## Instructions

- 1. Log into <u>www.25Live.collegenet.com/wvu</u> 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".

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🕅 Home 📝 Event Wizard 🕒 Events 💗 Locations 🔺 Resources 😂 Organizations	Tasks C Reports ((+ Publisher	
Search For Locations Pre-Defined Location Searches Advanced Location Search		
Search For Locations	X GO More Search Options	Ø

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

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F	Name 🔻	Formal Name	Categories	Choose Visible Columns 💌 (((+ Send to Publisher 🕞	Save Search	Refre	sh 🕜
☑ ☆ (	WDB-D 105	Woodburn Hall 105	25Live Events - FPS, Campus - Downtown, Control - Academic Scheduling, General Purpose Classroom, S25 Assignable	AV - DVD, AV - Document Camera, AV - Internet: Ethernet (Instructor), AV - Microphone, Gooseneck (Podium), AV - Projector, AV - Sound System, Bulletin Board, Chailk Board, Classroom - General Purpose, Classroom Technology - Diesign Standard, Computer Instructor Station PC, Cace Standard, Department Tech Level One, Department Tech Level Two, Dimmable Lighting, Downtown Campus, General Purpose Classroom, Hidden Course, Input Panel, Map Clips, Movable Seating, Off Grid, One Day Course, Phone, Podium - Standing, Podium - Tabletop, Screen, Seating Tablet Am	Tablet Arm Chairs (Movable)	35	Jucity
				chails, Table - Instructor, Windows, iDesign Standard Classicon			
Information is a	current as of			Chains, rable - Inscructor, Windows, iDesign Standard Classroom 1 Matching Lo	cations		

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 Loca	tion Searches	Advanced Lo	ation Search	WDB-	D 105										
WDB-D	WDB-D 105 (Woodburn Hall 105)															
	100 (110	ouburn	1011 100)	_	_ \	_		_				_				
				Details	s 📔 i		Availa	bility (Da	ily) (Avai	lability (Wee	ekly) G	lendar				
			Star	ting Week: ◀	Sun Jar	n 11 201	5 - Sat :	Jan 17 2	015 🕨 Weeka	lays: All Days 💌	Number of	Weeks: 2	🎯 Actions 🔻	Refresh	What is this vie	w? 🕜 🔀
	Sund	ау	Mone	lay	× ×	Januar	γ 201	5 >>	Wedn	esday	Thu	rsday	Frie	day	Satur	day
	1/11	1/18	1/12	1/19	28	M 1 29 30	31 1	2 3	1/14	1/21	1/15	1/22	1/16	1/23	1/17	1/24
7:00 AM					4	5 6	78	9 10								
8:00 AM					18	12 13 19 20	21 22	23 24			SPAN 340 001	SPAN 340 001				
9:00 AM			FRCH 302 001		25	26 27	28 29	30 31	RCH 302 001	FRCH 302 001			FRCH 302 001	FRCH 302 001		
10:00 AM			FRCH 304 001			2 3	4 5	6 /	RCH 304 001	FRCH 304 001	LDR 201 S03 1	LDR 201 S03 1	FRCH 304 001	FRCH 304 001		
11:00 AM			FRCH 204 004		COMM	300 001	COMM	300 001	FRCH 204 004	FRCH 204 004	COMM 300 001	COMM 300 001	FRCH 204 004	FRCH 204 004		
12:00 PM			SPAN 102 013						SPAN 102 013	SPAN 102 013			SPAN 102 013	SPAN 102 013		
1:00 PM			RUSS 332 001		HIST 2	93G 001	HIST 2		RUSS 332 001	RUSS 332 001	HIST 293G 001	HIST 293G 001	RUSS 332 001	RUSS 332 001		
2:00 PM			RUSS 102 002		ENGL 1	102 059	ENGL 1	02 059	RUSS 102 002	RUSS 102 002	ENGL 102 059	ENGL 102 059	RUSS 102 002	RUSS 102 002		
3:00 PM			HIST 787 001 1						HIST 787 001	HIST 787 001 1						
4:00 PM					CLAS 1	102 001	CLAS 1	102 001			CLAS 102 001	CLAS 102 001				
5:00 PM			WGST 493V 00								HONR 298T HO	HONR 298T HO				
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7:00 PM																
8:00 PM																
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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 Locatio	on Searches	Advanced Lo	cation Search	WDB-D 105									
WDB-D	105 (Wood	dhurn l	Hall 105											
		abanni	iun rooj	_						_				
				Details	List	Availability (Da	ily) <b>Avai</b>	lability (Wee	ekly) 🔤 🖸	alendar				
			Sta	rting Week: ◀	Sun Jan 11 201	5 - Sat Jan 17 2	015 Week	lays: All Days 💽	Number of	Weeks: 2	🎯 Actions 🔻	Refresh	What is this vie	w? 🕜 🔀
	Sunday		Monday		Tuesday		Wedn Sunday		Ť.	Tursday		lay	Saturday	
	1/11	1/18	1/12	1/19	1/13	1/20	1/14	<ul> <li>Monday</li> <li>Tuesday</li> </ul>	1	1/22	1/16	1/23	1/17	1/24
7:00 AM								Wednesday	K					
8:00 AM					SPAN 340 001	SPAN 340 001		Friday	40 00	SPAN 340 001				
9:00 AM			FRCH 302 001		LDR 201 503 1	LDR 201 503 1	FRCH 302 001	Saturday	11 503	1 LDR 201 503 1	FRCH 302 001	FRCH 302 001		
11:00 AM			FRCH 304 001		2011201 000 1		FRCH 304 001	Done			FRCH 304 001	FRCH 304 001		
12:00 PM			FRCH 204 004		COMM 300 001	COMM 300 001	FRCH 204 004	FRCH 204 004	COMM 300 00	1 COMM 300 001	FRCH 204 004	FRCH 204 004		
1:00 PM			SPAN 102 013		HIST 293G 001	HIST 293G 001	SPAN 102 013	SPAN 102 013	HIST 293G 00	1 HIST 293G 001	SPAN 102 013	SPAN 102 013		
2:00 PM			RUSS 332 001				RUSS 332 001	RUSS 332 001			RUSS 332 001	RUSS 332 001		
3:00 PM			RUSS 102 002		ENGL 102 059	ENGL 102 059	RUSS 102 002	RUSS 102 002	ENGL 102 05	ENGL 102 059	RUSS 102 002	RUSS 102 002		
4:00 PM			HIST 787 001 1		CLAS 102 001	CLAS 102 001	HIST 787 001 1	HIST 787 001 1	CLAS 102 00	CLAS 102 001				
5:00 PM		1	WGST 493V 00						HOND DOOT H					
6:00 PM									NUNK 2961 N	U HUNK 2961 HU				
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.

earch For Locations	Pre-Defined Location Sea	arches Advan	ced Location Search	WDB-D 105							
WDB-	D 105 (Woodbu	urn Hall '	105)								
			oust		The (Delta)	ilahilitu (Weekhu)	Church				
			Details	List Availab	AVa	nability (weekly)	Calendar		-		
		Starting We	ek: ┥ Sun Jan 11 2015	- Sat Jan 17 2015 🕨	Weekdays: Mon, Tue	. Wed, Thu, Fri 💌 🛛 Nu	umber of Weeks 2	Actions •	Refresh What is	this view? 🕜 🔀	
	Monday		Tue	sday	Wedn	esday	Thur	sday	Friday		
7:00 AM	1/12	1/19	1/13	1/20	1/14	1/21	1/15	1/22	1/16	1/23	
8:00 AM											
9:00 AM			SPAN 340 001 12208	SPAN 340 001 12208			SPAN 340 001 12208	SPAN 340 001 12208			
10:00 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	
11:00 AM	FRCH 304 001 10026		COMM 200 001 15200	COMM 200 001 15200	FRCH 304 001 10026	FRCH 304 001 10026	COMM 200 001 15200	COMM 200 001 15200	FRCH 304 001 10026	FRCH 304 001 10026	
12:00 PM	SPAN 102 013 10089		COMM 500 001 15589	COMM 300 001 15389	SPAN 102 013 10089	SPAN 102 013 10089	COMM 300 001 15389	COMM 300 001-15385	SPAN 102 013 10089	SPAN 102 013 10089	
1:00 PM	RUSS 332 001 17772		HIST 293G 001 17994	HIST 293G 001 17994	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				HIST 787 001 18047	HIST 787 001 18047				8	
4:00 PM			CLAS 102 001 13363	CLAS 102 001 13363			CLAS 102 001 13363	CLAS 102 001 13363			
5:00 PM	WGST 493V 001 1874						HONR 298T H01 1853	HONR 298T H01 1853			
6:00 PM											
7:00 PM											
8:00 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 Advance	ed Location Search WDB-D 105								
	WDR-D 105 (Woodburn Hall 105)									
		Details List Availa	bility (Daily) Availability (Weekly)	Calendar						
	Starting Wee	ek: 🛋 Sun Jan 11 2015 - Sat Jan 17 2015 🕨	Weekdays: Mon, Tue, Wed, Thu, Fri 💌 🛛 N	umber of Weeks: 1 💌 🎯 Actions 🔻	🕜 Refresh 🛛 What is this view? 🕜 🛛					
	Monday	Tuesday	Wednesday	Thursday	Friday					
	1/12	1/13	1/14	1/15	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	EPCH 204 004 12614	COMM 200 001 15280	EPCH 204 004 12614	COMM 200 001 15290	EPCH 204 004 12614					
12:00 PM	CDAN 402 042 10000	COMM 500 001 15365	FRCH 204 004 12014	COMM 300 001 13365	FRCh 204 004 12014					
1:00 PM	SPAN 102 013 10089	HIST 293G 001 17994	SPAN 102 013 10089	HIST 293G 001 17994	SPAN 102 013 10089					
2:00 PM	RUSS 332 001 17772		RUSS 332 001 17772		RUSS 332 001 17772					
3:00 PM	RUSS 102 002 12310	ENGL 102 059 11105	RUSS 102 002 12310	ENGL 102 059 11105	RUSS 102 002 12310					
4:00 PM	HIST 787 001 18047	CLAS 102 001 13363	HIST 787 001 18047	CLAS 102 001 13363						
5:00 PM	WGST 493V 001 18741									
6:00 PM				HONR 298T H01 18530						
7:00 PM										
8:00 PM										
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11:00 PM										
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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.

Page Setup	8
Format & Options Margins & Header/Footer	
Format Orientation:	
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