Ad Astra User Manual

SCHEDULE GRID CALENDAR MANUAL
Astra Scheduling Grid Instructions to View Room Availability for the Week

Ad Astra link:
https://www.aaiscloud.com/UTXRioGrandeValley

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 and click “Done” at the bottom right
9. Click Search
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 Scheduling Grid Instructions to View Room Availability Day by Day

**Ad Astra link:**

[https://www.aaiscloud.com/UTXRioGrandeValley](https://www.aaiscloud.com/UTXRioGrandeValley)

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

![Scheduling Grids](image1)

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

![Advanced Search Options](image2)

14. Select **Day**
15. Choose Calendar: **Academics** and select **Available Rooms** under Filter
16. Enter the day you are needing a room

![Filter by Day and Calendar](image3)

17. Filter by campus (may also filter by building and room)
18. Filter Room Type: **110 Classroom**, **Computer Lab (IT Managed)**, **Conference Room**, etc.
19. Click Search
20. You will see a grid for the day you are looking at between the times of 6 am and 11pm.
   a. Blue/Orange = Academic Sections
   b. Green = Scheduled Events
   c. Gray = Requested Events (These are not confirmed!)