How-To Run the Space Availability by Meeting Pattern Report

1. Login to 25Live
2. Click the “Reports” tab > then the “Location Reports” tab
3. Select “Space Availability by Meeting Pattern” in the drop down list

- **Start Date:** First Day of the Semester
- **End Date:** Last Day of the Semester
- **Location Search:** Use a Location Search you have built
  - See the “Collections/Location Search Process Guide”
- **Sort by Capacity (optional):** Yes/No
- **Pad Time:** 10
- **Target Pattern Duration (optional):** This is only to be used if you want to know ONLY those times that are during a SPECIFIC number of minutes/day.
  - Example: If you only want 2 day per week, 3 hr/week approved meeting times to show, input 75 (as each class meeting time is 75 minutes)

- Indicate your “Report Delivery Option” on the right. We generally recommend “Email this report to yourself” with this report as it can be very long and take anywhere from 5-45 minutes to run.
CLASSROOM RUSH via 25LIVE

Reservation of space during the period resolving any impossible to place sections.

Business Process Guide for Academic Departments

<table>
<thead>
<tr>
<th>Date</th>
<th>By</th>
<th>Action</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/26/2014</td>
<td>Sally Serrin Melena</td>
<td>Completed</td>
<td>7</td>
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<tr>
<td>10/17/2014</td>
<td>Sally Serrin Melena</td>
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<td>7</td>
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</table>
The same as you would any other EVENT in 25Live, to hold a classroom during the “Classroom Rush” choose “Create an Event”

**FIRST PAGE**

- **Event Name:** This should be the class details. Example: AS 100 (01) 45678.
- **Event Title:** Class description. Not necessary to fill in this option, but it can help if the Event Name is incorrect.
- **Event Type:** “Room Change Request” will always be available to you, but it will only work to HOLD rooms during the “Classroom Rush.”
• **Event State:**
  o “Confirmed” and “Tentative” will always be available to you, but it will only work to HOLD rooms during the “Classroom Rush”.
  o If you use “Draft,” even during the “Classroom Rush,” the room will NOT be saved.

![Event State Image](image1)

**Confirmed will only “work” during the Room/Time Selection Period**

• **Primary Organization for this Event:** Make sure to use the numbered department option
  o “145 – BIOL” instead of “Biology”

![Primary Organization Image](image2)
• **Event Date and Time:**
  o Start: First Date of Class and the Beginning Time
    ▪ To find the first (and last) day of classes for a semester go to the [Academic Calendar](#) and select the correct academic year – Look for “First day of Classes” or “Last day of classes”
  o End: **First Date** of Class and the End Time
  o Event Repeats: Repeats Weekly
    o Weekly Repeat Criteria:
      ▪ Repeats every: week
      ▪ Repeats on: check off the days of the week the class meets.
      ▪ Repeats until: select the date for the Last day of classes.
  o **MAKE SURE to use** [Approved Class Meeting Times](#)
  o Note: *All dates of the class will appear below the Event Repeats box. Ignore them.*

![Screenshot of Event Date and Time interface](image)

- **SAME DATE - First Day of Class**
- **Always repeat events for every day the class meets. This will most often mean "Repeats Weekly"**
- **This will be the last day of the semester.**

Then select “Next” to go to the second page.
**Event Head Count:** The class enrollment capacity

**Event Locations:**
- **Find by...**
  - **Search:** Provides easiest way if you know exactly what room you want.
  - **Collections:** These you have to create yourself, see “Collections Process Guide” for this.
  - **Categories:** If you want to see all academic space available, go here and select “Academic Locations” – this can take awhile to load.
  - **Features:** Classroom features, like “(Flat) Tablet Armchairs” or “(Tiered) Fixed Tables/Chairs”
  - **Capacities:** Will provide any space on campus, so make sure it is a classroom!
- **Click on the space you want from the “Choose from...” box**
  - Space will then appear with a green check mark under “Selected Locations”

**Event Resources:** None needed. Leave this section alone.

Select “Next” to go to the third page.
THIRD PAGE

This page does not require any writing. Please ignore these sections.

Select “Finish”
FOURTH PAGE

- Always click on the “View Details” button

VIEW DETAILS PAGE

- Check to make sure “Event State” says confirmed (upper yellowish boxes)
- Check to make sure there is a blue box indicating the space has been saved for each date. If you see a grey box, you do NOT have that space.

All occurrences should have a BLUE cube next to them. This is confirmation that your room is reserved.
Collections/Location Search in 25Live Process Guide

Location Searches for Use during the Classroom Rush

Business Process Guide for Academic Departments
1. Choose the Locations Tab > Choose the Search For Locations Tab
   - NOTE: When you are in the Event Wizard, you can change back and forth between tabs without losing your work!

2. Select “More Search Options”

3. Next to “Categories” choose “EDIT” and check the box next to “Classrooms” OR “Computer Lab – Mac,” OR “Computer Lab – PC” (It is best to only choose ONE at a time)
   - The “Classrooms” category has all of the classrooms you will have access to schedule during the Classroom Rush Process
   - The “Computer Lab – Mac” category has all of the MAC Labs you will have access to schedule during the Classroom Rush Process
   - The “Computer Lab – PC” category has all of the PC Labs you will have access to schedule during the Classroom Rush Process
4. You can also choose to EDIT “Features” if appropriate, list of applicable features for academic spaces:

- (Flat) Movable Tables/Chairs
- (Flat) tables/Chairs
- (Flat) Tablet Armchairs
- (Tiered) Fixed Tables/Chairs
- Board, Chalk
- Board, White

5. HIGHLY RECOMMENDED: You can also choose “Capacity” and INPUT a LOWER and an UPPER LIMIT for the size of classroom your search should return.

- If you choose a space too small for your IPC, you will have to lower your capacity for the class or you will lose the space and that will put you at the bottom of the list for selecting a new room/time for your IPC(s)
6. The press the GO button
   - This will return all the locations that fall within the parameters you are using (Categories, Features, and Capacity)
   - Please be aware the search results will only show 10 results at a time, select “Next” (in the lower right) to see further results

7. Click “Save Search”
- **When saving your search - ALWAYS use “Search Criteria”**
  - “Search Criteria” - enables your search to remain usable if any academic spaces are modified!
  - If you use “Search Results” it may throw your search off because classroom spaces can (and sometimes ARE) changed.

- **When saving your search - GIVE YOUR SEARCH an IDENTIFIABLE NAME**
  - Make sure the name identifies what you are searching for.

- **When saving your search - MAKE SURE “Add this to Your Starred Searches.” IS CHECKED**
8. The search you just created will now appear for you in the “Collections” section of your Event Wizard and as a Location Search when you run the “Space Availability by Meeting Pattern” Report (in 25Live)
How-To See What You Have Requested

1. Login to 25Live
2. Click the “Events” tab > then the “Pre-Defined Event Searches” tab
3. Select “Pre-Defined Groups”
4. Select “Events You Have Requested” in the drop down list
5. Click the “Run” Button