Astra Schedule Screen:

Calendar Views:

1. The calendar may be viewed as a grid or list (default grid view is recommended)

2. It can be viewed by day, week or month (default day view is recommended)
3. Select the date to be viewed by clicking the calendar icon and selecting the appropriate date

   ✓ Click the appropriate date on the calendar and wait for the date to change
   ✓ The month can be adjusted by using the arrows at the top left (for back) and right (for forward)

4. Key word searches are available in the search box (“Edit Search Filter” - #5 below is recommended for most searches)
Edit Search Filter:

5. Edit Search Filter allows you to search:

**Location:**  *(Recommended method for searching)*
a. Buildings (click on “All on M” drop down menu to select a specific building or view all buildings)

b. Rooms (select by room number via drop down menu or view all rooms)

c. Room Types (Auditoriums, Classrooms, Seminar Rooms, etc.)

d. Capacity (select participant range)
Sections:
   a. Subject (select from drop down menu)
   b. Instructor (select name from drop down menu)

Events:

To view events (non-course section related activities) leave defaults set to “All” (events are highlighted in green)

6. Once you have established your search criteria/parameters, click “View Calendar” at the bottom of the screen. You can continue to edit via the search filter as needed.

Understanding Search Results:

- Courses are highlighted in Blue, events in green and exams (once entered) in pink
- Hovering over a course section, event or exam will show additional details (date, start/end time, instructor, etc.)
<table>
<thead>
<tr>
<th>Course Title:</th>
<th>History of Photography</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Type:</td>
<td>LEC</td>
</tr>
<tr>
<td>Enrollment:</td>
<td>45</td>
</tr>
<tr>
<td>Capacity:</td>
<td>45</td>
</tr>
<tr>
<td>Days Met:</td>
<td>TR</td>
</tr>
<tr>
<td>Start Time:</td>
<td>12:30 PM</td>
</tr>
<tr>
<td>End Time:</td>
<td>1:45 PM</td>
</tr>
<tr>
<td>Start Date:</td>
<td>1/14/2013</td>
</tr>
<tr>
<td>End Date:</td>
<td>4/30/2013</td>
</tr>
<tr>
<td>Room:</td>
<td>ABCB 107 107</td>
</tr>
<tr>
<td>Instructor:</td>
<td>George Dimock</td>
</tr>
</tbody>
</table>

- Hovering over the icon next to the building/room number will provide additional information about the room (capacity, features, etc.).
Quick Start Steps:

- Use “Grid” view and “Day” tab (these are the defaults)
- Select date via calendar icon
- Select “Edit Search Filter” for customization of “Location” block
- Leave established defaults associated with the “Sections” and “Events” sections – this will allow you to see all room bookings and availability
- To request a room please complete the “Classroom Request Form” located at: http://www.uncg.edu/reg/Forms/RoomRequest.html
- For additional information, please visit our Classroom Scheduling site: http://www.uncg.edu/reg/classrooms/index.html or email us at clasrms@uncg.edu