From:	Freuden, Jill Nielsen
Sent:	Wednesday, September 25, 2019 3:17 PM
To:	schedulers_dept@lists.wsu.edu
Subject:	Newsletter 4

Hello Schedulers,

25Live goes Pro on 10/7. We still have a few open labs scheduled if you would like to learn more about it. We will offer them as Zoom Meetings in case other campuses need help or support as we go live. Watch registrar.schedule.wsu.edu for Announcements and more training guides. You can find the links to 25Live on our site as well!

25Live Pro Open Labs in ITB 2071

In preparation for the transition to 25Live Pro attend an Open Lab. Everyone is welcome! Jill & Sheree will be on hand to answer questions and demonstrate event scheduling.

- **Friday, 9/27/19 at 11am:** Event Schedulers - Scheduling Your Event in 25Live Pro. **Zoom Meeting ID:** 823 748 119

- **Monday, 10/7/19 at 10am:** Transition Day - General Help. **Zoom Meeting ID:** 118 896 212

- **Friday, 10/11/19 at 11am:** 25Live General Help -NEW!. **Zoom Meeting ID:** 137 411 970

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⌂ Site Home

Campus Scheduler's Contact Information

Departmental Scheduler's Contact Information

Academic Scheduling Deadlines

GUCs

Scheduling: Academic/Event

Announcements

Spring Finals Schedule is posted
Melissa has finished the Spring Finals schedule, so we decided to go ahead and post it a little early. You can find it on our **Finals Exam page**.
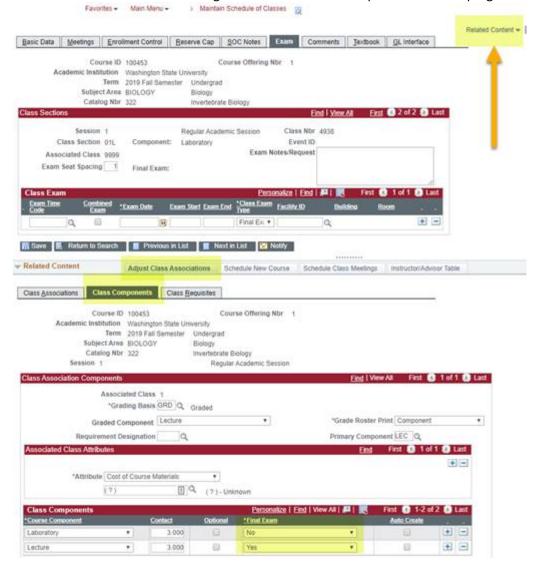
Final Proofing for Spring 2020 is CLOSED

Links to 25Live

25Live Pro

25Live Scheduling Tool

25Live Classic

Spring 2020 Changes in progress

- **When we post Schedule of Classes on October 1, not every course will have a room**. Please review Melissa's comments in OBIEE > Schedule Builder Dashboard > Schedule Builder > Schedule Builder Comments. You'll need to export as CSV and filter it in Excel for now. We are still working to get Subject, Session, and Catalog as filters in this report.
- **GUC_TBS**: If your courses have GUC_TBS as the Facility ID, please recommend a room in Notes/Requests. Melissa prefers that you request specific spaces, or at least buildings when you Approve a course. She has found that it takes MORE edits when she tries to guess which space you want. It's easier for everyone if you note your preferences.

- **Internal Notes**: You can leave notes to yourself in the Internal Notes field.

Final Exams

- We know we're early, but the **Spring 2020 Final Exam Schedule** has been posted. Thanks to all of you, Melissa is ahead of schedule and was able to finish this up before Spring SOC is ready. We know that you won't mind having this information early.
- **Fall 2020 Final Exam Room Assignments** will start getting scheduled the week of October 7.
- **No Final?** You can note this in Adjust Class Associations > Class Components. You can easily find this while in Maintain Schedule of Classes using the Related Content dropdown on the top right.

Happy Scheduling! - Jill '87

Jill Freuden | Assistant Registrar | Scheduling, Residency, and Technology

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