To View the Schedule of a Classroom

[Note: Only classroom space reserved through the Registrar’s Office is displayed here.]

1. Click on **Classic Home**

![Classic Home screenshot]

2. Click on **Campus Community > Campus Event Planning > View Event Information > Campus Meeting Detail.**

![Campus Event Planning screenshot]
3. On this page, select “BENUV” as the **SetID** [if it has not defaulted], use the magnifying glass to select the appropriate building code and click on the **Search** button.
4. The **Campus Meeting Details** selection page will refresh displaying all of the classrooms in that building. Select the appropriate room link and the **Campus Meeting Details** page will open.
5. Enter the desired date and click the **Search** button. The **Campus Meeting Details** page refreshes and all classes/events scheduled through the Registrar’s Office in that space are displayed for the date selected.