Check Room Availability

On the menu bar, select Events/Room Availability.

The Event Room Availability page is displayed. Select the Academic Session from the drop-down box.

Select the meeting Dates on the calendar by clicking on the dates needed. When the dates are selected, they will be shown as “selected” in yellow.
Select the time for the meeting(s). **Note:** The default meeting time is set for 1 hour. The time may be modified to a longer or shorter period by selecting a different end time.

Times: From: 9:30 am To: 10:30 am

Select the location and room features. **Note:** Click outside of the box when you are finished adding your room features.

Once all parameters have been set, click **Search** to see classrooms availability.
Times and locations will be displayed. Times and locations that are already scheduled will be highlighted. Times and locations that are empty may be selected. See examples below.

Click and drag to select the time and location.

To schedule an event for the date and time selected, click Add Event to schedule it. Complete the Event form and click Create Event.
DO NOT FORGET TO LOGOUT!