

Ad Astra User Manual

SCHEDULING GRIDS CALENDAR



Instructions to View Room Availability by Week

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

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

A Home 📶 Dashboards	🛗 Calendars	lıll Analytics	Academics	🛷 Events	Reporting
Astra User Portal	Available Roc	oms	Admin		
Quick Navigation Links	Calendar Scheduling G	rids	Color Selector Manage Calendars		

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

Jul Analytics	Academics	🛷 Events	Reporting	۶	Setti	ngs			
	Choo	ose Calendar:	Campus Events		Ŧ	×	Filter:	Events and Academ	-

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

k +	lome	lll Dashboards	🛗 Calendars	lılı Analytics	Academics	🛷 Events	Reporting	🔑 Se	ttings
Rooi	ms R	esources Day	Week		Choc	ose Calendar:	Campus Events	•	×
Q	Date:	06/16/2024	× 🗎 C	End Date 🔻	06/21/2024	K June 16	i - 22, 2024 🔻 >		_

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

Rooms	Resources	Day	Wee	ek			1
Q Date	e: 06/16/2	024	×		C	End Date	-

6. Add filters (select Campus and 110 Classroom), add capacity (if needed), and click **Search**. *Note: Click 'Done' when selecting a filter.*

Rooms Resources Day Week	
Show Current Filter	Q Search
Custom	• 🖹 🗘
Keyword:	× ^
Location Filters	_
Campus 🚹	Clear 🕇 🖉
BRW	×
Building	+ 0
Room	+ 0
Region	+ 0
Room Type 1	Clear 🕂 🖉
S 110 Classroom	×
Capacity:	
Between:	\$
and:	¢

- 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

🛦 Home 🕼 Dashboards	🛗 Calendars 📊 Ar	nalytics 🞓 Academics 🛷 Events	🖹 Reporting 🧳	Settings							
Rooms Resources Day	Week		Choose Calenda	ar: Campu	us Events	~ X	Filter:	Events and Ac	adem 💌 🕽	Add E	ivent 🔒 🕻
Elear All	Q Search	Q Date: 06/16/2024 🗙	End Date	e 🔻 06/	/21/2024	< June 16	- 22, 2024 🔻	>			
Custom	- 🖺 🗘	Room -1			Sun 06/16	Mon 06/17	Tue 06/18	Wed 06/19	Thu 06/20	Fri 06/21	Sat 06/22
Keyword:	× ^	BINAB 2.220 - 2.220 - Zoom		•							
ocation Filters	_	⊙ BINAB 2.219 - 2.219 - Zoom		06:00 AM							
-	Clear 🕇 ⊘	BINAB 2.218 - 2.218 - Zoom		07:00							
Campus 1	Clear 🛨 🗸	⊙ BINAB 2.212 - 2.212 - Zoom		MA		(
BRW	×	INAB 2.207 - 2.207 - ITV/Zoom		08:00 AM							
Building	+ 0	⊙ BINAB 2.204 - 2.204 - Zoom		09:00							
Room	+ 0			AM 10:00		09:45 AM	09:45 AM	09:45 AM	09:45 AM		
Region	+ 0	⊙ BINAB 1.220 - 1.220 - Zoom		AM		- 11:40 AM	- 11:40 AM	- 11:40 AM	- 11:40 AM		
-		⊙ BINAB 1.219 - 1.219 - Zoom		11:00		CYBI 2225/01	CYBI	CYBI	CYBI 2225/01		
Room Type 1	Clear 🕂 🖉	⊙ BINAB 1.208 - 1.208 - ITV/Zoom		AM 12:00		0000/01	2225/01	2225/01	2225/01		
110 Classroom	×		1	PM							
- Capacity:		BINAB 1.206 - 1.206 - Zoom	_	01:00		(
				PM 02:00							
Between:	\$	BINAB 1.204 - 1.204 - Zoom		PM							
and:	\$	◎ BBRHB 1.222 - 1.222 - ITV/Zoom		03:00 PM		03:00 PM	03:00 PM	03:00 PM	03:00 PM - 04:30		
		⊙ BBRHB 1.207 - 1.207 - ITV/Zoom		04:00		- 04:30 PM	- 04:30 PM	- 04:30 PM	- 04:30 PM		
Resource Filters	•	4		- 04.00 PM		A A A TO	MATH	14470	844TO		
Resource Type	+ 0	<pre></pre>	>> Show 500	05:00							

Instructions to View Room Availability by Day

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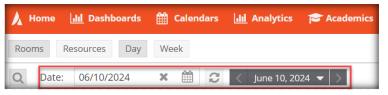
- 1. Log in using UTRGV credentials.
- 2. Select Scheduling Grids under Calendars tab.

K Home	🛗 Calendars	lılı Analytics	🞓 Academics	🛷 Events	Reporting
Astra User Portal	Available Roo	oms	Admin		
Quick Navigation Links	Calendar Scheduling G	irids	Color Selector Manage Calendars		

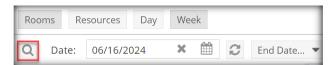
3. Choose Calendar: Campus Events and Filter: Events and Academics

III Analytics	Academics	🛷 Events	Reporting	۶	Settin	gs			
	Choo	ose Calendar:	Campus Events		v :	x	Filter:	Events and Academ	v

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.

Rooms	Resources	Day	Week	
Show Curre	nt Filter			Q Search
Custom				- 🖹 🌣
Keyword:				× ^
Location I	Filters			-
Campus 1				Clear 🕇 ⊘
🕑 BRW				×
Building				+ 0
Room				+ 0
Region				+ 0
Room Type	0			Clear 🕇 ⊘
🗹 110 Cla	assroom			×
- Capacit	y:			
Betwee	n:			\$
and:	_			\$

- 7. Click on room(s) to view available days/times.
 - a) Blue/Orange Academic Sections
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Rooms Resources Day	Week	Choose	e Calendar: Ca	mpus Event	ts	* X	Filter: Event	s and Acader	m 🔻 🗙	Add Eve	nt 🔒
lear All	Q Search	Q Date: 06/10/2024 🗶 🏥 🥰	< June 10, 20	24 🕶 >							
Custom	- 🖹 💠						Mon 10/06				
Keyword:	× ^	Room -1	6:00	8:00	10:00	12:00	14:00	16:00	18:00	20:00	22:00
ocation Filters		© BSABH 2,204 - 2,204 - ITV/Zoom			POLS 23	POLS 23					
ampus 1	Clear 🕇 🖉	© BSABH 2.112A - 2.112A - Zoom (Pref BMED)			ENVR 14	KINE 432	MATH 13 MAT	H 13			
ampus 😈	Clear 🛨 🗸	© BSABH 2.112 - 2.112 - Zoom (Pref BMED)		Upward B	Bound Mat	h and Scienc	e-Brownsville				
BRW BRW	×	© BSABH 2.110A - 2.110A - ITV/Zoom (Pref BMED)			ENGL 13	ENGL 13	YBI 4319/				
uilding	+ 0			Upward B	Bound Mat	h and Scienc	e-Brownsville				
-	+ 0	BSABH 2.106 - 2.106 - Zoom	Upward Be	ound Math	and Scienc	e-Brownsvil	le				
oom	+ 0	⊙ BSABH 2.102 - 2.102 - Zoom									
egion	+ 0										
oom Type 🕦	Clear 🕂 🖉										
oom rype	Clear 🛨 🗸				BIOL 240						
I10 Classroom	×				CHEM 13						
Capacity:											
capacity.		BMSLC 3.126 - 3.126 - Zoom (Pref CHEM/ENVR)									
Between:	\$	BMSLC 3.125 - 3.125 - Zoom (Pref CHEM/ENVR)									
and:	÷	BMSLC 2.131 - 2.131 - Zoom		MATH 33							
and.	-	BMSLC 2.125 - 2.125 - ITV/Zoom				(GEOL 14 BIOL	. 639	REHS 43	30/01I - Prac	ti
		BMSLC 1.120 - 1.120 - Zoom		Upward B	Bound Rio H	Hondo/ Port	Isabel				
Resource Filters				Upward B	Bound Rio H	Hondo/ Port	Isabel				