Guide: Using the 25Live Room Seek feature
to add/change room on course

CLSS and 25Live have released a new feature that will allow schedulers to pick a General Assignment Room (if available) if a room change is needed after room placements have occurred. This feature will allow schedulers to see what rooms are available based on the day/time, enrollment max/capacity, and any specific room attribute features they would like for the room (optional). Below is a guide on how to use the 25Live Room Seek feature.

There are two ways that the 25Live Room Seek feature can be used.

1. Change an existing classroom on a course after room placement. No specific room features being requested.
   a. See pages 1-5 for instructions.

2. Search for a "General Assignment Room" using the Room Attribute/Features under "Room Needs."
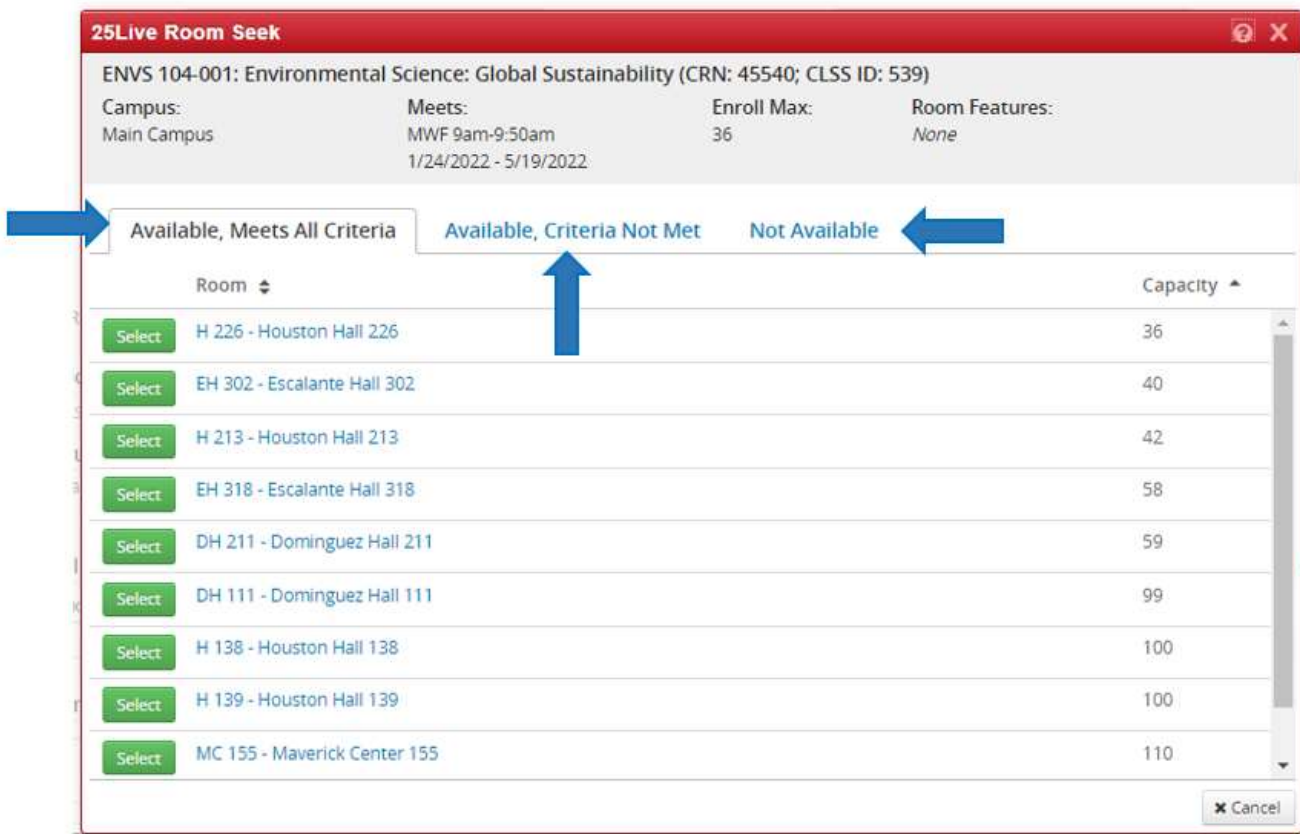   a. See pages 6-12 for instructions.

Option 1:

Change an existing classroom on a course after room placement. No specific room features being requested.

1. In the Edit section screen of the section needing/wanting a new "General Assignment Room", click on the **25Live Room Seek** button**.**

2. Once 25Live does a search, the following box will appear.

3. There are three different tabs listed in the 25Live Room Seek box. These tabs are listed below with a brief description.

- Available, Meets All Criteria Tab
    - There is a room with the exact match on day/time, enrollment max capacity, and requested room features.

- Available, Criteria Not Met
    - The capacity of the room may smaller than the course's enrollment maximum or the room is missing a requested room feature.

- Not Available
    - Rooms not available on campus for the requested days/time of course because there is another class or event scheduled during the requested time.

4. If there is a classroom listed under the "**Available, Meets All Criteria**" tab that fits the needs of the course, click on the green "Select" button to choose that classroom.

a. Be sure to pay attention to the capacity of the room you are selecting. If you change a room, you will still be required to select a space that is at or only slightly larger than the class's Enrollment Max.

5. The new room you selected will now show in "Room" section on the main screen. Click the Green "Save Section" button to save the change.

6. In some cases, there may be limited availability of classrooms and the 25Live Room Seek will produce a "**No Results Found**" message under the "**Available, Meets All Criteria**" tab. This could be due to one of the following:

    a. The course is being offered at a popular time of prime time

    b. Enrollment capacity that is too large for spaces that are available during the days/times selected
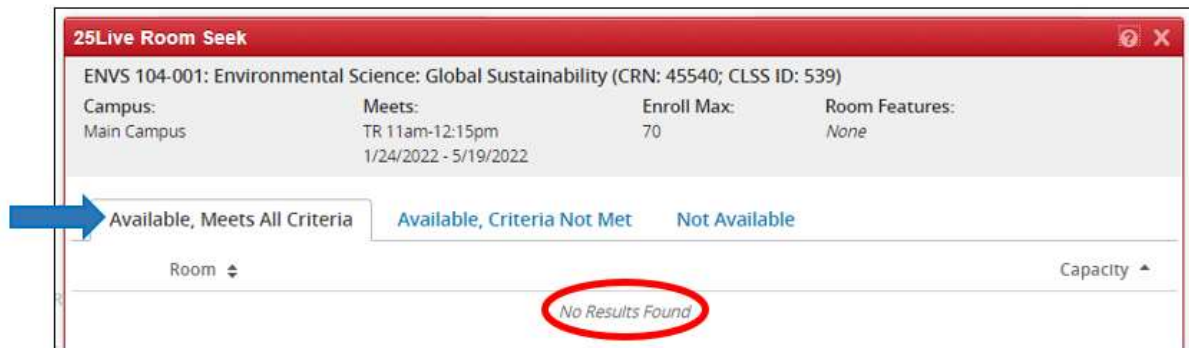
7. If the first tab results in "No Results Found", check the "**Available, Criteria Not Met**" tab to see if there is a room available under this tab. Rooms listed under this tab will have either have a smaller capacity than the course's Enrollment Max and/or will be missing one or more requested room features.

In the example below, there are rooms available with capacities smaller than the current Enrollment Max of 70.

H 205 has the closest capacity (68) but has a deficit of 2. H 205 can be selected but the enrollment capacity of the class will need to be lowered on the main screen of the course before it is saved.
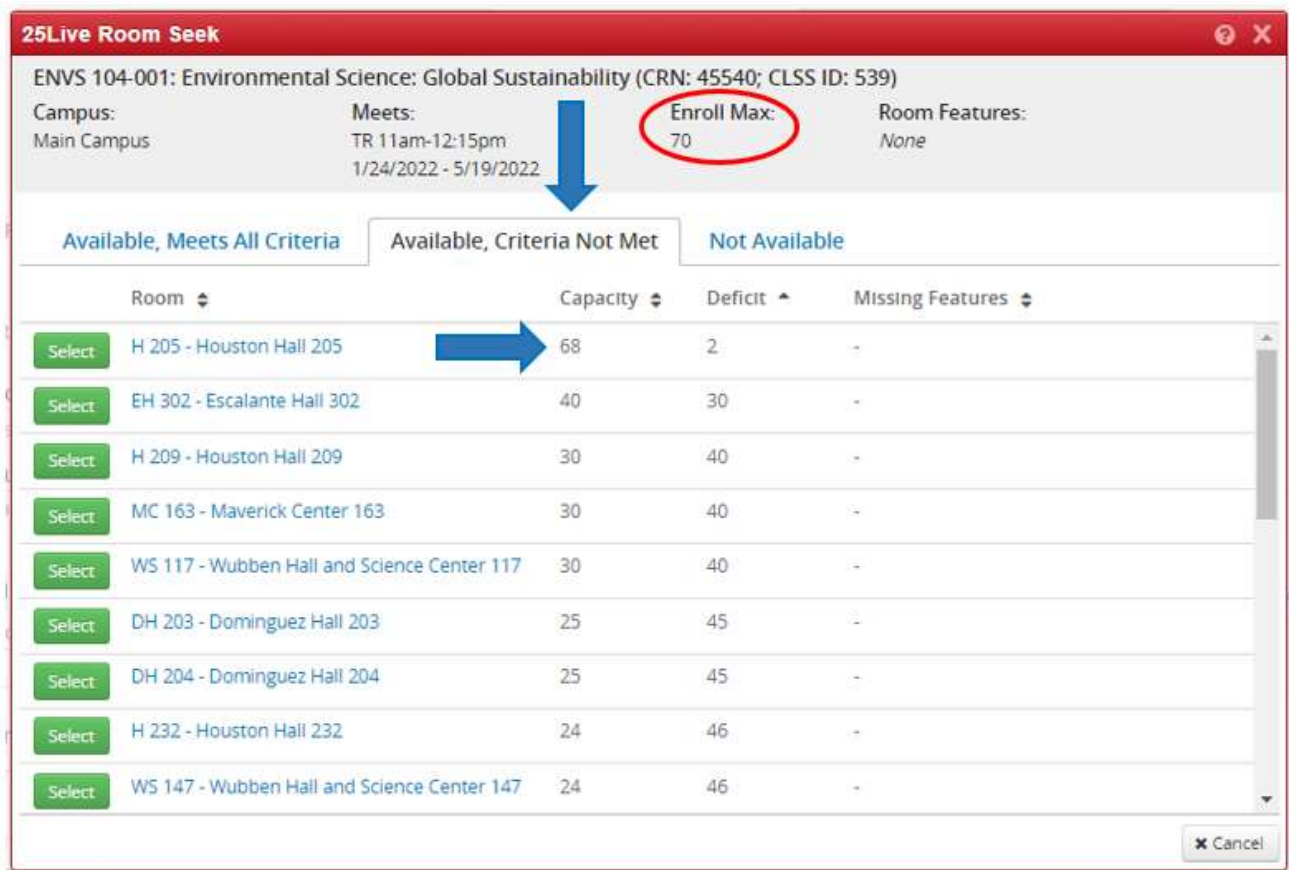
8. To see more information about any room on your Room Seek results (including available room features and a picture), click on the room name hyperlink. This will open up 25Live in a new tab and display the Details page for the selected room.

Option 2:

Search for a "General Assignment Room" using the <u>Room Attribute/Features</u> under "Room Needs".

1. In the Edit section screen of the section needing a new "General Assignment Room", click on the pencil icon next to **Room Needs.**

    a. Room Needs will only appear if the room listed on the course is "General Assignment Room".

2. Click on green plus sign to add a requested room attribute/feature.

3. Select the room attribute/feature(s) needed for the course. Multiple features can be selected, if needed, by clicking on the green plus sign and adding a new room attribute/feature.

   a. Note: the more room attribute/features selected, the more limited the rooms available may be.
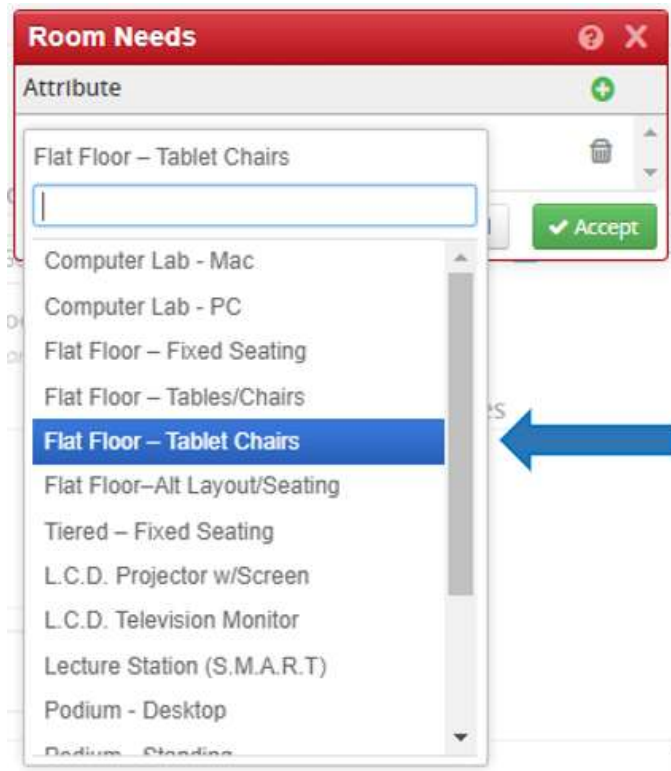
4. Once all needed room attribute/feature(s) are selected, click on the green "Accept" button.
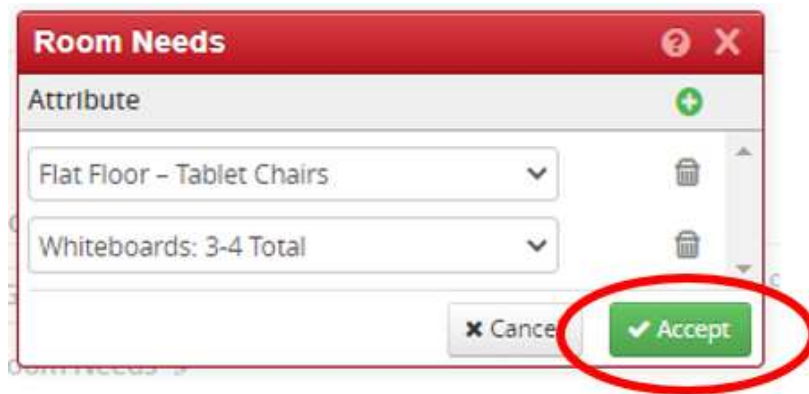
5. Next, make sure that the room attribute/feature(s) saved to the class by looking under Room Needs (Circled in Red in picture on next page).

   b. If it looks correct, click on the "25 Live Room Seek" button to search for available rooms (Blue Arrow in picture on next page)

7

6. Once 25Live does a search the following room availability box will appear. The first tab (Available, Meets All Criteria) will show you rooms that have all requested room features and also are available on the selected day/time and have a capacity that will hold the Enrollment Max of the course.

7. If one of the rooms listed under the "**Available, Meets Criteria**" tab works for the course, click on the green "Select" Button. (Also click "Save Section" on the main screen to actually save the room change.)
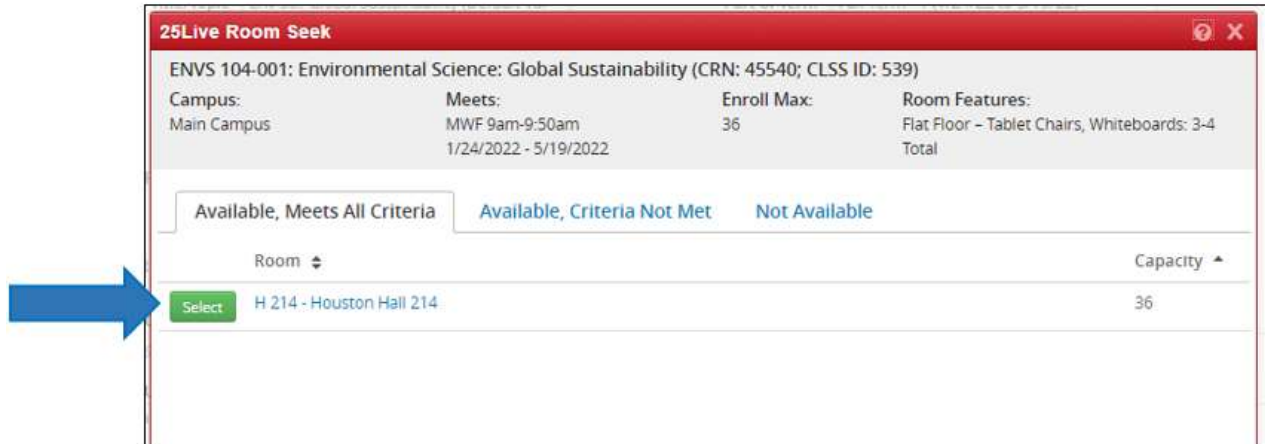
8. If there is something about the available room(s) that doesn't work for the instructor or the course itself, click on the "**Available, Criteria Not Met**" tab to see what other rooms are available at your selected days/time.

    a. Remember: Rooms listed under this tab will have one or more missing feature(s) or may have a capacity smaller than the Enrollment Max.

    b. The "Capacity" and "Deficit" columns will indicate if the available room is smaller than the Enrollment Max.

    c. The Missing Features column will display which the specific requested room attribute/feature(s) that are not available in the room.
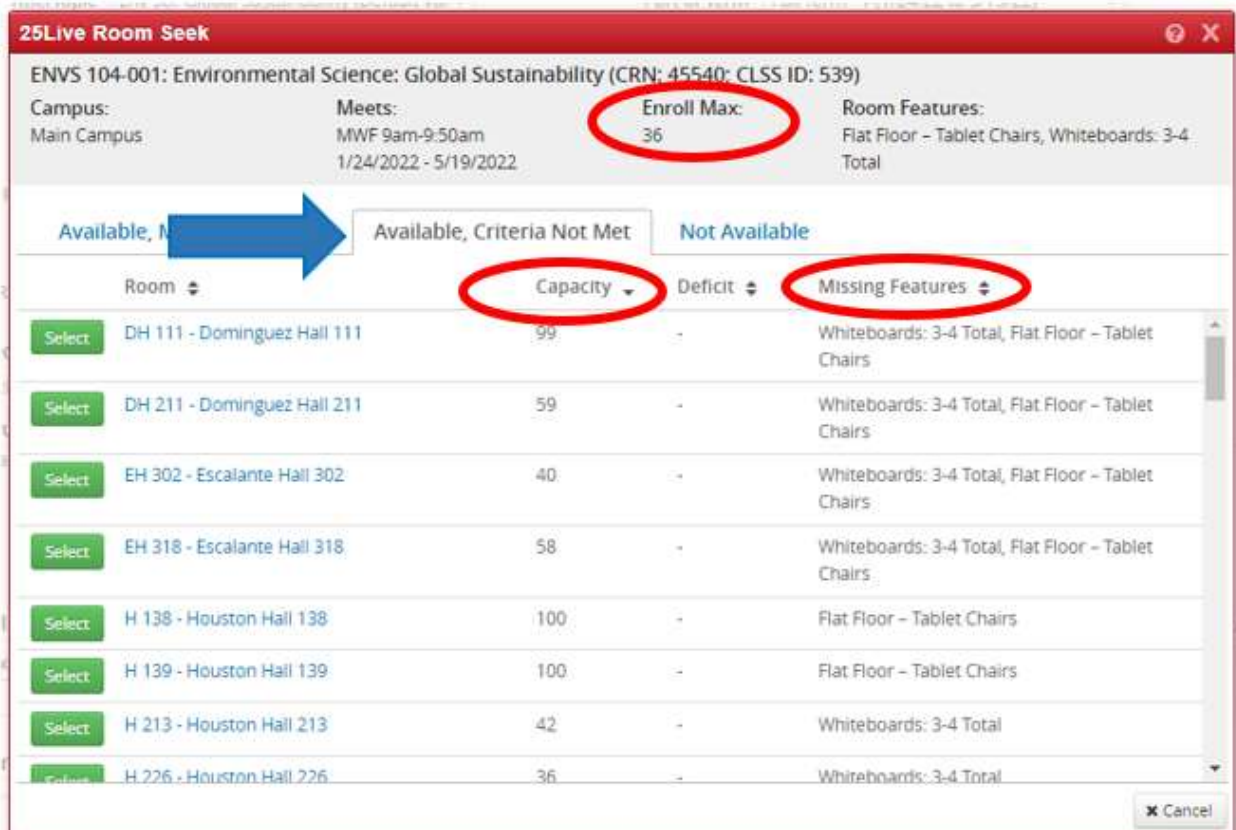
9. If one of the rooms listed under the "**Available, Criteria Not Met**" tab works for the course, click on the green "Select" Button.
   a. Note: If a room with a lower capacity than the Enrollment Max is chosen, the enrollment capacity of the class will need to be lowered in the main screen of the course before it is saved.
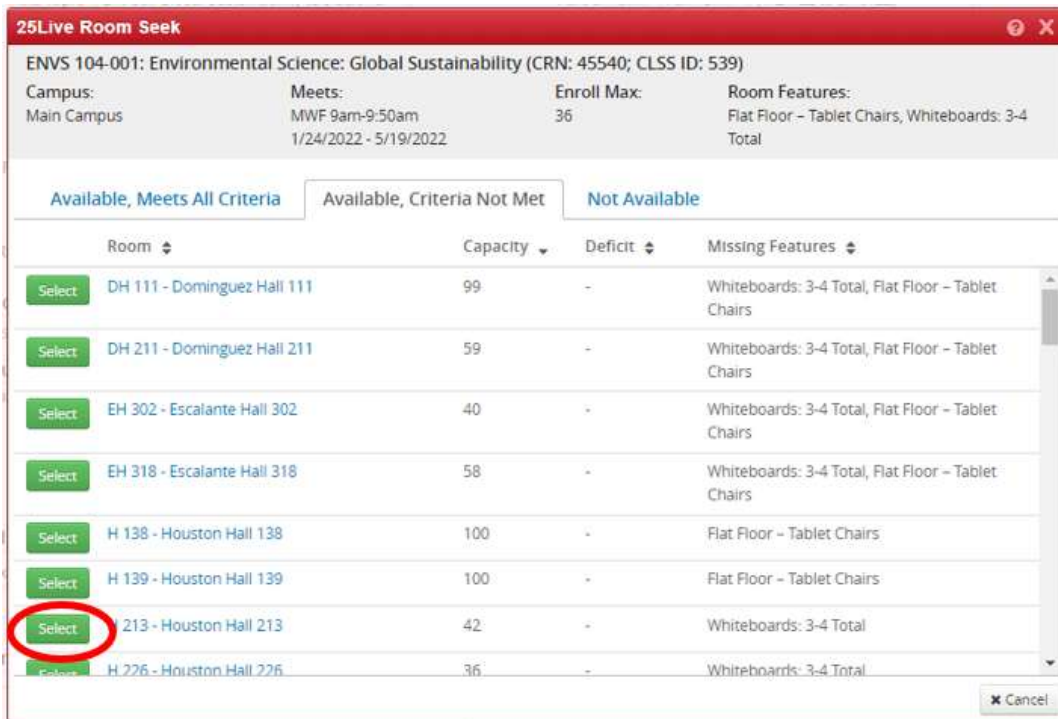

10. If both of the "**Available, Meets all Criteria**" and "**Available, Criteria Not Met**" tabs show "No Results Found", there may be too many room attributes features listed restricting the search and/or no rooms are available for the selected day/time.

   a. Try the search again using less room attribute features and see if any rooms become available. Click on the "Cancel" button which will go back to the course edit screen where the "Room Needs" attributes can be changed.
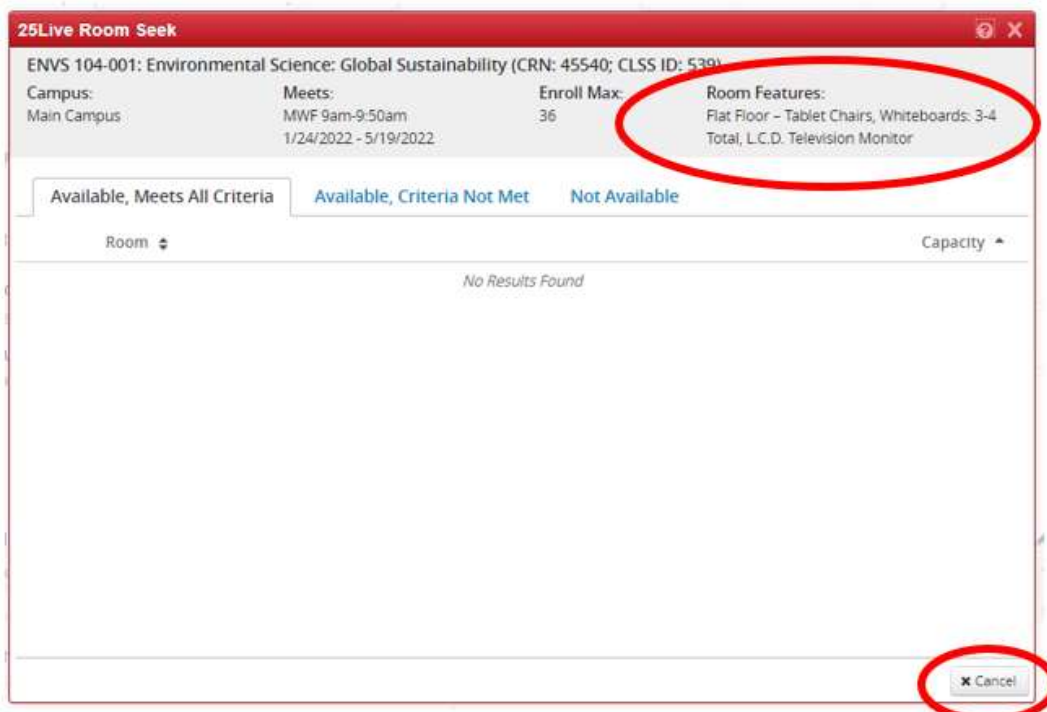
b. If the search comes back as "No Results Found" again after removing room features, the days/times for the course are in prime-time slot and no rooms are available. You could click "Cancel" to go back to the main screen and change the day/time of the course and use Room Seek again to see if a room is available at a different time.

11. The "**Not Available**" tab will show what rooms are not available based on the restrictions of days/times, capacity of the course, and/or the room attribute feature(s) selected.
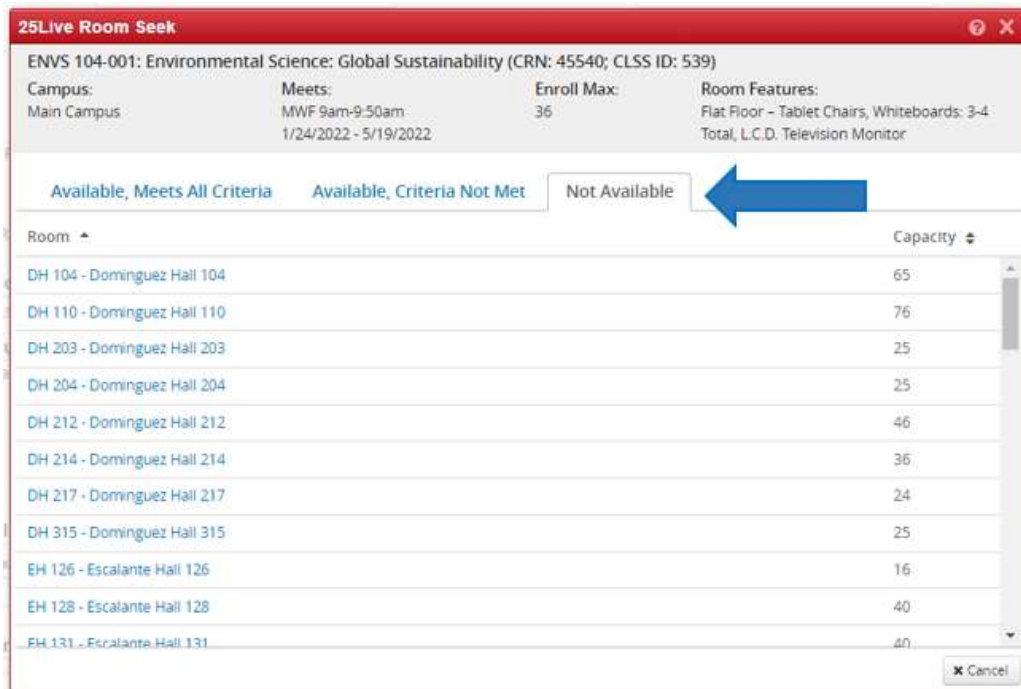
12. To view the room attribute features of a specific room, click on the blue room link. This will take you to the 25Live website on a new tab. (Note: this can be done under any of the tabs on this screen.)
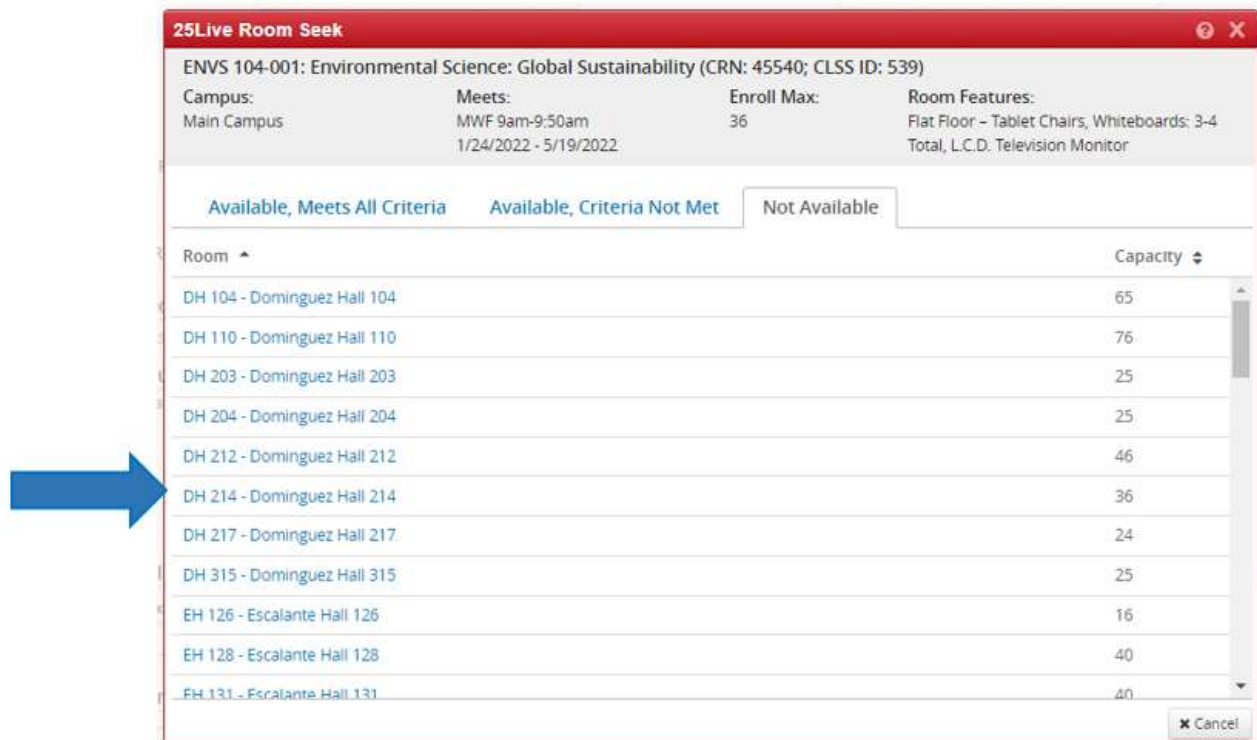
When 25Live opens in a separate window, click on the "Details" tab. This tab will show a picture of the room and the room features associated with that room.

You can also click on the "Availability (Weekly)" tab to see what other courses are scheduled in that classroom and/or to see what days/times it might be available.

    a. Note: You may need to change the Week/Date (circled in red below) to view the courses in a future semester, as that grid usually defaults to the current week.