We now have available a CMS query that allows us to look for all available classrooms as a whole or limited to certain days. This can help you to find rooms for classes you are seeking to add. Currently, access is available to department and college schedulers.

The report can be accessed through the CMS menu under “Reporting Tools”:

Click on “Query Manager”
Type in LA_SR_AVAIL_BYTERM and choose how you want the output to be displayed (e.g., Excel):

You can then click on the magnifying glass icon next to term and select the term for which you are searching for rooms:
Next, select the type of room or facility you are seeking and the days or the week, and then “view results”. The Excel file appears on the lower corner of your screen.

You can now open the file, and apply the “Sort/Filter” command in Excel to enable you to more easily find rooms with the attributes (e.g., room size, start time) you are seeking: