Using Calendars within Astra Schedule

Contents
Logging into Astra Schedule ........................................................................................................ 2
Login Credentials ......................................................................................................................... 2
Scheduling Grids ........................................................................................................................ 2
  Filter Column ........................................................................................................................ 2
Additional Calendars and Filters ............................................................................................. 3
Calendar Information .............................................................................................................. 4
Calendar Views ....................................................................................................................... 5
  Day view ............................................................................................................................. 5
  Week View .......................................................................................................................... 5
Room Information ................................................................................................................... 6
Contact Information ................................................................................................................ 6

Updated: 12/18/18
Astra v8
Logging into Astra Schedule
From your browser, go to the following internet address:

http://aas.uah.edu

You should now be at the Astra Schedule login page.

Login Credentials
You will not need any login credentials to request space in Astra.

Scheduling Grids
The Astra Schedule Calendar is located under the Calendar Tab. Click on “Scheduling Grids” to access the calendar.

The calendar will default to today’s date, and the predetermined Guest Calendar. You can adjust the filters in a variety of ways.

Filter Column
On the left hand side of the page, locate the magnifying glass icon.

Click on the magnifying glass to expand the filters.
Once expanded, you will see the available building choices appear. To narrow your calendar view to a specific building, uncheck the buildings you do not wish to view.

Once you are finished removing buildings from your filter, click on search.

The calendar will refresh, and display only the events and academic courses in that building.

**Additional Calendars and Filters**

Quick link filters have been created for some calendars.

For the Guest Calendar, there are quick filters (the second drop down) for some buildings, and a quick filter for Large Capacity rooms. These filters will allow users to quickly locate a specific location without having to use the filter column.
Calendar Information
The calendar is color coded.

Blue: Academic Courses (these are imported from Banner)
Orange: Academic Courses that are crosslisted (two or more courses that are sharing space and instructor.)
Green: Events (these are events and meetings that are created and scheduled via Astra)
Red: Usage Control. This room is blocked from requesting due to specific usage controls built into the system.

For more information about a class or an event, you can hover over the listing and a pop up window will appear.
Exams will be scheduled automatically for courses that follow the approved class periods.

Calendar Views
Day view
Note: the calendar will always default to today’s date.

You can also change the day the calendar displays.

Click the calendar icon (located next to the “Today” field pictured above. Use the arrows to go to the month/day you’d like. Once you have made a selection, click the refresh icon. The calendar will now display that date.

Week View
The scheduling grid can also show you a week at a glance. To switch to the week view, click on “Week.”

The week view is helpful when you want to see an individual room’s weekly schedule. In order to see a specific room, you will need to click on its name in the room column.
Room Information

If you’re unsure of the room you want to select, you can view certain room specs from within the calendar. Under the room column, you will notice a small circle next to the room number. If you hover over that icon, a popup window will show you information such as Room Type, Capacity, Description (Enhanced vs. Standard Technology), and Features within the room (technology, seating, instructional aids, etc).

Contact Information

Visit the Academic and Event Scheduling website for up-to-date information on Scheduling Contacts. http://www.uah.edu/registrar/scheduling