

Ad Astra User Manual

SCHEDULE GRID CALENDAR MANUAL

Astra Scheduling Grid Instructions to View Room Availability for the Week

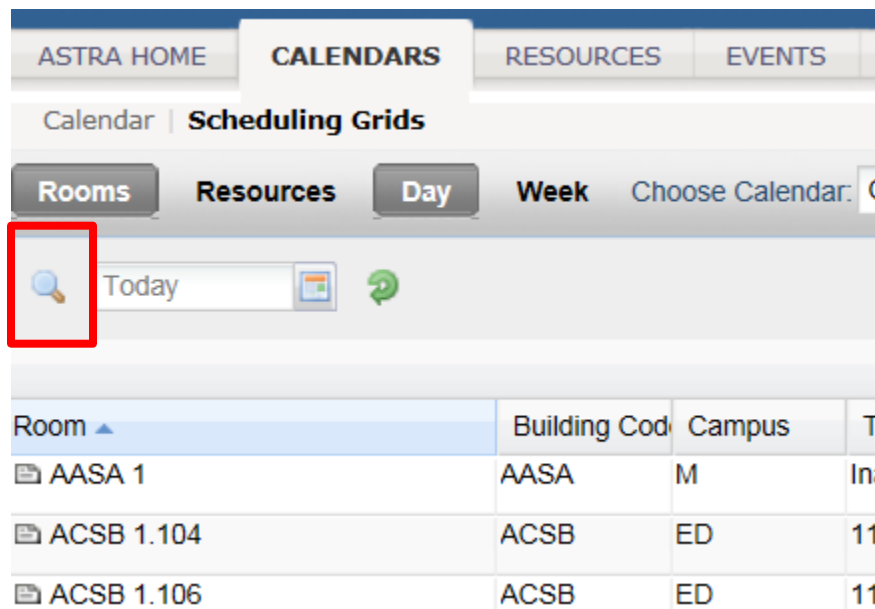
Ad Astra link:

<https://schedule7.utrgv.edu/>

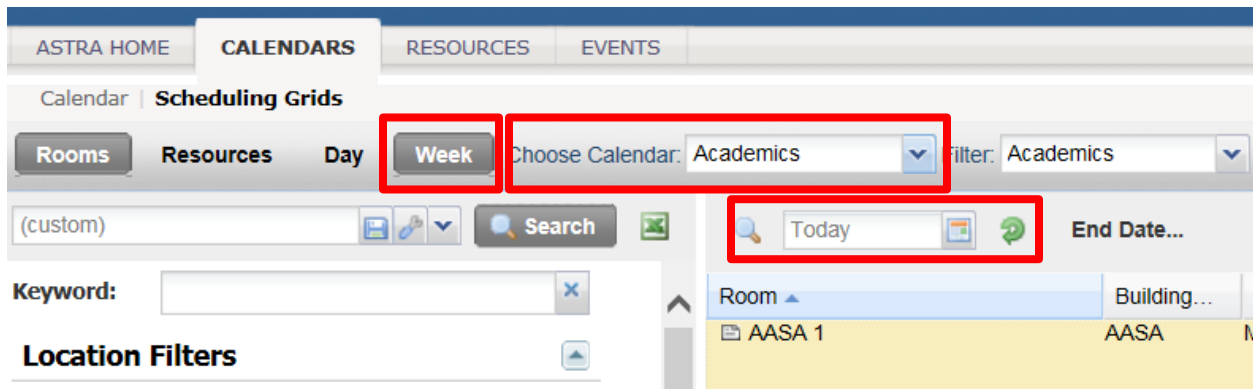
1. Log in using UTRGV credentials
2. Select **Scheduling Grids** under Calendars tab



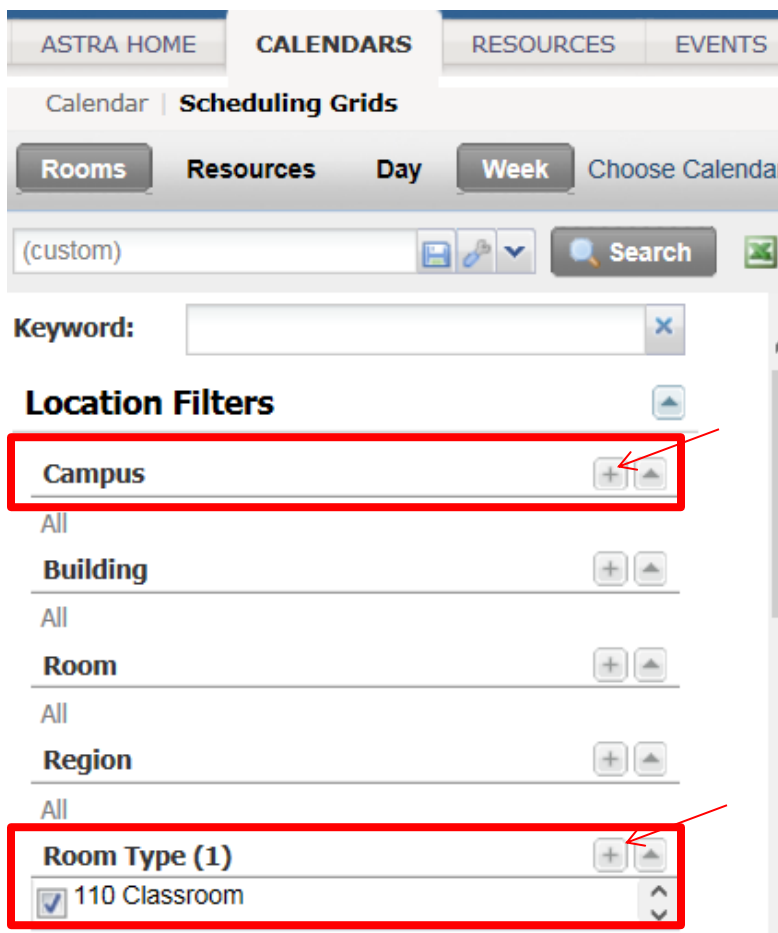
3. Click on Advanced Search Options (magnifying glass icon)



4. Select **Week**
5. Choose Calendar: **Academics**
6. Enter first day of week



7. Filter by campus (may also filter by building and room)
8. Filter Room Type: **110 Classroom** or **210 Lab**



9. Click **Search**

ASTRA HOME CALENDARS RESOURCES EVENTS

Calendar | Scheduling Grids

Rooms Resources Day Week Choose Calendar:

(custom) Search

Keyword:

Location Filters

Campus (1)

BRW

Building

All

Room

All

Region

All

Room Type (1)

110 Classroom

10. Select room to view available days/times (center column) – days/times are displayed on right (white space shows available rooms – possible room conflict may exist if room is assigned during a different part of term)

ASTRA HOME CALENDARS RESOURCES EVENTS

Calendar | Scheduling Grids

Rooms Resources Day Week Choose Calendar: Academics Filter: Academics Request Event

(custom) Search 09/12/2016 End Date: 09/16/2016 September 11 - 17, 2016

Keyword:

Location Filters

Campus (1)

BRW

Building

All

Room

All

Region

All

Room Type (1)

110 Classroom

Capacity: Between and

Room	Building...	Campus	Type	Capacity
BRHB 1.207	BRHB	BRW	110 Classroom	40
BRHB 1.222	BRHB	BRW	110 Classroom	100
EIDM 1	EIDM	BRW	110 Classroom	129
EIDM 101	EIDM	BRW	110 Classroom	40
LHSB 1.102	LHSB	BRW	110 Classroom	127
LHSB 1.104	LHSB	BRW	110 Classroom	123
LHSB 1.312	LHSB	BRW	110 Classroom	36
LHSB 1.314	LHSB	BRW	110 Classroom	36

	Sep 11, 2016	Mon 12	Tue 13	Wed 14	Thu 15	Fri 16
7am						
8am	8:00am EDUC 3304/12 - Instruction	8:00am EDUC 3335/33 - Soc Stud	8:00am EDUC 3304/12 - Instruction	8:00am EDUC 3335/33 - Soc Stud		
9am						
10am	9:25am PSYC 4319/03 - Cognitive	9:25am PHIL 1301/13 - Intro to	9:25am PSYC 4319/03 - Cognitive	9:25am PHIL 1301/13 - Intro to		
11am						
12pm						
1pm	12:15pm CRJ 4341/01 - Correction		12:15pm CRJ 4341/01 - Correction			

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Astra Scheduling Grid Instructions to View Room Availability Day by Day

Ad Astra link:

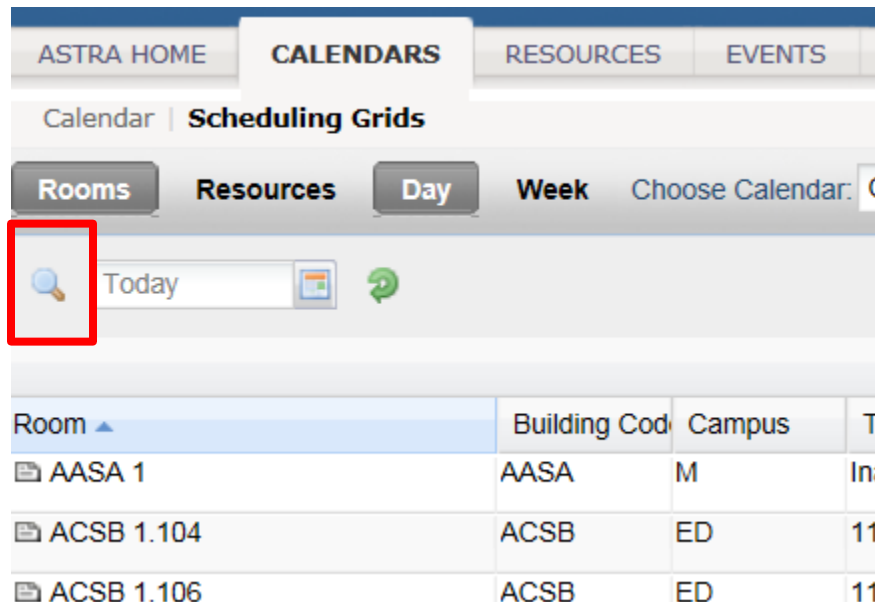
<https://schedule7.utrgv.edu/>

11. Log in using UTRGV credentials
12. Select **Scheduling Grids** under Calendars tab



The screenshot shows the Astra Scheduling Grids interface. At the top, there are navigation tabs: ASTRA HOME, CALENDARS (selected), RESOURCES, and EVENTS. Below the tabs, there is a breadcrumb trail: Calendar | Scheduling Grids. The main content area features three cards: 1. 'Calendars' with a calendar icon and the text 'Enterprise Calendars'. 2. 'Calendar' with a calendar icon showing the number '10' and the text 'View activity calendar.'. 3. 'Scheduling Grids' with a calendar icon and the text 'View daily resource grid.'. The 'Scheduling Grids' card is highlighted with a red rectangular box.

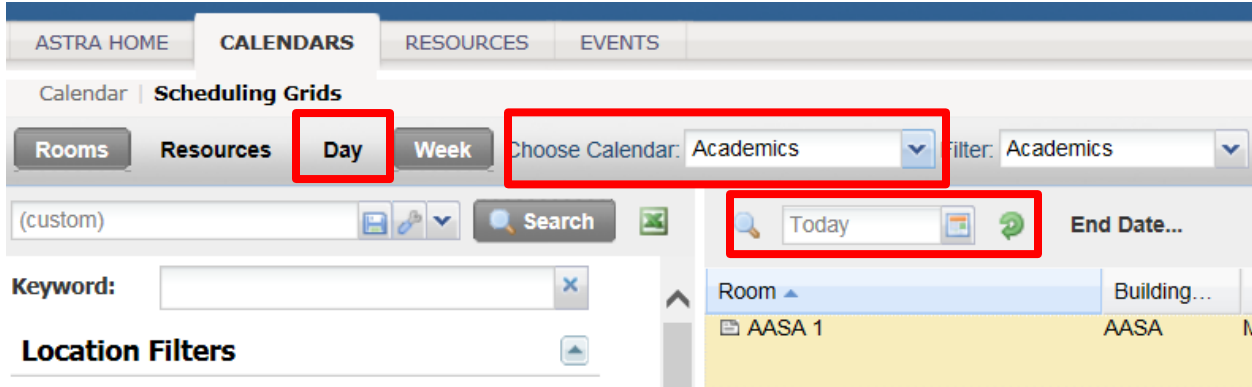
13. Click on Advanced Search Options (magnifying glass icon)



The screenshot shows the Astra Scheduling Grids interface with the search options highlighted. At the top, there are navigation tabs: ASTRA HOME, CALENDARS (selected), RESOURCES, and EVENTS. Below the tabs, there is a breadcrumb trail: Calendar | Scheduling Grids. The main content area features four tabs: Rooms (selected), Resources, Day, and Week. To the right of these tabs is a dropdown menu labeled 'Choose Calendar:'. Below the tabs, there is a search bar with a magnifying glass icon (highlighted with a red box), a text input field containing 'Today', a calendar icon, and a refresh icon. Below the search bar, there is a table with the following data:

Room	Building Code	Campus	T
AASA 1	AASA	M	In
ACSB 1.104	ACSB	ED	11
ACSB 1.106	ACSB	ED	11

14. Select Day
15. Choose Calendar: **Academics**
16. Enter the day you are needing a room



17. Filter by campus (may also filter by building and room)
18. Filter Room Type: **110 Classroom, Computer Lab (IT Managed), Conference Room, etc.**

