Searching Location Details for General Use Classrooms

Home Screen
Login to 25Live and authenticate using your USF netID and password.

Use this list of general use classrooms that are under the management of Academic Space Planning & Assignment whose technology is maintained by Classroom Technology Services to conduct Location Searches for specific spaces.

25Live will load on your home screen which may be in one of three different views.

![Dashboard, Calendar, Availability tabs]

The option to switch among the tabs is found on the far right towards the top of the screen. The Dashboard is the default recommended view for general viewing purposes.

Basic Location Search

To begin a basic Location Search for a known space, use the Quick Search tool on your Dashboard by typing in the building prefix and/or room number into Search Locations.

![Quick Search tool]

The Quick Search will yield results in one of three views. The option to switch among the tabs is found below the search box. The List view is the default recommended selection.

![List, Availability, Calendar tabs]

If a space you want to view is in the list, click the Location Name to view that particular space.
Each space will have five viewing options tabbed at the top of the screen when opened.

The *Details* view is the default and shows key information specific to the selected space. Some important things to note in this view include:

- **Comments** indicate the last time the location was surveyed for features.
- **Features** outline how the location is equipped for use. This includes details about ADA Accessibility, Board space, Floor grade, Furniture, Lighting, and Technology.
- **Layouts** indicate capacity of the location by layout. All general use classrooms are As Is.
- **Location Scheduler** is the person in Academic Space Planning & Assignment designated to process reservation requests for that specific location.

Use the additional view tabs to see:

- **List** of events being held in that location for a set date range
- **Availability** ([Daily] or [Weekly]) to identify potential openings for new reservations
- **Calendar** view to see scheduled reservations for intervals ranging 1-90 days

If you have any questions regarding general use classroom space, please contact Academic Space Planning & Assignment at [AskSpace@usf.edu](mailto:AskSpace@usf.edu).