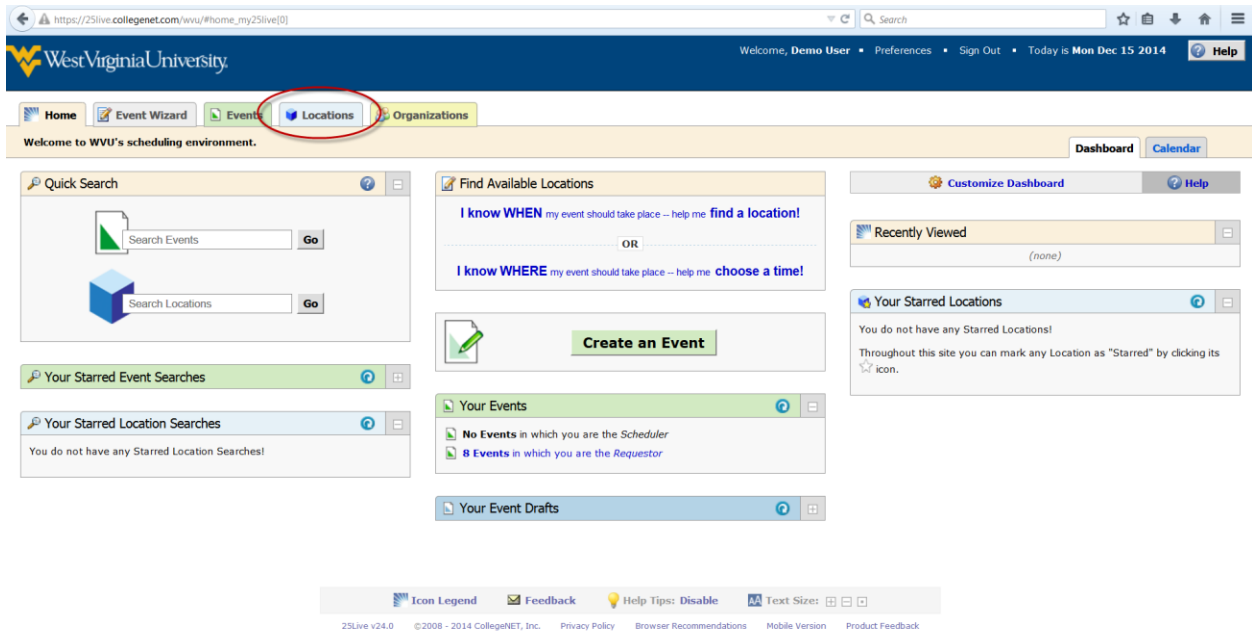
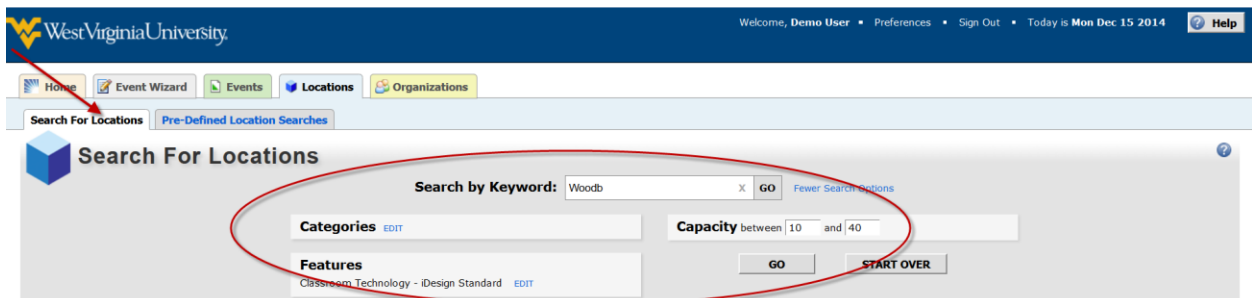


How to Check Location Availability for One Space for Multiple Weeks

1. After logging into 25Live, click on the “Locations” tab.



2. On the “Search for Locations” tab, find your space (by keyword and/or by selecting more search options). Hit “Go”.



3. Select the name of the space you want to view availability for from the list.

Search For Locations

Search by Keyword: Woodb GO Fewer Search Options

Categories EDIT Capacity between 10 and 40

Features Classroom Technology - iDesign Standard EDIT GO START OVER

List Availability Calendar

Name	Formal Name	Categories	Features	Layouts	Max Capacity
WDB-D 105	Woodburn Hall 105	Campus - Downtown, General Purpose Classroom	AV - DVD, AV - Document Camera, AV - Internet: Ethernet (Instructor), AV - Microphone, Gosseneck (Podium), AV - Projector, AV - Sound System, Bulletin Board, Chalk Board, Classroom - General Purpose, Classroom Technology - iDesign Standard, Computer Instructor Station PC, Dimmable Lighting, Downtown Campus, General Purpose Classroom, Input Panel, Map Clips, Movable Seating, Phone, Podium - Standing, Podium - Tabletop, Screen, Seating Table and Chairs, Table - Instructor, Windows	Tablet Arm Chairs (Movable)	35
WDB-D 106	Woodburn Hall 106	Campus - Downtown, General Purpose Classroom	AV - DVD, AV - Document Camera, AV - Internet: Ethernet (Instructor), AV - Projector, AV - Sound System, Bulletin Board, Chalk Board, Classroom - General Purpose, Classroom Technology - iDesign Standard, Computer Instructor Station PC, Dimmable Lighting, Downtown Campus, General Purpose Classroom, Input Panel, Map Clips, Phone, Podium - Standing, Podium - Tabletop, Screen, Seating Table and Chairs, Table - Instructor, Windows	Fixed Table, Movable Chair, Seminar Style / Horseshoe	24
WDB-D 109	Woodburn Hall 109	Campus - Downtown, General Purpose Classroom	AV - DVD, AV - Document Camera, AV - Internet: Ethernet (Instructor), AV - Microphone, Gosseneck (Podium), AV - Projector, AV - Sound System, Bulletin Board, Chalk Board, Classroom - General Purpose, Classroom Technology - iDesign Standard, Computer Instructor Station PC, Dimmable Lighting, Downtown Campus, General Purpose Classroom, Input Panel, Map Clips, Movable Seating, Phone, Podium - Standing, Podium - Tabletop, Screen, Seating Table and Chairs, Table - Instructor, Windows	Tablet Arm Chairs (Movable)	35
WDB-D 110	Woodburn Hall 110	Campus - Downtown, General Purpose Classroom	AV - DVD, AV - Document Camera, AV - Internet: Ethernet (Instructor), AV - Projector, AV - Sound System, Bulletin Board, Chalk Board, Classroom - General Purpose, Classroom Technology - iDesign Standard, Computer Instructor Station PC, Dimmable Lighting, Downtown Campus, General Purpose Classroom, Input Panel, Phone, Screen, Seating Table and Chairs, Table - Instructor, Windows	Fixed Table, Movable Chair, Seminar Style / Horseshoe	20
WDB-D G10	Woodburn Hall G10	Campus - Downtown, General Purpose Classroom	AV - DVD, AV - Document Camera, AV - Internet: Ethernet (Instructor), AV - Microphone, Gosseneck (Podium), AV - Projector, AV - Sound System, Bulletin Board, Classroom - General Purpose, Classroom Technology - iDesign Standard, Computer Instructor Station PC, Dimmable Lighting, Downtown Campus, General Purpose Classroom, Input Panel, Movable Seating, Phone, Screen, Seating Table and Chairs, Table - Instructor, Windows	Tablet Arm Chairs (Movable)	35
WDB-D G11	Woodburn Hall G11	Campus - Downtown, General Purpose Classroom	AV - DVD, AV - Document Camera, AV - Internet: Ethernet (Instructor), AV - Microphone, Gosseneck (Podium), AV - Projector, AV - Sound System, Chalk Board, Classroom - General Purpose, Classroom Technology - iDesign Standard, Computer Instructor Station PC, Downtown Campus, General Purpose Classroom, Input Panel, Movable Seating, Phone, Podium - Tabletop, Screen, Seating Table and Chairs, Table - Instructor, Windows	Tablet Arm Chairs (Movable)	35
WDB-D G15	Woodburn Hall G15	Campus - Downtown, General Purpose Classroom	AV - DVD, AV - Document Camera, AV - Internet: Ethernet (Instructor), AV - Microphone, Gosseneck (Podium), AV - Projector, AV - Sound System, Chalk Board, Classroom - General Purpose, Classroom Technology - iDesign Standard, Computer Instructor Station PC, Dimmable Lighting, Downtown Campus, General Purpose Classroom, Input Panel, Movable Seating, Phone, Podium - Tabletop, Screen, Seating Table and Chairs, Table - Instructor, Windows	Fixed Tablet Arm Chair	35
WDB-D G16	Woodburn Hall G16	Campus - Downtown, General Purpose Classroom	AV - DVD, AV - Document Camera, AV - Internet: Ethernet (Instructor), AV - Microphone, Gosseneck (Podium), AV - Projector, AV - Sound System, Chalk Board, Classroom - General Purpose, Classroom Technology - iDesign Standard, Computer Instructor Station PC, Dimmable Lighting, Downtown Campus, General Purpose Classroom, Input Panel, Movable Seating, Phone, Screen, Seating Table and Chairs, Table - Instructor, Windows	Tablet Arm Chairs (Movable)	35
WDB-D G21	Woodburn Hall G21	Campus - Downtown, General Purpose Classroom	AV - DVD, AV - Document Camera, AV - Internet: Ethernet (Instructor), AV - Microphone, Gosseneck (Podium), AV - Projector, AV - Sound System, Bulletin Board, Chalk Board, Classroom - General Purpose, Classroom Technology - iDesign Standard, Computer Instructor Station PC, Dimmable Lighting, Downtown Campus, General Purpose Classroom, Input Panel, Phone, Podium - Standing, Podium - Tabletop, Screen, Seating Table and Chairs, Table - Instructor, Windows	Fixed Table, Movable Chair	38

9 Matching Locations

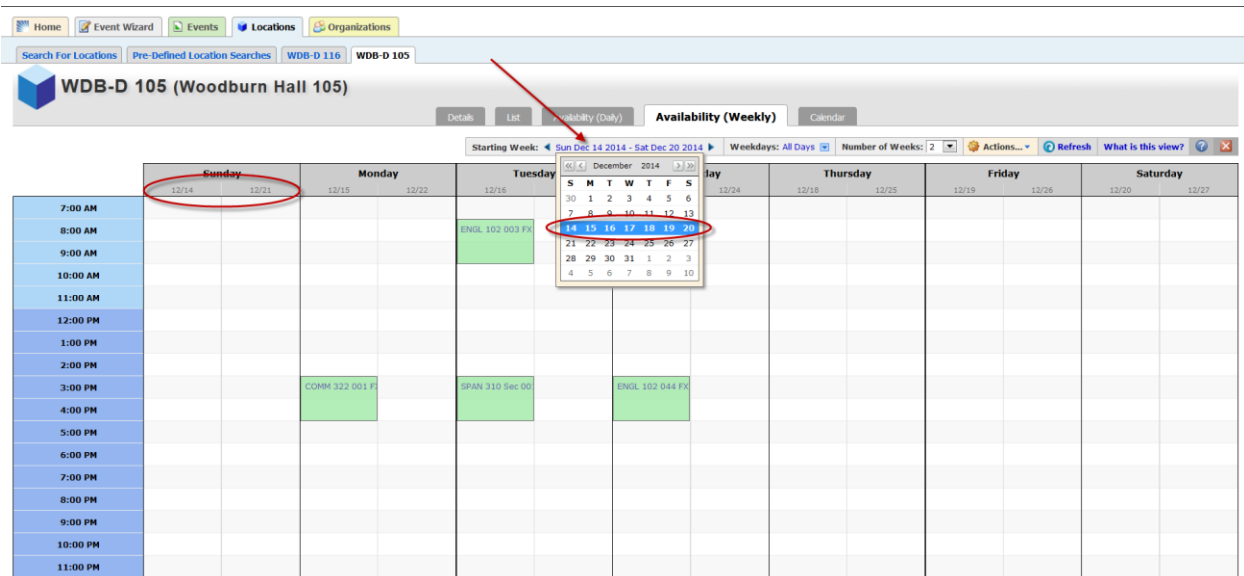
4. Select "Availability (Weekly)" tab to look at the space availability grid for multiple weeks starting the week you pick in the date picker option.

WDB-D 105 (Woodburn Hall 105)

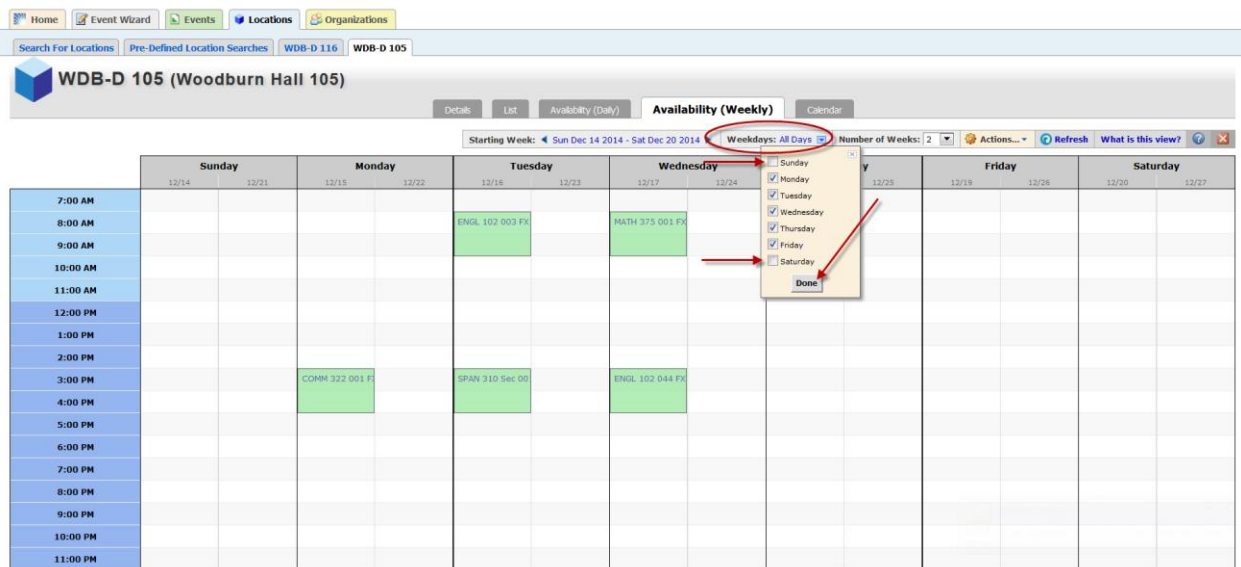
Details List Availability (Daily) Availability (Weekly) Calendar

Starting Week: Sun Dec 14 2014 - Sat Dec 20 2014 Weekdays: All Days Number of Weeks: 2 Actions... Refresh What is this view?

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00 AM							
8:00 AM			ENGL 102 003 FX				
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM		COMM 322 001 F	SPAN 310 Sec 00				
4:00 PM				ENGL 102 044 FX			
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							



- Click on "Weekdays" option to exclude Saturday and Sunday if needed. Uncheck Sunday and Saturday and hit "Done" button to view the grid only for the weekdays.



- You can see the whole semester by changing the number of weeks to 16 weeks.

WDB-D 105 (Woodburn Hall 105)

Details List Availability (Daily) **Availability (Weekly)** Calendar

Starting Week: Sun Jan 11 2015 - Sat Jan 17 2015 Weekdays: Mon, Tue, Wed, Thu, Fri Number of Weeks: 16 Actions... Refresh What is this view?

	Monday	Tuesday	Wednesday	Thursday	Friday
7:00 AM					
8:00 AM		SA SA SA SA SA SA SA SA SA SA	SA SA SA SA SA	SA SA SA SA SA SA SA SA SA SA	
9:00 AM	FR FR FR FR FR FR FR FR FR FR	LD LD LD LD LD LD LD LD LD LD	FR FR FR FR FR FR FR FR FR FR	FR FR FR FR FR FR FR FR FR FR	FR FR FR FR FR FR FR FR FR FR
10:00 AM	FR FR FR FR FR FR FR FR FR FR	LD LD LD LD LD LD LD LD LD LD	FR FR FR FR FR FR FR FR FR FR	FR FR FR FR FR FR FR FR FR FR	FR FR FR FR FR FR FR FR FR FR
11:00 AM	FR FR FR FR FR FR FR FR FR FR	CL CL CL CL CL CL CL CL CL CL	FR FR FR FR FR FR FR FR FR FR	FR FR FR FR FR FR FR FR FR FR	FR FR FR FR FR FR FR FR FR FR
12:00 PM	SA SA SA SA SA SA SA SA SA SA	SA SA SA SA SA SA SA SA SA SA	SA SA SA SA SA SA SA SA SA SA	SA SA SA SA SA SA SA SA SA SA	SA SA SA SA SA SA SA SA SA SA
1:00 PM	RI RI RI RI RI RI RI RI RI RI	HE HE HE HE HE HE HE HE HE HE	RI RI RI RI RI RI RI RI RI RI	RI RI RI RI RI RI RI RI RI RI	RI RI RI RI RI RI RI RI RI RI
2:00 PM	RI RI RI RI RI RI RI RI RI RI	HE HE HE HE HE HE HE HE HE HE	RI RI RI RI RI RI RI RI RI RI	RI RI RI RI RI RI RI RI RI RI	RI RI RI RI RI RI RI RI RI RI
3:00 PM	RI RI RI RI RI RI RI RI RI RI	HE HE HE HE HE HE HE HE HE HE	RI RI RI RI RI RI RI RI RI RI	RI RI RI RI RI RI RI RI RI RI	RI RI RI RI RI RI RI RI RI RI
4:00 PM	HI HI HI HI HI HI HI HI HI HI	HE HE HE HE HE HE HE HE HE HE	HI HI HI HI HI HI HI HI HI HI	HE HE HE HE HE HE HE HE HE HE	HI HI HI HI HI HI HI HI HI HI
5:00 PM	W W W W W W W W W W	W W W W W W W W W W	W W W W W W W W W W	W W W W W W W W W W	W W W W W W W W W W
6:00 PM				HE HE HE HE HE HE HE HE HE HE	HE HE HE HE HE HE HE HE HE HE
7:00 PM					
8:00 PM					
9:00 PM					
10:00 PM					
11:00 PM					