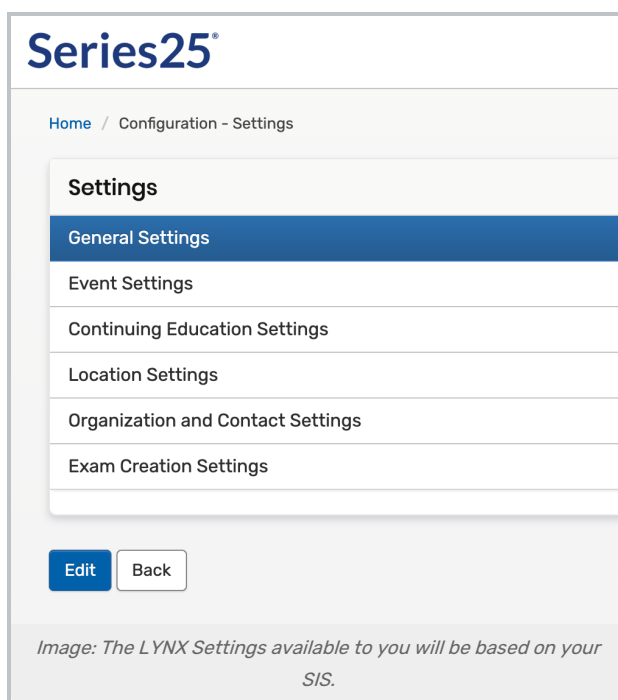# Key LYNX Settings

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Settings to Customize

These settings have a large impact on your day-to-day usage of LYNX, so we recommend that you examine each of them carefully during setup. Your Series25 functional expert can advise you on the best configuration for your school's business process.

Image: The LYNX Settings available to you will be based on your SIS.

General Settings

Setting	Default	Notes
Delete Cancelled Imported Sections	No	This dictates the behavior of any section whose status code is mapped as "cancelled" in your Translation Tables.

Setting	Default	Notes
LYNX Notification Email Recipients 25Live Import Email Notifications 25Live Import Email Recipients	None	LYNX notifications are system errors such as connectivity problems. They are intended for technical administrators. Import emails are success/failure notices for imported classes. They are intended for academic schedulers.
Academic Priority Academic Priority Email Recipients Academic Priority Email Recipient List	No	If enabled, Academic Priority will resolve conflicts on imported classes by unassigning the location from any 25Live events in conflict. This triggers an email to users of your choosing.

Event Settings

Setting	Default	Notes
Default Section Event Type	Blank	The default recommendation is to have a single event type for all sections (see below) but you need to choose what that event type is.
Include SIS Data as Event Custom Attributes SIS Data Code or Description Specify SIS Data Elements	No	If you choose to map SIS data to custom attributes then you'll need to decide which elements to enable.
Define Expected Head Count	Maximum	Determine which field in your SIS maps to 25Live's expected headcount

Continuing Education Settings

If you don't want to treat continuing education (CE) classes differently in 25Live, keep the first setting at "don't identify" and the rest will remain hidden.

Setting	Default	Notes
Identify CE Sections	Don't identify	You can choose to flag continuing education sections differently from other imported sections.

Setting	Default	Notes
Default CE Event Category Default CE Event Type	Blank	If you choose to flag them, you'll need to specify either an event type or a category to use. This will be applied to the sections in 25Live.
Recognize CE Sections by Subject Code Recognize CE Sections by Section Number Recognize CE Sections by Term Code Recognize CE Sections by Subterm Code Recognize CE Sections by Academic Career Recognize CE Sections by Credit Hours	Blank	These options determine how LYNX recognizes which sections should be treated as continuing education.

Location Settings

Setting	Default	Notes
Location Assignment Partial Availability	Do not assign	This determines behavior when an import detects a conflict for some (but not all) of a section's dates.
Shared Locations	Blank	Add locations here to permanently share them for imported classes.

Organization and Contact Settings

Setting	Default	Notes
Define Primary Organization	Subject code	Your choice of subject or department code should be followed up with the appropriate translation table.
Define Scheduler on imported Sections	Use default scheduler	The scheduler's name will appear in the event details area in 25Live.
Default Scheduler	Blank	Regardless of your choice in the previous setting, you must set a default contact to be the scheduler.

Setting	Default	Notes

Setting	Default	Notes
Include Section Instructors	Include as text	By default, instructors will be included in the comments/description. Select another option to include instructors as contact roles with or without description/comment text OR to not include section instructors at all.
Create Instructor	No	If instructors are added as contacts, this setting can create new contacts if the import does not match an existing one.
Faculty Email Indicator Email Type	Use preferred email	Instructors are matched to 25Live contacts by their email address in the SIS. You can choose to use their preferred email or another email code of your choosing.

Exam Settings

Most of the settings below are relevant to both imported and created exams, except where indicated. If you do not use exams at all in 25Live, you can ignore these settings entirely.

Setting	Default	Notes
Exam Creation Mode	Additional profiles	This determines whether exams appear in 25Live as their own events or as part of the associated section.
Use Default Exam Event Type or Exam Event Type Translation Default Exam Event Type	Default event type	If exams are their own events, you need to choose what event type to give them. Either all exams get the same type, or you set it with a translation table.
Exclude Meeting Pattern Types Exclude Session Indicators Limit Exams for Multiple Meeting Patterns	None	(Exam creation only) You can choose to prevent exams from being created for certain sections or meeting patterns if you desire.
Define Exam Head Count Information	Use section's EHC and RHC	This determines how expected and registered headcount are derived for the exam based on the associated section.
Adjust Exam Head Count	Do not adjust	If untouched, the headcount multiplier for exams is 1.0. You may wish to adjust headcount to ensure sufficient spacing for student privacy.

Setting	Default	Notes
Location Assignment Options	Original section's location	This determines whether an exam will have the same location as its associated section by default.

Settings to Keep at Defaults

The following settings are appropriate for most schools at their default values, with no further configuration necessary. Your Series25 functional expert may recommend changing a few of them based on your institution's specific needs.

General Settings

Setting	Default	Notes
Define Section Time Zone by Campus Code	No	Only necessary if your institution has campuses in multiple time zones.

Event Settings

Setting	Default	Notes
Define Section Time Zone by Campus Code	No	Only necessary if your institution has campuses in multiple time zones.
Use Default Section Event Type or Section Event Type Translation	Use Default Section Event Type	The most common configuration is to have a single event type for all imported sections.

Setting	Default	Notes
Add "MMP" to Sections with Multiple Meeting Patterns Add Text to Event Names of Cross-listed Classes or Combined Sections Add Section Identifier to Event Name Add Term Code to Event Name Add Term Description to Event Name (Workday) Add Subterm Code to Event Name (Colleague)	Yes	These settings all add informative text codes to an event's name. We recommend you keep them all enabled to assist with 25Live keyword searches. See Using LYNX to Map SIS Data to Event Names, Categories, and Attributes for further discussion.
Add Pre-Event Time Add Post-Event Time	0 minutes	Most institutions do not find it necessary to put additional time before or after each section.
Exclude Meeting Pattern Types When Binding Cross-listed Sections	None	Only necessary if there are meeting pattern types which should never be cross-listed.
Add Event Category for Cross-listed Classes/Combined Sections Add Event Category for Bound Groups Add Event Category for Back-to-Back Sections Add Event Category for Overlapping Sections	No	These settings will add a category of your choice to events with specific types of bindings. We recommend using name codes instead, unless that is not sufficient for your searching purposes. See Using LYNX to Map SIS Data to Event Names, Categories, and Attributes for further discussion.
Add Terms as Event Categories Add Campuses as Event Categories Add Institution as an Event Category Add Academic Career as an Event Category Add Location/Region as an Event Category Add Subterm as an Event Category	No	We recommend leaving these settings deactivated in favor of adding this data to event names or custom attributes, as discussed here.

Setting	Default	Notes
Combine Head Count on Cross-listed/Combined Sections Combine Head Count on Bound Sections Ignore Non-Overlapping Meeting Patterns in Bound Groups	Use cross-listed enrollment value Sum head counts Yes	See Setting Up Binding In LYNX for further discussion on how binding affects imported sections.
Adjust Section Head Count	Do not adjust	If untouched, the headcount multiplier is 1.0 by default.

Location Settings

Setting	Default	Notes
Define Location Assignments	Use facility ID	Banner does not have the option to use a facility ID and uses building/room codes instead.
Building Delimiter	Space	If constructing location names by building/room code, a single blank space is recommended to separate them.
Include Location Preferences	Yes	Location preferences are searchable in 25Live even if a location assignment has a conflict.
Add Location Requirements as Event Categories	No	See Using LYNX to Map SIS Data to Event Names, Categories, and Attributes for further discussion.
Remove SIS assignments on export?	Yes	This setting keeps your system fully in sync by removing facilities from meeting patterns in your SIS when locations are unassigned in 25Live.

Organization and Contact Settings

Setting	Default	Notes
Append Institution Code to Organization	No	Only needed for schools with multiple institutions who want to differentiate between the same subject code at each one.