Checking Room Availability
or how I learned to stop worrying and love 25Live

Step 1: In the A-Z Index search for the A&S Faculty Resources. Under Policies and Procedures click the ‘25Live Room Swap’ link. (https://25live.collegenet.com/madisoncollege/)

Step 2: On the toolbar at the top of the page, click ‘Locations’.

Step 3: To the right of the Search by Keyword box, select ‘More Search Options’.

EDIT Categories and scroll down the list until you can choose your campus from the drop-down. (‘Campus – Downtown’, ‘Campus – Truax’, etc.)

EDIT Features and select your preferred classroom type from the list. For a general classroom search, we recommend checking Active Learning Level 1 & 2, and Lecture Level 1, 2, & 3.

Set your class capacity! Have 25 students in your class? You’ll want to put 25 as the room capacity minimum. All done? Hit ‘GO’.

Step 4: You should now see a list of rooms that meet your specifications, but keep in mind that this doesn’t mean they are available! Click the ‘Availability’ tab and allow for the list to populate all the classrooms (this may take a minute or two).

Change the ‘Date’ to whenever the next class meeting will be. (Be sure to click on the actual date and not the arrow!)
Step 5: Scroll down the list and look for the time you need. If you’re searching for a room between 4:00PM –5:00PM, scroll through until you find a room that does not have that time frame blocked out as Private. Click the room number to determine its availability throughout the semester.

Step 6: At the individual classroom page, click the ‘Availability’ tab over on the right.

Click on the ‘Weekdays’ to select the correct meeting dates (such as Tues & Thurs) and click ‘Refresh’.

Click on the ‘Dates’ (the actual date in blue, not the arrow!) and be sure to uncheck the box labeled ‘Enforce a Date Range Interval of’; once unchecked you can now set the time frame. Click ‘Update Availability’ and allow a minute to populate a refreshed list.

Step 7: Scroll through the dates and verify that the room is not marked ‘Private’ during the time and dates you need. If the room is available, congratulations! If the room is not available for ALL dates during your desired timeframe click ‘Search for Locations’ and refer back to Step 5 to try a different room.

Step 8: Once you have found a room that meets all your requirements, send an e-mail to AandS@madisoncollege.edu and let us know of your findings. We will verify that the room is available and if everything checks out, we can change the classroom for you.

If you have any further questions, please contact the School of Arts & Sciences:

(608) 246-6246 or AandS@madisoncollege.edu