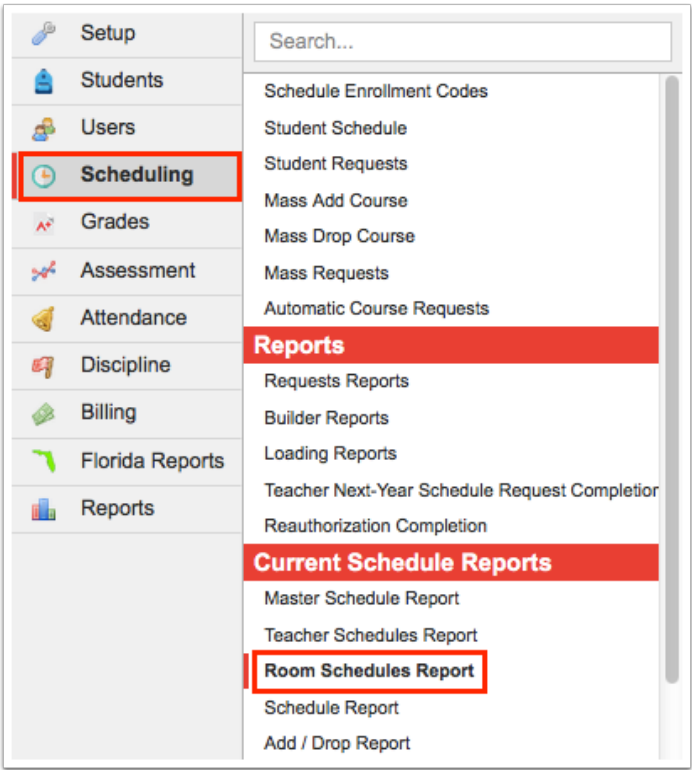# Room Schedules Report

The Room Schedules report displays the sections that are scheduled into each room at the school for each period of the school day. The room and period can be changed for a section directly on this report if needed.

Viewing the Room Schedules Report

1. In the **Scheduling** menu, click **Room Schedules Report**.

Each room in the school is listed down the left side of the screen, including the Display Room, Room, and Title, as set up in Setup > Rooms screen. The sections scheduled into the room for each period of the school day are displayed across the report. The number of students enrolled in the section is displayed next to each section.

				99.34% fully scheduled	Show:		Filter by Subject: Choose...		by Course(s):		Apply

90 Rooms — Customize Columns | Filter | Filters: OFF | Search

Display Room	Room	Title	ITV	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
Library	1-113	00009A0001000001113		EXEC INTERN 1 4 / EXEC INTERN 2 0	EXEC INTERN 1 5 / EXEC INTERN 2 1	EXEC INTERN 1 8 / EXEC INTERN 2 0	EXEC INTERN 1 8 / EXEC INTERN 2 0	EXEC INTERN 1 7 / EXEC INTERN 2 0	EXEC INTERN 1 7 / EXEC INTERN 2 0		
113-B	1-113B	00009A0001000001113B		JOURN 1 5 / JOURN 2 7 / JOURN 3 2 / JOURN 4 4	ENGLISH COMP II 26		ENGLISH COMP II 27	ENGLISH COMP II 22	ENGLISH COMP II 24		
210	1-210	00009A0001000001210		INTENS READ 2 18	INTENS READ 1 20	INTENS READ 1 19	INTENS READ 1 21	INTENS READ 2 19	INTENS READ 2 12		
806	1-806	00009A0001000001806		DIGITAL DESIGN 1 36	DIGITAL DESIGN 2 33	DIGITAL DESIGN 2 35	DIGITAL DESIGN 1 36	DIGITAL DESIGN 1 31	DIGITAL INFO TECH 36		
808	1-808	00009A0001000001808		AP COMPUTER SCI PRIN 31	DIGITAL DESIGN 1 27	DIGITAL DESIGN 1 30 / DIV CAR TECH-OJT 1	DIV CAR TECH-OJT 2 / DIV CAR TECH PRIN 32	DIV CAR TECH-OJT 19	DIV CAR TECH-OJT 26		
821	1-821	00009A0001000001821		AP PSYCH 42	AP PSYCH 39	AP PSYCH 40	LEAD SKLS DEV 13 / LEAD TECNQS 8 / LEADER STRATEGIES 9 / APPROACHES TO LEADER 11	AP PSYCH 40	AP PSYCH 37		
201	201	00009A0001000001201		ANAT PHYSIO HON 24	ANAT PHYSIO HON 27	BIO 1 HON 27	BIO 1 HON 26	ANAT PHYSIO HON 27	ANAT PHYSIO HON 17		
202	202	00009A0001000001202		MARINE SCI 1 27	MARINE SCI 1 26	BIO 1 29	BIO 1 28	BIO 1 24	BIO 1 27		
206	206	00009A0001000001206		CHEM 1 HON 29	CHEM 1 HON 29	AP CHEM 25	CHEM 1 HON 28	AP CHEM 13	CHEM 1 HON 26		
207	207	00009A0001000001207		BIO 1 9 / BIO 1 29	CHEM 1 24	CHEM 1 22	BIO 1 27	BIO 1 24 / BIO 1 8	BIO 1 27 / BIO 1 9		
208	208	00009A0001000001208		INTEG SCI 1 29	INTEG SCI 1 18	INTEG SCI 1 25		PHYS 1 12	PHYS 1 10		
214	214	00009A0001000001214		BIO 1 HON 29	BIO 1 HON 27	AP BIO 25	AP BIO 17	AP ENV SCI 23	AP ENV SCI 27		
219	219	00009A0001000001219		PHYS 1 HON 27	PHYS 1 HON 27	PHYS 2 HON 22	PHYS 2 HON 17	PHYS 1 HON 27	PHYS 1 HON 23		

Above the report, the percentage of rooms fully scheduled is displayed, which will update when sections are dragged and dropped on the report.

				99.34% fully scheduled	Show:		Filter by Subject: Choose...		by Course(s):		Apply

90 Rooms — Customize Columns | Filter | Filters: OFF | Search

Display Room	Room	Title	ITV	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
Library	1-113	00009A0001000001113		EXEC INTERN 1 4 / EXEC INTERN 2 0	EXEC INTERN 1 5 / EXEC INTERN 2 1	EXEC INTERN 1 8 / EXEC INTERN 2 0	EXEC INTERN 1 8 / EXEC INTERN 2 0	EXEC INTERN 1 7 / EXEC INTERN 2 0	EXEC INTERN 1 7 / EXEC INTERN 2 0		
113-B	1-113B	00009A0001000001113B		JOURN 1 5 / JOURN 2 7 / JOURN 3 2 / JOURN 4 4	ENGLISH COMP II 26		ENGLISH COMP II 27	ENGLISH COMP II 22	ENGLISH COMP II 24		
210	1-210	00009A0001000001210		INTENS READ 2 18	INTENS READ 1 20	INTENS READ 1 19	INTENS READ 1 21	INTENS READ 2 19	INTENS READ 2 12		
806	1-806	00009A0001000001806		DIGITAL DESIGN 1 36	DIGITAL DESIGN 2 33	DIGITAL DESIGN 2 35	DIGITAL DESIGN 1 36	DIGITAL DESIGN 1 31	DIGITAL INFO TECH 36		
808	1-808	00009A0001000001808		AP COMPUTER SCI PRIN 31	DIGITAL DESIGN 1 27	DIGITAL DESIGN 1 30 / DIV CAR TECH-OJT 1	DIV CAR TECH-OJT 2 / DIV CAR TECH PRIN 32	DIV CAR TECH-OJT 19	DIV CAR TECH-OJT 26		
821	1-821	00009A0001000001821		AP PSYCH 42	AP PSYCH 39	AP PSYCH 40	LEAD SKLS DEV 13 / LEAD TECNQS 8 / LEADER STRATEGIES 9 / APPROACHES TO LEADER 11	AP PSYCH 40	AP PSYCH 37		
201	201	00009A0001000001201		ANAT PHYSIO HON 24	ANAT PHYSIO HON 27	BIO 1 HON 27	BIO 1 HON 26	ANAT PHYSIO HON 27	ANAT PHYSIO HON 17		
202	202	00009A0001000001202		MARINE SCI 1 27	MARINE SCI 1 26	BIO 1 29	BIO 1 28	BIO 1 24	BIO 1 27		
206	206	00009A0001000001206		CHEM 1 HON 29	CHEM 1 HON 29	AP CHEM 25	CHEM 1 HON 28	AP CHEM 13	CHEM 1 HON 26		
207	207	00009A0001000001207		BIO 1 9 / BIO 1 29	CHEM 1 24	CHEM 1 22	BIO 1 27	BIO 1 24 / BIO 1 8	BIO 1 27 / BIO 1 9		
208	208	00009A0001000001208		INTEG SCI 1 29	INTEG SCI 1 18	INTEG SCI 1 25		PHYS 1 12	PHYS 1 10		
214	214	00009A0001000001214		BIO 1 HON 29	BIO 1 HON 27	AP BIO 25	AP BIO 17	AP ENV SCI 23	AP ENV SCI 27		
219	219	00009A0001000001219		PHYS 1 HON 27	PHYS 1 HON 27	PHYS 2 HON 22	PHYS 2 HON 17	PHYS 1 HON 27	PHYS 1 HON 23		

2. Click the **Show** pull-down to display different information in the report. You can select as many items as needed. Click **Apply** to display the selected options in the report.

a. Select **Teacher** to display the teacher of the section on the report.

b. Select **Co-Teachers** to display the co-teachers of the section on the report (use in conjunction with the Teachers option).

c. Select **Course/Section Numbers** to display the course number and the section short name on the report.

d. Select **Terms** to display both Semester 1 and Semester 2 classes on the report.

If Terms is not selected to display, only classes scheduled into the term selected at the top-right corner of the screen will display on the report.

e. If rotation days are enabled at your school, select **Rotation Days** to view the rotation days each section meets on the report.

f. Select **Total number of students for the entire period** to display the total number of students for each period at the bottom of the table, based on the content displayed in the report. For example, if you have the report filtered by subject to only display English Language Arts sections, the period totals will only include those English Language Arts sections.

g. Select **Totals** to display the total number of students scheduled in each period for the room, as well as the total number of students in all of the room's sections (the Total Students column displays on the right side of the report).

h. Select **Highlight on Double Scheduled** to highlight periods that have more than once section scheduled for a room in red.

i. Select **All Room Sections (when filtered by subject)** to display all of a room's sections when filtering the report by subject.

> For example, when "English Language Arts" is selected in the Filter by Subject pull-down, all of the English Language Arts sections display on the report. Selecting "All Room Sections (when filtered by subject)" and applying it to the report displays the additional sections for those rooms that are not English Language Arts sections, such as this Creative Writing course that has an Elective subject area.

j. Select **Limit to Singletons** to display all of the sections that are singletons (only one section of the course is offered).

k. Select **Limit to Doubletons** to display all of the sections that are doubletons (only two sections of the course are offered).

3. For schools using a rotation schedule, select the **Rotation Days** to view only the selected rotation day on the report. Click **Apply** to update the report.

4. To assign rotation days to a section, select one or multiple rotation days from the pull-down.

5. To filter the report by subject, select the subject in the **Filter by Subject** pull-down. Once the subject is selected, click **Apply** to update the report.

The report is refreshed and displays room schedules for the selected subject.

6. To filter the report by course, select the course in the **By Course(s)** pull-down. One or multiple courses can be selected. Once the courses are selected, click **Apply** to update the report.

The report is refreshed and displays rooms that have schedules including the selected course.

💡 The report can also be filtered by using either of the filter options, whichever method you prefer. The first **Filter** button allows you to add one or multiple filter rules to filter the report. The second **Filters** button allows you to filter on each column of the report, just as when using the Filters functionality on data tables throughout Focus.

7. To customize the columns that display on the report, click **Customize Columns**.

8. In the pop-up window, click the columns to hide on the report.

The hidden columns are struck out.

9. Click **Save**.

10. Click a section to view the section information in the [Courses & Sections]() screen in a new tab. The section's period and room can be updated, along with any other section information in the pop-up window.

11. A section's period and room can also be updated by clicking the cross icon next to the section and dragging the section to another room and period. The changes are auto-saved.

306	306	00009A0001000001306			HONOR STATISTC MTHDS	0 ✛	PRECALCULUS ALGEBRA	0 ✛	HONOR STATISTC MTHDS	0 ✛	HONOR STATISTC MTHDS	0 ✛			
307	307	00009A0001000001307	ALG 2 HON	0 ✛	ALG 2 HON	0 ✛	ALG 2 HON	0 ✛	AP STAT	0 ✛	AP STAT	0 ✛	ALG 2 HON	0 ✛
308	308	00009A0001000001308	Alg 1	0 ✛	Alg 1	0 ✛	Alg 1	0 ✛	Alg 1	0 ✛	Alg 1	0 ✛	GEO HON	0 ✛
309	309	00009A0001000001309			GEO HON	0 ✛			GEO HON	0 ✛	GEO HON	0 ✛	GEO HON	0 ✛