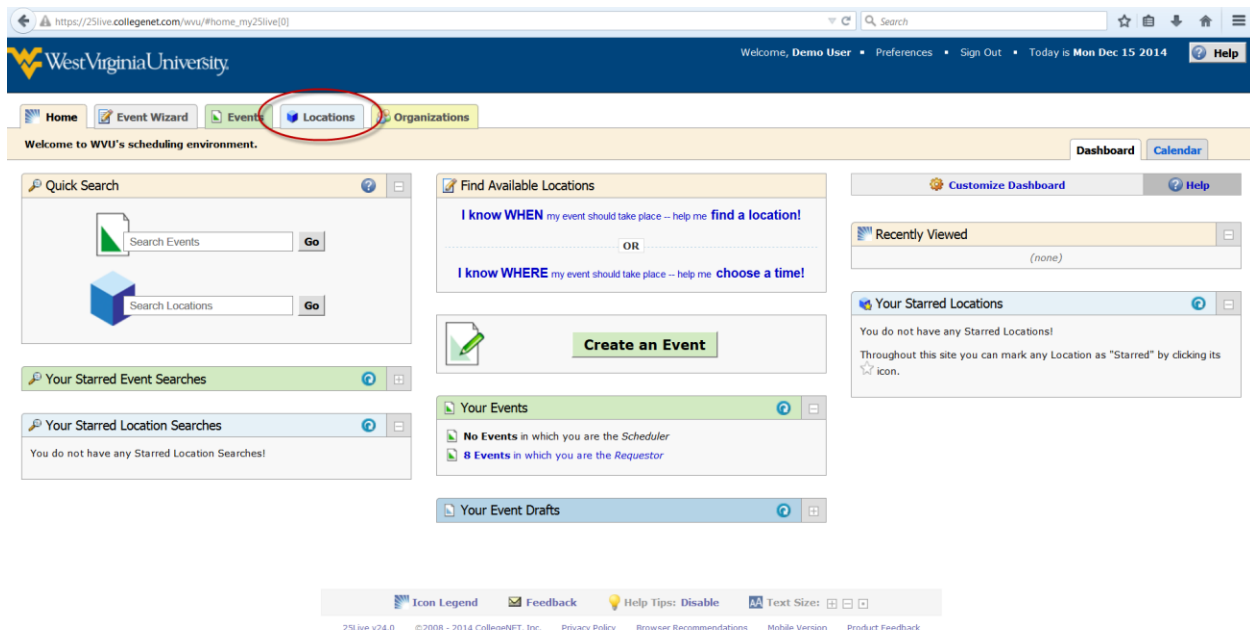
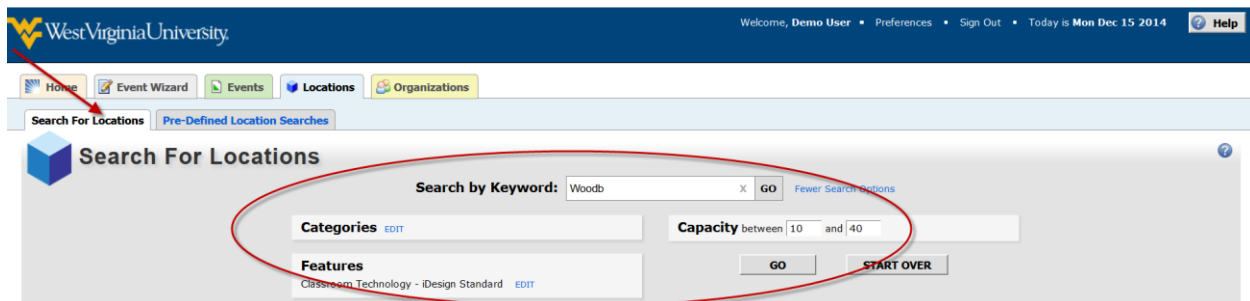


How to Check Location Availability for One Space for One Week

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”.



- [Home](#) [Event Wizard](#) [Events](#) [Locations](#) [Organizations](#)

[Search for Locations](#) [Pre-Defined Location Searches](#)

Search For Locations

Search by Keyword: Woods [Fewer Search Options](#)

Categories [EDIT](#)

Features

Classroom Technology - Design Standard [EDIT](#)

Capacity between 10 **and** 40

[GO](#) [START OVER](#)

[List](#) [Availability](#) [Calendar](#)

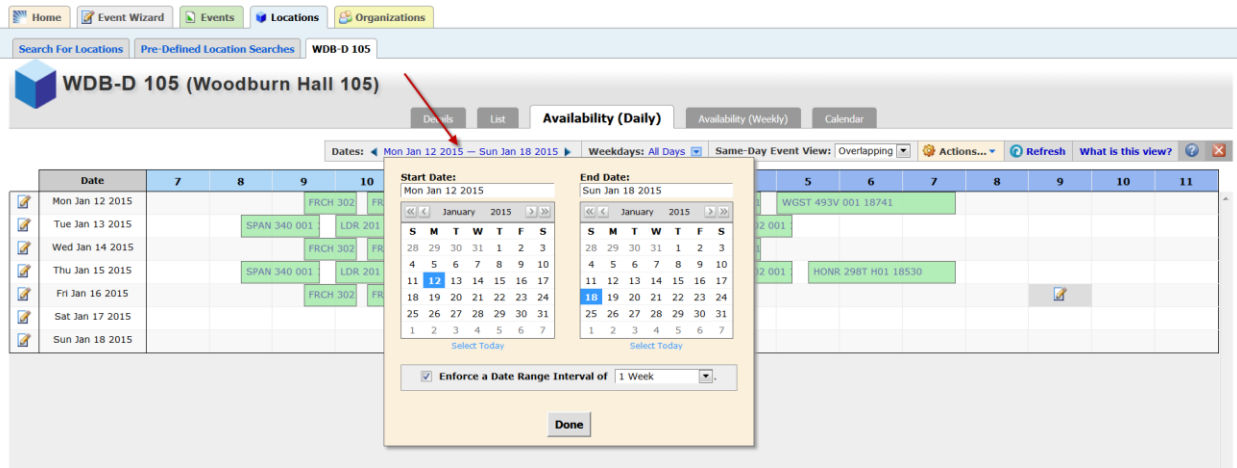
[Choose Visible Columns](#) [Save Search](#) [Refresh](#)

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

Information is current as of 9 Matching Locations

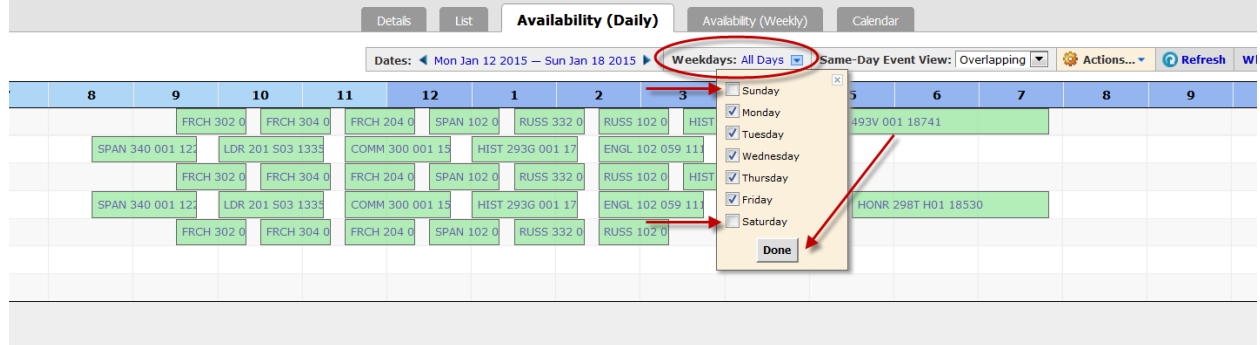
- [illegible]

5. You can adjust the dates through the date picker option.



6. You can also exclude Saturday and Sunday from your Availability Grid View by clicking on the "Weekdays" option. Uncheck Saturday and Sunday and hit "Done".

(Woodburn Hall 105)



The result should look like this. Please note that it will default all your settings once you changed them.

