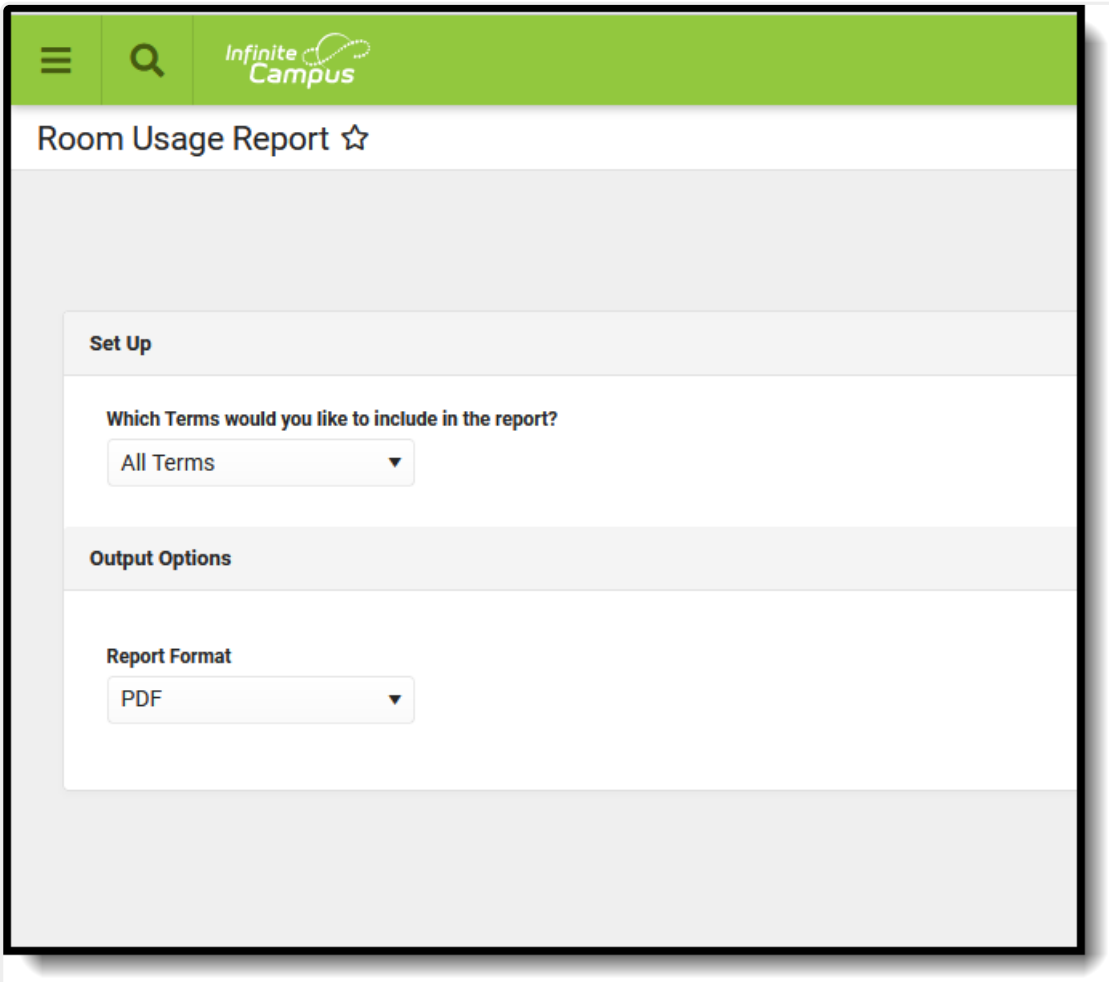
Room Usage Report

Last Modified on 12/14/2025 8:45 pm CST

Tool Search: Room Usage

The Room Usage Report displays what course sections meet in each term and period for each room. Rooms can be assigned to sections in the following tools:

- Section Information
- Staff Planner
- Course Planner



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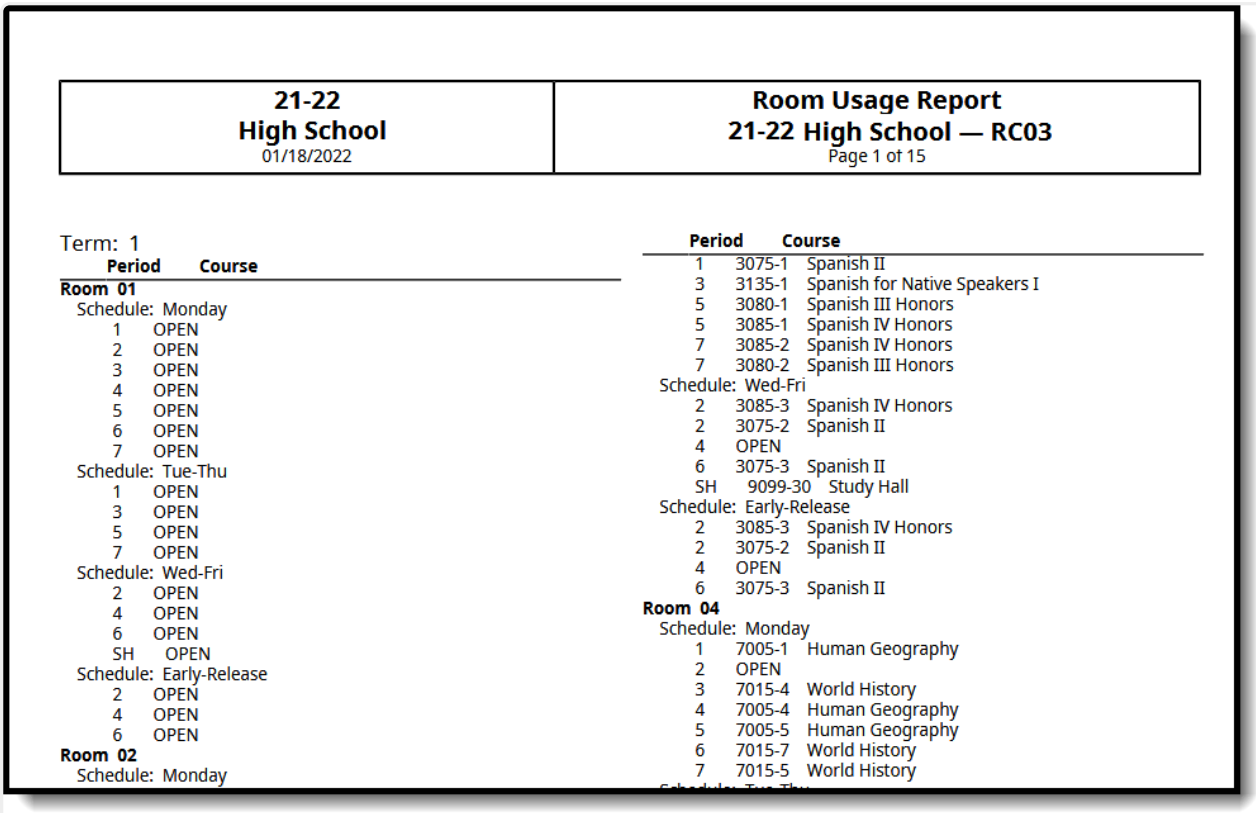
Submit feedback for the Room Usage Report by clicking the **Feedback** button in the bottom right hand corner. This takes you to the Campus Community Room Usage Report forum topic where you can add your suggestions for this report.

See the Scheduling & Courses Reports Tool Rights article for information about rights needed to use this tool.

Generate the Report

1. Select the **Term** for which to view assigned rooms. Or, leave the selection at ALL. This returns information for all terms.
2. Select the desired **Report Format.**
3. Click the **Generate Report** button.

If the calendar included multiple schedule structures, the report includes the open rooms by schedule.



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Term: 1

Period	Course
Room 01	
Schedule: Monday	
1	OPEN
2	OPEN
3	OPEN
4	OPEN
5	OPEN
6	OPEN
7	OPEN
Schedule: Tue-Thu	
1	OPEN
3	OPEN
5	OPEN
7	OPEN
Schedule: Wed-Fri	
2	OPEN
4	OPEN
6	OPEN
SH	OPEN
Schedule: Early-Release	
2	OPEN
4	OPEN
6	OPEN
Room 02	
Schedule: Monday	

Period	Course	
1	3075-1	Spanish II
3	3135-1	Spanish for Native Speakers I
5	3080-1	Spanish III Honors
5	3085-1	Spanish IV Honors
7	3085-2	Spanish IV Honors
7	3080-2	Spanish III Honors
Schedule: Wed-Fri		
2	3085-3	Spanish IV Honors
2	3075-2	Spanish II
4	OPEN	
6	3075-3	Spanish II
SH	9099-30	Study Hall
Schedule: Early-Release		
2	3085-3	Spanish IV Honors
2	3075-2	Spanish II
4	OPEN	
6	3075-3	Spanish II
Room 04		
Schedule: Monday		
1	7005-1	Human Geography
2	OPEN	
3	7015-4	World History
4	7005-4	Human Geography
5	7005-5	Human Geography
6	7015-7	World History
7	7015-5	World History

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