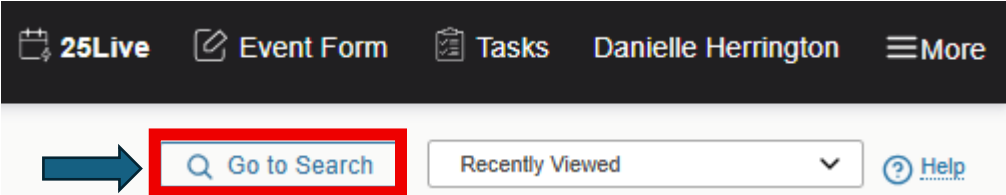


Pre-Assigning Specialized Classroom Spaces

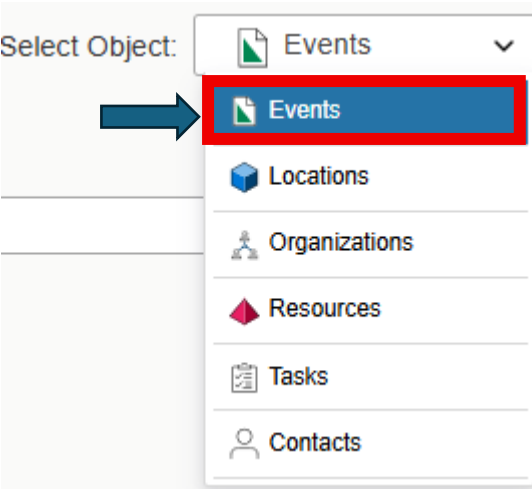
Locating Course Sections Built From Banner in 25 Live

Purpose: User can easily identify all course sections requiring pre-assignment of specialized classroom space.

From the 25 Live homepage, select (Go to Search)



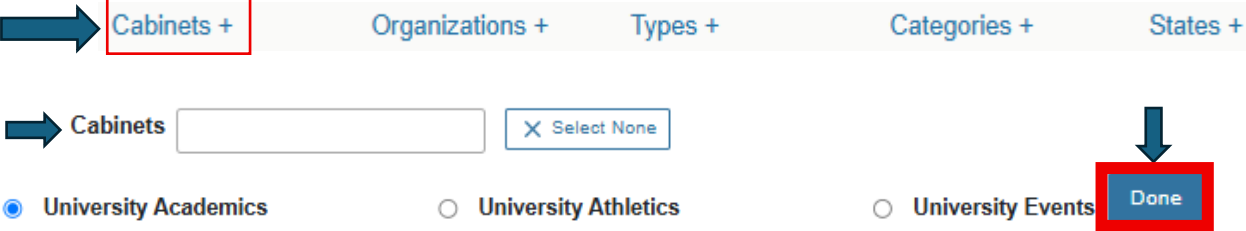
From the Select Object area, select (Events) from the drop-down menu.



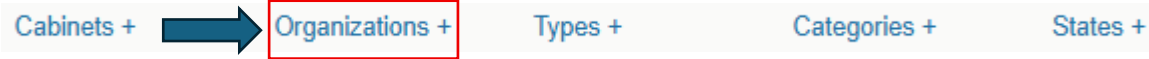
Under Quick Search, type in the TERM you are working in:



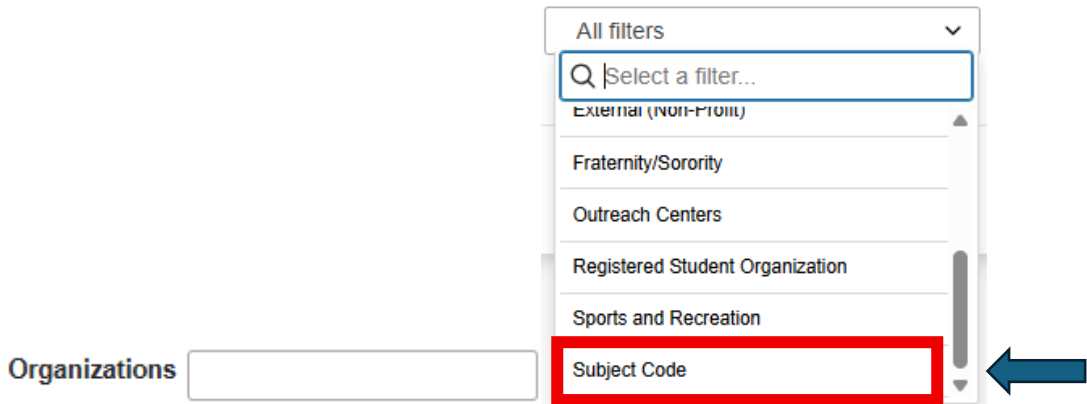
From the (Cabinets +) tab, select University Academics: Click Done



Next, select the (Organizations +) tab:



From the “Select a filter” drop down menu, scroll down to the bottom, and select (Subject Code)



The master list of all academic course prefixes will appear. You may select to work in one course prefix at a time, or you may select multiple.

Select Prefix: Click Search

Organizations

Subject Code

★ Only Favorites

✓ Select All

✕ Select None

☐ AADS

☐ BRM

☐ CYBR

☐ ENED

☐ HIED

☐ IS

☐ ACCT

☐ BUSA

☐ DANC

☐ ENGL

☐ HIST

☐ ISA

☐ AIAE

☐ CE

☐ DATA

☐ ENGR

☐ HMGT

☐ ISCI

☐ AMST

☐ CET

☐ DBA

☐ ENGT

☐ HMI

☐ ISD

☐ ANIM

☐ CGDD

☐ DS

☐ ENTR

☐ HON

☐ ISYE

☐ ANTH

☐ CHED

☐ ECE

☐ ENVS

☐ HPAL

☐ IT

☐ ARCH

☐ CHEM

☒ ECET

☐ ES

☐ HPE

☐ ITAL

Reset

Save as

Search

The below search now reflects all course prefixes on the subject code(s) you selected. At this point, you can save this prefix as a “starred search” and use to easily go back to this search, or you can begin working on assigning courses into specialized classroom space.

	Name	Title	Type	Start Date	Start Time	Locations	Instructor	Weekly Pattern
☆	ECET 1001L 01 XL 82578 202508	Intro to EET Lab	M - Marietta Campus	Mon Aug 18 2025	12:30 pm		Michael Braswell	M
☆	ECET 1101 01 82582 202508	Circuits I	M - Marietta Campus	Mon Aug 18 2025	10:10 am		Austin Asgill	MWF
☆	ECET 1101L 01 82586 202508	Circuits I Lab	M - Marietta Campus	Mon Aug 18 2025	12:30 pm		Austin Asgill	M
☆	ECET 1101L 02 82590 202508	Circuits I Lab	M - Marietta Campus	Wed Aug 20 2025	12:30 pm		Austin Asgill	W
☆	ECET 1200 01 82593 202508	Digital I	M - Marietta Campus	Tue Aug 19 2025	6:30 pm			TR
☆	ECET 1200L 01 82594 202508	Digital I Lab	M - Marietta Campus	Tue Aug 19 2025	8:00 pm			T
☆	ECET 1200L 02 82595 202508	Digital I Lab	M - Marietta Campus	Thu Aug 21 2025	8:00 pm			R


Begin Pre-Assignment of Course Sections

Important: Users are unable to “BULK” assign classroom locations. Pre-Assignments are done one-by-one.

From the master list of course sections, click on the Name of the course

	Name
☆	ECET 1200L 01 82594 202508
☆	ECET 1200L 02 82595 202508

If you created a starred Event Search, it will appear on your 25 Live Homepage as seen below:

Your Starred Event Searches		^
	Fall 25 ECET Courses	★

The section information will now appear. On the top left side of page, select (Occurrences)

Details

→ Occurrences

Calendar

Task List

Scheduled Emails

Next, select (Edit Event)

→ Edit Event

Confirmed

Security

Help

Under the Reference Table, click (Locations)

Reference: 2025-AACBSK

Event Name

Event Title for Published Calendars

Event Type

Primary Organization

Additional Organizations

Event Description

Date and Time

Locations

Additional Event Information

Event Contact Roles

Event State

Post-Save

From the Locations Search box: Select the dropdown menu titled (Saved Searches Optional), highlight your saved building search.

Saved Searches (optional)

Q Saved Searches (optional)

Burruss Building (0033)



Clendenin Building

Engineering Technology Building

The master list of classrooms will appear below: Find the room required and click Reserve.

Add	Name	Title	Default Capacity	Availability	Conflict Details	Building
Reserve	Q 243	Engineering Technology Center - 243 - Aero Lab	20	1/1	None	Engineering Technology Center (M)
Reserve	Q 245	Engineering Technology Center - 245 - Digital Sequence II Lab	20	1/1	None	Engineering Technology Center (M)
Reserve	Q 246	Engineering Technology Center - 246 - Digital Sequencing Lab	20	1/1	None	Engineering Technology Center (M)

The below image appears, showing the classroom information. If correct, click Save

 [Q 245](#) Engineering Technology Center - 245 - Digital Sequence II Lab **Capacity:** 20 


Included dates:
Thu Aug 21 2025, Thu Aug 28 2025, Thu Sep 04 2025, Thu Sep 11 2025, Thu Sep 18 2025, Thu Sep 25 2025, Thu Oct 02 2025, Thu Oct 09 2025, Thu Oct 16 2025, Thu Oct 23 2025, Thu Oct 30 2025, Thu Nov 06 2025, Thu Nov 13 2025, Thu Nov 20 2025, Thu Dec 04 2025, Thu Dec 11 2025

[Remove](#) [View Occurrences](#)



[Cancel](#)

[Preview](#)

[Silent Save](#)

[Save](#) 

Once the system successfully saves the room, the confirmed location will now appear on the top of the screen.

 ECET 1200L 02 82595 202508  Confirmed 2025-AACBSL Thu Aug 21 2025 8:00 pm - 10:45 pm [Q 245](#)

Digital I Lab Repeats every week on Thursday through 12/15

If you need to unassign the location and assign a new location, from the same page above, click on Remove: Click Save.

The saved location will now appear on the master list of course prefixes. You may now begin assigning the next course section.

	Name	Title	Type	Start Date	Start Time	Locations	Instructor	Weekly Pattern
☆	ECET 1001L 01 XL 82578 202508	Intro to EET Lab	M - Marietta Campus	Mon Aug 18 2025	12:30 pm		Michael Braswell	M
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☆	ECET 1101L 02 82590 202508	Circuits I Lab	M - Marietta Campus	Wed Aug 20 2025	12:30 pm		Austin Asgill	W
☆	ECET 1200 01 82593 202508	Digital I	M - Marietta Campus	Tue Aug 19 2025	6:30 pm			TR
☆	ECET 1200L 01 82594 202508	Digital I Lab	M - Marietta Campus	Tue Aug 19 2025	8:00 pm			T
☆	ECET 1200L 02 82595 202508	Digital I Lab	M - Marietta Campus	Thu Aug 21 2025	8:00 pm	Q 245		R

Preassigning Classroom Space with Multiple Meeting Pattern Lines

The section information will now appear. On the top left side of page, select (Occurrences)

Details Occurrences Calendar Task List Scheduled Emails

Next, select (Edit Event)

Edit Event

Confirmed


Security

Help

The below information appears ~ You will select the segment that you wish to pre-assign:

Choose a segment to edit

Add Segment

Click the  arrow to open the drop down menu
Select the meeting pattern that requires pre-assigning and follow the above directions to complete the pre-assignment.

Choose a segment to edit

Q Choose a segment to edit

MWF 1010-1100 CLAS 01/12
Instructors: Duvall, Charles H; Kazemian, Alan

W 1230-1515 LAB 01/14
Instructors: Duvall, Charles H; Kazemian, Alan