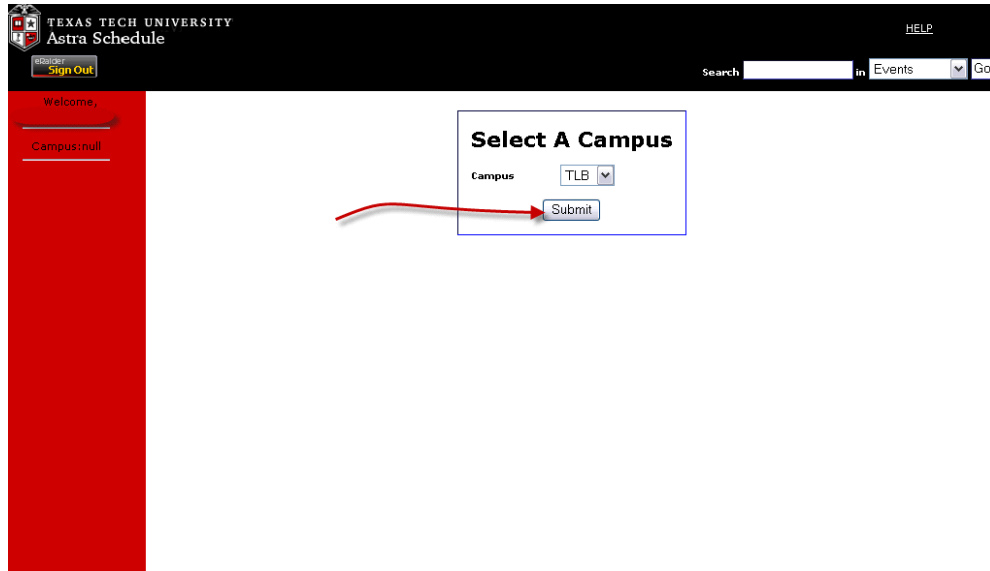
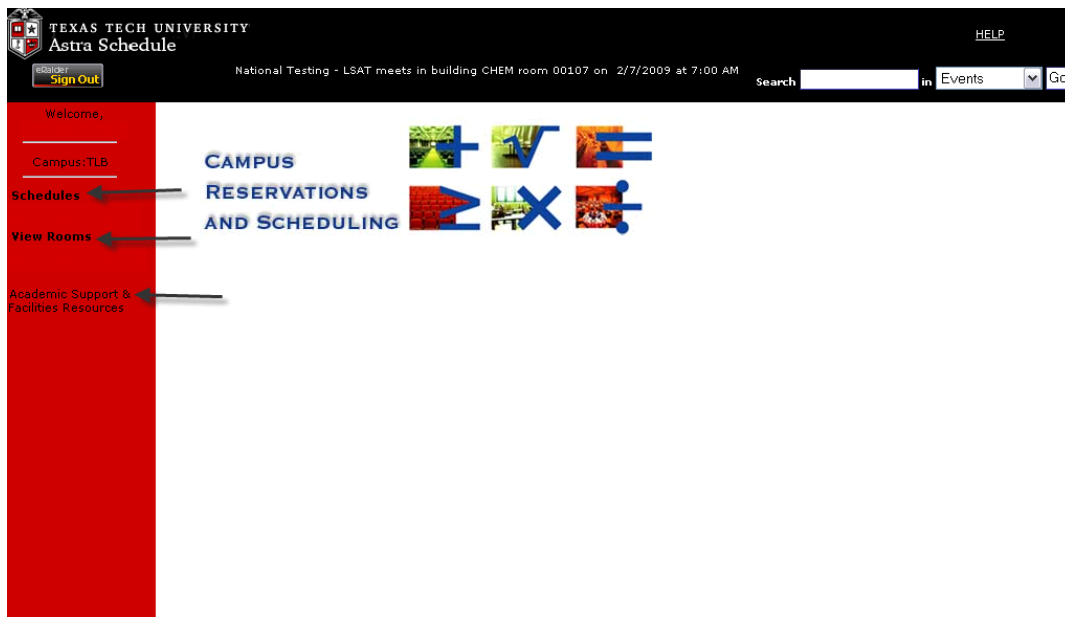


How do I view an event on the Astra web site?

1. Once you have entered your eRaider Username and password this screen will appear



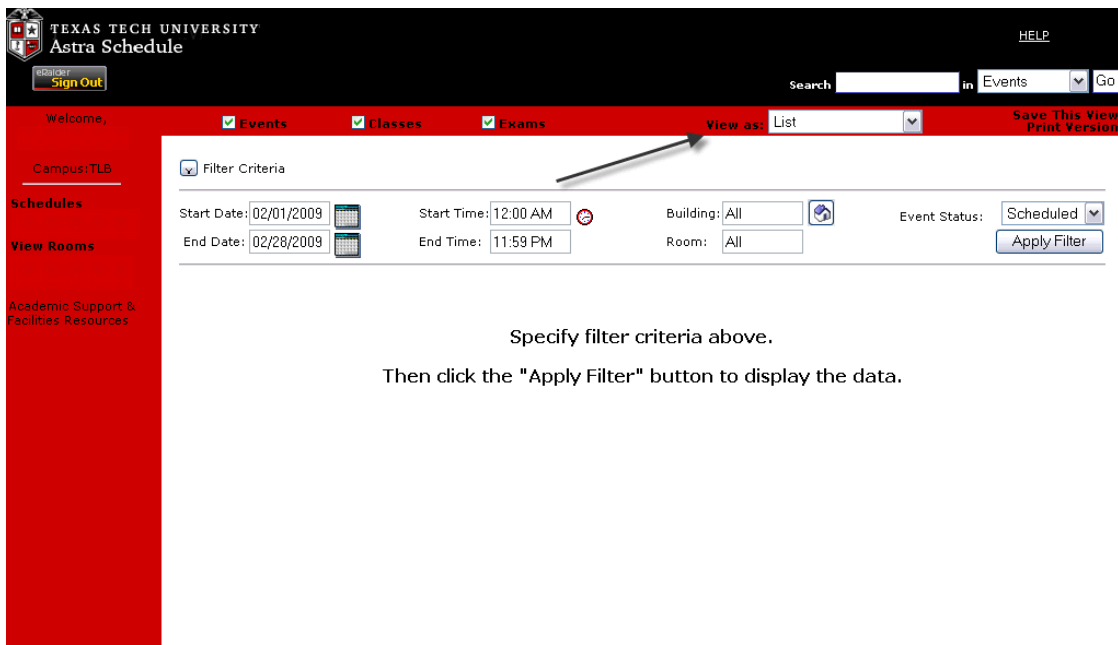
2. Select A Campus (TLB is the Main Lubbock TTU Campus)
3. Click **Submit**
4. At the next screen you have 2 tools and a link available
 - a. **Schedules** (allows you to select a room and view the current reservations)
 - b. **View Rooms** (allows you to view a specific rooms features and picture)
 - c. **Academic and Support & Facilities Resources** (brings you to our webpage where you can submit a room request)



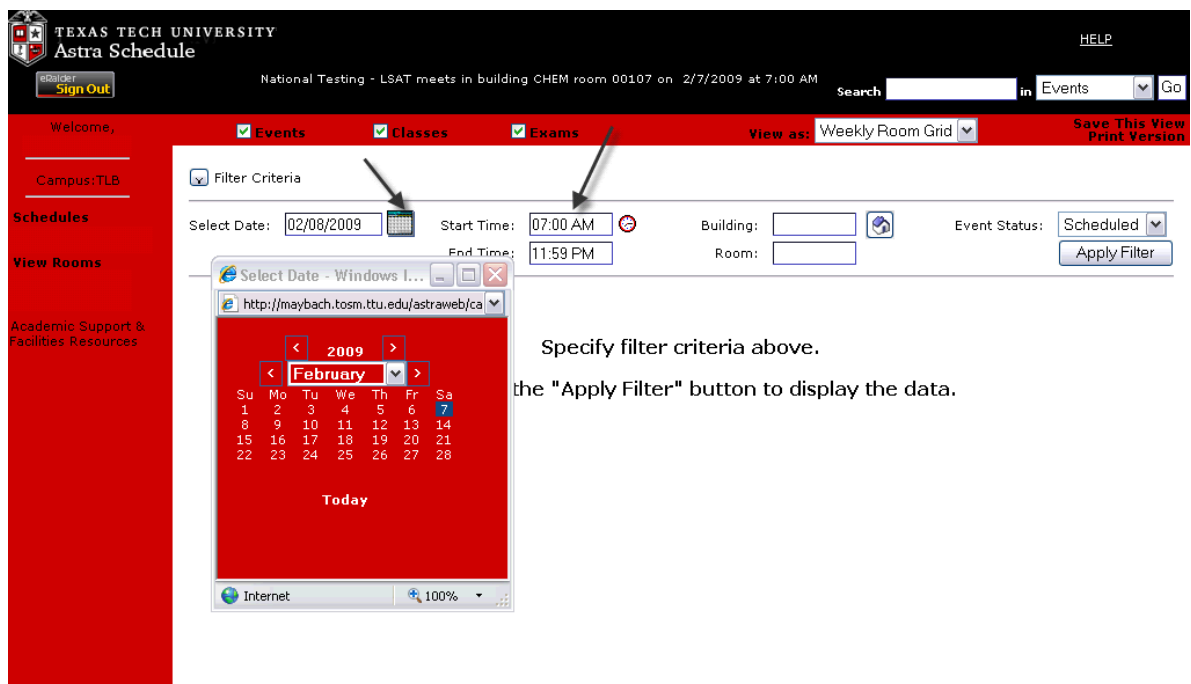
5. To view scheduled events click on Schedules on the Left hand side and use the View As Tool for:
 - a. List
 - b. Today's Events
 - c. Weekly Calendar
 - d. Monthly Calendar

- e. Daily Room Grid
- f. Weekly Room Grid

*Below are Instructions for how to use the Weekly Room Grid View



- 6. View As: Weekly Room Grid - Enter the start of the week you would like to view or click on the calendar to the right to select the dates
- 7. Enter the start time and end time



- 8. Select the building and room by clicking on the house symbol to the right and click GO

TEXAS TECH UNIVERSITY
Astra Schedule

Upward Bound meets in building HUMSCI room 00120 on 2/7/2009 at 7:30 AM

Search in Events

Welcome, Events Classes Exams View as: Weekly Room Grid

Campus:TLB

Schedules

View Rooms

Academic Support & Facilities Resources

Filter Criteria

Select Date: 02/09/2009 Start Time: 07:00 AM Building: Event Status: Scheduled

End Time: 05:00 PM Room:

Specify filter criteria
Then click the "Apply Filter" button

Astra Schedule Web Client - ...
http://maybach.tosm.ttu.edu/astraweb/selectBui

Select Building and Room

Building: HOLDEN
Room: 00150

9. Click **Apply Filter** to show the scheduled events

10. NOTE: Once on this page you can view more information of a specific event/section by clicking on the event/section name which is underlined. Sections are Blue and Events are Green

TEXAS TECH UNIVERSITY
Astra Schedule

PPF 5175 & 4175 Workshop meets in building HUMSCI room 00063 on 2/7/2009 at 8:00 AM

Search in Events

Welcome, Events Classes Exams View as: Weekly Room Grid

Campus:TLB

Schedules

View Rooms

Academic Support & Facilities Resources

Select Date: 02/08/2009 Start Time: 07:00 AM Building: HOLDEN Event Status: Scheduled

End Time: 05:00 PM Room: 00150

← Week of February 8, 2009 →

Legend

7 AM	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8 AM		<u>POLS 3371 001</u>		<u>POLS 3371 001</u>		<u>POLS 3371 001</u>	
9 AM		<u>SOC 1301 001</u>		<u>SOC 1301 001</u>		<u>SOC 1301 001</u>	
10 AM		<u>ANTH 1301 001</u>	<u>ANTH 2300 001</u>	<u>ANTH 1301 001</u>	<u>ANTH 2300 001</u>	<u>ANTH 1301 001</u>	
11 AM		<u>ECO 2301 009</u>	<u>SOC 1301 008</u>	<u>ECO 2301 009</u>	<u>SOC 1301 008</u>	<u>ECO 2301 009</u>	
12 PM		<u>HIST 3310 001</u>		<u>HIST 3310 001</u>		<u>HIST 3310 001</u>	
1 PM			<u>POLS 1301 166</u>		<u>POLS 1301 166</u>	<u>POLS 1301 163</u>	