

Using the Dashboard (Quick Guide)

Table of Contents

Using the Dashboard (Quick Guide)	1
Navigation Bar	1
Find Available Locations Widget	2
Create an Event Button	2
Go to Search Function	3
Search for Course Sections and/or Events.....	3
Search for Rooms.....	4
Search Tips.....	5
Exporting a List based on a Search	5
Saved and Starred Items	7
Help Function	8

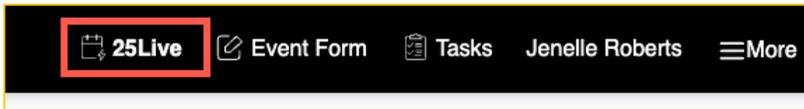
Navigation Bar

The Cal State LA-branded navigation bar is always present at the top portion of the page. Clicking **CAL STATE LA** will take you to the Cal State LA website.

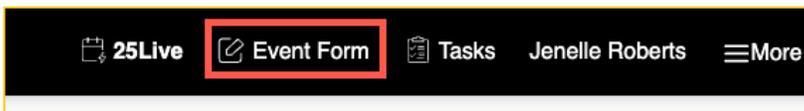


The bar also provides convenient access to the following regardless of where you are within the application:

Clicking **25Live** will return you to the Dashboard.

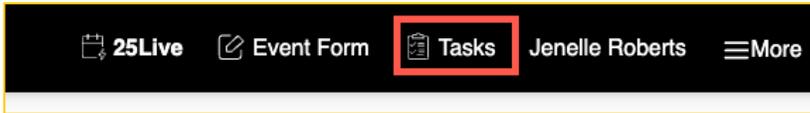


Clicking **Event Form** will take you to the online form to request that an event be scheduled.

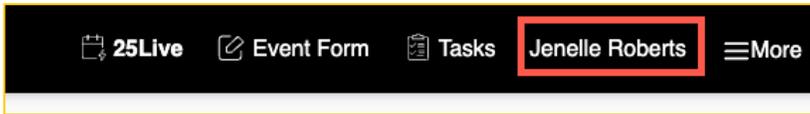


**Note that event scheduling is not available at this time.
 Anticipated go live for event scheduling in academic space is November 2024.**

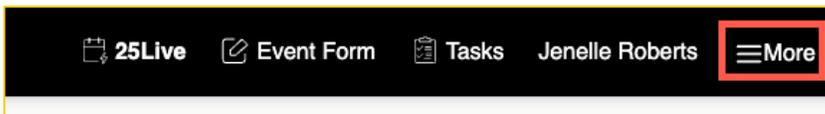
Clicking **Tasks** will take you to the Tasks page in 25Live where you can search, complete, and create tasks.



The name of the user logged in will appear to the right of the Tasks link.

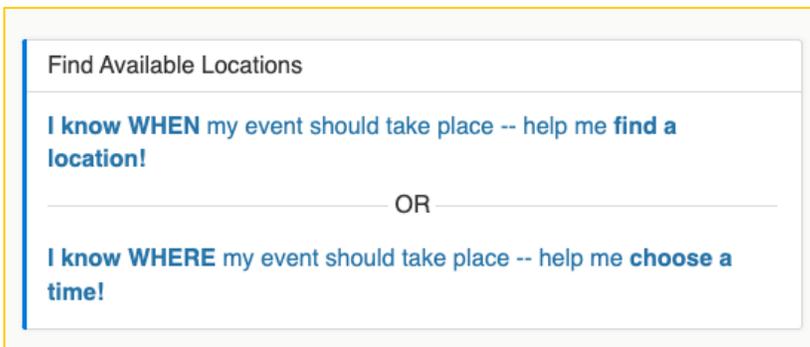


Clicking on **More** will launch a menu of additional pages available to you within 25Live or the suite of associated applications (if applicable).



Find Available Locations Widget

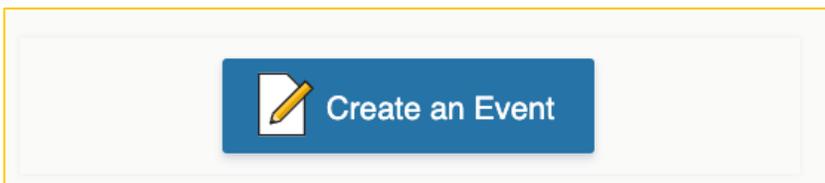
The **Find Available Locations** widget can be used to find available rooms for courses.



Refer to the How to Find a Room for a Course (Quick Guide) for instructions.

Create an Event Button

Clicking the **Create an Event** button will take you to the online form to request that an event be scheduled.

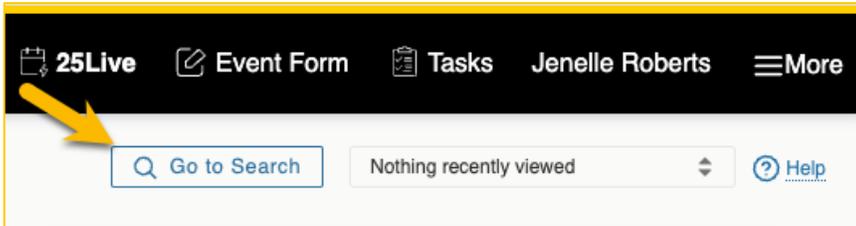


Note that event scheduling is not available at this time.
Anticipated go live for event scheduling in academic space is November 2024.

Go to Search Function

The Go to Search function can be used to search 25Live for various things including course sections, events, and rooms.

Clicking Go to Search near the upper right corner of the page will take you to the search page.

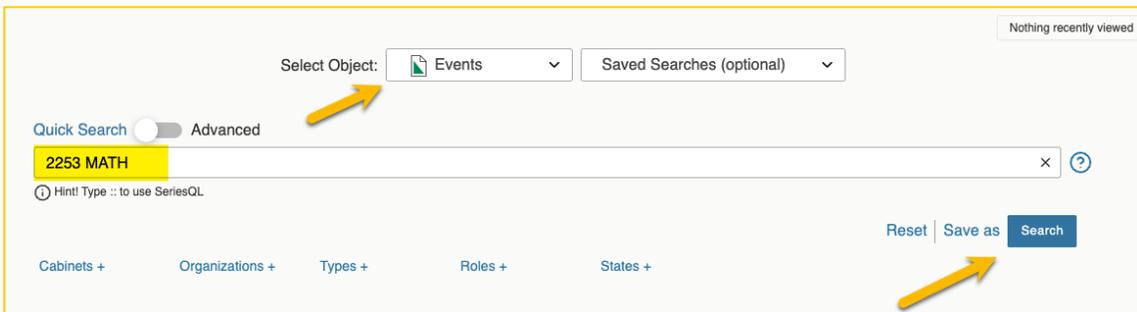


Search for Course Sections and/or Events

To search for **course sections and/or events**, select Events from the Select Object drop down menu.

Enter defining criteria in the search bar or click on the filters to select applicable criteria. Click Search.

The example below shows a search for Spring 2025 (i.e., 2253) course sections that include the phrase “MATH”.



The search will yield a list of sections and/or events that match the criteria you provided.

Quick Search Advanced

2253 MATH

Hint! Type :: to use SeriesQL

Search ha

Reset | Export Results | Sa

Cabinets + Organizations + Types + Roles + States +

List Calendar

← Recent and Future →

Recent & Future Future All Dates

173 Matching Events

Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations	Res
☆ EDEL 4170 01 30859 2253	CURR & TCHNG ELEM MATH	2024- AACHWB	EDEL	Section			Mon Jan 27 2025	4:30 pm	Mon Aug 12 2024 9:59 am	Confirmed	KH B1013	
☆ EDEL 4170 02 30929 2253	CURR & TCHNG ELEM MATH	2024- AACHWC	EDEL	Section			Wed Jan 22 2025	4:30 pm	Mon Aug 12 2024 10:00 am	Confirmed	OFFC ONLINE	
☆ EDEL 4170 03 32668 2253	CURR & TCHNG ELEM MATH	2024- AACHWD	EDEL	Section			Wed Jan 22 2025	4:30 pm	Mon Aug 12 2024 10:02 am	Confirmed	KH B1013	
☆ EDEL 4170 04 34718 2253	CURR & TCHNG ELEM MATH	2024- AACHWF	EDEL	Section			Wed Jan 22 2025	7:25 pm	Mon Aug 12 2024 10:02 am	Confirmed	OFFC ONLINE	
☆ MATH 1000 01 31849 2253	QUANT REASON W/L	2024- AACDNF	MATH	Section			Tue Jan 21 2025	1:40 pm	Thu Aug 01 2024 1:28 pm	Confirmed	SH 242	
☆ MATH 1000 02 33259 2253	QUANT REASON W/L	2024- AACFSM	MATH	Section			Tue Jan 21 2025	3:05 pm	Thu Aug 01 2024 1:28 pm	Confirmed	SH 242	

Search for Rooms

To search for room records, select Locations from the Select Object drop down menu.

Click on Categories+, Features+, Buildings+, etc. to select the applicable criteria from the list of options.

Select Object: Saved Searches (optional)

Quick Search Advanced

Search Locations

Hint! Type :: to use SeriesQL

Create New Location | Reset | Save as | Search

Categories + Features + Capacity Buildings +

Buildings

<input type="checkbox"/> Alhambra	<input type="checkbox"/> Engineering and Technology	<input type="checkbox"/> LA County High School for the Arts	<input type="checkbox"/> Simpson Tower
<input type="checkbox"/> Annenberg Science Complex James M. Rosser	<input type="checkbox"/> Fine Arts	<input type="checkbox"/> Music	<input type="checkbox"/> South Village
<input type="checkbox"/> Annenberg Science Complex La Kretz	<input type="checkbox"/> Hertzberg-Davis Forensic Science Center	<input type="checkbox"/> Outdoor	<input type="checkbox"/> Student Services
<input checked="" type="checkbox"/> Biological Sciences	<input type="checkbox"/> King Hall	<input type="checkbox"/> Physical Education	<input type="checkbox"/> Theater Arts
		<input type="checkbox"/> Salazar Hall	<input type="checkbox"/> TV, Film, and Media

Or enter criteria in the search bar. Click Search.

Quick Search Advanced

BIOS 236

Hint! Type :: to use SeriesQL

Create New Location | Reset | Save as | Search

Categories + Features + Capacity between and Buildings +

The search will yield a list of results that meet the criteria you provided.

Click on the Name to view the full Location record for that room.

Quick Search Advanced

BIOS 236

Hint! Type :: to use SeriesQL

Search has not been saved

Create New Location | Reset | Export Results | Save as | Search

Categories + Features + Capacity between and Buildings +

List | Calendar | Availability | Availability Weekly

Select Columns | Bulk Edit | Help

1 Matching Location

Name	Formal Name	Categories	Features	Max Capacity	Default Capacity	Building
BIOS 236	Biological Sciences 236	Access - Golden Eagle One Card, Prioritized, S25 Assignable, Type - Computer Lab	Board - Chalk, Board - Dry Erase, Computers - PC, Instructor Station - PC, Seating - Tables & Chairs - Fixed	24	24	Biological Sciences

Page Size: 25

Search Tips

- Note that this is simply a method to search for information. For example, searching for a room will only yield its Location record. It does not indicate availability.
- Note that the search bar essentially functions as a key word search. The more specific you are with your criteria, the more specific your search results will be.
- Enter the GET term code to search for course sections by term
- Enter course info such as subject area and catalog number to search for sections of specific courses
- Note that 25Live uses the phrase “event” to refer to both course sections and events
- If you have any starred or saved searches, you can search by them by selecting it from the Saved Searches (optional) drop down menu.

Select Object:

Exporting a List based on a Search

Once you have run a search, you may export the search results by clicking on the Export Results link.

Reset Export Results Save as Search

Cabinets + Organizations + Types + Roles + States +

List Calendar

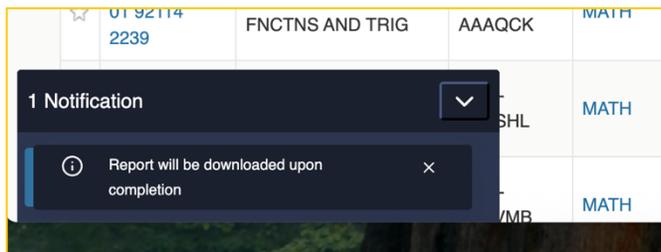
← Recent and Future →

Recent & Future Future All Dates Select Columns

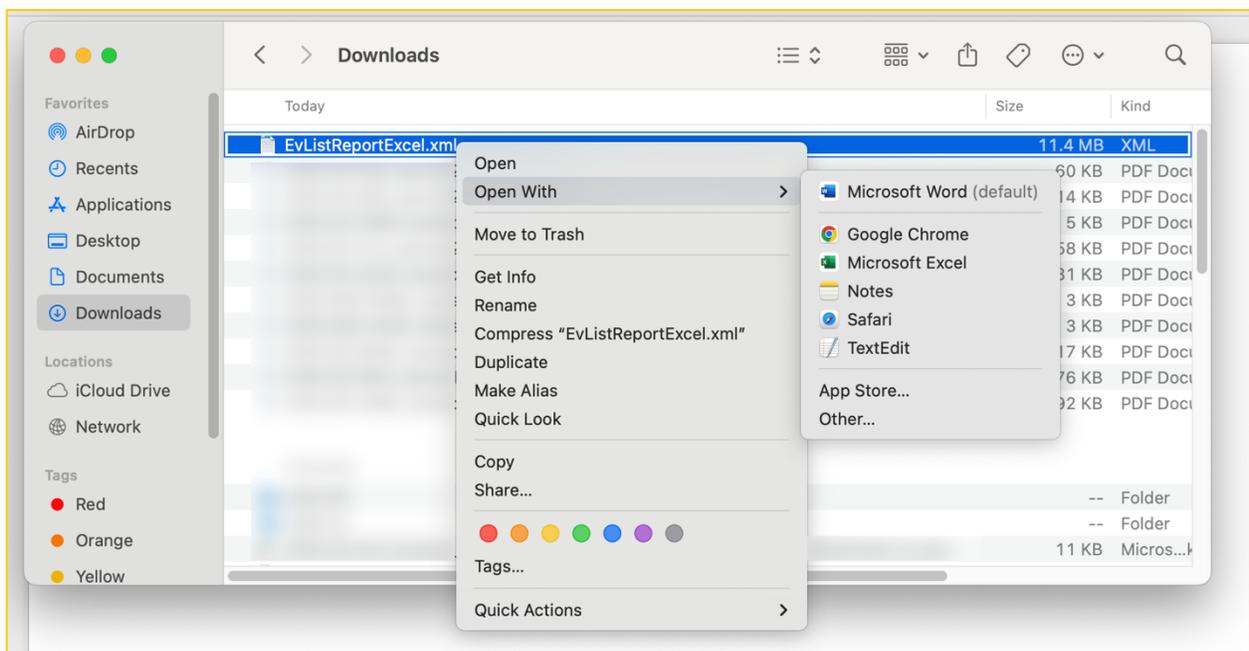
1424 Matching Events

Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations	Resources	Scheduler
MATH 1000 01 92084 2239	QUANT REASON W/L	2024- AAAQJD	MATH	Section			Mon Aug 21 2023	8:00 am	Mon May 20 2024 10:17 am	Confirmed	SH 238		lynx_interface
MATH 1040 01 92114 2239	PRECALCULUS: FNCTNS AND TRIG	2024- AAAQCK	MATH	Section			Mon Aug 21 2023	8:00 am	Mon May 20 2024 10:17 am	Confirmed	SH 139		lynx_interface
MATH 1040 11 93937 2239	PRECALCULUS: FNCTNS AND TRIG	2024- AAASHL	MATH	Section			Mon Aug 21 2023	8:00 am	Mon May 20 2024 10:18 am	Confirmed	SH 164A		lynx_interface

Clicking on the link will prompt the list to download. You should see a pop up message like the one below appear in the lower left corner of your browser.



Once the download is complete, go to your Downloads folder (or wherever on your desktop you typically download files to), right click the file, and select to open the file with Microsoft Excel.

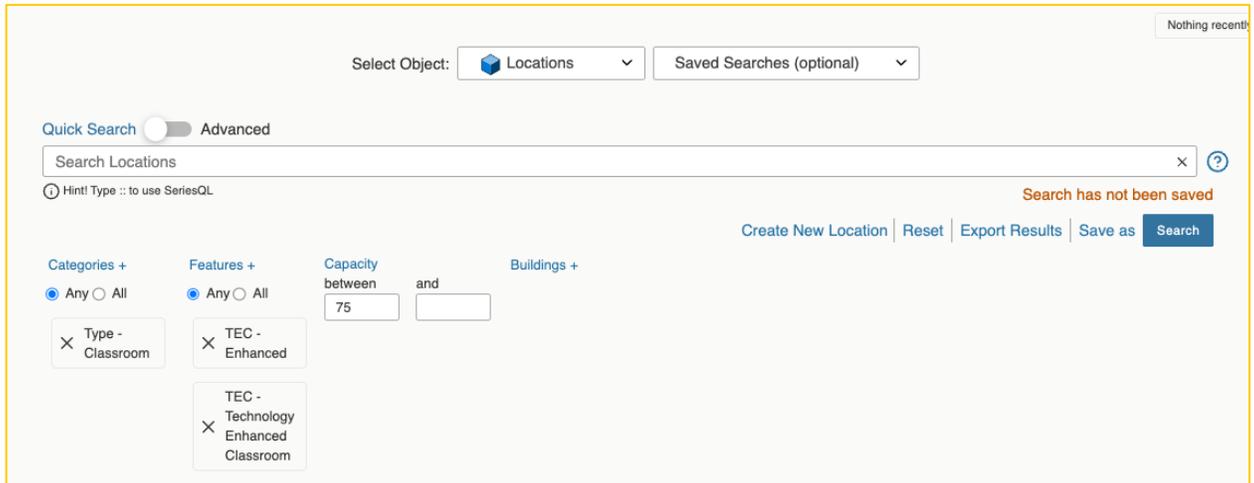


Note that the file will include several tabs. The tab titled 'Event List' includes the search results. Other tabs should be ignored or deleted.

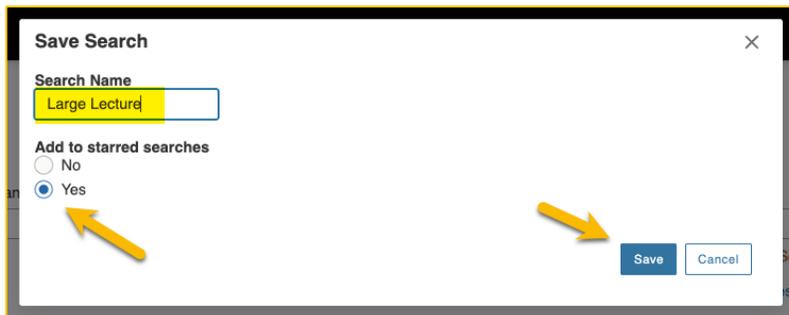
Saved and Starred Items

Any time you initiate a search using the Go to Search function, you can save the search and its criteria.

The example below is a search for "large lecture" TEC and TEC Enhanced Classrooms.



Clicking on Save As will bring up a pop-up box. Enter a name for the search in the Search Name field. If you wish to add the search to your Starred items, click Yes.



The search will yield a list of results that meet the criteria you entered.

Select Object: Locations Large Lecture

Quick Search Advanced

Large Lecture

Create New Location | Reset | Export Results | Security | Save | Save as | Search

Search Actions

List | Calendar | Availability | Availability Weekly

Select Columns | Bulk Edit | Help

13 Matching Locations

Name	Formal Name	Categories	Features	Max Capacity	Default Capacity	Building
SS L120	Student Services L120	General Assignment, S25 Assignable, Type - Classroom	TEC - Enhanced	138	138	Student Services
SH 358B	Salazar Hall 358B	General Assignment, S25 Assignable, Type - Classroom	Board - Dry Erase, Instructor Station - PC, Seating - Tablet Arm Chairs - Moveable, TEC - Technology Enhanced Classroom	81	81	Salazar Hall
SH 343	Salazar Hall 343	General Assignment, S25 Assignable, Type - Classroom	Board - Dry Erase, Instructor Station - PC, Seating - Tablet Arm Chairs - Moveable, TEC - Technology Enhanced Classroom	79	79	Salazar Hall
SH 260	Salazar Hall 260	General Assignment, S25 Assignable, Type - Classroom	Board - Chalk, Instructor Station - PC, Seating - Tablet Arm Chairs - Moveable, TEC - Technology Enhanced Classroom	82	82	Salazar Hall

The search will now always appear as a saved option on your Saved Searches (optional) drop down menu. If you added the search to your Starred items, you'll also notice a star next to its name.

Select Object: Locations Large Lecture

Search: Saved Searches (optional)

Pre-Defined Groups

- Your Starred Locations
- Your Starred Searches
 - Large Lecture
 - S25 Assignable Locations
- All of Your Searches
 - Large Lecture
 - S25 Assignable Locations
- Public Searches
 - Access: Eagle One Card
 - Access: Omnilock Keypad
 - All Locations
 - General Assignment

Help Function

Clicking on the Help link located in the upper right corner will take you to the CollegeNET 25Live KnowledgeOwl page where administrator login is required. **This is for Cal State LA administrator use only.**

25Live | Event Form | Tasks | Jenelle Roberts | More

Go to Search | Nothing recently viewed | Help

General questions regarding 25Live should be directed to Academic Services at scheduling@calstatela.edu.