

## Using the 25Live Meeting Pattern Grid (Optimizer Grids)

Optimizer Grids help you fine-tune the results from your Schedule25 Optimizer runs to find room for sections that are Not Placed or Impossible to Place, while [Academic Grids](#) can be used to review the times and meeting patterns of sections. In addition, the Optimizer grid makes it easy to share and collaborate your changes with other users. Then, after finalizing the finishing touches, you can send them back to the Optimizer for their final assignments.

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## Navigating to the Meeting Pattern Grids



### Security Note: Accessing the Meeting Pattern Grid

To use the Meeting Pattern Grids, you will need the following permission set to **Yes** in [Series25 Group Administration](#):

Academic Options: 4.0 *Use Schedule25 Optimizer and Meeting Pattern Grid*

Academic Options 6.0 *Access to Academic Grids*

- Open the **More** menu in the [top navigation bar](#) and use the **Meeting Pattern Grid** link.



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#### Note: Academic Grids

Academic grids are a useful way to review, audit, and amend section data to minimize conflicts that may cause scheduling problems downstream. Use these grids before optimizing, for best results. For example, you can resolve instructor conflicts or reschedule sections that don't adhere to a standard schedule. See the [Academic Grid](#) page for more.

## Meeting Pattern Pushback

The "meeting pattern pushback" feature allows you to make changes that will then go into the suggested assignments in the Optimizer. This feature is currently available for Banner, Campus Solutions, and Workday, with more SIS choices coming soon.

### Prerequisites

- Ask [Series25 Support](#) to set a global database setting in [LYNX](#) for you
- If you are an existing Banner or Campus Solutions customer, you must update your LYNX script to the latest version. New databases will have this enabled already
- If available, also turn off the "Update Meeting Patterns on Export" setting in the *More > Export to SIS > Section Export* within the [extract set](#) being used in LYNX
  - If this setting is grayed out, contact Series25 Support

### Using Meeting Pattern Pushback

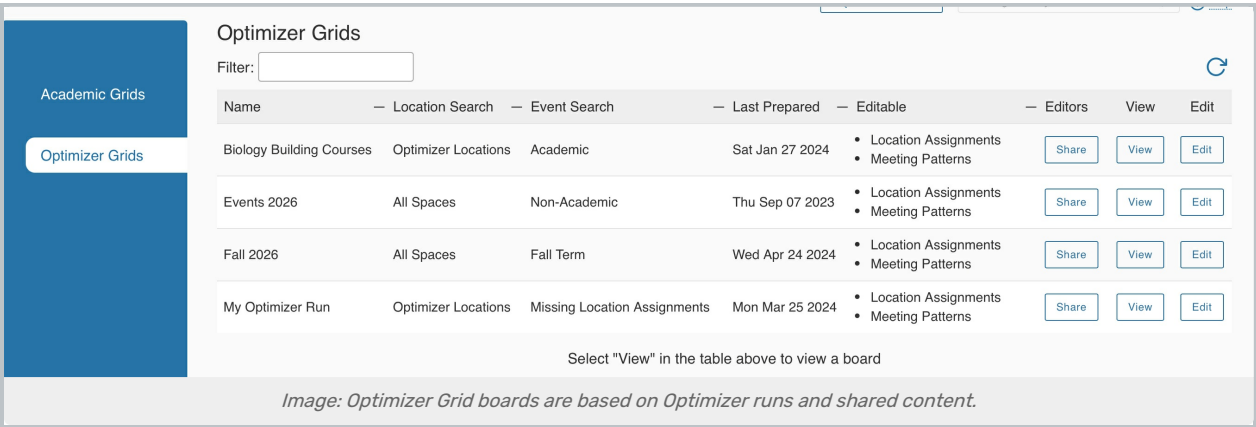
- Import your sections
- Use the Optimizer to prep, optimize, and get your results
- Come to the Meeting Patterns Grids section in 25Live, and open that run
- You'll see all the unassigned sections in the top row
- Choose a not placed section, and drag it to a new location and time
- Send it back to the Optimizer

In the Optimizer, the one you moved is now listed in suggested assignments. Go to LYNX to see that section exported.

## Using the Optimizer Grid

### Viewing and Sharing an Optimizer Grid

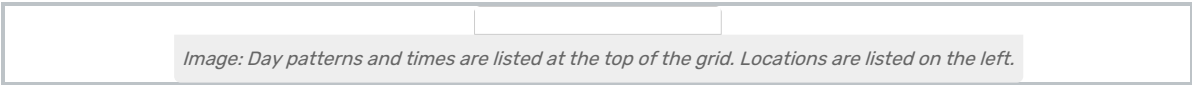
- Once you are in the Optimizer Grid view, you will see all of your existing boards listed in a table. This view will contain all the Optimizer runs associated with your 25Live user with events, results, and spaces files present. The menu will also show any boards another user has shared with you.
- Share boards with other users by pressing the **Share** button and selecting a contact from the list.



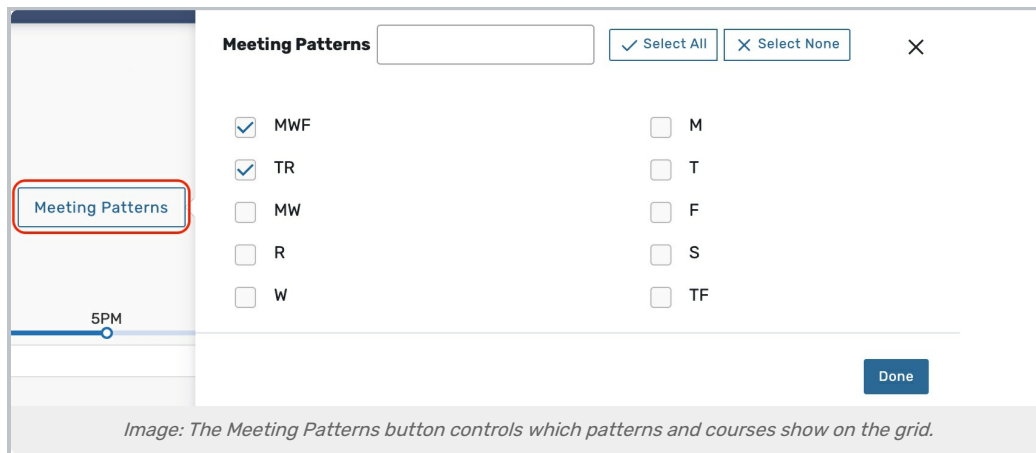
- Tap **View** on any board to move to the grid view.
- Use the **Edit** button to access editing options. See [Editing an Optimizer Grid](#) below.

### Adjusting the Optimizer Grid Timeframe

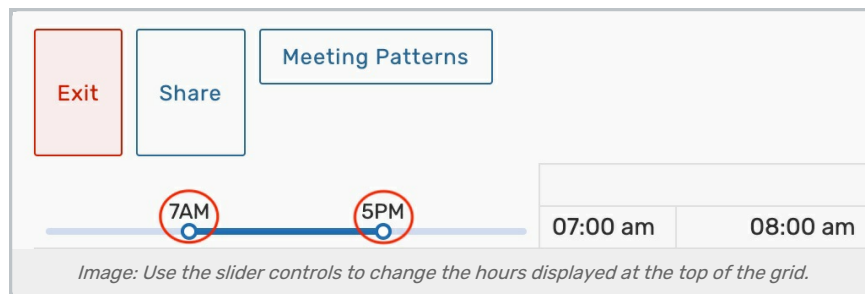
- Days and times for the selected meeting pattern are shown on the grid's top for the hours selected.



- Use the **Meeting Pattern Days** button to open a list of meeting pattern options. Select as many patterns as you'd like course sections to display.



- At the top-left corner of the grid are the controls for changing which hours are shown along the top of the grid. Click and drag the sliders to update the grid.

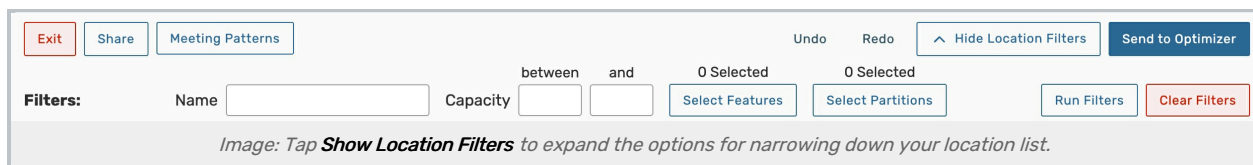


- If a section's end time is before the earliest hour on the grid, it will not display. Similarly, if a section's start time is after the last hour show, it will not display.

## Adjusting the Locations Displayed

- The left side of the grid is populated with locations from the associated Optimizer run along with the capacity of each (either the default or max capacity, as defined by the Optimizer run) displayed in parentheses next to the location name. The grid's top content row will always show unassigned classes/sections that were "Not Placed" or "Impossible to Place" during the Optimizer run as **UNASSIGNED**.
  - Not Placed** - sections not placed because of competition from other sections.
  - Impossible to Place** - sections whose preferences or requirements are such that there is no suitable placement in the run.

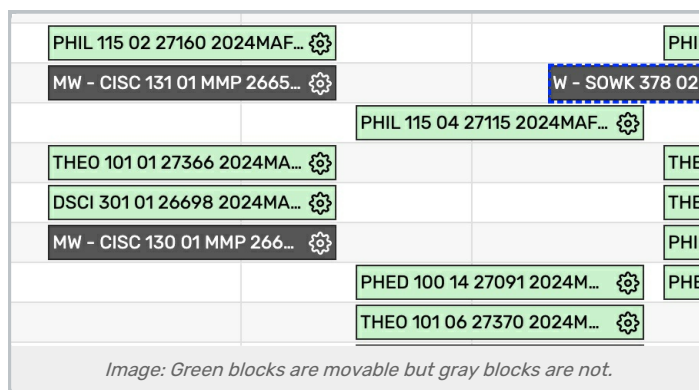
- Tap the **Show Location Filters** dropdown button to open the filter options. Making changes to the filters will narrow down which locations appear on the grid and help you find a best-fit room for your unplaced classes.




- **Name** – Enter part or all of a location name into this text field to limit the locations shown
- **Capacity** – Enter a bottom limit capacity value in the first text field and an upper limit value in the second field
- **Selected Features** – Use this button to reveal a list of features, select the ones you'd like to include, and tap or click **Done** to apply
- **Select Partitions** – Use this button to reveal a list of partitions, select the ones you'd like to include, and tap or click **Done** to apply
- Tap or click the **Run Filters** to apply the filters. Multiple filters can be applied. Use the **Clear Filter** button to restore the complete grid of sections.

## Viewing and Sorting Course Blocks

- Course sections appear on the grid as rectangles that span across the time blocks for that class's duration.



- **Green** – class sections that are available to move
- **Gray** – sections that don't fully adhere to the selected meeting pattern (such as a Friday class shown in an MWF meeting pattern) or events outside the Optimizer run that cannot be moved without changing the meeting pattern
- Within each green block, you can use the gear (  ) icon to see additional information about the section (Organization, Partition Preferences, Enrollment).
  - The links under the **Overlapping Items** heading show all sections that take place in the same location at an overlapping time. You can click on one of these sections to sort it to the top of the cluster.
  - Use the **Sort Locations by Relevance** button to change the sorting of the left-side list of locations relevant to this section (using capacity, partition preference, and requested features). If Sort Locations by Relevance is pressed, a **Reset Sort** button will populate above the grid, which will allow you to restore the original location sorting.

Upper Diamond Performance (0)		
⚙	MWFS - THEO 200 01 2...	⚙
⚙	MWFS - THEO 215 02 2...	⚙
⚙	MWFS - GERM 211 01 25...	⚙
⚙	MWFS - GERM 111 02 25...	⚙
⚙	MWFS - ARTH 110 02 25...	⚙
⚙	MWFS - THEO 101 06 26...	⚙
⚙	J (0)	ENGR 431 (F - SGA Meeting (15)
⚙	MWFS - SPAN 411 01 26...	⚙
	CISC 130 02 MMP 2437...	⚙
5Live Disc	MWFS - ENGR 382 01 2...	⚙
⚙	ARTH 291 02 24213 20...	⚙
⚙	ENGR 340 01 24548 20...	⚙
	ENGR 381 01 24558 20...	⚙
	LATN 111 01 24754 202...	⚙
⚙	SPAN 211 03 25123 202...	⚙
⚙	MWFS - ENGR 381 01 2...	⚙
⚙	ACCT 311 01 24133 202...	⚙
	MTF - Monthly Blood Drive (5	⚙
	GERM 300 01 24673 2 MT - F	⚙
	GERM 111 01 24669 20 TW - F	⚙
	MWFS - GERM 300 01 2...	⚙
	ARTH 110 03 24200 20...	⚙
	THEO 101 11 25230 202...	⚙
	Al W - Training (15)	⚙
	GEOL 115 01 24659 202...	⚙
	MWFS - GEOL 113 01 25...	⚙
	SPAN 300 03 25145 20...	⚙
	MWFS - HLTH 350 01 2...	⚙
	SPAN 300 01 25137 20...	⚙
	MWFS - SPAN 211 07 26...	⚙
	MWFS - SPAN 112 04 26...	⚙
	MWFS - LATN 211 01 25...	⚙
	MWFS - LATN 111 02 25...	⚙
	CISC 200 01 24381 202...	⚙

Animation: The gear icon reveals more information about each course section.

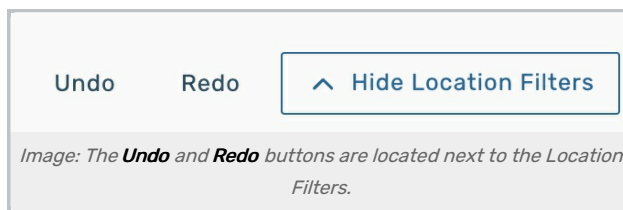
## Moving Course Blocks

- Click any green course section rectangle to move it up or down to a different location. Sections shaded gray cannot be moved (without changing the meeting pattern displayed). Blocks cannot move horizontally.

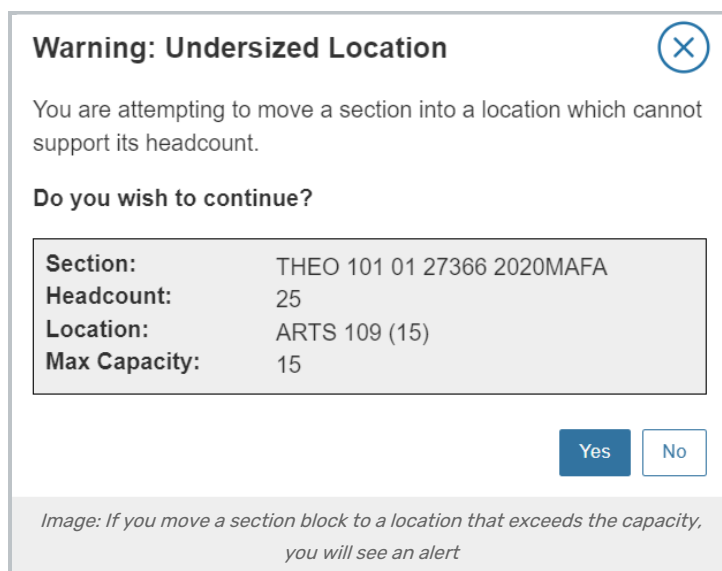
	09:00 am	10:00 am	11:00 am	12:00 pm	01:00 pm
MH 110 (40)					
MH 111 (40)					
MH 212 (40)					
MH 319 (40)		SOCI 310 01 25195 202...	PHED 104 01 24969 20...		
USC 200 (35)		PHED 426 01 24935 20...		PHED 410 01 24936 20...	
USC 202 (40)			BLAW 301 03 24303 20...		
USC 204 (45)	2024AM...	MKTG 600 F2 24822 2024AM...			
USC 206 (50)	2024AM...			POLS 320 01 25059 20...	
USC 208 (35)	PHED 100 16 24948 20...	PHED 100 23 24954 20...		MKTG 330 01 24910 20...	
USC 210 (40)	SOCI 110 01 25190 202...	M - GRSW 682 14 MMP 247 M - GRSW 690 01 MMP 24717 2024AM...			
USC 212 (45)	MKTG 340 01 24903 20...	PHED 100 20 24955 20...			
USC 214 (50)					
USC 216 (35)	PHED 100 10 24946 20...	PHED 100 19 24952 20...		BLAW 301 04 24304 20...	
USC 218 (40)	BLAW 302 01 24307 20...			M - GRSW 607 10 MMP 24719 2024AM...	
USC 220 (45)	POLS 104 P1 25065 20...	SOCI 200 01 25191 202...			

Animation: You can move course section blocks up or down to another location.

- Use the **Undo** button to reverse your last change on the grid and the **Redo** button to restore changes that were reversed by pressing Undo.



- Moving section blocks on the grid does not assign them to the new location. You will make assignments in the Optimizer after sending back your changes.
- If section blocks are stacked (such as with clustered items, as shown in the section information), you can click on a stack to move the top section, separating the clustered course sections. Separating sections is especially helpful in managing a cluster of "UNASSIGNED" sections.



- If you move a section block to a location that is too small (exceeds the capacity), you will see an alert warning you. There will not be an additional alert before sending to the [Schedule25 Optimizer](#).



#### Note: Changes Are Saved Automatically

25Live automatically saves the board for viewing by you or shared contacts as you make changes.



#### Tip: Use the Shaded Box to Move Around the Board

There is a shaded navigation control box with a smaller rectangle within the bottom-right corner of the grid. The inner rectangle represents the amount of grid that is visible. Drag the smaller rectangle within the shaded control box to scroll around the board.



Animation: Click and drag your mouse in the gray rectangle at the bottom right to move quickly around the board.



### Tip: Moving and Sorting Unassigned Blocks

Many of the "UNASSIGNED" blocks may be sections that were "Not Placed" or "Impossible to Place" in the Optimizer run. Clicking into each section and using the **Sort by Relevance** button will help you find the best fit for those sections. You may then wish to move suggested assignments to find suitable locations to accommodate everything in your schedule.

## Sharing and Exiting the Board

- Use the **Exit** button at the top to leave the board and return to the Optimizer Grid table.
- Tap the **Share** button to select one or more contacts to share the board and collaborate with.

Image: The Exit and Share buttons are located in the top-left, above the grid.

## Sending to Optimizer



### Reminder: The Optimizer Grid is a Collaborative Tool

Before sending your changes to the Optimizer, you may want to use the **Manage Board** button to share this board with other staff members for review.

- When you are done making changes and reviewing with others, use the **Send to Optimizer** button to update the Schedule25 Optimizer files. The changes will be displayed in the Optimizer as "Suggested Assignments" that you can review and assign.
- See [Performing Schedule25 Optimizer Runs](#) in the [Schedule25 Optimizer help](#) for more details on the next steps.

## Editing an Optimizer Grid

- From the tabled view of all your **Optimizer Grids**, use the **Edit** button to view editing options.

**Edit Grid: Biology Building Courses**

**Name:** Biology Building Courses

**Event Search:** Academic

**Location Search:** Optimizer Locations

**Editing:**

- ☐ Location Assignments Only
- ☒ Location Assignments and Meeting Patterns

Save Cancel

*Image: Editing options available for Optimizer Grids*

- You can edit the **Name** field from the editing modal window.
- Options such as the Event Search and Location Search can only be set when first creating the grid.
- Use the **Editing** option radio buttons to choose between *(option not available if your instance doesn't have the ability to move objects horizontally on the grid)*:
  - **Location Assignments Only**
    - This option only allows vertical movement of items on the grid.
  - **Location Assignments and Meeting Patterns**
    - Selected by default
    - This option allows both vertical and horizontal movement on the grid.

