

Using the 25Live Meeting Pattern Grid

Academic Grids can be used to review the times and meeting patterns of sections, while 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. 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.

Navigating to the Meeting Pattern Grids



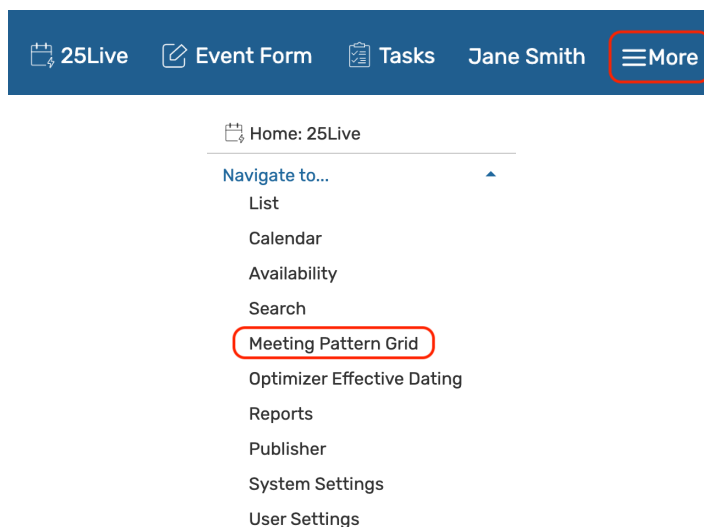
Security Note: Accessing the Meeting Pattern Grid

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.

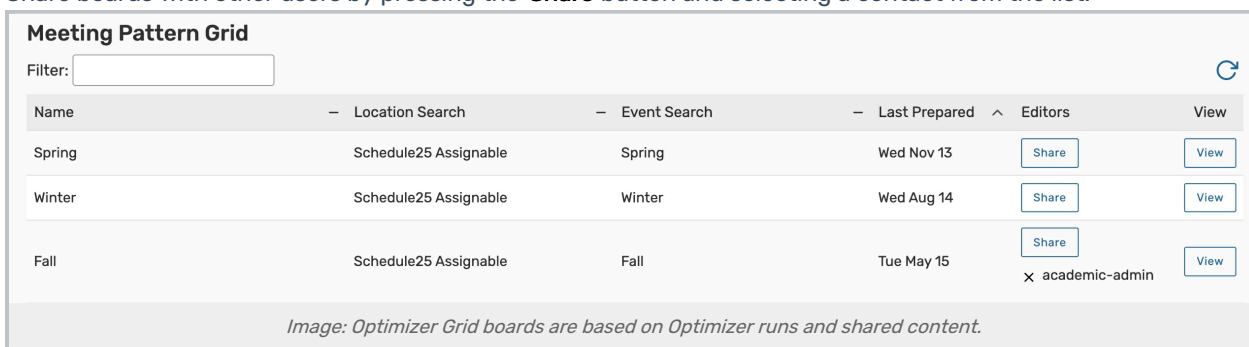


Using the Optimizer Grid

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.



Meeting Pattern Grid

Filter:

Name	Location Search	Event Search	Last Prepared	Editors	View
Spring	Schedule25 Assignable	Spring	Wed Nov 13	Share	View
Winter	Schedule25 Assignable	Winter	Wed Aug 14	Share	View
Fall	Schedule25 Assignable	Fall	Tue May 15	Share	View

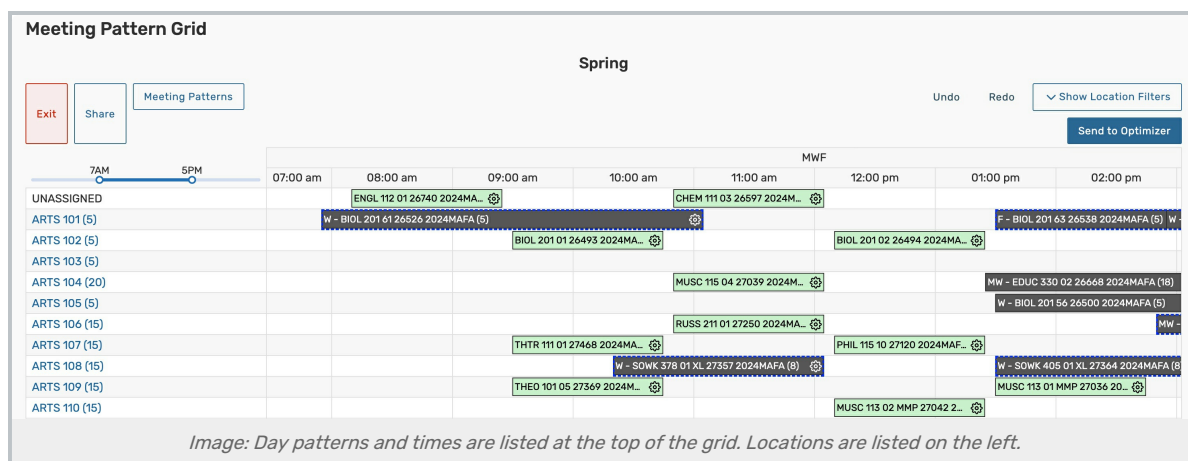
x academic-admin

Image: Optimizer Grid boards are based on Optimizer runs and shared content.

- Tap **View** on any board to move to the grid view.

Adjusting the Optimizer Grid Timeframe

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



Meeting Pattern Grid

Spring

Exit Share Meeting Patterns

Undo Redo Show Location Filters Send to Optimizer

7AM 5PM

UNASSIGNED

ARTS 101 (5)

ARTS 102 (5)

ARTS 103 (5)

ARTS 104 (20)

ARTS 105 (5)

ARTS 106 (15)

ARTS 107 (15)

ARTS 108 (15)

ARTS 109 (15)

ARTS 110 (15)

ENGL 112 01 26740 2024MA... (5)

W - BIOL 201 61 26526 2024MAFA (5)

BIOL 201 01 26493 2024MA... (5)

CHEM 111 03 26597 2024M... (5)

MUSC 115 04 27039 2024M... (5)

RUSS 211 01 27250 2024MA... (5)

THTR 111 01 27468 2024MA... (5)

W - SOWK 378 01 XL 27357 2024MAFA (8)

THEO 101 05 27369 2024M... (5)

PHIL 115 10 27120 2024MAF... (5)

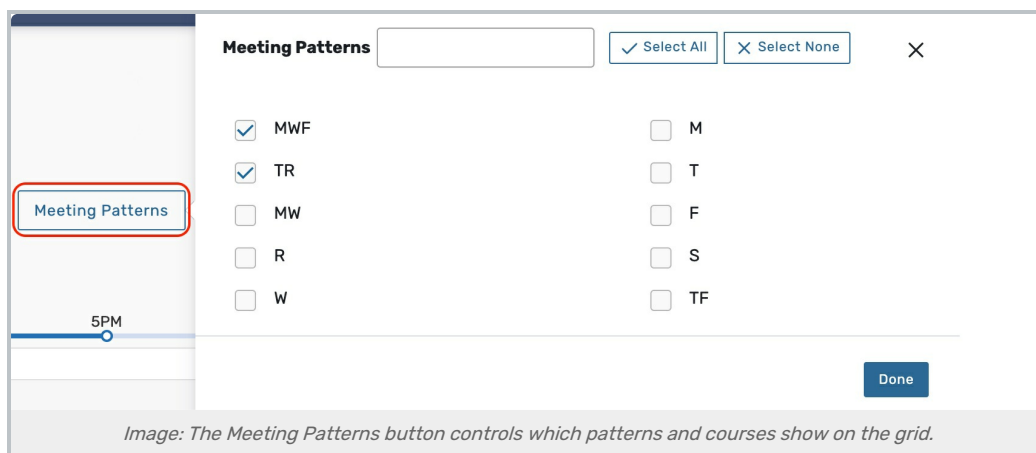
W - SOWK 405 01 XL 27354 2024MAFA (8)

MUSC 113 01 MMP 27036 20... (5)

MUSC 113 02 MMP 27042 2... (5)

Image: Day patterns and times are listed at the top of the grid. Locations are listed on the left.

- 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.



Meeting Patterns

Select All Select None X

☒ MWF ☐ M

☒ TR ☐ T

☐ MW ☐ F

☐ R ☐ S

☐ W ☐ TF

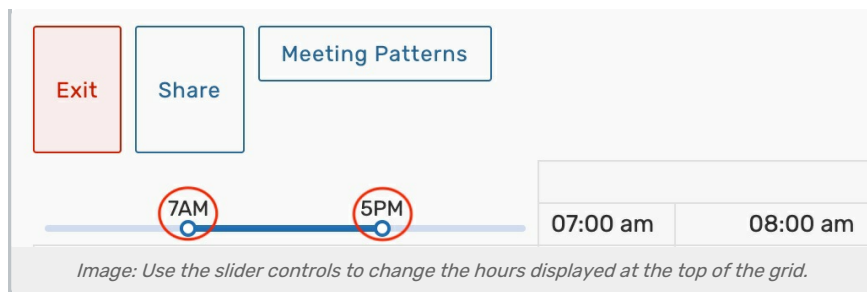
Meeting Patterns

5PM

Done

Image: The Meeting Patterns button controls which patterns and courses show on the grid.

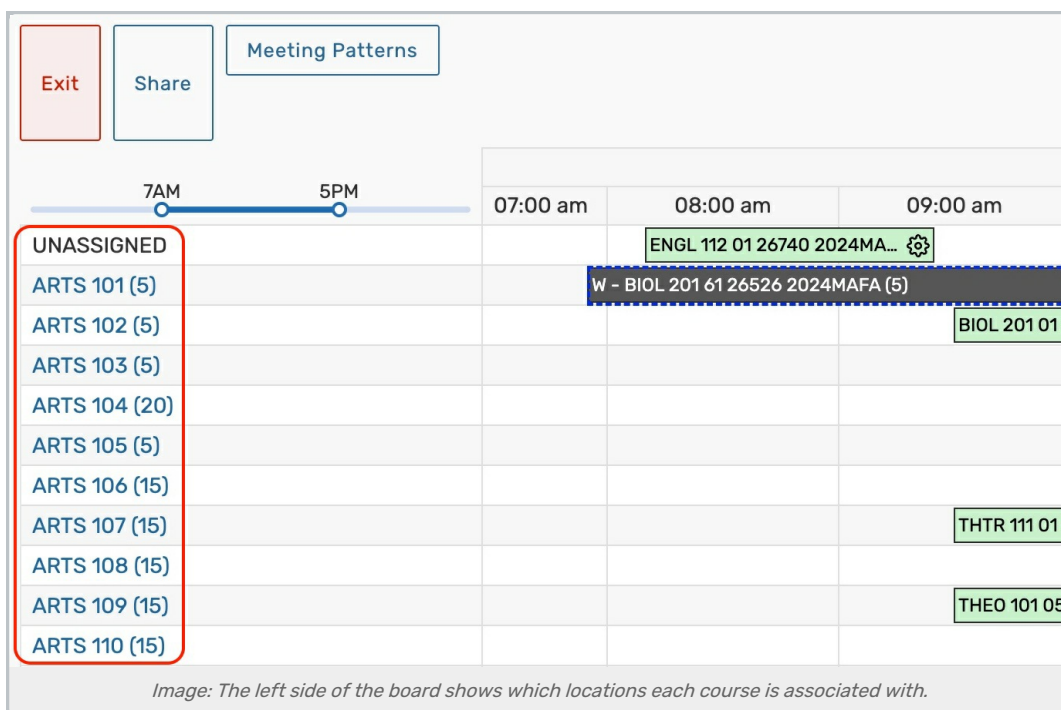
- At the top-left corner of the grid are the controls for changing which hours are shown along the top of the grid. Click and drag the sliders to update the grid.



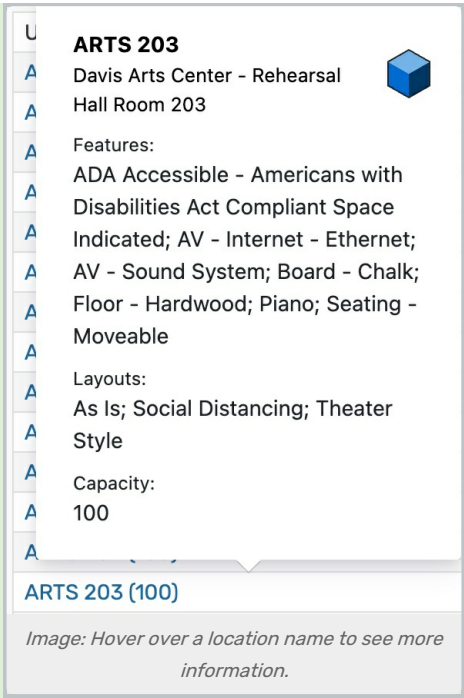
- If a section's end time is before the earliest hour on the grid, it will not display. Similarly, if a section's start time is after the last hour show, it will not display.

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.

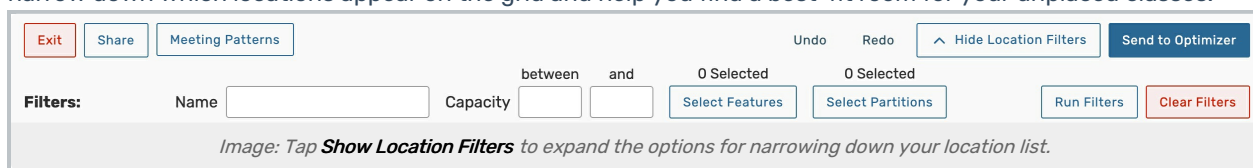


Tip: Viewing Location Information



Hover over the name of any location in the left-side list on the grid to view extra information, such as features, partitions, and capacity.

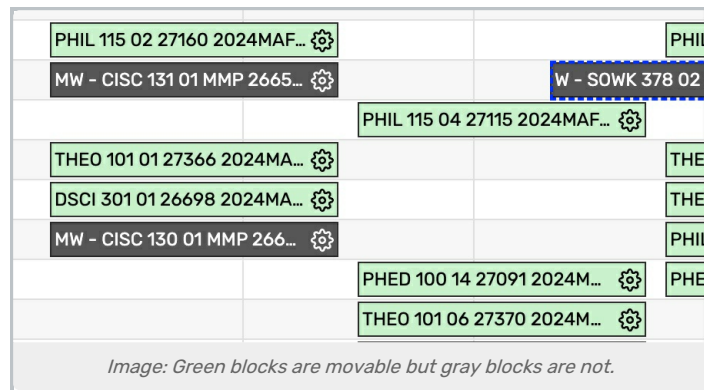
- Tap the **Show Location Filters** dropdown button to open the filter options. Making changes to the filters will narrow down which locations appear on the grid and help you find a best-fit room for your unplaced classes.




- **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.

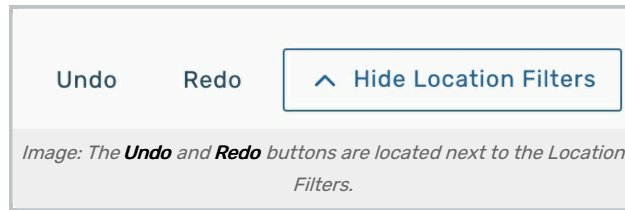
Moving Course Blocks

- 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.

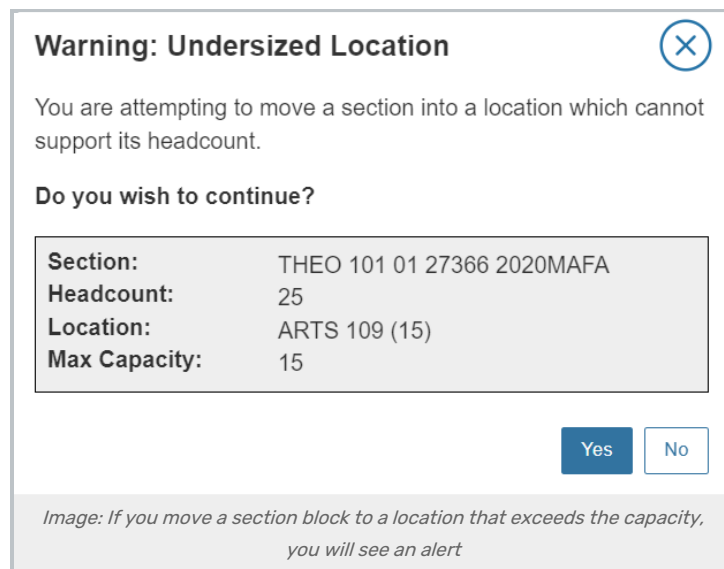
MH 110 (40)	09:00 am	10:00 am	11:00 am	12:00 pm	01:00 pm
MH 111 (40)					
MH 212 (40)					
MH 319 (40)	SOCI 310 01 25195 202...		PHED 104 01 24969 20...		
USC 200 (35)	PHED 426 01 24935 20...			PHED 410 01 24936 20...	
USC 202 (40)			BLAW 301 03 24303 20...		
USC 204 (45)	2024AM...	M - MKTG 600 F2 24822 2024AM...			
USC 206 (50)	P (10)			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.

USC 206 (50)					MWF	
USC 208 (35)		08:00 am	09:00 am	10:00 am	11:00 am	12:00
USC 210 (40)		MKTG 300 01 24893 20...	SOCI 110 01 25190 202...		M - GRSW 682 14 MMP 247 M - GRS	
USC 212 (45)			MKTG 340 01 24903 20...		PHED 100 20 24955 20...	
USC 214 (50)						
USC 216 (35)		PHED 100 04 24931 20...	PHED 100 10 24946 20...		PHED 100 19 24952 20...	
USC 218 (40)		PHED 205 01 24966 20...	BLAW 302 01 24307 20...			M - GRS
USC 220 (45)			POLS 104 P1 25065 20...		SOCI 200 01 25191 202...	
USC 300 (50)						
USC 302 (35)		PHED 100 06 24932 20...	PHED 100 14 24947 20...		PHED 100 21 24957 20...	
USC 304 (40)			POLS 225 01 25057 20...		SOCI 100 03 25204 20...	
USC 306 (45)			SOCI 320 01 25196 202...		POLS 104 01 25063 20...	
USC 308 (50)						
USC 310 (35)		M - GF PHED 206 01 24967 20...	IMSP (PHED 100 12 24945 20...		F - Math Department Meeting (0)	
USC 312 (40)			BLAW 301 02 24302 20...		BLAW 302 02 24311 20...	
USC 314 (45)			PHED 100 13 24942 20...			
USC 316 (50)						
USC 318 (35)		W - Budget Hearings ... '18 2024AMSP (0)				
USC 320 (40)			SOCI 100 01 25202 202...		MKTG 340 02 24904 2...	

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.

Meeting Pattern Grid

Exit

Share

Meeting Patterns

8AM

5PM

UNASSIGNED

08:00 am

09:00 am

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

Sending to Optimizer



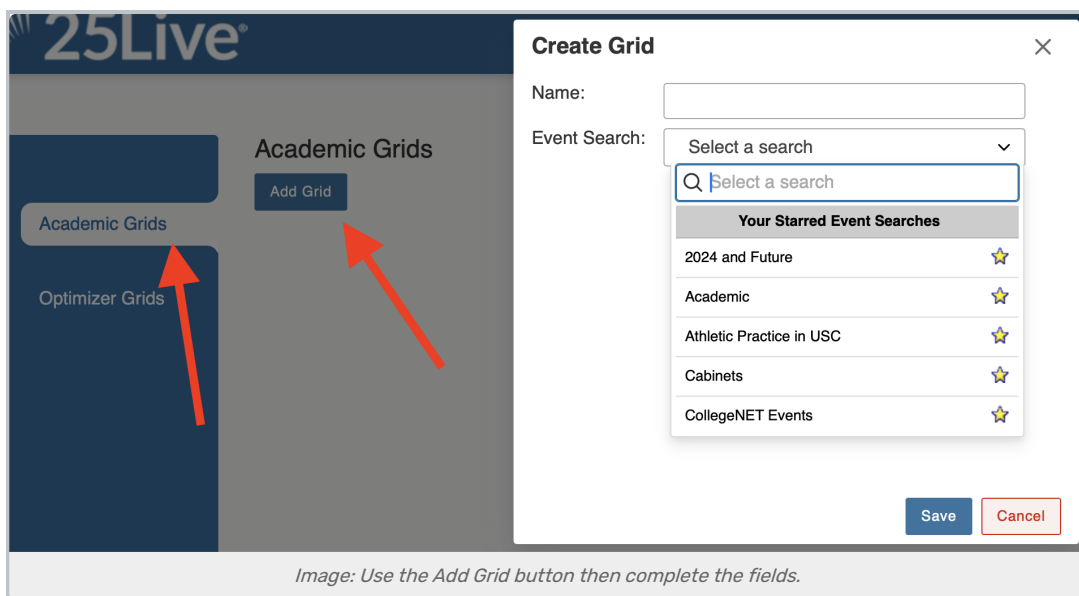
Reminder: The Optimizer Grid is a Collaborative Tool

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.

Using the Schedule-Only Meeting Pattern Grid

1. Creating a New Academic Grid



Users with appropriate permissions can create read-only grids.

- Choose Academic in the sidebar
- Use the **Add Grid** button
- In the modal window, add a **Name** and an **Event Search**

Once created you cannot change the event search. You may change the name using the **Edit** button in the table of all Academic Grids.

2. Sharing a Grid

Share Grid

Share With:

Select from Users

User

Mozart, Wolfgang

Remove

Johnson, Dorthy

Remove

Smith, Jane

Remove

Save

Cancel

Image: Use the search to find users to share your grid with.

Grids can be shared with any number of users.

Academic Grids

Add Grid

Filter:

Name	Event Search	Type	View	Edit	Share	Delete
Earth Sciences Department Events	Science	schedule-only	View	Edit	Share	Delete

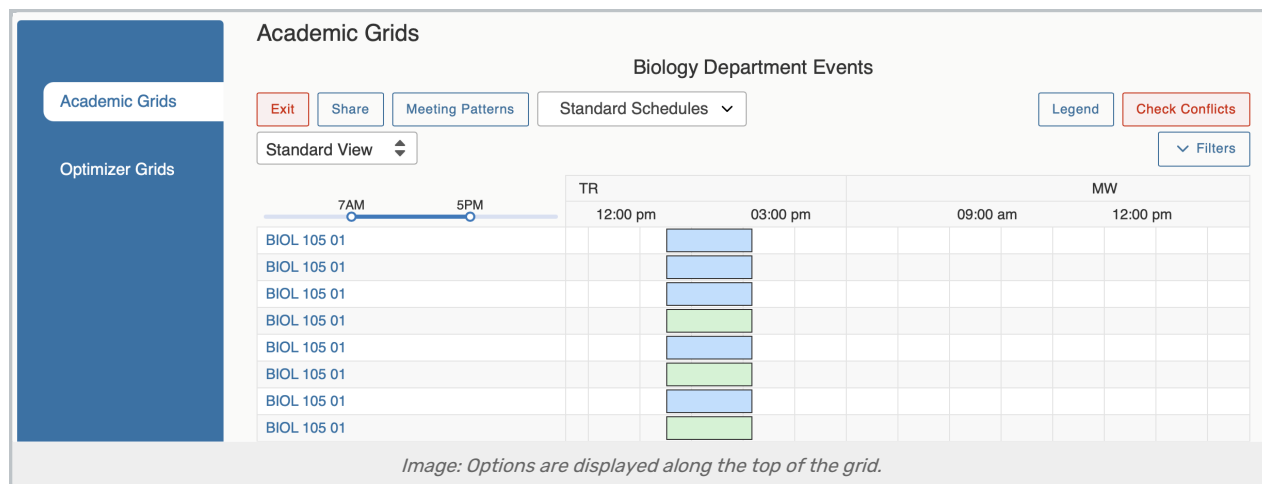
Image: The table of existing grids shows the View, Edit, Share, and Delete buttons.

In the table of all Academic Grids:

- Use the **Share** button in the line with your grid
- Choose users using the **Share With** dropdown menu to search by username
- Added users will be displayed below
- Close the modal window when finished using the **Save** button

3. Viewing an Academic Grid

Use the **View** button, your grid will load based on the event search results.



Each row in this view is a section/segment, and grids display available options in the view for:

- **Exit:** Leave this grid view to return to the table listing
- **Share:** Brings up the same sharing display described above
- **Meeting Patterns:** Choose the meeting patterns and times you wish to view
- **Schedule Chooser:** Allows you to choose between viewing the grid using **Standard Schedules** or others your institution has defined
 - For example, choosing Standard Schedules will highlight any items that do not match with a red background
- **Legend:** A toggled key to color and pattern meanings within the grid display

Conflicts

There are 15 outstanding sets of instructor conflicts.

Instructor:

Flanders, Elva

Meeting Pattern:

R

Time:

01:30 pm - 03:30 pm

Sections:

BIOL 106 51 24258 2019AMSP

BIOL 204 58 24240 2019AMSP

Instructor:

Flanders, Elva

Meeting Pattern:

R

Time:

01:30 pm - 03:30 pm

Sections:

BIOL 106 51 24258 2020AMSP

BIOL 204 58 24240 2020AMSP

Instructor:

Flanders, Elva

Meeting Pattern:

R

Time:

01:30 pm - 03:30 pm

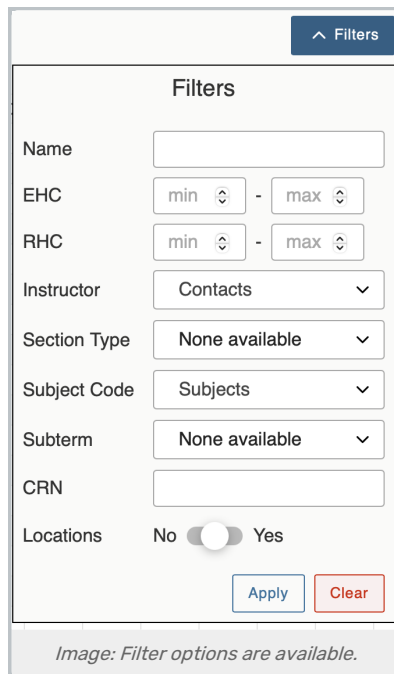
Sections:

BIOL 106 51 24258 2021AMSP

BIOL 204 58 24240 2021AMSP

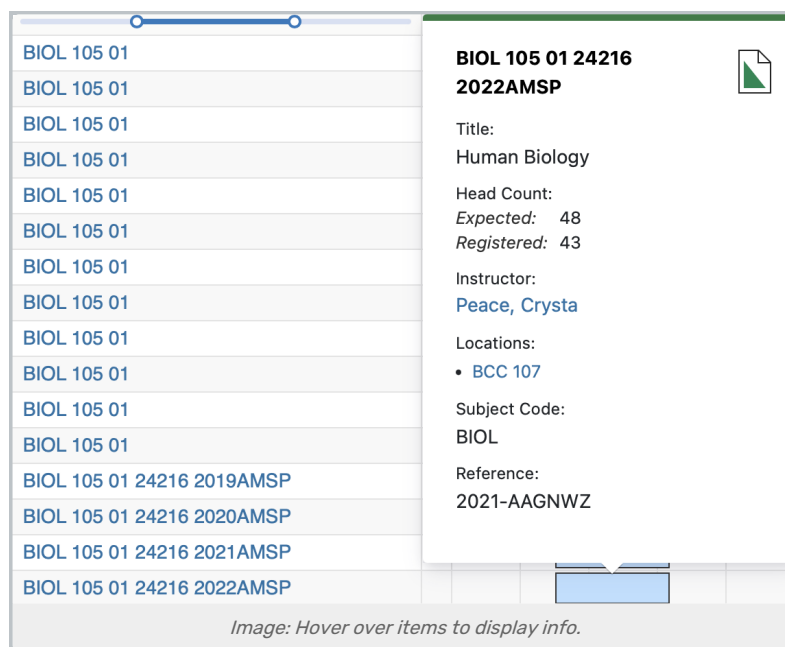
Image: The Check Conflicts button shows instructor conflicts to resolve.

- **Check Conflicts:** Shows a modal window with instructor conflicts you may need to resolve



The image shows a 'Filters' panel with a title bar that says 'Filters' and a close button. Below the title bar, there are several filter fields: 'Name' (text input), 'EHC' (min - max range), 'RHC' (min - max range), 'Instructor' (dropdown menu with 'Contacts' selected), 'Section Type' (dropdown menu with 'None available' selected), 'Subject Code' (dropdown menu with 'Subjects' selected), 'Subterm' (dropdown menu with 'None available' selected), 'CRN' (text input), and 'Locations' (toggle switch set to 'No'). At the bottom of the panel are 'Apply' and 'Clear' buttons. Below the panel, there is a caption: 'Image: Filter options are available.'

- **Filters:** Allows you to define and apply filters to reduce the results in the view based on head count (EHC/RHC), Instructor, Section Type, Subject Code, Subterm, CRN (course record number), and Locations. Use the **Apply** button to save or **Clear** to exit
 - In the standard view, this will filter rows, and in the instructor view this will filter items
 - Active filters show up in the header as bubbles which can easily be removed
- Choose between **Standard View** or **Instructor View**
 - The Instructor mode includes “shadows” of items from different (but overlapping) meeting patterns



The image shows a table with 16 rows of 'BIOL 105 01' items. The last row is highlighted with a tooltip. The tooltip contains the following information:

BIOL 105 01 24216 2022AMSP
Title: Human Biology
Head Count: Expected: 48 Registered: 43
Instructor: Peace, Crysta
Locations: • BCC 107
Subject Code: BIOL
Reference: 2021-AAGNWZ

Below the table, there is a caption: 'Image: Hover over items to display info.'

When hovering over an item in the grid, you can find academic information for the event, including:

- Name
- Title
- Expected and Registered Head Count
- Requirements
- Instructor
- Locations
- Section type
- Subject Code
- Subterm
- CRN
- Event Reference
- Any overlapping items