

Searching for Rooms in R25

You can find R25 on the Academic Systems website, here:

<http://cms.bsu.edu/about/administrativeoffices/academicsystems/r25-production-system>

You'll want to use Firefox or Chrome to access R25.

Please remember, R25 is used for managing **General Purpose Classrooms**.

First, to have full access to information in the system, Sign In.



Ball State University

Sign In ▪ Today is Tue Feb 11 2014 Help

Home Events Locations

Welcome to Ball State's R25 Instance (PROD). Dashboard Calendar

Quick Search ?

Search Locations Go

Public Location Searches ?

- S25 Assignable Spaces
- Student Center Spaces

Help

Recently Viewed

(none)

Icon Legend Feedback Help Tips: Disable AA Text Size: + -


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Sign in using your BSU Username and Password.


Welcome to Ball State's R25 Instance (PROD).

[Dashboard](#) [Calendar](#)

Quick Search







Your Starred Event Searches

You do not have any Starred Event Searches!

Your Starred Location Searches

You do not have any Starred Location Searches!

Your Starred Resource Searches

You do not have any Starred Resource Searches!

Your Event Drafts

- No Event Drafts** in which you are the *Scheduler*
- No Event Drafts** in which you are the *Requestor*

Tasks

- ☒ **You have No Tasks on Today's Agenda**
- ☐ 0 Outstanding Tasks
- ☐ 0 Flagged Tasks
- ☒ 0 Tasks Assigned By You

Customize Dashboard [Help](#)

Recently Viewed

(none)

Your Starred Events

You do not have any Starred Events!

Throughout this site you can mark any Event as "Starred" by clicking its ☆ icon.

Your Starred Locations

You do not have any Starred Locations!


Throughout this site you can mark any Location as "Starred" by clicking its ☆ icon.

Your Starred Resources

You do not have any Starred Resources!

Throughout this site you can mark any Resource as "Starred" by clicking its ☆ icon.

If you want to check on a specific room, enter it in the Search Locations box and hit Go. For example, to look at activities in BB 100 just enter that in the search box (note: it is not case-sensitive).





Welcome, **Gage, Shelly** • Preferences • Sign Out • Today is **Tue Feb 11 2014** [Help](#)


[Home](#) [Events](#) [Locations](#) [Resources](#) [Organizations](#) [Tasks](#)

Welcome to Ball State's R25 Instance (PROD).

Quick Search

 Search Events

 bb 100

 Search Resources

Your Starred Event Searches

You do not have any Starred Event Searches!

Your Starred Location Searches

You do not have any Starred Location Searches!

Your Starred Resource Searches

You do not have any Starred Resource Searches!

Your Event Drafts

No Event Drafts in which you are the *Scheduler*

No Event Drafts in which you are the *Requestor*

Tasks

☒ You have No Tasks on Today's Agenda

☐ 0 Outstanding Tasks

☐ 0 Flagged Tasks

☒ 0 Tasks Assigned By You

Customize Dashboard

Help

Recently Viewed

(none)

Your Starred Events

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Your Starred Locations

You do not have any Starred Locations!

Throughout this site you can mark any Location as "Starred" by clicking its ☆ icon.

Your Starred Resources

You do not have any Starred Resources!

Throughout this site you can mark any Resource as "Starred" by clicking its ☆ icon.

Icon Legend


Feedback

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The system will display the current day's activities.


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 Welcome, **Gage, Shelly** ▪ Preferences ▪ Sign Out ▪ Today is **Tue Feb 11 2014** [Help](#)

[Home](#)
[Events](#)
[Locations](#)
[Resources](#)
[Organizations](#)
[Tasks](#)

[Search For Locations](#)
[Pre-Defined Location Searches](#)

SEARCH FOR LOCATIONS

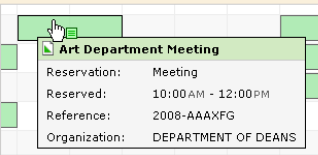
Search by Keyword: [More Search Options](#)

Date: [◀ Tue Feb 11 2014 ▶](#)
 Same-Day Event View:

[What is this view?](#)

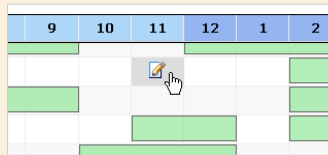
What is the Availability view?

The **Availability View** shows the events scheduled in one or more locations on the selected date. It also shows any other restrictions on location availability, such as closing times. An empty time slot means the location is available at that time.



Art Department Meeting
 Reservation: Meeting
 Reserved: 10:00 AM - 12:00 PM
 Reference: 2008-AAAXFG
 Organization: DEPARTMENT OF DEANS

Hover over an event to see a brief summary, or click the event color bar to load full details.



Click an empty slot below to start creating an event in that location at that time.

For more on this Availability view, [click here](#).


[Hide this Guide](#)

Name	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
BB 100				HIST 150 8 200	HIST 202 2 200			HIST 202 1 200									

Click and Drag dashed bottom border to resize Availability grid.


Information is current as of Feb 11 2014 12:59pm

To see more information, click on the Name. Now the system will show you today's availability, plus the next 7 days.


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[Home](#) | [Events](#) | [Locations](#) | [Resources](#) | [Organizations](#) | [Tasks](#)

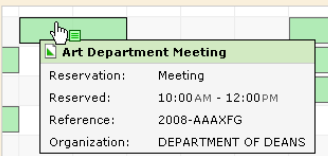
[Search For Locations](#) | [Pre-Defined Location Searches](#) | **BB 100**

 **BB 100 (BURKHARDT 100)**
Details | List | **Availability** | Calendar

Dates: ◀ Tue Feb 11 2014 through Mon Feb 17 2014 ▶
Weekdays: All Days ▼
Same-Day Event View: Overlapping ▼
Actions... | Refresh | What is this view?

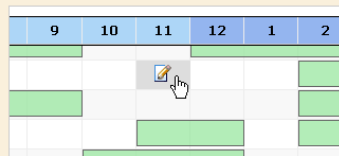
What is the Availability view?

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 Organization: DEPARTMENT OF DEANS

Hover over an event to see a brief summary, or click the event color bar to load full details.



Click an empty slot below to start creating an event in that location at that time.

For more on this Availability view, [click here](#).

[Hide this Guide](#)

Date	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
Tue Feb 11 2014				HIST 150 8 20042	HIST 202 2 20073			HIST 202 1 20039									
Wed Feb 12 2014				HIST 150 2	HIST 150 6	CC 105 1 2	CH 202 1 M	HIST 201 2									
Thu Feb 13 2014				HIST 150 8 20042	HIST 202 2 20073			HIST 202 1 20039		Anthropology		Learning Ce					
Fri Feb 14 2014				HIST 150 2	HIST 150 6	CC 105 1 2	CH 202 1 M	HIST 201 2									
Sat Feb 15 2014	German Club																
Sun Feb 16 2014																	
Mon Feb 17 2014				HIST 150 2	HIST 150 6	CC 105 1 2	CH 202 1 M	HIST 201 2		Sociology			History				

Information is current as of Feb 11 2014 1:02pm

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From here you can find other information. You can change the date range displayed. You can also get more information on the location by selecting one of the tabs.

The Details tab will tell you what Features (Attributes) the room has, the capacity of the room, and will include a photo of the room as well. This is also where you can find out if a room is classified as a General Purpose Classroom here.

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Welcome, **Gage, Shelly** ▾ Preferences ▾ Sign Out ▾ Today is **Tue Feb 11 2014** [Help](#)

[Home](#)
[Events](#)
[Locations](#)
[Resources](#)
[Organizations](#)
[Tasks](#)

[Search For Locations](#)
[Pre-Defined Location Searches](#)

BB 100 (BURKHARDT 100)

[Details](#)
[List](#)
[Availability](#)
[Calendar](#)

[Actions...](#)
[Refresh](#)
[Help](#)
[Close](#)

Comments none	Layouts <table> <tr> <th>Max Capacity</th> <th>Capacity</th> </tr> <tr> <td>Classroom (default)</td> <td>79</td> </tr> </table>	Max Capacity	Capacity	Classroom (default)	79	Images Viewing Layout Image: Classroom
Max Capacity	Capacity					
Classroom (default)	79					
Features Board - Chalk Large Board - Chalk Small Seating - Tablet Arm Fixed (79) Tech - Level 1	Categories General Purpose Classroom (110) S25 Assignable					
Attributes none						


[View this location's availability](#)

Information is current as of Feb 11 2014 1:04pm

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The List tab will show a list of events for the room for the date range you have chosen. You can still change that date range from this screen if you wish.


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[Home](#)
[Events](#)
[Locations](#)
[Resources](#)
[Organizations](#)
[Tasks](#)

[Search For Locations](#)
[Pre-Defined Location Searches](#)
BB 100


BB 100 (BURKHARDT 100)

[Details](#)
[List](#)
[Availability](#)
[Calendar](#)

Dates: [Tue Feb 11 2014](#) through [Mon Feb 17 2014](#)
Choose Visible Columns ▾
Actions... ▾
Refresh
?
✕

Event	Title	Reference	Head Count	Organizations	Start Date	Setup	Pre-Event	Event Times	Post-Event	Takedown
 HIST 150 8 20042	The West in the World	2013-AABRRX	78	HIST	Feb 11 2014			9:30 AM - 10:45 AM		
 HIST 202 2 20073	US History, 1877 to Present	2013-AABRTS	78	HIST	Feb 11 2014			11:00 AM - 12:15 PM		
 HIST 202 1 20039	US History, 1877 to Present	2013-AABRRW	78	HIST	Feb 11 2014			2:00 PM - 3:15 PM		
 HIST 150 2 29161	The West in the World	2013-AABUPC	78	HIST	Feb 12 2014			10:00 AM - 10:50 AM		
 HIST 150 6 20032	The West in the World	2013-AABRRR	78	HIST	Feb 12 2014			11:00 AM - 11:50 AM		
 CC 105 1 20770	Intro to the Classical World	2013-AABRVT	45	CC	Feb 12 2014			12:00 PM - 12:50 PM		
 CH 202 1 MMP 23443	Intermediate Chinese 2	2013-AABTJS	20	CH	Feb 12 2014			1:00 PM - 1:50 PM		
 HIST 201 2 20026	American History, 1492-1876	2013-AABRRQ	78	HIST	Feb 12 2014			2:00 PM - 2:50 PM		
 HIST 150 8 20042	The West in the World	2013-AABRRX	78	HIST	Feb 13 2014			9:30 AM - 10:45 AM		
 HIST 202 2 20073	US History, 1877 to Present	2013-AABRTS	78	HIST	Feb 13 2014			11:00 AM - 12:15 PM		

Information is current as of Feb 11 2014 1:05pm

26 Matching Reservations
Page 1 of 3

[First](#)
[Previous](#)
[Next](#)
[Last](#)

[Icon Legend](#)
[Feedback](#)
[Help Tips: Disable](#)
Text Size: [+](#) [-](#) [A](#)

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The Calendar tab shows scheduled events in a calendar format rather than a list or blocks.

Most Visited Facebook Comcast Dr. Who Fanfiction Archive of Our Own Dreamwidth LiveJournal NaNo OLL Teaspoon Goodreads Calorie Count Camp NaNoWriMo TARDISTweets My WordPress R2S BSU Dept of Hist Blog

Welcome, **Gage, Shelly** • Preferences • Sign Out • Today is **Tue Feb 11 2014** [Help](#)

Home Events Locations Resources Organizations Tasks


Search For Locations Pre-Defined Location Searches **BB 100**

BB 100 (BURKHARDT 100) Details List Availability **Calendar**

Dates: [Tue Feb 11 2014 through Mon Feb 17 2014](#) Actions... Refresh ? X

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
February 10	11	12	13	14	15	16
	9:30 AM - 10:45 AM HIST 150 8 20042 20042-1 11:00 AM - 12:15 PM HIST 202 2 20073 20073-1 2:00 PM - 3:15 PM HIST 202 1 20039 20039-1	10:00 AM - 10:50 AM HIST 150 2 29161 29161-1 11:00 AM - 11:50 AM HIST 150 6 20032 20032-1 12:00 PM - 12:50 PM CC 105 1 20770 20770-1 1:00 PM - 1:50 PM CH 202 1 MMP 23443 23443-2 2:00 PM - 2:50 PM HIST 201 2 20026 20026-1	9:30 AM - 10:45 AM HIST 150 8 20042 20042-1 11:00 AM - 12:15 PM HIST 202 2 20073 20073-1 2:00 PM - 3:15 PM HIST 202 1 20039 20039-1 4:00 PM - 5:00 PM Anthropology 6:00 PM - 6:50 PM Learning Center SI HIST 150.3	10:00 AM - 10:50 AM HIST 150 2 29161 29161-1 11:00 AM - 11:50 AM HIST 150 6 20032 20032-1 12:00 PM - 12:50 PM CC 105 1 20770 20770-1 1:00 PM - 1:50 PM CH 202 1 MMP 23443 23443-2 2:00 PM - 2:50 PM HIST 201 2 20026 20026-1	7:00 AM - 5:00 PM German Club	
17	18	19	20	21	22	23
10:00 AM - 10:50 AM HIST 150 2 29161 29161-1 11:00 AM - 11:50 AM HIST 150 6 20032 20032-1 12:00 PM - 12:50 PM CC 105 1 20770 20770-1 1:00 PM - 1:50 PM CH 202 1 MMP 23443 23443-2 2:00 PM - 2:50 PM						

If you want to search for a room based on attributes, choose the Locations tab from the Home screen.




BALL STATE UNIVERSITY.


Welcome, **Gage, Shelly** ▪ Preferences ▪ Sign Out ▪ Today is **Tue Feb 11 2014** [Help](#)


[Home](#) [Events](#) [Locations](#) [Resources](#) [Organizations](#) [Tasks](#)

Welcome to Ball State's R25 Instance (PROD). [Dashboard](#) [Calendar](#)

Quick Search

 Search Events [Go](#)

 Search Locations [Go](#)

 Search Resources [Go](#)

Your Starred Event Searches

You do not have any Starred Event Searches!


Your Starred Location Searches


You do not have any Starred Location Searches!

Your Starred Resource Searches

You do not have any Starred Resource Searches!

Your Event Drafts

 **No Event Drafts** in which you are the *Scheduler*

 **No Event Drafts** in which you are the *Requestor*

Tasks

☒ **You have No Tasks on Today's Agenda**

☐ 0 Outstanding Tasks

☐ 0 Flagged Tasks

☒ 0 Tasks Assigned By You

Customize Dashboard [Help](#)

Recently Viewed

(none)

Your Starred Events

You do not have any Starred Events!

Throughout this site you can mark any Event as "Starred" by clicking its ☆ icon.

Your Starred Locations

You do not have any Starred Locations!

Throughout this site you can mark any Location as "Starred" by clicking its ☆ icon.

Your Starred Resources

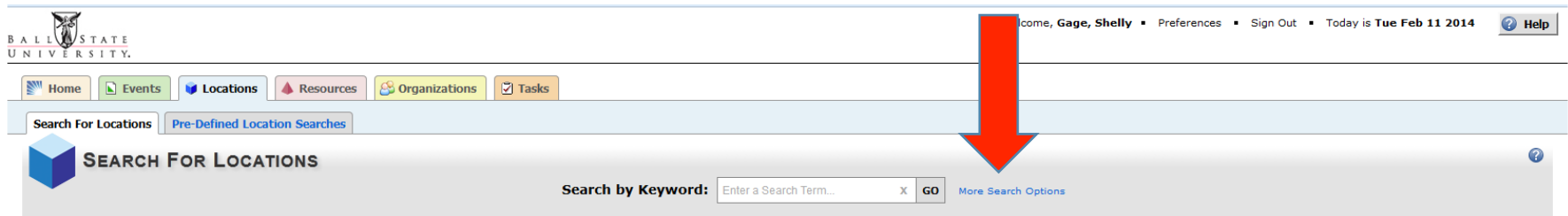
You do not have any Starred Resources!

Throughout this site you can mark any Resource as "Starred" by clicking its ☆ icon.

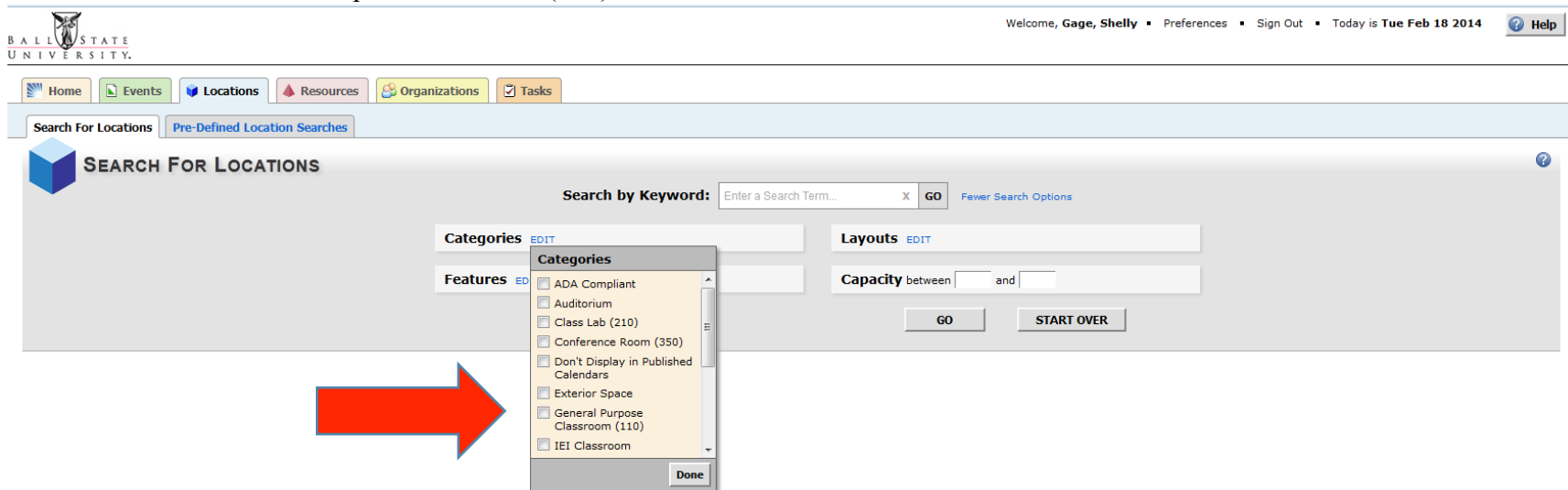
[Icon Legend](#) [Feedback](#) [Help Tips: Disable](#) [Text Size: A A A](#)

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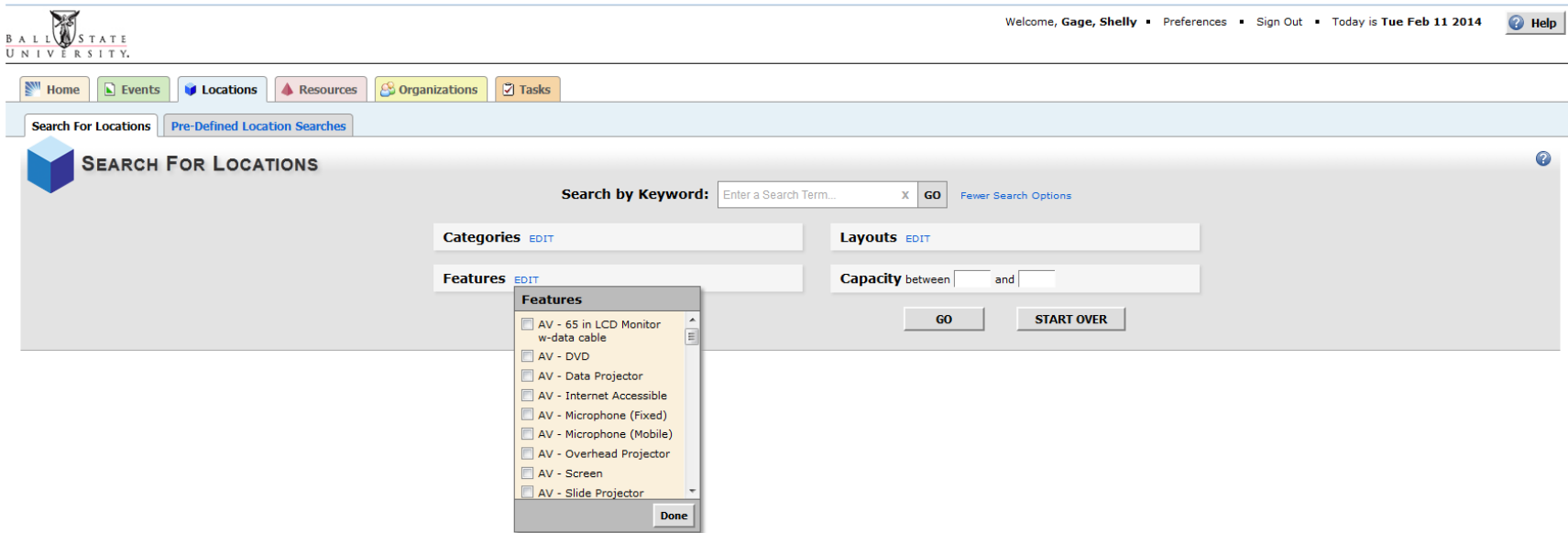
Go to the Search for Locations tab. Here you can search by Keyword, or you may choose More Search Options.



More Search Options will let you search by Features and Capacity. First, select General Purpose Classrooms. This will filter out labs, conference rooms, and other spaces that are not managed by R25. To select GPCs, click on the EDIT button next to Categories. Click in the box next to General Purpose Classroom (110).

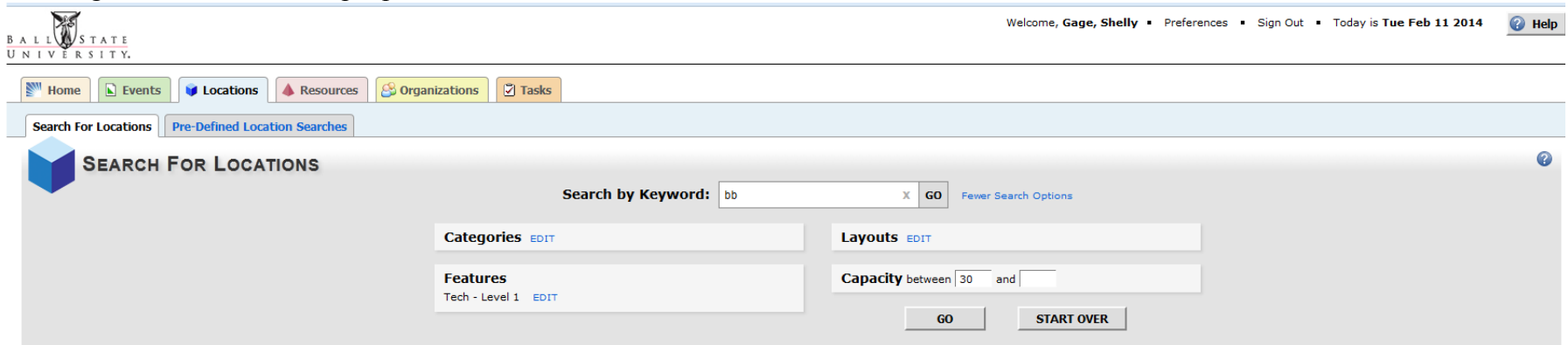


To view the possible Features, click on the Edit button next to the word to get a list.



The screenshot shows the Ball State University website's 'Search For Locations' page. The user is logged in as 'Gage, Shelly'. The page has a navigation bar with links to Home, Events, Locations, Resources, Organizations, and Tasks. Below this, there are tabs for 'Search For Locations' and 'Pre-Defined Location Searches'. The main search area is titled 'SEARCH FOR LOCATIONS'. It includes a 'Search by Keyword' field with a placeholder 'Enter a Search Term...' and a 'GO' button. There are also links for 'Fewer Search Options', 'Categories EDIT', 'Layouts EDIT', 'Features EDIT', and 'Capacity' (with a range selector between two empty boxes). A 'GO' button and a 'START OVER' button are at the bottom right. The 'Features' dropdown menu is open, showing a list of AV equipment options: AV - 65 in LCD Monitor w-data cable, AV - DVD, AV - Data Projector, AV - Internet Accessible, AV - Microphone (Fixed), AV - Microphone (Mobile), AV - Overhead Projector, AV - Screen, and AV - Slide Projector. A 'Done' button is at the bottom of the dropdown.

Check the features you are searching for then click Done. For example, if I wanted to search for a Tech Level 1 room in the Burkhardt Building that seats at least 30 people, I would enter:



The screenshot shows the same 'Search For Locations' page, but with search criteria entered. The 'Search by Keyword' field contains 'bb'. The 'Categories' field is empty. The 'Features' field contains 'Tech - Level 1'. The 'Capacity' field is set to 'between 30 and'. The 'GO' button and 'START OVER' button are still present at the bottom right. The 'Done' button from the previous screenshot is no longer visible.

When I hit Go, a list of rooms appears with the day's events listed for each. I can click on the name link to get more specific information about that particular room.

Ball State University

Welcome, Gage, Shelly | Preferences | Sign Out | Today is Tue Feb 11 2014 | Help

Home | Events | Locations | Resources | Organizations | Tasks

Search For Locations | Pre-Defined Location Searches

SEARCH FOR LOCATIONS

Search by Keyword: [Fewer Search Options](#)

Categories [EDIT](#) | Layouts [EDIT](#)

Features
Tech - Level 1 [EDIT](#) | Capacity between and

Date: Tue Feb 11 2014 Same-Day Event View: [What is this view?](#)

What is the Availability view?

The **Availability View** shows the events scheduled in one or more locations on the selected date. It also shows any other restrictions on location availability, such as closing times. An empty time slot means the location is available at that time.

Art Department Meeting
Reservation: Meeting
Reserved: 10:00 AM - 12:00 PM
Reference: 2008-AAAXFG
Organization: DEPARTMENT OF DEANS


Hover over an event to see a brief summary, or click the event color bar to load full details.

Click an empty slot below to start creating an event in that location at that time.

For more on this Availability view, [click here](#).


Name	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
BB 100			HIST 150 8 200	HIST 202 2 200				HIST 202 1 200									
BB 101			HIST 152 1 200	SP 201 8 23537	HIST 201 1 200	HIST 201 3 223						Learning C			Learning C		
BB 103			POLS 313 1 XL	SOCW 330 2 20	JAPA 338 1 295	SOCW 340 1 20	JAPA 403 1 295	Modern Lang									
BB 104			PSYS 432 001 2	PSYS 416 001 2	PSYS 317 003 2	CC 305 1 29274	SP 201 10 2960										
BB 106			POLS 544 1 XL	POLS 344 1 210	GER 102 2	POLS 140 1 210	SP 102 7					Cross Impact weekly mee					
BB 109			SP 202 8 23589	SOC 260 1 2044	CJC 101 2 2940	PSYS 424 001 2											


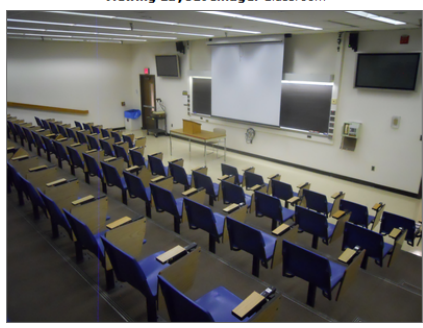
When I choose a room, it opens a new tab. I can still get back to my list by choosing the Search for Locations tab.


Welcome, **Gage, Shelly** ▾ Preferences ▾ Sign Out ▾ Today is **Tue Feb 11 2014** [Help](#)

[Home](#) [Events](#) [Locations](#) [Resources](#) [Organizations](#) [Tasks](#)

[Search For Locations](#) [Pre-Defined Location Searches](#) **BB 100**


BB 100 (BURKHARDT 100)
Details List Availability Calendar
Actions... Refresh ? X

Comments	Layouts	Capacity	Images
<p>Comments</p> <p>none</p>	<p>Layouts</p> <p>Max Capacity 79</p> <p>Classroom (default)  79</p>	<p>Categories</p> <p>General Purpose Classroom (110)</p> <p>S25 Assignable</p>	<p>Viewing Layout Image: Classroom</p> 

[View this location's availability!](#)

Information is current as of Feb 11 2014 1:21pm

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Each time I click on a room, a new tab will open, allowing me to move from room to room.

Remember, you can also find help in R25.

