Ad Astra Schedule

Scheduling Grids
Navigating to the Scheduling Grids

- Navigate to the Ad Astra Portal: [https://www.aaiscloud.com/MontanaStateU_Bozeman/Portal/GuestPortal.aspx](https://www.aaiscloud.com/MontanaStateU_Bozeman/Portal/GuestPortal.aspx)
- From the home page, click on the ‘Calendars’ tab and choose Scheduling Grids.
Filters


• Choose a Calendar from the drop-down menu located in the middle of the screen. Campus Calendar is the default, but select a building filter from the list to view a specific building. You may also use multiple Filters on the left side of the screen to narrow your search results.
Filters

- On the left hand side of the page, open the Filters by selecting the Looking Glass icon.
- Use Filters to narrow the search by filtering by Building, Room, Region, Room Type, Capacity etc. Select filters by clicking on the icon.
- Click Search button to fetch results.
Day View

- The ‘Day’ view will list everything that is scheduled in each room for that day based on your search criteria. Toggle through the days using the arrow buttons next to the date, or by manipulating the calendar icon. When new dates are selected, click the ‘Update Results’ button to refresh the grids.
Week View

• Select ‘Week’ from the toolbar.
• Select a room to view the scheduled Sections/Events in that room for the week. Toggle through the weeks using the arrow buttons next to the date, or by manipulating the calendar icon. When new dates are selected, click the ‘Update Results’ button to refresh the grids.
Helpful Tips

• Columns can be added and customized within the scheduling grids. Click and drag into desired positions.

• Columns can be sorted alphabetical, ascending/descending, capacity, etc. by clicking in the column header.
Helpful Hints

• Hover over the bullet icon next to any room to reveal Room Details, including the Scheduling Authority, room features, capacity etc.
Helpful Hints

• Hover over a Section or Event to get more details.
Questions, Comments

Contact the Registrar’s Office at eventscheduling@montana.edu. We are always available to help troubleshoot and answer questions!