Creating PREFERENCES Report

Purpose: The purpose of this report is to view the preferences which an individual has set on course sections. Important: In order to view course preferences, you must first create a subject code starred search.

From the 25 Live homepage, select (Go to Search)

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The master list of all academic course prefixes will appear. You may select one course prefix at a time, or you may select multiple. ((Note:If you select multiple prefixes, make sure you remember all your selections for the upcoming save of your report name))

Select Prefix: Click Search

Organizations		Subject Code	~	🛊 Only Favorites 🗸 Select All	X Select None
ART	DBA	GRMN	ITEC	ORGC	SPAN
ASIA	DS	GWST	JAPN		STAT
ASTR	ECE	HEBR	JOUR	PAD	STS
ATT	ECET	HHS	KOR	ΡΑΧ	STVW
BIOL	ECON	HIED	LALS	PERS	SURV
BISM	EDG	HIST	LATN	PH	SW
BLAW	EDL	HMGT	LDRS	PHE	SWE
BLCK	EDMG	HMI	LDT	PHED	SYE
BRM	EDRD	HON	LING	PHIL	TCID

Reset Save as Search

Your search will now appear as shown above, and you are now ready to save your preferences search

	Name	Title	Туре	Start Date	Locations
☆	ORNT 0000 987 87418 202508	Orientation Placeholder	A - Kennesaw Campus	Mon Aug 18 2025	
ជ	ORNT 0000 997 87419 202508	Orientation Placeholder	A - Kennesaw Campus	Tue Aug 19 2025	
ŵ	ORNT 0000 998 87417 202508	Orientation Placeholder	A - Kennesaw Campus	Wed Sep 24 2025	

Saving Your Course Preference Search

Under Quick Search Bar, click Save as

Quick Search Advanced	
202508	× 🧿
(;) Hint! Type :: to use SeriesQL	Search has not been saved
	Reset Export Results Save as Search
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Type in the Name of the Report ~ Check Yes ~ Click Save

Save Search



Your Information to Run Your Preferences Report is Now Saved under the "Saved Searches" File



Running the Academic Term Sum With Preferences Report

From the 25	Live home page,	select the "I	More" tab		
🛱 25Live	C Event Form	🖄 Tasks	Danielle Herrington	≡More	
Under the Na	avigate to meni	u, select "Re	ports"		
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About	•				
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Your Starred Reports A Event Reports

V Event Reports	Academic Term Sum With Preferences
• Event Reports	Academic Term Summary
 Location Reports 	Academic Term Summary - Excel
December Demoste	Calendar of Events (3 Day)
✓ Resource Reports	Calendar of Events (5 Day)
✓ Other Reports	Calendar of Events (7 Day)
-	

Under **Delivery Option – Required**, select View This Report Now





Opening Preferences Report

25 Live will place the report in your downloads folder. The document will need to be saved on your desktop in order for it to be converted from its initial state into Excel. To complete this task:

- 1. Open a Blank Excel Document
- 2. From the (Downloads) file, click the icon labeled "Show in Folder"



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- 3. Click and drag the downloaded document into your Desktop
- 4. Go back to the blank Excel document you opened
- 5. File ~ Open ~ Find the file from the desktop ~ Open
- 6. Excel Now Opens Your Report
- 7. Click on the Class Listing Tab at the Bottom of the Excel Worksheet



8. Scroll to the Column ((AG))

9. Partition Preferences

А	AG
Course	Partition Preferences
ORNT 0000 998 87417 202508	
ORNT 0000 987 87418 202508	
ORNT 0000 997 87419 202508	Academic Learning Center, Kennesaw Hall, University Hall