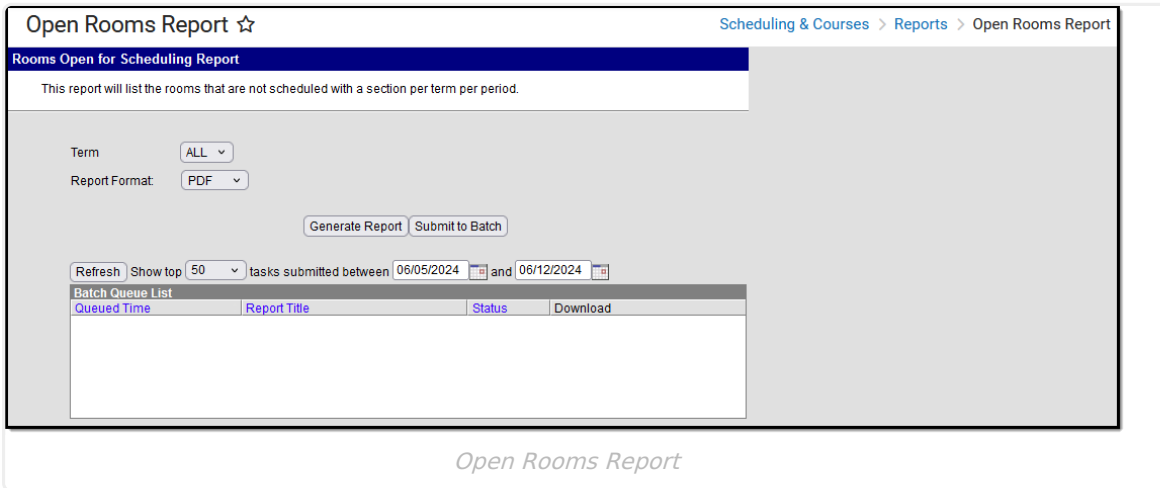


Open Rooms Report

Last Modified on 06/13/2024 8:50 am CDT

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. This report can also be generated from the [Schedule Wizard](#).



The screenshot shows the 'Open Rooms Report' interface. At the top, there is a breadcrumb trail: 'Scheduling & Courses > Reports > Open Rooms Report'. Below this is a blue header bar with the text 'Rooms Open for Scheduling Report'. A message box states: 'This report will list the rooms that are not scheduled with a section per term per period.' The interface includes a 'Term' dropdown menu set to 'ALL' and a 'Report Format' dropdown menu set to 'PDF'. There are two buttons: 'Generate Report' and 'Submit to Batch'. Below these is a 'Refresh' button and a 'Show top' dropdown menu set to '50'. A date range filter is set to 'tasks submitted between 06/05/2024 and 06/12/2024'. A table titled 'Batch Queue List' is visible, with columns for 'Queued Time', 'Report Title', 'Status', and 'Download'. The table is currently empty.

Open Rooms Report

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

Section Editor
SectionID
64985
Section Number
1
Max Students
(40)
Room
16
Wide Standards On Portal
Multiple Teacher
Middle School Core Course Indicator

Room Setup ☆
New Save Delete

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

Room Detail
Name
16
Capacity
34
Phone
Room Type

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 <small>04/05/2022</small>	Rooms Available for Scheduling 21-22 High School <small>Page 1 of 6</small>
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Term: Semester 1
 Schedule: Monday
 Period: 1

01 Auto Gym PAC Weights	06 Career Gym Pol Sci Weights	07 Ceramics Kitchen Publ	08 Cosmo Library SAE	09 CTE Office Med Sci TBA	12 Ag Class Gym Office Weights
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Period: 2

01 09 34 45 CTE Office Med Sci SAE	02 10 35 Ag Class Gym Office TBA	04 26 36 Auto Gym P3 Weights	06 30 41 Career Gym PAC Weights	07 31 42 Ceramics Kitchen Pol Sci Weights	08 32 44 Cosmo Library Publ
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Period: 3

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