

### Instructional Spaces Using 25Live Pro for Specific Room Availability

**Purpose:** A quick easy approach to determine if the Classroom you want is available on the dates and times required.

For more details and information on Classroom Assignments, you can visit our Web site: <https://employees.phoenixcollege.edu/divisions/academic-affairs/resources> and click on Classroom Assignments.

**Background:** 25Live displays classes located in a specific classroom. When a faculty member, department chair or program director wants to move a class from the current classroom to another, they can check 25Live to determine if the classroom desired is available during the time and dates needed. Please note: only the department chair, program director, or administrative assistant can request a room change.

For more details and training on 25Live please contact Priscilla Gonzales, Coordinator of Events.

NOTE: In 25Live, the Facility ID refers to the Classroom/Educational Space. EX: DB 222

**Steps:**

1. Sign into 25Live with your MEID and your password

**Sign In** [X]

New Event Form QRC is now in the Employee Learn Center  
To register for webinars on how to use the new event form, [click here](#)  
Welcome to MCCCC Facilities Scheduling System.  
Use your MEID and Email Password to sign in.

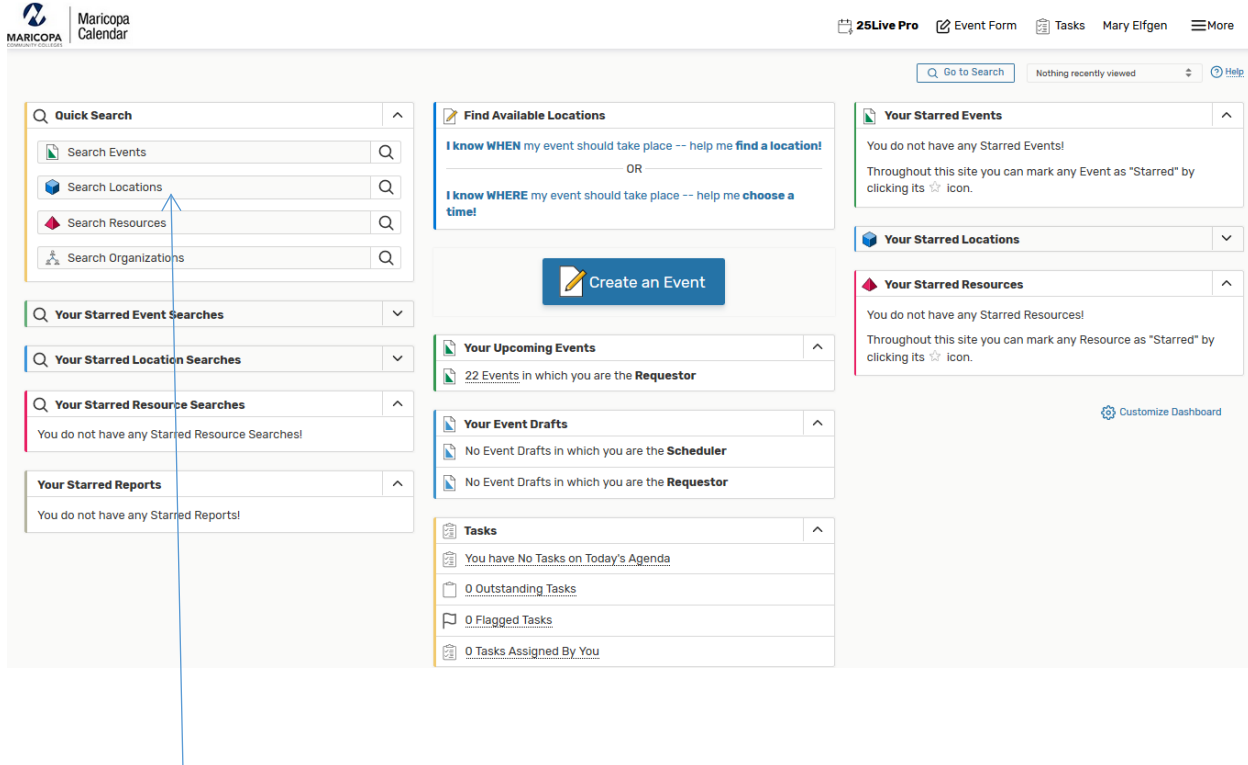
Username

Password

Cancel Sign In

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- Your dashboard will appear.

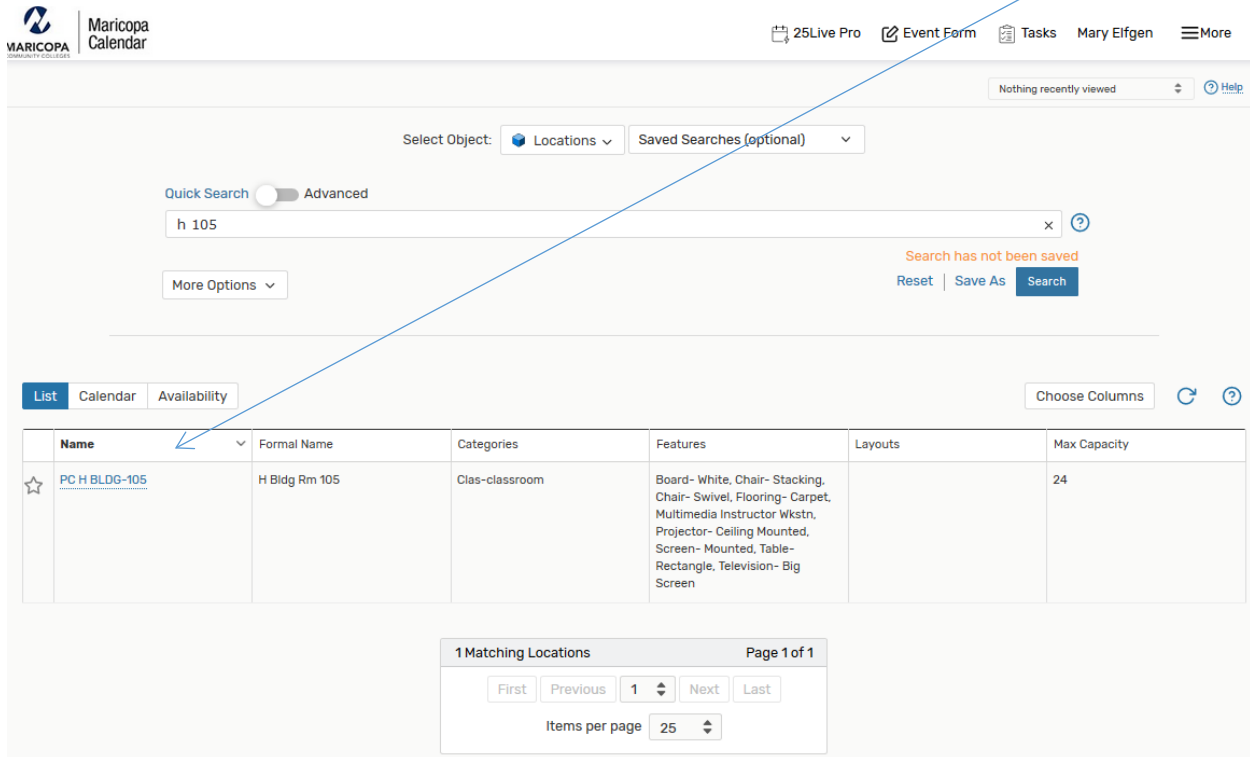


- In the Quick Search section, enter the Facility ID, i.e. H 105, in the Search Locations field and click on the **GO** button.

**Note:** The letter does not have to be upper or lower case. Generally, 25Live requires a space between the letter of the Building and the room number. The exceptions are our Facility IDs in the Health Excellence Building, i.e. pche008, and the nursing building, i.e. pcnur126.

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4. 25Live will display the search results. Under the Name column, click on the room that you are searching for.

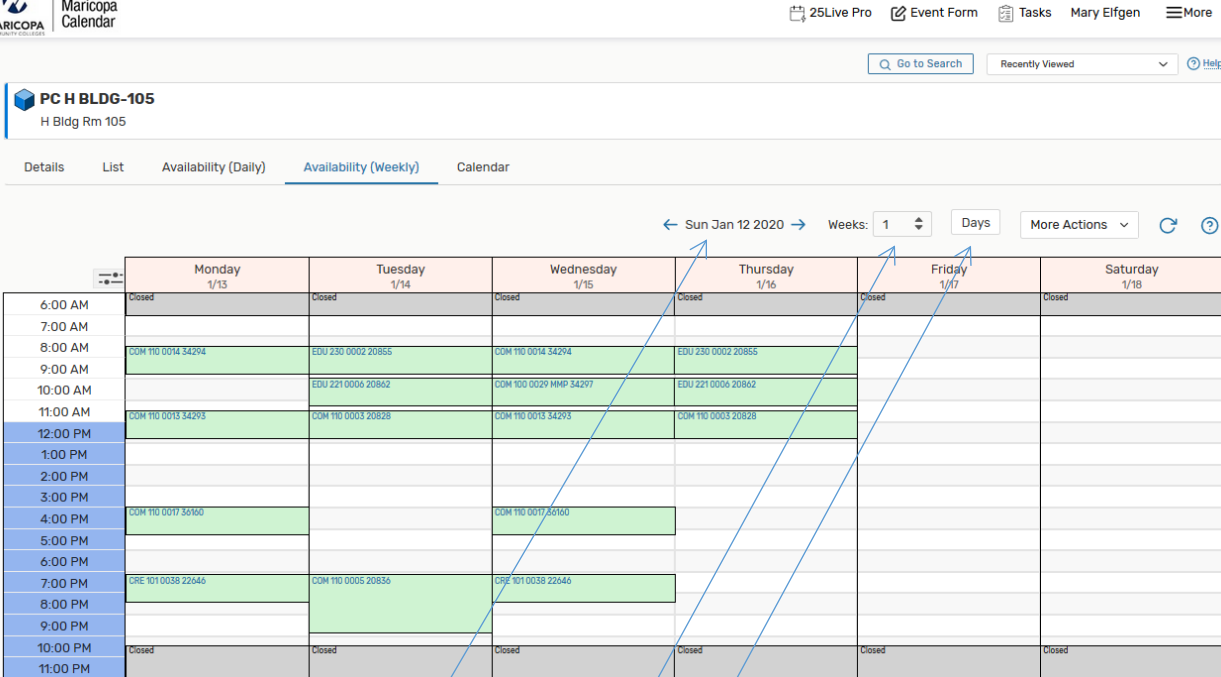


The screenshot shows the 25Live Pro interface. At the top left is the Maricopa Calendar logo. The top right has navigation links for 25Live Pro, Event Form, Tasks, Mary Elfgren, and More. Below the navigation is a search bar with the text 'h 105'. A message indicates 'Search has not been saved' with buttons for Reset, Save As, and Search. Below the search bar is a table with columns: Name, Formal Name, Categories, Features, Layouts, and Max Capacity. The first row shows 'PC H BLDG-105' under the Name column, 'H Bldg Rm 105' under Formal Name, 'Clas-classroom' under Categories, and a list of features under Features. A blue arrow points from the text in step 4 to the 'PC H BLDG-105' link in the Name column. Below the table is a pagination control showing '1 Matching Locations' and 'Page 1 of 1'.

Name	Formal Name	Categories	Features	Layouts	Max Capacity
<a href="#">PC H BLDG-105</a>	H Bldg Rm 105	Clas-classroom	Board- White, Chair- Stacking, Chair- Swivel, Flooring- Carpet, Multimedia Instructor Wkstr, Projector- Ceiling Mounted, Screen- Mounted, Table- Rectangle, Television- Big Screen		24

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5. Information regarding the room will appear. Click on Availability (Weekly) tab. A grid similar to the one below will then display (results will depend on your display settings):



The screenshot shows the 25Live Pro interface for room PC H BLDG-105. The 'Availability (Weekly)' tab is selected. The grid shows the following room status:

Time	Monday 1/13	Tuesday 1/14	Wednesday 1/15	Thursday 1/16	Friday 1/17	Saturday 1/18
6:00 AM	Closed	Closed	Closed	Closed	Closed	Closed
7:00 AM						
8:00 AM	COM 110 0014 34294	EDU 230 0002 20855	COM 110 0014 34294	EDU 230 0002 20855		
9:00 AM						
10:00 AM		EDU 221 0006 20862	COM 100 0029 HMP 34297	EDU 221 0006 20862		
11:00 AM	COM 110 0013 34293	COM 110 0003 20828	COM 110 0013 34293	COM 110 0003 20828		
12:00 PM						
1:00 PM						
2:00 PM						
3:00 PM						
4:00 PM	COM 110 0017 36160		COM 110 0017 36160			
5:00 PM						
6:00 PM						
7:00 PM	CRE 101 0038 22646	COM 110 0005 20836	CRE 101 0038 22646			
8:00 PM						
9:00 PM						
10:00 PM	Closed	Closed	Closed	Closed	Closed	Closed
11:00 PM						

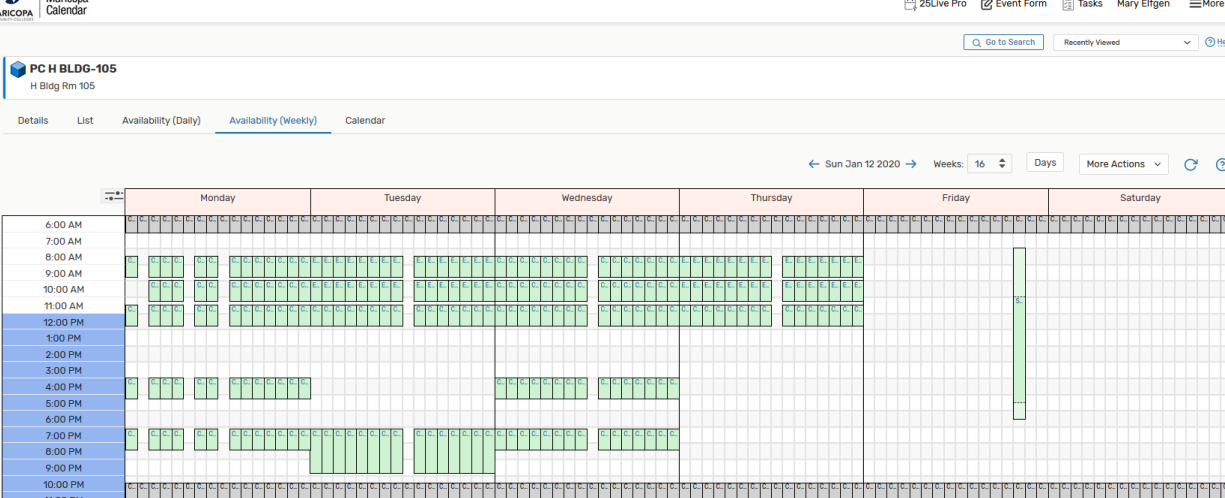
Click on the date to select the first day you want to begin your search. (25Live Pro will default to the current date.)

In the drop down box, choose the number of weeks until the end date of your search.

Click on Days box to select the days you want to search.

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The room usage for your chosen search period will display. Scheduled classes or events appear as green boxes.



The screenshot displays the 25Live Pro interface for room availability. At the top, the Maricopa Calendar logo is on the left, and navigation links for 25Live Pro, Event Form, Tasks, Mary Eifgen, and More are on the right. The main header shows the room name "PC H BLDG-105" and "H Bldg Rm 105". Below this are tabs for "Details", "List", "Availability (Daily)", "Availability (Weekly)", and "Calendar". The "Availability (Weekly)" tab is selected, showing a calendar view for "Sun Jan 12 2020". The calendar grid has columns for Monday through Saturday and rows for time slots from 6:00 AM to 11:00 PM. Green boxes represent scheduled classes or events. A vertical green bar is present on Friday at approximately 10:00 AM.

6. If the room is available for the days and times that you want, you can request it by submitting an electronic Change of Master (eCOM). Reminder: only the department chair, program director, or administrative assistant can submit a request for a room change.