

Viewing Location Details

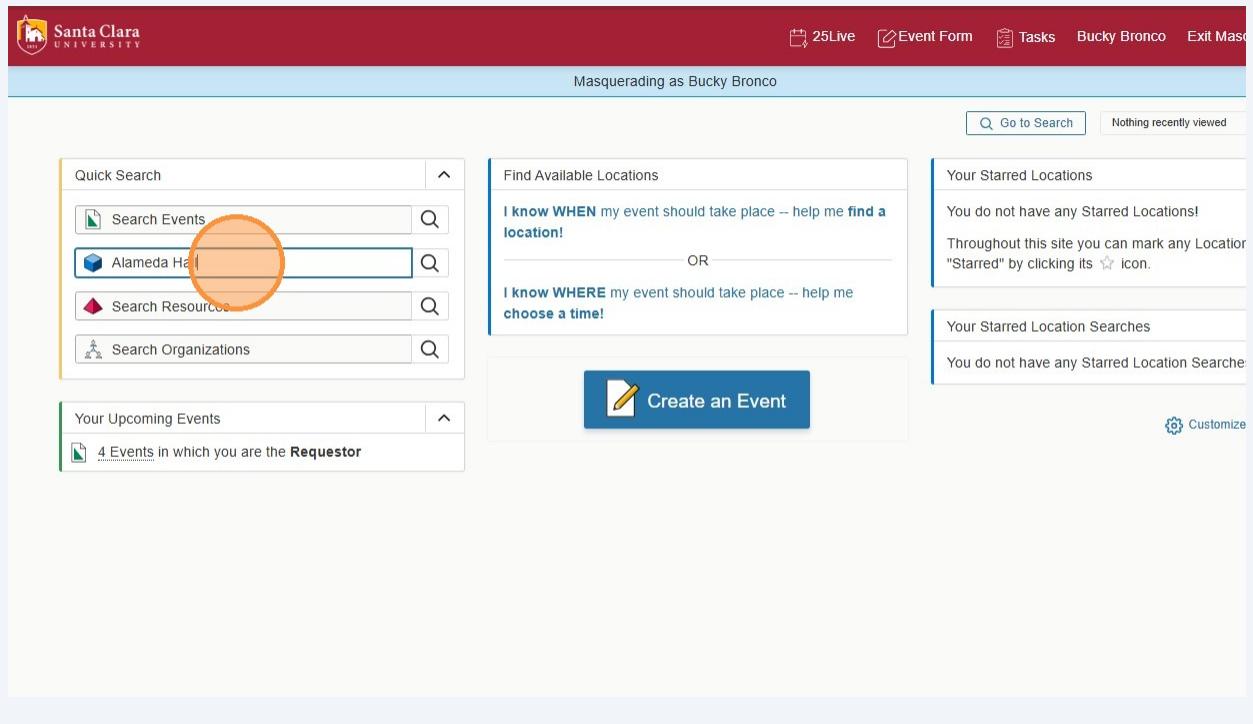
25Live provides detailed information about various spaces on campus. Use this guide to help navigate to the location details which can help you decide if a space is suitable for the events that you host.

- 1 Navigate to 25Live via your MySCU Portal tile and go to your dashboard.

The screenshot shows the 25Live dashboard. On the left, there is a sidebar with a "Quick Search" bar and four search buttons: "Search Events", "Search Locations", "Search Resources", and "Search Organizations". Below this is a section for "Upcoming Events" with a message: "4 Events in which you are the Requestor". In the center, there is a "Find Available Locations" section with two options: "I know WHEN my event should take place -- help me find a location!" and "I know WHERE my event should take place -- help me choose a time!". Between these options is an "OR" button. Below these is a "Create an Event" button with a pencil icon. On the right, there are three sections: "Your Starred Locations" (empty), "Your Starred Location Searches" (empty), and a "Customize Dashboard" button.

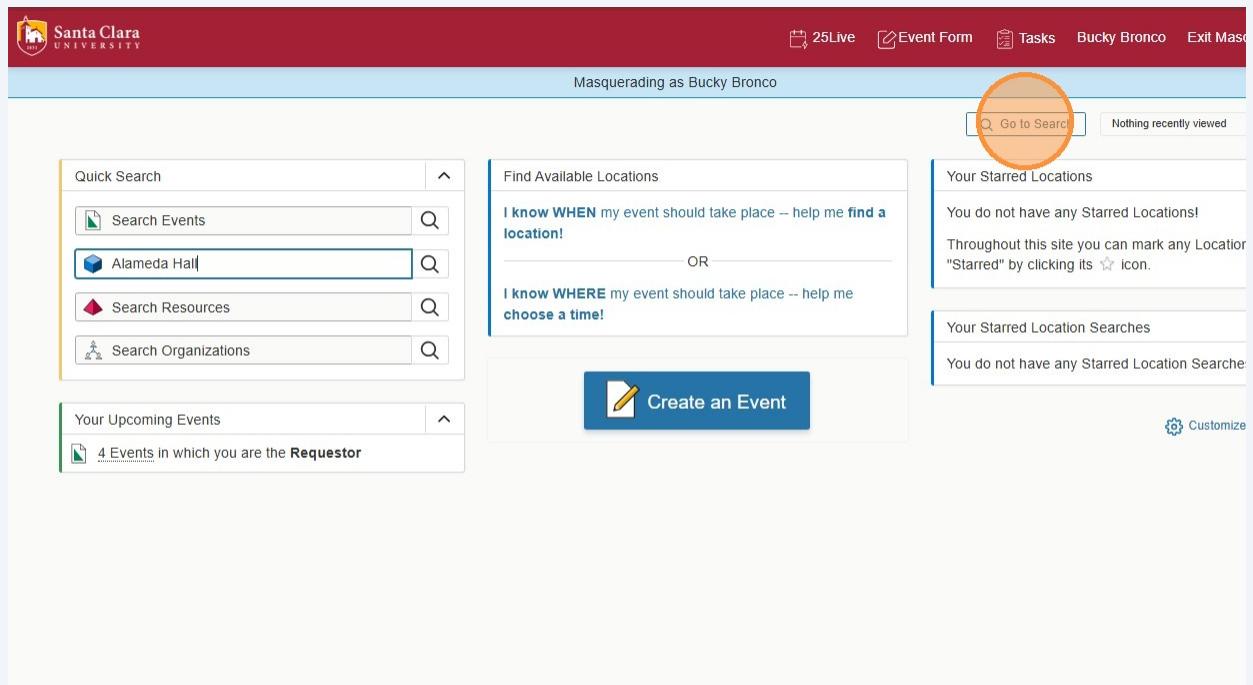
2 There are multiple ways to start a location search:

- You can enter the name of the building or room in the "Quick Search" box on your dashboard and hit enter.



The screenshot shows the Santa Clara University dashboard. At the top, there is a red header bar with the university logo and navigation links: 25Live, Event Form, Tasks, Bucky Bronco, and Exit. Below the header, the text "Masquerading as Bucky Bronco" is displayed. On the left, there is a "Quick Search" section with four input fields: "Search Events" (with a magnifying glass icon), "Alameda Hall" (which is highlighted with a red circle), "Search Resources", and "Search Organizations". Below this is a section for "Your Upcoming Events" showing "4 Events in which you are the Requestor". To the right, there is a "Find Available Locations" section with two options: "I know WHEN my event should take place -- help me find a location!" and "I know WHERE my event should take place -- help me choose a time!". A large blue button labeled "Create an Event" with a pencil icon is centered. On the far right, there are sections for "Your Starred Locations" (empty), "Your Starred Location Searches" (empty), and a "Customize" link.

3 • Or you can use the "Go to Search" box to take you to the search landing page. There you will be able to set your search to Location and enter the name of the building or room in the search field.



The screenshot shows the same Santa Clara University dashboard as the previous one. The "Go to Search" button in the top right corner is highlighted with a red circle. The rest of the dashboard elements are identical to the first screenshot, including the "Quick Search" field with "Alameda Hall" entered, the "Find Available Locations" section, the "Create an Event" button, and the various sidebar sections.

4 On the results page, you can select different ways to view the resulting list of spaces.

Quick Search <input type="button" value="Advanced"/>		Alameda Hall		Search has not been saved	
<input type="radio"/> Hint! Type :: or use AI Assist for SeriesQL				Reset Export Results Save as Search	
Categories +		Features +		Layouts + Capacity between _____ and _____ Buildings +	
		<input type="button" value="Categories +"/>		<input type="button" value="Layouts + Capacity between _____ and _____ Buildings +"/>	
List Calendar Availability Availability Weekly				Select Column	
7 Matching Locations					
Name	Formal Name	Categories	Features	Layouts	Max Capacity
Alameda 101	Alameda Hall 101 - Classroom	Campus - Main, Type - Classroom, Type - Lecture	ADA Accessible, Air Conditioning, AV - Control Panel - Touchscreen, AV - Display - Wacom, AV - Internet - Wireless, AV - Laptop Connection - HDMI, AV - Lecture Capture Enabled, AV - Microphone - Wired Capable, AV - Projector, AV - USB-C Adapter (HDMI, USB-A), AV - Wireless Screencasting - AppleTV, AV - Zoom / Web Conferencing Enabled, Board - Dry Erase - Fixed, Computers - Mac, Computers - PC, Floor - Level, Lighting - Dimmable, Podium / Lectern - Stand Up, Power - Student Outlets, Seating - Moveable, Seating - Sled Desk, Windows - Interior, Windows - None	As Is, Classroom Rows	30
Alameda 102	Alameda Hall 102 - Classroom	Campus - Main, Type - Classroom, Type - Lecture	ADA Accessible, Air Conditioning, AV - Control Panel - Touchscreen, AV - Display - Wacom, AV - Internet - Wireless, AV - Laptop Connection - HDMI, AV - Lecture Capture Enabled, AV - Microphone - Wired Capable, AV - Projector, AV - USB-C Adapter (HDMI, USB-A), AV - Wireless Screencasting - AppleTV, AV - Zoom / Web Conferencing Enabled, Board - Dry Erase - Fixed, Computers - Mac, Computers - PC, Floor - Level, Lighting - Dimmable, Podium / Lectern - Stand Up, Power - Student Outlets, Seating - Chairs, Seating - Moveable, Seating - Tables & Chairs, Tables - Moveable, Windows - Interior	As Is, Classroom Rows	67
Alameda 103	Alameda Hall 103 - Classroom	Campus - Main, Type - Classroom, Type	ADA Accessible, Air Conditioning, AV - Control Panel - Touchscreen, AV - Display - Wacom, AV - Internet - Wireless, AV - Laptop Connection - HDMI, AV - Lecture Capture Enabled, AV - Microphone - Wired Capable, AV - Microphone - Wireless - Lavalier, AV - Microphone - Wireless Capable, AV - Projector, AV - Screen - Flat Panel Display, AV - USB-C Adapter (HDMI, USB-A), AV - Wireless Screencasting - AppleTV, AV - Zoom / Web Conferencing Enabled, Board - Dry Erase - Fixed, Computers - Mac, Computers - PC, Floor - Level, Lighting -	As Is, Rounds 60 - inch	88

5 If you hover your cursor over the name of a location on the list, a "quick look" popup window will open with limited details about the space and a photo of the room, if available.

6

To access full location details, click on the name of space that you'd like to view.

Hint! Type :: or use AI Assist for SeriesQL

Search has not been saved

Reset | Export Results | Save as | **Search**

Categories + Features + Layouts + Capacity between and Buildings +

List Calendar Availability Availability Weekly | **Select Column**

7 Matching Locations

Name	Formal Name	Categories	Features	Layouts	Max Capacity	Default Capacity
Alameda 101	Alameda Hall 101 - Classroom	Campus - Main, Type - Classroom, Type - Lecture	ADA Accessible, Air Conditioning, AV - Control Panel - Touchscreen, AV - Display - Wacom, AV - Internet - Wireless, AV - Laptop Connection - HDMI, AV - Lecture Capture Enabled, AV - Microphone - Wired Capable, AV - Projector, AV - USB-C Adapter (HDMI, USB-A), AV - Wireless Screencasting - AppleTV, AV - Zoom / Web Conferencing Enabled, Board - Dry Erase - Fixed, Computers - Mac, Computers - PC, Floor - Level, Lighting - Dimmable, Podium / Lectern - Stand Up, Power - Student Outlets, Seating - Moveable, Seating - Sled Desk, Windows - Interior, Windows - None	As Is, Classroom Rows	30	30
Alameda 102	Alameda Hall 102 - Classroom	Campus - Main, Type - Classroom, Type - Lecture	ADA Accessible, Air Conditioning, AV - Control Panel - Touchscreen, AV - Display - Wacom, AV - Internet - Wireless, AV - Laptop Connection - HDMI, AV - Lecture Capture Enabled, AV - Microphone - Wired Capable, AV - Projector, AV - USB-C Adapter (HDMI, USB-A), AV - Wireless Screencasting - AppleTV, AV - Zoom / Web Conferencing Enabled, Board - Dry Erase - Fixed, Computers - Mac, Computers - PC, Floor - Level, Lighting - Dimmable, Podium / Lectern - Stand Up, Power - Student Outlets, Seating - Chairs, Seating - Moveable, Seating - Tables & Chairs, Tables - Moveable, Windows - Interior	As Is, Classroom Rows	67	40
Alameda 103	Alameda Hall 103 - Classroom	Campus - Main, Type - Classroom, Type - Lecture	ADA Accessible, Air Conditioning, AV - Control Panel - Touchscreen, AV - Display - Wacom, AV - Internet - Wireless, AV - Laptop Connection - HDMI, AV - Lecture Capture Enabled, AV - Microphone - Wired Capable, AV - Microphone - Wireless - Lavalier, AV - Microphone - Wireless Capable, AV - Projector, AV - Screen - Flat Panel Display, AV - USB-C Adapter (HDMI, USB-A), AV - Wireless Screencasting - AppleTV, AV - Zoom / Web Conferencing Enabled, Board - Dry Erase - Fixed, Computers - Mac, Computers - PC, Floor - Level, Lighting - Dimmable, Periodic Table, Podium / Lectern - Stand Up, Power - Student Outlets, Seating - Chairs, Seating - Moveable, Seating - Tables & Chairs, Tables - Moveable	As Is, Rounds 60-inch	88	60

7 The header will display the location name.

Pro tip: If this is a space you use often, click on the star symbol to add it to your "favorites". Favorites will always show up at the top of your search options.

UNIVERSITY

Masquerading as Bucky Bronco

Alameda 101 ★

Alameda Hall 101 - Classroom

Details List Availability (Daily) **Availability (Weekly)** Calendar

7AM 11PM

Include Requested

7AM	11PM	7	8	9	10	11	12	1	2	3	4	5	6	7	8
Fri Jan 23 2026			CSEN 177-1	GERM 2-2	FREN 22F-1	FREN 22F-2	ITAL 2A-1			SPAN 3-6					
Sat Jan 24 2026			Closed												
Sun Jan 25 2026			Closed												
Mon Jan 26 2026			CSEN 177-1	GERM 2-2	FREN 22F-1	FREN 22F-2	ITAL 2A-1			SPAN 3-6	LEAD 10-1				
Tue Jan 27 2026			BUSN 85-5		BUSN 85-6	ENGL 2A-25				PHIL 11A-1					
Wed Jan 28 2026			CSEN 177-1	GERM 2-2	FREN 22F-1	FREN 22F-2	ITAL 2A-1			SPAN 3-6	LEAD 10-1				
Thu Jan 29 2026			BUSN 85-5		BUSN 85-6	ENGL 2A-25				PHIL 11A-1					
Fri Jan 30 2026			CSEN 177-1	GERM 2-2	FREN 22F-1	FREN 22F-2	ITAL 2A-1			SPAN 3-6					
Sat Jan 31 2026			Closed												
Sun Feb 01 2026			Closed												
Mon Feb 02 2026			CSEN 177-1	GERM 2-2	FREN 22F-1	FREN 22F-2	ITAL 2A-1			SPAN 3-6	LEAD 10-1				
Tue Feb 03 2026			BUSN 85-5		BUSN 85-6	ENGL 2A-25				PHIL 11A-1					

8 Click on the "Details" tab.

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Alameda 101 ☆

Alameda Hall 101 - Classroom

Details List Availability (Daily) Availability (Weekly) Calendar

Include Requested [Manage Waitlist](#)

← Fri Jan 23 2026 → Select Days Separated

7AM	11PM	7	8	9	10	11	12	1	2	3	4	5	6	7	8
Fri Jan 23 2026		CSEN 177-1	GERM 2-2	FREN 22F-1	FREN 22F-2	ITAL 2A-1				SPAN 3-6					
Sat Jan 24 2026		Closed													
Sun Jan 25 2026		Closed													
Mon Jan 26 2026		CSEN 177-1	GERM 2-2	FREN 22F-1	FREN 22F-2	ITAL 2A-1			SPAN 3-6		LEAD 10-1				
Tue Jan 27 2026		BUSN 85-5		BUSN 85-6	ENGL 2A-25				PHIL 11A-1						
Wed Jan 28 2026		CSEN 177-1	GERM 2-2	FREN 22F-1	FREN 22F-2	ITAL 2A-1			SPAN 3-6		LEAD 10-1				
Thu Jan 29 2026		BUSN 85-5		BUSN 85-6	ENGL 2A-25				PHIL 11A-1						
Fri Jan 30 2026		CSEN 177-1	GERM 2-2	FREN 22F-1	FREN 22F-2	ITAL 2A-1			SPAN 3-6						
Sat Jan 31 2026		Closed													
Sun Feb 01 2026		Closed													
Mon Feb 02 2026		CSEN 177-1	GERM 2-2	FREN 22F-1	FREN 22F-2	ITAL 2A-1			SPAN 3-6		LEAD 10-1				
Tue Feb 03 2026		BUSN 85-5		BUSN 85-6	ENGL 2A-25				PHIL 11A-1						

9 This tab has several fields of useful location details.

Features - a full list of items in the space including furniture, A/V equipment, board type, etc.

Comments

none

Default Instructions

none

Features

ADA Accessible 1

Air Conditioning 1

AV - Control Panel - Touchscreen 1

AV - Display - Wacom 1

AV - Internet - Wireless 1

AV - Laptop Connection - HDMI 1

AV - Lecture Capture Enabled 1

AV - Microphone - Wired Capable 1

AV - Projector 1

AV - USB-C Adapter (HDMI, USB-A) 1

AV - Wireless Screencasting - AppleTV 1

AV - Zoom / Web Conferencing Enabled 1

Board - Dry Erase - Fixed 1

Computers - Mac 1

Computers - PC 1

Floor - Level 1

Lighting - Dimmable 1

Podium / Lectern - Stand Up 1

Power - Student Outlets 6

Layouts

Max Capacity 30

Default Layout Classroom Rows

Click on a layout name to view its details in the Layout Details panel

As Is

Name As Is

Cap 30

Setup

Takedown

Classroom Rows

Name Classroom Rows

Cap 30

Setup

Takedown

Categories

Layout Details

Viewing Layout: Classroom Rows

Layout Image



Layout Diagram

Default Instructions

Map

Map Satellite



10

Hours - the location's typical hours of operation. Events starting before or ending after these hours may require additional support from event stakeholders to allow hosts/guests into the space.

Lighting - Dimmable	1
Podium / Lectern - Stand Up	1
Power - Student Outlets	6
Seating - Moveable	1
Seating - Sled Desk	1
Windows - Interior	1
Windows - None	1

Attributes	
Latitude:	37.34671
Longitude:	-121.93685
Hours	
Monday	7:00 AM to 9:30 PM
Tuesday	7:00 AM to 9:30 PM
Wednesday	7:00 AM to 9:30 PM
Thursday	7:00 AM to 9:30 PM
Friday	7:00 AM to 9:30 PM
Saturday	Closed All Day

Categories
Campus - Main Type - Classroom Type - Lecture
Related Spaces
none
Location Scheduler
none
Partition
Alameda - General
Fill Ratio Percentage
Building
Alameda Hall (Alameda)



Click to see on Google Map:

11

Layouts - specifies room capacities and layout options (if the furniture can be moved).

Comments	
none	
Default Instructions	
none	
Features	
ADA Accessible	1
Air Conditioning	1
AV - Control Panel - Touchscreen	1
AV - Display - Wacom	1
AV - Internet - Wireless	1
AV - Laptop Connection - HDMI	1
AV - Lecture Capture Enabled	1
AV - Microphone - Wired Capable	1
AV - Projector	1
AV - USB-C Adapter (HDMI, USB-A)	1
AV - Wireless Screencasting - AppleTV	1
AV - Zoom / Web Conferencing Enabled	1
Board - Dry Erase - Fixed	1
Computers - Mac	1
Computers - PC	1
Floor - Level	1
Lighting - Dimmable	1
Podium / Lectern - Stand Up	1
Power - Student Outlets	6

Layouts	
Max Capacity	30
Default Layout	Classroom Rows
Click on a layout name to view its details in the Layout Details panel	
As Is	
Name	As Is
Cap	30
Setup	
Takedown	
Classroom Rows	
Name	Classroom Rows
Cap	30
Setup	
Takedown	

Always Sha

Layout Details

Viewing Layout: Classroom Rows

Layout Image



Layout Diagram

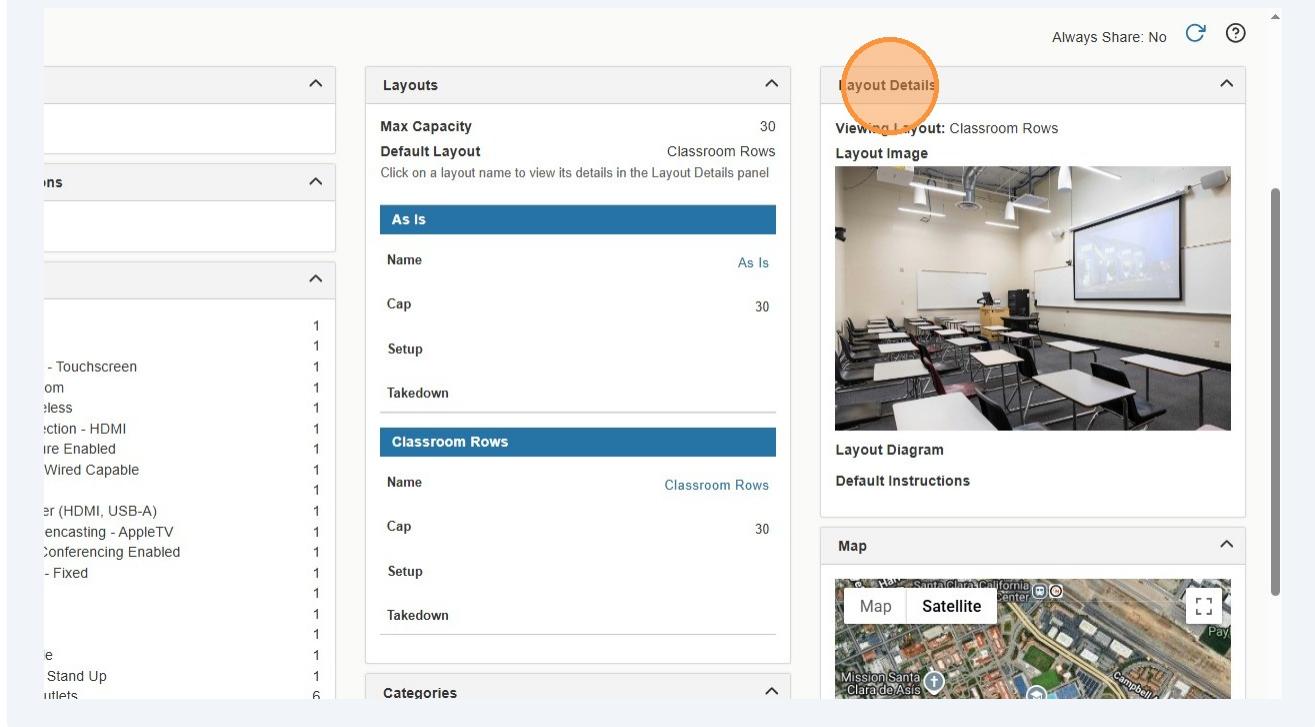
Default Instructions

Map

Map
Satellite

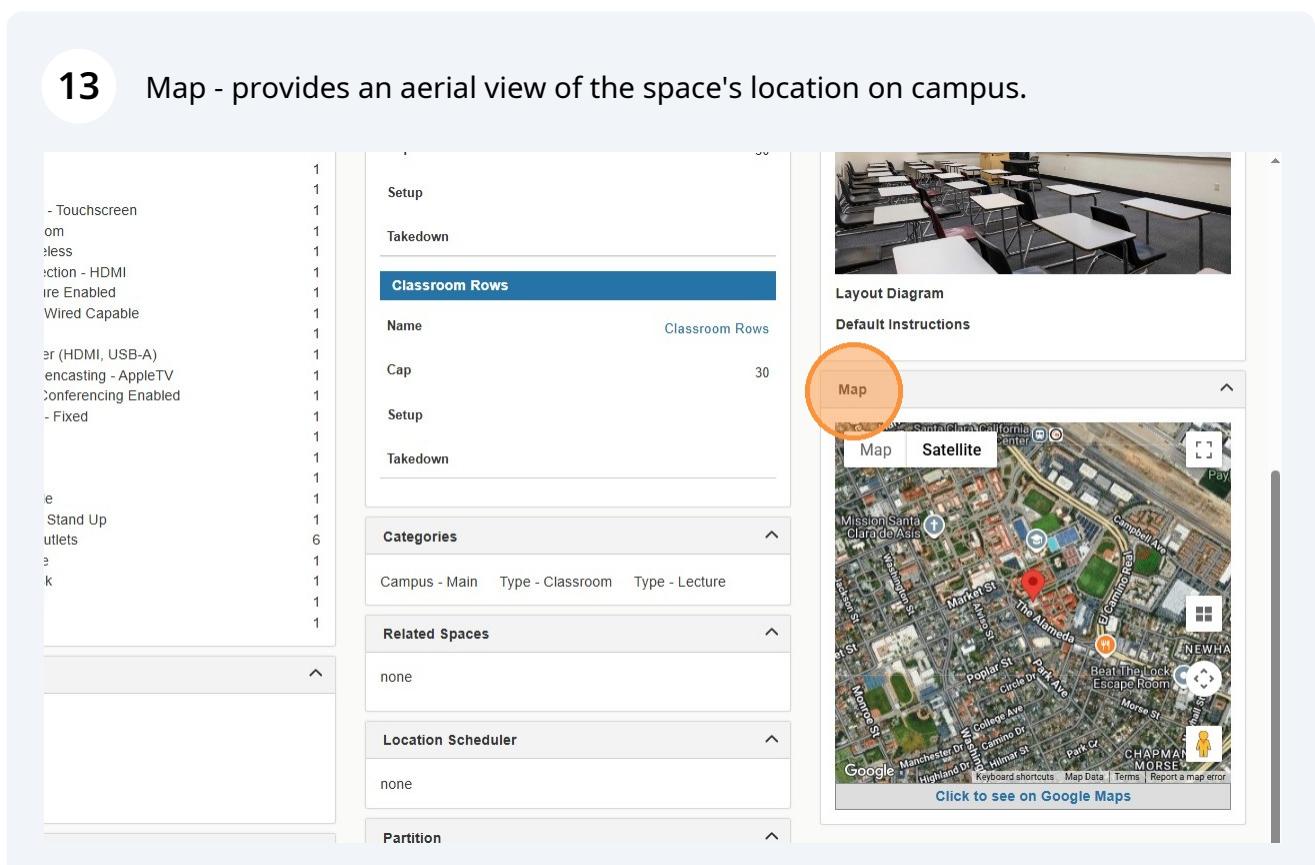


12 Layout Details - contains room images, if available.



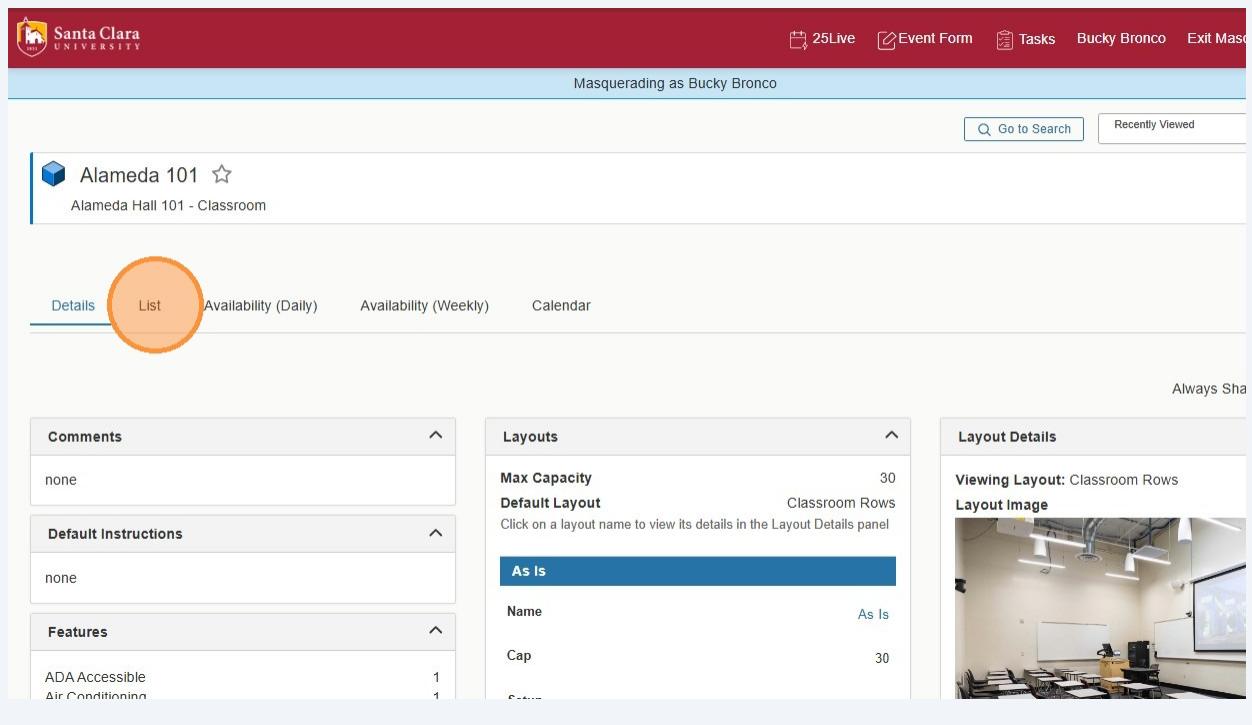
The screenshot shows the 'Layout Details' panel for a classroom. On the left, there are several sections with counts: 'Ins' (1), 'Ports' (1), 'Cables' (1), 'Projection - HDMI' (1), 'Wireless Enabled' (1), 'Wired Capable' (1), 'HDMI (HDMI, USB-A)' (1), 'Mirroring - AppleTV' (1), 'Conferencing Enabled' (1), and 'Fixed' (1). The main area is titled 'Layouts' and shows a 'Default Layout' of 'Classroom Rows' with a capacity of 30. Below this, there are sections for 'As Is' (Name: As Is, Cap: 30), 'Setup', and 'Takedown'. A 'Classroom Rows' section is also present, identical to the default layout. At the bottom, there are 'Categories' and 'Related Spaces' sections. On the right, the 'Layout Details' section is highlighted with a red circle. It contains a 'Layout Image' showing a classroom with desks and a projector screen, a 'Layout Diagram' (which is not visible in the screenshot), and a 'Default Instructions' section. Below these is a 'Map' section with a 'Map' and 'Satellite' tab, showing the room's location on a campus map.

13 Map - provides an aerial view of the space's location on campus.



The screenshot shows the 'Layout Details' panel for a classroom, similar to the one above. It includes sections for 'Ins' (1), 'Ports' (1), 'Cables' (1), 'Projection - HDMI' (1), 'Wireless Enabled' (1), 'Wired Capable' (1), 'HDMI (HDMI, USB-A)' (1), 'Mirroring - AppleTV' (1), 'Conferencing Enabled' (1), and 'Fixed' (1). The main area shows 'Layouts' with a 'Default Layout' of 'Classroom Rows' (Capacity 30). Below are 'As Is' (Name: As Is, Cap: 30), 'Setup', and 'Takedown' sections. A 'Classroom Rows' section is also present. At the bottom are 'Categories' (Campus - Main, Type - Classroom, Type - Lecture), 'Related Spaces' (none), 'Location Scheduler' (none), and 'Partition' sections. On the right, the 'Layout Details' section is highlighted with a red circle. It contains a 'Layout Image' (classroom photo), a 'Layout Diagram' (not visible), 'Default Instructions', and a 'Map' section. The 'Map' section is highlighted with a red circle and shows a campus map with a red dot indicating the room's location. It includes a 'Map' and 'Satellite' tab, and a 'Click to see on Google Maps' button.

14 Click on the "List" tab.



Alameda 101 ★
Alameda Hall 101 - Classroom

Details List Availability (Daily) Availability (Weekly) Calendar

Comments

none

Default Instructions

none

Features

ADA Accessible 1
Air Conditioning 1

Layouts

Max Capacity 30
Default Layout Classroom Rows
Click on a layout name to view its details in the Layout Details panel

As Is

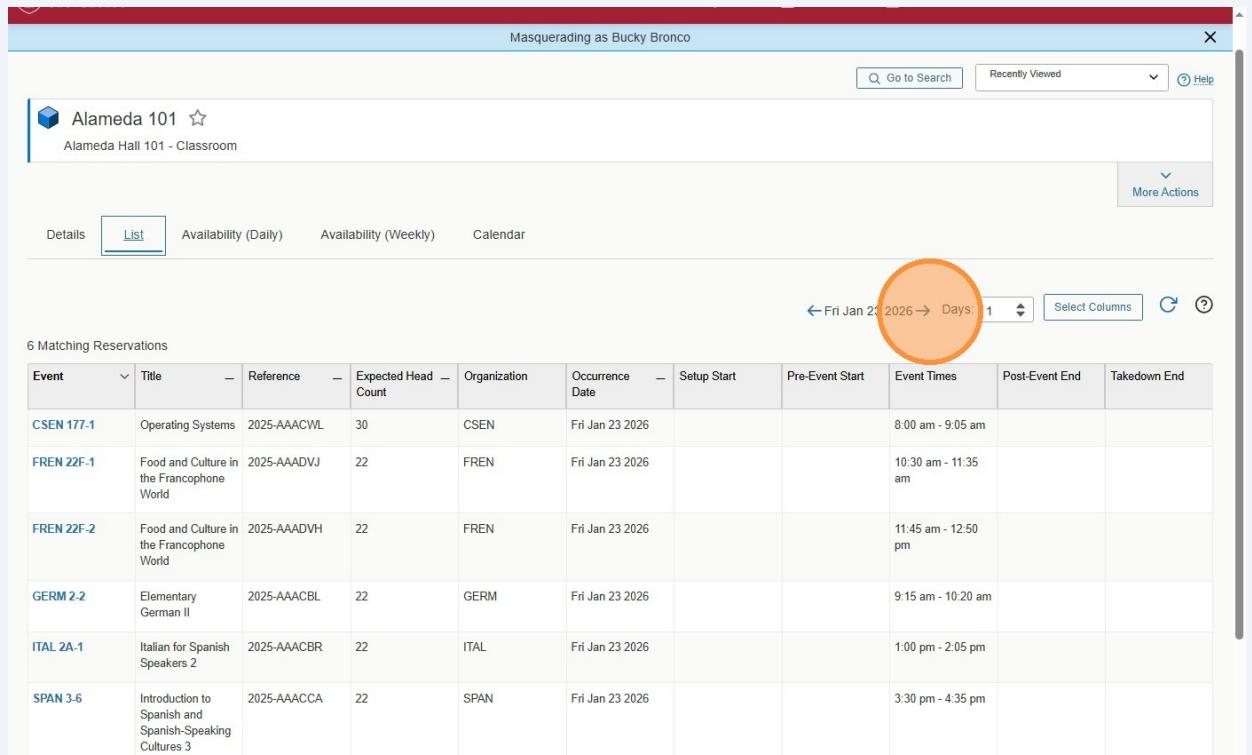
Name As Is
Cap 30

Layout Details

Viewing Layout: Classroom Rows
Layout Image



15 The "List" view provides a list of the events that are scheduled in a specific location. You can change the single date and/or set the number of days that you'd like to view.



Alameda 101 ★
Alameda Hall 101 - Classroom

Details List Availability (Daily) Availability (Weekly) Calendar

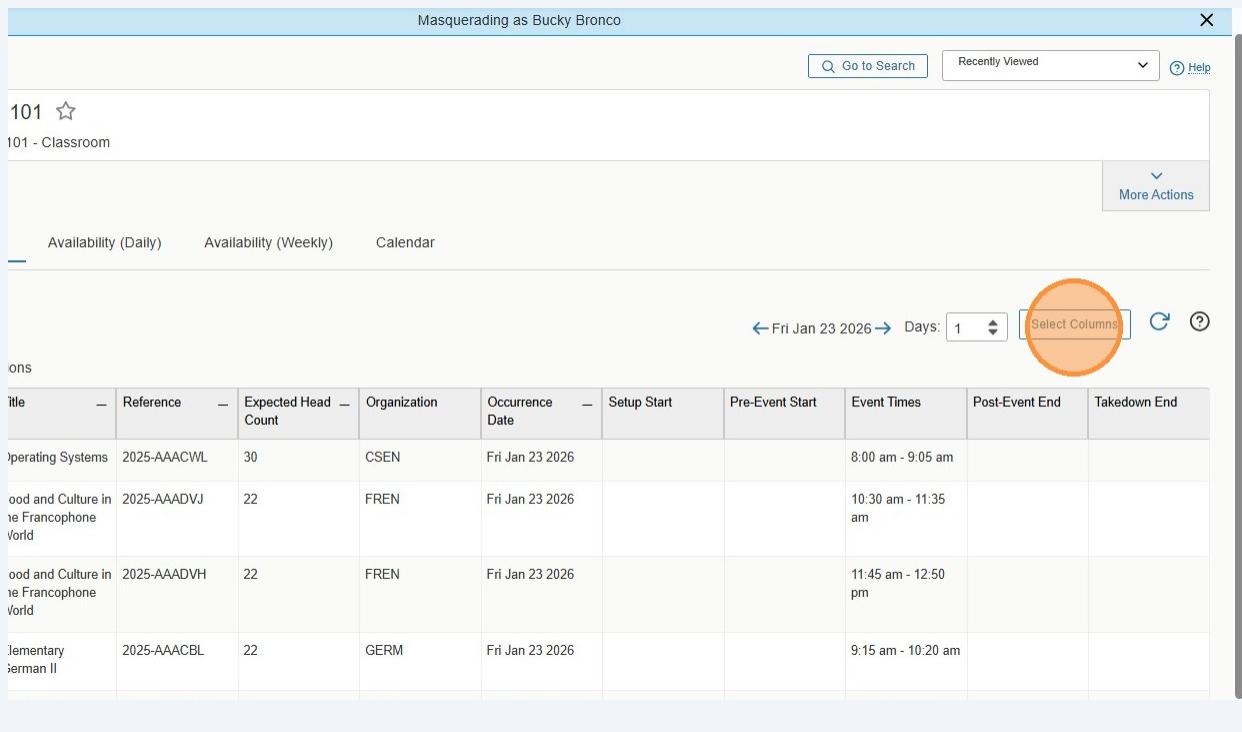
6 Matching Reservations

Event	Title	Reference	Expected Head Count	Organization	Occurrence Date	Setup Start	Pre-Event Start	Event Times	Post-Event End	Takedown End
CSEN 177-1	Operating Systems	2025-AAACWL	30	CSEN	Fri Jan 23 2026			8:00 am - 9:05 am		
FREN 22F-1	Food and Culture in the Francophone World	2025-AAADVJ	22	FREN	Fri Jan 23 2026			10:30 am - 11:35 am		
FREN 22F-2	Food and Culture in the Francophone World	2025-AAADVH	22	FREN	Fri Jan 23 2026			11:45 am - 12:50 pm		
GERM 2-2	Elementary German II	2025-AAACBL	22	GERM	Fri Jan 23 2026			9:15 am - 10:20 am		
ITAL 2A-1	Italian for Spanish Speakers 2	2025-AAACBR	22	ITAL	Fri Jan 23 2026			1:00 pm - 2:05 pm		
SPAN 3-6	Introduction to Spanish and Spanish-Speaking Cultures 3	2025-AAACCA	22	SPAN	Fri Jan 23 2026			3:30 pm - 4:35 pm		

← Fri Jan 23 2026 → Days: 1 Select Columns

16

By clicking on "Select Column" you can select the columns that you want to view, which allows you to remove any unneeded information.



Masquerading as Bucky Bronco

101 ☆

101 - Classroom

More Actions

Availability (Daily) Availability (Weekly) Calendar

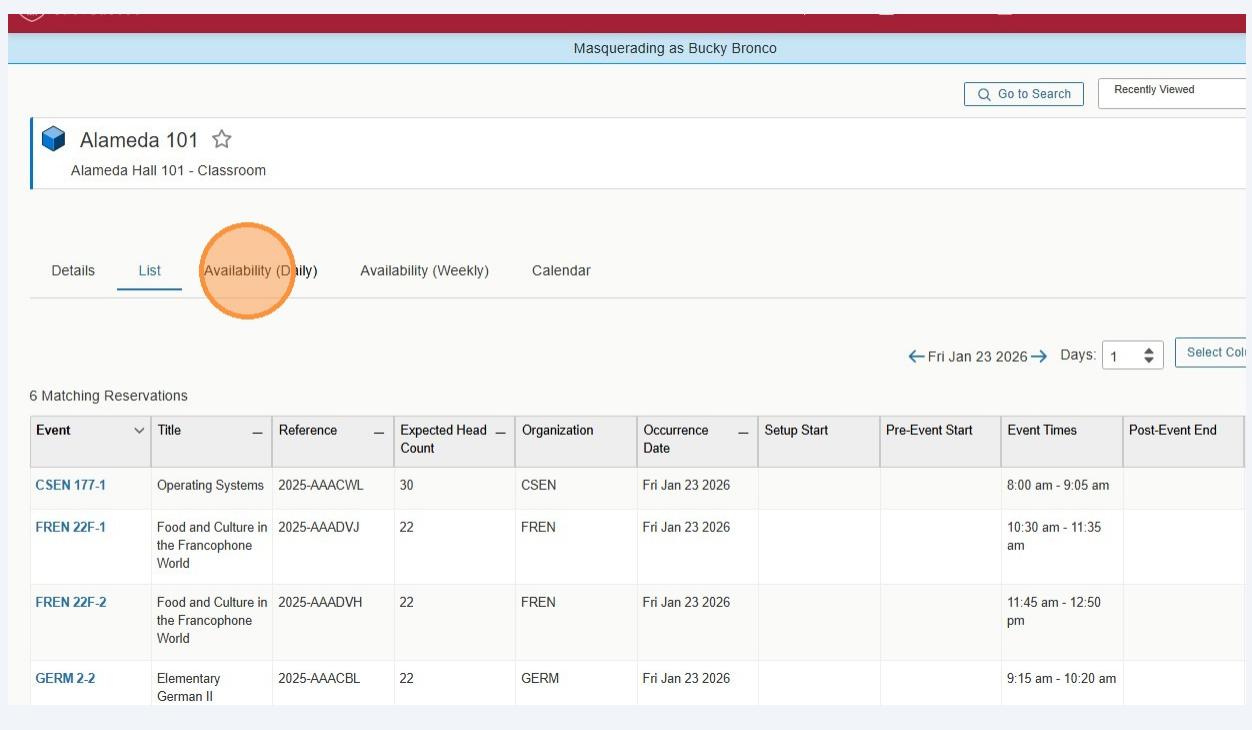
ons

Title	Reference	Expected Head Count	Organization	Occurrence Date	Setup Start	Pre-Event Start	Event Times	Post-Event End	Takedown End
Operating Systems	2025-AAACWL	30	CSEN	Fri Jan 23 2026			8:00 am - 9:05 am		
Food and Culture in the Francophone World	2025-AAADVJ	22	FREN	Fri Jan 23 2026			10:30 am - 11:35 am		
Food and Culture in the Francophone World	2025-AAADVH	22	FREN	Fri Jan 23 2026			11:45 am - 12:50 pm		
Elementary German II	2025-AAACBL	22	GERM	Fri Jan 23 2026			9:15 am - 10:20 am		

← Fri Jan 23 2026 → Days: 1 Select Columns

17

Click on the "Availability (Daily)" tab.



Masquerading as Bucky Bronco

Alameda 101 ☆

Alameda Hall 101 - Classroom

Details List Availability (Daily) Availability (Weekly) Calendar

6 Matching Reservations

Event	Title	Reference	Expected Head Count	Organization	Occurrence Date	Setup Start	Pre-Event Start	Event Times	Post-Event End
CSEN 177-1	Operating Systems	2025-AAACWL	30	CSEN	Fri Jan 23 2026			8:00 am - 9:05 am	
FREN 22F-1	Food and Culture in the Francophone World	2025-AAADVJ	22	FREN	Fri Jan 23 2026			10:30 am - 11:35 am	
FREN 22F-2	Food and Culture in the Francophone World	2025-AAADVH	22	FREN	Fri Jan 23 2026			11:45 am - 12:50 pm	
GERM 2-2	Elementary German II	2025-AAACBL	22	GERM	Fri Jan 23 2026			9:15 am - 10:20 am	

← Fri Jan 23 2026 → Days: 1 Select Columns

18

This grid will show all of the events scheduled in a location which also allows you to see available times for scheduling new events. You can select the day(s) that you'd like to view. If you click on the date, a calendar will open for easy maneuvering between months.

101 ★
101 - Classroom

More Actions

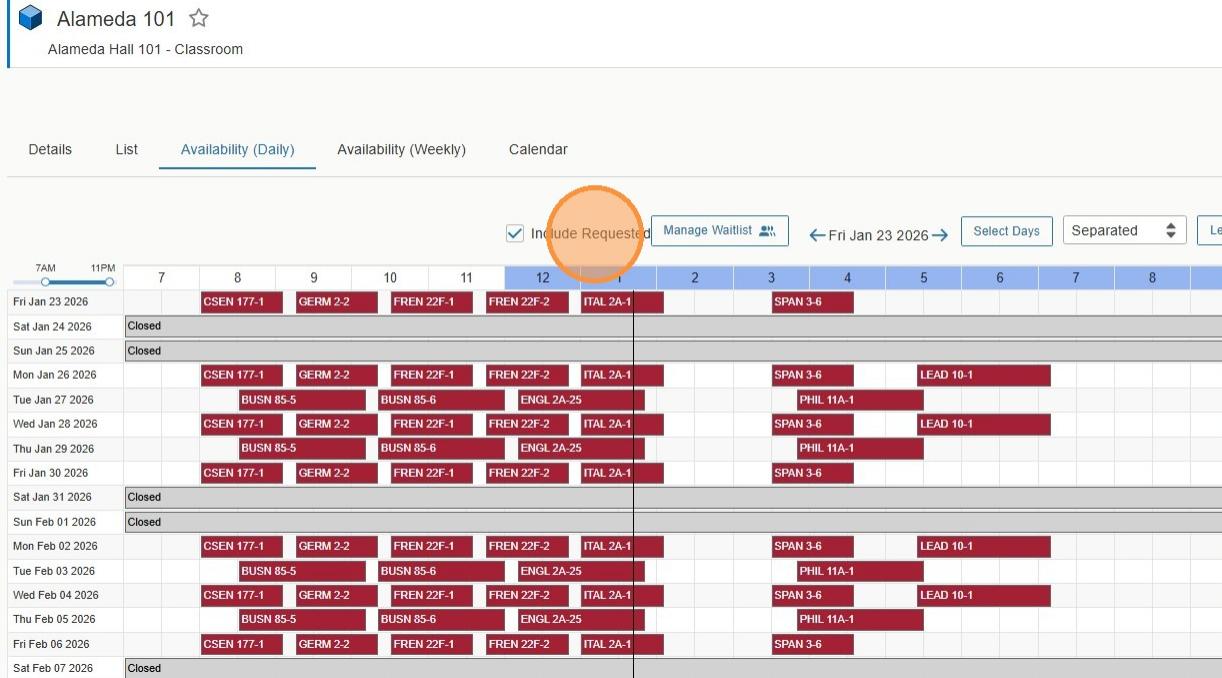
Availability (Daily) Availability (Weekly) Calendar

Include Requested Manage Waitlist  ← Fri Jan 23 2026 → Select Days Separated  Legend  

7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10
CSEN 177-1	GERM 2-2		FREN 22F-1	FREN 22F-2	ITAL 2A-1			SPAN 3-6							Closed
USED															
CSEN 177-1	GERM 2-2		FREN 22F-1	FREN 22F-2	ITAL 2A-1			SPAN 3-6	LEAD 10-1						Closed
	BUSN 85-5		BUSN 85-6		ENGL 2A-25			PHIL 11A-1							Closed
CSEN 177-1	GERM 2-2		FREN 22F-1	FREN 22F-2	ITAL 2A-1			SPAN 3-6	LEAD 10-1						Closed
	BUSN 85-5		BUSN 85-6		ENGL 2A-25			PHIL 11A-1							Closed
CSEN 177-1	GERM 2-2		FREN 22F-1	FREN 22F-2	ITAL 2A-1			SPAN 3-6							Closed
USED															
CSEN 177-1	GERM 2-2		FREN 22F-1	FREN 22F-2	ITAL 2A-1			SPAN 3-6	LEAD 10-1						Closed
	BUSN 85-5		BUSN 85-6		ENGL 2A-25			PHIL 11A-1							Closed
CSEN 177-1	GERM 2-2		FREN 22F-1	FREN 22F-2	ITAL 2A-1			SPAN 3-6	LEAD 10-1						Closed
	BUSN 85-5		BUSN 85-6		ENGL 2A-25			PHIL 11A-1							Closed
CSEN 177-1	GERM 2-2		FREN 22F-1	FREN 22F-2	ITAL 2A-1			SPAN 3-6							Closed
USED															

19

By checking the "Include Requested" box, you'll be able to see any events that have been requested, though not yet approved, at that location. It is SCU policy to allocate a space to the organization that requests it first.

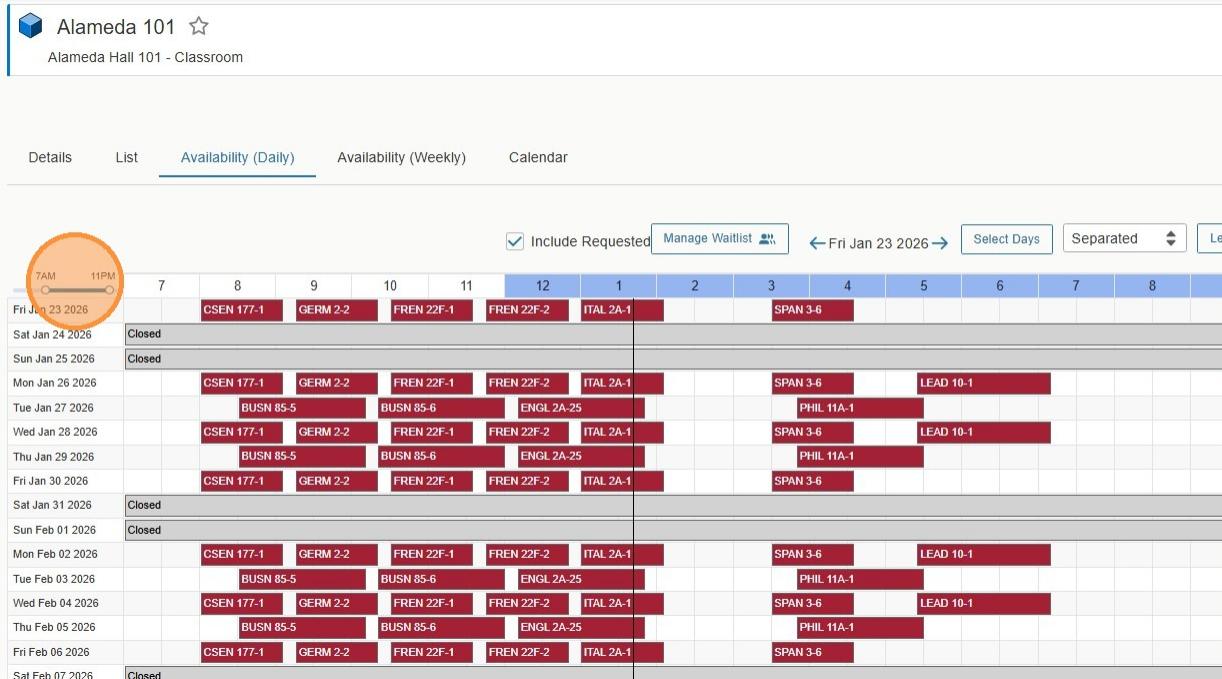


The screenshot shows a weekly availability grid for Alameda 101. The grid has days of the week as columns and dates as rows. Each cell in the grid contains a room name and a class code. A horizontal slider at the top left allows adjusting the time range from 7AM to 11PM. A checkbox labeled "Include Requested" is checked and highlighted with an orange circle. Other buttons in the header include "Manage Waitlist", "Select Days", "Separated", and "Le".

20

You can use this sliding tool bar to adjust the hours of availability that your grid will show.

Pro tip: You can customize a new default timeframe for these availability views in your "User Settings" options. To access "User Settings," click on the "More" menu in the right-hand corner of your top navigation bar.



The screenshot shows a weekly availability grid for Alameda 101, identical to the one above but with a different visual emphasis. The time slider at the top left is highlighted with an orange circle. The rest of the interface, including the "Include Requested" checkbox and other buttons, is visible but not highlighted.

21 Click on the "Availability (Weekly)" tab.

Alameda 101 ☆
Alameda Hall 101 - Classroom

Details List Availability (Daily) **Availability (Weekly)** Calendar

7AM 11PM 7 8 9 10 11 12 1 2 3 4 5 6 7 8

Fri Jan 23 2026 CSEN 177-1 GERM 2-2 FREN 22F-1 FREN 22F-2 ITAL 2A-1 SPAN 3-6

Sat Jan 24 2026 Closed

Sun Jan 25 2026 Closed

Mon Jan 26 2026 CSEN 177-1 GERM 2-2 FREN 22F-1 FREN 22F-2 ITAL 2A-1 SPAN 3-6 LEAD 10-1

Tue Jan 27 2026 BUSN 85-5 BUSN 85-6 ENGL 2A-25 PHIL 11A-1

Wed Jan 28 2026 CSEN 177-1 GERM 2-2 FREN 22F-1 FREN 22F-2 ITAL 2A-1 SPAN 3-6 LEAD 10-1

Thu Jan 29 2026 BUSN 85-5 BUSN 85-6 ENGL 2A-25 PHIL 11A-1

Fri Jan 30 2026 CSEN 177-1 GERM 2-2 FREN 22F-1 FREN 22F-2 ITAL 2A-1 SPAN 3-6

Sat Jan 31 2026 Closed

Sun Feb 01 2026 Closed

Mon Feb 02 2026 CSEN 177-1 GERM 2-2 FREN 22F-1 FREN 22F-2 ITAL 2A-1 SPAN 3-6 LEAD 10-1

Tue Feb 03 2026 BUSN 85-5 BUSN 85-6 ENGL 2A-25 PHIL 11A-1

Wed Feb 04 2026 CSEN 177-1 GERM 2-2 FREN 22F-1 FREN 22F-2 ITAL 2A-1 SPAN 3-6 LEAD 10-1

Thu Feb 05 2026 BUSN 85-5 BUSN 85-6 ENGL 2A-25 PHIL 11A-1

Fri Feb 06 2026 CSEN 177-1 GERM 2-2 FREN 22F-1 FREN 22F-2 ITAL 2A-1 SPAN 3-6

Sat Feb 07 2026 Closed

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This tab provides a week-by-week view of events scheduled in a location. You can customize the view by setting the date and/or number of weeks you'd prefer.

Pro tip: You can customize the default number of weeks that this tab will show in your "User Settings" options. To access "User Settings," click on the "More" menu in the right-hand corner of your top navigation bar.

Masquerading as Bucky Bronco

Alameda 101 ☆

Alameda Hall 101 - Classroom

Details List Availability (Daily) **Availability (Weekly)** Calendar

Include Requested [Manage Waitlist](#) ← Sun Jan 18 2026 - Sat Jan 24 2026 → Weeks: 1 [Select Days](#) [No Utilization](#) [Separated](#) [Legend](#)

7AM	11PM	Sunday 1/18	Monday 1/19	Tuesday 1/20	Wednesday 1/21	Thursday 1/22	Friday 1/23	Saturday 1/24
		Closed						
07:00 AM					CSEN 177-1		CSEN 177-1	
08:00 AM				BUSN 85-5		BUSN 85-5		GERM 2-2
09:00 AM					GERM 2-2			
10:00 AM				BUSN 85-6	FREN 22F-1	BUSN 85-6	FREN 22F-1	
11:00 AM								
12:00 PM				ENGL 2A-25	FREN 22F-2	ENGL 2A-25	FREN 22F-2	
01:00 PM					ITAL 2A-1		ITAL 2A-1	
02:00 PM								
03:00 PM								
04:00 PM				PHIL 11A-1	SPAN 3-6	PHIL 11A-1	SPAN 3-6	
05:00 PM								
06:00 PM					LEAD 10-1			
07:00 PM				DSP Tabling Workshop #1		TSU Paint Night		
08:00 PM								

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You can also specify which days in a week you'd like to view.

Masquerading as Bucky Bronco

Alameda 101 ☆

Alameda Hall 101 - Classroom

[More Actions](#)

List Availability (Daily) **Availability (Weekly)** Calendar

Include Requested [Manage Waitlist](#) ← Sun Jan 18 2026 - Sat Jan 24 2026 → Weeks: 1 **Select Days** [No Utilization](#) [Separated](#) [Legend](#) [Reset](#) [Help](#)

11PM	Sunday 1/18	Monday 1/19	Tuesday 1/20	Wednesday 1/21	Thursday 1/22	Friday 1/23	Saturday 1/24
	Closed						Closed
M					CSEN 177-1	BUSN 85-5	CSEN 177-1
M				BUSN 85-5		GERM 2-2	GERM 2-2
M					GERM 2-2		
M				BUSN 85-6	FREN 22F-1	BUSN 85-6	FREN 22F-1
M							
M				ENGL 2A-25	FREN 22F-2	ENGL 2A-25	FREN 22F-2
M					ITAL 2A-1		ITAL 2A-1
M							
M				PHIL 11A-1	SPAN 3-6	PHIL 11A-1	SPAN 3-6
M							
M				DSP Tabling Workshop #1	LEAD 10-1	TSU Paint Night	
M							

24 Click on the "Calendar" tab.

The screenshot shows a weekly availability calendar for Alameda 101. The top navigation bar includes tabs for Details, List, Availability (Daily), Availability (Weekly), and Calendar. The Availability (Weekly) tab is selected and highlighted with an orange circle. The calendar displays availability from Sunday, January 18, 2026, to Saturday, January 24, 2026. The interface includes a search bar, a 'Recently Viewed' section, and various filter options like 'Include Requested', 'Manage Waitlist', and date range selection. The main grid shows room availability for different classes and events. A legend on the right side defines the colors: light blue for availability, dark red for booked rooms, and green for specific events like 'DSP Tabling Workshop #1' and 'TSU Paint Night'.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
1/18	1/19	1/20	1/21	1/22	1/23
07:00 AM					
08:00 AM			CSEN 177-1		CSEN 177-1
09:00 AM		BUSN 85-5	GERM 2-2		GERM 2-2
10:00 AM		BUSN 85-6	FREN 22F-1		FREN 22F-1
11:00 AM			FREN 22F-2		FREN 22F-2
12:00 PM		ENGL 2A-25	ITAL 2A-1		ITAL 2A-1
01:00 PM					
02:00 PM					
03:00 PM					
04:00 PM		PHIL 11A-1	SPAN 3-6	PHIL 11A-1	SPAN 3-6
05:00 PM					
06:00 PM			LEAD 10-1		
07:00 PM		DSP Tabling Workshop #1		TSU Paint Night	
08:00 PM					
09:00 PM					
10:00 PM					
11:00 PM					

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This is another customizable view of what is scheduled in a specific location during a specified week.

You can select options for:

- Blackouts - whether or not you'd like to see any blackout periods in the location.
- Additional Time - whether or not you see setup, pre-, post, and takedown times.
- The dates and number of weeks that you would like to view.

Masquerading as Bucky Bronco X

Go to Search Recently Viewed Help

101 ★
101 - Classroom More Actions

Availability (Daily) Availability (Weekly) Calendar

Show Blackouts Display Additional Time Related Locations Sun Jan 18 2026 - Sat Jan 24 2026 Weeks: 1 2 3 4

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January 18	19	20	21	22	23
	<p>8:30 am - 10:10 am BUSN 85-5 TR 0830-1010 01/06 Alameda 101</p> <p>10:20 am - 12:00 pm BUSN 85-6 TR 1020-1200 01/06 Alameda 101</p> <p>12:10 pm - 1:50 pm ENGL 2A-25 TR 1210-1250 01/06</p>	<p>8:00 am - 9:05 am CSEN 177-1 MW 0800-0905 01/05 Alameda 101</p> <p>9:15 am - 10:20 am GERM 2-2 MW 0915-1020 01/05 Alameda 101</p> <p>10:30 am - 11:35 am FREN 22F-1 MW 1030-1135 01/05</p>	<p>8:30 am - 10:10 am BUSN 85-5 TR 0830-1010 01/06 Alameda 101</p> <p>10:20 am - 12:00 pm BUSN 85-6 TR 1020-1200 01/06 Alameda 101</p> <p>12:10 pm - 1:50 pm ENGL 2A-25 TR 1210-1250 01/06</p>	<p>8:00 am - 9:05 am CSEN 177-1 MW 0800-0905 01/05 Alameda 101</p> <p>9:15 am - 10:20 am GERM 2-2 MW 0915-1020 01/05 Alameda 101</p> <p>10:30 am - 11:35 am FREN 22F-1 MW 1030-1135 01/05</p>	

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For additional actions related to this location, click on the "More Actions" box on the right.

Masquerading as Bucky Bronco X

101 ★
101 - Classroom More Actions

Availability (Daily) Availability (Weekly) Calendar

Show Blackouts Display Additional Time Related Locations Sun Jan 18 2026 - Sat Jan 24 2026 Weeks: 1

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
January 18	19	20	21	22	23	24
	<p>8:30 am - 10:10 am BUSN 85-5 <i>TR 0830-1010 01/06</i> Alameda 101</p> <p>10:20 am - 12:00 pm BUSN 85-6 <i>TR 1020-1200 01/06</i> Alameda 101</p> <p>12:10 pm - 1:50 pm ENGL 2A-25 <i>TR 1210-1350 01/06</i></p>	<p>8:00 am - 9:05 am CSEN 177-1 <i>MWF 0800-0905 01/05</i> Alameda 101</p> <p>9:15 am - 10:20 am GERM 2-2 <i>MWF 0915-1020 01/05</i> Alameda 101</p> <p>10:30 am - 11:35 am FREN 22F-1 <i>MWF 1030-1135 01/05</i></p>	<p>8:30 am - 10:10 am BUSN 85-5 <i>TR 0830-1010 01/06</i> Alameda 101</p> <p>10:20 am - 12:00 pm BUSN 85-6 <i>TR 1020-1200 01/06</i> Alameda 101</p> <p>12:10 pm - 1:50 pm ENGL 2A-25 <i>TR 1210-1350 01/06</i></p>	<p>8:00 am - 9:05 am CSEN 177-1 <i>MWF 0800-0905 01/05</i> Alameda 101</p> <p>9:15 am - 10:20 am GERM 2-2 <i>MWF 0915-1020 01/05</i> Alameda 101</p> <p>10:30 am - 11:35 am FREN 22F-1 <i>MWF 1030-1135 01/05</i></p>		

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Here you will have the option to print a report of what you are viewing or move directly to the Event Form to create a new event request.

Masquerading as Bucky Bronco

Go to Search Recently Viewed Help

101 ★

101 - Classroom

Print Report Create Event Subscribe Collapse

Availability (Daily) Availability (Weekly) Calendar

Show Blackouts Display Additional Time Related Locations Sun Jan 18 2026 - Sat Jan 24 2026 Weeks: 1

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
January 18	19	20	21	22	23	24
	8:30 am - 10:10 am BUSN 85-5 TR 0830-1010 01/06 Alameda 101	8:00 am - 9:05 am CSEN 177.1 MWF 0800-0905 01/05 Alameda 101	8:30 am - 10:10 am BUSN 85-5 TR 0830-1010 01/06 Alameda 101	8:00 am - 9:05 am CSEN 177.1 MWF 0800-0905 01/05 Alameda 101		
	10:20 am - 12:00 pm BUSN 85-6 TR 1020-1200 01/06 Alameda 101	9:15 am - 10:20 am GERM 2.2 MWF 0915-1020 01/05 Alameda 101	10:20 am - 12:00 pm BUSN 85-6 TR 1020-1200 01/06 Alameda 101	9:15 am - 10:20 am GERM 2.2 MWF 0915-1020 01/05 Alameda 101		
	12:10 pm - 1:50 pm ENGL 2A-25 TD 1210-1350 01/06	10:30 am - 11:35 am FREN 22F-1 MWF 1030-1135 01/06	12:10 pm - 1:50 pm ENGL 2A-25 TD 1210-1350 01/06	10:30 am - 11:35 am FREN 22F-1 MWF 1030-1135 01/06		



25Live puts location information at your fingertips 24/7, providing you with the opportunity to make yourself familiar with the details of locations across our campus.

Visit the [25Live website](#) for additional quick-guides or to connect with the 25Live support team.