

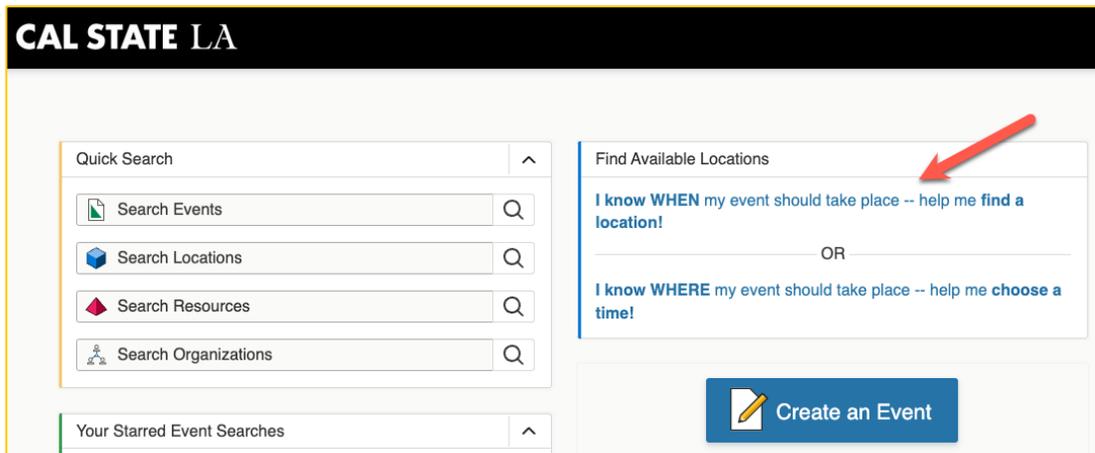
## How to Find a Room for a Course

Use 25Live to find available rooms for courses starting Winter 2025.

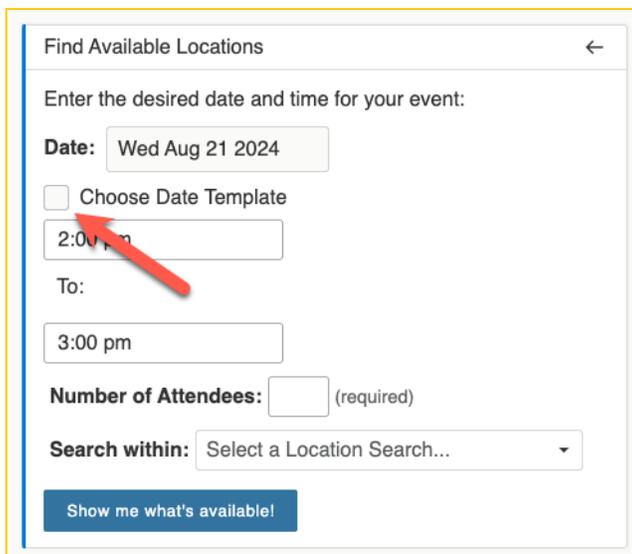
Search for available rooms by using the [Find Available Locations widget](#) (recommended) or the [Availability grid](#).

### Find Available Locations Widget

1. On the Home Dashboard, locate the Find Available Locations widget. Click on ***I know WHEN my event should take place***.



2. Check the Choose Date Template box.



3. Click the Show Extra Fields button.

Find Available Locations

Enter the desired date and time for your event:

Choose Date Template

Show Extra Fields

4. Use the extra fields to indicate the course meeting pattern. For example:
  - a. Enter the start date of the term and the meeting start and end times. Note that the Duration will automatically update based on the start and end times entered.

Tue Jan 21 2025

8:00 am

To:

8:50 am

Duration:  
**50 Minutes**

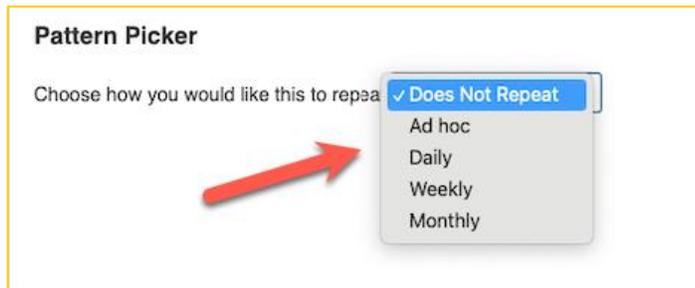
- i. DO NOT select anything from the Additional Time drop down menu. Cal State LA does not use this functionality at this time.

Additional time

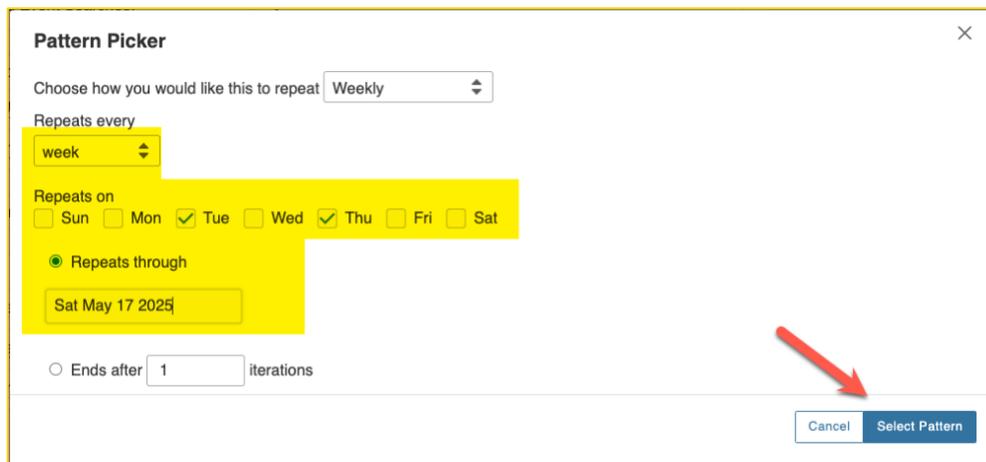
- b. Click on the Repeating Pattern button, and then select the appropriate repeatability from the Pattern Picker drop down menu.

Click on the calendar below to add dates or click the **Repeating Pattern** button to select a date pattern.

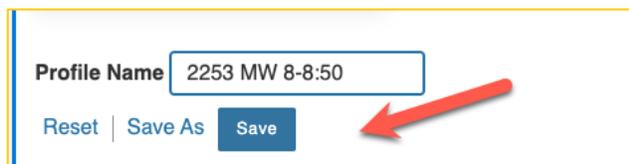
Repeating Pattern



- c. Additional fields will appear. Enter the days of the week and the last date of the term. Click Select Pattern.



- d. The Pattern Picker pop up will close and you'll be taken back to the extra fields view.
5. **Complete this step only if you want to save this pattern for future use. Otherwise, proceed to step 6.**
- a. If you will frequently be searching for rooms available during this pattern, you can save it. Enter a name for it in the Profile Name field and click Save As. This will save the pattern as a template which you can select from the Choose Date Template drop down menu when doing future searches.



6. Enter the section's enrollment capacity (i.e., the total number of students expected to enroll in the section) in the Number of Attendees field.

Number of Attendees:  (required)

7. Select the collection of rooms you want to search availability for, then click *Show me what's available!*

Search within: Type - Computer Lab

Show me what's available!

8. The results will display a list of all the available rooms that are available that meet your criteria.

Show me what's available!

- ET A210 Use This Location  
Engineering and Technology A210  
Max Capacity: 30
- ET A220 Use This Location  
Engineering and Technology A220  
Max Capacity: 30
- ET A309 Use This Location  
Engineering and Technology A309

We searched Matching Locations with a Max Capacity between 30 and 35 and found 13 Available Locations for your selected Date and Time.

Do you want to check Matching Locations with a Smaller Capacity?      Do you want to check Matching Locations with a Larger Capacity?

Need more options? Try the Location Search...

9. Proceed with step(s) a or b depending on your needs.
  - a. Make note of the preferred room building and number (e.g., ET A210). Login to GET. Assign it to the course section using the Facility ID field.

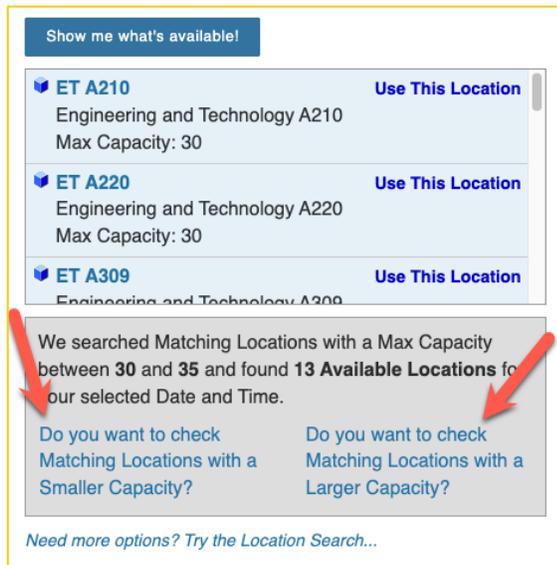
**Class Sections**

Session 1 Regular Academic Session  
Class Section 01 Component Lecture  
Associated Class 1 Units 3.00

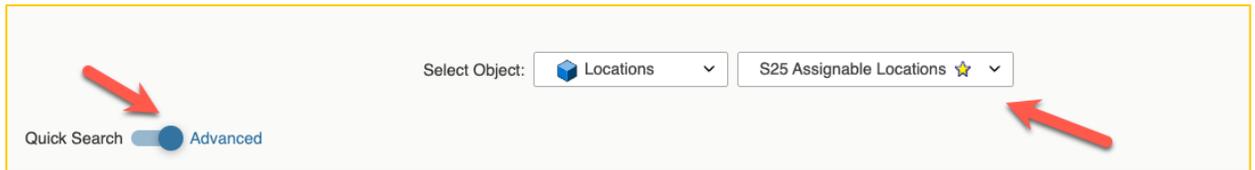
**Meeting Pattern**

Facility ID 1000000040 Capacity 30 Pat MW Mtg Start 8:00AM Mtg End 8:50AM  
ET A210 Topic ID

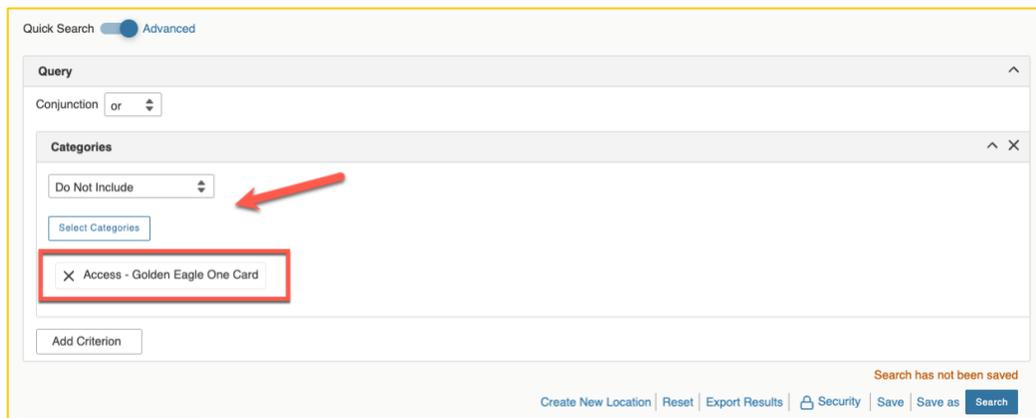
- b. Click on the Smaller Capacity or Larger Capacity links to expand your search to include smaller and/or larger rooms.



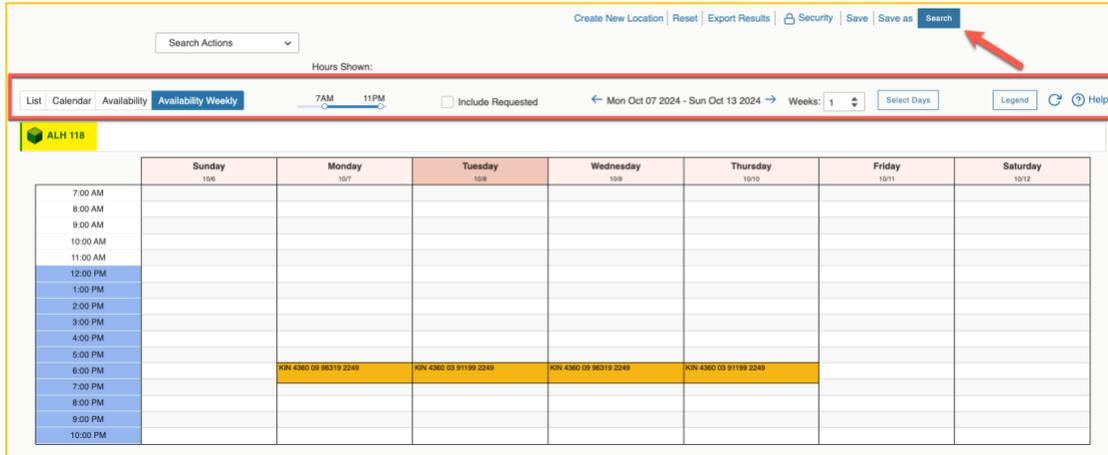
10. To expand your search criteria, click on Need more options? Try the Location Search... Doing so will take you to the Locations search page. Verify that Locations is selected from the drop down menu, select the collection of rooms you would like to search within, and toggle the indicator to Advanced.



11. Toggling the indicator to Advanced will expand the field within which you can select what Categories (i.e., types of rooms, types of access to rooms) you want to search within.
  - a. For example, to search for rooms that do not require One Card entry select Do Not Include, then click on the Select Categories button and select Access – Golden Eagle One Card.

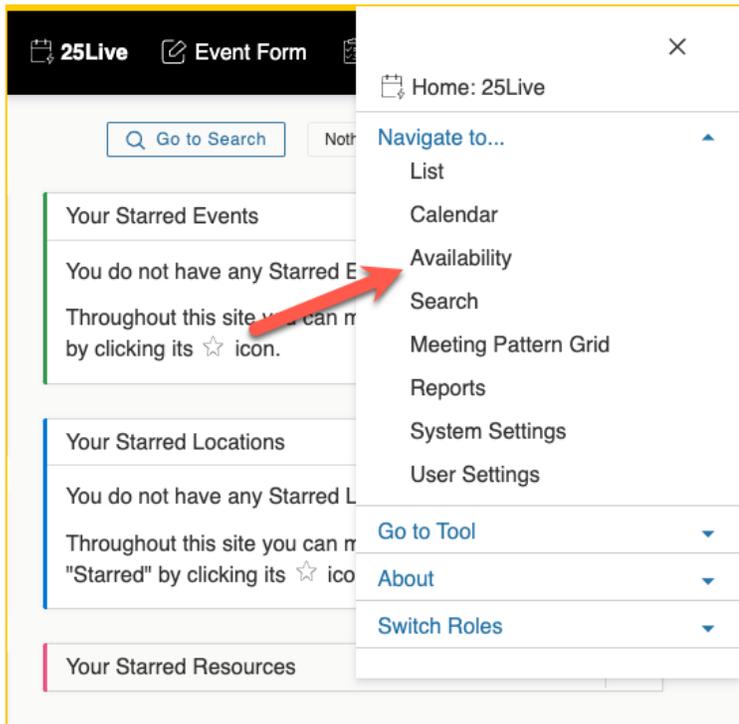


12. Click Search. Your search results will yield an availability grid for every room that meets the search criteria you provided. Use the options at the top of the page to change the view format, hours, week, etc.
  - a. **Basic instructions for using the Availability tool are in the [Availability Grid](#) portion of this guide.**

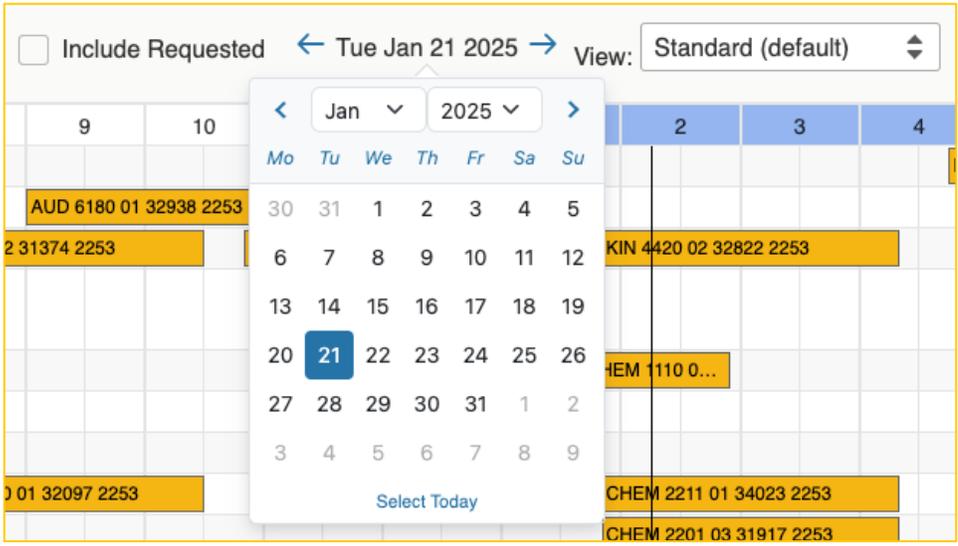


## Availability Grid

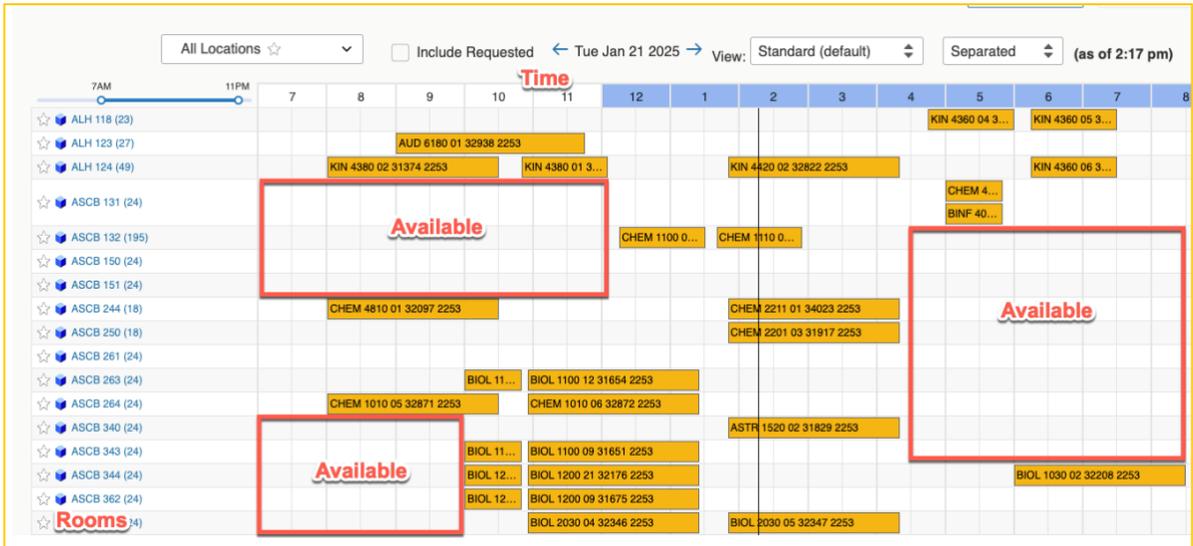
1. On the Home Dashboard, click on the More menu in the upper right corner. Select Navigate to..., then click on Availability.



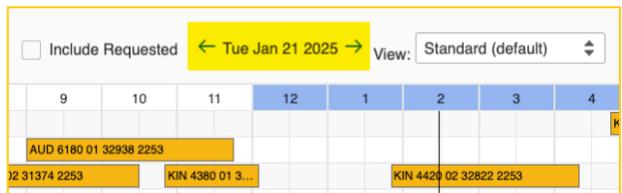
- You will see a grid that displays room usage and availability. Times are indicated on the X axis of the grid (i.e., horizontally across the top). Rooms are indicated on the Y axis (i.e., vertically on the left). Click on the date to select the first date of the term.



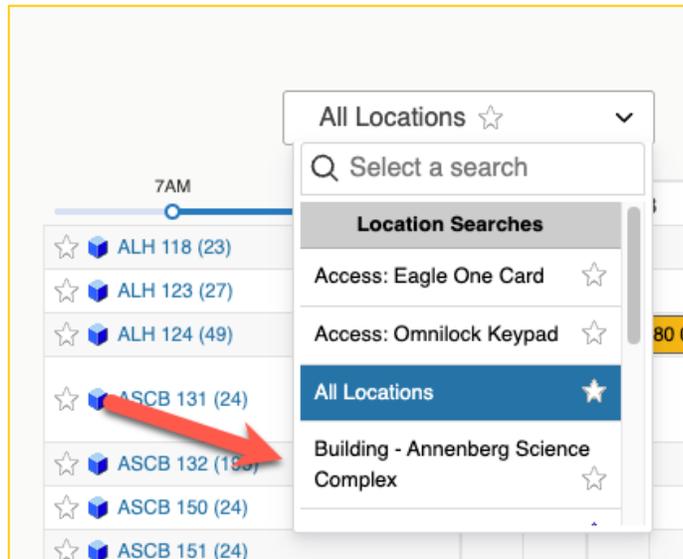
- Areas on the grid that are not occupied by a scheduled activity (i.e., a section or event) are available.



- Use the forward and back arrows to navigate to different dates.



- b. Select from the drop down menu to view usage and availability for a particular set of rooms only.



4. Make note of the preferred room building and number. Login to GET (e.g., ASCB 131). Assign it to the course section using the Facility ID field.

Meeting Pattern				
Facility ID	Capacity	Pat	Mtg Start	Mtg End
<input type="text" value="4000000131"/>	24	<input type="text" value="TR"/>	<input type="text" value="9:00AM"/>	<input type="text" value="10:15AM"/>
ASC B 131			<input type="text" value=""/>	

- a. **Note that the Availability grid offers an assumption of availability.** Course sections typically meet according to patterns that repeat consistently throughout the term, so you can reasonably assume that room availability during one week of the term will roughly be the same every other week of the term. This becomes less likely once event scheduling for the term has begun.