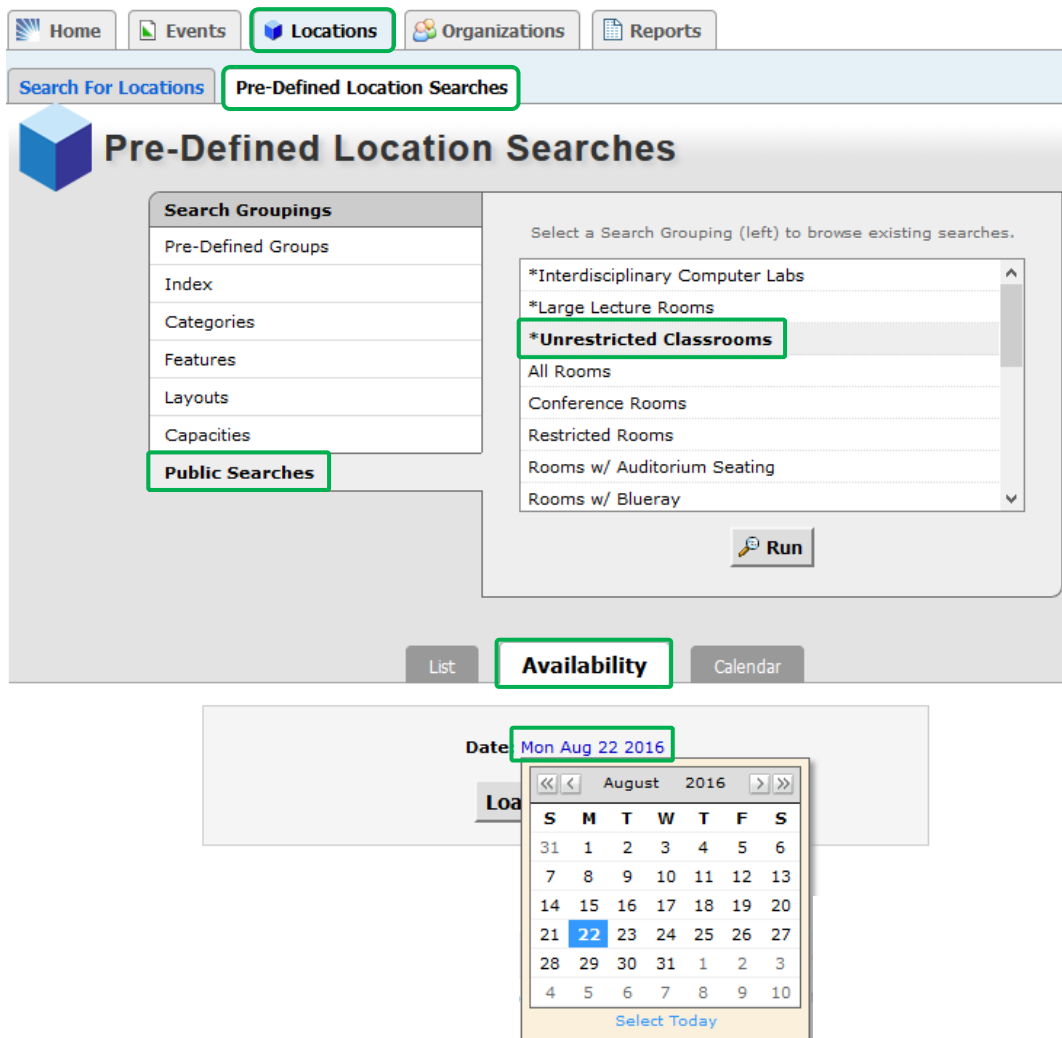


Finding a Classroom for the Entire Semester – Locations Tab

1. Navigate to [25Live](#).
2. Click on the **Locations** tab, then select the **Pre-Defined Location Searches** tab.
3. From there, select the “**Public Searches**” Search Grouping and the “***Unrestricted Classrooms**” search (or another list of rooms, perhaps “Rooms with Movable Seating”).
4. BEFORE you click on the **Run** button, click on the **Availability** tab below, then click on the date link and use the pop-up calendar to set the date to the first day of the class.
5. Then click on the **Run** button above or the **Load Availability** button below.



The screenshot shows the 25Live interface for finding classrooms. The top navigation bar includes Home, Events, Locations, Organizations, and Reports. The 'Locations' tab is selected, and the 'Pre-Defined Location Searches' sub-tab is active. The 'Public Searches' search grouping is selected, and '*Unrestricted Classrooms' is chosen from the list. The 'Run' button is visible. Below the main interface, the 'Availability' tab is selected, and a date picker is shown with 'Mon Aug 22 2016' selected.

6. Depending how many locations are being returned, the search results may take a moment to load. Make sure that you are looking at the **Availability** tab. Scroll down the room schedules until you find one open at the time of interest to you, for example, on the next page BSS 211 appears open on Monday, August 22nd between 1 and 4 PM.
7. To check if this room is available during the entire semester, click on the name of the room.

Name	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	
ARTA_027		MA	MA	MA	ART 356 1 41		MA	ECON 2	COMM								Clos
ARTB_102			AR	AR	AR	MA	AR	PSYC 45	ART 4								Clos
BSS_166		BA	HIS	ZO	HIS	AN	HIS	EM	SOC		HIST						Clos
BSS_204		SO	PHI	HIS	NA	CR	NA	NA	NA	PSY	ES 308 1 416						Clos
BSS_211				IELI X02	IELI X02											47024	Clos
BSS_408		SO	CRIM 32	SP	CH	FRE	MA	NAS 364	SOC								Clos
FH_025		MA	GE	WS	PS	PS	PS	PS	CRIM 22	GEOL 45							Clos

8. Make sure that you are on the **Availability (Weekly)** tab.



9. Adjust the **Starting Week** date range to the first week of classes. Adjust the **Weekdays** to the desired days. Change the **Number of Weeks** displayed to **17** (15 weeks of instruction, fall/spring break, plus finals week).

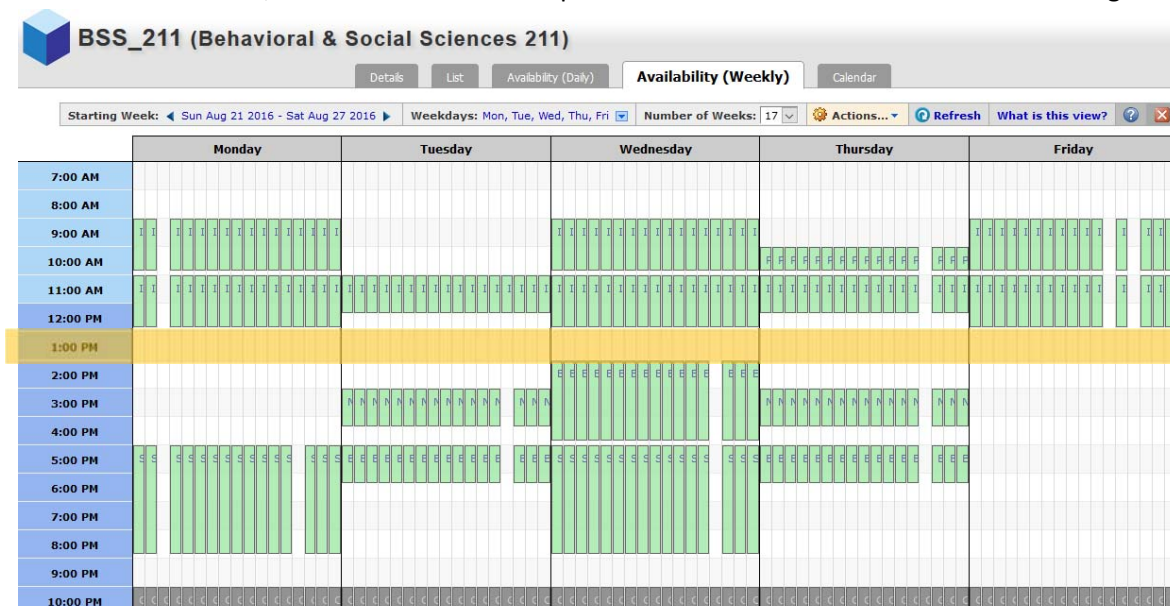
Starting Week: Sun Aug 21 2016 - Sat Aug 27 2016 Weekdays: Mon, Tue, Wed, Thu, Fri Number of Weeks: 17

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Sunday
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday

Done

10. Once all events load, you can verify if the room is available for your class throughout the entire semester. Below, it looks like BSS 211 is open on MWF at 1:00-1:50 PM all semester long:



	Monday	Tuesday	Wednesday	Thursday	Friday
7:00 AM					
8:00 AM					
9:00 AM	I I I I I I I I I I I I		I I I I I I I I I I I I		I I I I I I I I I I I I
10:00 AM	I I I I I I I I I I I I		I I I I I I I I I I I I		I I I I I I I I I I I I
11:00 AM	I I I I I I I I I I I I		I I I I I I I I I I I I		I I I I I I I I I I I I
12:00 PM	I I I I I I I I I I I I		I I I I I I I I I I I I		I I I I I I I I I I I I
1:00 PM					
2:00 PM			E E E E E E E E E E E E		
3:00 PM		N N N N N N N N N N N N		N N N N N N N N N N N N	
4:00 PM					
5:00 PM	U S U S U S U S U S U S		U S U S U S U S U S U S		U S U S U S U S U S U S
6:00 PM					
7:00 PM					
8:00 PM					
9:00 PM					
10:00 PM					