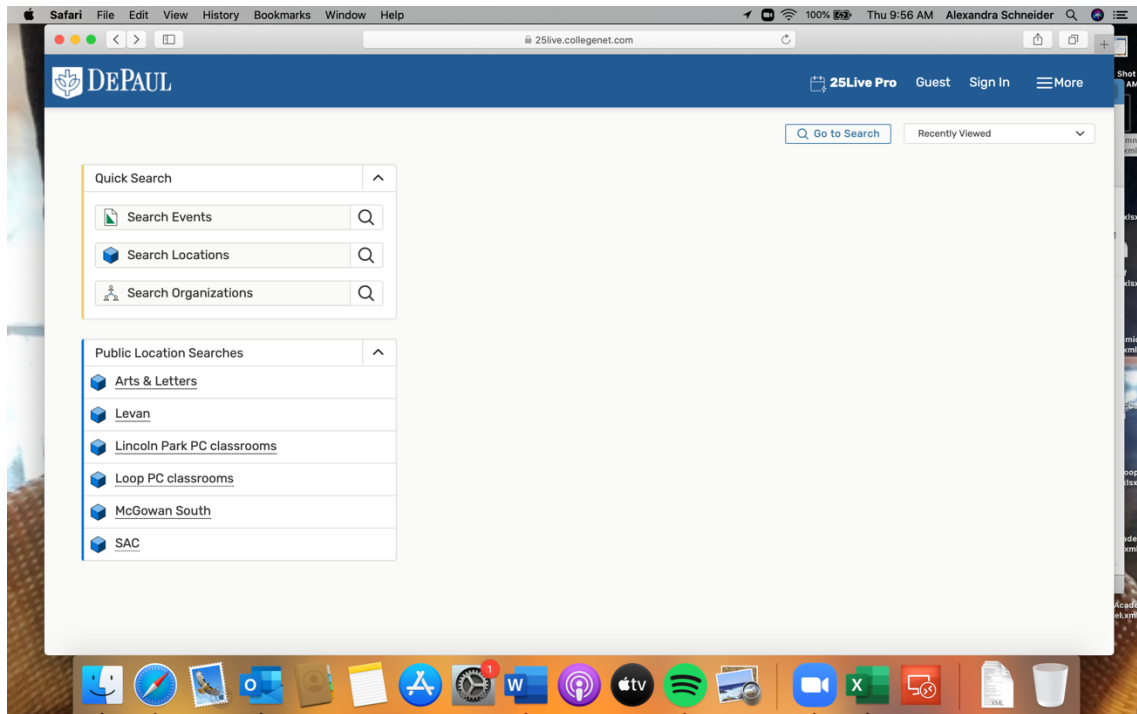


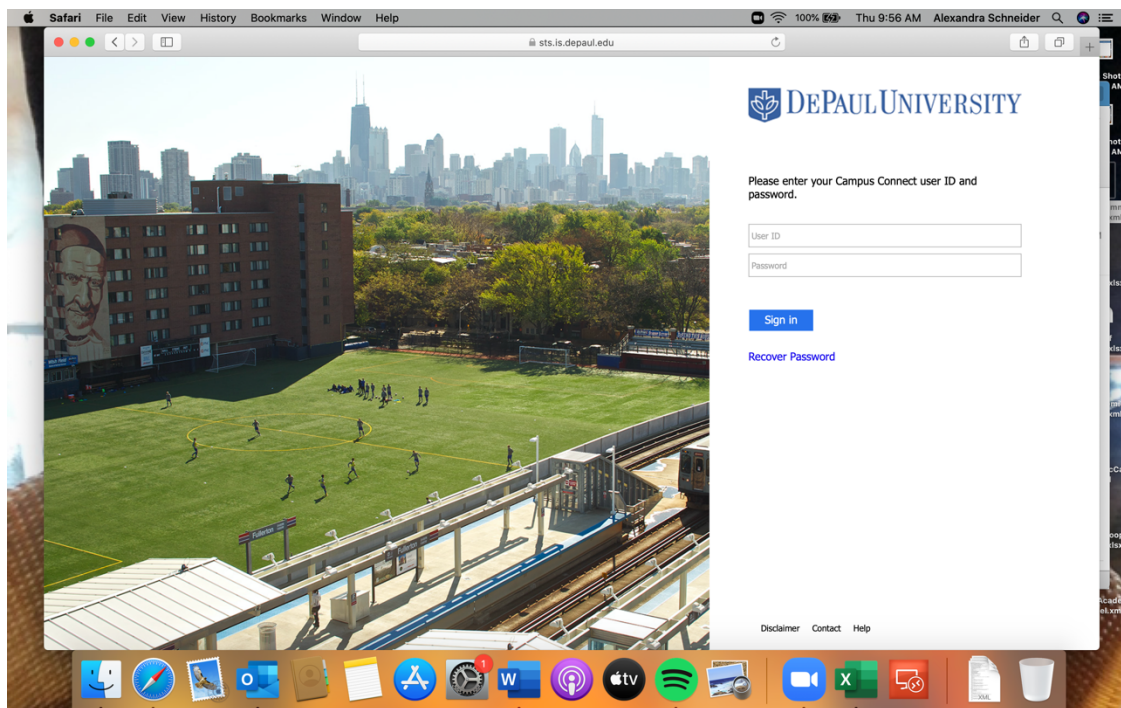
How to Submit a Zoom + Classroom Request on 25Live Pro

To begin, please go to [Rooms.depaul.edu](https://rooms.depaul.edu) or <https://25live.collegenet.com/pro/depaul>

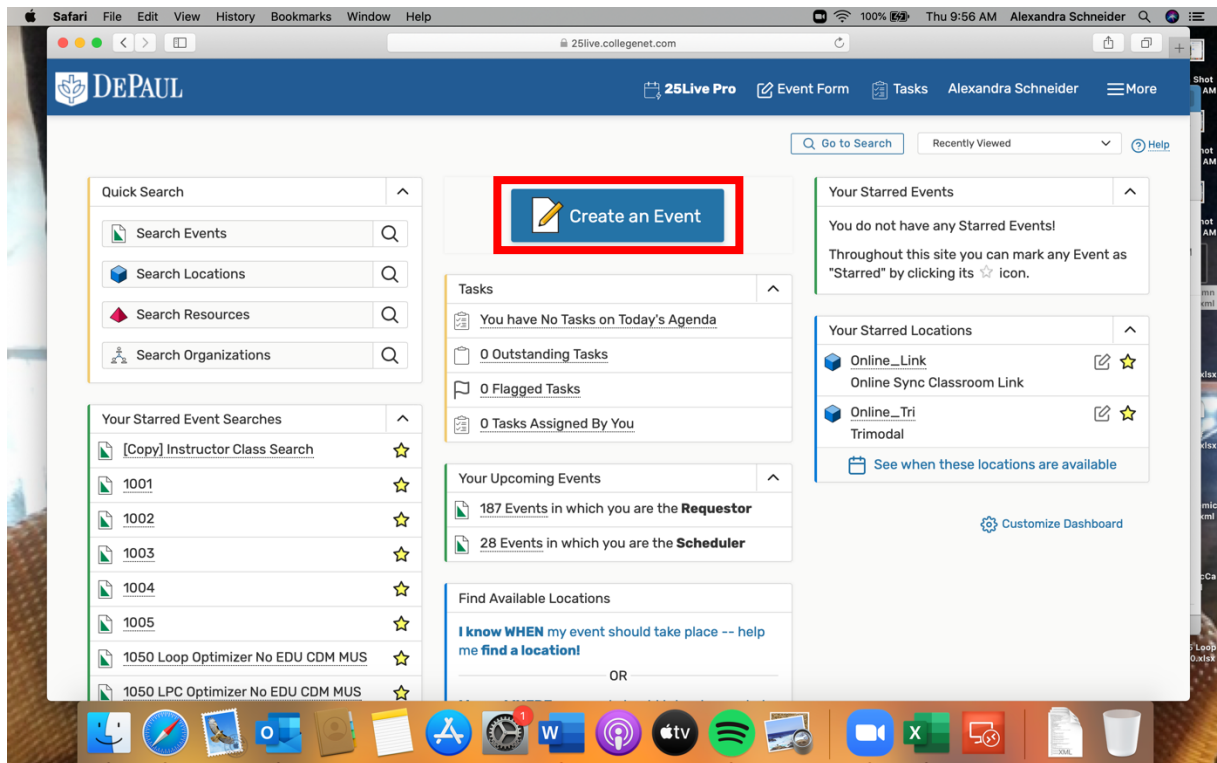
Click on “Sign In”



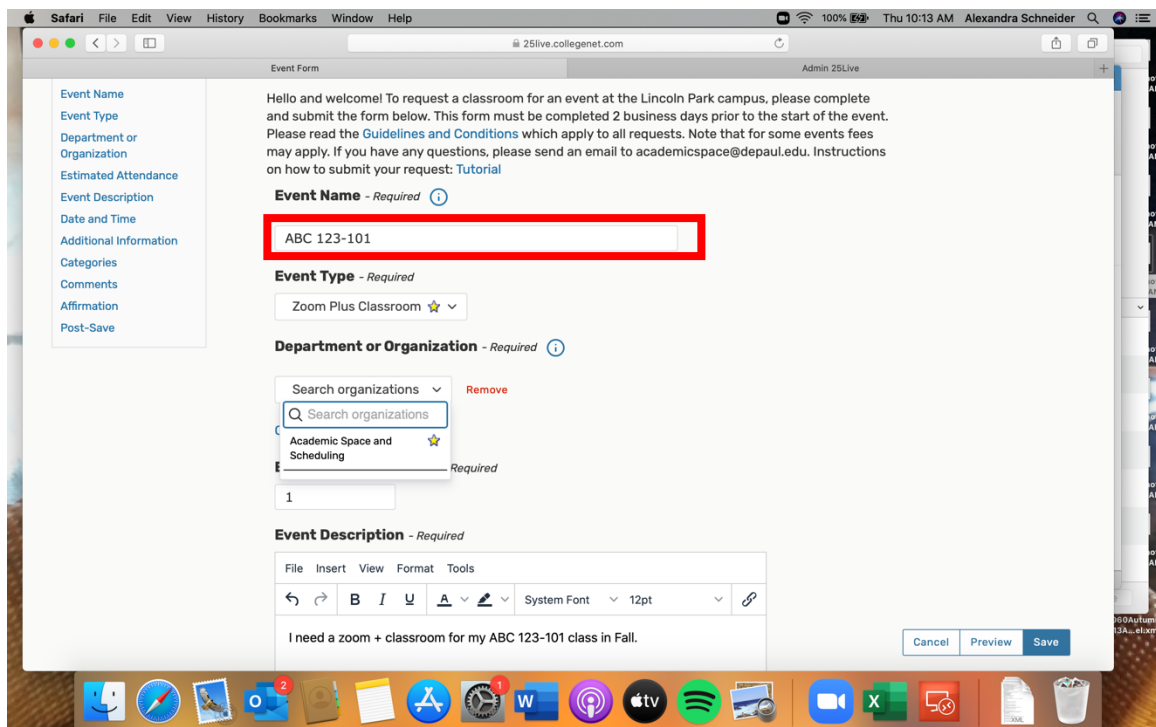
Please sign in using your Campus Connect credentials.



Click on “Create an Event” or “Event Form”.



Provide the class and section information as the “Event Name”.



Choose the Event Type from the drop-down menu as “Zoom Plus Classroom”.

The screenshot shows the Admin 25Live Event Form in a Safari browser window. The form is titled "Event Form" and includes a sidebar with navigation links: Event Name, Event Type, Department or Organization, Estimated Attendance, Event Description, Date and Time, Additional Information, Categories, Comments, Affirmation, and Post-Save. The main content area contains a welcome message and instructions. The "Event Name" field is filled with "ABC 123-101". The "Event Type" dropdown menu is highlighted with a red box and shows "Zoom Plus Classroom" selected. The "Department or Organization" dropdown menu is also visible, showing "Academic Space and Scheduling" selected. The "Event Description" field contains the text "I need a zoom + classroom for my ABC 123-101 class in Fall." The form has "Cancel", "Preview", and "Save" buttons at the bottom right.

Provide your department from the drop-down menu. You can start typing the name and it will automatically populate.

The screenshot shows the Admin 25Live Event Form in a Safari browser window. The form is titled "Event Form" and includes a sidebar with navigation links: Event Name, Event Type, Department or Organization, Estimated Attendance, Event Description, Date and Time, Additional Information, Categories, Comments, Affirmation, and Post-Save. The main content area contains a welcome message and instructions. The "Event Name" field is filled with "ABC 123-101". The "Event Type" dropdown menu is filled with "Zoom Plus Classroom". The "Department or Organization" dropdown menu is highlighted with a red box and shows "Academic Space and Scheduling" selected. The "Event Description" field contains the text "I need a zoom + classroom for my ABC 123-101 class in Fall." The form has "Cancel", "Preview", and "Save" buttons at the bottom right.

Enter your attendance as one (1)

Estimated Attendance - Required
1

Event Description - Required

File Insert View Format Tools

← → B I U A System Font 12pt

I need a zoom + classroom for my ABC 123-101 class in Fall.

Date and Time - Required

Wed Sep 09 2020

5:45 pm

To:

9:00 pm

☒ This begins and ends on the same day

Duration:
3 Hours, 15 Minutes

Cancel Preview Save

Write a brief Event Description (i.e. I need a zoom plus room for my XXX 120-101 class).

Estimated Attendance - Required
1

Event Description - Required

File Insert View Format Tools

← → B I U A System Font 12pt

I need a zoom + classroom for my ABC 123-101 class in Fall.

Date and Time - Required

Wed Sep 09 2020

5:45 pm

To:

9:00 pm

☒ This begins and ends on the same day

Duration:
3 Hours, 15 Minutes

Cancel Preview Save

Enter the date and time for your first class.

The screenshot shows a web browser window with the URL 25live.collegenet.com. The form has several sections: 'Estimated Attendance - Required' with a value of 1; 'Event Description - Required' with a text area containing 'I need a zoom + classroom for my ABC 123-101 class in Fall.'; and 'Date and Time - Required' which is highlighted with a red box. This section includes input fields for 'Wed Sep 09 2020', '5:45 pm', and '9:00 pm', a checked checkbox for 'This begins and ends on the same day', and a 'Duration' of '3 Hours, 15 Minutes'. At the bottom right of the form are 'Cancel', 'Preview', and 'Save' buttons. The macOS dock is visible at the bottom.

If you need the zoom + room for multiple days, click on Repeating Pattern and choose from the following options: Ad Hoc, Daily, Weekly, or Monthly. Weekly will be most frequently used for classes.

This screenshot shows the same form as the previous one, but with the 'Repeating Pattern' button highlighted by a red box. The 'Duration' remains '3 Hours, 15 Minutes'. Below the button is a calendar for September 2020. The calendar grid shows dates from 30 to 10, with the 09th and 07th highlighted. Below the calendar is a 'View All Occurrences' button. The 'Additional Information' section at the bottom has two fields: '1) Enter your first and last name' and '2) Enter your email address', each with a small icon to its right. The 'Cancel', 'Preview', and 'Save' buttons are still at the bottom right.

Weekly Repeats: Select the pattern listed below. After you have selected your repeat pattern and “Repeats through” date or iterations, click Select Pattern. The dates will be highlighted on the calendar.

Pattern Picker

Choose how you would like this to repeat: **Weekly**

Repeats every: **week**

Repeats on: ☐ Sun ☐ Mon ☐ Tue ☒ Wed ☐ Thu ☐ Fri ☐ Sat

☒ Repeats through: **Wed Nov 25 2020**

☐ Ends after: **1** iterations

Cancel **Select Pattern**

1) Enter your first and last name

2) Enter your email address

3) Enter your phone number

Enter Building and Room Preference

Requested Location Campus

Cancel **Preview** **Save**

Enter your Name, Email Address and Phone Number. If you have a building or room preference, please enter it here. Enter Loop or LPC as the requested Location Campus.

Additional Information

1) Enter your first and last name

2) Enter your email address

3) Enter your phone number

Enter Building and Room Preference

Requested Location Campus

Categories

Comments

Affirmation - Required

Cancel **Preview** **Save**

Click on “I Agree” to indicate that you have read and understand the University policies and guidelines for reserving a classroom.

The screenshot shows a web browser window with the URL 25live.collegenet.com. The page contains the following elements:

- Categories:** A section with an **EDIT** button.
- Comments:** A large text input area.
- Affirmation - Required:** A section containing a paragraph of text: "IMPORTANT! As per university policy, if your event is open to the community with more than 50% of its attendees from outside DePaul, it may require a formal contract with the university before we can schedule it. If your event falls into this category, please contact Kyle Janis (kjanis@depaul.edu) to obtain proper documentation." Below this text is a checkbox labeled "I agree", which is highlighted with a red rectangle.
- After Saving This Event...:** A dropdown menu with the following options:
 - ☐ Go To Event Details
 - ☐ Create Another Related Event
 - ☐ Create A Related Copy of This Event
 - ☐ Continue Editing Event
 - ☐ Create Another Event
- Buttons:** At the bottom right, there are three buttons: **Cancel**, **Preview**, and **Save**.

Click Save to submit your request.

This screenshot is identical to the one above, showing the same event reservation form. The only difference is that the **Save** button at the bottom right is now highlighted with a red rectangle, indicating the next step in the process.

This is a confirmation that your request has been submitted. Please view the details of your event. This is your final chance to make edits. If you want to make any edits click “Edit Event”. You may email or print your event confirmation for your convenience.

You will receive an email from Academic Space with room details once it is confirmed within 3 business days.

The screenshot displays the 25Live Pro web application interface within a Safari browser window. The browser's address bar shows the URL 25live.collegenet.com. The user is logged in as Alexandra Schneider. The main content area shows details for an event titled "ABC 123-101", which is currently in a "Tentative" status. The event is scheduled for "Wed Sep 09 2020 5:45 pm - 9:00 pm" and is categorized under "2020-AAWCRN". It is a recurring event that "Repeats every week on Wednesday through 11/25".

Navigation tabs at the top include Details, Occurrences, Calendar, Schedule, Task List, Pricing, and Audit Trail. The "Edit Event" button is prominently displayed and highlighted with a red rectangular box. To the right of this button are dropdown menus for the event status (currently "Tentative") and "More Actions".

The "General" section on the left contains the following information:

- Event Name: ABC 123-101
- Event Title:
- Event Type: Zoom Plus Classroom
- Organization: Academic Space and Scheduling
- Scheduler: Schneider, Alexandra
- Requestor: Schneider, Alexandra
- Head Count: expected (1)

The "Event Categories" section on the right includes an "Add" button. Below it, the "Custom Attributes" section has an "Add a Custom Attribute" button. The "Event Info" section at the bottom right provides additional details:

- Event Owner: Schneider, Alexandra
- Creation Date: Thu Aug 13 2020
- Reference: 2020-AAWCRN
- Cabinet: Events Cabinet
- Folder: Other Events

A notification banner at the bottom of the screen states: "1 Notification: This event has been successfully saved." The macOS dock at the very bottom shows various application icons, including Safari, Spotlight, Mail, Photos, App Store, and several productivity tools like Word and Excel.