



25Live - Key Terms Quick Guide

Cabinets

25Live uses the concept of cabinets and folders to house and organize events and to simplify the scheduling environment for different users. BUMC's version of 25Live includes two cabinets: the **BUMC Event Cabinet** and the **BUMC Academic Cabinet** related to CRC. Access to the Event Cabinet will be widespread and available to the entire BU community based on the campus for ad-hoc scheduling requests. Access to the Academic Cabinet will be limited to those directly involved in the process of assigning locations to classrooms (academic schedulers, BUMC-CS, and the CRC Registrar's Office).

Classes or Not

The **BUMC Academic Cabinet** contains **classes**. Classes, in this strict definition, exist in the University Information System (UIS) inventory, have a designated meeting pattern, and will appear on student schedules and transcripts. GMS and SPH classes are imported from UIS directly into the Academic Cabinet, and so would never be created in 25Live. They are imported into 25Live purely for the purpose of having a room assigned. MED and SDM classes will be uploaded via a standard excel template. The **BUMC Events Cabinet** contains all other events. This can be counterintuitive, since the "non-class event" definition also covers events you may think of as "academic", such as a study group, guest lecture, and midterm exam or tutoring sessions. Events in the Event Cabinet are created in 25Live.

Event States

Events in 25Live have several possible states: **confirmed**, **tentative**, and **cancelled**.

- The **confirmed** state is generally used either when a space owner is creating an event into their own space, or when a space owner approves a request for their space.
- The **tentative** state is generally used when requesting space for the current semester. Events in tentative state will automatically generate a task for space owners to approve the request, BUT the requested spaces will be not reserved until the request is approved or denied.
- The **cancelled** state, cancels the event



Partitions

Partitions in this case refer to groups of BUMC CS controlled spaces (not wall partitions). A partition generally consists of all BUMC-CS controlled rooms in a particular building, but in some cases may refer to a subset of BUMC-CS controlled rooms in a building.

Partition Preferences

Academic units are required to set **partition preferences**, in three tiers. This is an opportunity, at a department level, to specify which sets of spaces are preferable. This may be based on room type, location on campus, or for other reasons. The first tier can include partitions your academic unit prefers, and gets priority in (or partitions that no one has priority in). The second tier should include partitions where you do not get priority, but prefer scheduling classes in (e.g. a proximal building). The third tier will contain all other partitions.

The Optimizer

The Optimizer is an algorithm used to automate aspects the assignment of BUMC-CS controlled classrooms. Some factors that impact room assignment through The Optimizer include: Meeting pattern; Enrollment Limit; Classroom Needs; Partition Preferences.

Event

- The term **event** refers to any class, meeting, conference, or other activity created and/or managed in 25Live. Events are either classes imported into 25Live from your SIS or events created in 25Live in your school's day-to-day scheduling process.

Organization

- The term **organization** refers to any department, campus group, community organization, or other entity that uses 25Live to request or schedule events, and/or that sponsors events.

Resource

- The term **resource** refers to any equipment, service, personnel, supplies, or other item that could be assigned to an event. It includes items not already present in locations

Location

- The term **location** refers to any room or facility that could be assigned to an event in 25Live. This could include classrooms, auditoriums, playing fields, offices, theaters, and so on. One or more locations can be assigned to all or selected occurrences of an event.



BUMC Academic Event Types

Instruction Types	Translation
APP	Applied Art
DIS	Discussion Section
DRS	Directed Study
EXP	Clinical Experience
IND	Independent Course
LAB	Laboratory
LEC	Lecture
OTH	Other
PLB	Pre-lab Section

GMS and SPH Academic Scheduling is entered via UIS

Graduate Medical Sciences	Cabinet	Folder
AG-APP	BUMC Academics	GMS imported sections
AG-CAP	BUMC Academics	GMS imported sections
AG-DIS	BUMC Academics	GMS imported sections
AG-EXM	BUMC Academics	GMS imported sections
AG-EXP	BUMC Academics	GMS imported sections
AG-IND	BUMC Academics	GMS imported sections
AG-LAB	BUMC Academics	GMS imported sections
AG-LEC	BUMC Academics	GMS imported sections
AG-MUE	BUMC Academics	GMS imported sections
AG-MUO	BUMC Academics	GMS imported sections
AG-OTH	BUMC Academics	GMS imported sections
AG-PLB	BUMC Academics	GMS imported sections
AG-THP	BUMC Academics	GMS imported sections

School of Public Health	Cabinet	Folder
AP-APP	BUMC Academics	SPH imported sections
AP-CAP	BUMC Academics	SPH imported sections
AP-DIS	BUMC Academics	SPH imported sections
AP-DRS	BUMC Academics	SPH imported sections
AP-EXM	BUMC Academics	SPH imported sections
AP-IND	BUMC Academics	SPH imported sections
AP-LAB	BUMC Academics	SPH imported sections
AP-LEC	BUMC Academics	SPH imported sections
AP-MUE	BUMC Academics	SPH imported sections
AP-MUO	BUMC Academics	SPH imported sections
AP-OTH	BUMC Academics	SPH imported sections
AP-PLB	BUMC Academics	SPH imported sections
AP-THP	BUMC Academics	SPH imported sections



MED and SDM Academic Scheduling is entered via Excel template provided to Central Scheduling

School of Medicine	Cabinet	Folder
AM-DIS	BUMC Academics	MED Academics
AM-DRS	BUMC Academics	MED Academics
AM-EXM	BUMC Academics	MED Academics
AM-IEX	BUMC Academics	MED Academics
AM-IND	BUMC Academics	MED Academics
AM-LAB	BUMC Academics	MED Academics
AM-LEC	BUMC Academics	MED Academics
AM-ORI	BUMC Academics	MED Academics
AM-OTH	BUMC Academics	MED Academics

School of Dental Medicine	Cabinet	Folder
AD-DIS	BUMC Academics	SDM Academics
AD-DRS	BUMC Academics	SDM Academics
AD-EXM	BUMC Academics	SDM Academics
AD-IEX	BUMC Academics	SDM Academics
AD-IND	BUMC Academics	SDM Academics
AD-LAB	BUMC Academics	SDM Academics
AD-LEC	BUMC Academics	SDM Academics
AD-ORI	BUMC Academics	SDM Academics
AD-OTH	BUMC Academics	SDM Academics

Charles River Campus	Cabinet	Folder
AX-APP	BUMC Academics	CRC imported sections
AX-CAP	BUMC Academics	CRC imported sections
AX-DIS	BUMC Academics	CRC imported sections
AX-DRS	BUMC Academics	CRC imported sections
AX-EXM	BUMC Academics	CRC imported sections
AX-EXP	BUMC Academics	CRC imported sections
AX-IND	BUMC Academics	CRC imported sections
AX-LAB	BUMC Academics	CRC imported sections
AX-LEC	BUMC Academics	CRC imported sections
AX-MUE	BUMC Academics	CRC imported sections
AX-MUO	BUMC Academics	CRC imported sections
AX-OTH	BUMC Academics	CRC imported sections
AX-PLB	BUMC Academics	CRC imported sections
AX-THP	BUMC Academics	CRC imported sections



BUMC Event Types

Boston University Medical Campus	Cabinet	Folder
BUMC Student Organizations	BUMC Events	BUMC Student Events
BUMC Wellness	BUMC Events	BUMC Student Events
BUMC Academic One Shot	BUMC Events	BUMC University Events
BUMC Admissions	BUMC Events	BUMC University Events
BUMC Alumni Event	BUMC Events	BUMC University Events
BUMC Ceremony	BUMC Events	BUMC University Events
BUMC Commencement	BUMC Events	BUMC University Events
BUMC Community	BUMC Events	BUMC University Events
BUMC Conference	BUMC Events	BUMC University Events
BUMC Exhibition	BUMC Events	BUMC University Events
BUMC Film Screening	BUMC Events	BUMC University Events
BUMC Filming	BUMC Events	BUMC University Events
BUMC Fundraiser	BUMC Events	BUMC University Events
BUMC Grand Rounds	BUMC Events	BUMC University Events
BUMC Health / Wellness	BUMC Events	BUMC University Events
BUMC Info Sessions	BUMC Events	BUMC University Events
BUMC Lecture	BUMC Events	BUMC University Events
BUMC Maintenance & System Testing	BUMC Events	BUMC University Events
BUMC Meeting	BUMC Events	BUMC University Events
BUMC Morbidity and Mortality	BUMC Events	BUMC University Events
BUMC Orientation	BUMC Events	BUMC University Events
BUMC Performance	BUMC Events	BUMC University Events
BUMC Practice / Rehearsal	BUMC Events	BUMC University Events
BUMC Religious	BUMC Events	BUMC University Events
BUMC Social Event	BUMC Events	BUMC University Events
BUMC Testing	BUMC Events	BUMC University Events
BUMC Training / Workshop	BUMC Events	BUMC University Events