Ad Astra User Manual

SCHEDULING GRIDS CALENDAR
Instructions to View Room Availability by Week

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

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

![Calendar and Scheduling Grids](image1)

3. Choose Calendar: **Campus Events** and Filter: **Events and Academics**

![Choose Calendar and Filters](image2)

4. Click on **Week** and enter dates or select week.

![Week Selection](image3)

5. Click on **Advanced Search Options** (Magnifying Glass Icon).

![Advanced Search Options](image4)

6. **Add** filters (select Campus and 110 Classroom), add capacity (if needed), and click **Search**.

*Note: Click ‘Done’ when selecting a filter.*
7. Click on room(s) to view available days/times.
   a) **Blue/Orange** - Academic Sections
   b) **Green** - Scheduled/Approved Events
   c) **Gray** - Requested Events (*Pending to be reviewed*)
   d) **White blocks** – Available

**Instructions to View Room Availability by Day**

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1. Log in using UTRGV credentials.
2. Select **Scheduling Grids** under Calendars tab.
3. Choose Calendar: **Campus Events** and Filter: **Events and Academics**
4. Click on **Day** and select dates.
5. Click on **Advanced Search Options** (Magnifying Glass Icon).

6. **Add** filters, capacity, and click **Search**.

   *Note: Click ‘Done’ when selecting a filter.*

7. **Click on room(s) to view available days/times.**
   a) **Blue/Orange** - Academic Sections
   b) **Green** - Scheduled/Approved Events
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