QUERY BUILDING-ROOM FOR A DAY OR TIME

TABLE OF CONTENTS

Revision History .......................................................................................................................................................... 2
Introduction and Purpose ........................................................................................................................................ 2
Impacted Departments, Units, Programs, and Centers ............................................................................................... 2
Before You Begin....................................................................................................................................................... 2
Pages........................................................................................................................................................................ 2
Procedures ................................................................................................................................................................ 3
  Query Single Building and Room ............................................................................................................................... 3
    Steps..................................................................................................................................................................... 3
  Query with Multiple Search Criteria .......................................................................................................................... 5
    Steps..................................................................................................................................................................... 5
Final Quiz ................................................................................................................................................................. 7
INTRODUCTION AND PURPOSE

The purpose of this document is to determine availability of a classroom space for a specific day and time in 25Live. This provides information to schedule either a full-term academic course or events for specific dates and times.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

For academic course sections, all classroom scheduling and unscheduling is to be performed in 25Live, with room scheduling data traveling to the course sections in Baner within 1 – 2 minutes after saving the room assignment in 25Live. One-time or spot-scheduled events are created and scheduled only in 25Live. Thus, to receive an accurate picture of what is available in a given classroom on a given date or date range, this information should be obtained in 25Live.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Registrar’s Office
2. Academic Departments
3. Highlander Event Scheduling (HUB)

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, open 25Live Test (https://25live.collegenet.com/ucrt/#home_my25live) to follow along.

PAGES

No Banner pages are addressed in these procedures.
PROCEDURES

QUERY SINGLE BUILDING AND ROOM

This is the most straightforward search to determine day and time availability in a given classroom. Academic department schedulers can query availability in either general assignment or department classrooms contained in 25Live room inventory.

STEPS

1. Navigate to the Locations tab.
2. In this example, will search for availability of classroom HMNSS 1501 during the week of July 29 – August 4, 2018.
3. Verify the Search for Locations tab is selected.
4. In the Search by Keyword field, type HMNSS 1501.
5. Click: Go.
6. See following:

Search For Locations

7. Click on the classroom link in the Name column.
8. The default tab for viewing room availability is Availability (Weekly).
9. Click on the date range in the Starting Week block. On the pop-up calendar, select the desired week (July 29 – August 4 in this example).
10. See following:

H MNSS 1501 (Humanities and Social Sciences 1501)

The default tab can be changed to any of the other four dark gray tabs. Be on desired tab, click Actions, and select the option to make the selected tab the default.
11. The **default** for **Number of Weeks** displayed is **2**. For this example, change this option to **1**. 

12. See following:

White space denotes room available at that date and time (August 1, 12-2PM). Click directly into desired time frame; will go to Event Wizard to spot-schedule selected room.

For this example, click on date and time link in this navigation bar to adjust end time to 2:00pm.

13. Note: The **Details** tab in **Room Availability** view only provides very basic information about the desired classroom (e.g., capacity and category).

a. For more detailed information about a general assignment classroom including available media in the room, please visit [http://classrooms.ucr.edu/](http://classrooms.ucr.edu/).
QUERY WITH MULTIPLE SEARCH CRITERIA

As with events, a query can be generated for locations using more than one search criteria.

STEPS

1. Navigate to the Locations tab.
2. In this example, will search for availability in general assignment classrooms between 50-63 seating capacity for both a single date and for a date range.
3. Verify the Search for Locations tab is selected.
4. Click: More Search Options link.
5. Click: Edit link by Categories heading.
   a. In Categories drop-down menu, select GE – General Assignment and click Done.
6. In the fields beside the Capacity heading, enter 50 in the first field and 63 in the second field.
7. Click: Go.
8. See following:
9. To check room availability of the locations search output for a single date:
   a. Navigate to the Availability tab.
   b. Click on the date link under the Availability tab.
   c. On the pop-up calendar, click on the single right-arrow advance button until desired date appears.
   d. Click on desired date (in this example, September 17, 2018).
   e. Click: Load Availability button.
   f. See following:

10. To check room availability of the locations search output for multiple dates:
    a. Navigate to the Calendar tab.
    b. Navigate to the desired date range by clicking on the current date range, then advancing on the pop-up calendars until the desired start and end dates are reached (in this example, September 16 and September 22, respectively); then click Done.
    c. See following:
1. On the Search for Locations tab, which query is the most straightforward for finding available days and times in a given classroom?
   a. Search by Keyword

2. True or False: access to the Event Wizard to create an event is available in both the grid and calendar room availability views.
   a. True