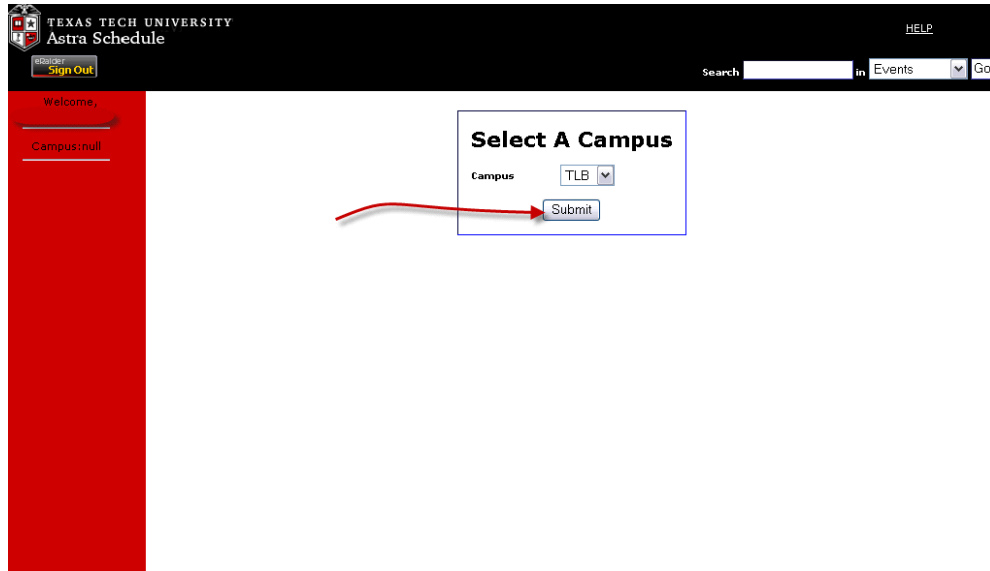
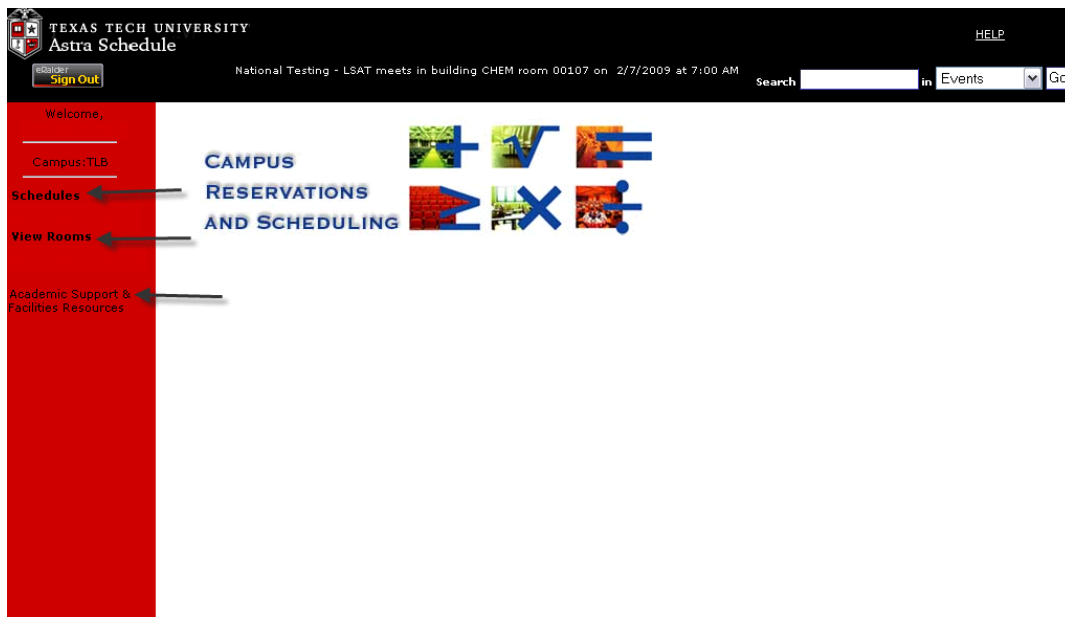


## How do I view an event on the Astra web site?

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



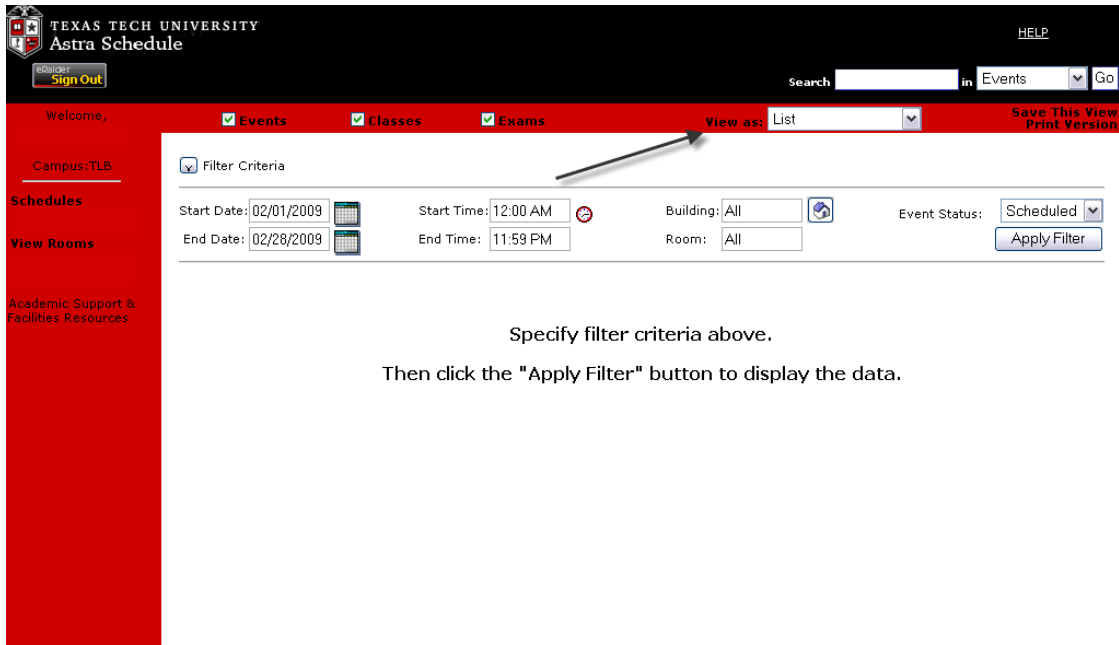
2. Select A Campus (TLB is the Main Lubbock TTU Campus)
3. Click **Submit**
4. At the next screen you have 2 tools and a link available
  - a. **Schedules** (allows you to select a room and view the current reservations)
  - b. **View Rooms** (allows you to view a specific rooms features and picture)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



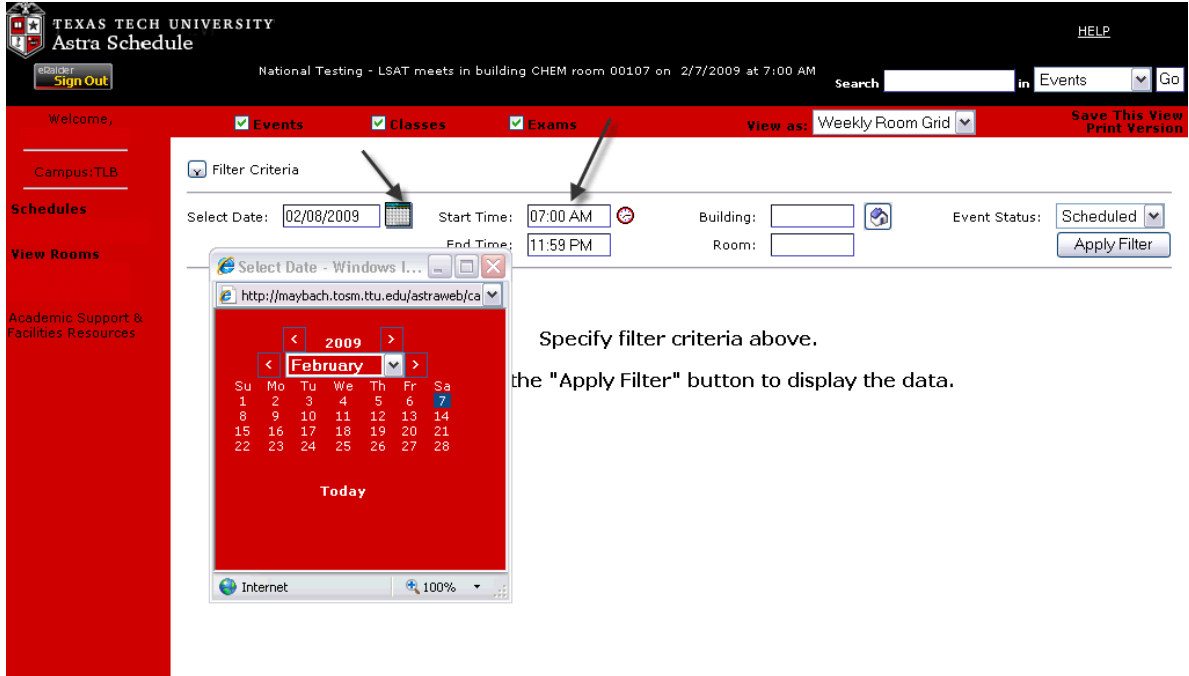
5. To view scheduled events click on Schedules on the Left hand side and use the View As Tool for:
  - a. List
  - b. Today's Events
  - c. Weekly Calendar
  - d. Monthly Calendar

- 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**

Specify filter criteria  
Then click the "Apply Filter" button

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

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