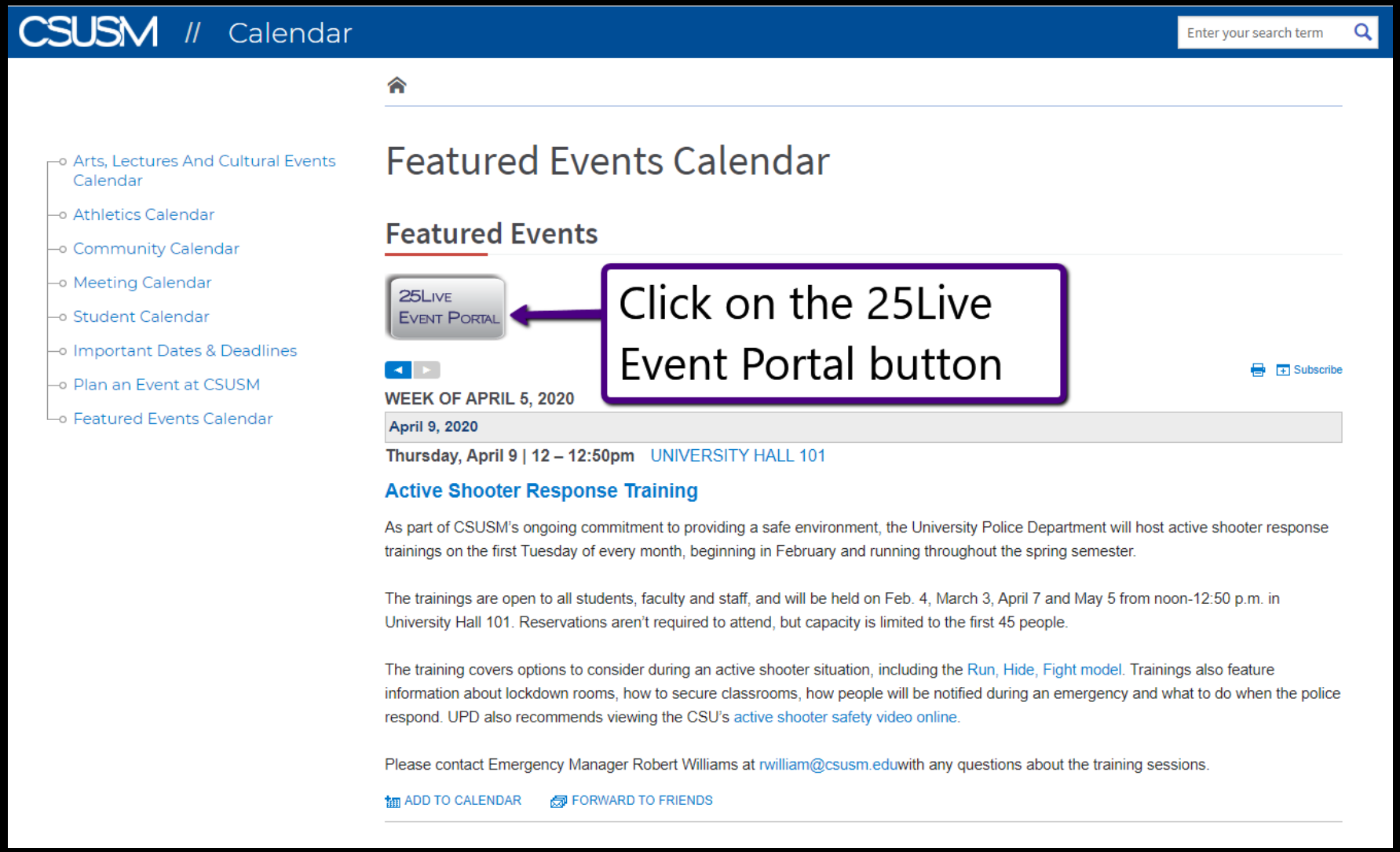
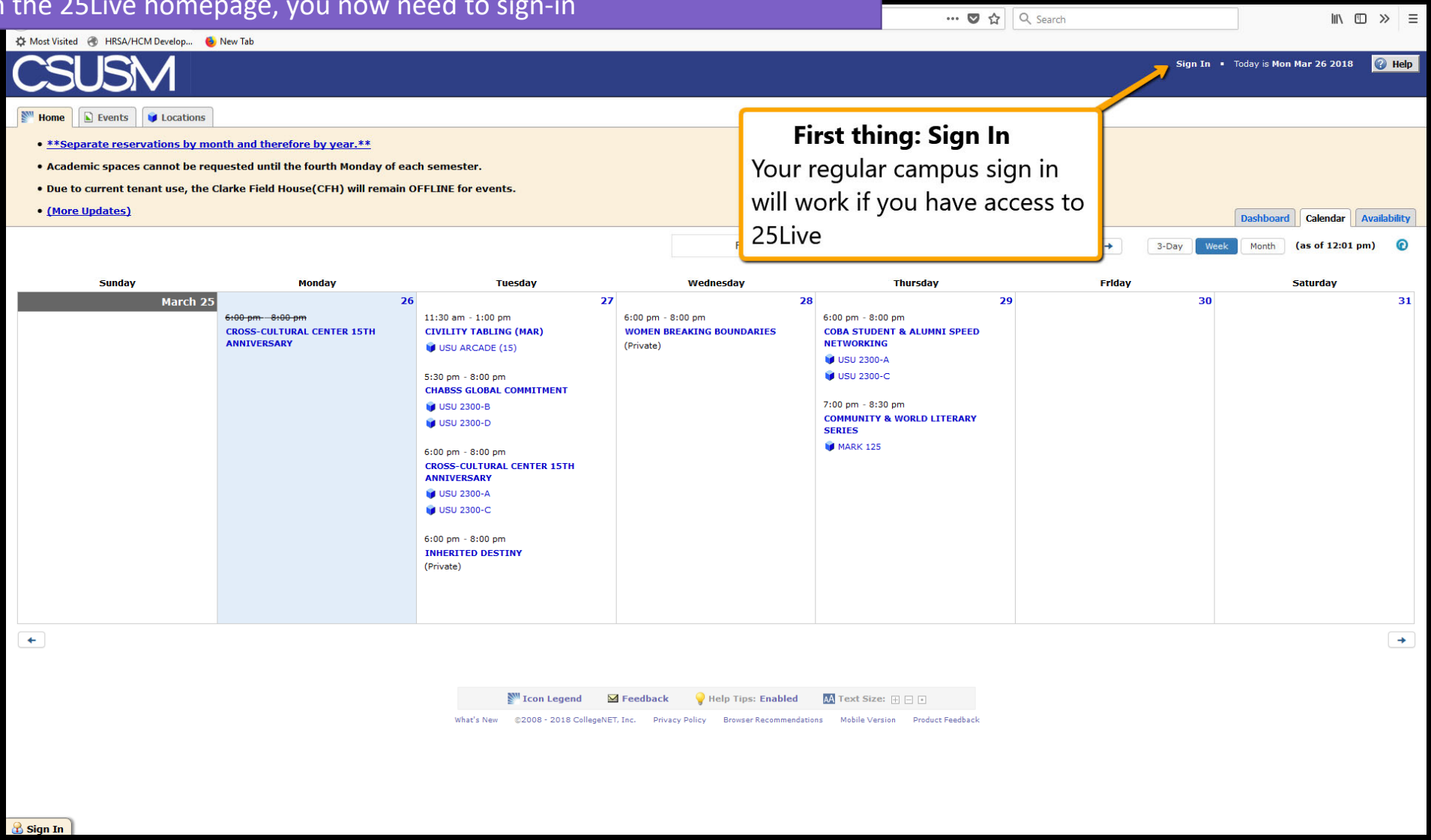
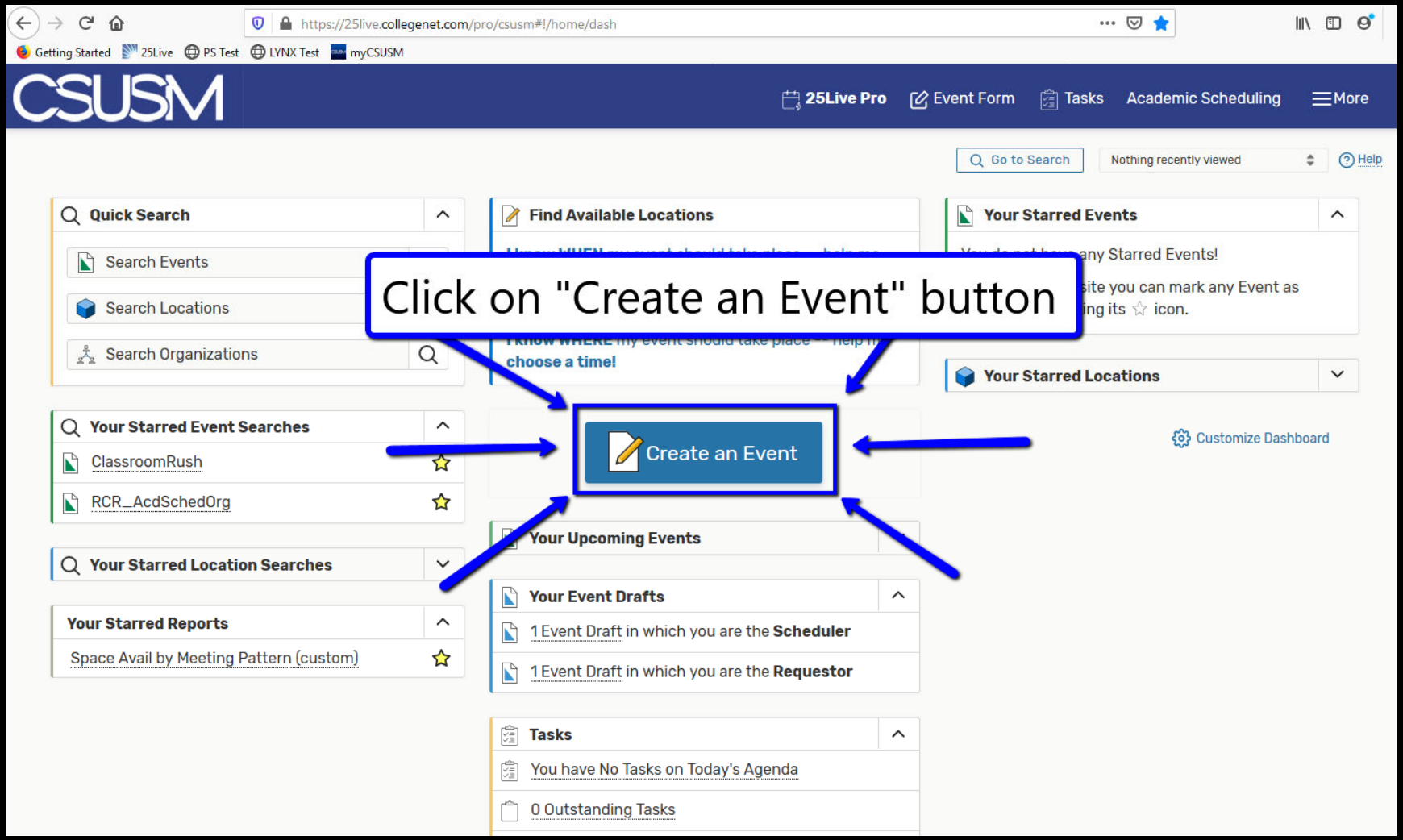
Once you get to csusm.edu/calendar, you need to get into 25Live



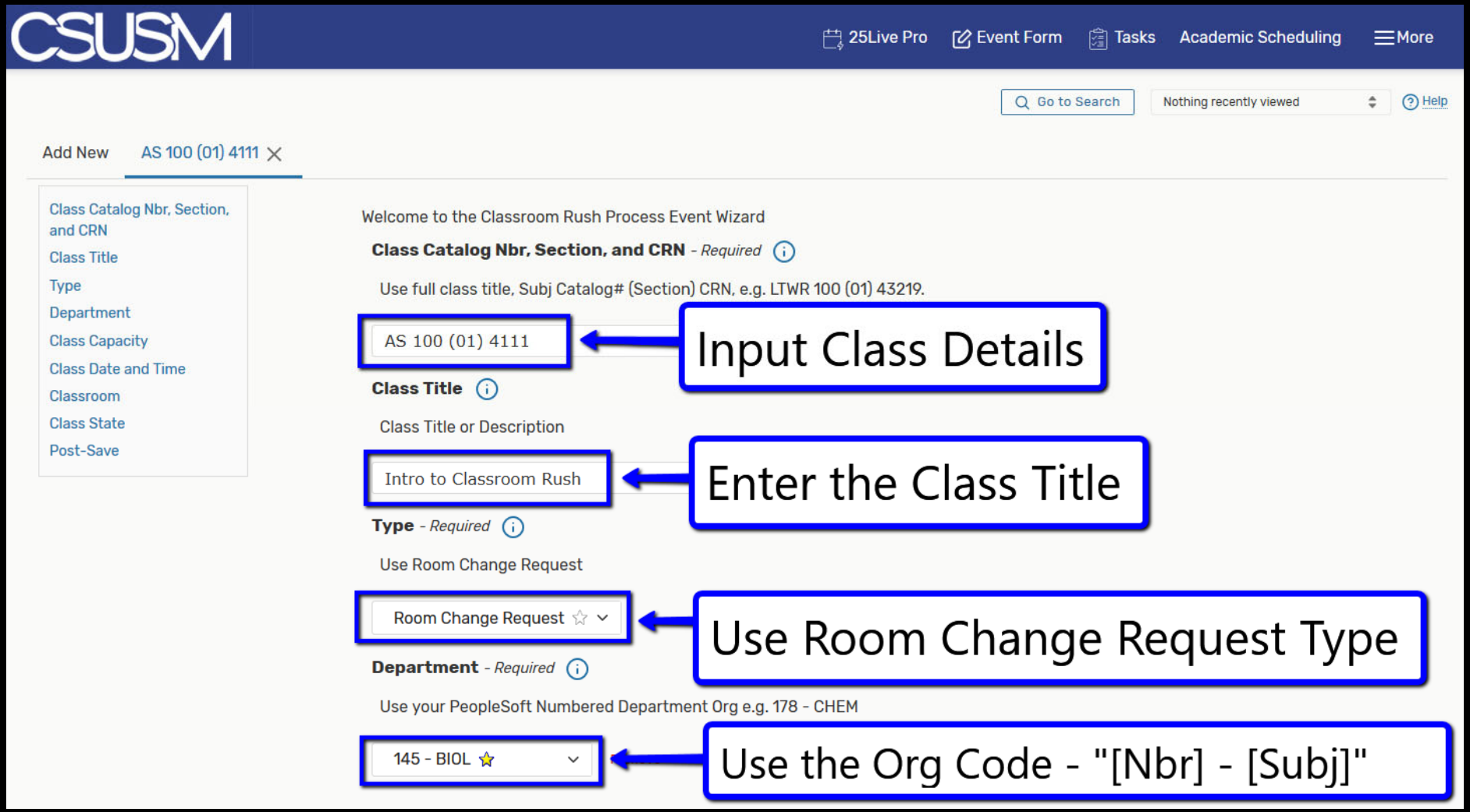
On the 25Live homepage, you now need to sign-in



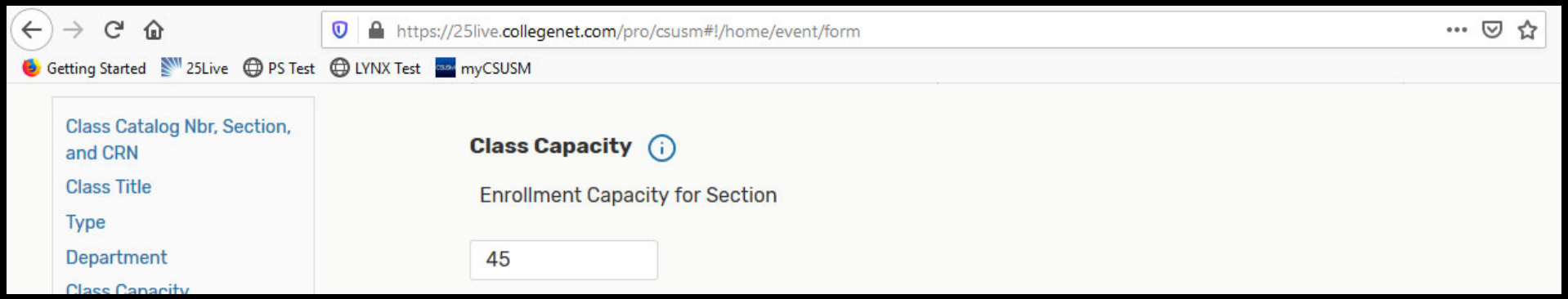
Create an event to reschedule the (UPC) section



That link will take you to the first page for creating an Classroom Rush event

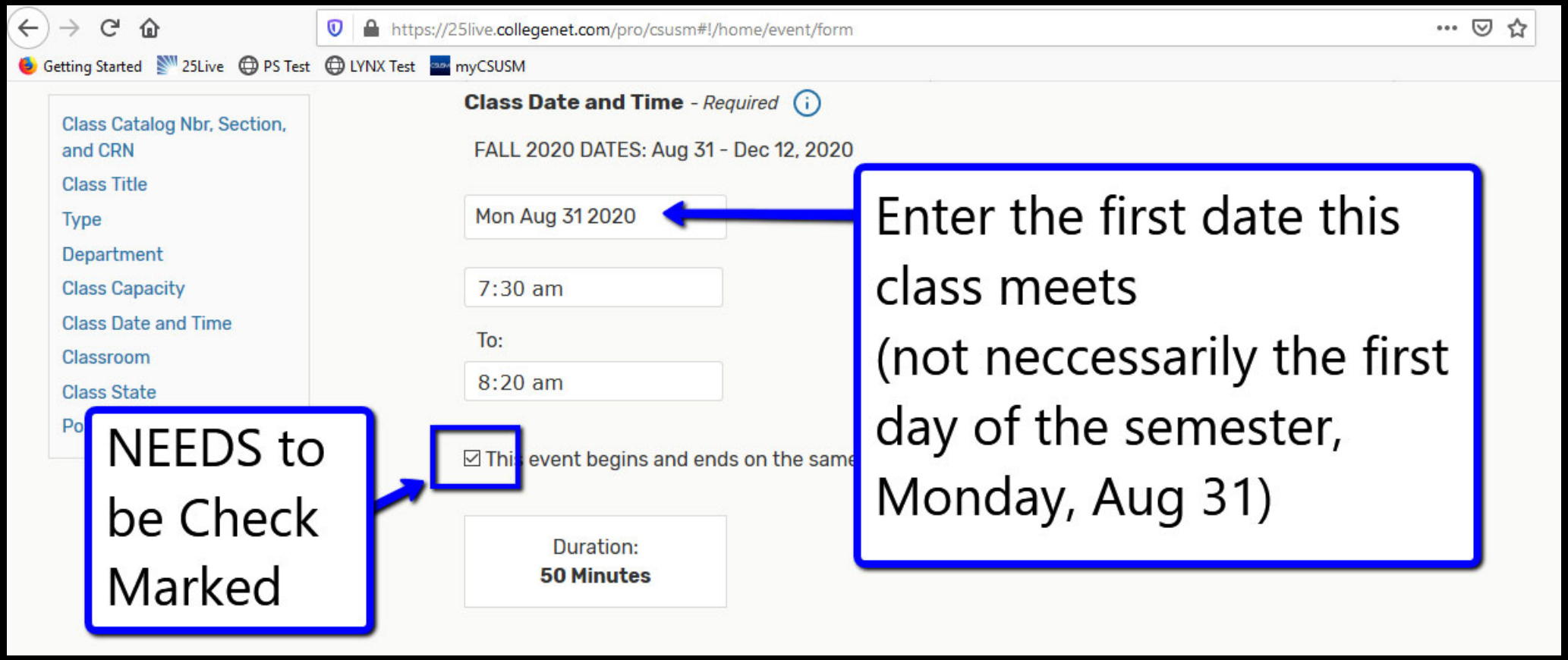


Keep Scrolling Down to Enter Class Capacity

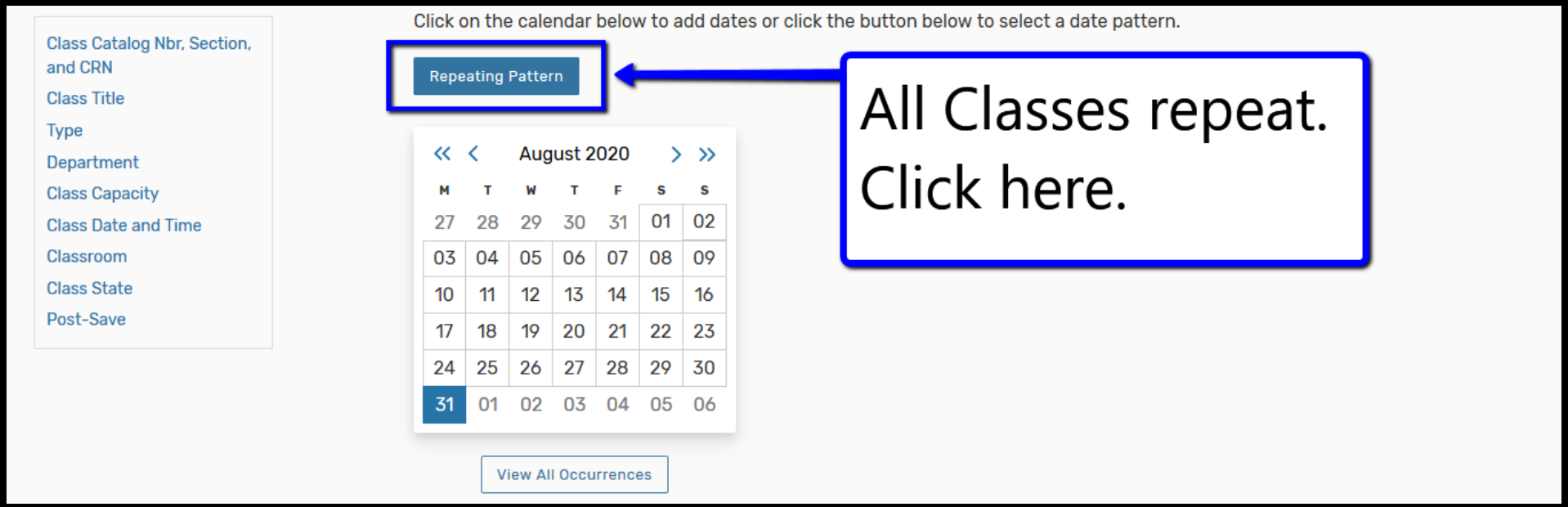


If your requested classroom capacity is different than the enrollment of the class, please make sure to let us know that in the email you send to acdsched@csusm.edu (once you have placed your UPC/IPC classes for the stratum).

Scroll down to Class Date and Time

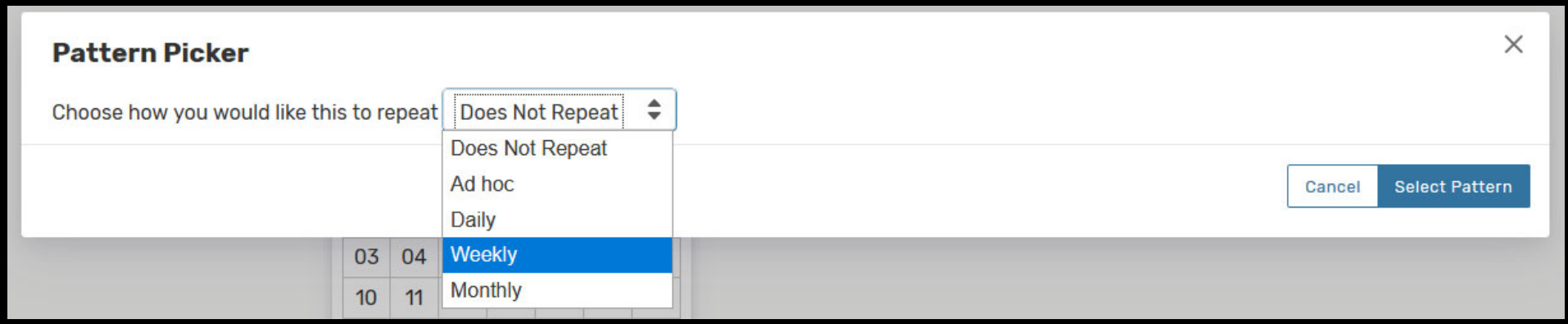


This page is where you enter the first date of the section you are rescheduling and the start and end time.

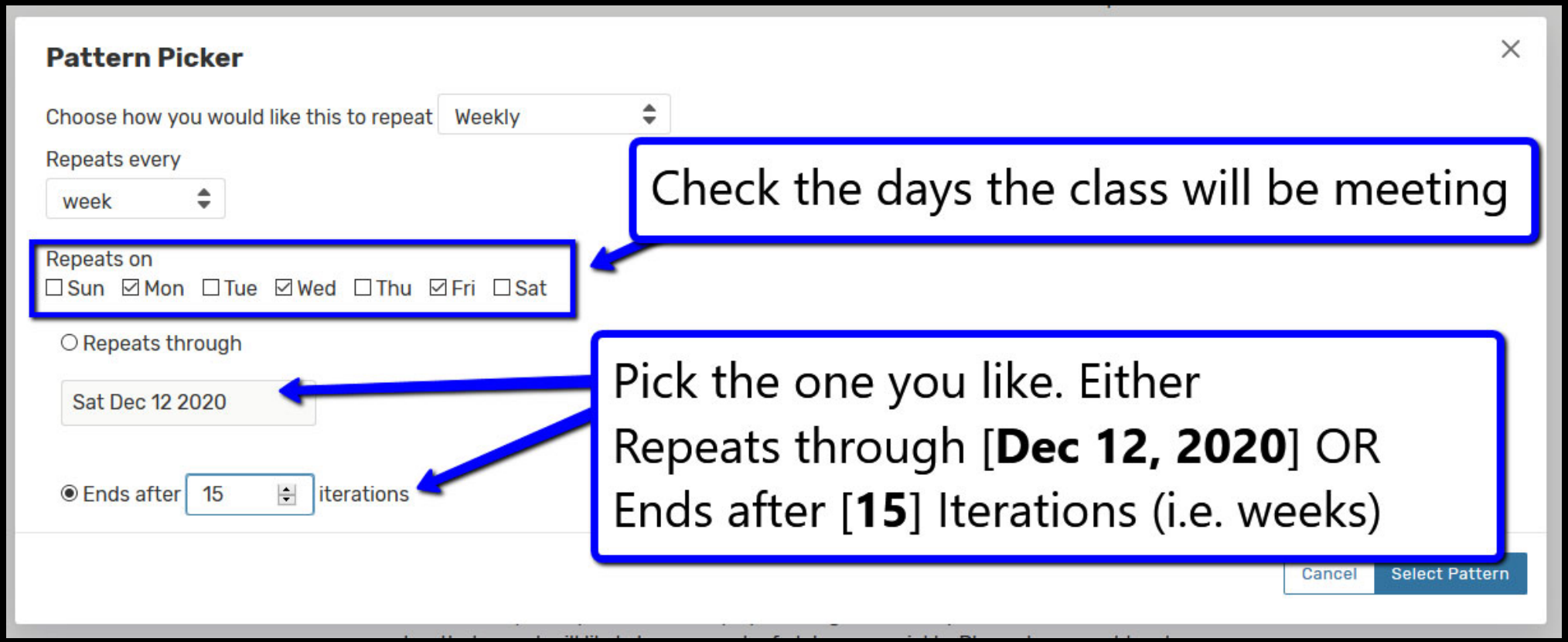


The first day of the semester is Monday, August 26, 2019. If you have a Tuesday & Thursday (TR) class, use Tuesday, Aug 27 as the day listed. Be sure to select the “This event begins and ends on the same day” option.

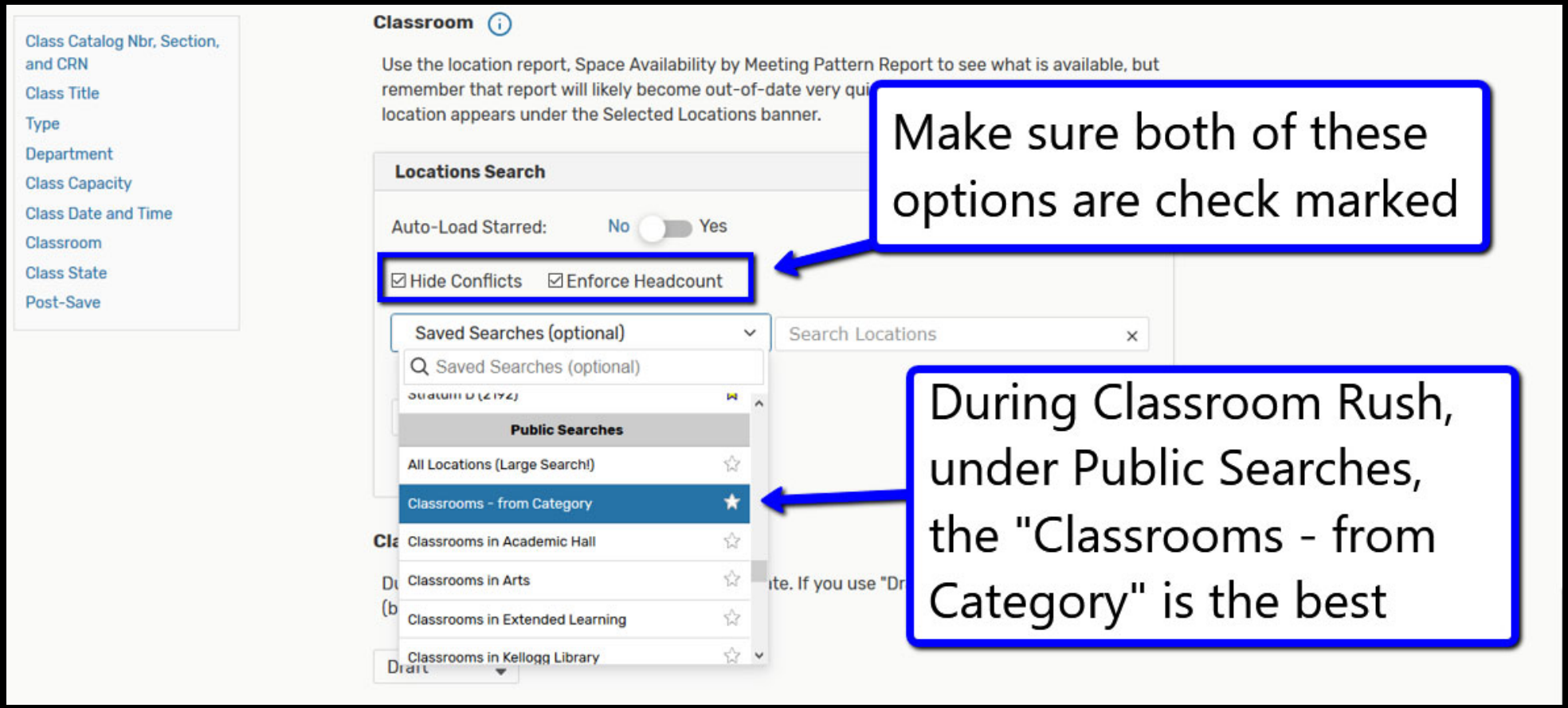
When the Pattern Picker shows up, select “Weekly”



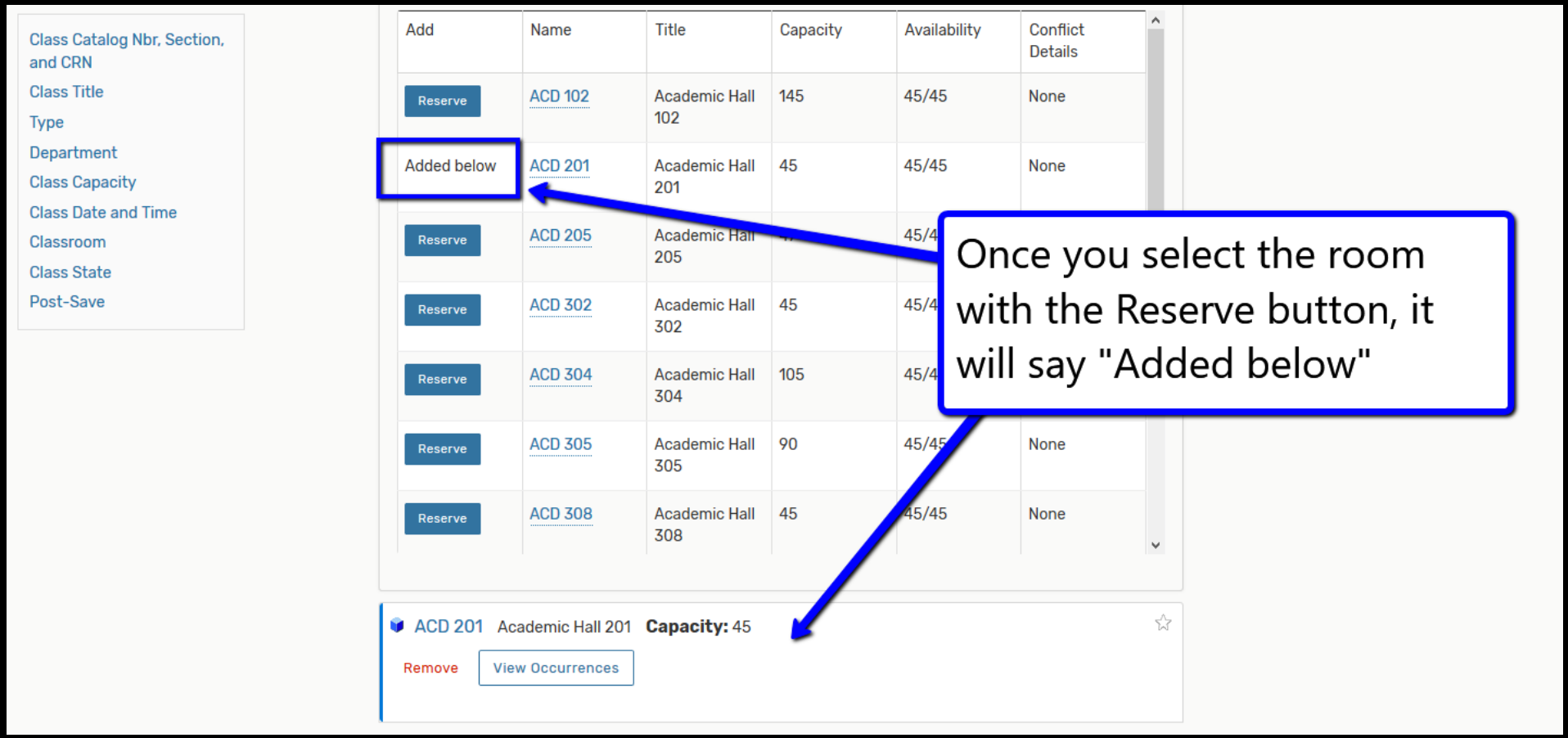
Once “Weekly” is chosen, more options will appear.



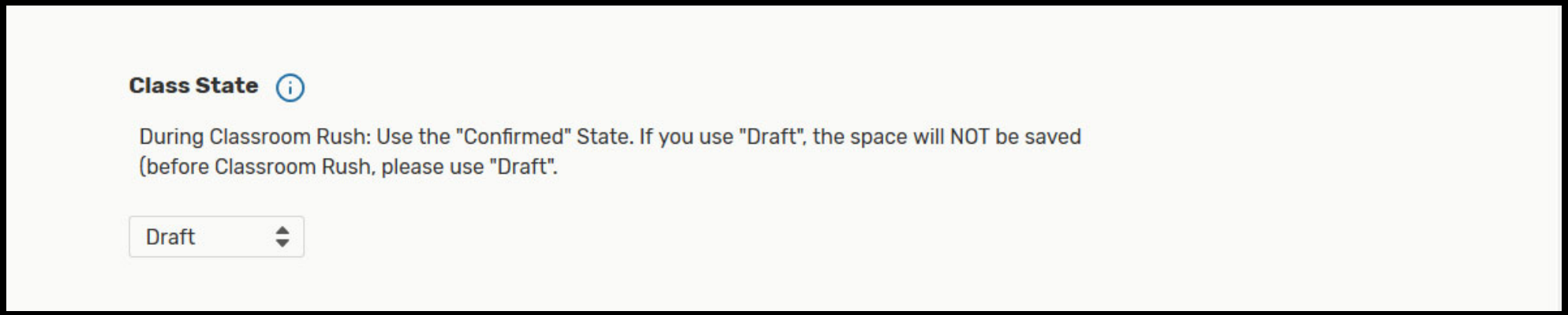
Scroll down to Classroom > Locations Search

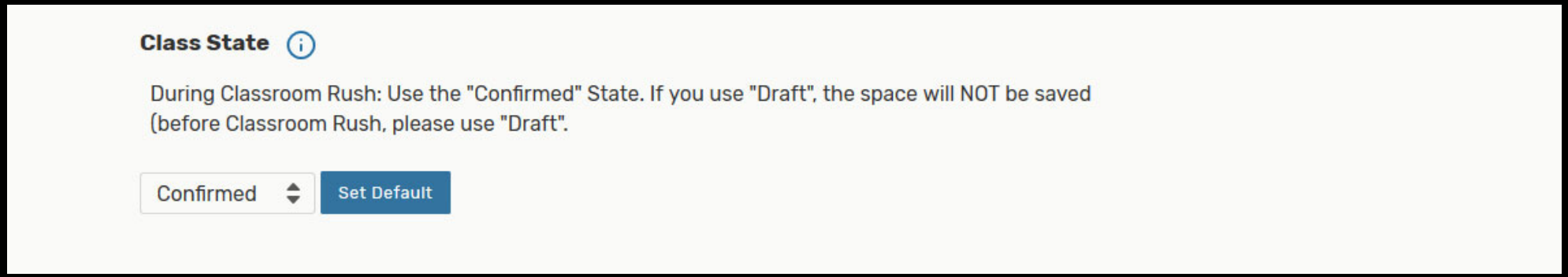


“Reserve” the classroom you want and it will be added at the bottom.



Class State –
Before Classroom Rush, use DRAFT.
During Classroom Rush, use CONFIRMED





Each Stratum has a Specific Set of Rooms Available

Stratum A Classrooms

Room	Capacity	Room	Capacity	Room	Capacity
ARTS 240	250	SBSB 1102	80	MARK 208	60
ARTS 111	150	SCI2 242	74	MARK 210	60
ACD 102	145	SBSB 2111	73	MARK 310	60
MARK 125	125	KEL 1106	60	SBSB 1103	60
ACD 304	105	MARK 102	60	UNIV 237	60
ACD 305	90	MARK 106	60	VEP 5101	60
KEL 1111	80				

Stratum B Classrooms (Plus Stratum A Classrooms)

Room	Capacity	Room	Capacity	Room	Capacity
ACD 204	48	SBSB 2140	48	MARK 105	45
MARK 214	55	SBSB 3125	48	MARK 308	45
ACD 411A	48	UNIV 439	48	SCI2 243	45
ACD 411B	48	ACD 205	47	UNIV 101	45
MARK 202	48	MARK 306	46	MARK 305 (PC)	44
SBSB 1105	48	ACD 201	45	UNIV 272 (PC)	44
SBSB 1107	48	ACD 302	45	MARK 304 (PC)	40
SBSB 1109	48	ACD 308	45	SBSB 1101 (PC)	39
SBSB 1111	48	MARK 101	45	SBSB 2107 (PC)	39
SBSB 2109	48	MARK 103	45		

Stratum C Classrooms (Plus Strata A & B Classrooms)

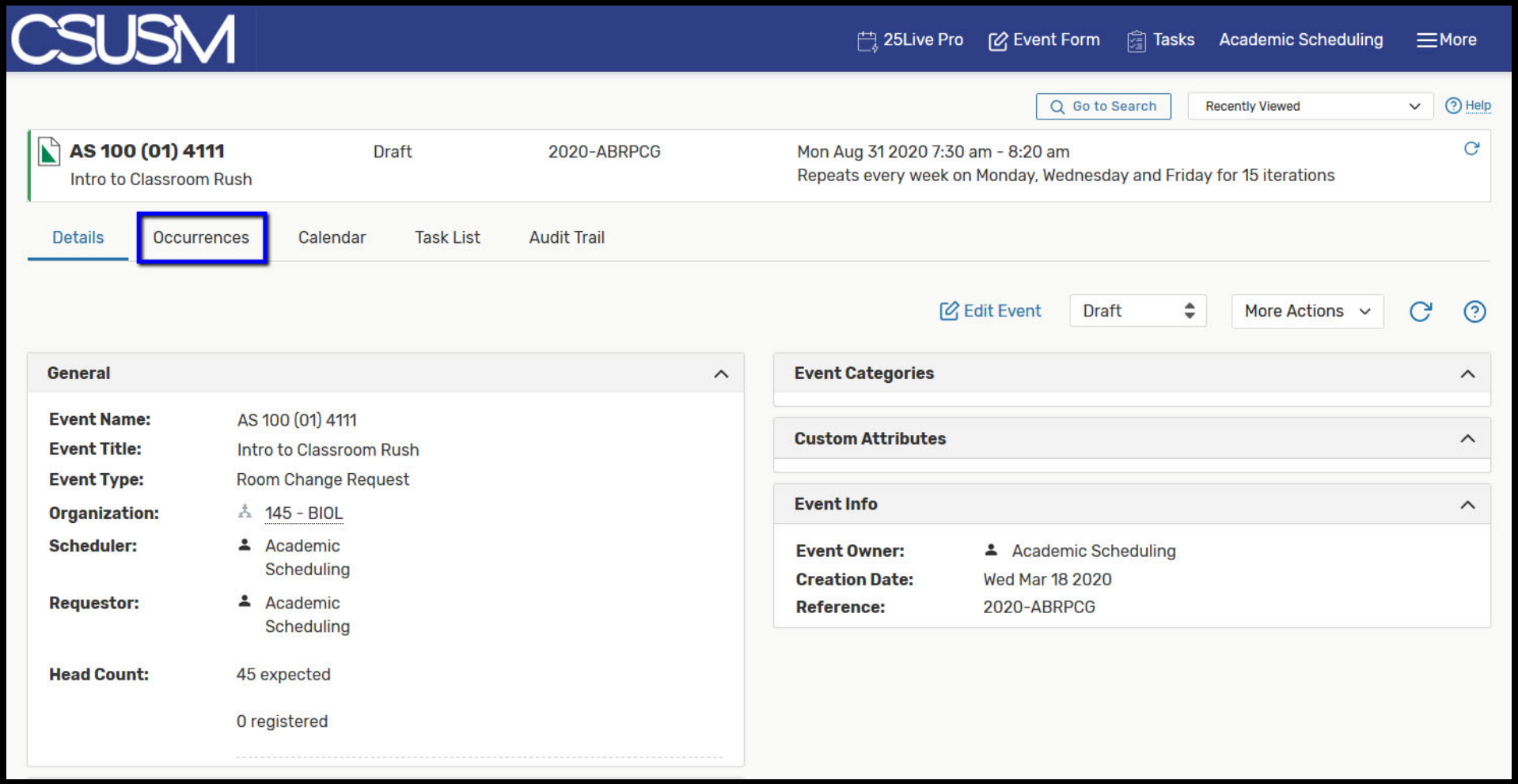
Room	Capacity	Room	Capacity	Room	Capacity
ACD 301	44	ARTS 220	40	COM 206 (PC)	36
ACD 303	44	MARK 107	40	SCI2 302 (PC)	36
ACD 319	44	UNIV 443	40	ACD 211 (PC)	35
UNIV 257	44	MARK 205	38	MARK 307 (PC)	35
ACD 317	43	MARK 209	37	UNIV 273 (MAC)	35
ACD 310	40	ACD 206 (PC)	36	UNIV 271 (MAC)	32

Stratum D Classrooms (Plus Strata A, B, C Classrooms)

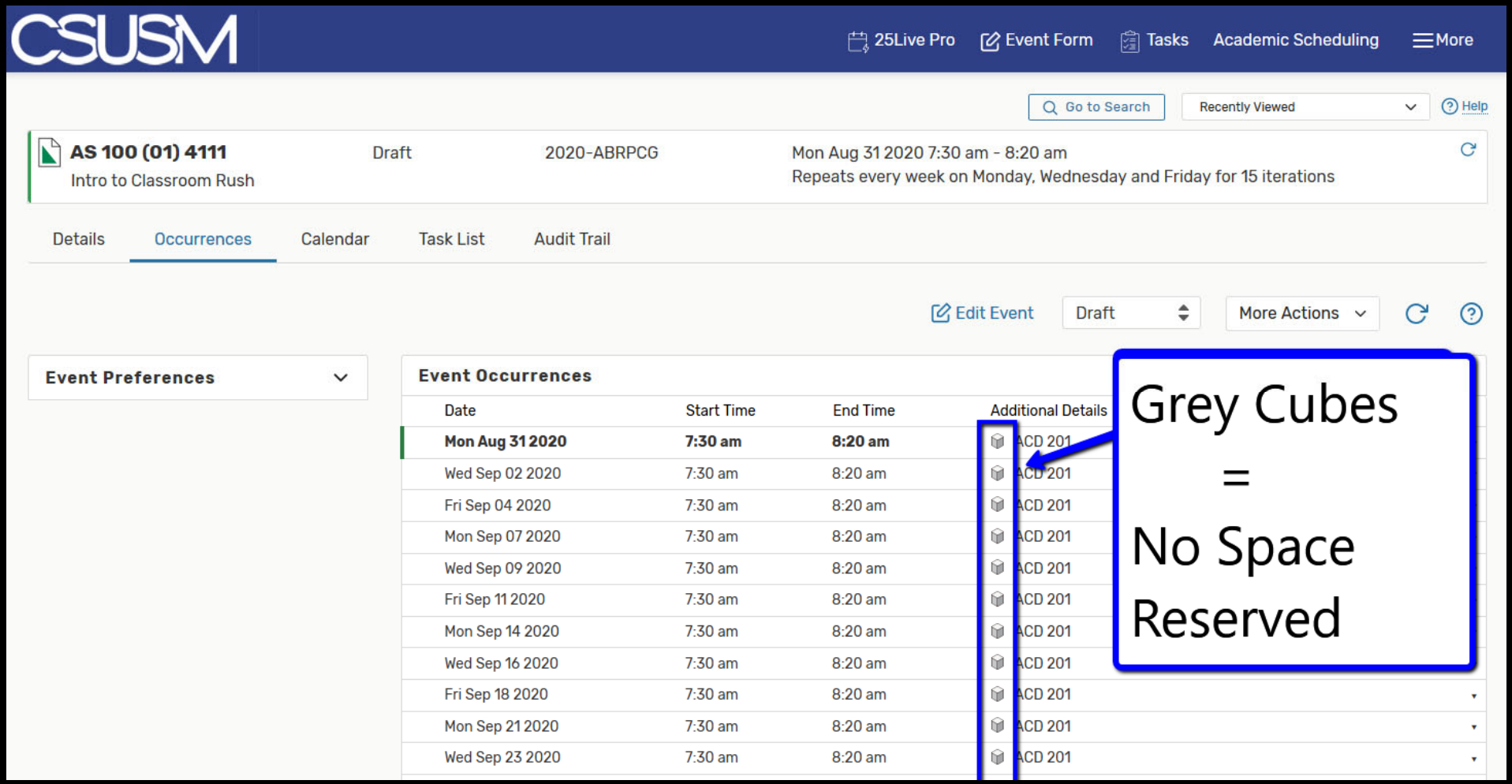
Room	Capacity	Room	Capacity	Room	Capacity
ACD 402	36	MARK 301	36	UNIV 440	32
ACD 404	36	MARK 211	35	ACD 209 (PC)	30
ACD 406	36	UNIV 441	35	MARK 303	30
ACD 408	36	MARK 309 (PC)	33	ACD 315	27
MARK 201	36	ACD 407	33	ACD 405	25
MARK 203	36	SBSB 2101 (PC)	32	SBSB 4119	22
MARK 213	36				

These room lists are also available in the original email you received with your department's UPCs

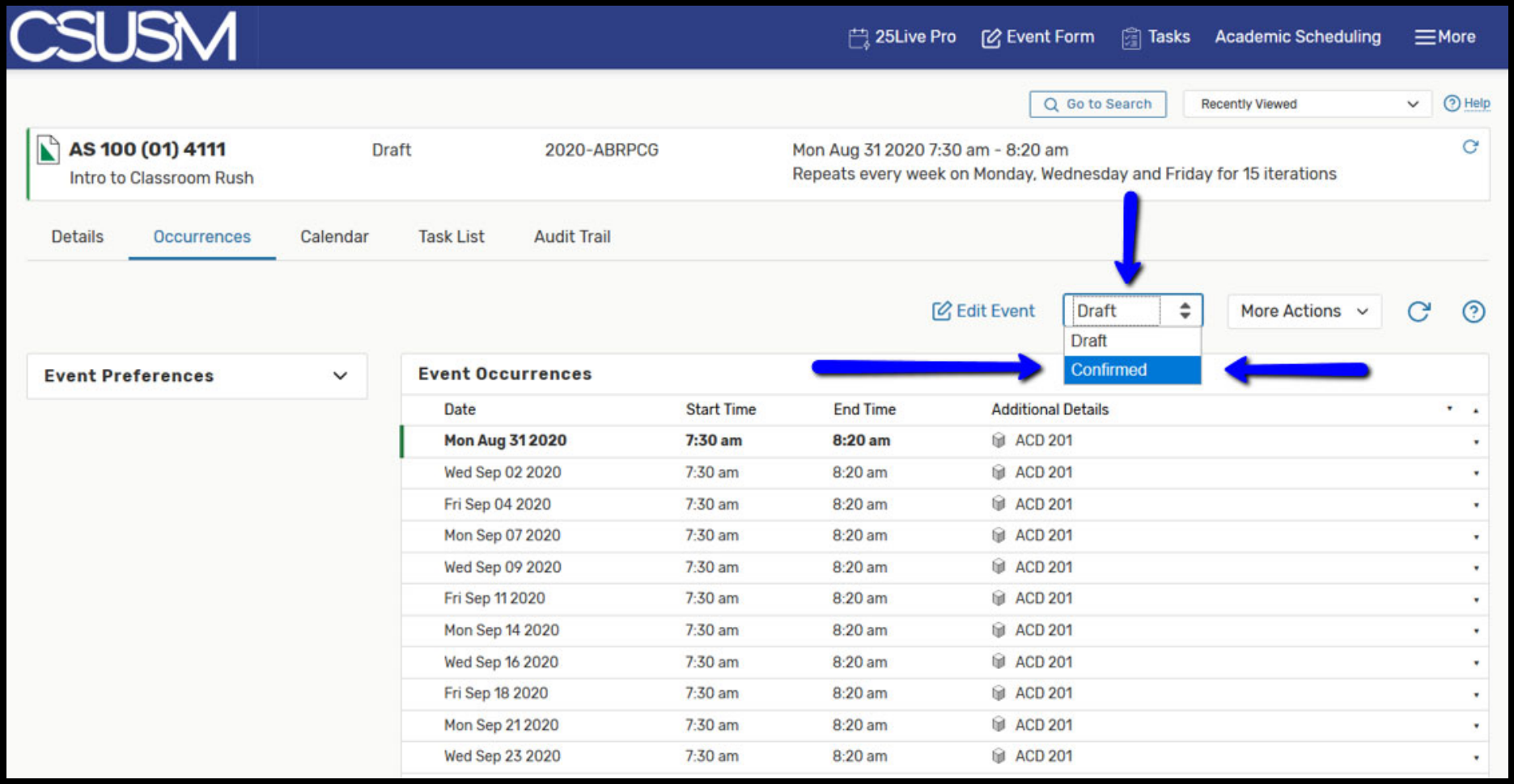
Once you select Save, it will drop you off on the summary page. Click on “Occurrences”



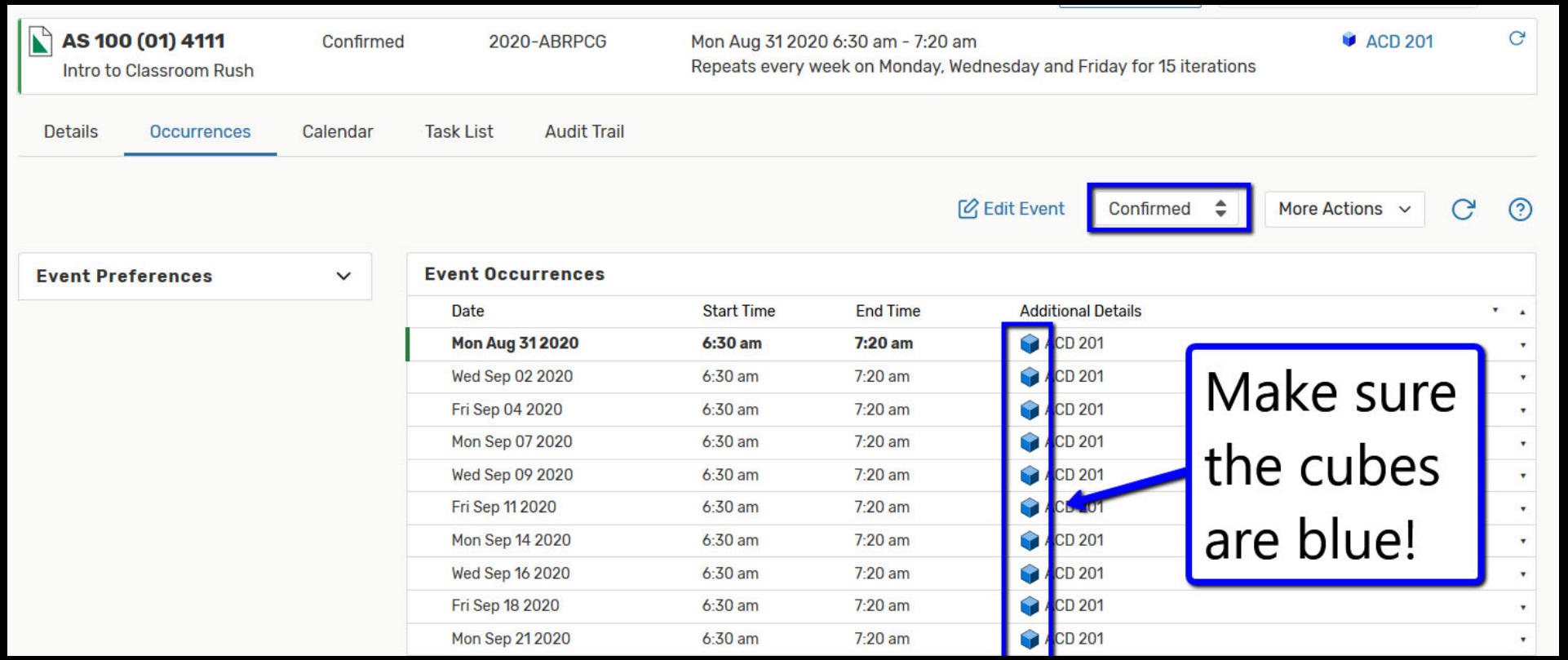
When you are in Draft, the Grey Cubes mean the space is not being reserved.



When it is your Stratum, you can pull the Draft event back up and change it to Confirmed in the Summary page.

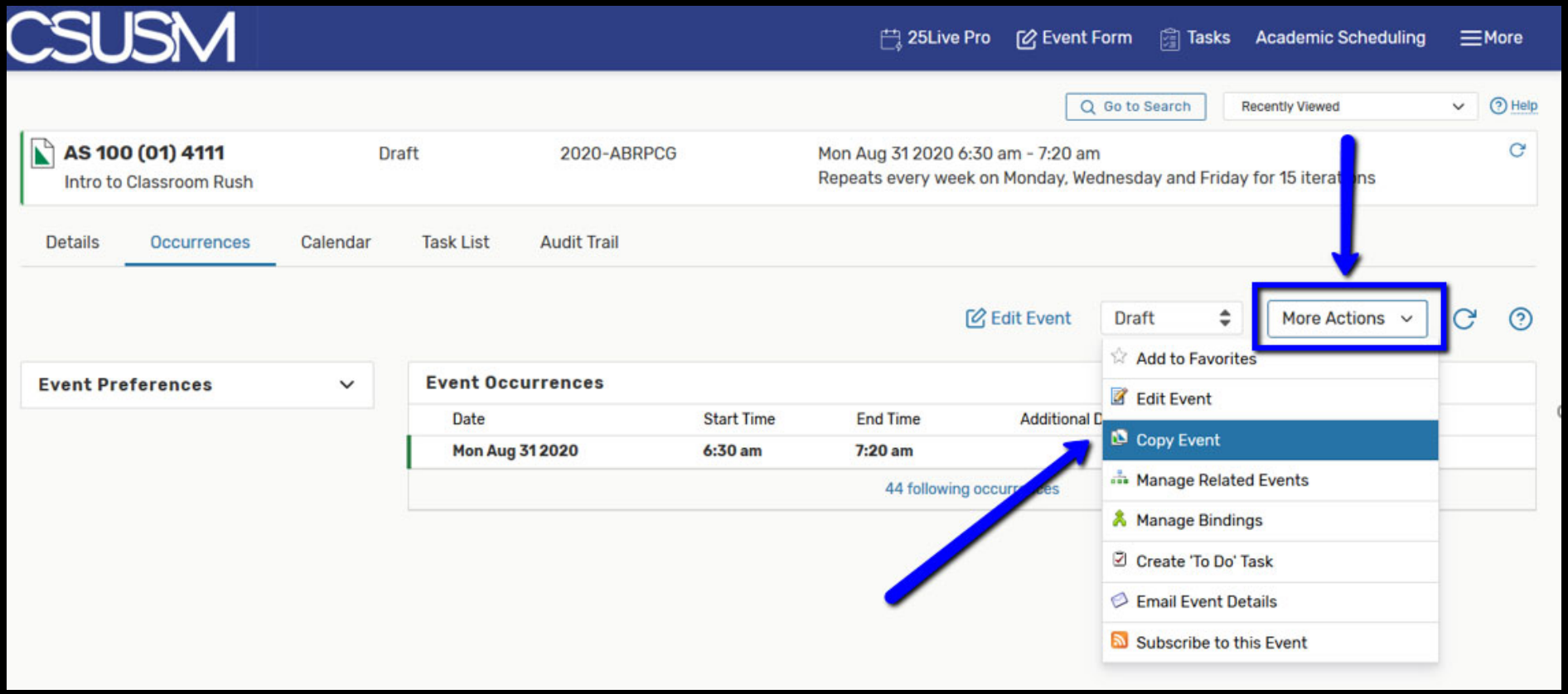


When you change it to Confirmed, the ONLY way you have the space is if the cubes turn BLUE

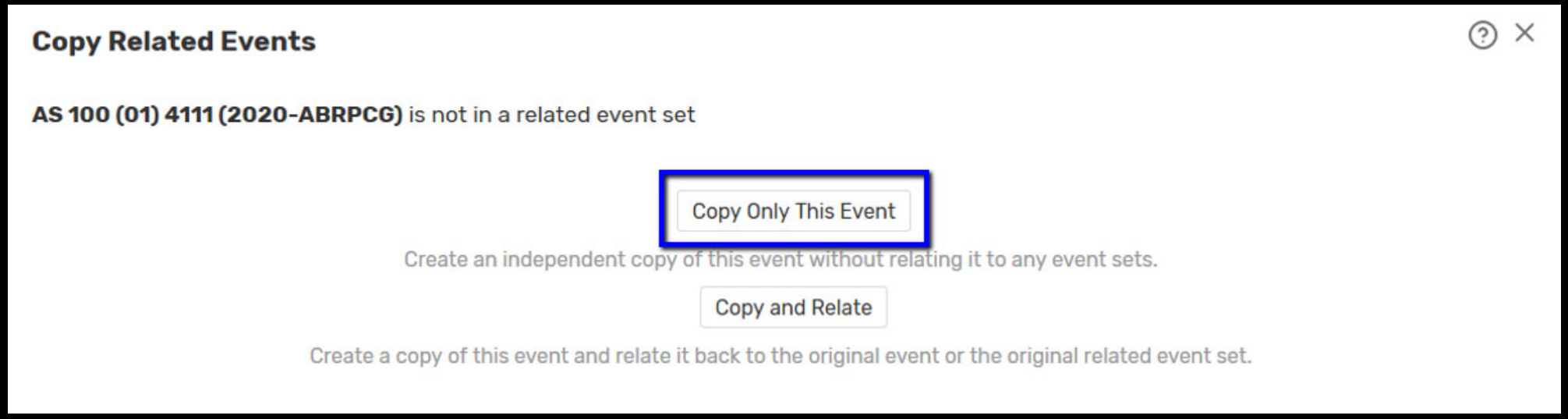


REMBER: Just because it is confirmed, doesn't mean you have the room. Blue boxes mean you have the room.

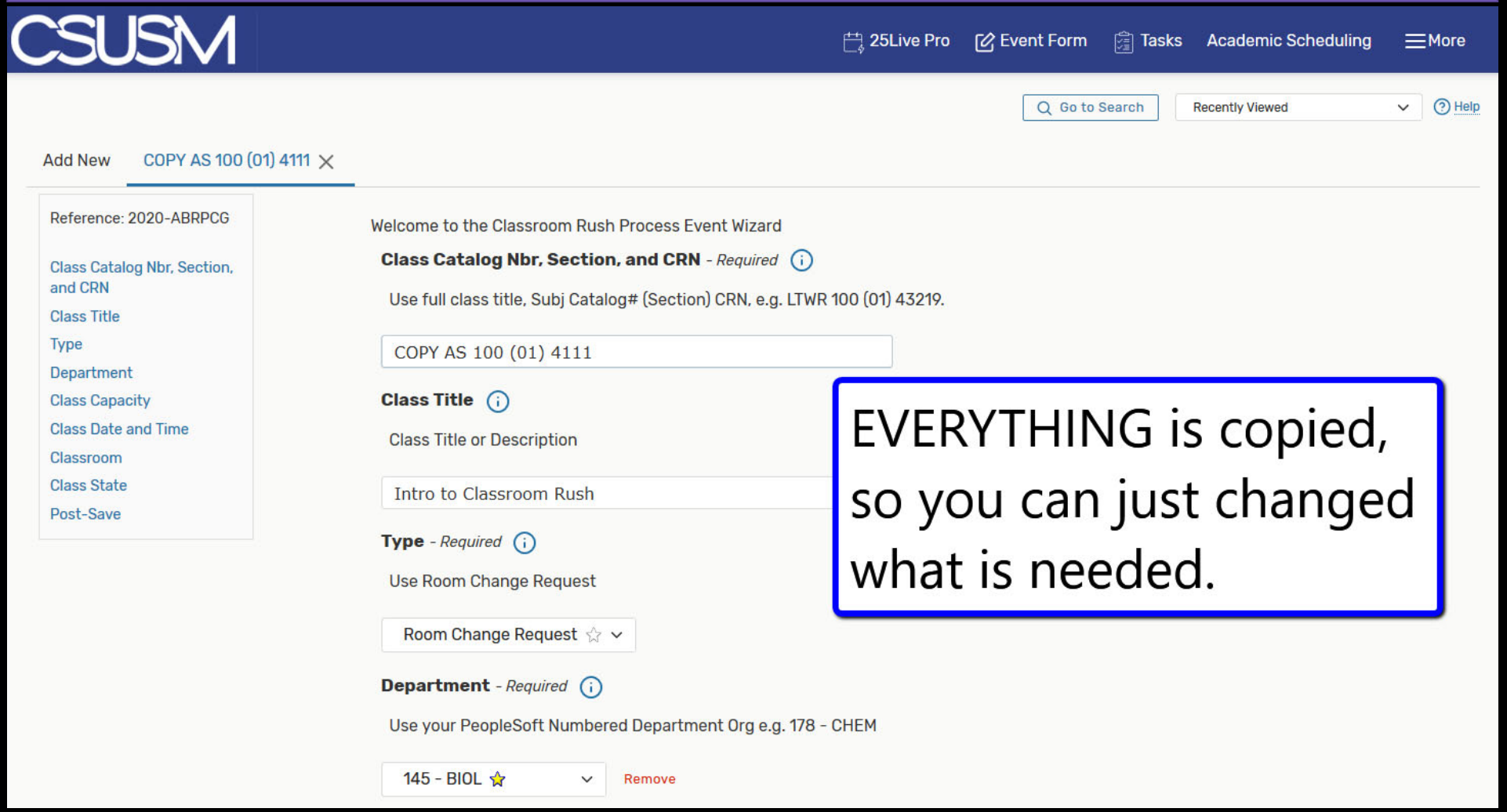
How to Copy an Event. Works well if you are creating multiple drafts. On the summary page, go to More Actions.



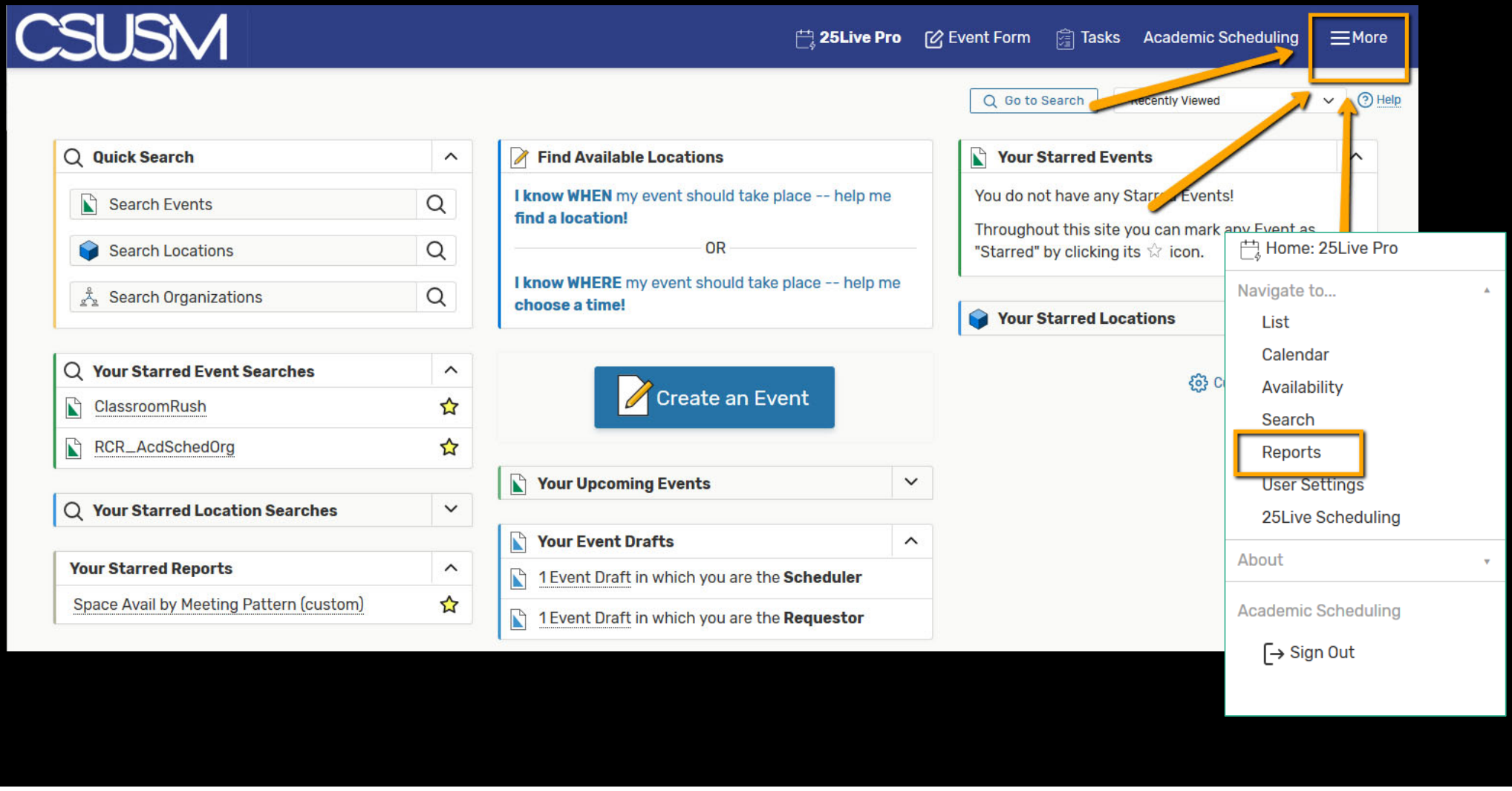
Once you Copy an Event, this window will appear. Select “Copy Only This Event”



The Copied Event copies everything with the title of “COPY [original name]”. This will include the location if it’s already on the event, so make sure to remove the location on the copied event.

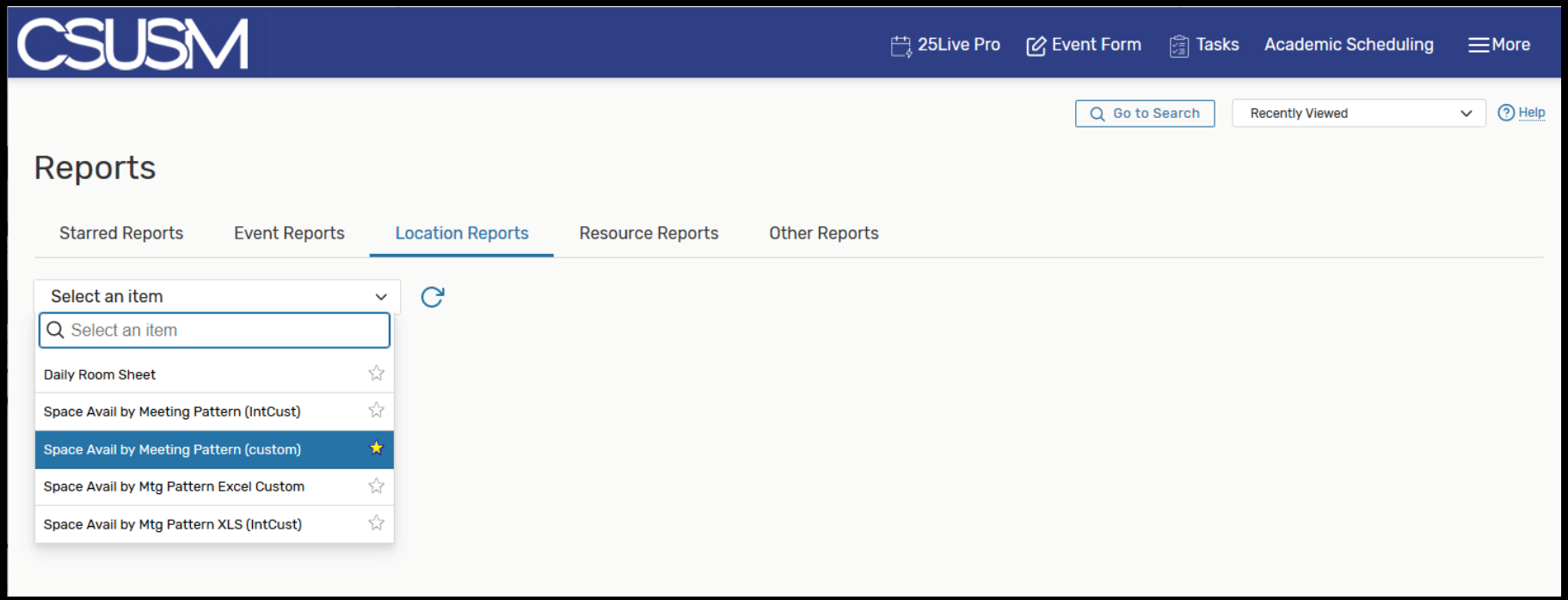


Space Availability Reports – start by clicking on the More link (top right), then Reports

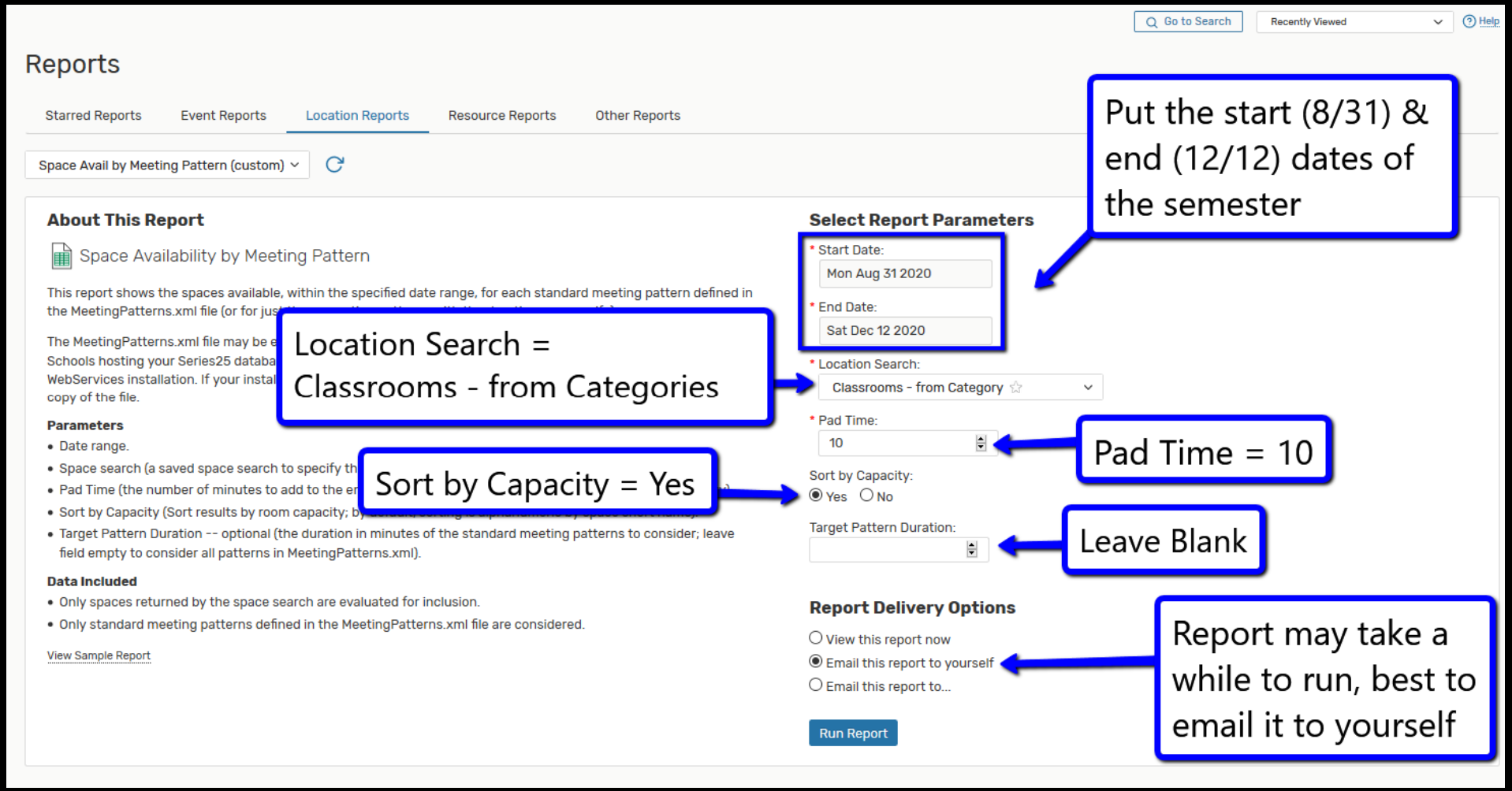


The Space Availability Report is under “Location Reports”

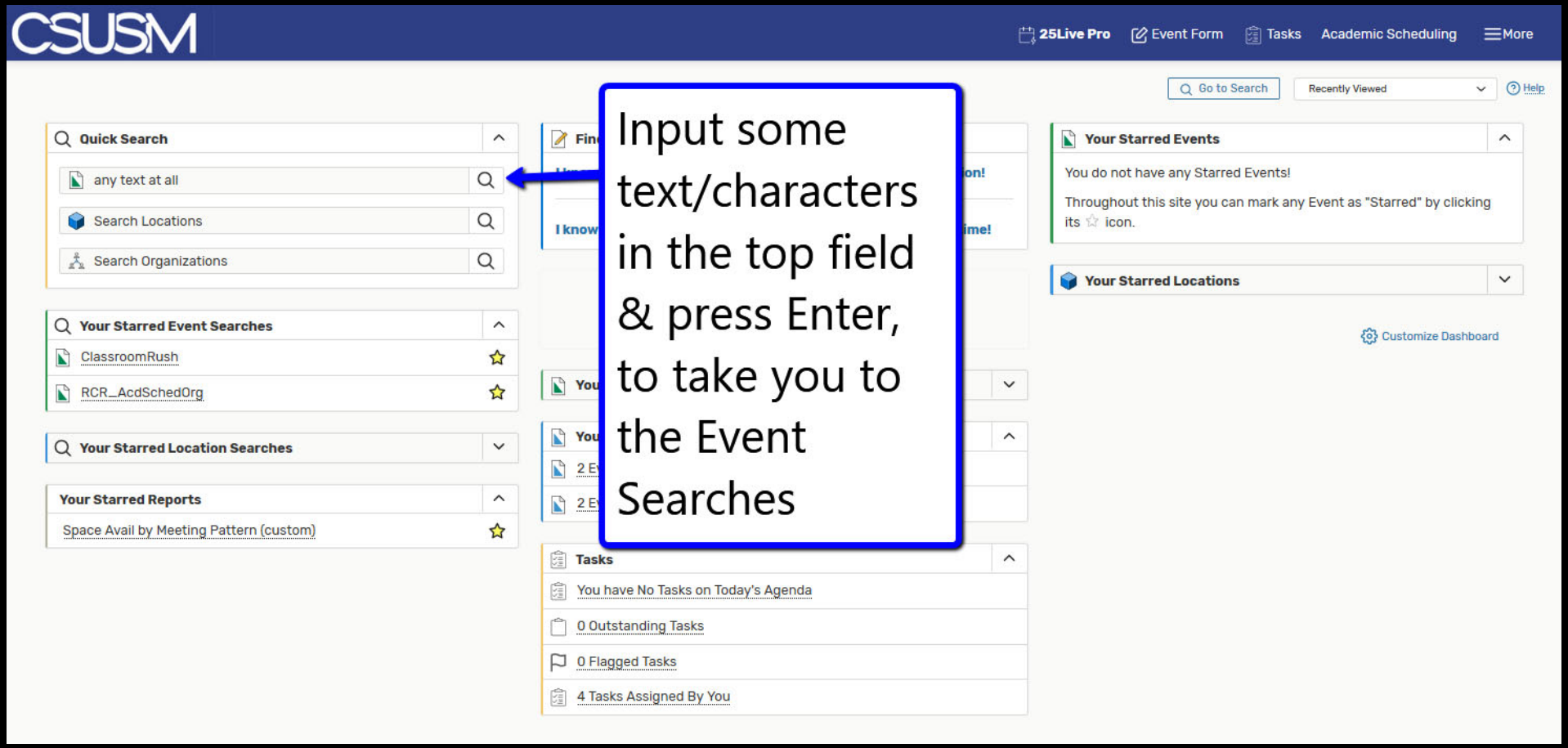
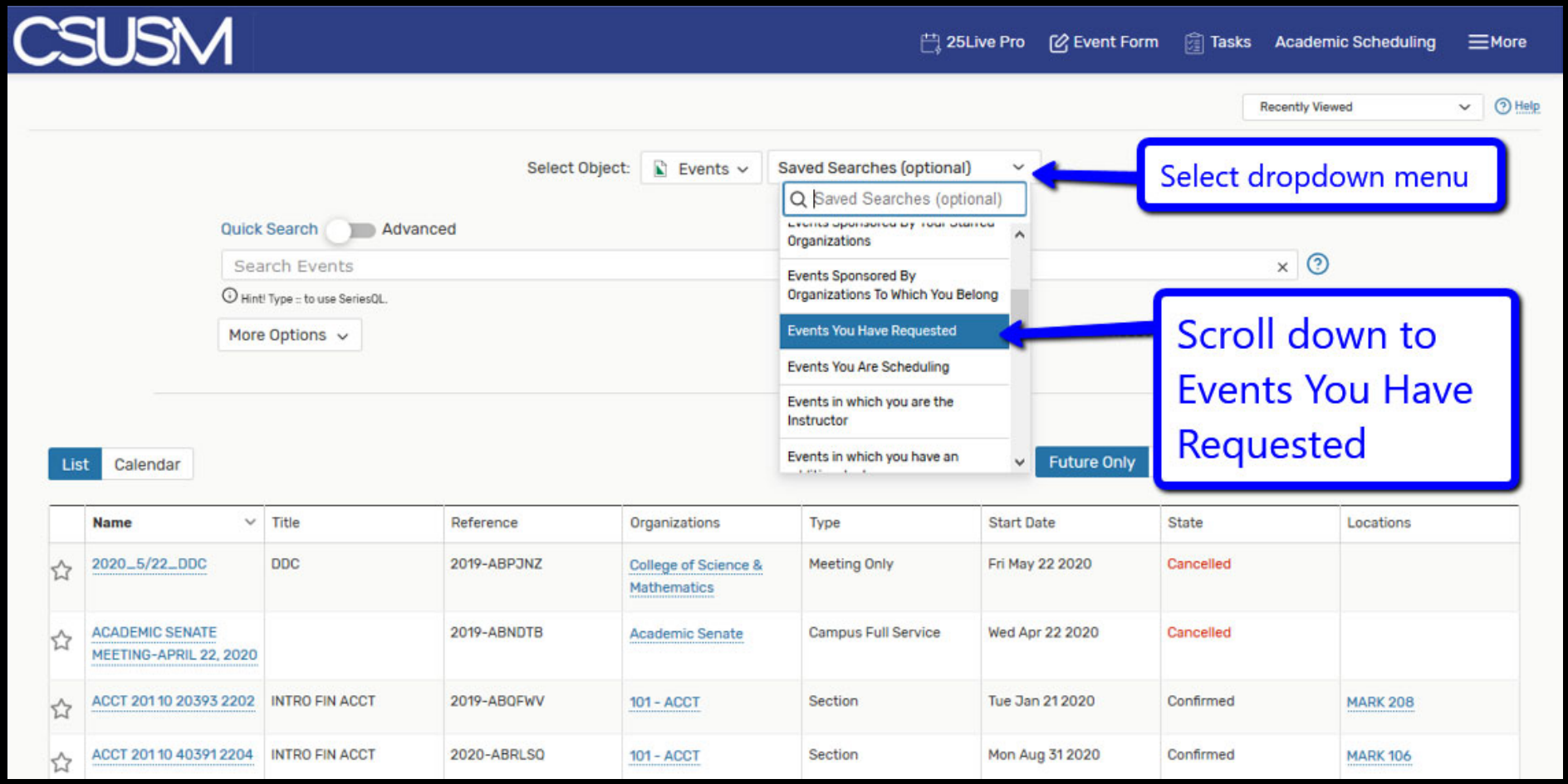
You can use the PDF version – Space Avail by Meeting Pattern (custom)
Or the Excel version – Space Avail by Mtg Pattern Excel Custom



Space Availability Reports



Finding events you have already made



When you get to the Event Searches, select the dropdown menu under “Saved Searches (optional)”