25 Live Classroom Availability Tab

https://25live.collegenet.com/udel

1. Screen Layout

Down the left side of the screen, is a list of the Registrar's Office, Central Inventory Classrooms.

Above the grid is the date, and the columns on the grid indicate the time of day.
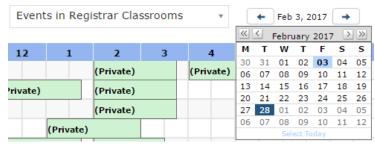
The green blocks represent times when the rooms are in use. For standard course meeting times, see this link:

http://facultyhandbook.udel.edu/handbook/316-course-scheduling-cancellation-and-assignments
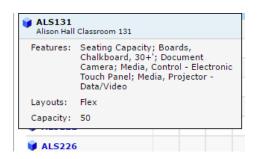

2. View a Specific Date

Above the grid, click on the **date** to view a calendar and to choose alternate dates. The dark blue date is the one you selected to view.

3. View Room Features, Layout & Capacity, Start/End Time of Bookings

Mouse over the **little blue square** next to the Facility ID (Building/Room), to see the room's **features, layout** & **capacity.**

Right click and choose **Details**, to see a list of room **Features, Attributes and a Picture of the room.**

Right click and choose **List**, to see the start and end times of bookings.

Right click and choose **Availability**, to see a gridview list of times when the room is used for the week.

Right click and choose **Calendar**, to see a calendar view of the room availability, listing start and end times of bookings.

4. When requesting space on a weekend,

Please keep in mind that weekend rooms are scheduled in the Quad (EWG, KRB, PRN, SMI) for security, and for energy savings. If no rooms are available in the Quad, additional events may be scheduled in buildings which are already in use, for regular weekend programs or events.