MyRED – Class Facility Usage
Last Updated on May 31, 2013

Use the Class Facility Usage page to review a summary of classes scheduled in a facility for a particular term. It is important to note that this page does not include any special events scheduled in a facility.

1. Navigate to the Class Facility Usage page.

2. Enter NEUNL in the SetID field if you have not created your user defaults. If you have created User Defaults, NEUNL will default into the SetID field.

3. Enter a Facility ID. The Facility ID is a two part code separated by a “–” between the first (Building) portion of the code and the second (Room Number) portion of the code.

4. Click on Search.

5. Enter a Term Code.

6. Select a Day of the Week from the drop down box. Note that you can only search by one day of the week at a time.

7. Click on Fetch Class Meetings. This button is only available after you enter a term code and a day of the week.

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Class Facility Usage

SetID: NEUNL
Facility ID: CBA-24
Building: CBA
Room: 24
Description: Lecture Rm
Room Capacity: 49
Term: 1106
Day of the Week: Thursday

Fetch Class Meetings
The Days of the Week columns are marked with a check mark to display when the facility is being used. The search result also displays the class information and total enrollment.

8. If you need to view a different day of the week for the same room, change the Day of the Week in the drop down box and click Fetch Class Meetings.

9. If you need to view a different facility, click on **Return to Search** and start a new search.