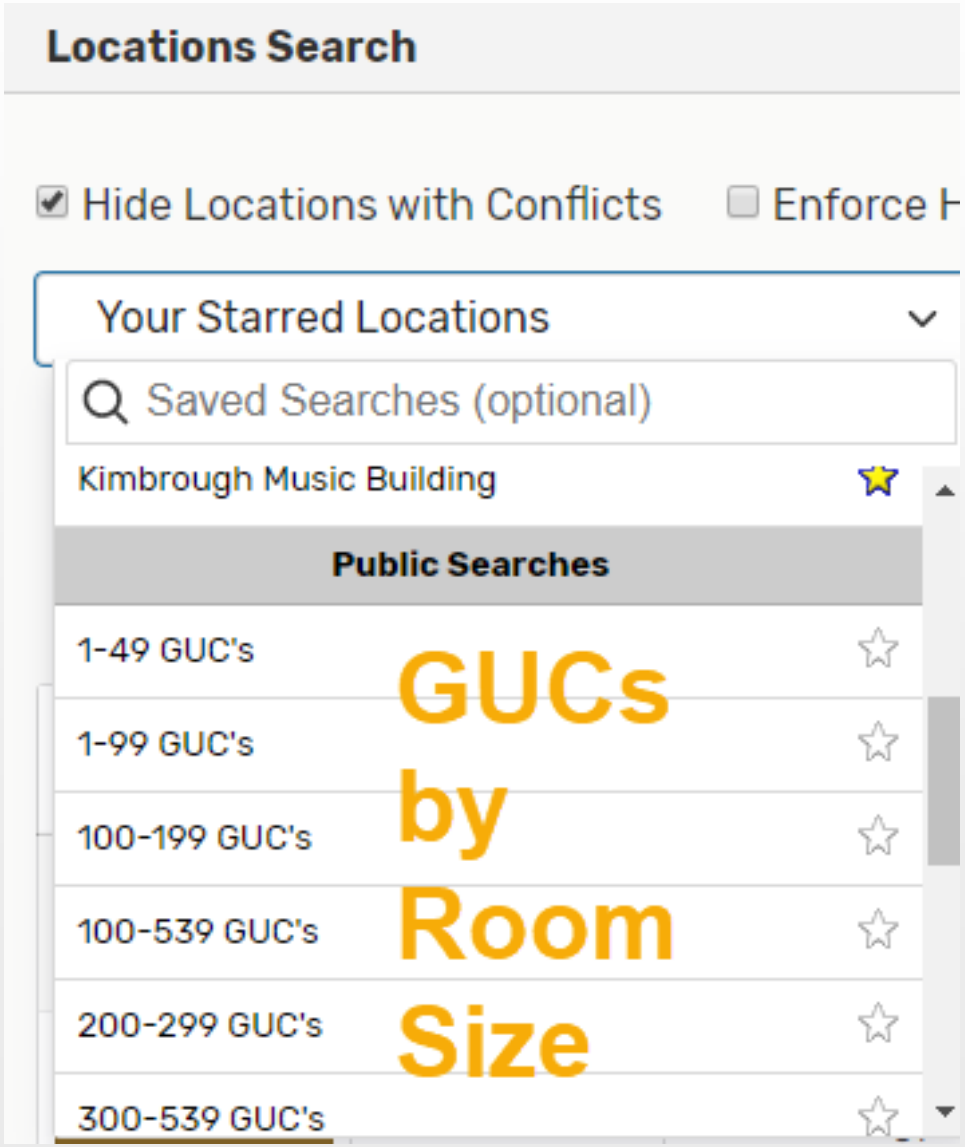
Select Refresh to show Starred Locations & Resources

Locations & Resources

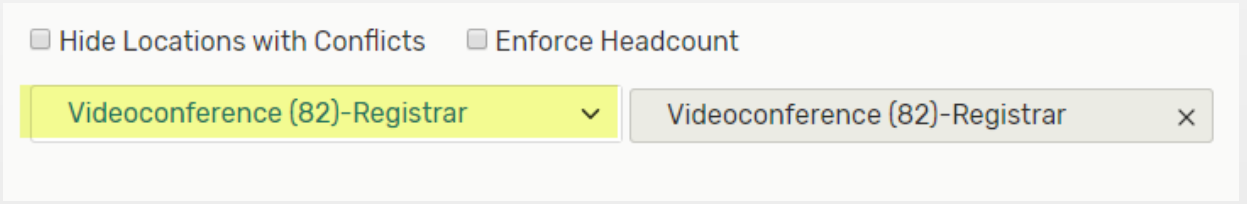


Starred Locations and Resources show up first

Public Searches save time

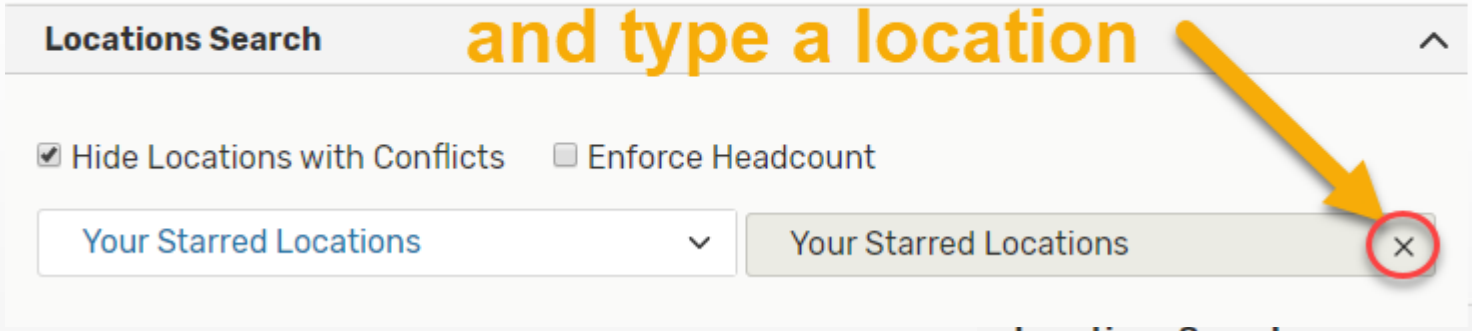


Public searches by GUC room size, building, or Video Conference space

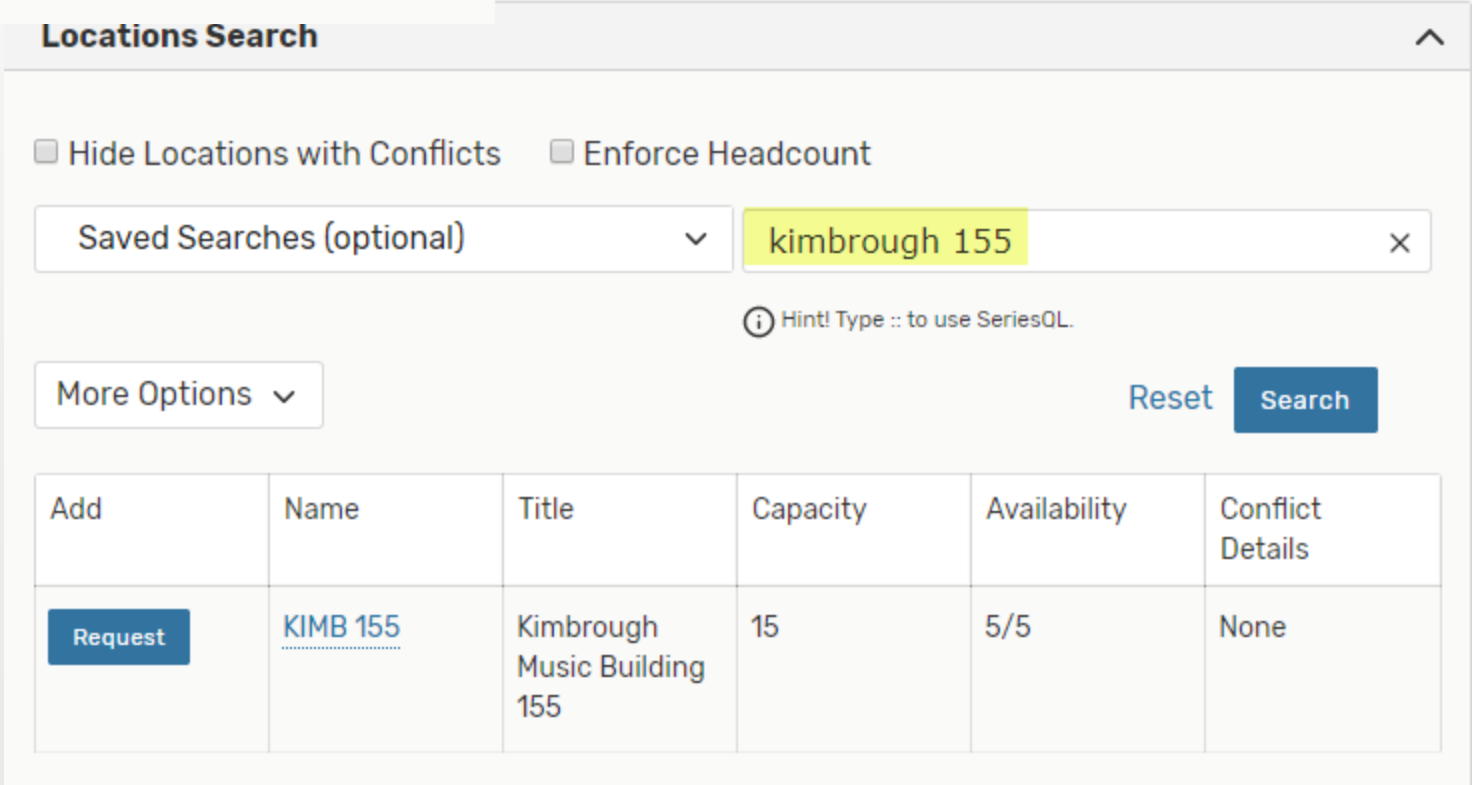


Type in the Location Search box

Click the X to allow editing and type a location



Search for a specific space



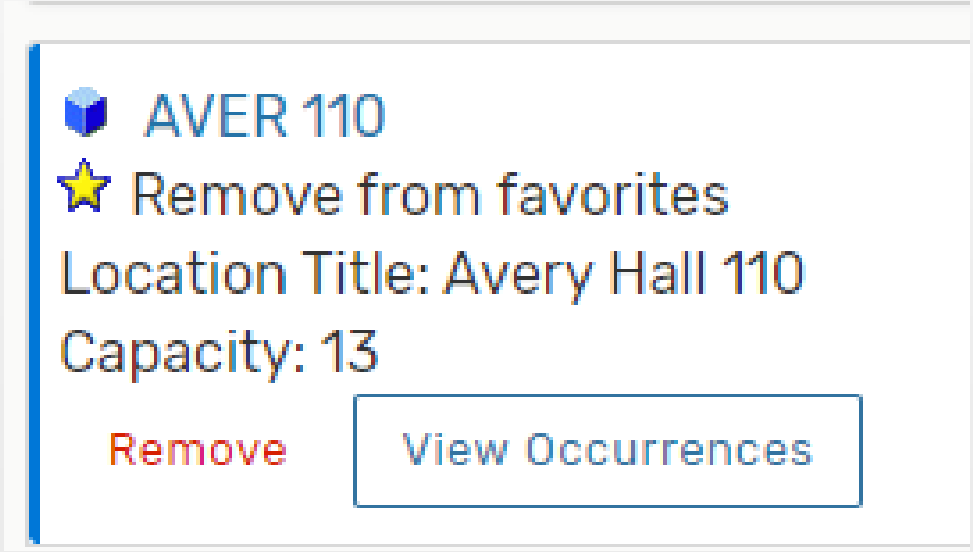
Location Searches

Select REQUEST to choose room

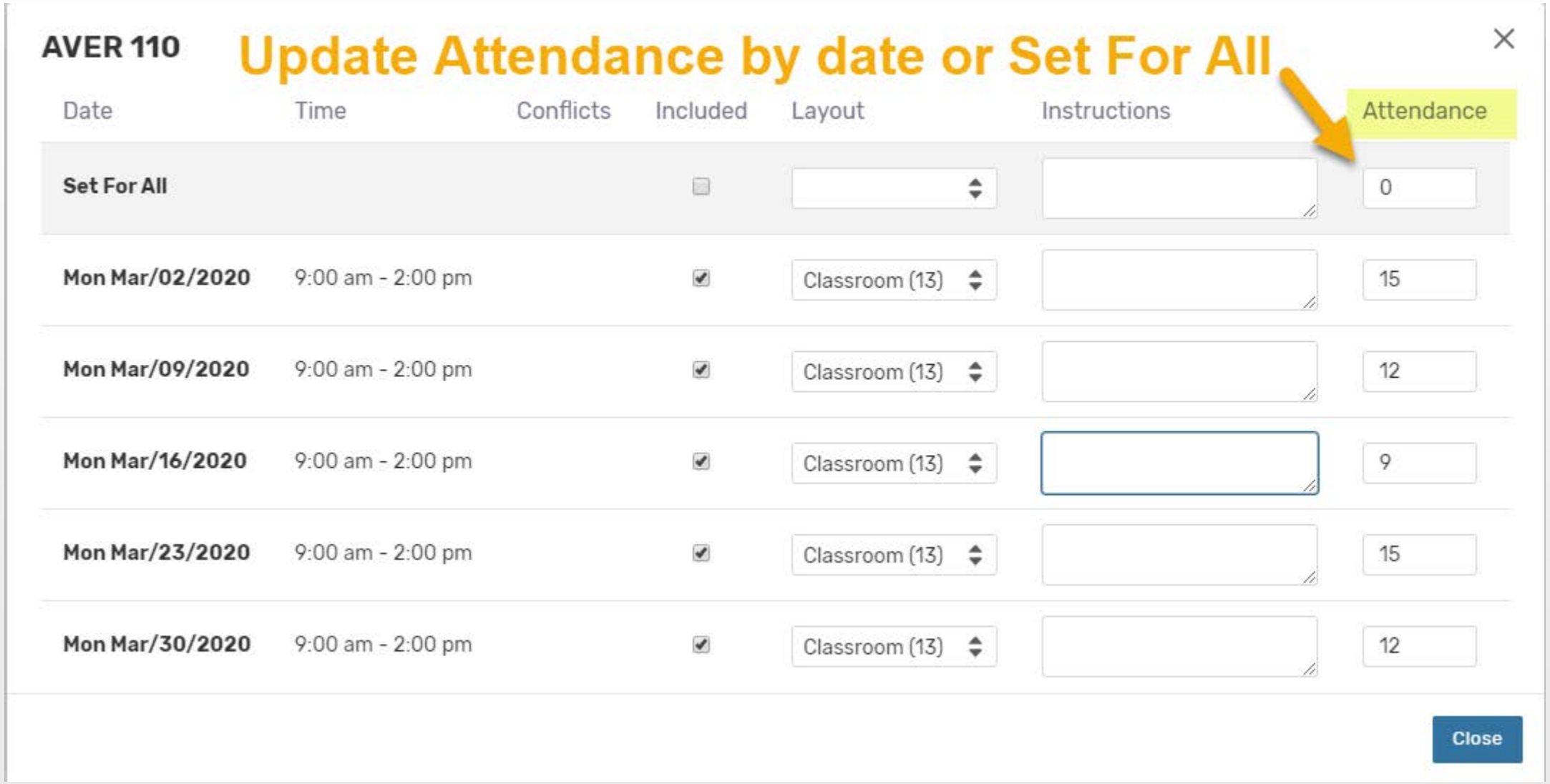
Request	AVER 110	Avery Hall 110	13	5/5	None

REQUEST selects the room.

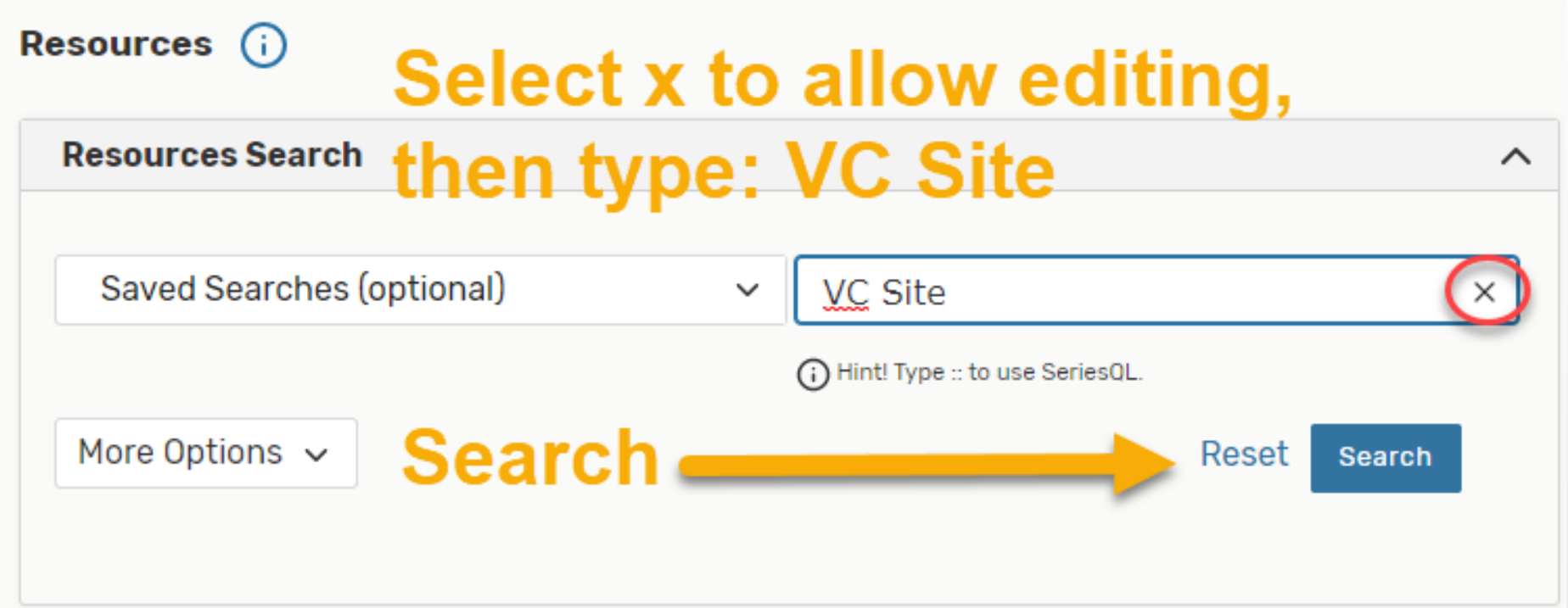
View Occurrences shows each date



View Occurrences

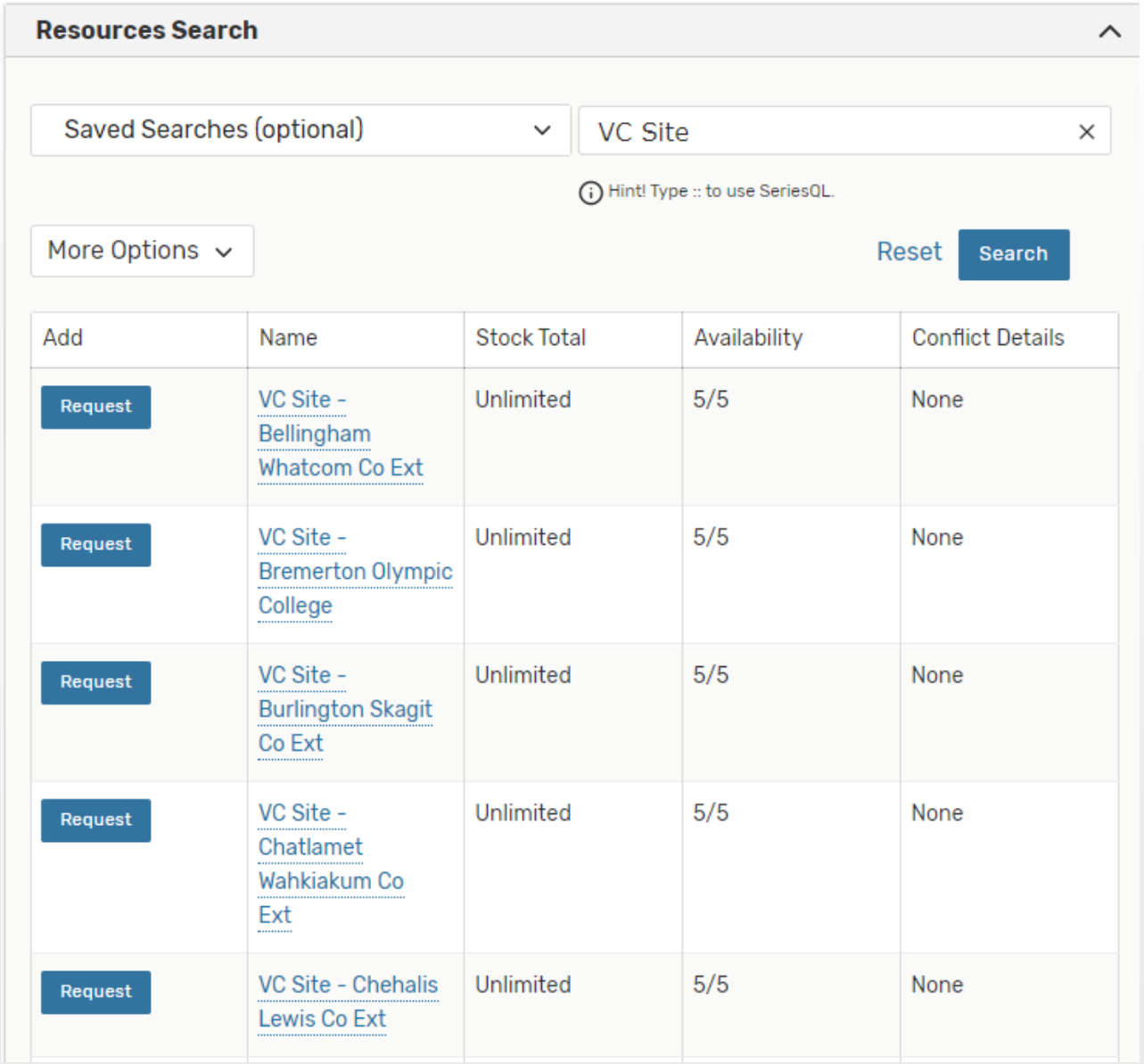


Resources: Just for VC



If Video Conference, Search VC Site

Resources: Select VC Sites



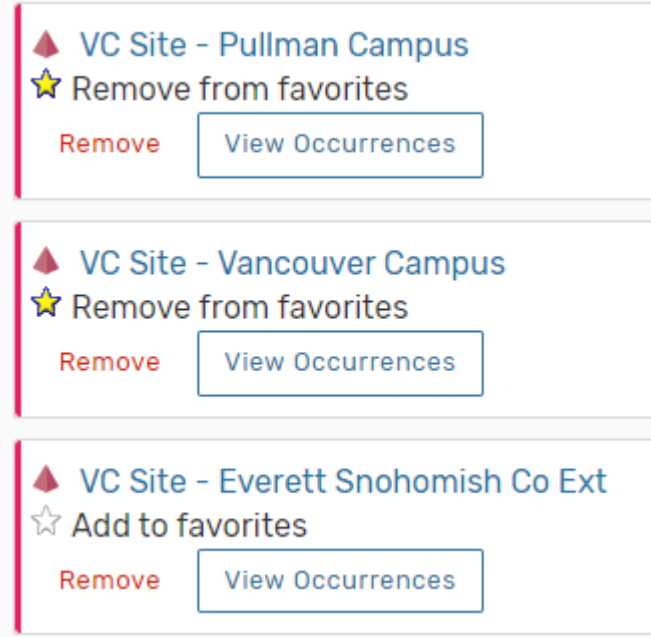
Select each VC Site that needs a Video Conference space.

VC Site: Select originating site

Add	Name	Stock Total	Availability	Conflict Details
Request	VC Site - Pullman Campus	Unlimited	5/5	None

Don’t forget to select your originating site, too!

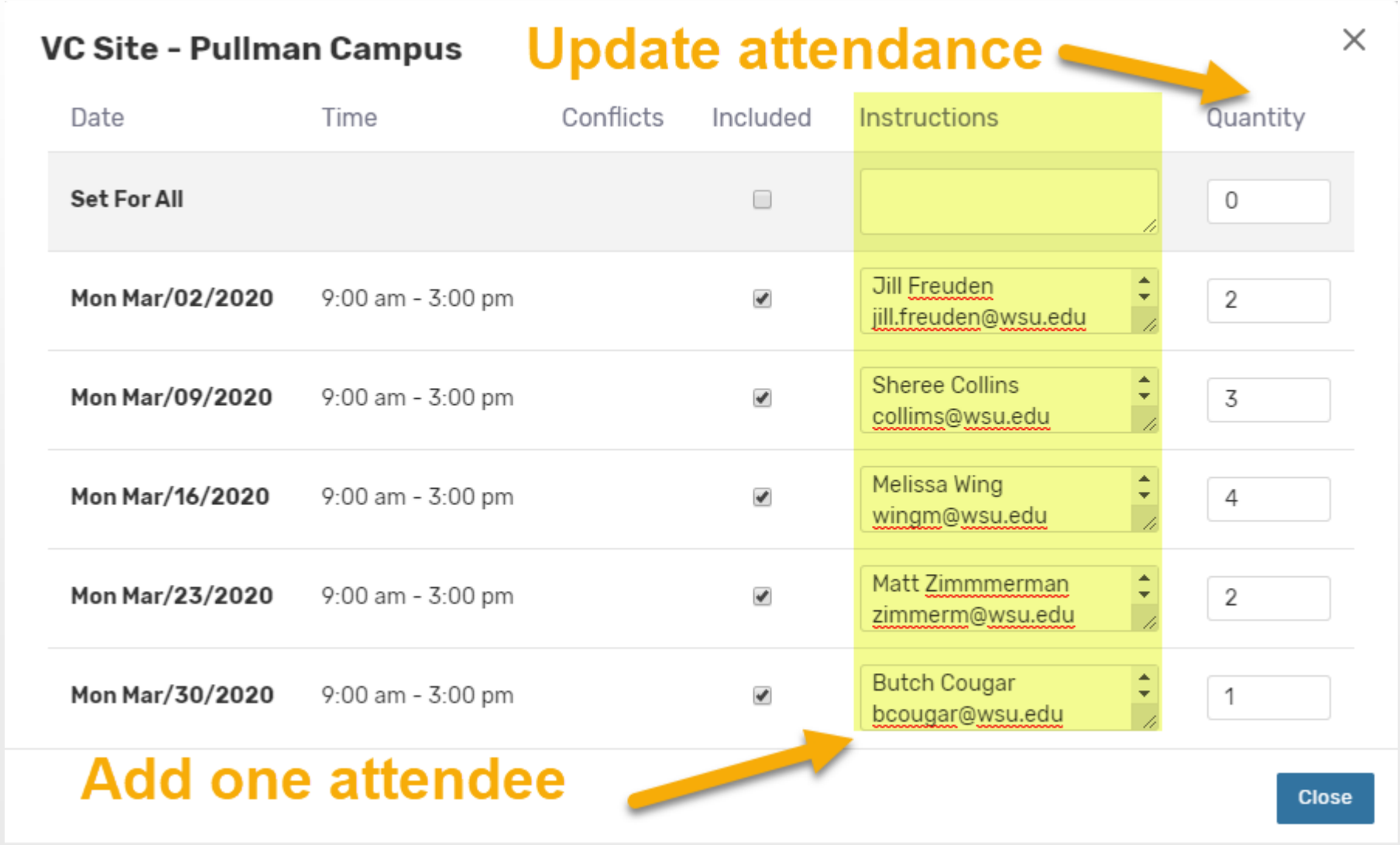
VC: View Occurrences



View Occurrences on each VC Site to edit attendance and add attendees.

Star your favorite VC Sites

VC: View Occurrences

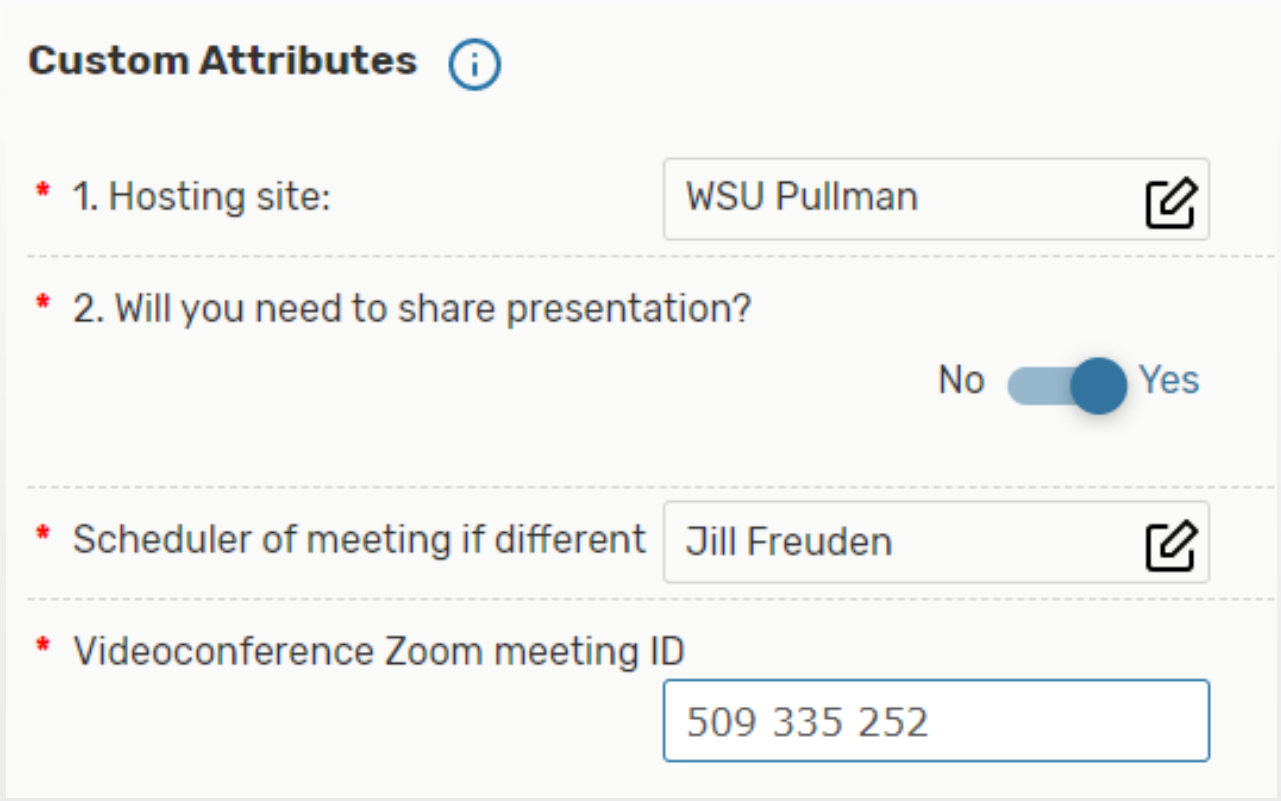


Add at least one attendee for each VC Site

Attach Files

This is not a good place for meeting agendas

Custom Attributes: VC Event



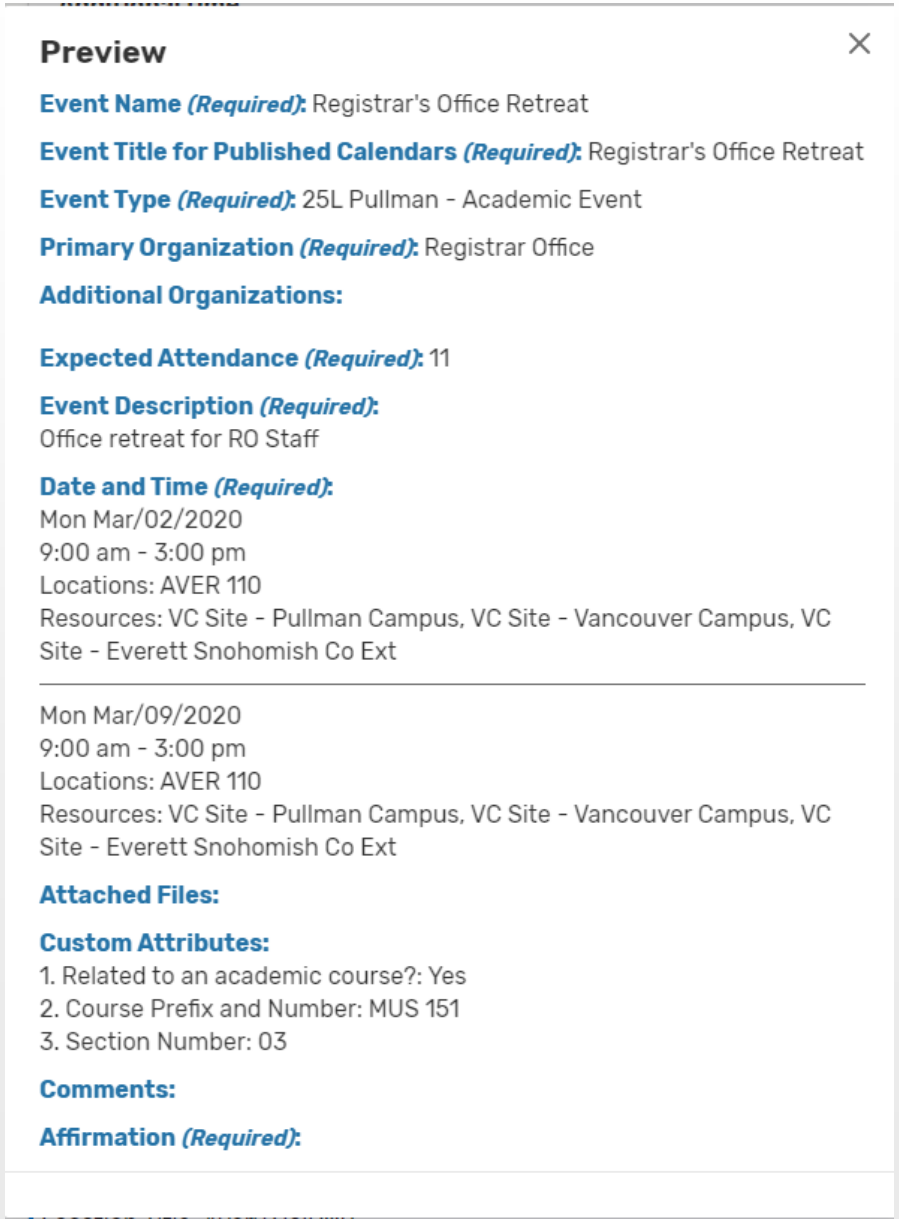
Attributes vary by event type.

If you will present anything, say YES

Agree to the Affirmation

Agree to the Affirmation.
PREVIEW your event before you save it

Agree to the Affirmation



PREVIEW the event, then SAVE

Event Details after SAVE

Butch MTWH DRAFT Draft 2019-AGQCKW Mon Aug/19/2019 6:10 am - 7:00 am
Butch MTWH Room Search Repeats every week on Monday, Tuesday, Wednesday and Thursday through 12/6

Details | Occurrences | Calendar | Task List | Audit Trail

Email others

Edit DRAFT Events only

Edit Event | Draft | More Actions

- Remove from Favorites
- Edit Event
- Copy Event
- Create 'To Do' Task
- Email Event Details
- Print a Report for this Event
- Subscribe to this Event

General

Event Name: Butch MTWH DRAFT
Event Title: Butch MTWH Room Search
Event Type: 25L Pullman - RSO Student Group Meeting
Organization: Registrar Office
Head Count: 11 expected
0 registered
Description: This is my room search event. Don't approve it, please.

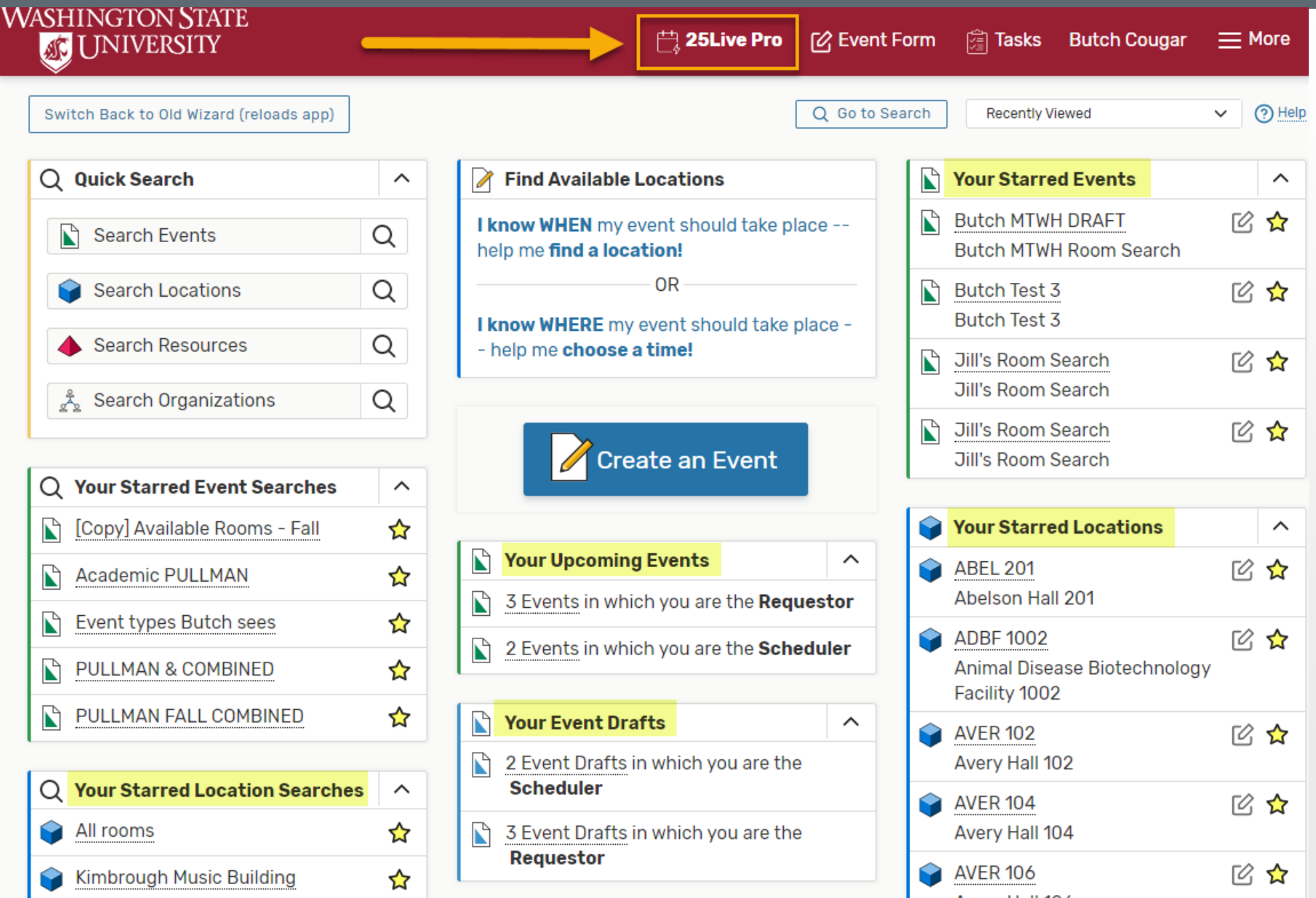
Event Categories

Custom Attributes

Event Info

Event Owner:
Creation Date:
Reference: 2019-AGQCKW

Find your Event later



Use the 25Live Pro icon to find the dashboard and your events

Event Information

- Events are submitted in DRAFT mode.
- Confirmed events are listed as CONFIRMED.
- Events are searchable by name or location.
- Academic Events (classes) are listed as TENTATIVE.

About Video Conferences

+

Schedule VC Sites in 25Live

wsu.zoom.us

Schedule Zoom
AND Schedule Rooms

Why in 25Live with Zoom?

Benefits of 25Live for VC:

- Schedules VC spaces for remote guests
- Gives guests a place to find the Zoom ID
- Informs local IT support that you have a VC

  This is especially important for high profile Video Conferences.

Pullman Approval Process

Pullman Registrar's Office

- Melissa Wing approves credit-bearing events.
- Sheree Collins approves videoconference, RSO, and other space requests.

Possible Future: Departmental space

- Departmental space requests will go to the designated Department Scheduler for approval.

Contact the Pullman Schedulers

Registrar.schedule.wsu.edu

Pullman Academic Schedulers

- schedule@wsu.edu
- 509.335.9507

Pullman Event Schedulers

- ro.eventscheduling@wsu.edu
- 509.335.6519

Office of the Registrar - Pullman

For more information, contact us:

Jill Freuden, Assistant Registrar

- 5-2522 | jill.freuden@wsu.edu

Melissa Wing, Program Coordinator

- 5-9507 | wingm@wsu.edu

Shereé Collins, Program Coordinator

- 5-6519 | collism@wsu.edu