

Ad Astra User Manual

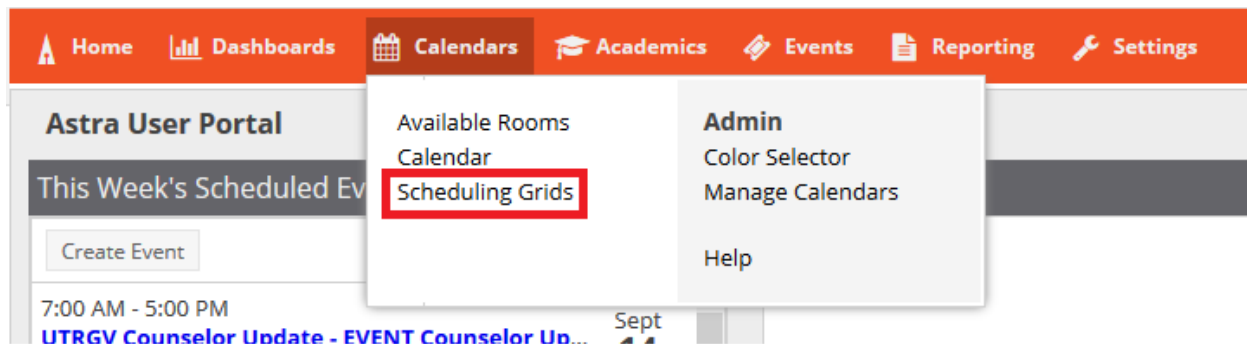
SCHEDULE GRID CALENDAR MANUAL

Astra Scheduling Grid Instructions to View Room Availability for the Week

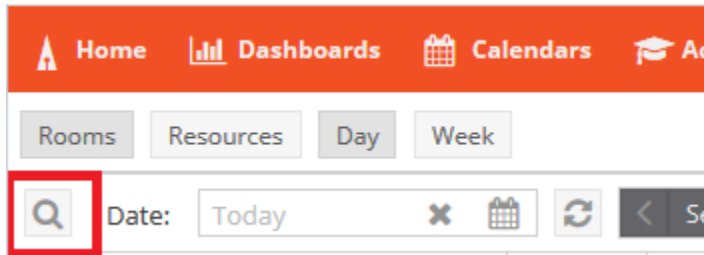
Ad Astra link:

<https://www.aaiscloud.com/UTXRioGrandeValley>

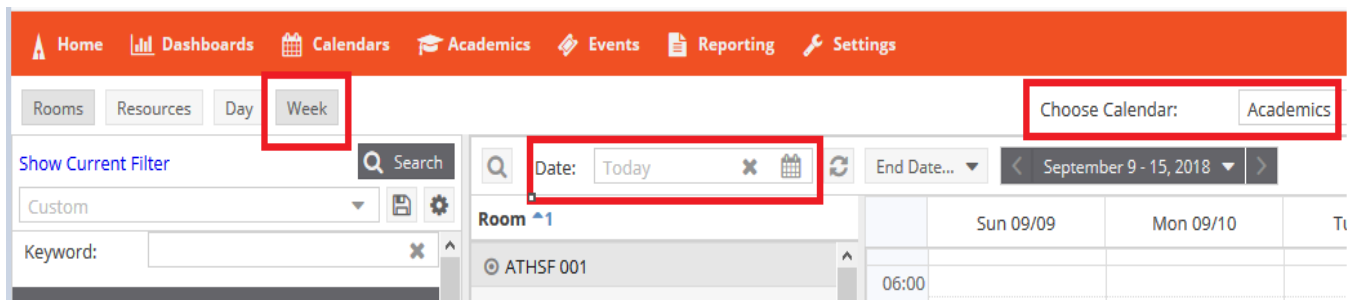
1. Log in using UTRGV credentials
2. Select **Scheduling Grids** under Calendars tab



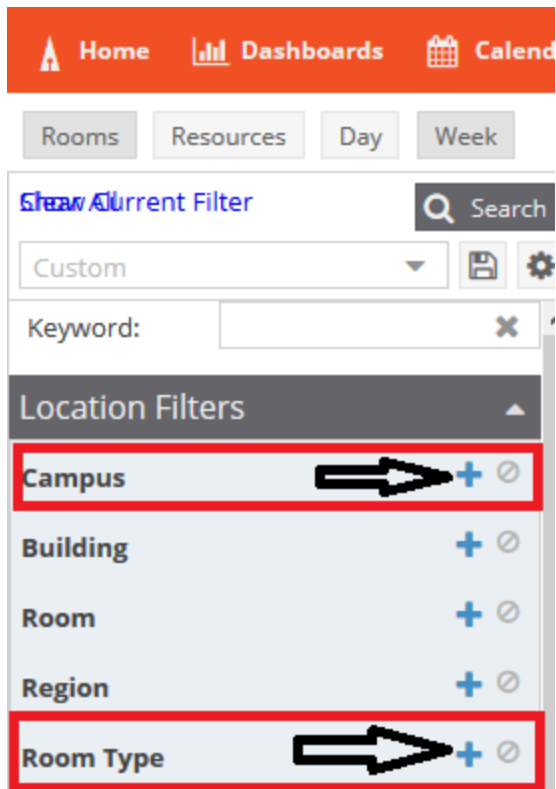
3. Click on Advanced Search Options (magnifying glass icon)



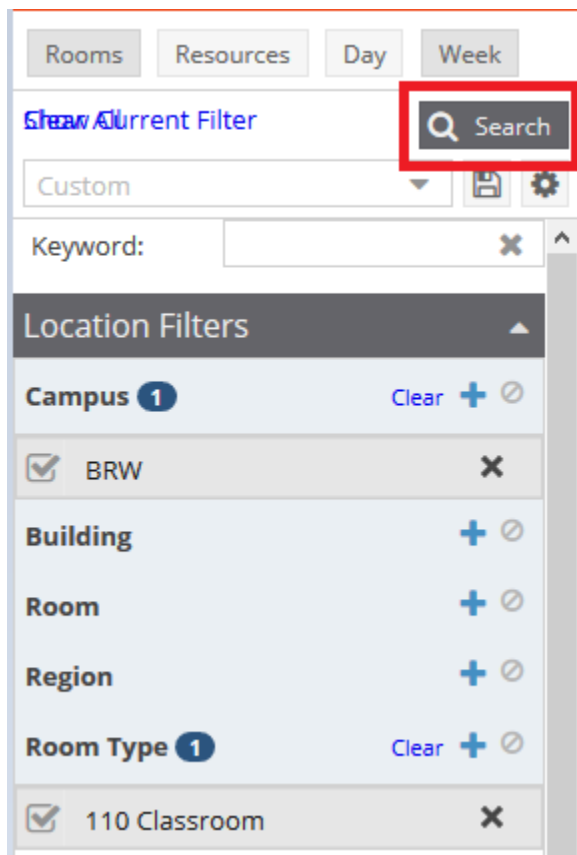
4. Select **Week**
5. Choose Calendar: **Academics**
6. Enter first day of week



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)

The screenshot displays a room availability calendar interface. At the top, there is a navigation bar with options: Home, Dashboards, Calendars, Academics, Events, Reporting, and Settings. Below this, there are tabs for Rooms, Resources, Day, and Week. The 'Date' field is set to 'Today' and is highlighted with a red arrow. The 'Choose Calendar' dropdown is set to 'Academics'. The interface shows a list of rooms on the left, a central column for the selected room, and a grid of days and times on the right. The grid shows available rooms in white and occupied rooms in colored blocks.

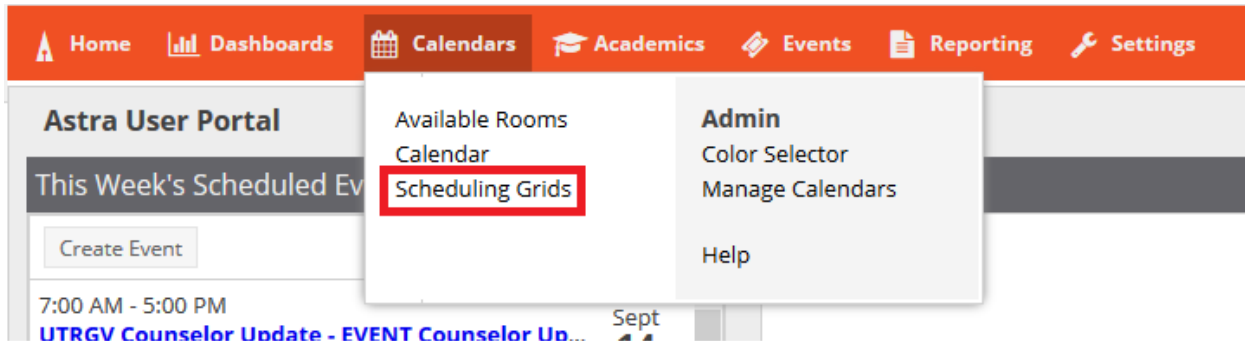
Room	Sun 09/09	Mon 09/10	Tue 09/11	Wed 09/12	Thu 09/13
06:00 AM					
07:00 AM					
08:00 AM		08:00 AM - 09:15 AM EDCI 3332/16 - Instruction &	08:00 AM - 09:15 AM EDCI 3332/16 - Instruction &		
09:00 AM		09:25 AM - 10:40 AM EDCI 3335/33 - Soc Stud to Elem Stud	09:25 AM - 10:40 AM MATH 3345/021 - Linear Optimization	09:25 AM - 10:40 AM EDCI 3335/33 - Soc Stud to Elem Stud	09:25 AM - 10:40 AM MATH 3345/021 - Linear Optimization
10:00 AM					
11:00 AM		10:50 AM - 10:50 AM CMPE 2320 - 12:05 Electric Circ. PM	10:50 AM - 12:05 PM SPAN 3301/021 - Adv Span Grammar &	10:50 AM - 10:50 AM CMPE 2320 - 12:05 Electric Circ. PM	10:50 AM - 12:05 PM SPAN 3301/021 - Adv Span Grammar &
12:00 PM					
12:15 PM		12:15 PM - 01:30 PM SPAN 3301/021 - Adv Span Grammar &		12:15 PM - 01:30 PM SPAN 3301/021 - Adv Span Grammar &	

Astra Scheduling Grid Instructions to View Room Availability Day by Day

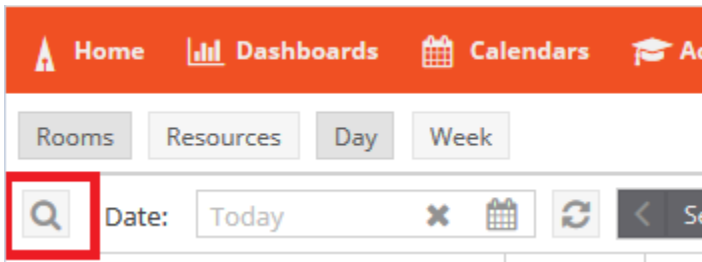
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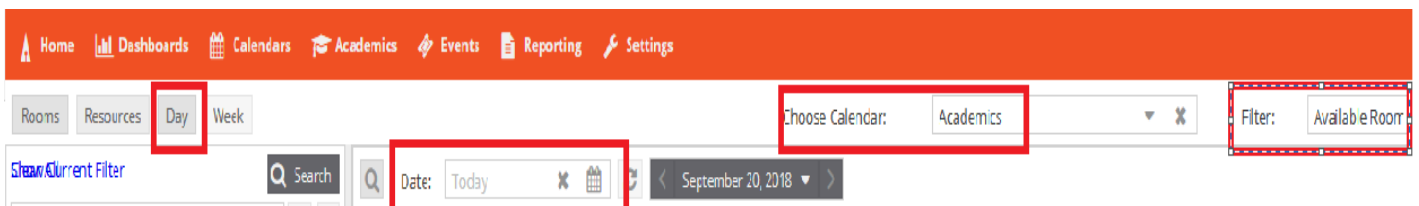
11. Log in using UTRGV credentials
12. Select **Scheduling Grids** under Calendars tab



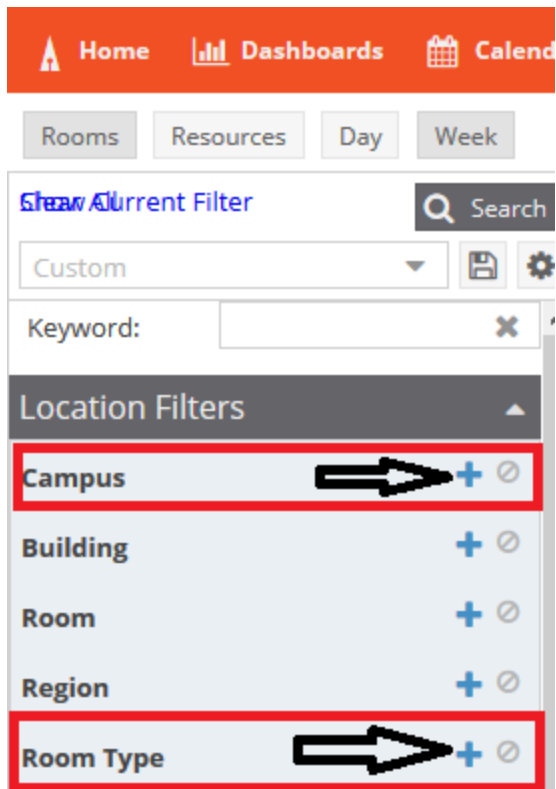
13. Click on Advanced Search Options (magnifying glass icon)



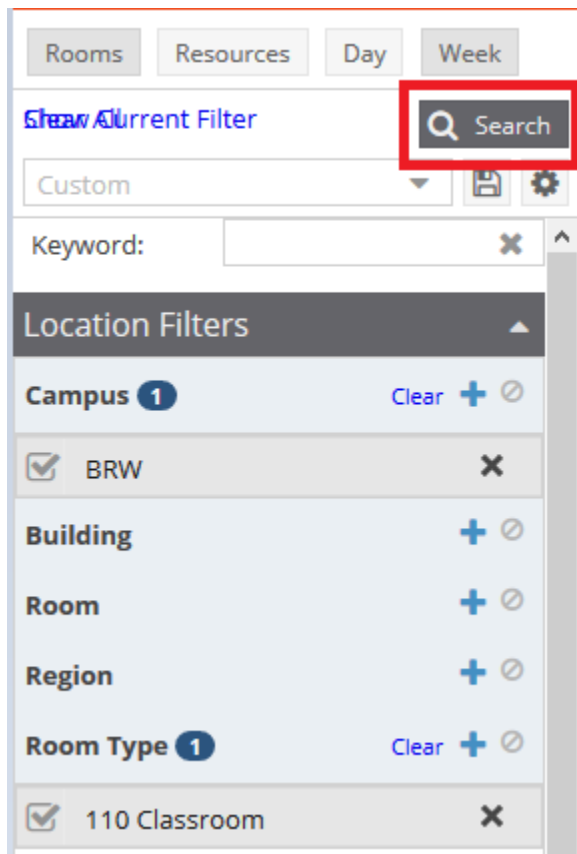
14. Select **Day**
15. Choose Calendar: **Academics** and select **Available Rooms** under Filter
16. Enter the day you are needing a room



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



19. Click Search



20. You will see a grid for the day you are looking at between the times of 6 am and 11pm.

- Blue/Orange = Academic Sections
- Green = Scheduled Events
- Gray = Requested Events (These are not confirmed!)

The screenshot shows a web-based calendar application. At the top, there is a navigation bar with links for Home, Dashboards, Calendars, Academics, Events, Reporting, and Settings. Below this, there are tabs for Rooms, Resources, Day, and Week. The main interface features a search bar, a date selector set to 'September 20, 2018', and a 'Choose Calendar' dropdown set to 'Academics'. A 'Filter: Available Room' option is also present. On the left, there is a 'Location Filters' sidebar with expandable sections for Campus, Building, Room, Region, and Room Type. The main grid displays a schedule for the day, with columns representing time slots from 06:00 AM to 06:00 PM. Rows represent different rooms, such as BBRHB 1.207-ITV, BBRHB 1.222-ITV, BGYMN 204 - KINE, BLHSB 1.102, BLHSB 1.104-ITV, BLHSB 1.312-ITV, BLHSB 1.314, BLHSB 1.316, BLHSB 1.418, and BLHSB 1.602. The grid cells contain colored blocks representing academic sections or events, such as 'MATH 3345/0', 'SPAN 3301/0', 'STAT 3301/03', 'ECED 4315/02', 'MATH 2305/0', 'NURS 4601/021 - Adult Health II', 'Women's Fac', 'BRW-CHEM 1', 'CLSC 2429/03', 'MATH 1314/4', 'MATH 1332/0', 'MATH 1324/0', 'MATH 1314/4', 'MATH 2414/0', 'ECED 4392/02', 'ECED 4314/02', 'ELEE 3340/02', 'CMPE 3343/0', 'MATH 2346/0', 'PHYS 3411/01', 'PHYS 3301/01', 'Dr. Weil Li', 'PHYS 4303/02', 'BRW-CHEM 1', 'MATE 3302/0', 'BMED 1108/2BR -', 'Rotaract II', 'BRW-CHEM 1', '3016250, G', 'SOCW 2362/02 - The Socia', 'MATH 1314/0', 'HIST 2321/02', 'SOC1 4352/03', 'MASC 2301/0', 'BLHSB 1.418', 'HIST 3327/01', 'MECE 2350/03', 'MATH 3361/0', 'FREN 2312/0', 'HIST 4392/01', 'ENGL 3300/03', 'ENGL 1301/03', and 'NURS 3403/H - Client Assessment'. The colors of the blocks correspond to the legend: Blue/Orange for Academic Sections, Green for Scheduled Events, and Gray for Requested Events.