



# Ad Astra User Manual

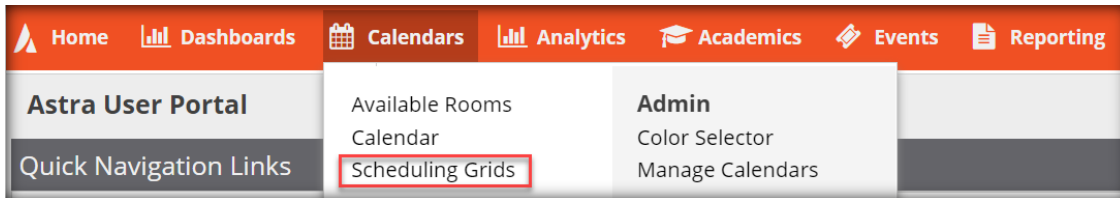
**SCHEDULING GRIDS CALENDAR**



## Instructions to View Room Availability by Week

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

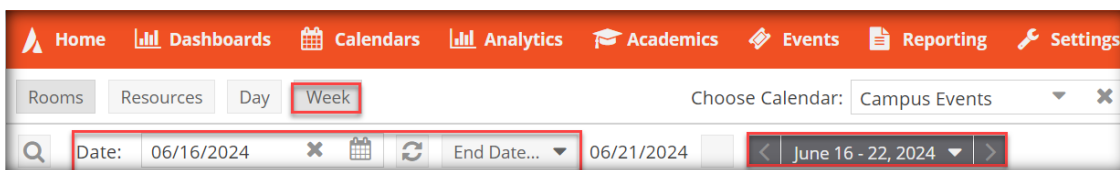
1. Log in using UTRGV credentials.
2. Select **Scheduling Grids** under Calendars tab.



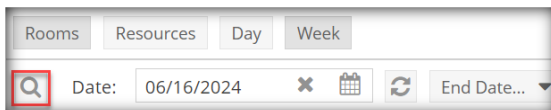
3. Choose Calendar: **Campus Events** and Filter: **Events and Academics**



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

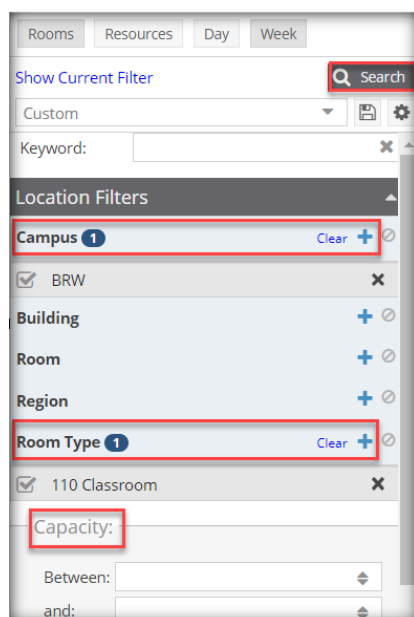


5. Click on **Advanced Search Options** (Magnifying Glass Icon).

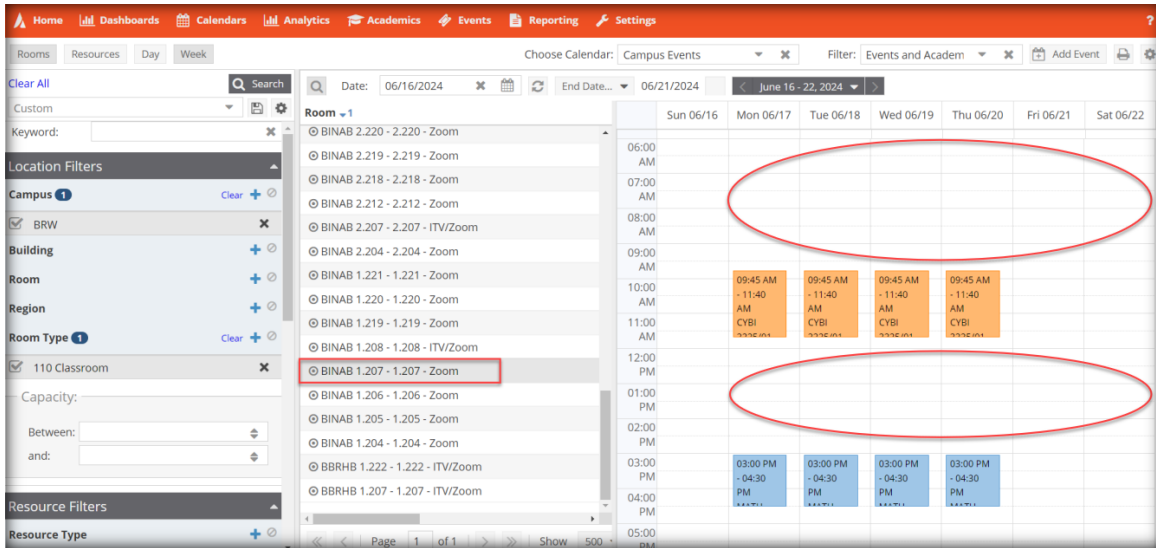


6. **Add filters** (select Campus and 110 Classroom), add capacity (if needed), and click **Search**.

*Note: Click 'Done' when selecting a filter.*



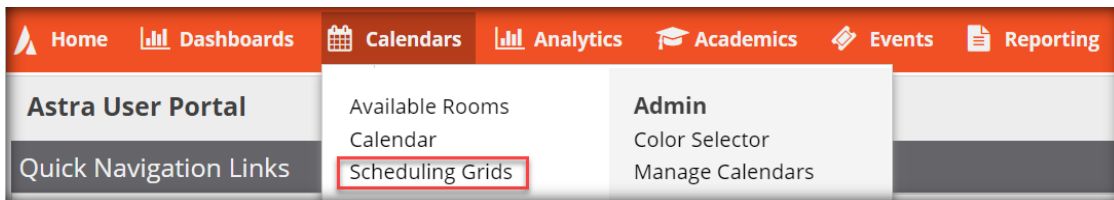
7. Click on room(s) to view available days/times.
  - a) Blue/Orange - Academic Sections
  - b) Green - Scheduled/Approved Events
  - c) Gray - Requested Events (*Pending to be reviewed*)
  - d) White blocks – Available



### Instructions to View Room Availability by Day

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

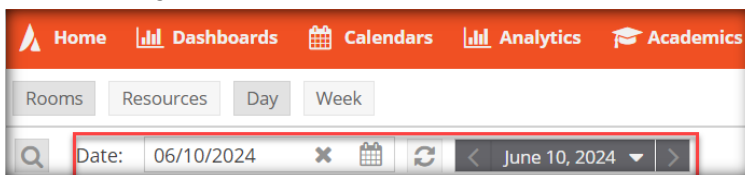
1. Log in using UTRGV credentials.
2. Select **Scheduling Grids** under Calendars tab.



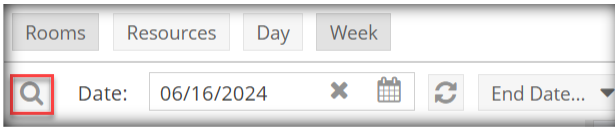
3. Choose Calendar: **Campus Events** and Filter: **Events and Academics**



4. Click on **Day** and select dates.

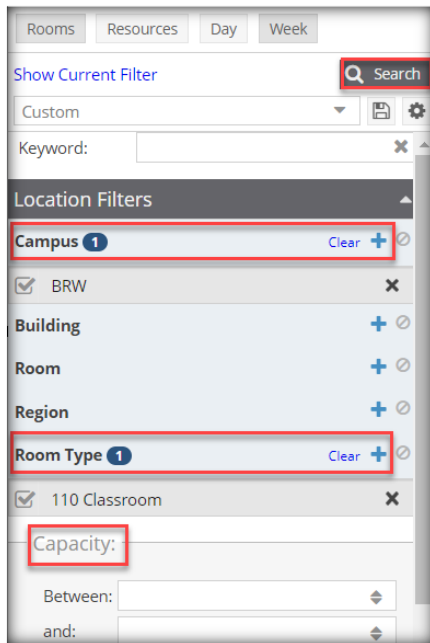


5. Click on **Advanced Search Options** (Magnifying Glass Icon).



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
- c) **Gray** - Requested Events (*Pending to be reviewed*)
- d) **White blocks** – Available

