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.

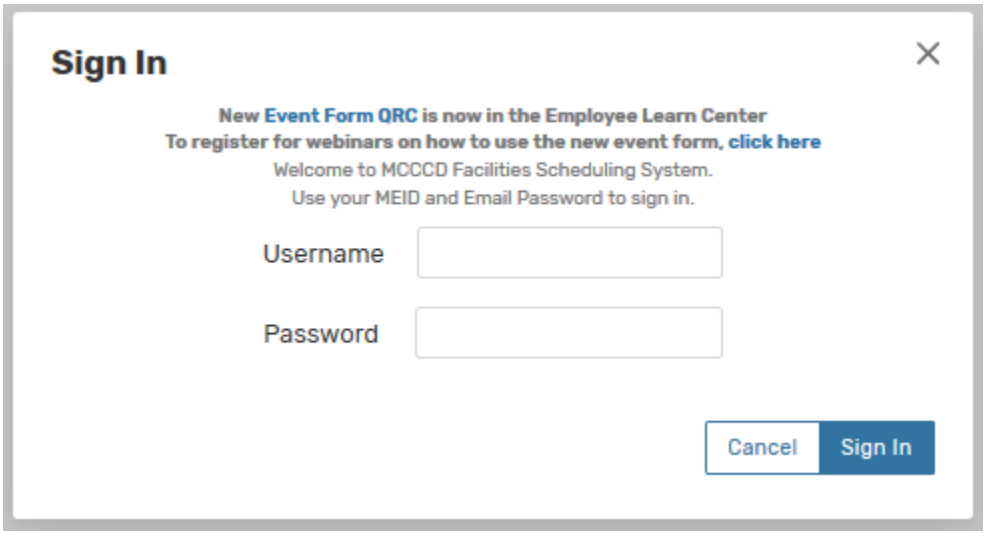
Background: 25Live displays classes located in a specific classroom. When a faculty member, department chair or program director wants to move a class from the current classroom to another, they can check 25Live to determine if the classroom desired is available during the time and dates needed. Please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



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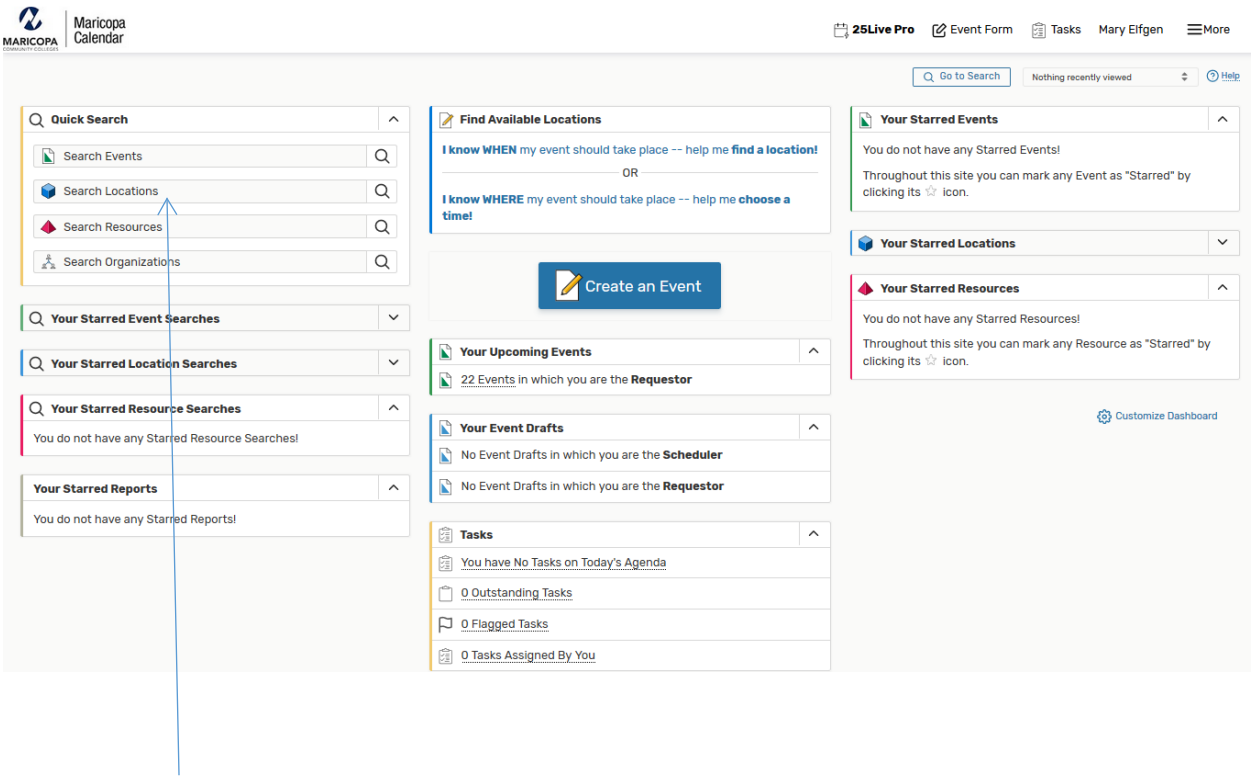
2. Your dashboard will appear.



3. 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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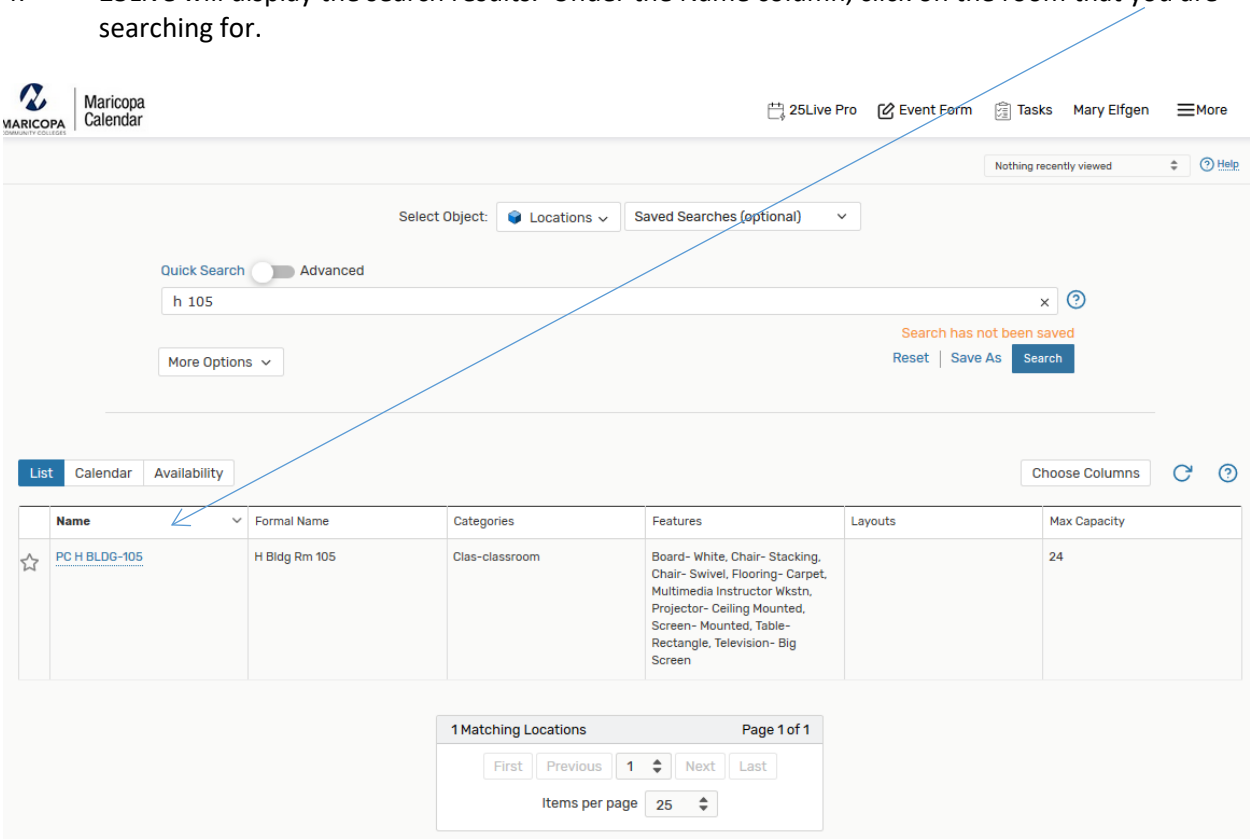
4. 25Live will display the search results. Under the Name column, click on the room that you are searching for.



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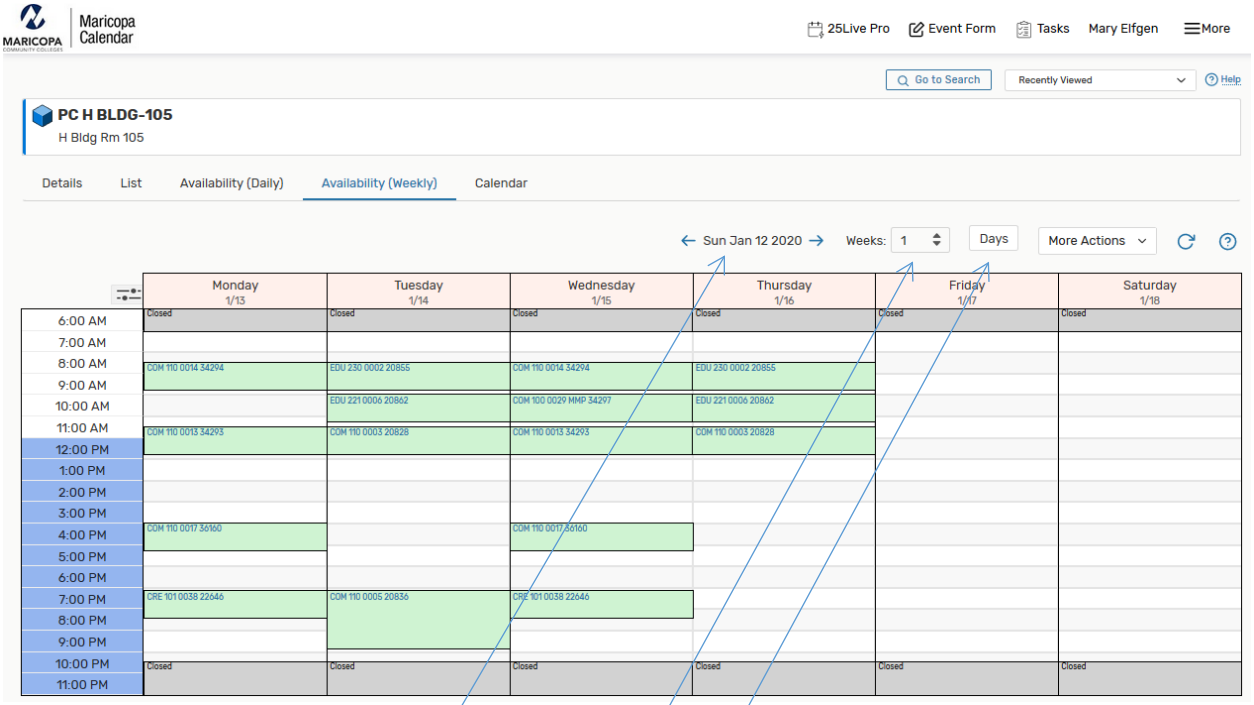
5. Information regarding the room will appear. Click on Availability (Weekly) tab. A grid similar to the one below will then display (results will depend on your display settings):



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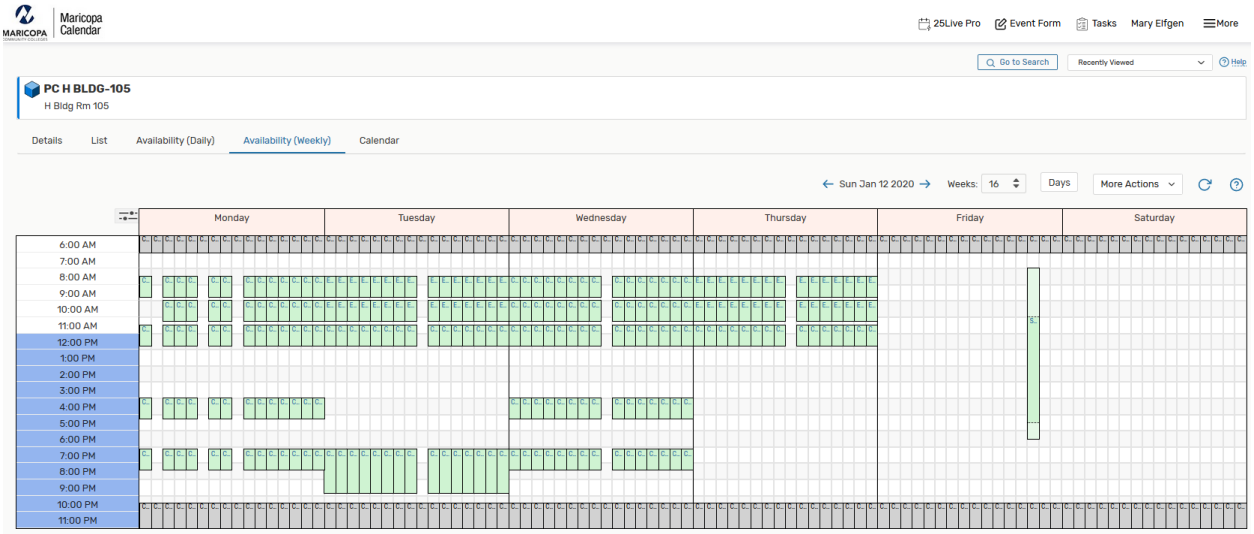
The room usage for your chosen search period will display. Scheduled classes or events appear as green boxes.



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.