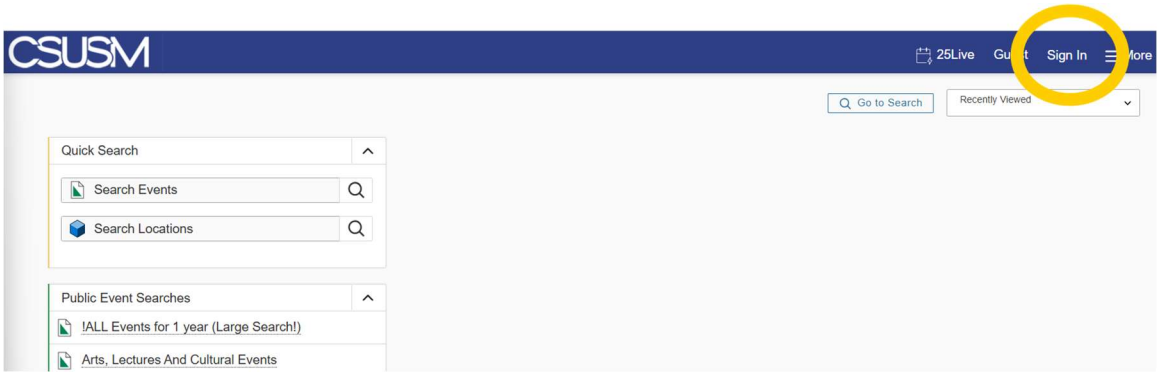
Process Guide: Space Availability Report in 25Live

The Space Availability Report provides a list of every approved class meeting time when each classroom is available. This report should be used once the Class Schedule Build process is over. Use the Room Reports option in PeopleSoft during Class Schedule Build.

Step 1: Login to 25Live

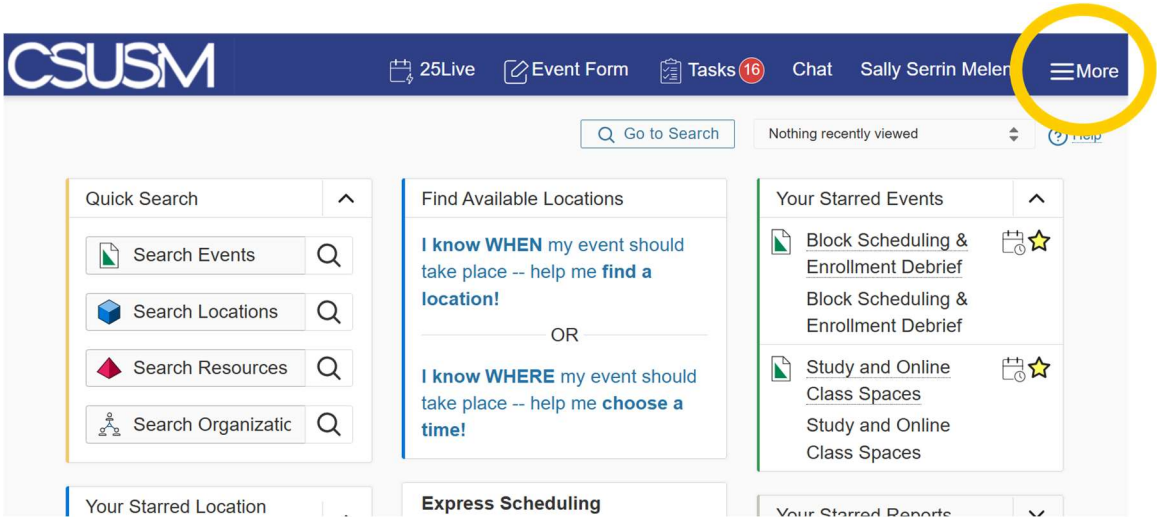
Go to https://25live.collegenet.com/pro/csusm#home_calendar

And sign in (top righthand side)



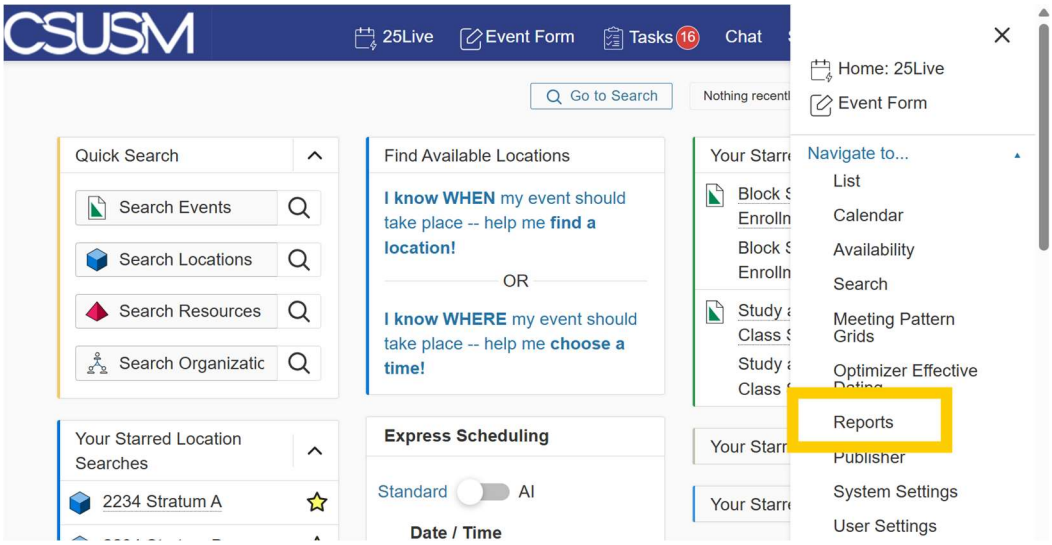
Step 2: Select More

Once logged in, click the More button on the top right side.



Step 3: Access Reports

Click on 'Reports'.

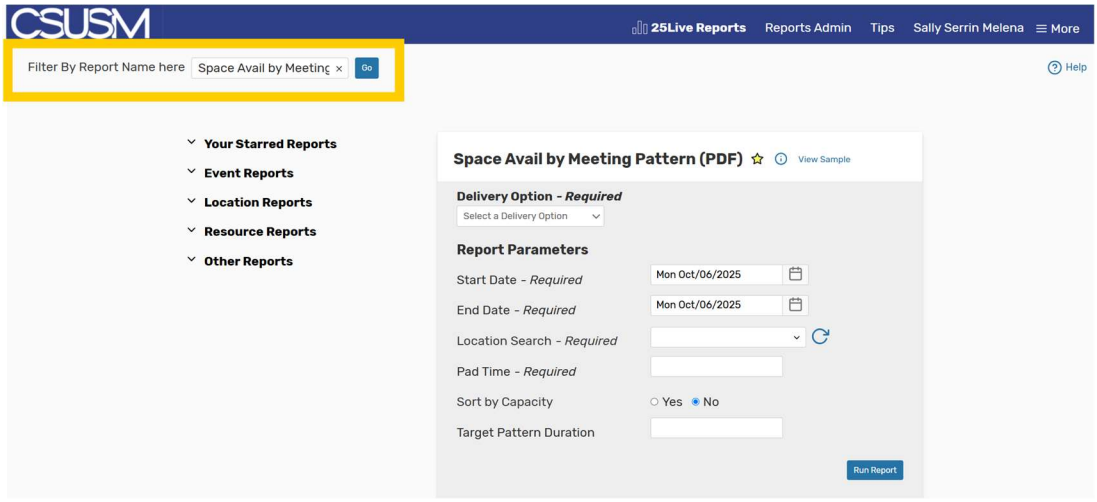


Step 4: Filter Reports Search

In the 'Filter by Report Name here' field, type in 'Space Avail by Meeting Pattern (PDF)'

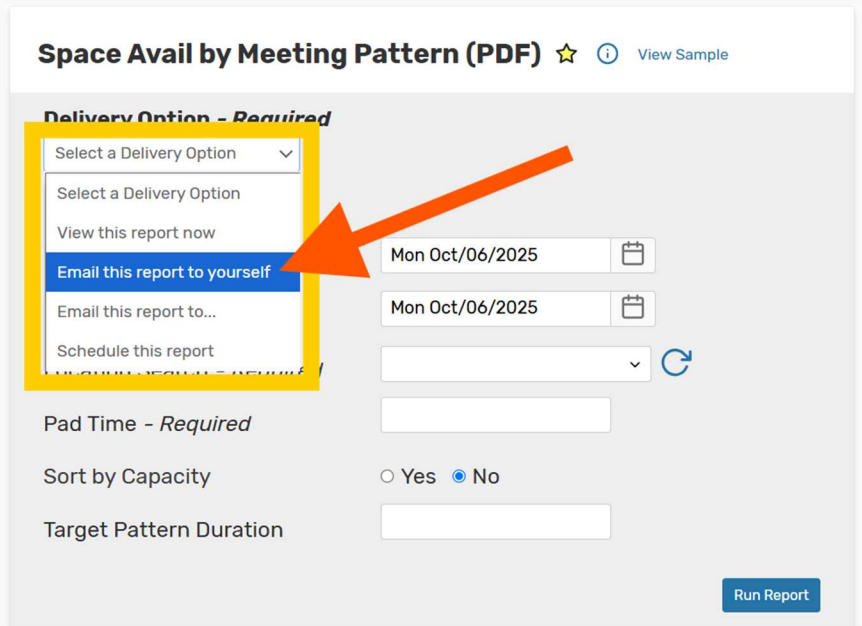
- When you start to type, the list will auto-populate. There is no need to type in the whole name, simply select the right one when you see it pop into the list.

Report can also be found under Location Reports section.



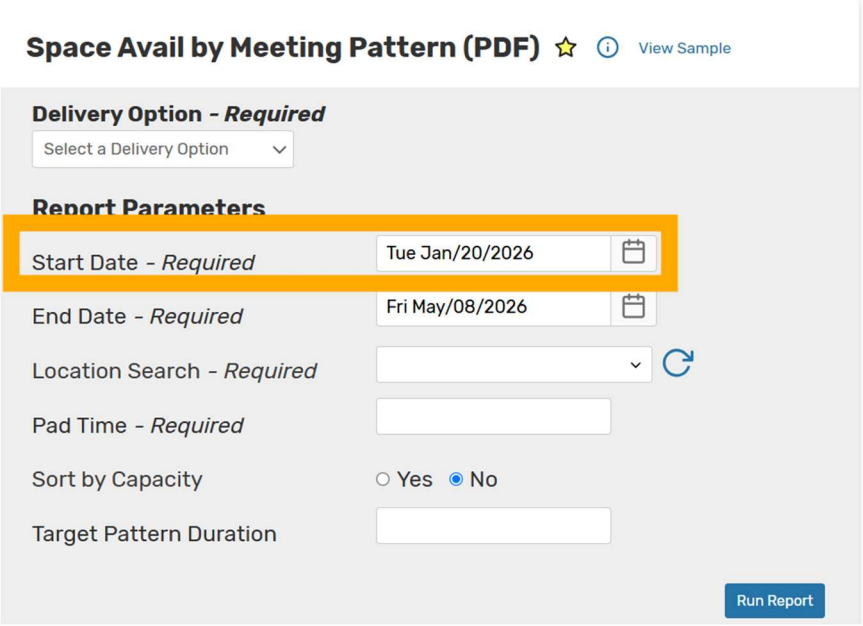
Step 6: Set Delivery Option

Select 'Email this report to yourself' from the Delivery Option dropdown list.



Step 7: Set Start Date

Select the first date of classes using the calendar icon. View the Academic Calendar to find the first day of classes each semester: https://www.csusm.edu/academic_programs/calendars.html

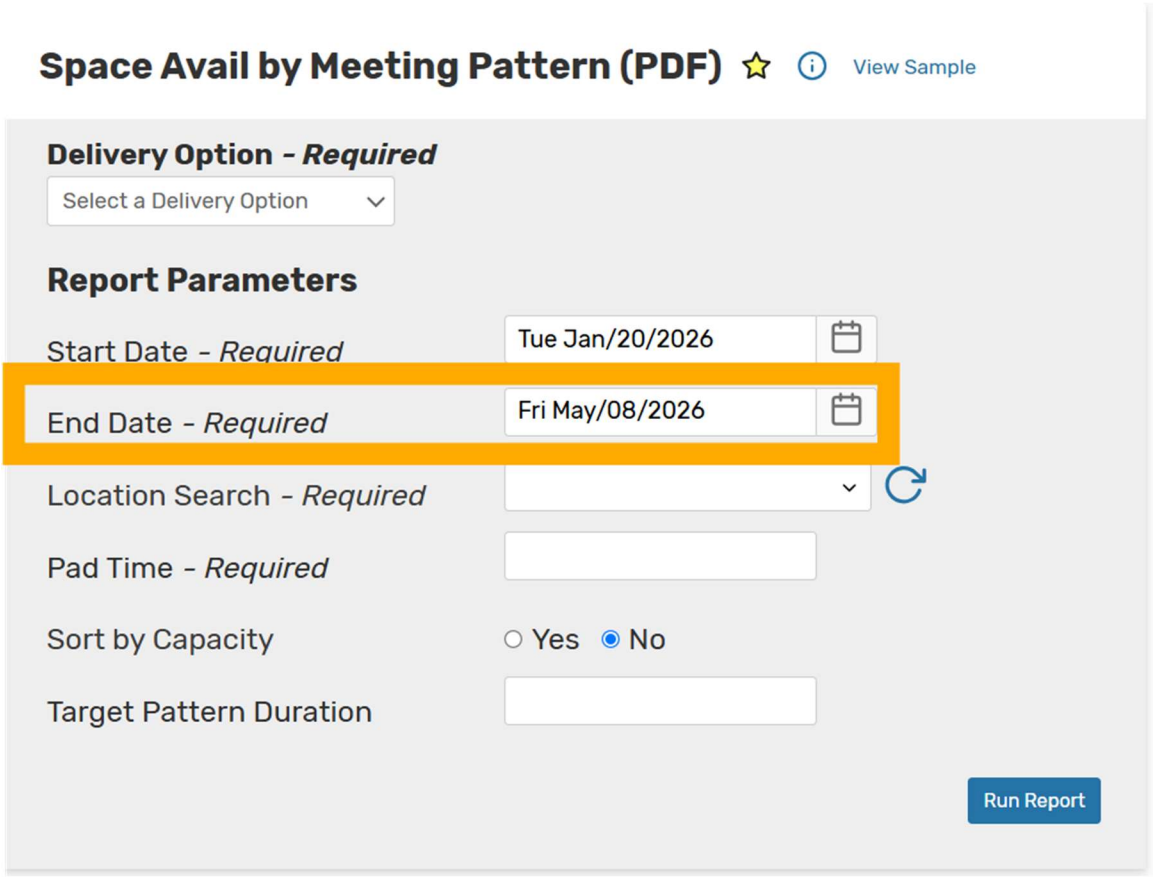


Step 8: Set End Date

Select the last date of classes using the calendar icon.

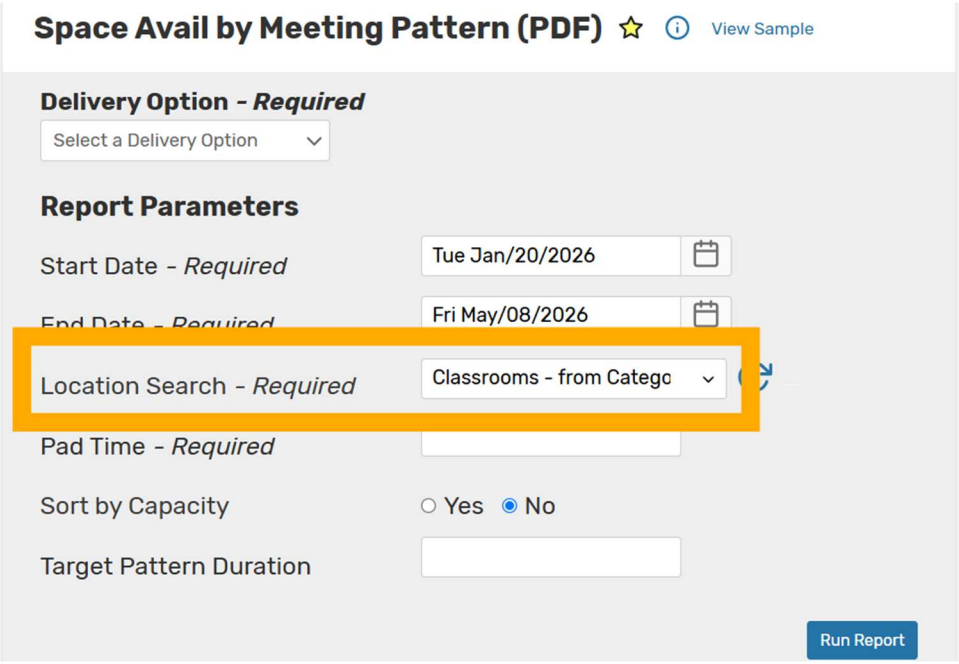
View the Academic Calendar to find the last day of classes each semester: (same as in step 7): https://www.csusm.edu/academic_programs/calendars.html

- **Use the "Last day of classes" date**, NOT the last day of final examinations date



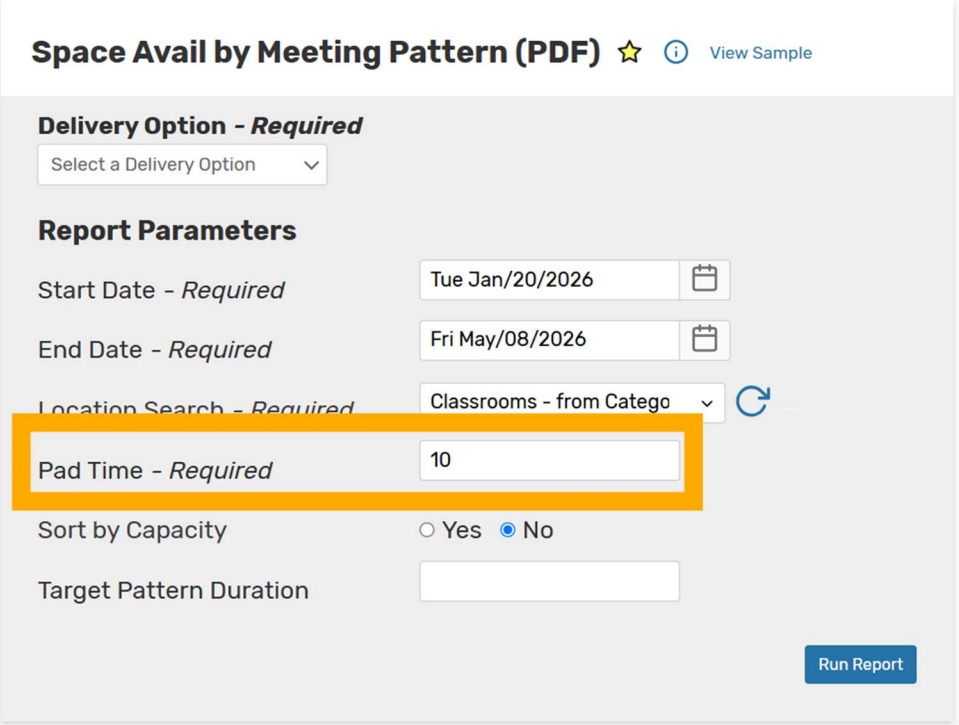
Step 9: Select Locations

In the Location Search section, under Public Searches, select 'Classrooms - from Category'.



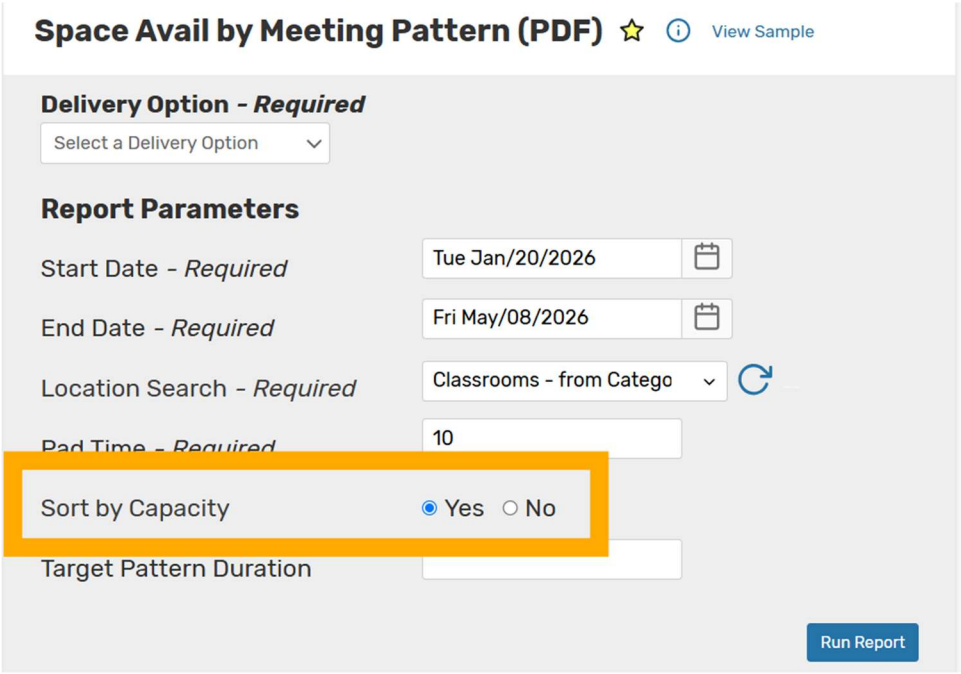
Step 10: Enter Pad Time

In the “Pad Time” section, type '10'.



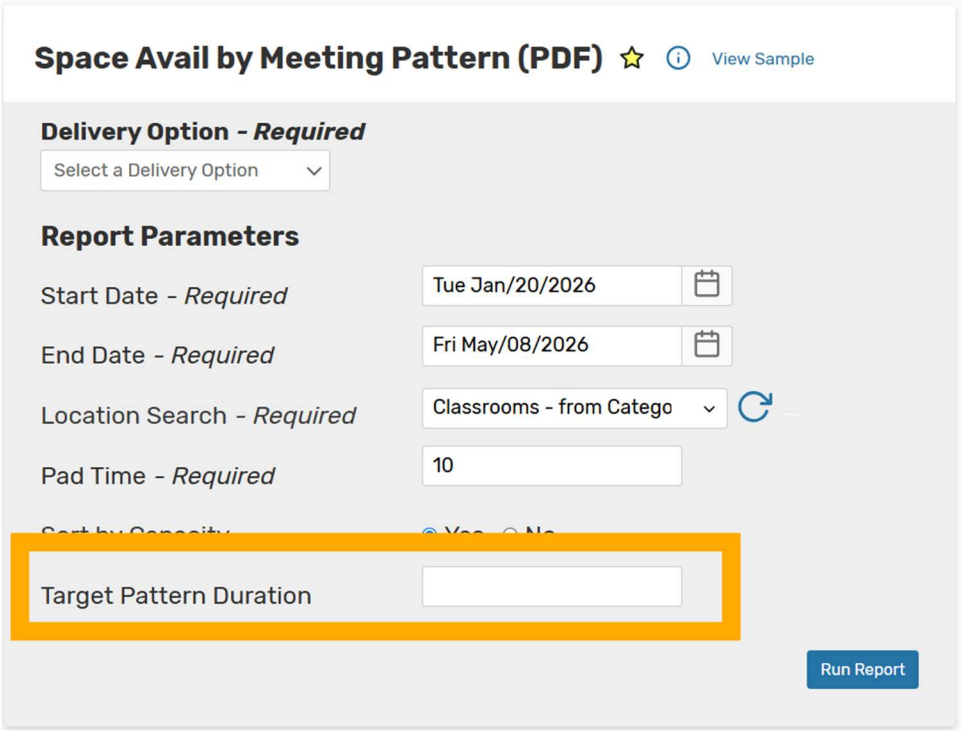
Step 11: Sort by Capacity

In the Sort by Capacity section, select 'Yes' NOTE: This is optional



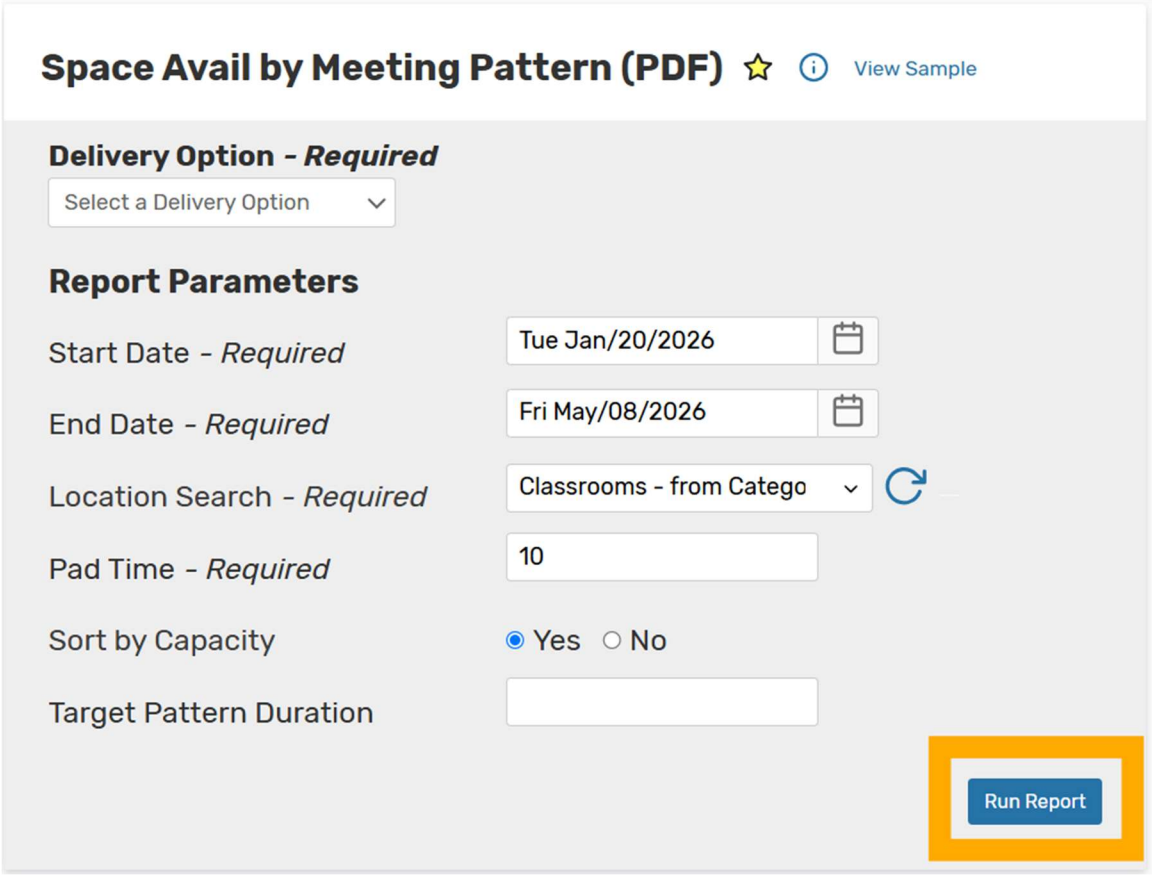
Step 12: Ignore Target Pattern Duration

Ignore the 'Target Pattern Duration' section, i.e., **leave the section blank.**



Step 13: Run Report

Click on 'Run Report'.

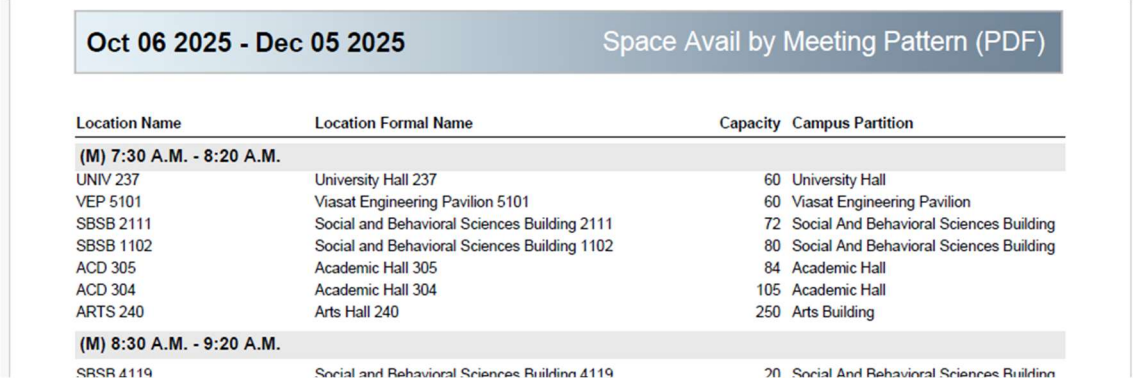


Step 14: Receive Report

The report will be emailed to you. It may take up to 15 minutes to arrive due to the amount of data required.

This report provides a list of every approved class meeting time when each classroom is available.

Example View of this Report:



Oct 06 2025 - Dec 05 2025 Space Avail by Meeting Pattern (PDF)

Location Name	Location Formal Name	Capacity	Campus Partition
(M) 7:30 A.M. - 8:20 A.M.			
UNIV 237	University Hall 237	60	University Hall
VEP 5101	Viasat Engineering Pavilion 5101	60	Viasat Engineering Pavilion
SBSB 2111	Social and Behavioral Sciences Building 2111	72	Social And Behavioral Sciences Building
SBSB 1102	Social and Behavioral Sciences Building 1102	80	Social And Behavioral Sciences Building
ACD 305	Academic Hall 305	84	Academic Hall
ACD 304	Academic Hall 304	105	Academic Hall
ARTS 240	Arts Hall 240	250	Arts Building
(M) 8:30 A.M. - 9:20 A.M.			
SBSB 4119	Social and Behavioral Sciences Building 4119	20	Social And Behavioral Sciences Building