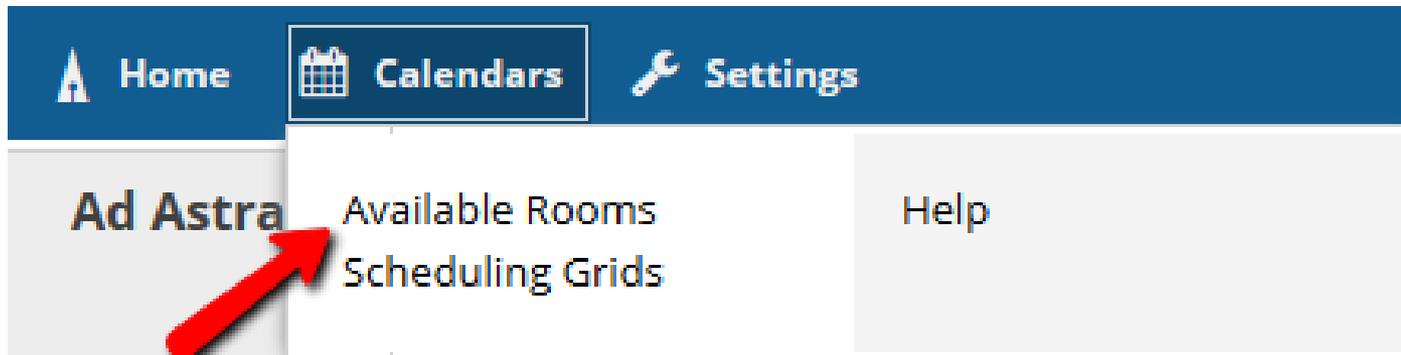


Ad Astra Schedule

Available Room Search

How to Find the 'Available Rooms' Tool

- Navigate to the Ad Astra Portal:
https://www.aaiscloud.com/MontanaStateU_Bozeman/Portal/GuestPortal.aspx
- From the home page, click on the 'Calendars' tab and choose Available Rooms.



Search Dates

Home Calendars Settings

Available Room and Resource Tool

1. Search Type

Search For: Locations

Purpose of Search: Event

2. Meeting(s)

+ Add Meeting(s) 

Delete	Description
No records	

3. Filters

Filter Options

Field	Filter
No records	

- Click 'Add Meeting' to enter the Search day/s and time.

Single Meeting

- Enter Start and End times. *Be sure to use exact times!
- Enter the Start and End dates.
- Click OK

Add Meeting

Single Meeting Recurring Meeting

Start Time: 12:00 AM End Time: 12:30 AM

Start Date: 06/08/2018 End Date: 06/08/2018

Ok Cancel

Recurring Meeting

Add Meeting ✕

Single Meeting Recurring Meeting

Start Time: End Time:

Recurrence Pattern

Daily
 Weekly
 Monthly
 Yearly

Every 1 day(s)
 Every weekday

Start: 06/14/2018

End after 1 occurrences
 End by

Recurrence Summary

- Enter Start and End time; remember to use exact times (i.e. standard meeting patterns for courses)
- Choose Recurrence Pattern (Daily, Weekly, Monthly, Yearly)
- Choose Start date and End date (usually semester dates if searching for available classroom for a course), or “End After number of occurrences”.
- Click OK

Add Filters

2. Meeting(s)

+ Add Meeting(s)

Delete	Description
	Every 1 week(s) on MWF from 8/27/2018 - 12/14/2018

3. Filters

Filter Options

Field	Filter
-------	--------

Filter Options

Locations Filter Options

Capacity Between And

Campus

Building

Region

Room

Room Type

Feature

Ok Cancel

- Once your Search Dates are set, you will see them in the heading.
- Filters can be added to the search by clicking on the “Filter Options” button.
- It is recommended to add a filter for Room Type (classroom, conference room, etc.) and Capacity at a minimum. Add Region filter “REG” to search for all available Registrar-scheduled rooms.
- Multiple filters can be added of the same type by checking multiple boxes.
- **Note: Experiment with different capacity ranges. Sometimes different ranges return different results!

Search Available Rooms

3. Filters

Filter Options

	Field	Filter
	Region	REG
And	Room Type	CLASSROOM (110)
And	Capacity	Between 10 and 50

4. Search & Results

Search 

	Room	Capacity	RoomType
<input type="radio"/>	AJM 237	47	CLASSROOM (110)
<input type="radio"/>	AJM 238	25	CLASSROOM (110)
<input type="radio"/>	AJM 251	40	CLASSROOM (110)
<input type="radio"/>	Barnard Hall 126	45	CLASSROOM (110)
<input type="radio"/>	Cheever Hall 131	20	CLASSROOM (110)
<input type="radio"/>	Gaines Hall 030	34	CLASSROOM (110)
<input type="radio"/>	Gaines Hall 144	24	CLASSROOM (110)

- With the search date/s and filters defined, click ‘Search’.
- The list of available rooms will be displayed.

Requesting a Room

Room ^1	Capacity	Type
⊙ JABS 102 - Bracken Center Con...	12	CONFERENCE ROOM (350)
⊙ JABS 103 -	30	CLASSROOM (110)

Room Details: Jabs Hall 103 - (Standard)

[View Room Details](#)

Room Type: CLASSROOM (110)
Capacity: 30
Layout: Default
Campus: Z
Description: Registrar's Office, 994-6650. Please contact e

Feature

- ADA Desk Available
- AV Single Fixed Screen
- Carpet
- CAT 5 Cable
- Ceiling Mounted Projector
- Document Camera
- DVD Player
- Flat Lecture Room
- Class Walls Dry Erase Friendly

- To request one of the available rooms, hover over the bullet icon next to a room in the Scheduling Grids screen to see Room Details and Features.
- Contact the Scheduling Authority for that room as listed in the Description field.

Questions, Comments

Contact the Registrar's Office at
eventscheduling@montana.edu.

We are always available to help troubleshoot
and answer questions.