## UTRGV

## 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.

| $\lambda$ Home \|lll Dashboards |  | $\sim$ Academics | * Events E Reporting |
| :---: | :---: | :---: | :---: |
| Astra User Portal | Available Rooms <br> Calendar <br> Scheduling Grids | Admin <br> Color Selector <br> Manage Calendars |  |
| Quick Navigation Links |  |  |  |

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

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

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

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


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


4．Click on Day and select dates．

| 人 Home｜山ll Dashboards |  |  | 囟 Calendars |  | Alll Analytics | cad |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Rooms | Resources | Day | Week |  |  |  |
| Q D | 06／10／2 |  | $\times$ 迷 | E | ＜June 10， 2024 － |  |

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

| Rooms | Resources | Day | Week |  |
| :--- | :--- | :--- | :--- | :--- | :--- |

6. Add filters, capacity, and click Search.

Note: Click 'Done’ when selecting a filter.

| Rooms Re | Resources | Day | Week |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Show Current Filter |  |  |  | Q Search |  |  |
| Custom |  |  |  | $\checkmark$ |  |  |
| Keyword: |  |  |  |  |  | - |
| Location Filters |  |  |  |  |  | - |
| Campus 1 |  |  |  |  | $+$ |  |
| ( BRW |  |  |  |  | $x$ |  |
| Building |  |  |  |  | $+$ |  |
| Room |  |  |  |  | $+$ |  |
| Region |  |  |  |  | $+$ |  |
| Room Type 1 |  |  |  | Clea | $+$ |  |
| ( 110 Classroom |  |  |  |  | $\times$ |  |
| Capacity: |  |  |  |  |  |  |
| Between: <br> and: |  |  |  |  | $\stackrel{*}{*}$ |  |
|  |  |  |  |  | $\stackrel{\sim}{*}$ |  |

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

