

Utilizing Meeting Patterns and Standard Schedules

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Meeting patterns are pre-defined blocks of time that indicate classes are expected to meet. Standard schedules are groups (or lists) of meeting patterns. When these time slots are standardized, you can more efficiently swap sections in and out of rooms.

Series25 provides several ways for you to interact with standard meeting patterns. This page explains all the places you can configure them. Set them up now, at the beginning of your academic cycle implementation, and you'll reap the rewards later on.

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Setting up Meeting Patterns and Standard Schedules

To use the Location Availability by Meeting Pattern (LAMP) reports OR the X25 Analytics Standard Schedules report, you will need to configure your standard meeting patterns in X25's standard schedules area—even if you don't have a full license for X25 Analytics. To do this, please see [Defining Standard Schedules](#).

View Your Standard Schedules in 25Live System Settings

To view your list of standard schedules within 25Live, please see [Viewing, Adding, and Editing 25Live Standard Schedules](#).

View Your Standard Schedules Report

The Standard Schedules - Excel report in [25Live Reports](#) displays a list of distinct meeting patterns and the standard schedules they appear in. You might use this report to see if your 25Live meeting patterns are up-to-date.

| | MP Day(s) of Week | MP Start Time | MP End Time | MP Duration | CollegeNET Default Schedule-2 | Standard Schedule |
|--|-------------------|---------------|-------------|-------------|-------------------------------|-------------------|
| 1 | | | | | | |
| 2 | M | 13:35:00 | 17:35:00 | 240 | X | X |
| 3 | M | 13:35:00 | 17:35:00 | 240 | X | X |
| 4 | M | 16:00:00 | 18:45:00 | 165 | X | |
| 5 | M | 17:30:00 | 20:15:00 | 165 | X | |
| 6 | M | 17:30:00 | 20:30:00 | 180 | X | X |
| 7 | M | 17:30:00 | 20:30:00 | 180 | X | X |
| 8 | M | 17:30:00 | 21:15:00 | 225 | X | X |
| 9 | M | 17:30:00 | 21:15:00 | 225 | X | X |
| 10 | M | 17:45:00 | 21:00:00 | 195 | X | X |
| 11 | M | 17:45:00 | 21:00:00 | 195 | X | X |
| 12 | M | 18:00:00 | 21:00:00 | 180 | X | X |
| 13 | M | 18:00:00 | 21:00:00 | 180 | X | X |
| 14 | M | 19:00:00 | 21:45:00 | 165 | X | |
| 15 | MW | 14:55:00 | 16:35:00 | 100 | X | X |
| 16 | MW | 14:55:00 | 16:35:00 | 100 | X | X |
| 17 | MW | 16:00:00 | 17:15:00 | 75 | X | |
| 18 | MW | 17:30:00 | 18:45:00 | 75 | X | |
| <div> <div> <div>◀ ▶</div> <div>Parameter Summary</div> <div>Location Availability</div> <div>+</div> </div> <div>Image: Standard Schedules - Excel report example.</div> </div> | | | | | | |

Location Availability by Meeting Pattern Report

The [Location Availability by Meeting Pattern \(LAMP\)](#) report is very useful to run when you are spot-checking places where a single class could be placed. Given a set of locations and a span of time, it tells you which locations have no conflicts and are thus safe to assign. Before you are able to use this report, you will need to define your standard schedules [X25 Analytics](#).

Sep 06 2021 - Sep 12 2021

Location Availability by Meeting Pattern

| Location Name | Location Formal Name | Capacity | Campus Partition |
|----------------------------------|---|----------|-------------------------------------|
| (MWF) 12:00 PM - 12:50 PM | | | |
| CASEY 110 | Casey Commons - Room 110 | 110 | Casey Commons |
| DALY 100 | Daly Center Rehearsal Hall - Room 100 | 150 | Daly Center For The Performing Arts |
| DALY 101 | Daly Center Rehearsal Hall - Room 101 | 150 | Daly Center For The Performing Arts |
| DALY 102 | Daly Center Rehearsal Hall - Room 102 | 150 | Daly Center For The Performing Arts |
| DALY 103 | Daly Center Rehearsal Hall - Room 103 | 150 | Daly Center For The Performing Arts |
| DALY 104 | Daly Center Rehearsal Hall - Room 104 | 150 | Daly Center For The Performing Arts |
| DALY 105 | Daly Center Rehearsal Hall - Room 105 | 150 | Daly Center For The Performing Arts |
| PETERSON HALL | Peterson Conference Center Lecture Hall | 250 | |
| DALY 300 | Daly Theater for the Performing Arts | 500 | Daly Center For The Performing Arts |
| (MWF) 1:00 PM - 1:50 PM | | | |
| PETERSON 205 | Peterson Conference Center - Room 205 | 15 | |
| PETERSON BOARDROOM | Peterson Memorial Boardroom | 15 | |
| DALY 200 | Daly Center Theatre Lobby | 25 | Daly Center For The Performing Arts |
| PETERSON 220 | Peterson Conference Center - Room 220 | 25 | |
| PETERSON 280 | Peterson Conference Center - Room 280 | 25 | |
| PETERSON 120 | Peterson Conference Center - Room 120 | 40 | |
| PETERSON 100 | Peterson Conference Center - Room 100 | 50 | |
| CASEY 110 | Casey Commons - Room 110 | 110 | Casey Commons |
| DALY 102 | Daly Center Rehearsal Hall - Room 102 | 150 | Daly Center For The Performing Arts |
| DALY 103 | Daly Center Rehearsal Hall - Room 103 | 150 | Daly Center For The Performing Arts |
| DALY 104 | Daly Center Rehearsal Hall - Room 104 | 150 | Daly Center For The Performing Arts |
| DALY 105 | Daly Center Rehearsal Hall - Room 105 | 150 | Daly Center For The Performing Arts |
| PETERSON HALL | Peterson Conference Center Lecture Hall | 250 | |
| DALY 300 | Daly Theater for the Performing Arts | 500 | Daly Center For The Performing Arts |

Image: Location Availability by Meeting Pattern report.

X25 Analytics Standard Schedules

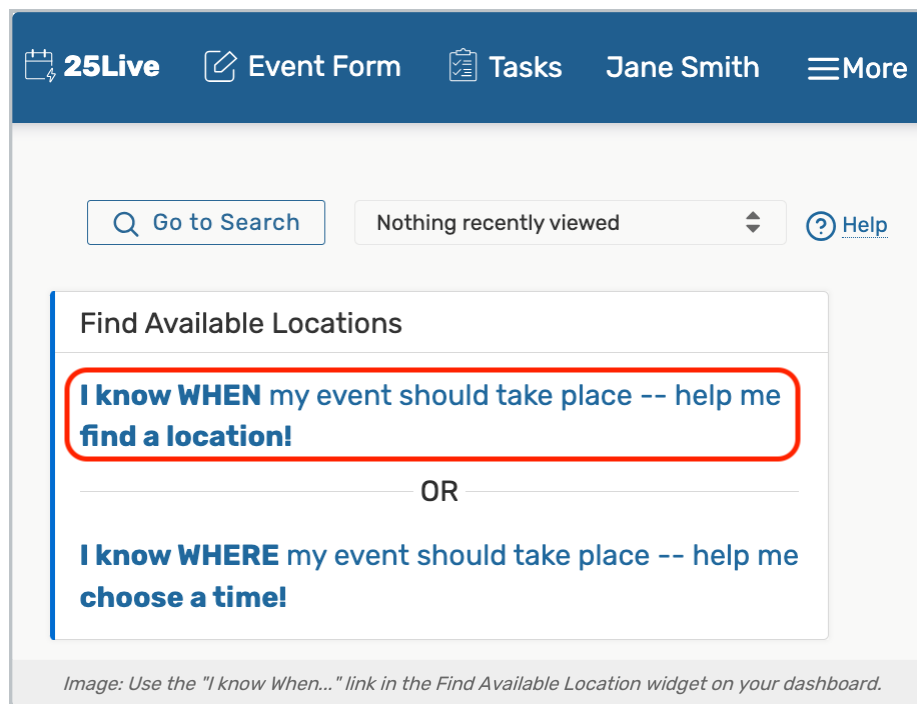
Even if you don't have a full license for X25 Analytics, you can use the free version to see basic metrics and reports. One of these is the [Schedule Distribution Report](#) which gives you a color-coded summary of your classes, broken down by which ones conform to a standard schedule and which do not.



It's easiest to perform this process using a term that's already been imported into 25Live, because you can create a list by picking and choosing from the meeting patterns already present. If you want to wait to set this up later, you can revisit this step after you've completed your first successful import from LYNX. However, if you want to get a head start then you can enter the meeting patterns manually.

25Live Dashboard Availability Search

The LAMP report is good for seeing availability for a large number of locations at once, but it's only as current as the last time it was printed. You also have the option of searching for available locations directly in 25Live. The meeting patterns in this search are configured separately.



This option is found on the 25Live dashboard under the "I know WHEN" search box. See [Academic Availability Checking Using Find Available Locations](#) for instructions on how to use this search and how to add standard meeting patterns as templates.



Note

You must have the following permission set to **Yes** in [Series25 Group Administration](#) to perform this configuration:

Academic: 1.1 *Manage Meeting Patterns*

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