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
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.