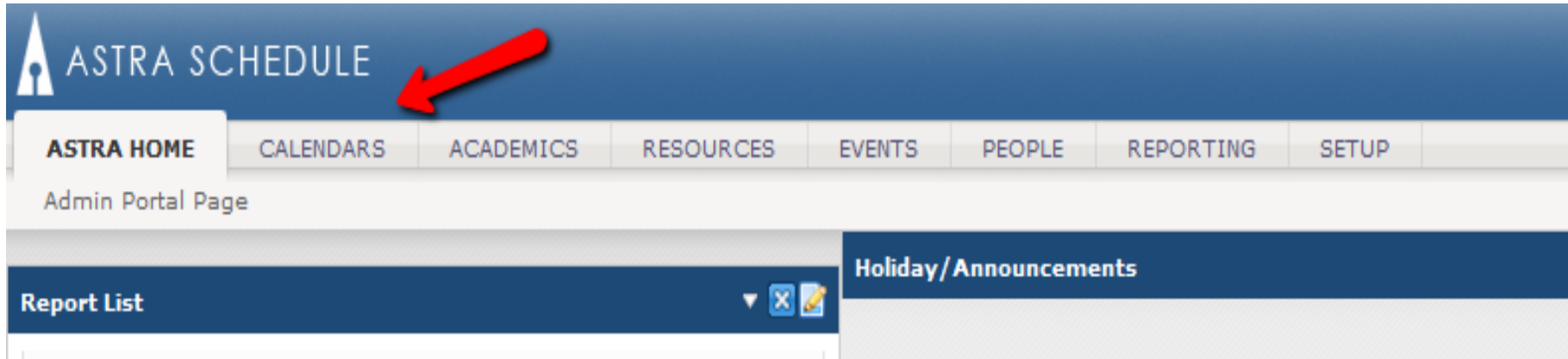# Ad Astra Schedule

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

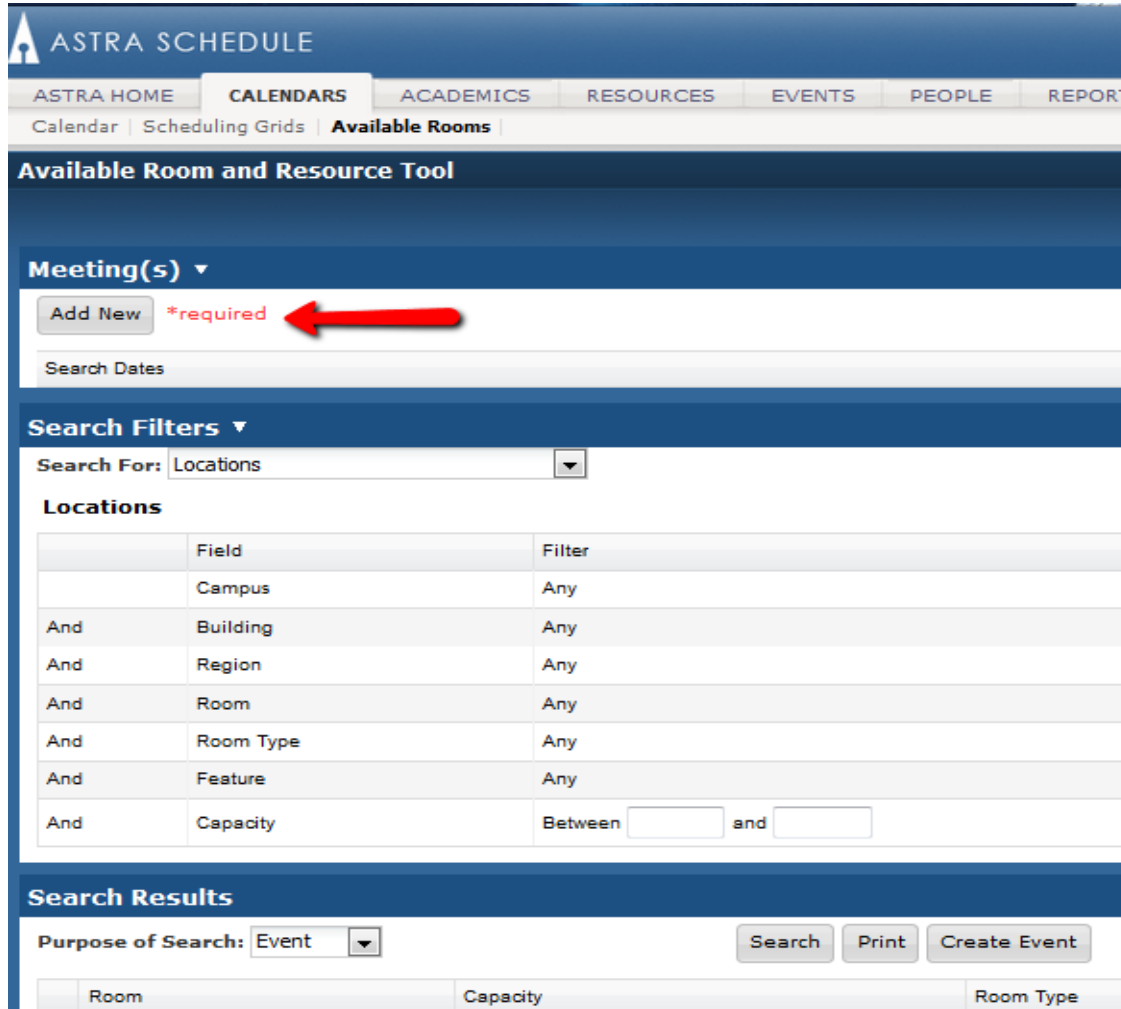- From the home page, click on the 'Calendars' tab.

Available Rooms

- Select 'Available Rooms' from the list

Search Dates

- Click 'Add New' to enter the Search Day/s and time.

Single Meeting

- Enter Start and End time; clicking the center of the tool to the right of the box will default to the current time. Be sure to use exact times!

- Enter the Start and End date
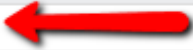
- Click OK

Recurring Meeting

- Enter Start and End time; remember to use exact times (i.e. standard meeting patterns for courses)

- Choose 'Day 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 # occurrences".

- Click OK

MONTANA STATE UNIVERSITY

Mountains & Minds

Add Filters

- Once your Search Dates are set, you will see them in the heading.
- Any filters can be added to the search using the Pencil icon
- 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

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

Requesting a Room

- To request one of the available rooms, hover over the card icon next to a room 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 coursescheduling@montana.edu.

We are always available to help troubleshoot and answer questions.