

## Explore the Views of Astra

1. Click on the **Calendars** tab.

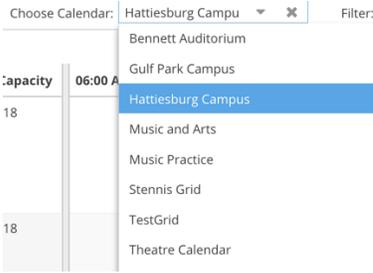


2. Click on the **Scheduling Grids** option.



3. Options for finding the room to view:

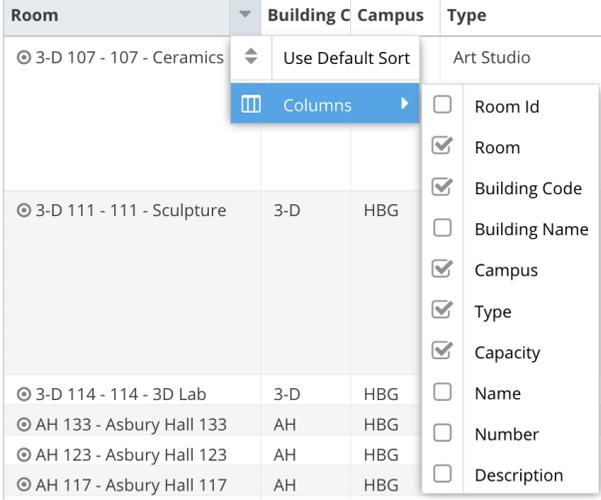
a. For **“Choose Calendar,”** select the campus you wish to search.



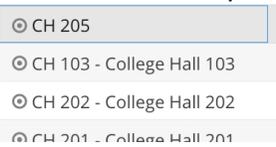
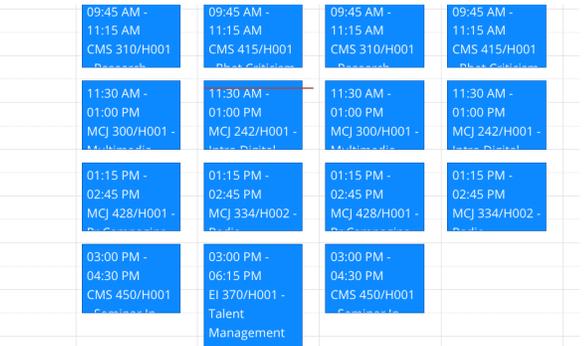
b. At the top-left, you may also search by **Date**



c. Add columns to limit your search by click the down arrow, the columns, and selecting the columns you wish to add.



Room	Building C	Campus	Type
3-D 107 - 107 - Ceramics			Art Studio
3-D 111 - 111 - Sculpture	3-D	HBG	
3-D 114 - 114 - 3D Lab	3-D	HBG	
AH 133 - Asbury Hall 133	AH	HBG	
AH 123 - Asbury Hall 123	AH	HBG	
AH 117 - Asbury Hall 117	AH	HBG	

4.	<p>Click to view the Week option.</p> 
5.	<p>Click on the room that you wish to view the calendar.</p> 
6.	<p>Your weekly view.</p> 
7.	<p>Option: you may use the print icon in the top-right corner to print a calendar.</p> 