How to Query a Specific Building & Room for a Specific Day and Time in Series 25

APPROVAL HISTORY

Approving Party	Version Approved	Date

REVISION HISTORY

Version Number	Date	Description	Revised By

Purpose

To determine availability of a space for a specific day and time.

Related Policies and Regulations

1. General scheduling policies and procedures available on SharePoint.

Impacted Departments

1. Registrar's Office
2. Academic departments
3. Highlander Event Scheduling (HUB)

Procedures

1. From the Home page, navigate to the Locations tab

2. In the Search by Keyword field type the known/desired information and click Go. This will populate a list of results.

3. Choose the desired room from the list of results by clicking on the room name.

4. You will be taken to a screen where you can view availability for that room by week, day, or by monthly calendar. The data is presented in a graphic format:

5. If there is a specific date or date range for which you would like to see what is scheduled in the room, click the blue dates above the results window and adjust accordingly. If you would like to see the schedule for an entire quarter, adjust the dates to reflect the beginning and ending dates of the quarter or of instruction as appropriate:

6. The List tab provides a list of all events and classes scheduled in the room for the specified dates:

7. For details about the room including seating capacity and room category, click the Details tab: