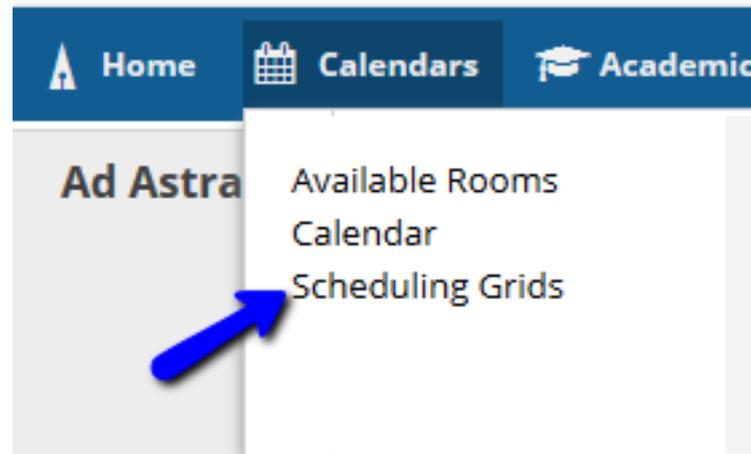


Ad Astra Schedule

Scheduling Grids

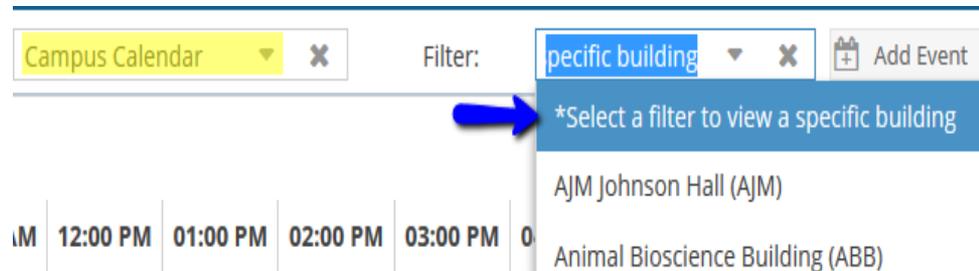
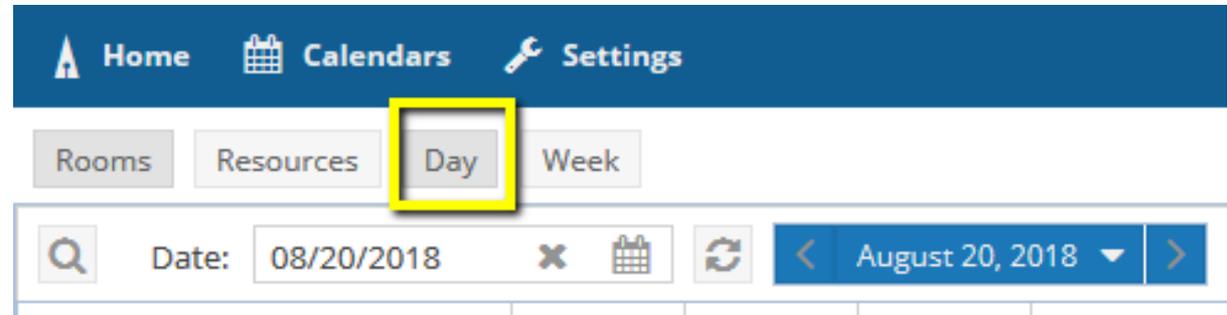
Navigating to the Scheduling Grids

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



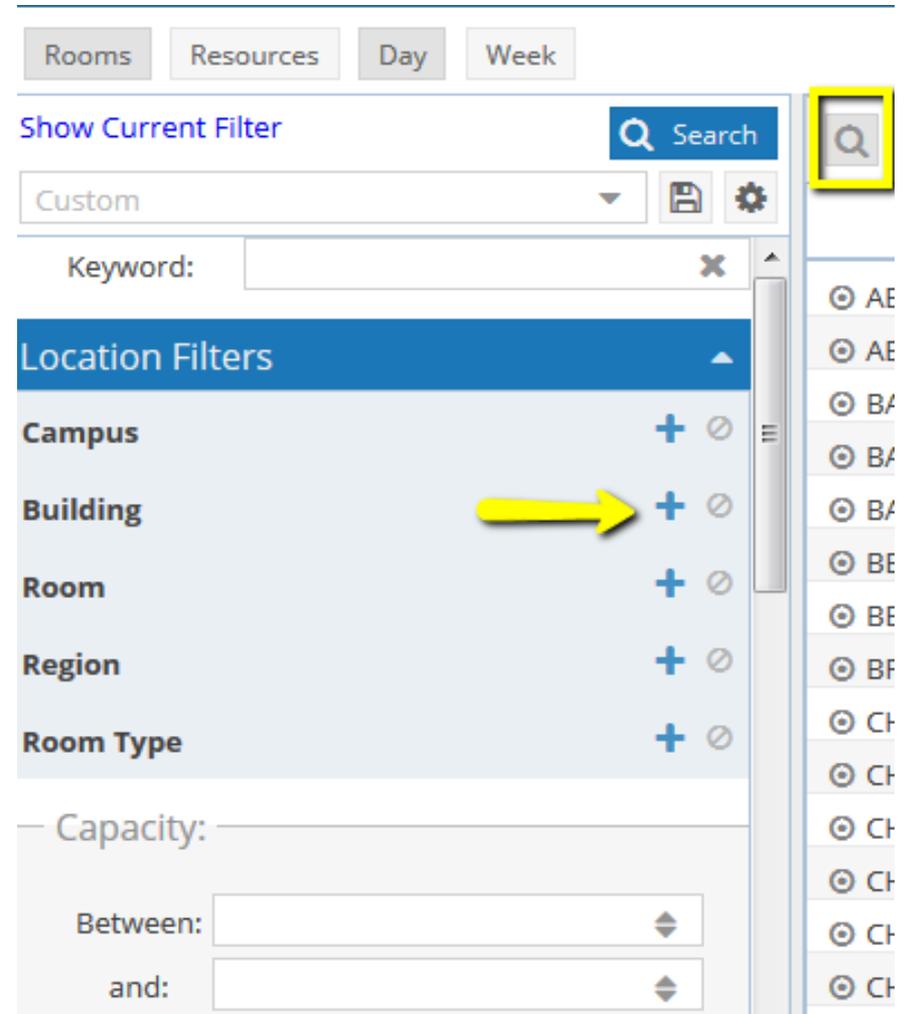
Filters

- The Scheduling Grids will Default to 'Rooms' by 'Day'. Scheduled Sections appear in light blue, and Events appear in green. Cross-listed sections appear in orange.
- Choose a Calendar from the drop-down menu located in the middle of the screen. Campus Calendar is the default, but select a building filter from the list to view a specific building. You may also use multiple Filters on the left side of the screen to narrow your search results.



Filters

- On the left hand side of the page, open the Filters by selecting the Looking Glass icon. 
- Use Filters to narrow the search by filtering by Building, Room, Region, Room Type, Capacity etc. Select filters by clicking on the icon. 
- Click Search button to fetch results.



The screenshot displays a web interface for filtering search results. At the top, there are tabs for 'Rooms', 'Resources', 'Day', and 'Week'. Below these is a 'Show Current Filter' section with a 'Search' button and a 'Custom' dropdown menu. A 'Keyword:' input field is present. The main section is titled 'Location Filters' and lists several categories: 'Campus', 'Building', 'Room', 'Region', and 'Room Type'. Each category has a blue plus icon and a grey minus icon. A yellow arrow points to the plus icon for 'Building'. On the right side, there is a vertical list of filter options, each with a radio button and a label (e.g., 'AE', 'BA', 'BE', 'BF', 'CF'). A yellow box highlights a search icon in the top right corner of the interface.

Day View

- The 'Day' view will list everything that is scheduled in each room for that day based on your search criteria. Toggle through the days using the arrow buttons next to the date, or by manipulating the calendar icon. When new dates are selected, click the 'Update Results' button to refresh the grids. 

Home Calendars Settings

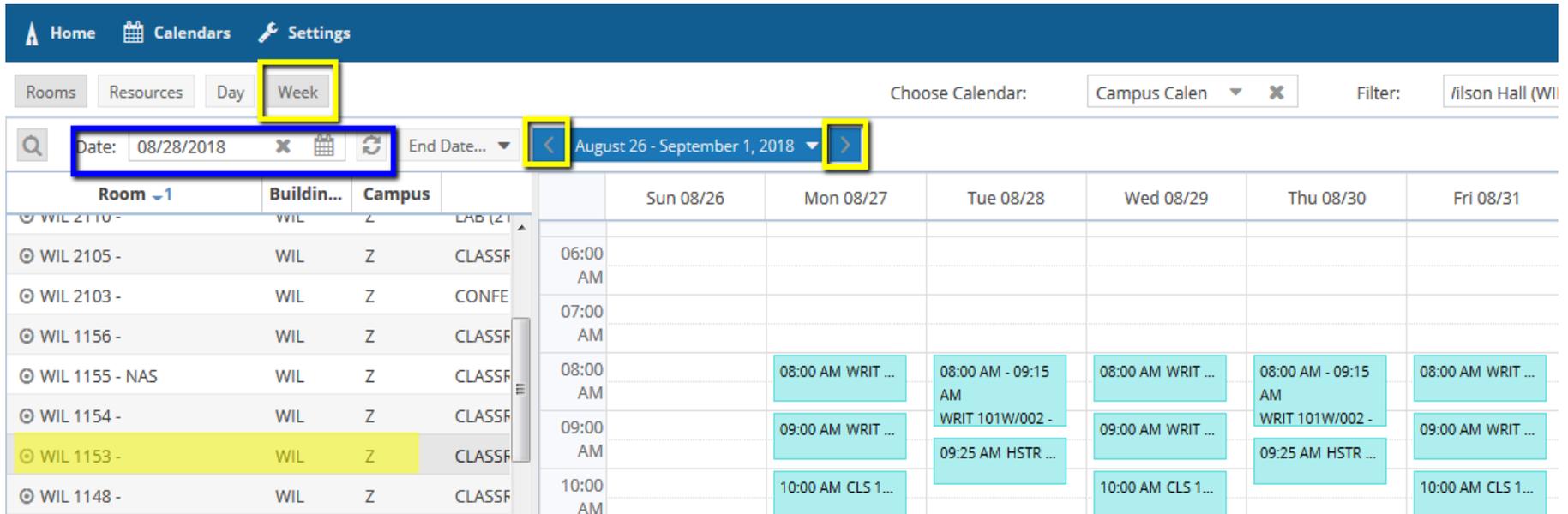
Rooms Resources **Day** Week Choose Calendar:

Q Date: 08/28/2018 x   < August 28, 2018 >

Room 	Capacity	Type	06:00 AM	07:00 AM	08:00 AM	09:00 AM	10:00 AM	11:00 AM	1
⊙ WIL 2288 -	19	CONFERENCE ROOM (350)							
⊙ WIL 2274 -	20	CLASSROOM (110)					CLS 201US/00	CLS 101US/02	
⊙ WIL 2257 -	25	CONFERENCE ROOM (350)						Integrative S	

Week View

- Select 'Week' from the toolbar.
- Select a room to view the scheduled Sections/Events in that room for the week. Toggle through the weeks using the arrow buttons next to the date, or by manipulating the calendar icon. When new dates are selected, click the 'Update Results' button to refresh the grids. 



The screenshot shows a web-based calendar interface. At the top, there are navigation links for 'Home', 'Calendars', and 'Settings'. Below this, a toolbar contains 'Rooms', 'Resources', 'Day', and 'Week' (which is highlighted with a yellow box). To the right of the toolbar, there is a 'Choose Calendar:' dropdown set to 'Campus Calen' and a 'Filter:' dropdown set to 'Wilson Hall (WI...'. Below the toolbar, there is a search bar and a date range selector. The date range is 'August 26 - September 1, 2018', with left and right arrow buttons highlighted in yellow. The main area is a grid with columns for each day of the week (Sun 08/26 to Fri 08/31) and rows for different rooms. The room 'WIL 1153' is highlighted in yellow. The grid shows scheduled events for 'WIL 1153' on Monday, Tuesday, Wednesday, Thursday, and Friday.

Room	Buildin...	Campus	Sun 08/26	Mon 08/27	Tue 08/28	Wed 08/29	Thu 08/30	Fri 08/31
WIL 2110 -	WIL	Z						
WIL 2105 -	WIL	Z	06:00 AM					
WIL 2103 -	WIL	Z	07:00 AM					
WIL 1156 -	WIL	Z	08:00 AM					
WIL 1155 - NAS	WIL	Z	08:00 AM	08:00 AM WRIT ...	08:00 AM - 09:15 AM WRIT 101W/002 -	08:00 AM WRIT ...	08:00 AM - 09:15 AM WRIT 101W/002 -	08:00 AM WRIT ...
WIL 1154 -	WIL	Z	09:00 AM	09:00 AM WRIT ...	09:25 AM HSTR ...	09:00 AM WRIT ...	09:25 AM HSTR ...	09:00 AM WRIT ...
WIL 1153 -	WIL	Z	10:00 AM	10:00 AM CLS 1...		10:00 AM CLS 1...		10:00 AM CLS 1...
WIL 1148 -	WIL	Z						

Helpful Tips

- Columns can be added and customized within the scheduling grids. Click and drag into desired positions.
- Columns can be sorted alphabetical, ascending/descending, capacity, etc. by clicking in the column header.

The screenshot displays a scheduling grid interface with a top navigation bar containing 'Home', 'Calendars', and 'Settings'. Below the navigation bar are tabs for 'Rooms', 'Resources', 'Day', and 'Week'. A search bar shows 'Date: 08/28/2018' and 'End Date...'. The main grid has columns for 'Room', 'Buildin...', and 'Campus'. A dropdown menu is open under the 'Buildin...' header, showing a 'Columns' section with a list of fields and checkboxes: Room Id (unchecked), Room (checked), Building Code (checked), Building Name (unchecked), Campus (checked), Type (checked), Capacity (checked), Name (unchecked), Number (unchecked), and Description (unchecked). The grid rows list room numbers like 'WIL 2110 -', 'WIL 2105 -', 'WIL 2103 -', 'WIL 1156 -', 'WIL 1155 - NAS', 'WIL 1154 -', 'WIL 1153 -', 'WIL 1148 -', 'WIL 1147 -', 'WIL 1145 -', 'WIL 1144 -', 'WIL 1143 -', and 'WIL 1142 -'. The right side of the grid shows time slots like '06:00' and '02:00'.

Helpful Hints

- Hover over the bullet icon next to any room to reveal Room Details, including the Scheduling Authority, room features, capacity etc.



Room Details: Cheever Hall 215 - (Standard)



Room Type: CLASSROOM (110)
Capacity: 104
Layout: Default
Campus: Z
Description:Registrar's Office, 994-6650. Please contact eventschedulin

Feature

- AV Single Fixed Screen
- Carpet
- Ceiling Mounted Projector
- Document Camera
- DVD Player
- Handicap Accessible
- iClicker
- Laptop Wired
- Laptop Wired-HDMI
- Lecture Capture
- Microphone

Helpful Hints

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

The screenshot shows a popup window titled "Section Details: COMX 111US 015". The window displays the following information:

- Section Title:** Intro to Public Speaking
- Term:** Fall 2018
- Campus:** Z
- Course Offering Id:** 23605

Below this information is a table with the following columns: Meeting Type, Enrollment, Capacity, Days, Met, Start Date, End Date, and Start Time.

Meeting Type	Enrollment	Capacity	Days	Met	Start Date	End Date	Start Time
R	3	10	T		8/27/2018	12/14/2018	8:50 AM
L	3	10	R		8/27/2018	12/14/2018	12:15 PM

The popup window is overlaid on a grid of course sections. The grid shows various time slots and section numbers, such as "08:50 AM - 10:40", "09:00 AM CHMY", "03:05 PM - 04:55", and "COMX 111US/009 - Intro to Public".

Questions, Comments

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