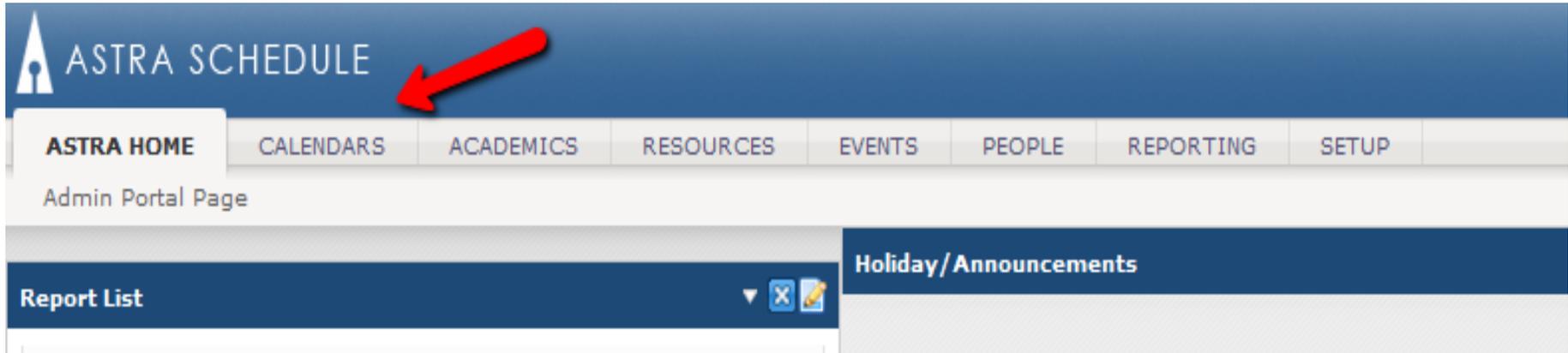


Ad Astra Schedule

Scheduling Grids

How to Find the Scheduling Grids

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



Scheduling Grids



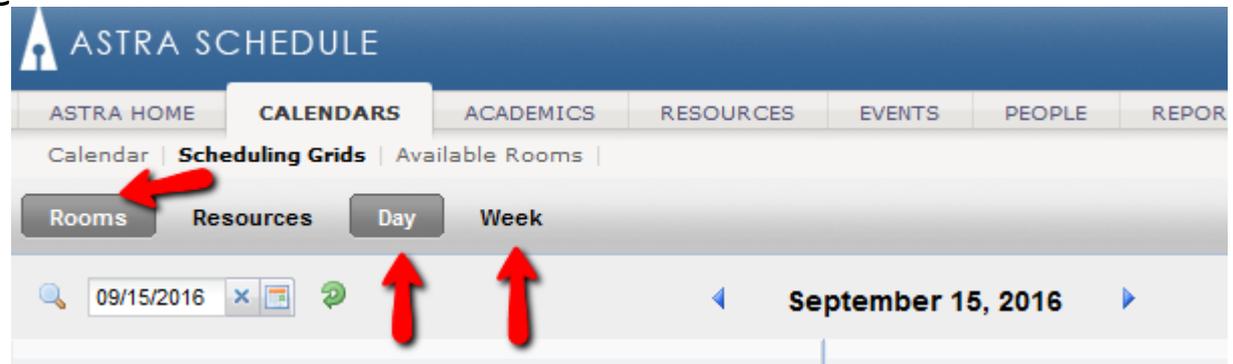
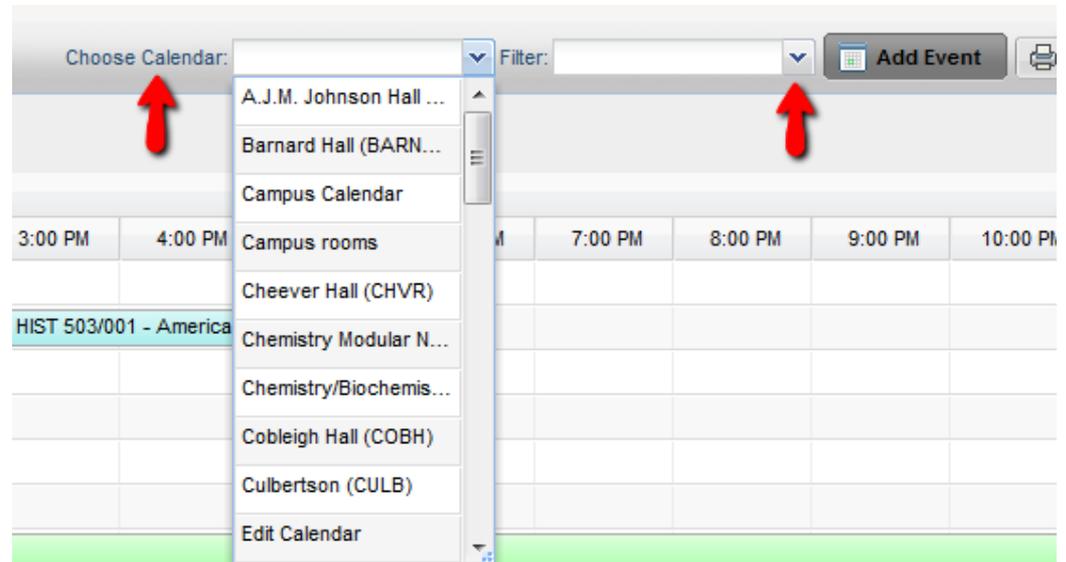
The screenshot displays the 'ASTRA SCHEDULE' web application interface. At the top, there is a navigation bar with 'ASTRA HOME', 'CALENDARS', 'ACADEMICS', and 'RESOURCES'. Below this, a secondary navigation bar shows 'Calendar | Scheduling Grids | Available Rooms |'. The main content area features a list of options, each with a calendar icon and a description:

- Calendars**
Enterprise Calendars
- Calendar**
[View activity calendar.](#)
- Scheduling Grids** ← (indicated by a red arrow)
[View daily resource grid.](#)
- Available Rooms**
[Search for available rooms and resources](#)

- Select Scheduling Grids from the list

Default View

- 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.

Room	Capacity	Type	Campus	Building Code	6:00 AM	7:00 AM	8:00 AM
HOWH 184	45	CLASSROOM (1...	Z	HOWH			EDU 397/001
HOWH 179	16	CLASSROOM (1...	Z	HOWH			MUSI 140/
HOWH 168	1	LAB - PRACTICE...	Z	HOWH			
HOWH 167	1	LAB - PRACTICE...	Z	HOWH			
HOWH 166	1	LAB - PRACTICE...	Z	HOWH			

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.

The screenshot displays the ASTRA SCHEDULE interface. At the top, there is a navigation menu with options: ASTRA HOME, CALENDARS, ACADEMICS, RESOURCES, EVENTS, PEOPLE, REPORTING, and SETUP. Below this, there are sub-navigation options: Calendar, Scheduling Grids, and Available Rooms. The main interface shows a date selector for "September 11 - 17, 2016" with left and right arrow buttons. A red arrow points to the right arrow button. Below the date selector is a table of rooms with columns for Room, Capacity, and Type. A red arrow points to the room selection column. The table lists rooms from HOWH 184 to HOWH 163. The right side of the interface shows a calendar grid for the week, with events scheduled for Monday, September 12, 2016.

Room	Capacity	Type
HOWH 184	45	CLASSROOM (1)
HOWH 179	16	CLASSROOM (1)
HOWH 168	1	LAB - PRACTICE
HOWH 167	1	LAB - PRACTICE
HOWH 166	1	LAB - PRACTICE
HOWH 165	1	LAB - PRACTICE
HOWH 164	1	LAB - PRACTICE
HOWH 163	1	LAB - PRACTICE

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.

ASTRA SCHEDULE

ASTRA HOME CALENDARS ACADEMICS RESOURCES

Calendar | Scheduling Grids | Available Rooms |

Rooms Resources Day Week

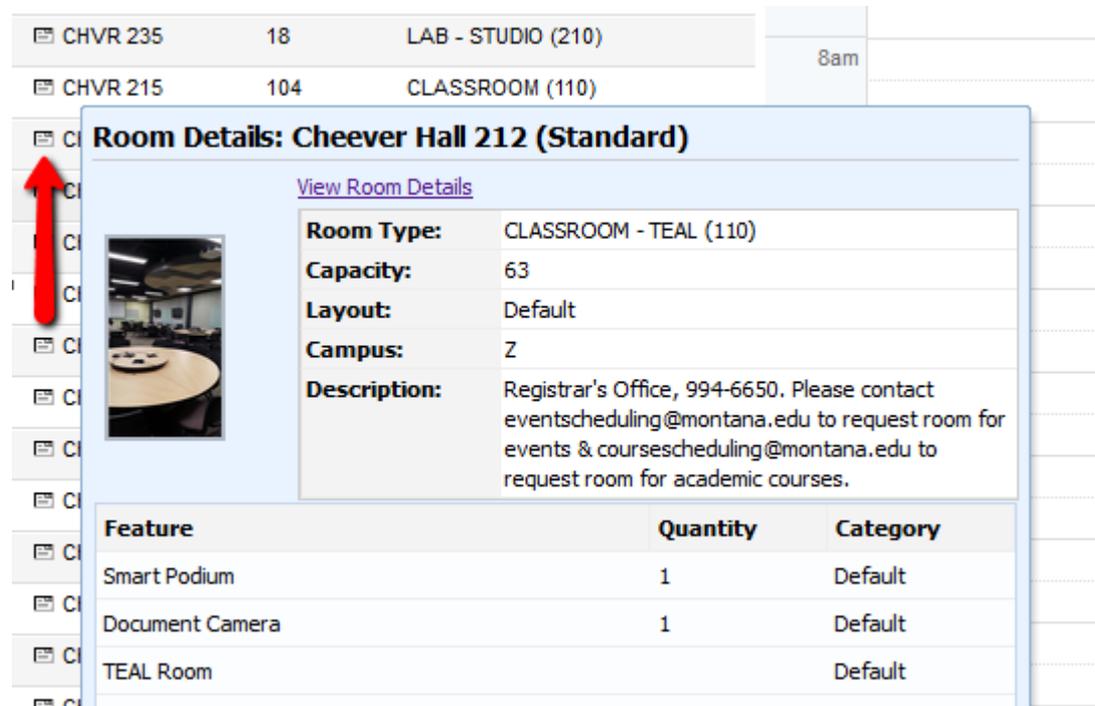
09/11/2016 End Date...

Drag columns based on viewing preferences

Room	Type	Capacity
HOWH 184	CLASSROOM (110)	
HOWH 179	CLASSROOM (110)	
HOWH 168	LAB - PRACTICE (220)	

Helpful Hints

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



Room Details: Cheever Hall 212 (Standard)

[View Room Details](#)

Room Type:	CLASSROOM - TEAL (110)
Capacity:	63
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.

Feature	Quantity	Category
Smart Podium	1	Default
Document Camera	1	Default
TEAL Room		Default

Helpful Hints

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

Section Details: EMEC 303 002

Section Title: CAE III-- Systems Analysis

Term: Fall 2016

Campus: Z

Course Offering Id: 23937

[View Section Details](#)

Meeting Type	Enrollment	Capacity	Days Met	Start Date	End Date	Start Time	End Time	Room	Instruct
L	63	63	MWF	8/29/2016	12/16/2016	9:00 AM	9:50 AM	CHVR 212	Mark Owkes

Questions, Comments

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