

# Opus College of Engineering Guide to Reserving Rooms in 25Live

## How to Login

Go to Web Address: <https://25live.collegenet.com/marquette/> and select “Sign In”

The screenshot shows the top navigation bar of the Space@MARQ website. On the left, there is the Marquette University logo with the text "MARQUETTE UNIVERSITY" and "BE THE DIFFERENCE." Below the logo is the text "Space @MARQ". On the right side of the header, there is a "Sign In" button circled in red, followed by the text "Today is Tue May 07 2019" and a "Help" button with a question mark icon. Below the header, there are two buttons: "Home" and "Events". The main content area contains a welcome message: "Welcome to Space@MARQ Academic Space Scheduling Requests at Marquette University!". Below this, there are instructions for students and faculty/staff. At the bottom right of the main content area, there are three buttons: "Dashboard", "Calendar", and "Availability".

**MARQUETTE UNIVERSITY**  
BE THE DIFFERENCE.

**Space @MARQ**

**Sign In** Today is Tue May 07 2019 **Help**

**Home** **Events**

Welcome to Space@MARQ Academic Space Scheduling Requests at Marquette University!

Students: To request a space please contact [AMU Event Management](#).

Faculty/Staff: Space@MARQ is to be used for all special events or meetings requiring a \*general pool classroom. Any requests for restricted classrooms, contact the appropriate college/school/department. Any requests for student organizations must go through AMU Event Services. Your request will be processed within 24 hours.

\*To change a classroom for a class, you must contact your department builder who will make the request through CLSS comments.

**Dashboard** **Calendar** **Availability**

# How to Create a Reservation Event

Home Event Wizard Events Locations Organizations Tasks Reports

Welcome to Space@MARQ Academic Space Scheduling Requests at Marquette University!

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Quick Search

Search Events Go

Search Locations Go

Find Available Locations

I know WHEN my event should take place -- help me find a location!

OR

I know WHERE my event should take place -- help me choose a time!

Create an Event

Tasks

You have No Tasks on Today's Agenda

0 Outstanding Tasks

1 Flagged Task

0 Tasks Assigned By You

Your Upcoming Events

1 Event in which you are the Requestor

3 Events in which you are the Scheduler

- Provide a descriptive “Event Name”
  - Examples: MEEN 1234 Review Session, Energy Analytics Research Team, Westtown High School Visit
- Select “Event Type” that best matches the type of reservation.
- Identify the “Primary Organization” for the reservation. This is typically the department, college or student organization
  - Note: departments are identified by the course abbreviation.
  - You may also search for key words such as “electrical engineering”
- “Additional Organization(s)” may be specified, but not required.

Next ▶

Select Next to continue to the next screen

Enter the additional basic event information requested:

- “Expected Attendance” will help you find a location that can accommodate the number of attendees you expect.
- “Event Description” provides additional details used for approving the reservation request.



Select Next to continue to the next screen



## Is this a repeating event?

### Repeating Reservations

Decide if the reservation occurs multiple times or only happens once.

TIP: You may identify daily, weekly or monthly patterns or select irregularly scheduled / ad-hoc reservations

## Enter additional basic event information.

**Expected Attendance**

\*

### Event Description

A rich text editor toolbar with icons for copy, paste, undo, redo, bold, italic, underline, strikethrough, font color, background color, bulleted list, numbered list, link, unlink, insert image, insert video, and undo/redo. Below the toolbar are dropdown menus for Font Family and Font Sizes, and a list of font sizes. The main text area is empty.

## Reservation Timing

- Use the calendar icon to specify a start date and time.
- Select the end time
  - TIP: Most reservations start & end on the same day
- You may build additional time into the reservation:
  - Setup time for room setup, catering setup, etc.
  - Pre-Event time for participants arriving/gathering
  - Post-Event time for participants socializing
  - Takedown time for clean up

Verify your “Event Duration” and “Reservation Duration”

Event Duration:  
**1 Hour**

Reservation Duration:  
**3 Hours**

Next ▶

Select Next to continue to the next screen



## Tell us WHEN this event takes place.

Select the dates/times for the **initial event** in the **repeating series**.  
Subsequent occurrence dates will be entered on the next page.

### Event Start:

Tue May 07 2019



9:00 am

### Event End:

Tue May 07 2019

10:00 am

The **first occurrence** begins and ends on the **same day**.

## Additional Time

Does this event require additional time before the event?  Yes  No

Does this event require additional time after the event?  Yes  No



### Choose how this event REPEATS.

#### Ad Hoc Repeats

Individually select dates to add to the event.

#### Daily Repeats

Examples: Repeats every day for 5 occurrences; Repeats every 3rd day through a specific date.

#### Weekly Repeats

Examples: Repeats every week on Monday and Thursday for 12 occurrences; Repeats every other week through a specific date.

#### Monthly Repeats

Examples: Repeats every month on the 1st and 15th through a specific date; Repeats every 3rd Monday of the month for 6 occurrences.

#### Does Not Repeat

This event has only one occurrence.

If you selected a repeating reservation event, here is where you specify the recurrence pattern.

You may select reservation occurrence dates on the calendar.

Use the "Status" drop-down to identify which dates are included with the reservation request.

Active = Included with reservation request

Cancelled = Not included with reservation request

**Ad Hoc Repeats** ▾

Click on any date to add it to the Occurrence List.

Thu May 30 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

**Occurrence List**

Date	Comments	Status
Tue May 07 2019	<input type="text"/>	Active ▾ <input type="checkbox"/>
Tue May 14 2019	<input type="text"/>	Active ▾ <input checked="" type="checkbox"/>
Thu May 23 2019	<input type="text"/>	Active ▾ <input checked="" type="checkbox"/>
Thu May 30 2019	<input type="text"/>	Active ▾ <input checked="" type="checkbox"/>

Next ▶

Select Next to continue to the next screen



## Find and select LOCATIONS.

### ★ Your Starred Locations...

### 🔍 Search by Location Name...

Max Capacity: 20	
DL125 Engineering Hall 125 - Approved by Engineering Max Capacity: 16	✓
DL128 Engineering Hall 128 - Approved by Engineering Max Capacity: 36	✓
DL136 Engineering Hall 136 - Approved by Engineering Max Capacity: 48	⚠

 Show only my authorized locations that have no time conflicts[Refresh](#) Enforce head count

### Saved Searches...

### Advanced Search...

You may search by location name or specify advanced search criteria to find a location that will meet your needs.

TIP: Use "DL" to search for Engineering Hall

✓ The checkmark indicates the room is available.

⚠ The triangular warning indicates the room is not available.

### IMPORTANT:

You must select a location and verify that it appears in the sidebar as shown below:

### Selected Locations

**DL125** ✓ ☆ ✕

Engineering Hall 125 - Approved by Engineering

**Max Capacity:** 16

**Features:** None

**Selected Occurrences:** All Occurrences

**Conflicts:** None

[View and Modify Occurrences](#)

Next ▶

Select Next to continue to the next screen

Select the contacts for the reservation request:

**Scheduler:**

This is the name of the individual entering the reservation request through 25Live on behalf of the requestor.

**Requestor:**

This is the person who originated the reservation request and is considered the contact person for the actual event.



Select Next to continue to the next screen

Select the Category for the event:

Academic: This is academic class-related such as the course, review sessions, labs and final exams.

Featured Event: This is an event that is considered public and may be featured on the web site.

Non-Academic: This is for faculty/staff business and.





USI Events: This is used by AMU Events Management







Select Next to continue to the next screen

Select CONTACTS for this event.

Scheduler

 Bonczkiewicz, Brad     
brad.bonczkiewicz@marquette.edu

Requestor

 Bonczkiewicz, Brad     
brad.bonczkiewicz@marquette.edu

Select CATEGORIES for this event.

\* You must select at least one Category.

- Academic
- Featured Event
- Non-Academic
- USI Events

Additional comments and notes are optional. They are helpful to provide information about catering, contact information, etc.

**Next ▶**

Select Next to continue to the next screen

**Add additional COMMENTS and NOTES for this event.**

**Comments**

### FINAL EVENT CONFIRMATION

Please select the “EVENT STATE” that describes the status of the reservation. Tip: “Confirmed” is used most frequently.

**DRAFT:** This is the start of the reservation request that is not ready to be submitted. Draft items can be saved and updated in the future.


**TENATIVE:** This is similar to draft, but when a scheduler is awaiting confirmation from the event requestor. This is rarely used.

**CONFIRMED:** This completes the reservation request and submits for approval. This event state is used the majority of the time.

**Save**

Saves the reservation and proceeds to next screen.

**Verify or change the EVENT STATE.**

 **Draft**

*Your Location and Resource selections will be saved as preferences until this event is changed from its Draft state.*

 **Tentative**

*The event is scheduled, but is awaiting Confirmation from its Scheduler.*

 **Confirmed**

*The event is scheduled and confirmed.*



**IMPORTANT: RESESRVATION ROUTING**

This is routes the reservation to the appropriate university group.

**ENGINEERING SCHEDULING:**

Routes the reservation request to the OCOE Office of the Dean for approval.

**FACULTY AND STAFF:**

This option is used for general-pool classrooms and other university-wide spaces. This routes to Office of the Registrar.

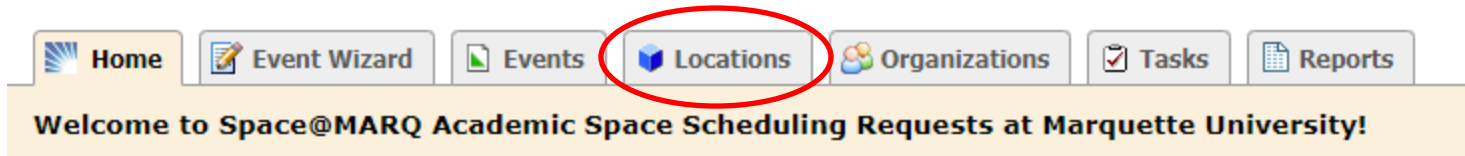
Under which heading would you like to save this event?

- I Don't Know  
If you do not choose a heading, this event will be saved as a Draft, and any Locations or Resources you selected will only be assigned as a preference.
- Engineering Scheduling
- Faculty and Staff

If your reservation request is approved, you will receive confirmation via email.

# How to View Room/Area Calendars

Select the "Locations" Tab



Welcome to Space@MARQ Academic Space Scheduling Requests at Marquette University!

Search for the location by keyword. Please be specific unless you want to view all calendars.

Hint: You may search "engineering" for College of Engineering locations. Please use "DL" for Engineering Hall locations.

**Search For Locations**

Search by Keyword:  X GO [More Search Options](#)

List Availability Calendar

Choose Visible Columns Save Search Refresh

Name	Formal Name	Categories	Features	Layouts	Max Capacity
CH160A	Cramer Hall 160A - Approved by Engineering	Building - CM - Cramer Hall, Conference Room, Size - Very Small (1-13 seats), Z - Set OLS and AP	L - Fix. Tables & Mov. Chairs, Whiteboard Only	Conference Room	8
DL000M	Engineering Hall 000M - Approved by Engineering	Building - DL - Engineering Hall, Classroom - College, Size - Medium 1 (21-40 seats), Z - Set OLS and AP	L - Mov. Tables & Mov. Chairs		30
DL021	Engineering Hall 021 - Approved by Engineering	Building - DL - Engineering Hall, Classroom - College, Size - Small (14-20 seats), Z - Set OLS and AP			16
DL041	Engineering Hall 041 - Approved by Engineering	Building - DL - Engineering Hall, Classroom - College, Size - Small (14-20 seats), Z - Set OLS and AP	L - Mov. Tables & Mov. Chairs		20
DL067	Engineering Hall 067 - Approved by Engineering	Building - DL - Engineering Hall, Classroom - College, Size - Small (14-20 seats), Z - Set OLS and AP			14
DL100L	Engineering Hall 100L - Approved by Engineering	Building - DL - Engineering Hall, Classroom - College, Size - Small (14-20 seats), Z - Set OLS and AP			15
DL100M	Engineering Hall 100M - Approved by Engineering	Building - DL - Engineering Hall, Classroom - College, Size - Medium 1 (21-40 seats), Z - Set OLS and AP	L - Mov. Tables & Mov. Chairs		25
DL121	Engineering Hall 121 - Approved by Engineering	Building - DL - Engineering Hall, Classroom - College, Size - Small (14-20 seats), Z - Set OLS and AP			20
DL125	Engineering Hall 125 - Approved by Engineering	Building - DL - Engineering Hall, Classroom - College, Size - Small (14-20 seats), Z - Set OLS and AP			16
DL128	Engineering Hall 128 - Approved by Engineering	Building - DL - Engineering Hall, Classroom - College, Size - Medium 1 (21-40 seats), Z - Set OLS and AP	L - Mov. Tables & Mov. Chairs		36

Information is current as of May 07 2019 11:32am

Select the calendar tab.



**Important:** Select the dates for the search. The calendar only shows reservations during the specified date range.

Dates: ◀ Tue May 07 2019 — Mon May 13 2019 ▶ Save Search Refresh

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>May 5</b> 	<b>6</b> 	<b>7</b> 8:00 AM - 10:00 AM <b>EXAM: BIEN 3310</b> <b>102 2059 1590</b> EXAM: 05/07/2019 DL136 	<b>8</b> 10:30 AM - 12:30 PM <b>EXAM: ELEN 2040</b> <b>101 2272 1590</b> EXAM: 05/08/2019 DL136 	<b>9</b> 	<b>10</b> 5:45 PM - 7:45 PM <b>EXAM: GEEN 3961</b> <b>701 2880 1590</b> EXAM: 05/10/2019 DL136 	<b>11</b> 
<b>12</b> 	<b>13</b> 	<b>14</b> 	<b>15</b> 	<b>16</b> 	<b>17</b> 	<b>18</b> 

You may click the reservation to view more information about the “event.”

EXAM: ELEN 2040 101 2272 1590

Event Details	
<b>Event Name:</b>	EXAM: ELEN 2040 101 2272 1590
<b>Event Title:</b>	EXAM: Engineering Systems
<b>Event Type:</b>	EXAM
<b>Reference:</b>	2019-ADNISHR
<b>Allen UID:</b>	LYNK-SFY-EU-102-1590-2272
<b>State:</b>	Confirmed
<b>Organization:</b>	ELEN
<b>Scheduler:</b>	Administrator, Registrar
<b>Head Count:</b>	42 expected 42 registered
<b>Description:</b>	Instructors: Schneider, Susan Christine; Ahsan, Md Allimul
<b>Comments:</b>	
<b>Internal Notes:</b>	
<b>Confirmation Text:</b>	
<b>Tasks Completed:</b>	
Approvals:	0/0
Assignments:	0/0
To Do's:	0/0
	<a href="#">View this event's Task List</a>
<b>Related Events:</b>	
	ELEN 2040 101 2272 1590
<b>Event Owner:</b>	Stolz, Timothy
<b>Creation Date:</b>	Thu Jan 24 2019