Utilizing Meeting Patterns and Standard Schedules

⊠ **Click here to view related articles.**

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.

In This Article:

- Setting up Meeting Patterns and Standard Schedules
- View Your Standard Schedules in 25Live System Settings
- View Meeting Pattern Information in Search Results
- Location Availability by Meeting Pattern Report
- Utilizing Specific Meeting Patterns in Other 25Live Reports
- X25 Analytics Standard Schedules
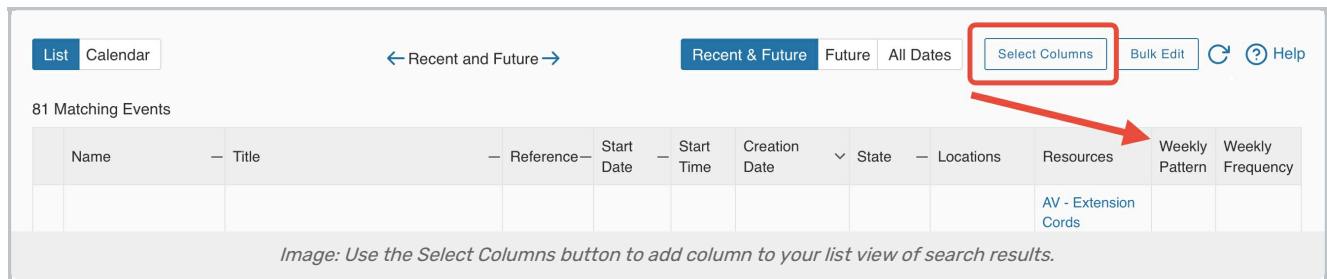- 25Live Dashboard Availability Search

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 Meeting Pattern Information in Search Results

	Name	—	Title	—	Reference	—	Start Date	—	Start Time	Creation Date	✓	State	—	Locations	Resources	Weekly Pattern	Weekly Frequency
															AV - Extension Cords		

Image: Use the Select Columns button to add column to your list view of search results.

When Working With Search Results, you can change/add which columns are displayed using the **Select Columns** button at the top of the list view. For example, you may add *Weekly Pattern* and *Weekly Frequency* columns to event searches for a convenient view of meeting pattern information.

- **Weekly Pattern** — This will display which days of week are being repeated (e.g. TR, MW, MTWRF). If an event has multiple segments with weekly repeats, then those will be displayed in a comma separated list

- **Weekly Frequency** — If an event has a weekly repeat pattern, "Weekly" will display. "Bi Weekly" is shown for every other week repeat pattern. If an event has segments with different weekly repeat frequencies, then those will be listed separated by a comma (e.g. Weekly, Bi Weekly)

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			

◄ ►   Parameter Summary   **Location Availability**   +

Image: Standard Schedules – Excel report example.

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.

Utilizing Specific Meeting Patterns in Other 25Live Reports

The Advanced search in 25Live allows you to filter your event data using your meeting pattern or standard schedule information. Once your search is created, you can utilize it in any 25Live report that accepts event searches.

Image: Use the Meeting Pattern advanced search criteria to limit the events returned.

With either option, you can opt to select **Do Not Include** from the dropdown to omit patterns from your search.

Image: Select Do Not Include from the dropdown to omit events with the selected meeting patterns from your search results.
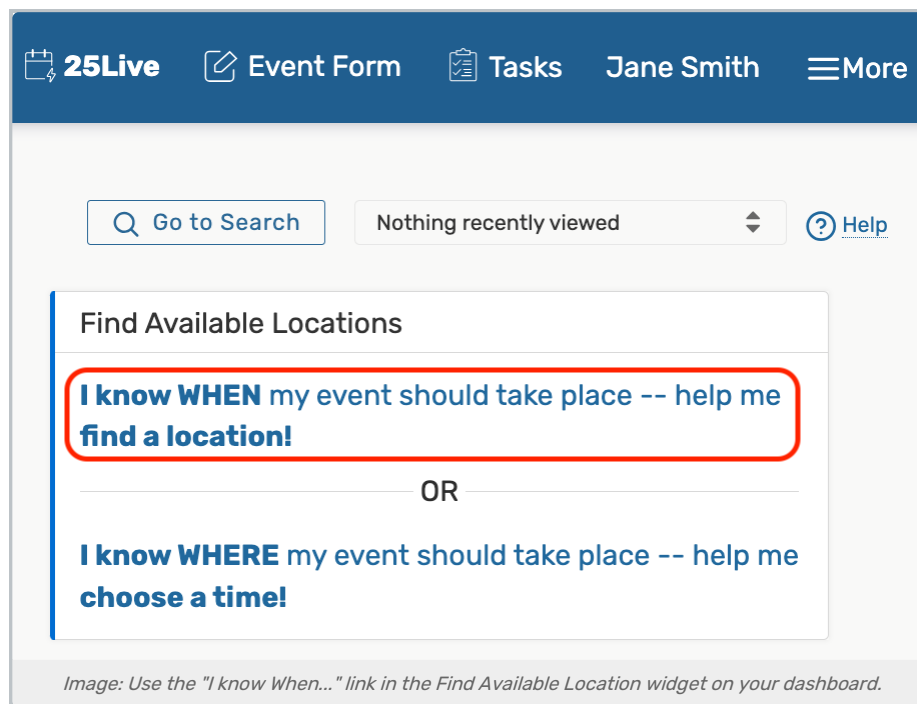
X25 Analytics Standard Schedules

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.

Schedule Distribution Report in X25 Analytics

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.

Image: Use the "I know When..." link in the Find Available Location widget on your dashboard.

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*