

25Live Reference Guide to Create Searches and Run Reports

Use this guide to:

1. Search for School Academic and/or Non-Academic Events:
 - Search for individual event
 - Search for group of events
 - Create event searches
 - Save event searches
2. Search for School Locations:
 - Search for specific department/school locations
 - Search for all school owned locations
 - Save location search
3. Create Reports using saved location and event searches

Web Browsers

The Office of Classroom Management (OCM) **highly** recommends below browsers for running the 25Live Scheduling System:



REPORT 25LIVE SYSTEM ISSUES TO THE OFFICE OF CLASSROOM MANAGEMENT

Please report any 25Live system ISSUES to OCM via ocm@miami.edu typing "25Live system issue" in the subject area. Remember to include in your email the following items: course-section(S), term, location information, a brief explanation of issue encountered and screen shots of the issue.



25Live Site & Sign In

1. Go to 25Live website by typing: <https://25live.collegenet.com/miami>

Click on the **Sign In** option

UNIVERSITY OF MIAMI

Sign In Today is Thu May-8-2014 Help

Home Events Organizations

Use this site to share event information with the University of Miami and get assistance promoting and organizing events on University Web calendars.

To submit info about your event you must have a valid Cane ID. Sign in (see link at top-right) and click the "Event Wizard" tab to submit an event.

If you need general assistance submitting event information, email uschedule@miami.edu or call 305-284-4775.

Help Documents (PDFs): [How to Submit an Event](#) | [The Lifecycle of an Event Request](#) | [How to Edit/Cancel a Calendar Listing](#)

Websites: [Canes Calendar](#) | [About the Canes Calendar](#) | [FAQs/Policies](#)

Dashboard Calendar

Quick Search

Search Events Go

Public Event Searches

- 'Canes Calendar Main
- Academic
- Admissions
- Alumni
- Arts and Culture
- Athletics

Sign In nity

Help

Recently Viewed (none)

REPORT 25LIVE SYSTEM ISSUES TO THE OFFICE OF CLASSROOM MANAGEMENT

Please report any 25Live system ISSUES to OCM via ocm@miami.edu typing "25Live system issue" in the subject area. Remember to include in your email the following items: course-section(S), term, location information, a brief explanation of issue encountered and screen shots of the issue.



OFFICE OF CLASSROOM MANAGEMENT

2. Use your Cane ID credentials (same as your **UM email login**) to log into 25Live.

A welcome message will show on the top of the screen followed by your user name and the date.

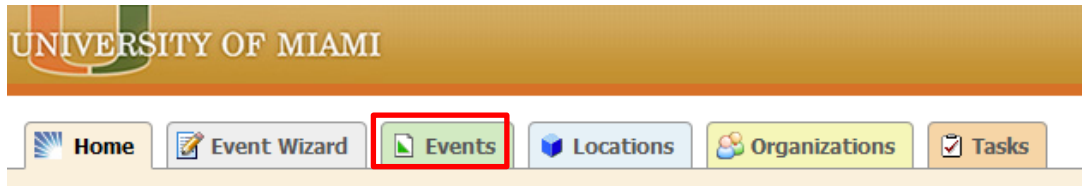
Please note system's tabs on the left side of home page.

REPORT 25LIVE SYSTEM ISSUES TO THE OFFICE OF CLASSROOM MANAGEMENT

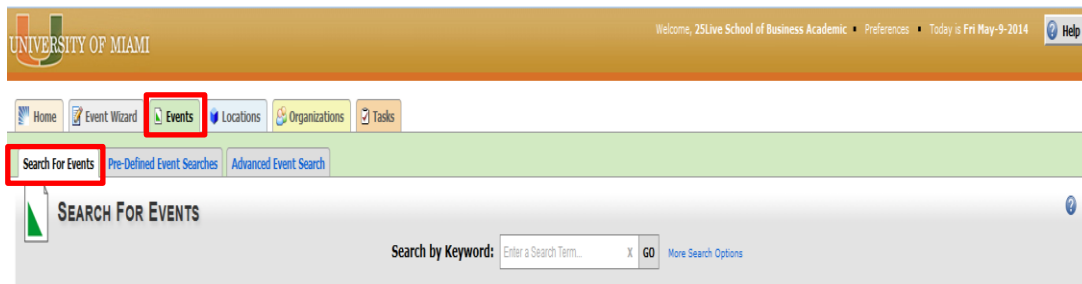
Please report any 25Live system ISSUES to OCM via ocm@miami.edu typing "25Live system issue" in the subject area. Remember to include in your email the following items: course-section(S), term, location information, a brief explanation of issue encountered and screen shots of the issue.

Creating Search for Academic Events:

Click on the **Event** tab



Tab will open a new window showing three sub-tabs related to searching events. You will use the first tab named: **Search for Events**



The **Search for Events** tab will allow user to search for:

- Specific event(s)** or group of events by typing event's name in the **Search by Keyword** field

Please follow below sample search given for accounting department: ACC. If record to be searched is a non-academic one, just type the event's name in corresponding search field.

Type record name (i.e., ACC) in the **Search by Keyword** text box

Click the **GO** button - system will display every single event that contains "ACC" in its name.



OFFICE OF CLASSROOM MANAGEMENT

Home **Events** Locations Organizations Reports

Search For Events Pre-Defined Event Searches

SEARCH FOR EVENTS

Search by Keyword: GO [More Search Options](#)

List

Dates: Current and Future Dates Choose Visible Columns Save Search Refresh

Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Creation Date	State	Locations
★ ACC 211 39	PRIN FINANCIAL ACC	2014-AAGLVB	ACC	LEC	2145		May-19-2014	Mar-21-2014	Tentative	Dooly Memorial 109
★ ACC 211 A	PRIN FINANCIAL ACC	2014-AAGGHF	ACC	LEC	2148		Aug-25-2014	Mar-17-2014	Tentative	Dooly Memorial 200
★ ACC 211 B	PRIN FINANCIAL ACC	2014-AAGGHG	ACC	LEC	2148		Aug-25-2014	Mar-17-2014	Tentative	Dooly Memorial 200
★ ACC 211 C	PRIN FINANCIAL ACC	2014-AAGGHH	ACC	LEC	2148		Aug-25-2014	Mar-17-2014	Tentative	Dooly Memorial 200
★ ACC 211 D	PRIN FINANCIAL ACC	2014-AAGGUF	ACC	LEC	2148		Aug-25-2014	Mar-17-2014	Tentative	Dooly Memorial 200
★ ACC 211 E	PRIN FINANCIAL ACC	2014-AAGGUG	ACC	LEC	2148		Aug-25-2014	Mar-17-2014	Tentative	Dooly Memorial 200
★ ACC 211 G	PRIN FINANCIAL ACC	2014-AAGGUH	ACC	LEC	2148		Aug-25-2014	Mar-17-2014	Tentative	Stubblefield 508
★ ACC 211 KX	PRIN FINANCIAL ACC	2014-AAGGKG	ACC	LEC	2148		Aug-25-2014	Mar-17-2014	Tentative	Dooly Memorial 200
★ ACC 211 KY	PRIN FINANCIAL ACC	2014-AAGGUI	ACC	LEC	2148		Aug-27-2014	Mar-17-2014	Tentative	Dooly Memorial 200
★ ACC 211 N	PRIN FINANCIAL ACC	2014-AAGGUJ	ACC	LEC	2148		Aug-26-2014	Mar-17-2014	Tentative	Mahoney/Pearson Com 103

Information is current as of May-30-2014 12:28pm

About 110 Matching Events Page 1 of 11
First Previous 1 2 3 4 5 Next Last

Screenshot above shows searched ACC group of events using the **List** view (List tab). Information can also be displayed in “Calendar” view by clicking on the **Calendar** tab.

Keep in mind that 25Live will display current and future events by default. Date link allows user to change date or date-range.

When searching for academic departments, use the three-letters abbreviated name given to academic departments; i.e., ACC, BSL, COM, MTH, ARH, BIL. All other non-academic events can be searched by typing the name given to the event.

Below screenshot, shows the different columns containing information for your event search:

Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Creation Date	State	Locations
------	-------	-----------	---------------	------	------------	-----------	------------	---------------	-------	-----------

REPORT 25LIVE SYSTEM ISSUES TO THE OFFICE OF CLASSROOM MANAGEMENT

Please report any 25Live system ISSUES to OCM via ocm@miami.edu typing “25Live system issue” in the subject area. Remember to include in your email the following items: course-section(S), term, location information, a brief explanation of issue encountered and screen shots of the issue.



Depending on the type of event, information displayed under each column above will indicate:

- **Name:** abbreviated course section information or non-academic event's name
- **Title:** long title for the academic record/long name given to the non-academic event
- **Reference:** number given automatically to the record once entered in 25Live system
- **Organization:** department abbreviation/name of organization listed as reserving the space
- **Type:** class type/non-academic event type
- **Category:** academic term/no info will be displayed under this column for non-academic events
- **Your role:** no information will be displayed for academic records/requestor or scheduler will show for non-academic events
- **Start Date:** beginning date for reservation
- **Creation Date:** date when event was brought over via the interface for academic records/date when non-academic events was created in the system
- **State:** tentative or cancelled will show for academic records/in addition to the two states showing for academic records: draft (not holding location) will appear for non-academic events.
- **Location:** space assigned to the event

If in need to modify your search or view, please note indications below:

- **Click** on the **Date** link – to select a specific date or date range
- **Click** on the **Choose Visible Columns**, to hide/show columns needed
- **Click** on the **Refresh** link or **GO** button, if search was modified, to show updated data
- **Click** on the button left corner info box, to select a different **page number** showing searched information (Next and Last links will take user to **next** page or **last** page if needed).
- **Type** a new event name on the **Search for Event** field to look/search for a different event. Click on the **GO** button or **Refresh** key for system to display new searched information.
- **Save** search by clicking on the **Save Search** link

REPORT 25LIVE SYSTEM ISSUES TO THE OFFICE OF CLASSROOM MANAGEMENT

Please report any 25Live system ISSUES to OCM via ocm@miami.edu typing "25Live system issue" in the subject area. Remember to include in your email the following items: course-section(S), term, location information, a brief explanation of issue encountered and screen shots of the issue.



OFFICE OF CLASSROOM MANAGEMENT

User could also just look for a specific event using this search option.

Type event's full name; i.e., ACC 212 A

Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Creation Date	State	Locations
ACC 212 E	MANAGERIAL ACC	2014-AAGGXJ	ACC	LEC	2148		Aug-25-2014	Mar-17-2014	Tentative	Dooly Memorial 212
ACC 212 E1	MANAGERIAL ACC	2014-AAGGXJ	ACC	LEC	2148		Aug-25-2014	Mar-17-2014	Tentative	Dooly Memorial 205
ACC 212 G	MANAGERIAL ACC	2014-AAGGXJ	ACC	LEC	2148		Aug-25-2014	Mar-17-2014	Tentative	Dooly Memorial 212
ACC 212 G1	MANAGERIAL ACC	2014-AAGGXO	ACC	LEC	2148		Aug-25-2014	Mar-17-2014	Tentative	Dooly Memorial 203
ACC 212 KY	MANAGERIAL ACC	2014-AAGGXS	ACC	LEC	2148		Aug-27-2014	Mar-17-2014	Tentative	Dooly Memorial 202
ACC 212 N	MANAGERIAL ACC	2014-AAGGXT	ACC	LEC	2148		Aug-26-2014	Mar-17-2014	Tentative	Dooly Memorial 202
ACC 212 O	MANAGERIAL ACC	2014-AAGGXU	ACC	LEC	2148		Aug-26-2014	Mar-17-2014	Tentative	Dooly Memorial 202
ACC 212 P	MANAGERIAL ACC	2014-AAGGXW	ACC	LEC	2148		Aug-26-2014	Mar-17-2014	Tentative	Dooly Memorial 202
ACC 212 Q	MANAGERIAL ACC	2014-AAGGXV	ACC	LEC	2148		Aug-26-2014	Mar-17-2014	Tentative	Mahoney/Pearson Com 104
ACC 212 VY	MANAGERIAL ACC	2014-AAGMBH	ACC	LEC	2145		Jul-01-2014	Mar-21-2014	Tentative	Dooly Memorial 109

After verifying that created search displays all data needed, proceed to save your search.

Click on Save Search link –

Save Event Search

Save this search using:

Search Criteria

Save the following criteria as a search:
Keyword is: "acc"

Saving the criteria as a search will store as part of the search all the individual selections you made to return the resulting objects.

Note: Keyword searches, when used in combination with other criteria, are saved as a standalone search which is then included within the larger search. Consequently, two searches may be added. [Read more.](#)

Note: Date criteria cannot be added to 25Live searches.

Search Results

There are either too many results or no results to save as a search.

Search Name:

Add this to Your Starred Searches.

Save Search

REPORT 25LIVE SYSTEM ISSUES TO THE OFFICE OF CLASSROOM MANAGEMENT

Please report any 25Live system ISSUES to OCM via ocm@miami.edu typing "25Live system issue" in the subject area. Remember to include in your email the following items: course-section(S), term, location information, a brief explanation of issue encountered and screen shots of the issue.

Select one of the two saving option provided

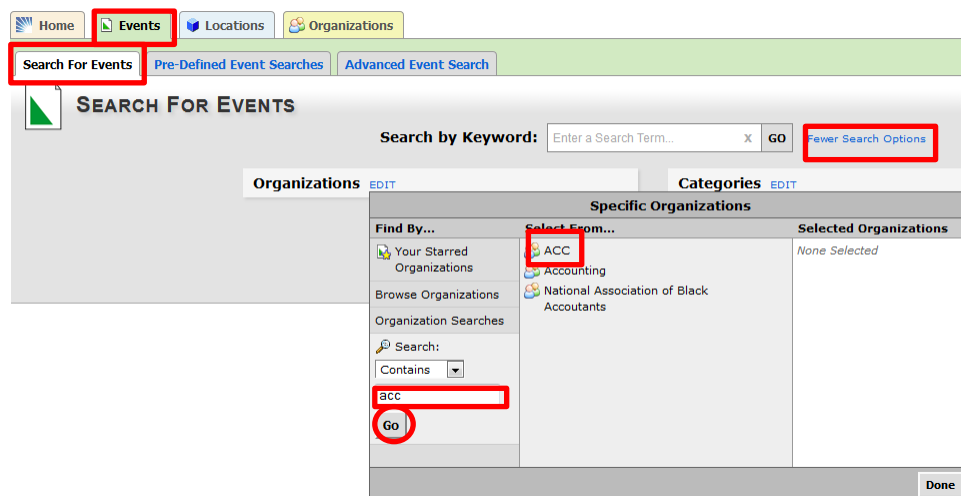
Type a name for your event

Click Save Search

Searching events using “More Search Options” link

This option will allow user to define search using additional parameters.

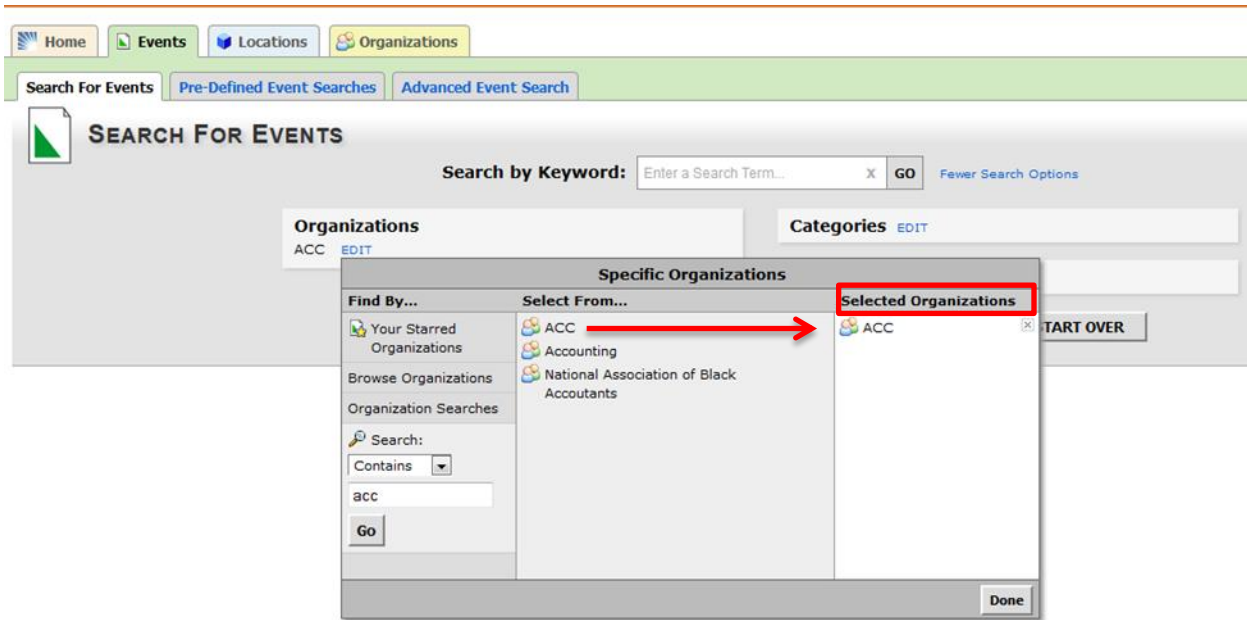
1. Click on the **EDIT** option located by the **Organizations** field in the Search for Events tab.
2. Enter the three letter organization (abbreviated department’s name) i.e., ACC – accounting department, if looking for event
3. Click **GO**
4. Organization ACC will appear in the middle section of the message box under the column that reads **Select From...**
5. Click over the organization’s name (i.e., ACC)



REPORT 25LIVE SYSTEM ISSUES TO THE OFFICE OF CLASSROOM MANAGEMENT

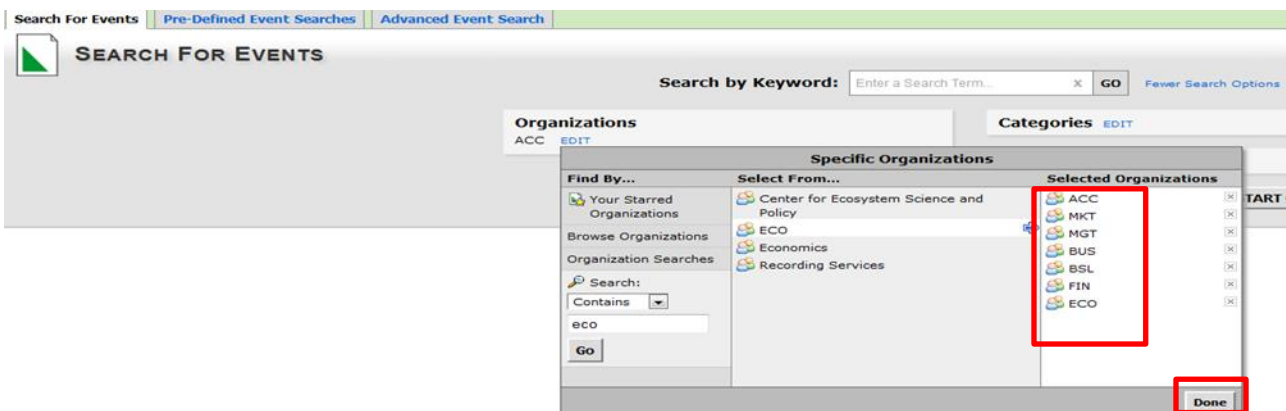
Please report any 25Live system ISSUES to OCM via ocm@miami.edu typing “25Live system issue” in the subject area. Remember to include in your email the following items: course-section(S), term, location information, a brief explanation of issue encountered and screen shots of the issue.

Organization will appear in the Selected Organizations column



If you need to add more than one organization to your search (i.e., MKT, BUS, MGT, etc...), just repeat the steps 1-5 to select each organization until you have all the desired school organizations showing in the **Selected Organizations** column.

Click Done



REPORT 25LIVE SYSTEM ISSUES TO THE OFFICE OF CLASSROOM MANAGEMENT

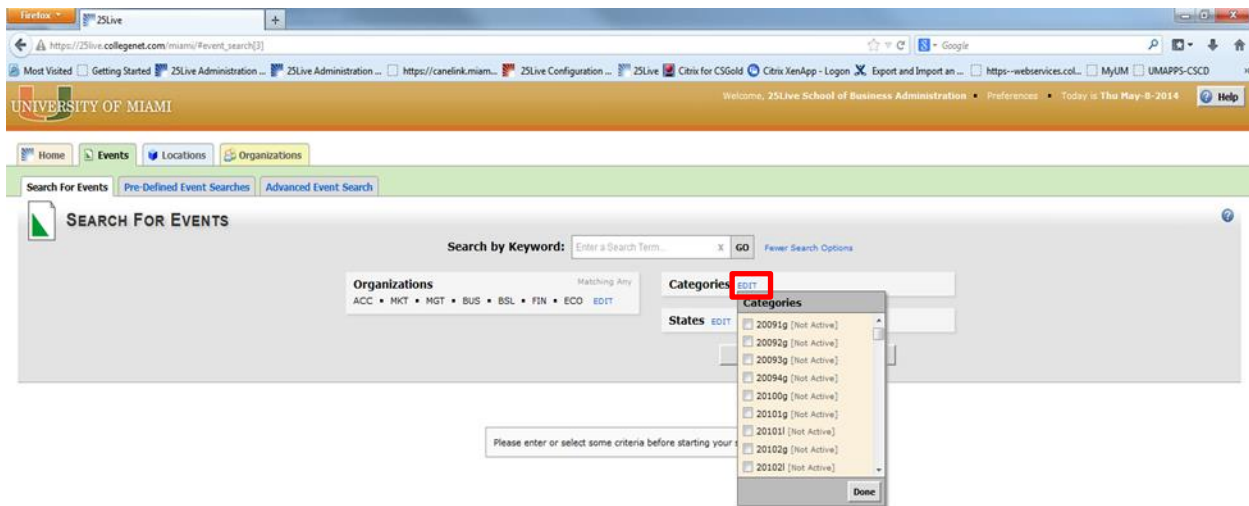
Please report any 25Live system ISSUES to OCM via ocm@miami.edu typing "25Live system issue" in the subject area. Remember to include in your email the following items: course-section(S), term, location information, a brief explanation of issue encountered and screen shots of the issue.



OFFICE OF CLASSROOM MANAGEMENT

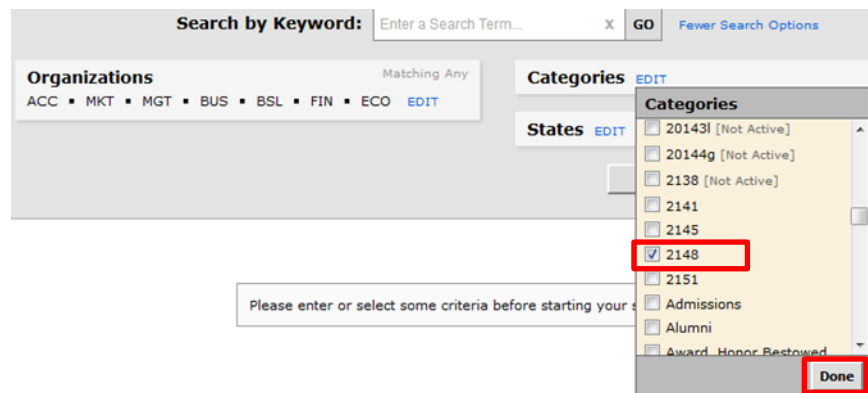
After selecting one or all of your school organizations needed for your search, select academic term contained in the Categories feature.

Click on the **EDIT** key next to **Categories** to indicate specific Academic term (CaneLink term)



Check **Category box** needed – CaneLink academic term (i.e., 2138, 2141, 2145, 2148, etc.) – Notice that all others (CSCD ones) are showing as Not Active. If by clicking on the check box, Category does not get selected successfully, please click on the Category name for selection

Click on **Done**



You can refine the search by editing the event's **States**.

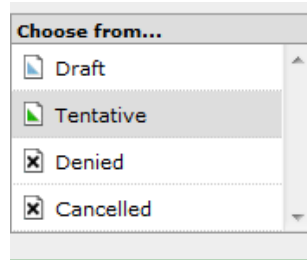
REPORT 25LIVE SYSTEM ISSUES TO THE OFFICE OF CLASSROOM MANAGEMENT

Please report any 25Live system ISSUES to OCM via ocm@miami.edu typing "25Live system issue" in the subject area. Remember to include in your email the following items: course-section(S), term, location information, a brief explanation of issue encountered and screen shots of the issue.



OFFICE OF CLASSROOM MANAGEMENT

Click on the **EDIT** link next to **States** and select Tentative – search will only show events listed as Tentative in the system for academic events. Non-academic events can show as draft, tentative and confirmed.



Click on **Done**

Click the **GO** button

Click on the **List** tab to see results of the search

Search For Events | [Pre-Defined Event Searches](#) | [Advanced Event Search](#)

SEARCH FOR EVENTS

Search by Keyword: X **GO** [Fewer Search Options](#)

Organizations Matching Any: ACC • MKT • MGT • BUS • BSL • FIN • ECO [EDIT](#)

Categories 2148 [EDIT](#)

States [EDIT](#)

GO **START OVER**

List **Calendar**

Dates: Current and Future Dates | Choose Visible Columns | [Save Search](#) | [Refresh](#)

Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Creation Date	State	Locations
ACC 211 A	PRIN FINANCIAL ACC	2014-AAGGHF	ACC	LEC	2148		Aug-25-2014	Mar-17-2014	Tentative	Dooly Memorial 200
ACC 211 B	PRIN FINANCIAL ACC	2014-AAGGHG	ACC	LEC	2148		Aug-25-2014	Mar-17-2014	Tentative	Dooly Memorial 200
ACC 211 C	PRIN FINANCIAL ACC	2014-AAGGHH	ACC	LEC	2148		Aug-25-2014	Mar-17-2014	Tentative	Dooly Memorial 200
ACC 211 D	PRIN FINANCIAL ACC	2014-AAGGUF	ACC	LEC	2148		Aug-25-2014	Mar-17-2014	Tentative	Dooly Memorial 200
ACC 211 E	PRIN FINANCIAL ACC	2014-AAGGUG	ACC	LEC	2148		Aug-25-2014	Mar-17-2014	Tentative	Dooly Memorial 200
ACC 211 G	PRIN FINANCIAL ACC	2014-AAGGUH	ACC	LEC	2148		Aug-25-2014	Mar-17-2014	Tentative	Stubblefield 508
ACC 211 KX	PRIN FINANCIAL ACC	2014-AAGGKG	ACC	LEC	2148		Aug-25-2014	Mar-17-2014	Tentative	Dooly Memorial 200
ACC 211 KY	PRIN FINANCIAL ACC	2014-AAGGUI	ACC	LEC	2148		Aug-27-2014	Mar-17-2014	Tentative	Dooly Memorial 200
ACC 211 N	PRIN FINANCIAL ACC	2014-AAGGUJ	ACC	LEC	2148		Aug-26-2014	Mar-17-2014	Tentative	Mahoney/Pearson Com 103
ACC 211 O	PRIN FINANCIAL ACC	2014-AAGGUK	ACC	LEC	2148		Aug-26-2014	Mar-17-2014	Tentative	Whitten LC 160

Information is current as of May-08-2014 12:45pm

About 380 Matching Events Page 1 of 38
 First Previous 1 2 3 4 5 Next Last

REPORT 25LIVE SYSTEM ISSUES TO THE OFFICE OF CLASSROOM MANAGEMENT

Please report any 25Live system ISSUES to OCM via ocm@miami.edu typing "25Live system issue" in the subject area. Remember to include in your email the following items: course-section(S), term, location information, a brief explanation of issue encountered and screen shots of the issue.



OFFICE OF CLASSROOM MANAGEMENT

Before saving a search, make sure to review displayed data by clicking on the **Next, Last** or number options showing at the bottom of the screen. You could also change search view from List to Calendar mode by clicking on tab located in the middle section of the screen.

Sample above shows all 2148 courses offered by the School of Business for the fall 2014 term. – Keep in mind that 25Live scheduling system will **only** show course sections entered in CaneLink with meeting patterns (days/times).

Click on **Save** to save your search or go back to the **Categories, Organization** and/or **State EDIT** keys to modify parameters for your search before saving it.

Click on **Refresh**

Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Creation Date	State	Locations
ACC 211 A	PRIN FINANCIAL ACC	2014-AAGGHF	ACC	LEC	2148		Aug-25-2014	Mar-17-2014	Tentative	Dooly Memorial 200
ACC 211 B	PRIN FINANCIAL ACC	2014-AAGGHG	ACC	LEC	2148		Aug-25-2014	Mar-17-2014	Tentative	Dooly Memorial 200

Click **Save**

Save Event Search

Save this search using:

Search Criteria

Save the following criteria as a search:
Organizations (Any): ACC, MKT, MGT, BUS, BSL, FIN, ECO
Categories (Any): 2148

Saving the criteria as a search will store as part of the search all the individual selections you made to return the resulting objects.

Note: Date criteria cannot be added to 25Live searches.

Search Results

There are either too many results or no results to save as a search.

Search Name:

Add this to Your Starred Searches.

Save Search

You can add created search as a "favorite" search

REPORT 25LIVE SYSTEM ISSUES TO THE OFFICE OF CLASSROOM MANAGEMENT

Please report any 25Live system ISSUES to OCM via ocm@miami.edu typing "25Live system issue" in the subject area. Remember to include in your email the following items: course-section(S), term, location information, a brief explanation of issue encountered and screen shots of the issue.

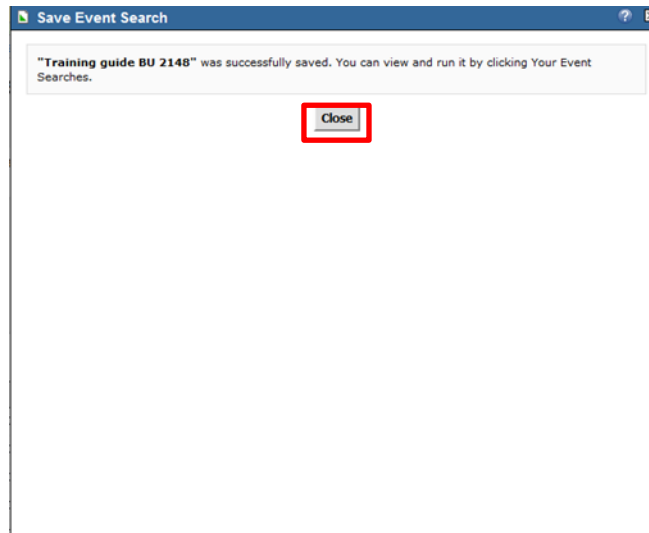


OFFICE OF CLASSROOM MANAGEMENT

Click on **Add this to Your Starred Searches**

Click **Save Search**

Click **Close**



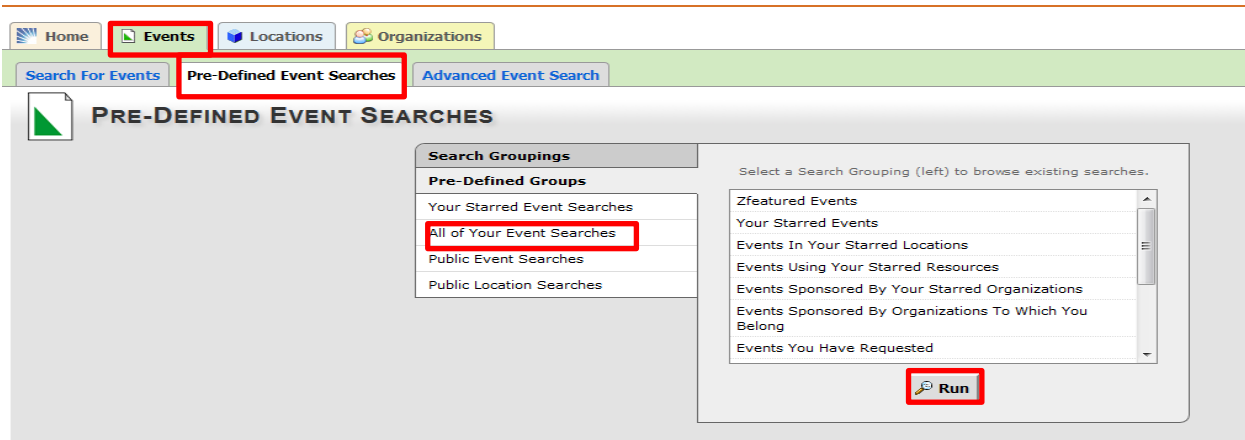
REPORT 25LIVE SYSTEM ISSUES TO THE OFFICE OF CLASSROOM MANAGEMENT

Please report any 25Live system ISSUES to OCM via ocm@miami.edu typing "25Live system issue" in the subject area. Remember to include in your email the following items: course-section(S), term, location information, a brief explanation of issue encountered and screen shots of the issue.

To reference any created/saved event search...

Click on the **Pre-Defined Event Searches**

Select **All of Your Event Searches**



Saved search will show on box to the right

Click over the search's name

Click on **Run** button

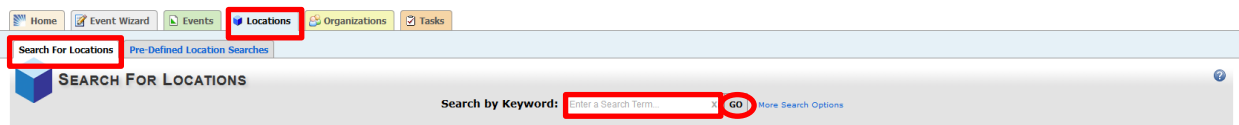
Creating a Location Search

For a quick view of space availability:

Click on the **Locations** tab

Type on the **Search by Keyword** the name of your school owned building

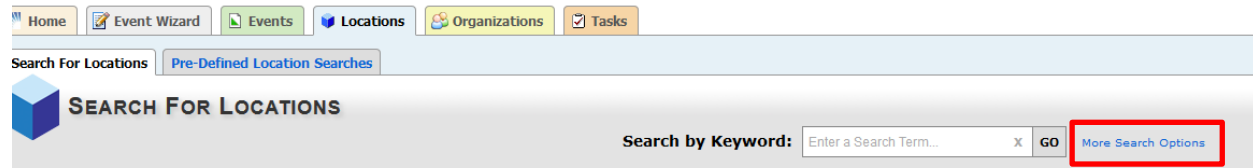
Click **GO**



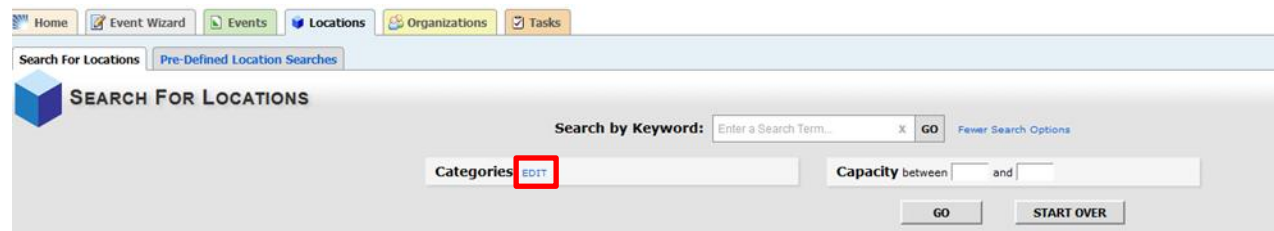
User could also go to the HOME tab in 25Live and type name of location in the Location field

To Create a Location Search with school/department owned spaces:

Click on the **More Search Options** link



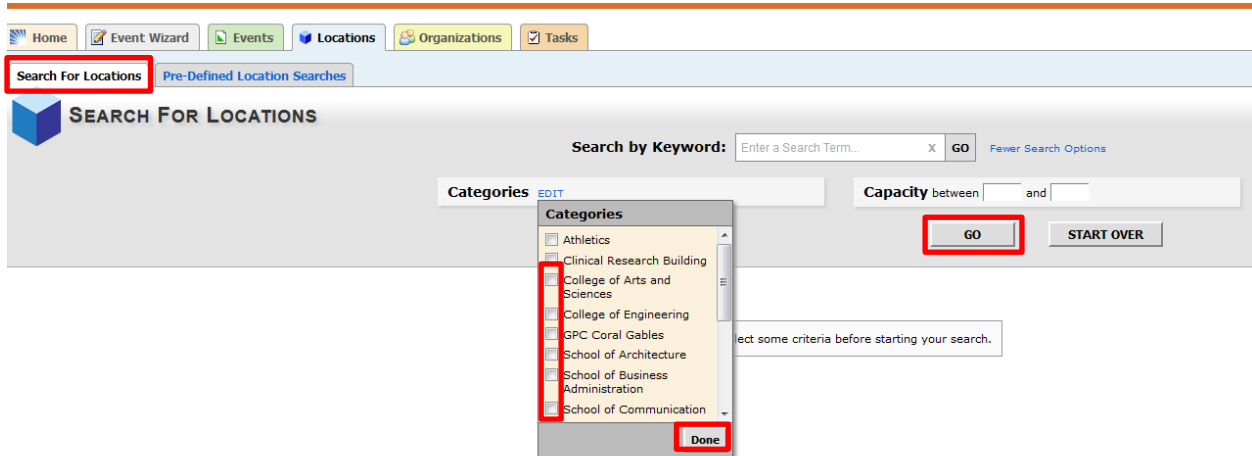
Click on **EDIT** link located beside the **Categories** option





OFFICE OF CLASSROOM MANAGEMENT

Select your Category/ School



Click on **Done**

Click on **GO**

REPORT 25LIVE SYSTEM ISSUES TO THE OFFICE OF CLASSROOM MANAGEMENT

Please report any 25Live system ISSUES to OCM via ocm@miami.edu typing "25Live system issue" in the subject area. Remember to include in your email the following items: course-section(S), term, location information, a brief explanation of issue encountered and screen shots of the issue.

School's name will appear under the **Category** field and school's owned/administered spaces will display.

Move scroll bar to see all of the spaces.

Notify OCM if not all spaces are displaying or if a space, not managed by your school appears in the list.

SEARCH FOR LOCATIONS

Search by Keyword: Enter a Search Term... GO Fewer Search Options

Categories: School of Business Administration EDIT

Capacity between and

GO START OVER

List Availability Calendar

Date: Mon May-12-2014 Same-Day Event View: Overlapping Save Search Refresh What is this view?

Name	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10
Jenkins 517H																
Jenkins 517Q																
Jenkins 517R																
Jenkins 521B																
Jenkins 521C																
Jenkins 523A																
Jenkins 523D																
Jenkins 523E																
Jenkins 523F																
Jenkins 523G																
Stubblefield 204																
Stubblefield 208						John Barrios ACC P										
Stubblefield 302																
Stubblefield 308																
Stubblefield 402													MGT 653 68 MMP			
Stubblefield 408						ACC 616 (Becker - Review)							NAS 610 60 MMP			
Stubblefield 502						MGT 304 880 CS										
Stubblefield 508								MGT 302 83 CS								
								MGT 401 882 CS								

If you would like to be able to see all spaces owned by your school at any given time just save the search

Click on **Save Search**

You may use the **Date** option to check schedule information for any given day.



Click on the **List** tab is you just want to have all of your locations listed.

Click on the **Calendar** tab if you want to see events scheduled in your spaces through a calendar view

REPORT 25LIVE SYSTEM ISSUES TO THE OFFICE OF CLASSROOM MANAGEMENT

Please report any 25Live system ISSUES to OCM via ocm@miami.edu typing "25Live system issue" in the subject area. Remember to include in your email the following items: course-section(S), term, location information, a brief explanation of issue encountered and screen shots of the issue.

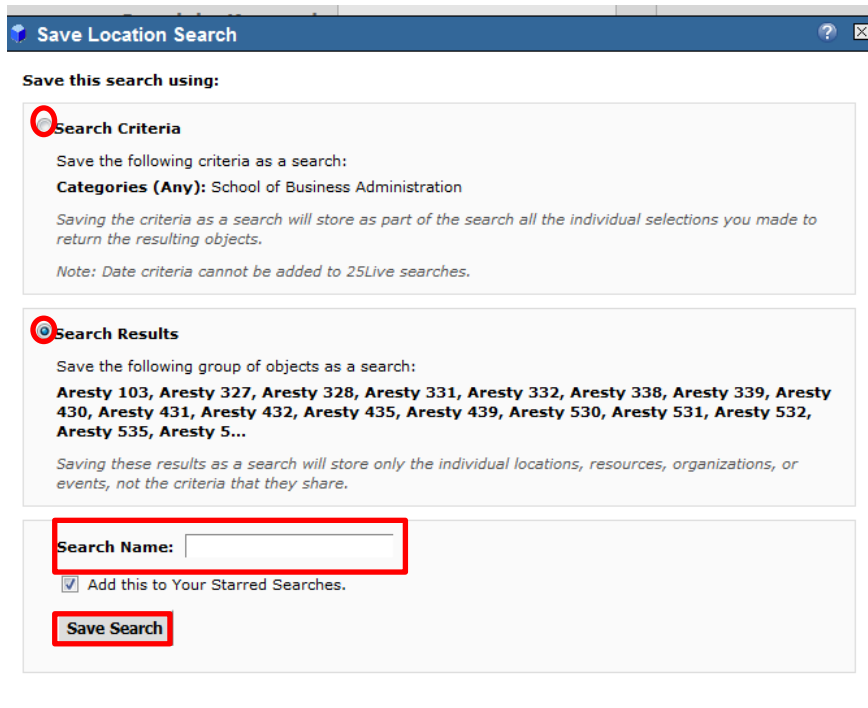
If as a School Scheduler you have preferred locations to schedule course sections in, you can actually make such spaces your “favorites”

To mark your spaces as “favorites” and to have them show in a search, **click on** the blank star  icon for every space in your list. Icon will change color and show .

Click on **Save Search**

A new window message will appear for you to select the kind of search you will be saving

Once you make a selection (search can be saved **by Criteria or by Results**), system, by default, will save your search as a “**Starred Search**”



Type a name for your search in the **Search Name** field

Click **Save Search**

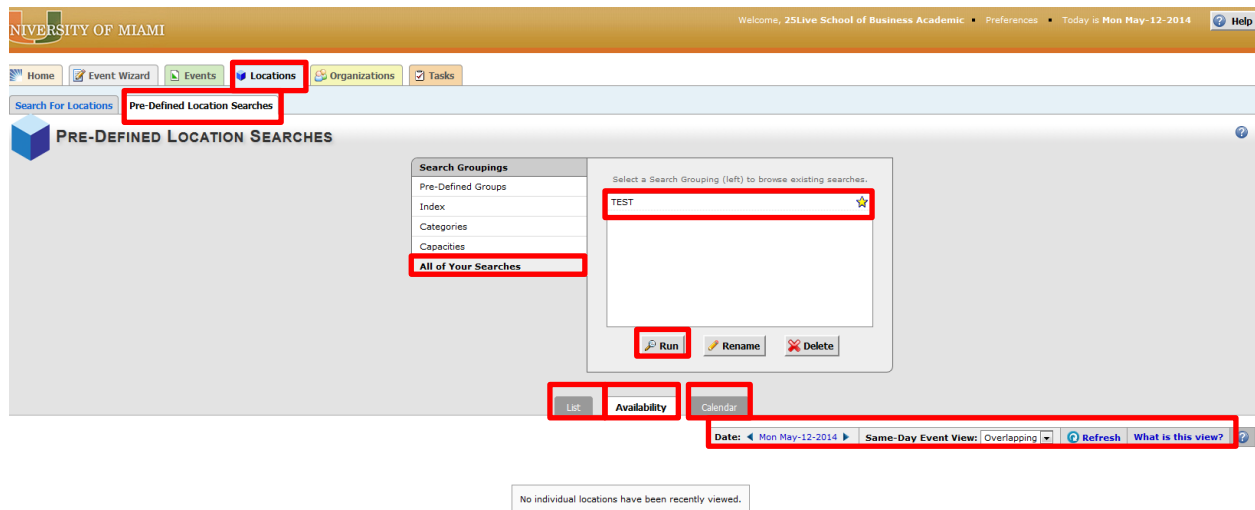
REPORT 25LIVE SYSTEM ISSUES TO THE OFFICE OF CLASSROOM MANAGEMENT

Please report any 25Live system ISSUES to OCM via ocm@miami.edu typing “25Live system issue” in the subject area. Remember to include in your email the following items: course-section(S), term, location information, a brief explanation of issue encountered and screen shots of the issue.

To access created search:

Click on the **Pre-Defined Location Searches**

Click on **All of your Searches**



Location search (es) will appear on the right. - For training purposes created search was named "TEST"-

Click on **search name**

Click on **Run**

Keep in mind that search can be modified at this point as well, by changing date/date-range, if needed. View of data can also be changed by clicking on any of the **List**, **Availability** and **Calendar** tabs located in the middle section of the screen:

- List option, shows all spaces with brief information about the space
- Availability shows empty and blocked periods of time for each space allowing user to see time-slots when rooms are available
- Calendar view shows occupation of spaces in a calendar view.

After changing parameters for your search, click on the Refresh button to update data.

REPORT 25LIVE SYSTEM ISSUES TO THE OFFICE OF CLASSROOM MANAGEMENT

Please report any 25Live system ISSUES to OCM via ocm@miami.edu typing "25Live system issue" in the subject area. Remember to include in your email the following items: course-section(S), term, location information, a brief explanation of issue encountered and screen shots of the issue.



OFFICE OF CLASSROOM MANAGEMENT

To look only for locations marked as “favorites”:

Click on the **Pre-Defined Groups** tab

Click on **Your Starred Locations**

Click on **Run**

Only locations marked as “favorite” will show in this run, as showing below:

The screenshot shows the 25Live Classroom Management interface. The top navigation bar includes Home, Event Wizard, Events, Locations (highlighted), Organizations, and Tasks. Below this, the 'Search For Locations' section is active, showing 'Pre-Defined Location Searches'. A modal window titled 'PRE-DEFINED LOCATION SEARCHES' is open, displaying a 'Search Groupings' list with 'Pre-Defined Groups' selected. Under 'Pre-Defined Groups', 'Your Starred Locations' is selected. A 'Run' button is highlighted at the bottom of the modal. Below the modal, a calendar view for 'Mon May-12-2014' is shown, displaying various classroom events across days 7-10.

Name	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10
Stubblefield 208						John Barrios ACC P										
Stubblefield 302																
Stubblefield 308																
Stubblefield 402																
Stubblefield 408													MGT 653 68 HMP			
Stubblefield 502				ACC 616 (Becker - Review)									MAS 610 60 HMP			
			MGT 304 883 CS				MGT 302 83 CS									

REPORT 25LIVE SYSTEM ISSUES TO THE OFFICE OF CLASSROOM MANAGEMENT

Please report any 25Live system ISSUES to OCM via ocm@miami.edu typing “25Live system issue” in the subject area. Remember to include in your email the following items: course-section(S), term, location information, a brief explanation of issue encountered and screen shots of the issue.