

Freuden, Jill Nielsen

From: Freuden, Jill Nielsen
Sent: Monday, September 9, 2019 4:34 PM
To: schedulers_dept@lists.wsu.edu
Subject: Newsletter 3

Hello Everyone,

Thank you to everyone who has read our newsletters! We notice a difference! We have fielded a few emails from instructors regarding some of our recent changes. Please feel free to send our newsletters to others in your department as needed.

Announcement Recap: <https://registrar.schedule.wsu.edu/> for the latest information

- **25Live goes Pro on 10/7/19.** See below for Open Lab dates
- 25Live will no longer send auto-emails until the event is CONFIRMED. Search for your events in 25Live.
- We will no longer email schedulers regarding changes that we note in myWSU Maintain Schedule of Classes. The OBIEE Comments report, 25Live, or Maintain Schedule of Classes are options for checking on your requests.
- Schedule Builder Class 9/13/19. Additional action is required to attend. See our website: <https://registrar.schedule.wsu.edu/schedule-builder/access-and-training/>
- Join our listserv: [Schedulers-dept](#)
- Spring Final Proofing is open until 9/20/19: **Please create a Room Event Search to find available rooms and request a space.** For information on how to do this, use this link to find the updated pdf. https://registrar.schedule.wsu.edu/media/761562/25l-pro-room-search-instructions_090919.pdf. If you would like one-on-one help to set up your Room Search, email [Jill Freuden](#). Melissa prefers to send those requests without a space request back to you, so please suggest a room with your initial request.

CLEV 30 is now available as a large Video Conference space. Read this news brief by Deborah Carlson from 8/14/19

Classroom Technology/Capacity Expansion - Summer 2019

- PULLMAN, Wash. – Two general university classrooms in Cleveland Hall were recently converted into one larger auditorium accommodating 254 seat course sections. The tiered lecture halls previously accommodated about 125 students each. Demand for larger lecture spaces prompted the Provost's classroom committee to initiate the project which included removing a temporary wall between the two adjacent rooms, updating the aging teaching equipment and installing videoconferencing capabilities.
- The classroom committee recently finished another project in Bustad 145 auditorium. Power outlets were installed on the continuous tabletops of the heavily used 120 seat lecture hall.
- Classroom renewal projects planned for 2020 include the renewal of general university classrooms in Wilson-Short, College and Sloan Halls. These projects are scheduled to begin after spring semester ends, May 2020.
- For general information about general university classrooms, refer to the website at: <https://provost.wsu.edu/procedures/classrooms/>

Open Labs for 25Live Pro in ITB 2071

Bring your questions and learn more about 25Live Pro.

- **Tuesday, September 17, 10am:** Creating a Room Event Search to find available classrooms the easy way
- **Tuesday, September 24, 10am:** TBD
- **Monday, October 7, 10am:** 25Live goes Pro.

Regards, Jill '87

Washington State University | Office of the Registrar
French Administration 346 | POBox 641035 | Pullman, WA 99164-1035
509.335.2522 office | Jill.freuden@wsu.edu | residency@wsu.edu

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