Class Facility Usage

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**.

**Class Facility Usage**

Enter any information you have and click Search. Leave fields blank for a list of all values.

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.

![Class Facility Usage](image)
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.