

# 25Live Room Scheduling

Page Reference: <https://wiki.nursing.jhu.edu/x/lACoCQ>

The School of Nursing has implemented a new room and event scheduling system that will eventually be adopted enterprise-wide by Johns Hopkins. This page is intended to provide all SON Faculty, Staff, and Students with basic usage and policy guidance for the system. Some of these details might change as the platform is implemented throughout Hopkins.

## Scheduling SON Rooms

The 25Live platform is 100% web-based so it can be accessed from any device with a web browser.

### Accessing 25Live:

- URL: <https://nursing.jhu.edu/Rooms>
- On the MyJH Portal, search for "Room" or "25Live" When you see the 25Live tile in the results, click the little heart in the upper left-hand corner to add it to your Favorites.

Appropriate permissions are automatically assigned to all SON affiliates. If you login to the system and do not appear to have access to SON resources/rooms, it is probably just because you haven't been added to the appropriate group yet. Please open a ticket with the [SON Help Desk](#) and request access.

As with all new platforms, we expect there will be a learning curve for everyone including administrators of the system. We may need to make adjustments as we go to ensure the system works as effectively and efficiently for everyone. Please feel free to [email the Help Desk](#) with any tips, suggestions, or complaints so that we can try to make the system work equally well for everyone.

## General Guidance/Policies For All SON Users

The vast majority of people will use the **Express Scheduling** option that you will see prominently on your dashboard when you login to the system. The options above the Express Scheduling form can help you find an available room at a specific time or a time that a specific room is available depending on your need.

If you need additional reservation options such as recurring dates or Multimedia resources (available only in select rooms), you will click the "Open in Form" button or click the "Event Form" menu option in the top menu bar. The platform is very intuitive and easy to use. The vendor has extensive user documentation for any task you want to perform that you can access by clicking the [Help](#) link in the upper-right corner of your dashboard.

For a high level view of room availability or seeing where and when meetings, activities, and classes are scheduled throughout the school, click the More menu link in the upper-right corner and select either "Calendar" or "Availability" views depending on your need/preference. Be sure "All SON Spaces" is selected in the filter criteria if you want to see events for all rooms. You can also create and save custom searches if you want to limit your few to only certain rooms. See [Advanced Searching](#) and [Saving Searches](#).

Wherever you see a star to the right of any object, it means you can click on it to save that object as a "Favorite" and have it always show up at the top of whatever list you are viewing.

Upon making a reservation, you should receive an email confirmation. For some rooms/spaces, the SON Events group will need to approve your event before it is confirmed.

Please exercise common courtesy when reserving spaces:

- Do not book a room unless/until you are sure you need it
- Do not book a room for significantly more time than you need "just in case"
- If you have booked a room you no longer need, be sure to cancel the reservation as soon as possible. See [Cancelling Events](#).
- If you book a room for a recurring meeting and won't need it for some of the occurrences, please be sure to cancel the occurrences on dates you don't need. This is done by [Editing the Event](#) and clicking the View All Occurrences link under the calendar.

## SON Faculty & Staff Specific Guidance

- Rooms can be reserved up to 12 months in advance.
- Classrooms will be blocked out with no ability to reserve them until SON Student Records has assigned all rooms required for coursework during that term.
- SON Faculty and Staff do not have rights to reserve student Study Rooms.
- Some rooms/spaces will require approval. These cannot be reserved using the Express Scheduling option and will not even be listed there. You will need to use the Event Form. Areas requiring approval will have a "Request" button next to them instead of a "Reserve" button.

## **SON Student Specific Guidance**

SON Students only have rights to reserve spaces designated as Study Rooms. While students will be able to view usage and availability for all spaces, only Study Rooms will show up as an option for reserving a space. If you need to reserve any other space in the building for a club event or other purpose, please email [SON-StudentAffairs@jhu.edu](mailto:SON-StudentAffairs@jhu.edu) to have them make the reservation on your behalf.

- Students are permitted to make up to 4 room reservations totaling up to 6 hours during any 7-day period.
- Rooms may only be reserved up to 14 days in advance.
- If you are a student worker or tutor who has been given access to expanded resources as part of that role, you are expected to limit your usage of rooms for personal use to what is specified above.
- SON PhD and Post Doc students will have access rules similar to faculty and staff with regard to reserving meeting space in the building.

### **Tips/Friendly Guidance:**

- If you see one person using a Study Room, don't be afraid to ask if you may join them. Likewise, if someone asks if they may join you, please welcome them if you are able.
- Consider pre-organizing a time with a group of students to share a room.
- Do not book a Study Room unless/until you are sure you will use it.
- Study Rooms have capacities of 6-8 students. Book the smallest room you need.
- If you book a room you no longer need, be sure to [cancel](#) your reservation as soon as possible so the room becomes available to others.
- If a room is empty, you are free to use it without a reservation, but if a student who has reserved the space arrives, you will be expected to leave if they need you to.



Unknown macro: 'hideelements-macro'