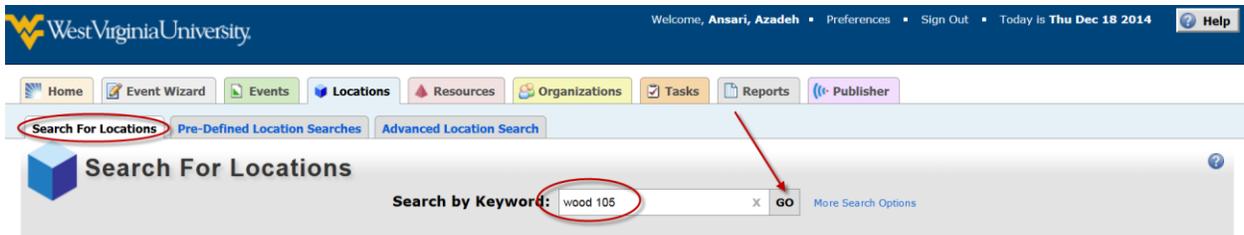


# Instructions

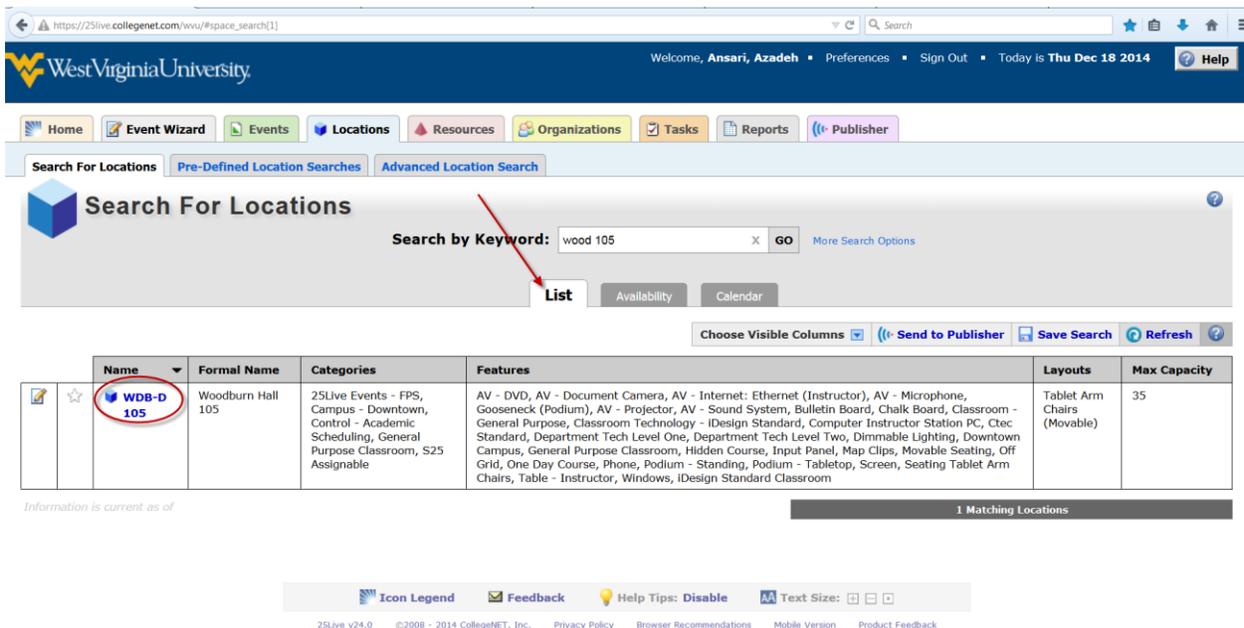
1. Log into [www.25Live.collegenet.com/wvu](http://www.25Live.collegenet.com/wvu) using your MyID username and password.
2. Click on Location Tab on top.



3. In “Search For Locations” tab, type in a part of or the full name of the room you need to check in the box appears and hit “Go”.



4. Make sure you are in the “List” tab. Click on the blue hyperlink room name under name in the shown table.



5. Make sure you are in the “Availability (Weekly)” tab. Change date to what you need from the date picker option.

Search For Locations Pre-Defined Location Searches **Advanced Location Search** WDB-D 105

**WDB-D 105 (Woodburn Hall 105)**

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

Starting Week: Sun Jan 11 2015 - Sat Jan 17 2015 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							
9:00 AM							
10:00 AM		FRCH 302 001					
11:00 AM		FRCH 304 001					
12:00 PM		FRCH 204 004					
1:00 PM		SPAN 102 013					
2:00 PM		RUSS 332 001					
3:00 PM		RUSS 102 002					
4:00 PM		HIST 787 001					
5:00 PM		WGST 493V 001					
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							

6. If you do not need to look at the weekend, exclude Saturday and Sunday from “Weekdays” option and hit “Done”.

Search For Locations Pre-Defined Location Searches **Advanced Location Search** WDB-D 105

**WDB-D 105 (Woodburn Hall 105)**

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

Starting Week: Sun Jan 11 2015 - Sat Jan 17 2015 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							
9:00 AM							
10:00 AM		FRCH 302 001					
11:00 AM		FRCH 304 001					
12:00 PM		FRCH 204 004					
1:00 PM		SPAN 102 013					
2:00 PM		RUSS 332 001					
3:00 PM		RUSS 102 002					
4:00 PM		HIST 787 001					
5:00 PM		WGST 493V 001					
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							

7. Change the “Number of Weeks” option to 1 to show a One-Week Availability Grid.

Search For Locations | Pre-Defined Location Searches | **Advanced Location Search** | WDB-D 105

**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: 2 | Actions... | Refresh | What is this view?

	Monday 1/12		Tuesday 1/13		Wednesday 1/14		Thursday 1/15		Friday 1/16	
7:00 AM										
8:00 AM			SPAN 340 001 12208				SPAN 340 001 12208			
9:00 AM	FRCH 302 001 10025		LDR 201 S03 13357	LDR 201 S03 13357	FRCH 302 001 10025	FRCH 302 001 10025	LDR 201 S03 13357	LDR 201 S03 13357	FRCH 302 001 10025	FRCH 302 001 10025
10:00 AM	FRCH 304 001 10026				FRCH 304 001 10026	FRCH 304 001 10026			FRCH 304 001 10026	FRCH 304 001 10026
11:00 AM	FRCH 204 004 12614		COMM 300 001 15389	COMM 300 001 15389	FRCH 204 004 12614	FRCH 204 004 12614	COMM 300 001 15389	COMM 300 001 15389	FRCH 204 004 12614	FRCH 204 004 12614
12:00 PM	SPAN 102 013 10089		HIST 293G 001 17994	HIST 293G 001 17994	SPAN 102 013 10089	SPAN 102 013 10089			SPAN 102 013 10089	SPAN 102 013 10089
1:00 PM	RUSS 332 001 17772				RUSS 332 001 17772	RUSS 332 001 17772	HIST 293G 001 17994	HIST 293G 001 17994	RUSS 332 001 17772	RUSS 332 001 17772
2:00 PM	RUSS 102 002 12310		ENGL 102 059 11105	ENGL 102 059 11105	RUSS 102 002 12310	RUSS 102 002 12310	ENGL 102 059 11105	ENGL 102 059 11105	RUSS 102 002 12310	RUSS 102 002 12310
3:00 PM	HIST 787 001 18047		CLAS 102 001 13363	CLAS 102 001 13363	HIST 787 001 18047	HIST 787 001 18047	CLAS 102 001 13363	CLAS 102 001 13363		
4:00 PM										
5:00 PM	WGST 493V 001 1874						HONR 298T H01 1853	HONR 298T H01 1853		
6:00 PM										
7:00 PM										
8:00 PM										
9:00 PM										
10:00 PM										
11:00 PM										

8. Now, you will see a table showing all the events for that specific room for that selected week.

Search For Locations | Pre-Defined Location Searches | **Advanced Location Search** | WDB-D 105

**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: 1 | Actions... | Refresh | What is this view?

	Monday 1/12	Tuesday 1/13	Wednesday 1/14	Thursday 1/15	Friday 1/16
7:00 AM					
8:00 AM		SPAN 340 001 12208		SPAN 340 001 12208	
9:00 AM	FRCH 302 001 10025		FRCH 302 001 10025		FRCH 302 001 10025
10:00 AM	FRCH 304 001 10026	LDR 201 S03 13357	FRCH 304 001 10026	LDR 201 S03 13357	FRCH 304 001 10026
11:00 AM	FRCH 204 004 12614	COMM 300 001 15389	FRCH 204 004 12614	COMM 300 001 15389	FRCH 204 004 12614
12:00 PM	SPAN 102 013 10089		SPAN 102 013 10089		SPAN 102 013 10089
1:00 PM	RUSS 332 001 17772	HIST 293G 001 17994	RUSS 332 001 17772	HIST 293G 001 17994	RUSS 332 001 17772
2:00 PM	RUSS 102 002 12310	ENGL 102 059 11105	RUSS 102 002 12310	ENGL 102 059 11105	RUSS 102 002 12310
3:00 PM	HIST 787 001 18047	CLAS 102 001 13363	HIST 787 001 18047	CLAS 102 001 13363	
4:00 PM					
5:00 PM	WGST 493V 001 18741			HONR 298T H01 18530	
6:00 PM					
7:00 PM					
8:00 PM					
9:00 PM					
10:00 PM					
11:00 PM					

9. To print the table, click on Print Preview from "File" menu and then Page Setup and make sure everything matches the Format setting below and hit "OK" and Print. You can also change the margin settings if you want.

