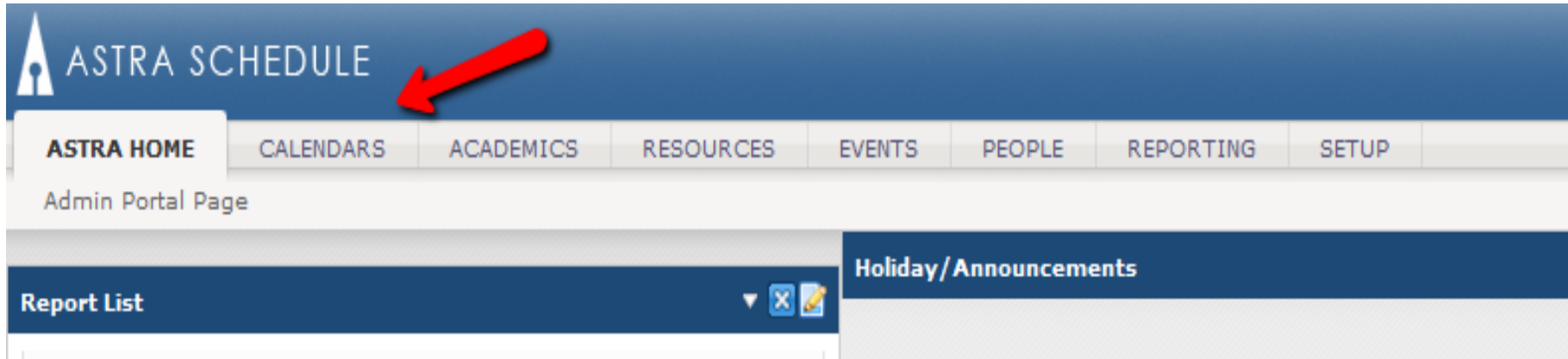


Ad Astra Schedule

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

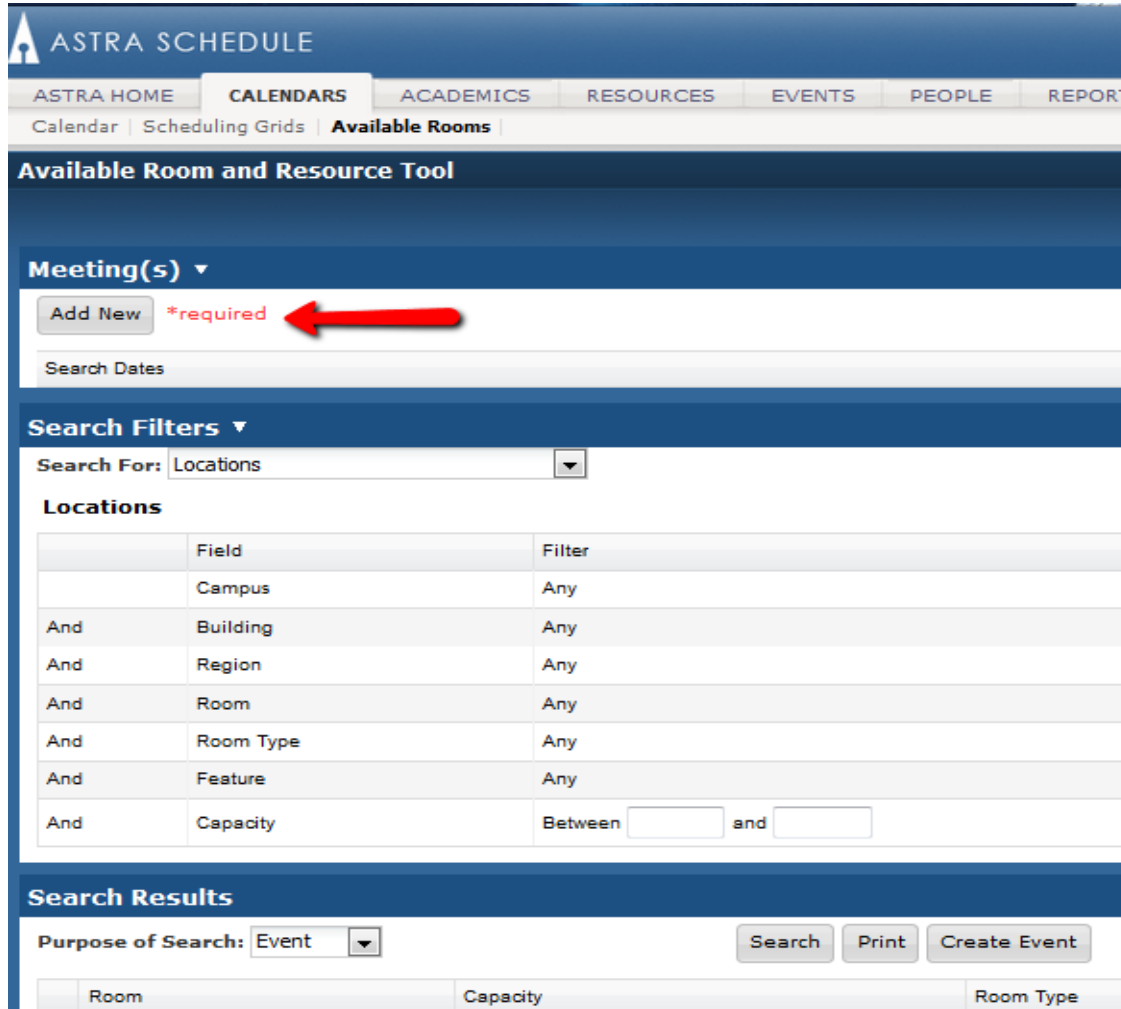
The screenshot displays the 'ASTRA SCHEDULE' web application. At the top, there is a navigation bar with tabs for 'ASTRA HOME', 'CALENDARS', 'ACADEMICS', 'RESOURCES', 'EVENTS', and 'PEOPLE'. Below this, a secondary navigation bar shows 'Calendar', 'Scheduling Grids', and 'Available Rooms'. The main content area features a list of options under the heading 'Calendars Enterprise Calendars':

- Calendar**: View activity calendar.
- Scheduling Grids**: View daily resource grid.
- Available Rooms**: Search for available rooms and resources.

A red arrow points to the 'Available Rooms' option.

- Select 'Available Rooms' from the list

Search Dates



ASTRA SCHEDULE

ASTRA HOME CALENDARS ACADEMICS RESOURCES EVENTS PEOPLE REPORT

Calendar | Scheduling Grids | **Available Rooms**

Available Room and Resource Tool

Meeting(s) ▾

Add New *required ←

Search Dates

Search Filters ▾

Search For: Locations ▾

Locations

	Field	Filter
	Campus	Any
And	Building	Any
And	Region	Any
And	Room	Any
And	Room Type	Any
And	Feature	Any
And	Capacity	Between <input type="text"/> and <input type="text"/>

Search Results

Purpose of Search: Event ▾

Search Print Create Event

Room	Capacity	Room Type
------	----------	-----------

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

Single Meeting

The screenshot shows the 'Add Meeting' dialog box with the following fields and controls:

- Single Meeting** (selected):
 - Start Time:** [Empty text box]
 - End Time:** [Empty text box]
 - Start Date:** 9/14/2016
 - End Date:** 9/14/2016
- Recurring Meeting** (unselected):
 - Start:** 12:00 AM
 - End:** 12:00 AM
- Day Pattern:**
 - Daily** (selected):
 - Every 1 day(s)
 - Weekly: Every weekday
 - Monthly
 - Yearly
- Date Range:**
 - Start Date:** 9/14/2016
 - End After:** 1 occurrences
 - End Date:** 9/14/2016

At the bottom, there are **OK** and **Cancel** buttons.

Red arrows in the image point to the 'Single Meeting' radio button, the 'Start Time' and 'End Time' text boxes, the 'Start Date' and 'End Date' date pickers, and the 'OK' button.

- 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

Add Meeting

Single Meeting

Start Time: End Time:

Start Date: 9/14/2016 End Date: 9/14/2016

Recurring Meeting

Start: 12:00 PM End: 12:50 PM

Day Pattern

Daily

Recur every 1 week(s) on:

Weekly

Days Met: U M T W R F S

Monthly

Yearly

Date Range

Start Date: 8/29/2016

End After: 1 occurrences

End Date: 12/16/2016

OK Cancel

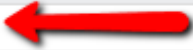
- Enter Start and End time; remember to use exact times (i.e. standard meeting patterns for courses)
- Choose 'Day Pattern' (Daily, Weekly, Monthly, Yearly)
- Choose Start Date and End date (usually semester dates if searching for available classroom for a course), or "End After # occurrences".
- Click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

Add Filters

Meeting(s) ▾

Add New *required

Search Dates

Every 1 week(s) on MWF from 12:00 PM - 12:50 PM, 8/29/2016 - 12/16/2016 


Search Filters ▾

Search For: Locations ▾

Locations

	Field	Filter
	Campus	Any
And	Building	Any
And	Region	Any
And	Room	Any
And	Room Type	Any
And	Feature	Any
And	Capacity	Between <input type="text"/> and <input type="text"/>

Search Results

Purpose of Search: Event ▾  Search Print Create Event

Room	Capacity	Room Type
------	----------	-----------

- 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

And	Region	Equals REG
And	Room	Any
And	Room Type	Equals CLASSROOM (110)
And	Feature	Any
And	Capacity	Between <input type="text" value="10"/> and <input type="text" value="50"/>

Search Results

Purpose of Search: ▼



Search

Print

Create Event

	Room	Capacity	Room Type
<input type="radio"/>	Linfield Hall 109A	16	CLASSROOM (110)
<input type="radio"/>	Reid Hall 453	30	CLASSROOM (110)
<input type="radio"/>	Roberts Hall 208	39	CLASSROOM (110)
<input type="radio"/>	Wilson Hall 1147	25	CLASSROOM (110)

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

Requesting a Room

The screenshot displays a web interface for requesting a room. On the left, a sidebar shows search results for 'Linfield Hall 109A', with a red arrow pointing to the room name. The main content area is titled 'Room Details: Linfield Hall 109A (Standard)'. It includes a 'View Room Details' link, a photo of the room, and a table of room specifications. Below this is a table listing features and their quantities.

Feature	Quantity	Category
Ceiling Mounted Projector	1	Default
Flat Seminar Room		Default

Room Details: Linfield Hall 109A (Standard)

[View Room Details](#)

Room Type:	CLASSROOM (110)
Capacity:	16
Layout:	Default
Campus:	Z
Description:	Registrar's Office, 994-6650. Please contact eventscheduling@montana.edu to request room for events & coursescheduling@montana.edu to request room for academic courses.

- 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.