

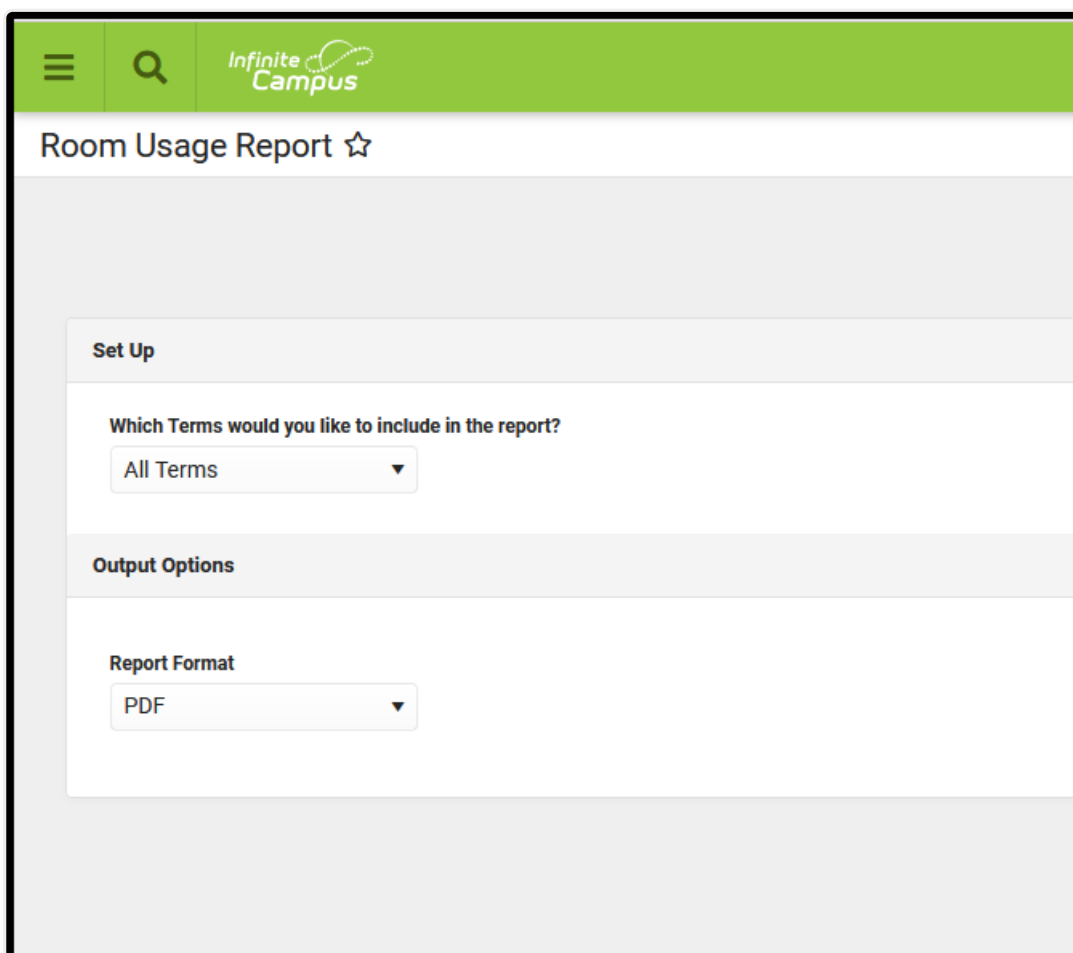
# Room Usage Report

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](#)



The screenshot shows the 'Room Usage Report' tool interface. At the top is a green header with a menu icon, a search icon, and the 'Infinite Campus' logo. Below the header, the title 'Room Usage Report' is followed by a star icon. The main content area is divided into two sections: 'Set Up' and 'Output Options'. Under 'Set Up', there is a question 'Which Terms would you like to include in the report?' with a dropdown menu currently set to 'All Terms'. Under 'Output Options', there is a 'Report Format' dropdown menu currently set to 'PDF'.

*Room Usage Report*

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.

21-22 High School 01/18/2022			Room Usage Report 21-22 High School — RC03 Page 1 of 15		
Term: 1					
Period	Course		Period	Course	
<b>Room 01</b>					
Schedule: Monday			1	3075-1	Spanish II
1	OPEN		3	3135-1	Spanish for Native Speakers I
2	OPEN		5	3080-1	Spanish III Honors
3	OPEN		5	3085-1	Spanish IV Honors
4	OPEN		7	3085-2	Spanish IV Honors
5	OPEN		7	3080-2	Spanish III Honors
6	OPEN		Schedule: Wed-Fri		
7	OPEN		2	3085-3	Spanish IV Honors
Schedule: Tue-Thu			2	3075-2	Spanish II
1	OPEN		4	OPEN	
3	OPEN		6	3075-3	Spanish II
5	OPEN		SH	9099-30	Study Hall
7	OPEN		Schedule: Early-Release		
Schedule: Wed-Fri			2	3085-3	Spanish IV Honors
2	OPEN		2	3075-2	Spanish II
4	OPEN		4	OPEN	
6	OPEN		6	3075-3	Spanish II
SH	OPEN		<b>Room 04</b>		
Schedule: Early-Release			Schedule: Monday		
2	OPEN		1	7005-1	Human Geography
4	OPEN		2	OPEN	
6	OPEN		3	7015-4	World History
<b>Room 02</b>			4	7005-4	Human Geography
Schedule: Monday			5	7005-5	Human Geography
1	OPEN		6	7015-7	World History
2	OPEN		7	7015-5	World History
3	OPEN		Schedule: Tue-Thu		
4	OPEN				
5	OPEN				
6	OPEN				

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