

How to Check Location Availability

Option 1: Search Using the Rooms Tab



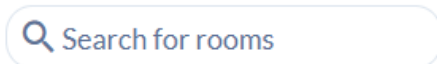
Step 1: Open the Rooms Tab

- Click the **Rooms** tab on the left side of your CourseDog homepage

Step 2: Search for a Location

You can search for a specific room or browse more broadly by building, location type, or room features.

- **Method A: Search Bar (top right corner)**



Enter the room number, building name, or a combination of both

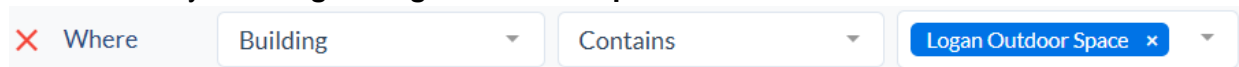
- **Method B: Filter**



1. Click the **Filter** icon (top right, next to the search bar)
2. Select **"+ Add Filter"**
3. Fill out fields based on your needs (e.g., building, location type, features)
4. Select **Apply Filter**

Examples:

- Filter by **Building** → **Logan Outdoor Space**



- Filter by **Room Attributes** → **Classroom**



Step 3: Switch to Calendar View

- Once you find your desired location(s), switch from **List View** to **Calendar View** (top left of the screen)

Tip:



- Selecting a specific room shows only that room's calendar (day, week, or month view)
- If no room is selected, you can view multiple rooms at once (day and week views only)

Step 4: Show Academic Events

- On the right side of the page, check the box labeled **"Show Academic Events"**



Step 5: Review Availability

- Use the **month, week, or day view** to review the room's schedule and determine availability

Option 2: Search Within an Event or Meeting Request Form

Step 1: Enter Date and Time

- In:
 - “**Space and Resource Request**” section (events), or
 - “**Room and Resources**” section (meetings)
- Enter your desired date and time

The screenshot shows four input fields: Start Date, Start Time, End Date, and End Time. Each field has a 'required' label, a question mark icon, and an exclamation mark icon. Below each field is a text box with a placeholder (e.g., 'Set Start Date') and a red error message: 'Start Date cannot be empty', 'Start Time cannot be empty', 'End Date cannot be empty', and 'End Time cannot be empty'.

Step 2: Select a Location

- Click the **Location** field
- Search for and select your desired room

The screenshot shows the 'Location' field, which is highlighted with a red box and a red arrow. The field has a 'required' label and an exclamation mark icon. Below the field is a red error message: 'Location cannot be empty'. To the right of the field is a 'Room Layout' dropdown menu with the value 'As Is'.

Step 3: Open the Calendar

- Click the blue **calendar icon** next to the selected location

The screenshot shows the 'Location' field with the value 'Quad (All)'. A red arrow points to a blue calendar icon located to the right of the field.

From the calendar view:

- Check “**Show Academic Events**” (top right)
 - Show Academic Events
- Toggle between **month, week, or day views** to review availability

Frequently Asked Questions

★ I filled out my request date and time, but no rooms are showing. How do I find a space?

Rooms are filtered based on **availability, capacity, and permissions**. If no rooms appear, consider:

- Is the room already reserved at that time?
- Does your expected attendance exceed the room's capacity?
- Do you have permission to view or book the space?

What you can do:

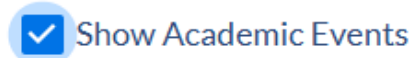
- Adjust your date or time to see more options
- Toggle the “**Rooms greater than or equal to capacity**” option to display all available rooms, regardless of capacity limits.



- Search manually using the **Rooms tab** (see Option 1 above)

★ The classroom looks available. Why can't I book it?

Make sure “**Show Academic Events**” is enabled in the calendar view (top right).



- This displays scheduled classes and academic events
- A room may appear available until these are shown

★ What is a blackout date?

A **blackout date** is a time when a location is unavailable for booking. These are typically set by the registrar for:

- Holidays
- Academic scheduling
- Final exams

How to identify them:

- Blackout dates appear on the calendar with a **striped (candy cane) pattern**

