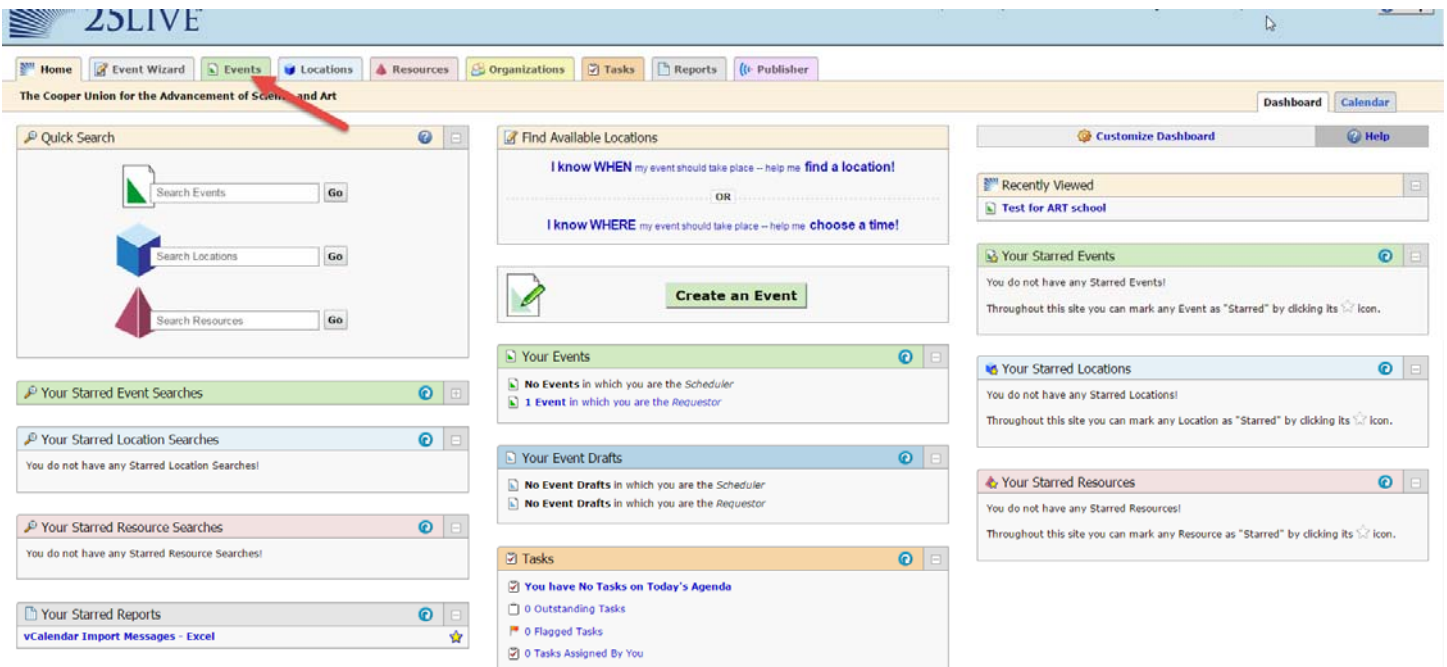
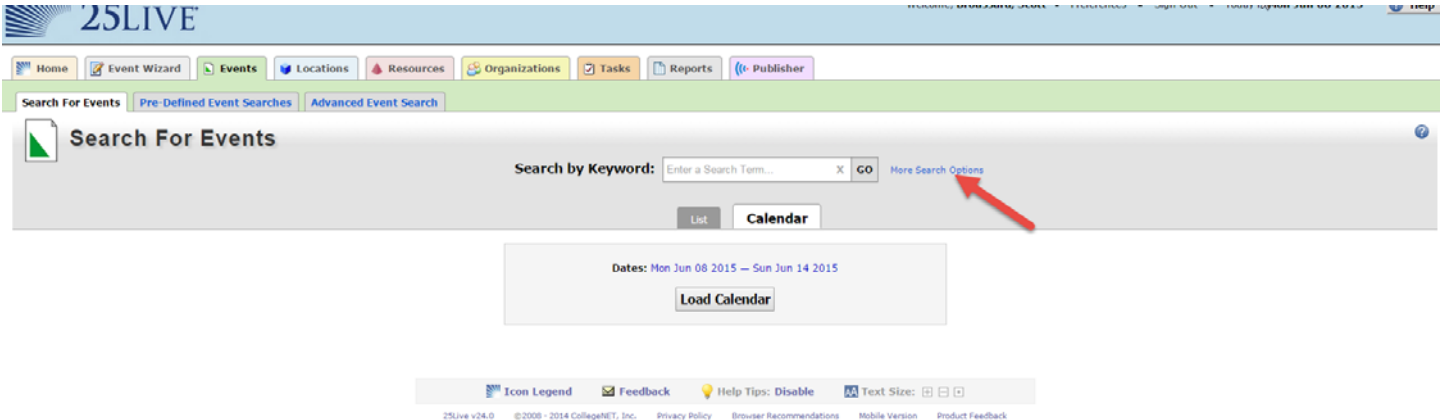


Searching for the Academic Schedule on 25Live

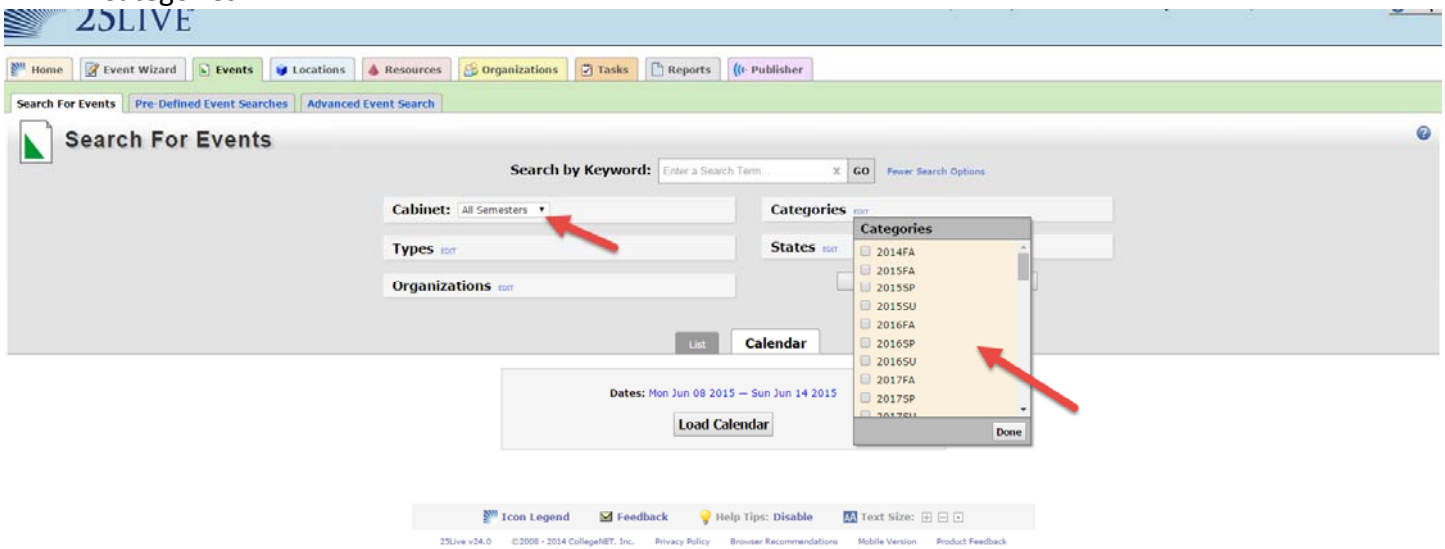
- 1) Login into 25Live
- 2) Click Events tab



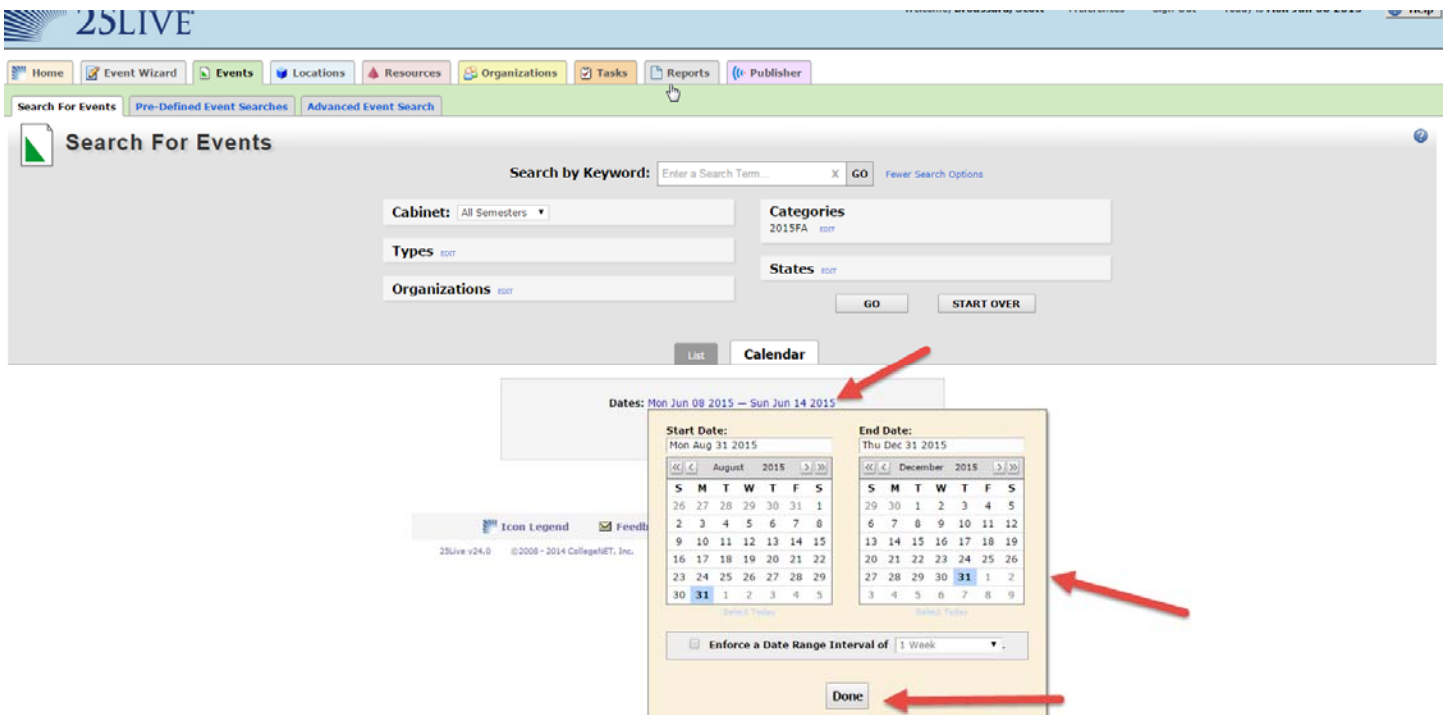
- 3) When searching courses in an academic term, click “more search options”.



- 4) Click “All Semesters” in the drop down list next to Cabinet then, click the academic term next to Categories.



- 5) Click the blue highlighted dates and set the term start and end dates then, click done. Click “Go” to run report.



6) You can view the academic schedule by selecting “List” or “Calendar”.

The screenshot shows the 'Search For Events' interface. At the top, there are navigation tabs: Home, Event Wizard, Events, Locations, Resources, Organizations, Tasks, Reports, and Publisher. Below these are search options: Search For Events, Pre-Defined Event Searches, and Advanced Event Search. The main search area includes a 'Search by Keyword' field, a 'Cabinet' dropdown (set to 'All Semesters'), 'Types' and 'Organizations' fields with 'EDIT' links, and 'Categories' and 'States' fields with 'EDIT' links. 'GO' and 'START OVER' buttons are present. Below the search filters, there are two buttons: 'List' and 'Calendar', both highlighted with red arrows. The bottom section shows a calendar view for August 30 and September 1, with various course listings such as HSS-1-K, CH-261-1, 41CS 427, MA-240-E, HSS-1-F, HSS-1-G, HSS-1-H, ESC-110.1-1, ARCH-103-1, CHE-152-1, HSS-1-J, HSS-1-N, ARCH-103-1, CHE-152-1, HSS-1-L, HUM-306-1, ESC-121-K, 41CS 504, HSS-1-L, AP 207, HUM-306-1, MA-223-E, 41CS 505, CH-110-D, 41CS 105, CH-160-C2, MA-111-B, and 41CS 506.

****If you want to search for academic courses for a term by department****

7) Click the highlighted “edit” option next to “Organizations” then, type in the department you would like to view, ie “ART”, “ARCH”, “ENGG”, “CE”, “BIOLOGY”, “CHE”, “EE”, “MECH”, “HSS”, “MATH”, “PHYS”. Select the department from the “Select From” section ie, you can select multiple departments. It will now appear in the “Selected Organizations” section. Click “Done” when finish then, click “Go”.

This screenshot shows the 'Search For Events' page with the 'Organizations' dialog box open. The dialog box has three columns: 'Find By...', 'Select From...', and 'Selected Organizations'. The 'Find By...' column has 'Your Starred Organizations', 'Browse Organizations', and 'Organization Searches'. The 'Select From...' column lists various departments: AMERICAN SOCIETY OF CIVIL ENGINEERS, Career Services, Center for Career Development, EE (highlighted with a red arrow), ENGINEERING STUDENT COUNCIL, IEEE, JAC (JOINT ACTIVITIES COMMITTEE), NSBE (NATIONAL SOCIETY OF BLACK ENGINEER), SME (SOCIETY OF MALE ENGINEERS), and SWE (SOCIETY OF WOMEN). The 'Selected Organizations' column shows 'CHE' and 'EE' (both with 'X' icons). A search box in the dialog contains 'ee' and a 'Go' button. A table at the bottom right shows event details:

Creation Date	State	Locations
Apr 30 2015	Tentative	41CS 101, 41CS 427
Apr 30 2015	Tentative	FDN 330
Apr 30 2015	Tentative	FDN 315, 41CS 903
Apr 30 2015	Tentative	FDN 315

8) You can save your searches by clicking "Save Search" option.

25LIVE

Home | Event Wizard | Events | Locations | Resources | Organizations | Tasks | Reports | Publisher

Search For Events | Pre-Defined Event Searches | Advanced Event Search

Search For Events

Search by Keyword: X GO Fewer Search Options

Cabinet: All Semesters

Types

Organizations: ART

Categories: 2015FA

States

GO START OVER

List Calendar

Dates: Mon Aug 31 2015 — Thu Dec 31 2015 | Send to Publisher | Save Search | Refresh

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August 30	Monday 31	September 1 2	September 2 3	September 3 4	September 4 5	September 5
	1:00 PM - 3:50 PM FA-391A-1 STU FDN 414	9:00 AM - 11:50 AM RS-201-J LEC FDN 215	9:00 AM - 12:50 PM FA-106-2 STU FDN 604	9:00 AM - 12:50 PM FA-211-2 STU 41CS 806	9:00 AM - 12:50 PM FA-250-1 STU FDN 544	
	1:00 PM - 4:50 PM TE-390-1 STU FDN 430	9:00 AM - 11:50 AM RS-201-J LEC 41CS 806	9:00 AM - 12:50 PM FA-240A-2 STU FDN PCS	9:00 AM - 12:50 PM FA-251-1 STU FDN 515	10:00 AM - 11:50 AM FA-392A-1 STU FDN 414	
	2:00 PM - 4:50 PM FA-252-1 STU FDN 515	2:00 PM - 4:50 PM FA-363A-1 STU FDN 604	10:00 AM - 12:50 PM FA-209-1 STU FDN 530	9:30 AM - 1:20 PM FA-381-1 STU FDN 539	10:00 AM - 12:50 PM FA-215-1 STU 41CS 901	
	2:00 PM - 4:50 PM FA-341A-1 STU FDN 715	2:00 PM - 4:50 PM FA-360A-1 STU FDN 530	10:00 AM - 12:50 PM FA-209-1 STU FDN 539	9:30 AM - 1:20 PM FA-381-1 STU FDN 539A	10:00 AM - 12:50 PM FA-362A-1 STU FDN 604	