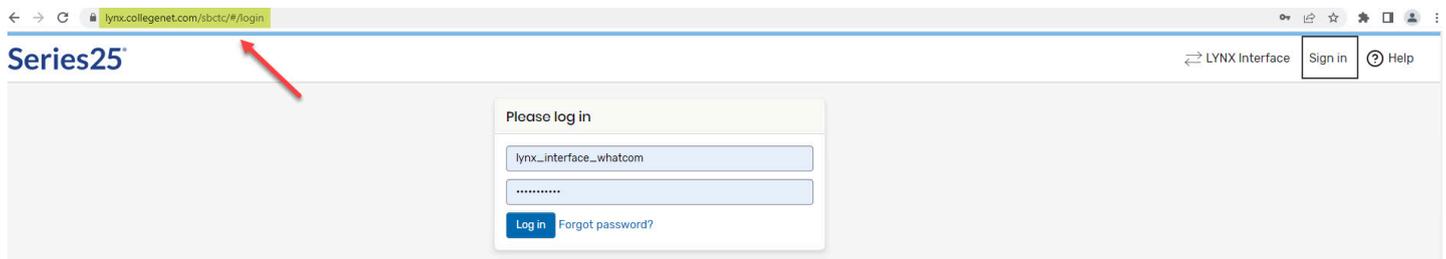


How to IMPORT an Academic Term from CS to 25Live using LYNX

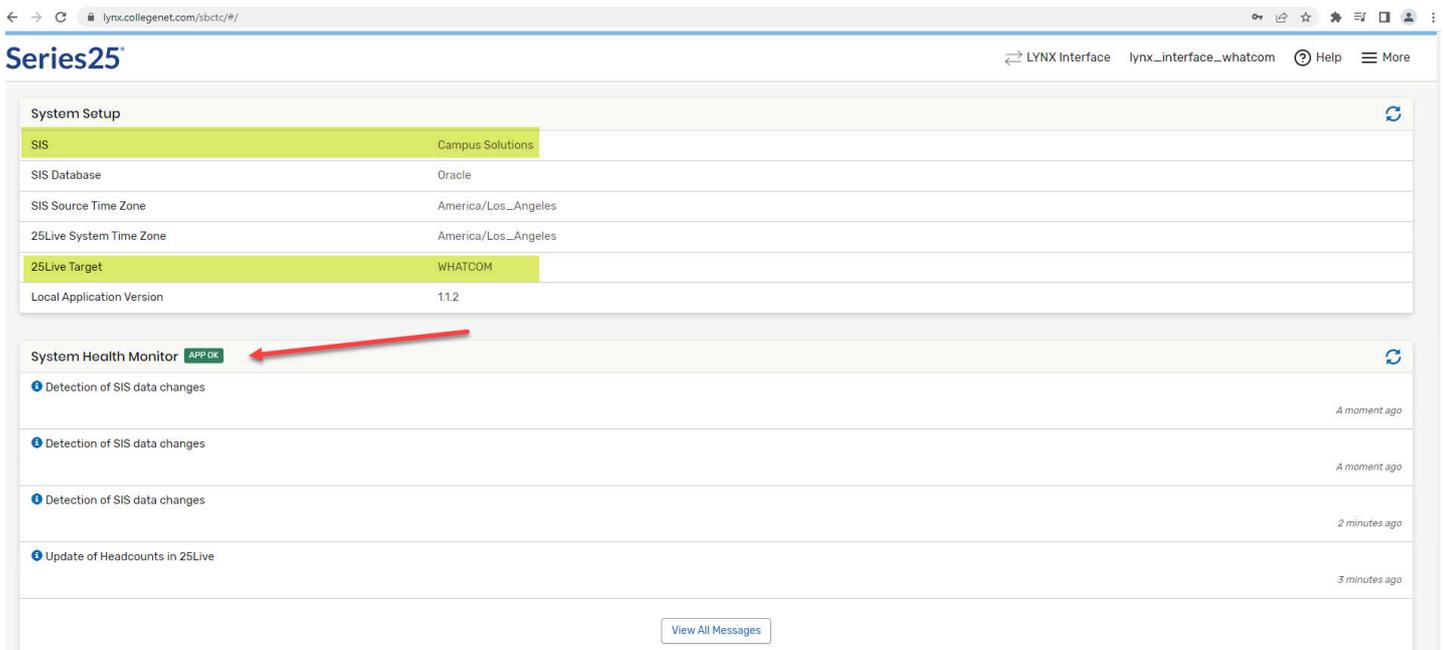
Purpose: Use this document as a reference for how to use the Campus Solutions/25 Live LYNX Interface.

Audience: CS Room Reservation Staff and Functional Administrators

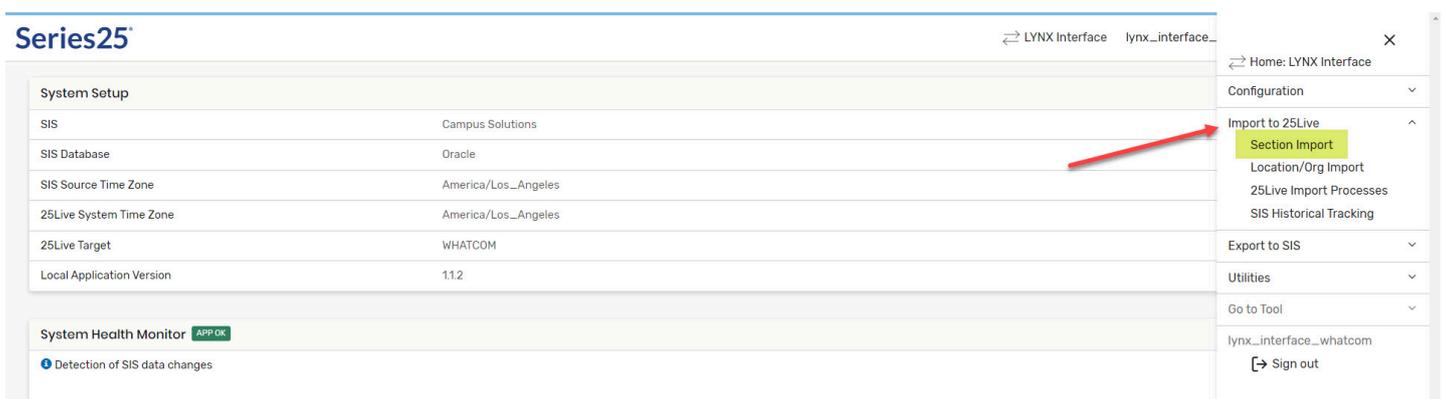
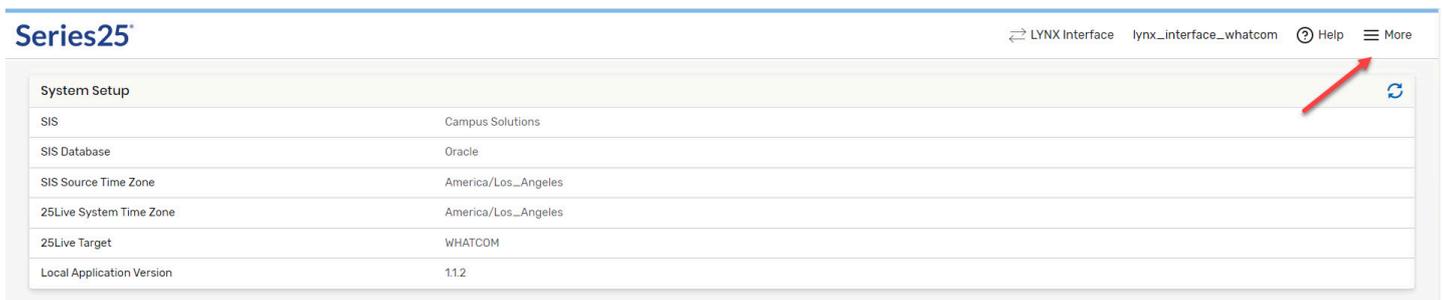
1. Once the Academic Term has been built or copied within Campus Solution (CS), the next task is to push that scheduling information for the term over to 25Live. This is done through the LYNX interface.
2. The CS/25Live interface (LYNX) is hosted by CollegenET and is designed as a communication conduit between both programs. However, it's important to note that CS is your academic record and not 25Live. Therefore any changes to the curriculum involving meeting patterns, faculty name, capacity, etc. should be made in CS. You can use 25live to assign classroom space and that should be the only change to academic course information made in 25Live.
3. The interface pulls the class title, faculty name and e-mail, expected and registered head count, meeting patterns, and room assignments. Each school will log into the same URL but will have it's own unique credentials.
4. Log into the <https://lynx.collegenet.com/sbctc/> using your school assigned LYNX username and password. Your SBCTC support person will have these credentials for you and will also have your interface configured and tested prior to providing you the credentials.



5. Once you are logged in, you will want to confirm there is a connection between CS and 25Live. This is confirmed by viewing the System Health Monitor. You want the **APP OK** notification to be green on the **Home** screen. You can also confirm that your SIS is Campus Solutions and your 25Live target is your school.



6. After you have signed in and confirmed there is a connection, then you want to create an Extract Set. You should go to the "More" hamburger menu and **Import to 25Live** and then **Section Import**.



7. Once you click on Section Import, your extract screen will appear. You will want to select **New Extract Set**. You will be able to title it with the quarter and term and other additional information. Select the **term code, institutional code** (WA220, WA171, etc) and other filter criteria if necessary.

Home / Import to 25Live - Section Import

Extract Sets for 25Live Imports

Extract Sets

- CEHOB
Fused Glass
- Fall 2022 Term
Fall 2022 term import
- Winter 2022 Term
2221 term code

Review and Import Edit Date Exceptions Settings More Actions - New Extract Set Back Show Archived Extract Sets

Home / Extract Sets for 25Live Imports

Spring 2018

This field is editable so you can apply a naming convention of your choosing.

Term Code 2183  This field is also editable ACTIVE

The extract will include all classes which meet the criteria listed below.

Term Code  Select the small paper/pencil icon to choose your filters

2183

Institution Code  ×

Matching Any Matching None

WA171 (Spokane CC)

Add Criteria 

Save Back

There are other filters you can apply to the extract set such as different section types if you wanted to push over your Section classes before your CE classes or perhaps wanted to do the main campus before you pushed over you satellite campus courses.

LYNX-SIS Interface v1.4.1 | © 2018 CollegeNET, Inc

8. Once you have **Saved** your criteria, you can click on the **Back** button and then select the extract set you just created. Prior to actually selecting the **Review and Import** button, you want to create your Date Exceptions (constraints). In the past you would add these on the Cabinet and Folder in the Admin tool but can now add them here in LYNX. You can add your holidays and any other days you want to exclude classes from getting imported into 25Live. In addition, if there was an unexpected closure and you wanted to add a makeup day, you can pick a specific day to get re-imported into 25Live on a different day.

Extract Sets for 25Live Imports

Extract Sets

Spring 2018
Term Code 2183

Winter 2018 Continuing Ed.
2181 term code

Winter 2018 Section
2181 Term Code

Review and Import Edit Copy **Date Exceptions** Delete New Extract Set Back

Spring 2018 Term

2183 Term Code

Date Exceptions

Actions	Name	Type	Original Dates	Target Dates	Keep Assignments	State	Note
Edit • Delete	Memorial Day 2018	Conversion	05/28/2018	05/28/2018	No	Active	

Add New Date Exception Back

Add New Dates ✕

Type Makeup

For each occurrence on the original date, a duplicate occurrence on the target date will be created. No occurrences will be removed.

Name

Original Date

Target Date

Keep Assignments Yes No

Active? Yes No

Note

This type of constraint can be used to replace a day earlier in the term. It will pull the specific date from CS and push into 25Live on a specific date. Very Cool!

9. Once you have added your term constraints, now you can select the **Review and Import** button.

LYNX-SIS Interface Home Configuration ▾ Import to 25Live ▾ Export to SIS ▾ Utilities ▾ Help Log out (lynx_interface_spokane)

Home / Extract Sets for 25Live Imports

Extract Sets for 25Live Imports

Extract Sets

- Spring 2018**
Term Code 2183
- Winter 2018 Continuing Ed.
2181 term code
- Winter 2018 Section
2181 Term Code

10. The **Review and Import** process will bring up two screens. The first screen will review the data and confirm how many classes will be imported. Once you click on the **Import to 25Live** button, it will bring up a confirmation window that will break down the import into "chunks." This could be 3-7 chunks depending on how large of school and how many classes are being imported.

Spring 2018 Term				
UID	Summary	Term Code	Identifier	Status
LYNX-EV-102-2183-1610	BUSPD 168 1	2183	1610	Active
LYNX-EV-102-2183-1616	COMTE 146 1	2183	1616	Active
LYNX-EV-102-2183-1596	BUSPD 102 1	2183	1596	Active
LYNX-EV-102-2183-1327	ELEC 112 4	2183	1327	Active
LYNX-EV-102-2183-1464	ELEC 150 1	2183	1464	Active
LYNX-EV-102-2183-1613	BUSPD 195 1	2183	1613	Active
LYNX-EV-102-2183-1593	CRTPG 113 2	2183	1593	Active
LYNX-EV-102-2183-1330	CARPN 101 3	2183	1330	Active
LYNX-EV-102-2183-1324	ELEC 112 1	2183	1324	Active
LYNX-EV-102-2183-1269	ASBES 101 1	2183	1269	Active

30 Matching Items | Page 1 of 3

Back to Top ▲ 10 per page ▼

First Previous **1** 2 3 Next Last

Import to 25Live

Confirmation ✕

Do you want to import 30 matching sections into 25Live?

Home / Imports to 25Live / Import

Import Details

Process Details **Complete**

Process ID	727
Type	Section
Manual?	Yes
Section Count	30
Sections processed	5
Sections excluded	25
Chunk Count	1
Create Date	A moment ago

[View All Messages](#)

Chunk 1 **Complete**

Progress 100% Complete

25Live Import ID	37377
Size	5 Section(s)
Last Updated	A moment ago

[Show details »](#)

11. The last step is to review your Import Messages. You can do that in LYNX under the "More" menu by selecting **Utilities** and **Import/Export Messages** or run the "Import Messages" report in 25Live to review and reconcile import issues such as conflicts, missing orgs, unrecognized locations, etc.

lynx.collegenet.com/sbctc/#/imex-msg-list

Series25

Home / Utilities - Import/Export Messages

Imports or Exports?

Display Objects with

Start Date and Time

End Date and Time

[Advanced Search](#)

Name Search

Show Excluded Objects? Yes No

[Load Messages](#) [Reset Search](#) [Back](#)

- Home: LYNX Interface
- Configuration
- Import to 25Live
 - Section Import
 - Location/Org Import
 - 25Live Import Processes
 - SIS Historical Tracking
- Export to SIS
- Utilities
 - SIS Data Initialization
 - Import/Export Messages**
 - Exam Import/Export
 - Exam Creation
 - Clean up 25Live
- Go to Tool
- lynx_interface_whatcom
 - Sign out