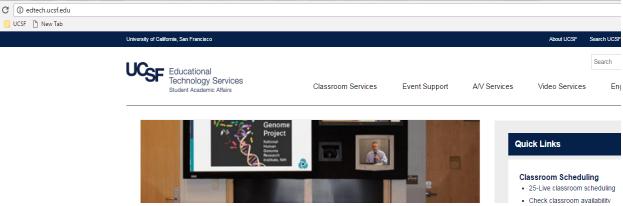
## **25Live Submissions**

- 1. Please use the Mozilla Firefox web browser
- 2. Go to Edtech.ucsf.edu



3. Click on 25Live classroom scheduling from the Quick Links section to the right.

Qui	ck Links
-	assroom Scheduling
Ŀ	25-Live classroom scheduling
•	Check classroom availability
•	Reserve a room
•	Rules and policies
•	Event support rates
•	No show charges
•	Class capture
	Video conferencing
•	Web Conferencing
•	Video recording and editing

4. Here is the link to: https://25live.collegenet.com/ucsf/#home\_my25live

## 5. Click on 'Sign In'.

Ŵ <sub>SF</sub>	Sign In .	Today is <b>Mon Au</b>	g 21 2017	🕜 Help
Image: Sevents         Image:				
When creating events with multiple dates, please ensure that all dates occur within a single term Term end dates: Summer 2017: Sep. 12; Fall 2017: Dec. 31; Winter 2018: Apr. 1; Spring 2018: Jun		Dashboard	Calendar	Availability
	Recently Viewed			E
Search Events 60	(none)			

6. Enter your UCSF MyAccess Username and Password and then 'LOGIN'.

University of California San Francisco	Abo	out UCSF	Search UCSF	UCSF Medical Center
MyAccess				
LOGIN	TERMS OF SERVICE HELP			
	CollegeNET, Inc.			
Colleg	eNET <sup>.</sup> CollegeNET, Inc.			
	Inc. is a leading developer of web-based syste	ems for high	ner	
	nd non-profit organizations, serving more than			
	collegeNET products include course and event	-		
	esource management, web calendar publishing			
	tions, accounting, online admission application e evaluation, and commencement services.	rprocessin	g,	
Unine Cours	e evaluation, and commencement services.			
Learn more	about this application here			
PROTECT YO	UR PRIVACY. LOG OUT WHEN YOU'RE DONE.			
Campus\2	5demo			
Campusz				
	•••			
Rememb	per me?			
	LOGIN			

7. The easiest way to look for room availability is to select 'Search Locations' on the Quick Search upper left-hand corner.

UC <sub>SF</sub>	
🛐 Home 🕼 Event Wizard 🕟 Events 😻 Locations 🔺 Resources 😂 Organization	IS 2 Tasks The Reports
When creating events with multiple dates, please ensure that all dates occur within a single Term end dates: Summer 2017: Sep. 12; Fall 2017: Dec. 31; Winter 2018: Apr. 1; Spring 201	
P Quick Search 0	Find Available Locations
Search Events Go	I know WHEN my event should take place help me find a location! OR
Search Locations Go	I know WHERE my event should take place help me choose a time!
	Create an Event
Search Resources	
	S Your Upcoming Events
P Your Starred Event Searches	S Events in which you are the Scheduler

8. Or you can click on the  $4^{th}$  tab at the top of the page – Locations

UCSF	
Image: Whene Image: Sevent Wizard       Image: Events (Image: Sevents Wizard)       Image: Sevent	Tasks Eports
P Quick Search @ =	Find Available Locations  I know WHEN my event should take place help me find a location!  OR  I know WHERE my event should take place help me choose a time!
Search Resources	Create an Event

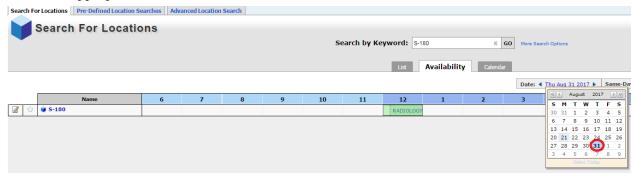
9. In the 'Search Locations' area: type the name of the room and select 'Go'.

UC <sub>SF</sub>	
Image: Sevent Wizard       Events       Image: Sevents       Image:	Tasks Reports
P Quick Search Co	Find Available Locations  I know WHEN my event should take place help me find a location!  OR  I know WHERE my event should take place help me choose a time!
Search Resources Go	Create an Event

10. Click on the date to show the calendar

Mome	e 📝 Event Wizard 🖻 Events	💗 Locations	A Resources	Organizations	🛛 Tasks	🖪 Reports									
Search F	Search For Locations Pre-Defined Location Searches Advanced Location Search														
V	Search For Locations Search by Keyword: 5-100 x 60 More Search Options														
							Lis	Availabilit	<b>y</b> Calendar						
										Date:					Day Event View: Over
	Name	6	7	8	9	10	11 12	1	2	3	K K				6 7
<b>X</b>	Name	6	7	8	_	10 EPIDEMIOL 15		1 INTERDEPT		3		т	wт	7 <u>&gt; &gt;</u> F S 4 5	6 7
<b>2</b>		6	7	8	_					3	S M 30 31 6 7	T 1 8	W T 2 3 9 10	F S 4 5 11 12	sir .
<b>2</b>		6	7	8	_					3	S M 30 31 6 7 13 14	T 1 8 15	W T 2 3 9 10 16 17	F S 4 5 11 12 18 19	sir .
<b>2</b>		6	7	8	_					3	S M 30 31 6 7 13 14 20 21	T 1 8 15 22	W T 2 3 9 10 16 17 23 24	F S 4 5 11 12 18 19 25 26	sir .
2		6	7	8	_					3	S M 30 31 6 7 13 14 20 21 27 28	T 1 8 15 22 29	W         T           2         3           9         10           16         17           23         24           30         31	F S 4 5 11 12 18 19	sir .

11. Select the appropriate date.



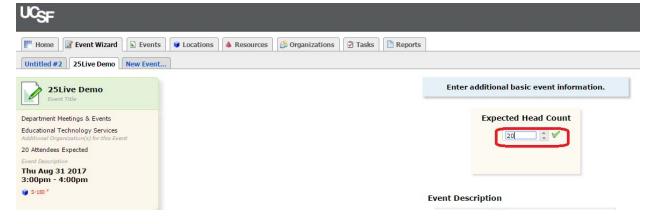
12. To submit a reservation on the availability page, you will need to place the curser on the preferred timeslot. When the image of the hand appears, double click and it will take you to the event wizard.

UCSF											
Home Event Wizard Events	🔋 Locations 💧 Re	sources 🔗 Organizatio	ons 🛛 🗹 Tasks	Reports	1						
Search For Locations Pre-Defined Location	Searches Advanced	Location Search									
Search For Locat	ons			Searc	ch by Ke	yword: S-1	80 Availabilit			ch Options	
									Date:	Thu Aug 31 20	017 🕨
Name	6	7 8	9	10	11	12	1	2	3	4	
📝 🎡 ¥ 5-180						RADIOLOGY			Ø		

13. You will need to fill out any information that has a red asterisk, which is a required field, then the 'Next' button at the bottom of each page.

UC <sub>SF</sub>						Wetcom
Mome Strent Wizard Events	Uccations	A Resources	Organizations	Tasks	Reports	
Untitled #2 Untitled #2 New Event.						
Event Name					l	Start by entering the basic event information.
Event Type Primary Organization for this Event Additional Organization(s) for this Event						Event Name 25Live Demo *
Thu Aug 31 2017 3:00pm - 4:00pm y 5-100 *						Event Title
* Hover to see conflicts						Event Type Department.Meetings & Events
						Primary Organization for this Event Educational Technology Servcies
						Additional Organization(s) for this Event Search for Additional Organizations *
			•	Back	[	Cancel Save

14. Enter the headcount, then the 'Next' button at the bottom of each page.



15. Pending whether or not this is a reoccurring event, you will need to select either No or Yes.

UC <sub>SF</sub>							
Home Event Wizard Events	Vertice Locations	Resources Solution Organ	nizations 🛛 🗷 Tasl	ks 🕅 Reports			
Untitled #2 25Live Demo New Event							
25Live Demo					Is this a repeating event?		
Department Meetings & Events Educational Technology Services Additional Crgamazelow(s) for the Event 20 Attendees Expected Event Description Thu Aug 31 2017 3:00pm - 4:00pm					No This event happens only once. Any other related events are separate and distinct.		
S-150 *					Yes This event occurs multiple times. It repeats daily, weekly, monthly, or irregularly (ad hoc).		
Progress							
			< Back	E	3 Cancel 🕞 S	Next ►	

16. If you need more than an hour, you can adjust the ending time accordingly.

If you need more than an nour, you can a	a fust the chang time accordingly	•
UC <sub>SF</sub>		Welcome, Baronia, Noel • Preferences • Today is Mon Aug 21 2017 2018
F Home 🛛 🖉 Event Wizard 🗋 Events 🗍 😻 Locations 🗍 🔺 Resources 🗍 🤔 Organizations 🗍 🧟 Tasks 📄 Reports		
Untitled #2 25Live Demo New Event		
25Live Demo	Tell us WHEN this event takes place.	* * 8 0 0
Department Heetings & Events	Select the dates and times of the actual event.	Event Duration:
Educational Technology Services Additional Cryanization(s) for this Event	Event Start: Thu Aug 31 2017 📰 8:00 am	1 Hour
20 Attendess Expected Event Description	Event End: Thu Aug 31 2017 📰 2000 am	
Thu Aug 31 2017 8:00am - 9:00am	The event begins and ends on the same     S:30 am     9:00 am	
Event Reports  5-180	Before and After 10:00 am 10:00 am	
	Does this event require 11:00 am additional time before the event? Or Ye 11:30 am *	
Progress		
	Does this event require additional time after the event? O Yes * No	
< Back	Next ►	
	🖸 Cancel	

17. Check the 'Selected Locations' area to right to ensure that there are no conflicts below the room number, then select the 'Next' button at the bottom of each page.

		Welcome, Baronia, Noel • Preferenc	ces • Today is Mon Aug 21 2017 🕜 Help
🖉 Event Wizard 🕒 Events 💗 Locations 🔺 Resources 🔗 Organizations 🖉 Tasks 📄 Report	ts		
25Live Demo			
ve Demo Rife	Find and select EVENT LOCATIONS.		* * 🖬 🗅 🛛 🛛
etings & Events thindbay Services station() for the Event control 2017 Fr00am	✓ Your Starred Locations         GEH-N114         MB. Means, cargine Backing 160, H0150, HD-16         Main Differ Finity Concer Research Bucking 160, H0150, HD-160, MB, Mason VIC         160, MB, Mason VIC         S-161         Management International Science Research Bucking 160, H0150, HD-160, MB, Mason VIC         S-161         Management International Science Research Bucking 160, H0150, HD-160, MB, MB, MB, MB, MB, MB, MB, MB, MB, MB		Selected Locations
	Search by Location Name Saved Searches		Share?
	Advanced Search		
< Back	Cancel	Next ►	

18. If needed, you can select a resource, then the 'Next' button at the bottom of each page.

	usf							weicome, baronia
4	Mome Zevent Wizard Events	Uccations	🗳 Organizations 🛛 🕄 Tasks	Reports				
	Untitled #2 25Live Demo New Event							
1	25Live Demo				Find and select EVENT RESOU	IRCES.		
e	Department Meetings & Events				Your Starred Resources			
	Educational Technology Services Additional Organization(s) for this Event				Audio Amplification w/Microphone	5/5 🔺		
ĸ	20 Attendees Expected				Mediasite: Live plus on-demand	00		
1	Event Description				Mediasite: On-demand only	00		
1	2 Thu Aug 31 2017 8 8:00am - 10:00am							
	Event Repeats							
	🥶 S-180							
	Event Resources					*		
1						Refresh		
	Progress							
					₽ Search by Resource Name			
					Saved Searches			
					Advanced Search			
			< Back				Next ►	
				l	Cancel	Save		

19. If *Food will be served*, fill in the SpeedType or the Chart-String funding information, then select '**Next**'.

501000 1 (CAU.										
UCSF						Welcome, Baronia, Noel • Preferer	nces • Toda	y is Mon Au	9 21 2017	<b>()</b> H
🚰 Home 📝 Event Wizard 📡 Events	Uccations	😂 Organizations 🛛 🖻 Tas	iks 🗈 Reports							
Untitled #2 25Live Demo New Event										
25Live Demo				Select ADDITIONAL QUESTIONS for this event.	]		•	• E	D 0	8
Department Meetings & Events      Educational Technology Services      Additional Organization(c) for this Event				🔋 Event Image			requested	information. For	t apply and prov additional spat at the end of this	ce, use the
20 Attendees Expected     Event Description     Thu Aug 31 2017     B:00am     Description     Description			(	For food approval, enter chart string						
S-180 Event Resources Additional Questions Programme				Info for event contact: Name/phone/email						
				■ Will there be food in the room?						
		< Back	[	Cancel 🖬 Save	Next ►					

20. Add any Event Comments, which only you and the scheduler will see, and then select 'Next'.

	UC <sub>SF</sub>									
No.	Mome Zevent Wizard Events	Uccations	A Resources	Sorganizations	Z Tasks	Reports				
	Untitled #2 25Live Demo New Event.									
7	25Live Demo						Add additional COMMENTS and NOTES for the event.	nis		
e	Department Meetings & Events									
t ia							Event Comments	_		
ĸ	20 Attendees Expected									
1	Event Description Thu Aug 31 2017 8:00am - 10:00am									
	Event Repeats									
	🥃 S-180									
	Event Resources Additional Questions									
1	🔒 Baronia, Noel									
1	Scheduler Baronia, Noel									
	Requestor									
	Publish to vCalendar; UCSF Non-Academic Event Comments									
	Event Comments Internal Notes									
					Back				Next ►	
	Progress						🛛 Cancel	ave		
								ave		

21. The event will now be saved as a tentative. Click 'I Agree' to show consent, then save the event by clicking on the '**Finish**' button. The following message should be displayed at the top of the page: Your event has been successfully saved.