Ad Astra Schedule

Scheduling Grids
How to Find the Scheduling Grids

• Navigate to the Ad Astra Portal: https://www.aaiscloud.com/MontanaStateU_Bozeman/Portal/UserPortal.aspx

• From the home page, click on the ‘Calendars’ tab.
Scheduling Grids

- Select Scheduling Grids from the list
The Scheduling Grids will Default to ‘Rooms’ by ‘Day’. Scheduled Sections appear in light blue, and Events appear in green.

‘Choose Calendar’ from the Header on the right hand side. Choosing a calendar specific to a Building will auto-populate the Filter drop-down. If you choose ‘Campus Calendar’ from the list, you may use the Filter drop-down menu to narrow by Building.
Filter, Day View

- After choosing your Calendar and Filters, the room results will be listed on the left hand side of the page.
- This view will list everything that is scheduled in each room for that day.
Filter, Week View

- After choosing your Calendar and Filters, the room results will be listed on the left hand side of the page.
- Select a room to view scheduled Sections/Events in that room for the week. You can then toggle through the weeks using the arrow buttons next to the date.
Helpful Tips

- You may click on the columns to sort results (alphabetical, ascending/descending, capacity, etc.) You may also drag the columns into positions based on your preferences.
Helpful Hints

- Hover over the card icon next to any room to get more details about that room.
Helpful Hints

- Hover over a Section or Event to get more details.

### Section Details: EMEC 303 002

<table>
<thead>
<tr>
<th>Section Title:</th>
<th>CAE III-- Systems Analysis</th>
</tr>
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<tbody>
<tr>
<td>Term:</td>
<td>Fall 2016</td>
</tr>
<tr>
<td>Campus:</td>
<td>Z</td>
</tr>
<tr>
<td>Course Offering Id:</td>
<td>23937</td>
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</tbody>
</table>

**Meeting Type** | **Enrollment** | **Capacity** | **Days Met** | **Start Date** | **End Date** | **Start Time** | **End Time** | **Room** | **Instructor** |
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</thead>
<tbody>
<tr>
<td>L</td>
<td>63</td>
<td>63</td>
<td>MWF</td>
<td>8/29/2016</td>
<td>12/16/2016</td>
<td>9:00 AM</td>
<td>9:50 AM</td>
<td>CHVR 212</td>
<td>Mark Owkes</td>
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</tbody>
</table>
Questions, Comments

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