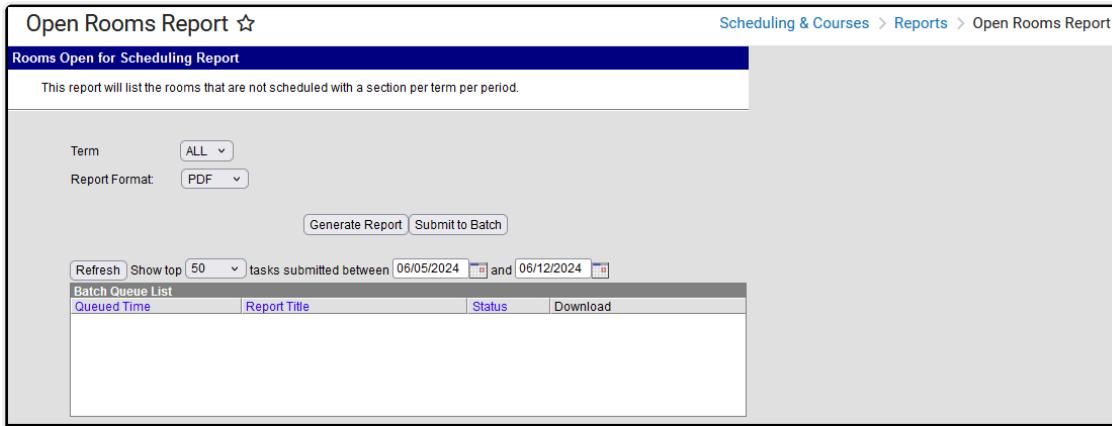


Open Rooms Report

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

Tool Search: Open Rooms

The **Open Rooms Report** lists rooms in the selected calendar that are open for a Course Section to meet. In other words, the rooms listed on the report are currently not scheduled with a course section for the term and corresponding period.



Open Rooms Report ☆

Scheduling & Courses > Reports > Open Rooms Report

Rooms Open for Scheduling Report

This report will list the rooms that are not scheduled with a section per term per period.

Term: ALL Report Format: PDF

Generate Report Submit to Batch

Refresh Show top 50 tasks submitted between 06/05/2024 and 06/12/2024

Batch Queue List

Queued Time	Report Title	Status	Download

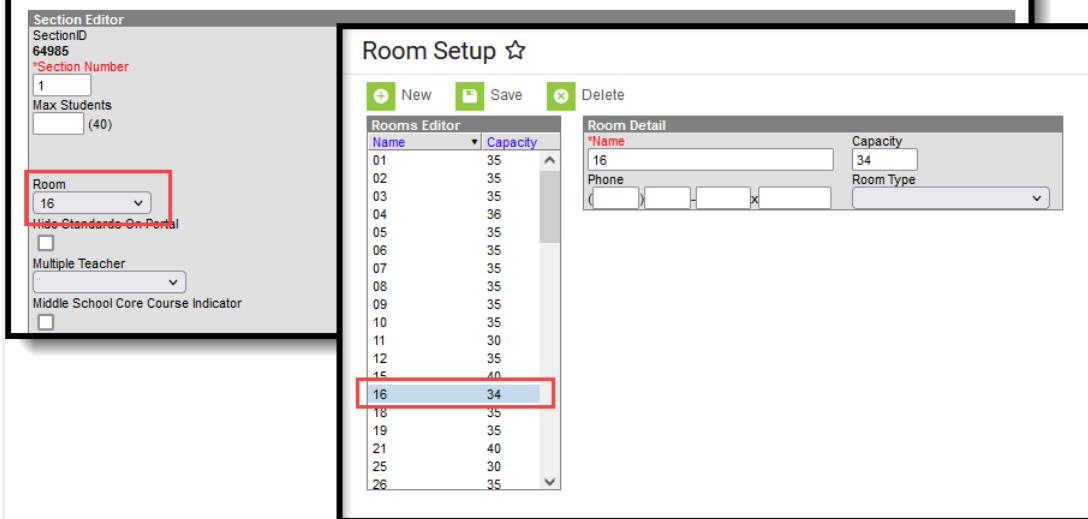
Open Rooms Report

See the [Scheduling & Courses Reports Tool Rights](#) article for information about rights needed to use this tool.

Report Logic

The report uses the Room field on the [Section Editor](#) to determine whether a room is open. It also requires rooms to be listed in the [Room Setup](#) tool.

Section Information ☆
1007-1 3-D Design Teacher: Staff, Kip
 Save  Delete



The screenshot shows two overlapping windows. The top window is 'Section Information' for section 1007-1 3-D Design, Teacher: Staff, Kip. It has fields for Section ID (64985), Section Number (1), Max Students (40), and a Room dropdown set to '16'. The bottom window is 'Room Setup' for 'Rooms Editor'. It shows a table of rooms with columns 'Name' and 'Capacity'. Room 16 is highlighted with a red box and has a capacity of 34. The 'Room Detail' panel on the right shows 'Name' 16, 'Capacity' 34, and 'Room Type'.

Name	Capacity
01	35
02	35
03	35
04	36
05	35
06	35
07	35
08	35
09	35
10	35
11	30
12	35
15	40
16	34
18	35
19	35
21	40
25	30
26	35

Course Section Editor Room Selection, Room Setup Tool

Generate the Report

Select a Year, School, and Calendar from the Campus toolbar before generating the report.

1. If applicable, select the applicable **Schedule Structure**.
2. Select the **Term** for which to return open room information. Or, select ALL to return information for all terms in the selected calendar.
3. Select the desired **Report Format** - PDF, DOCX or CSV.
4. Click **Generate Report** to generate the report immediately, or use the **Submit to Batch** to choose when a report generates.

The report displays in the selected format, listing the open rooms. Terms print in Calendar Term order based on the assigned sequence. Within each term, the Period Schedule Structure and the Periods within that structure print in assigned sequence order.

21-22
High School
04/05/2022

Rooms Available for Scheduling
21-22 High School
Page 1 of 6

Term: Semester 1

Schedule: Monday

Period: 1

01	06	07	08	09	12
26	31	32	44	45	Ag Class
Auto	Career	Ceramics	Cosmo	CTE Office	Gym
Gym	Gym	Kitchen	Library	Med Sci	Office
PAC	Pol Sci	Publ	SAE	TBA	Weights

Weights

Period: 2

01	02	04	06	07	08
09	10	26	30	31	32
34	35	36	41	42	44
45	Ag Class	Auto	Career	Ceramics	Cosmo
CTE Office	Gym	Gym	Gym	Kitchen	Library

Med Sci

SAE

TBA

Weights

Period: 3

01	06	07	08	09	10
25	31	32	44	45	Ag Class
Auto	Career	Ceramics	Cosmo	CTE Office	Gym
Gym	Kitchen	Library	Med Sci	Office	P2
PAC	Pol Sci	Publ	SAE	TBA	Weights

Weights

[Open Report Report, All Terms - PDF Format](#)

A	B	C	D	E	F	G
1	Term Schedule	Term	Period Schedule	Period	Room	Capacity Room Type
2	Terms	Semester 1	Monday	1	1	35 Classroom
3	Terms	Semester 1	Monday	1	6	35
4	Terms	Semester 1	Monday	1	7	35
5	Terms	Semester 1	Monday	1	8	35
6	Terms	Semester 1	Monday	1	9	35
7	Terms	Semester 1	Monday	1	12	35
8	Terms	Semester 1	Monday	1	26	35
9	Terms	Semester 1	Monday	1	31	35
10	Terms	Semester 1	Monday	1	32	40
11	Terms	Semester 1	Monday	1	44	31
12	Terms	Semester 1	Monday	1	45	35
13	Terms	Semester 1	Monday	1	Ag Class	35
14	Terms	Semester 1	Monday	1	Auto	35
15	Terms	Semester 1	Monday	1	Career	35
16	Terms	Semester 1	Monday	1	Ceramics	35
17	Terms	Semester 1	Monday	1	Cosmo	35
18	Terms	Semester 1	Monday	1	CTE Office	20
19	Terms	Semester 1	Monday	1	Gym	55
20	Terms	Semester 1	Monday	1	Gym	55
21	Terms	Semester 1	Monday	1	Gym	55
22	Terms	Semester 1	Monday	1	Kitchen	
23	Terms	Semester 1	Monday	1	Library	30
24	Terms	Semester 1	Monday	1	Med Sci	35

[Open Rooms Report, Specific Term Selected - CSV Format](#)