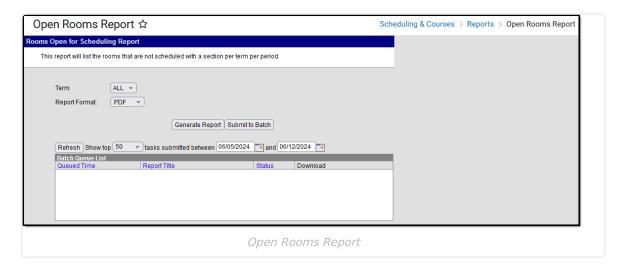# Open Rooms Report

Last Modified on 04/01/2025 11:41 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.
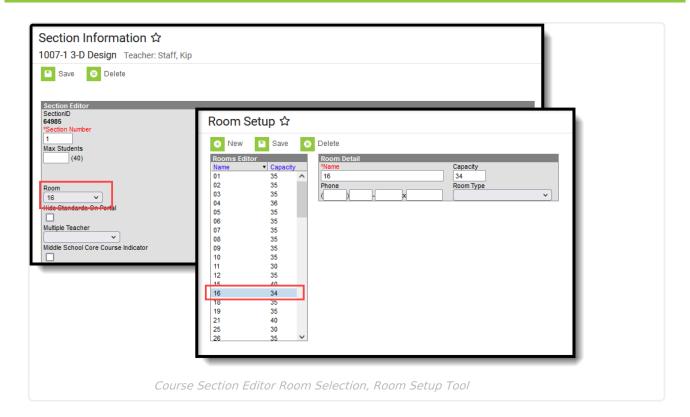

Open Rooms Report

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.

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.

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	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	Office	P3	PAC	Pol Sci	Publ
SAE	TBA	Weights	Weights	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	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