First time Setup of 25Live

1. Login to the 25Live Desktop site using your blackboard credentials. Please allow up to 1 business day for all your permissions to be set in the system before proceeding to step 2.
2. Next change your time and date preferences. When you log in, you should see a screen like the one below:

At the top, right-hand corner, you will see multiple links. Click on the one that says “Preferences”
Afterwards click on “Date and Time Preferences”, then you should see a dialogue box pop up that looks like this:

![Date/Time Preferences](image)

Next click in the “12-hour clock” option under the “Time Display” section. 25Live defaults to a 24-hour clock, so you must change this in order to see the time normally. Then click “Upload Preferences. You will have the option of reloading the page now or doing it later, go ahead and click “Reload Now”.
3. Next we will set your starred location preferences. At the top of the home page, under the USC logo, there are multiple tabs. Please select the “Location” tab.

In the “Search by Keyword” box, put in “COKER”. Then all the rooms that are in Coker will appear. Please click on the star beside the rooms you use the most in order to favorite that location.

Below are the rooms the College of Pharmacy controls:

- COKER 010-Basement Classroom
- COKER 110-Dean’s Conference Room
- COKER 211-Classroom
- COKER 215-Classroom
- COKER 317-Small CPOS Conference Room
- COKER 319-Large CPOS Conference Room
- COKER 510-Classroom
- COKER 716-DDBS Conference Room
4. Afterwards, return to the “Home” tab at the top left of the screen (under the USC logo), and refresh the page. You should then see your favorite locations under the section that says “Your Starred Locations”.

![Your Starred Locations](image)

5. Lastly, we are going to set up a simplified view of the screen. At the very bottom of the screen, there are some links. Click on the “Mobile Version” link.

![Mobile Version](image)

Afterwards, it will load a simplified version of the 25Live site for you to use. It should look like this:

![Simplified View](image)