Setting Course Preferences

Locating Course Sections Built from Banner in 25 Live

Purpose: User can easily identify all course sections that require a preference to be set.

From the 25 Live homepage, select (Go to Search) 🛱 25Live C Event Form Tasks Danielle Herrington ≡More Go to Search Recently Viewed \sim (?) Help From the Select Object area, select (Events) from the drop-down menu. Select Object: Events Events Locations A Organizations Resources 🖾 Tasks Contacts Under Quick Search, type in the **TERM** you are working in: Quick Search Advanced 202508 (i) Hint! Type :: to use SeriesQL From the (Cabinets +) tab, select University Academics: Click Done Cabinets + Organizations + Types + Categories + Cabinets X Select None University Academics O University Athletics O University Events Next, select the (Organizations +) tab: Cabinets + Organizations + Types + Categories + States + From the "Select a filter" drop down menu, scroll down to the bottom, and select (Subject Code) Select a filter... ~ Q Select a filter.. External (Non-Profit)

States +

Done

Fraternity/Sorority Outreach Centers Registered Student Organization Sports and Recreation Subject Code

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orga	IIIZa	uons

The master list of all academic course prefixes will appear. You may select to work in one course prefix at a time, or you may select multiple.

Select Prefix: Click Search



The below search now reflects all course prefixes on the subject code(s) you selected. At this point, you can save this prefix as a "starred search" and use to easily go back to this search, or you can begin working on assigning courses into specialized classroom space.

	Name	Title	Туре	Start Date	Locations	Weekly Pattern
☆	ENGL 1101 001 84344 202508	English Composition I	A - Kennesaw Campus	Mon Aug 18 2025		MWF
☆	ENGL 1101 002 84345 202508	English Composition I	A - Kennesaw Campus	Mon Aug 18 2025		MWF
☆	ENGL 1101 003 84346 202508	English Composition I	A - Kennesaw Campus	Mon Aug 18 2025		MWF
公	ENGL 1101 004 84347 202508	English Composition I	A - Kennesaw Campus	Mon Aug 18 2025		MWF
☆	ENGL 1101 005 84349 202508	English Composition I	A - Kennesaw Campus	Mon Aug 18 2025		MWF

Begin Setting Course Preferences

Important: Users are unable to "BULK" assign class preferences. Preferences are done one-by-one.

From the mast list of course sections, click on the Name of the course





Setting Course Preferences: Click on the (EDIT) button below the Partitions tab:



Your preferences will now appear

25Live automatically will save your preference. If you need to edit, click Edit. If you need to remove, click Remove.

To set another course preference, you will click on the back arrow key 2 times to get back to the original homepage of your course selections.



To Set a Course Which Has Multiple Meeting Pattern Lines

Follow the same steps above: however, you will see the multiple lines to set the preferences as pictured below:



It is also important to note that 25 Live will "NOT" show you courses which you assigned preferences to. You are welcome to "star" your course preference on the homepage or keep a detailed spreadsheet on CRNs which you have worked on. If you "star" your course lines, you will need to clean your 25 Live homepage after preferences have been completed.



Crosslisted Course Sections: Setting Preferences ((Face to Face ONLY))

You can set preferences on crosslisted sections – however, it is important to note that you must place the exact same preference on ((ALL)) courses within the crosslist in order for the optimizer to assign classroom space.

The example below will show you how to recognize a crosslisted class and provide the matching CRNs associated with the crosslisted pair:

	Name	Title	
ង	ENGR 6120 01 XL 15357 202601	Applied EN	IGR Mathematics

From the main menu – a F2F course that has been crosslisted with another F2F section(s) will appear with (XL) after the section number as shown above. To find the other CRNs that are associated with this course: click on the course information from this menu.

Under the Details tab, the course information appears.

Under (Event Relationships) you will find the matching CRNs within the crosslisted group, called "Bound Events"

ENGR 612 Applied ENGR	20 01 XL 15357 202601 Mathematics	☆						
Details	Occurrences	Calendar	Schedule	Task l	ist	Lynx	Audit Trail	Scheduled Emails
General					^			
Event Name :	ENGR 6120 01 XL 15357 202601				Ľ			
Event Title :	Applied ENGR Mathematics				Ľ			
Event Type :	M - Marietta Campus				☆ ∨			
Organization :	ENGR				* ~			
Additional Organizations:	Select Organizations							
Scheduler:	interface, lynx				☆ ∨			
Instructor:	Khazaei, Ali				☆ ∨			
	Edit Contacts							
Head Count :	expected			40	C			
	registered			0	C			
Description :	Instructors: Khazaei, Ali				¢			
Comments :	Instructors: Khazaei, Ali				Ø			
Internal Notes :					ď			
Confirmation Text :					¢			
Attached Files :	Upload a file							
Tasks Completed					^			
Approvals : Assignments : To Do's :	0/0 0/0 0/0			View this even	nt's Task List			
Event Relationships					^			
Bound Events : 🔊 🛓	ENGR 8120 01 XL 15362 202601/M 1530 11/12	0-1645 CLAS	You Mu	<mark>ist Assi</mark> g	<mark>gn the S</mark>	SAME Prefe	erence to this C	RN#

<u>If you have a F2F course section that is crosslisted with an ONLINE section</u>

- 1. You will **NOT** see the **ONLINE** section in the main menu of classes
- 2. You only have to set the preference on the F2F section