Binding Academic Classes

Classes that are **bound** will have the same location assigned. The classes may occur at the same, or different dates/times.

The following rules govern bound classes:

1. All occurrences of all classes in a bound event set must be assigned the same location regardless of dates or times.
2. Changing the assigned location of a class in a bound set automatically changes the location assignment of all other members of the set to that same location.

You can bind events by choosing **Manage Bindings** from either of two places in 25Live Pro:
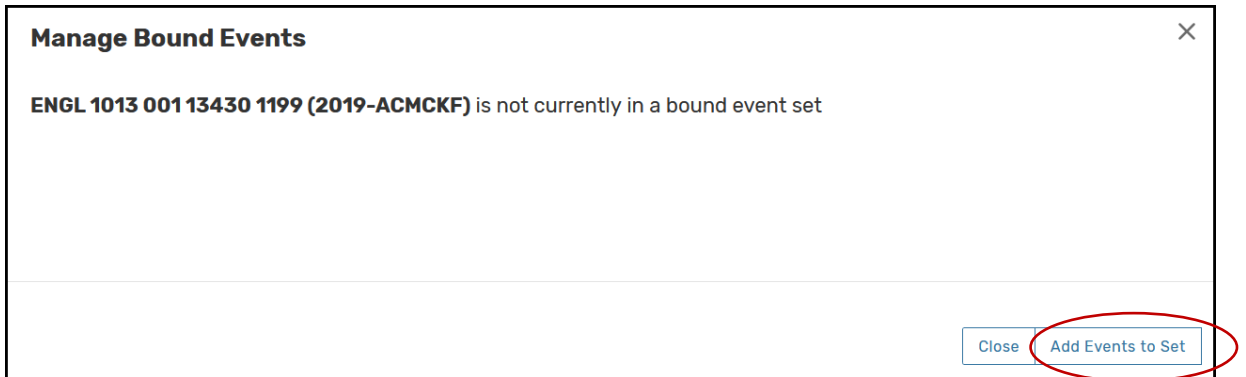
1. From the Summary of **More Event Options** displayed when you finish creating or editing an event in the Event Form.
2. From the **More Action** menu for an open event.

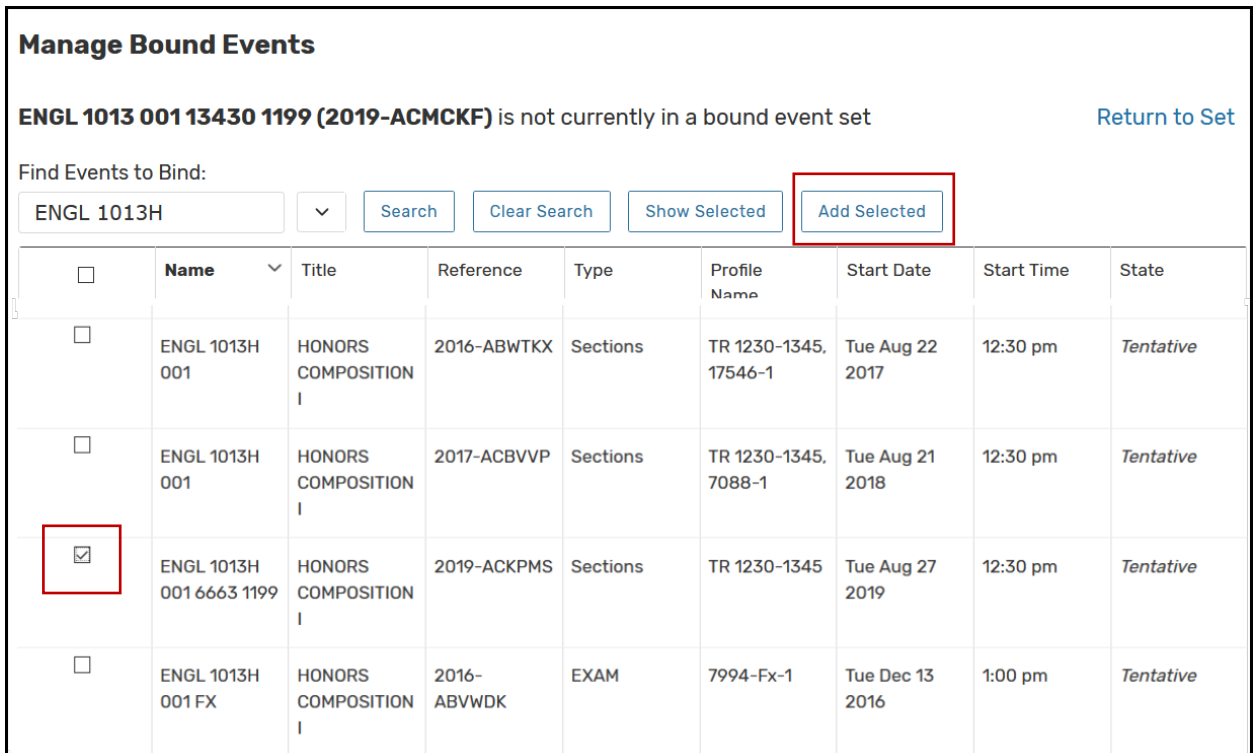### To Create or Add Classes to a Bound Event Set

1. Click the More Actions drop-down menu and select **Manage Bound Events**.

2. Click the **Add Events to Set** button to add to the set or create a new set. *In the Manage Bound Events window, the title informs you if this event is in a bound event set.*

Manage Bound Events   ✕

ENGL 1013 001 13430 1199 (2019-ACMCKF) is not currently in a bound event set

<div align="right">Close   Add Events to Set</div>

3. Use the **keyword search field** to find event(s) you want to bind to the current event or set.

4. Click the box to each event you want to bind and click the **Add Selected** button.

Manage Bound Events

ENGL 1013 001 13430 1199 (2019-ACMCKF) is not currently in a bound event set   Return to Set

Find Events to Bind:

| ENGL 1013H | ⌄ | Search | Clear Search | Show Selected | Add Selected |

☐	**Name** ⌄	Title	Reference	Type	Profile Name	Start Date	Start Time	State
☐	ENGL 1013H 001	HONORS COMPOSITION I	2016-ABWTKX	Sections	TR 1230-1345, 17546-1	Tue Aug 22 2017	12:30 pm	*Tentative*
☐	ENGL 1013H 001	HONORS COMPOSITION I	2017-ACBVVP	Sections	TR 1230-1345, 7088-1	Tue Aug 21 2018	12:30 pm	*Tentative*
☑	ENGL 1013H 001 6663 1199	HONORS COMPOSITION I	2019-ACKPMS	Sections	TR 1230-1345	Tue Aug 27 2019	12:30 pm	*Tentative*
☐	ENGL 1013H 001 FX	HONORS COMPOSITION I	2016-ABVWDK	EXAM	7994-Fx-1	Tue Dec 13 2016	1:00 pm	*Tentative*

5. To add more classes to the set, click **Add Events to Set** and select additional classes.

6. To remove a class from a bound set, select the class(es) and click **Remove Events from Set**.

7. Click **Close** to continue.

Manage Bound Events   ×

ENGL 1013 001 13430 1199 (2019-ACMCKF) is in a bound event set

Primary	**Name** ∨	Title	Reference	Type	Profile Name	Start Date	Start Time	State
○	ENGL 1013 001 13430 1199	COMPOSITION I	2019-ACMCKF	Sections	MWF 0835-0925	Mon Aug 26 2019	8:35 am	*Tentative*
◉	ENGL 1013H 001 6663 1199	HONORS COMPOSITION I	2019-ACKPMS	Sections	TR 1230-1345	Tue Aug 27 2019	12:30 pm	*Tentative*

Close | Add Events to Set | Remove Events from Set

8. Click the **Edit Event** link from the Details view.

📄 **ENGL 1013 001 13430 1199** Tentative 2019-ACMCKF Mon Aug 26 2019 8:35 am - 9:25 am
COMPOSITION I   Repeats every week on Monday, Wednesday and Friday through 12/12

Details   Occurrences   Calendar   Schedule   Task List   Pricing   Audit Trail

✎ Edit Event   Tentative ⇕   More Actions ∨   ↻ ⊙

General   ∧   Event Categories   ∧

9. If you know the room that is to be assigned, enter the room number as seen below. Otherwise, select the location from the available rooms.

Locations Search   ∧

Auto-Load Starred: No ⬤ Yes

☑ Hide Conflicts   ☑ Enforce Headcount

Saved Searches (optional) ∨   CHPN0423 ✕

ⓘ Hint! Type :: to use SeriesQL.

More Options ∨   Reset   Search

Add	Name	Title	Capacity	Availability	Conflict Details
Reserve	CHPN0420	Champions Hall 4th Floor Lobby	38	43/43	None

10. Click on the **Reserve** button to select and click **Save**.

11. To verify that you have bound the classes as intended, open one of the classes in the bound set. The bound events are listed on the **Details** View in the **Event Relationships** area.

12. Navigate to the **Event Search** page. The room assignment shows for all classes in the bound event.

☆	ENGL 1013 078 4487 1199	COMPOSITION I	2019-ACKMFX	ENGL	Sections		Tue Aug 27 2019	9:30 am	Mon Mar 18 2019 3:24 pm	Tentative	CHPN0423	Administrator R25
☆	ENGL 1013 079 7333 1199	COMPOSITION I	2019-ACKRFL	ENGL	Sections		Mon Aug 26 2019	2:00 pm	Mon Mar 18 2019 3:24 pm	Tentative	AGRIO332	Administrator R25
☆	ENGL 1013 081 4680 1199	COMPOSITION I	2019-ACKNBC	ENGL	Sections		Mon Aug 26 2019	10:45 am	Mon Mar 18 2019 3:24 pm	Tentative	PEAH0206	Administrator R25
☆	ENGL 1013 082 4681 1199	COMPOSITION I	2019-ACKNJB	ENGL	Sections		Mon Aug 26 2019	10:45 am	Mon Mar 18 2019 3:24 pm	Tentative	GRAD0239	Administrator R25
☆	ENGL 1013 083 4682 1199	COMPOSITION I	2019-ACKMTF	ENGL	Sections		Mon Aug 26 2019	10:45 am	Mon Mar 18 2019 3:24 pm	Tentative	MEEG0217	Administrator R25
☆	ENGL 1013 084 4684 1199	COMPOSITION I	2019-ACKNHS	ENGL	Sections		Mon Aug 26 2019	12:55 pm	Mon Mar 18 2019 3:24 pm	Tentative	CHPN0423	Administrator R25