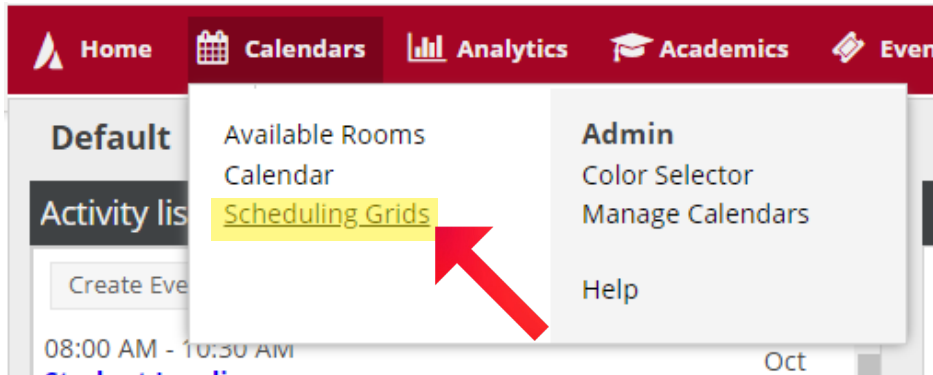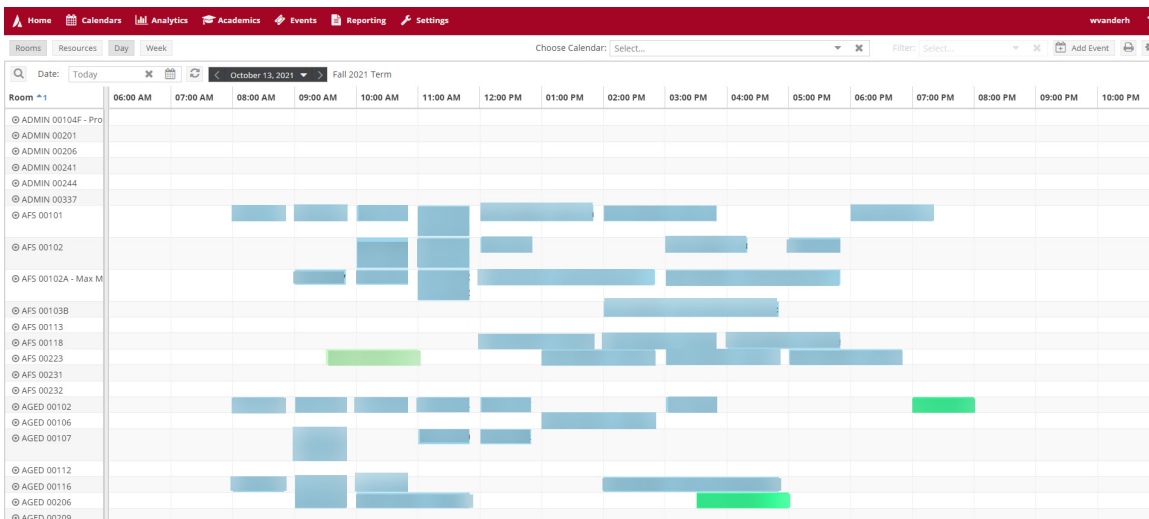# How to View Ad Astra Calendar
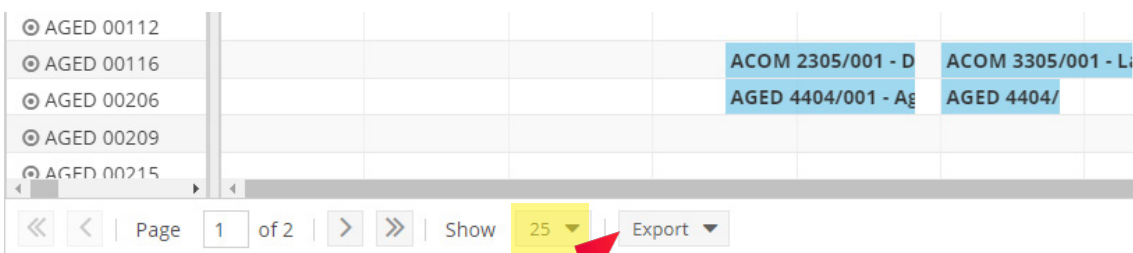
ACCESSING AD ASTRA CALENDAR

1. Log in to www.aaiscloud.com/TXTechU/default.aspx

2. To see the scheduled events and classes:
    a. Click on the "Calendar" tab
    b. Scroll down and click on, "Scheduling Grids."
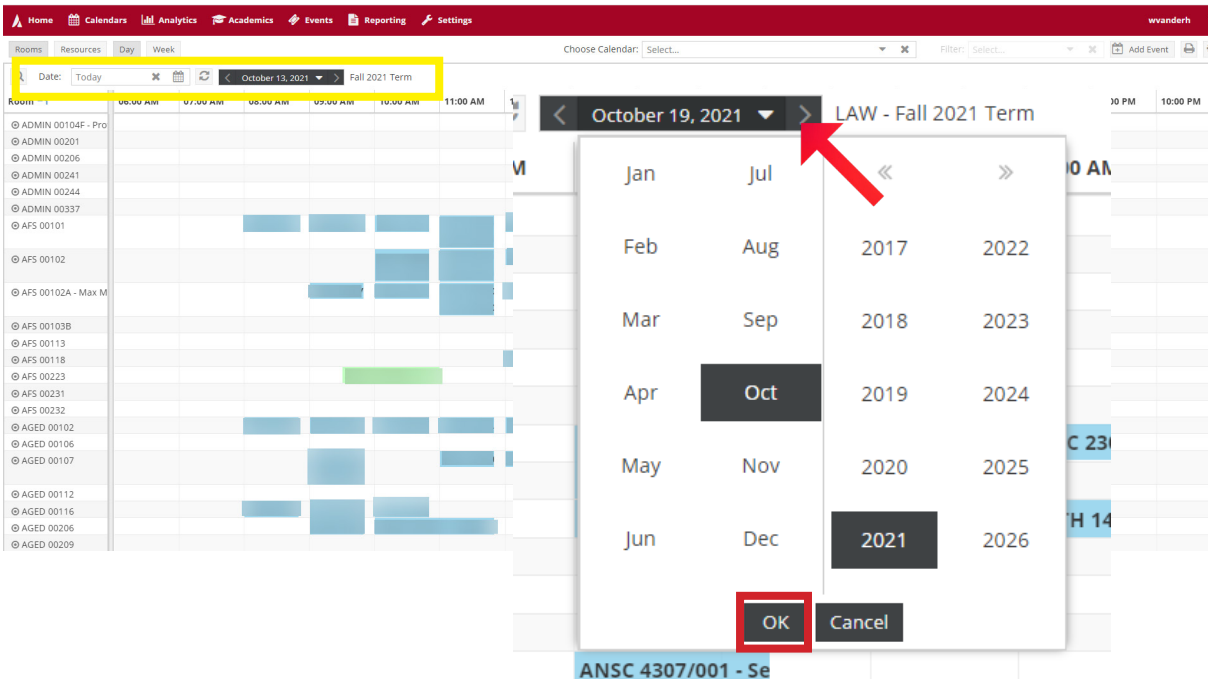

VIEWING THE ENTIRE ROOM SCHEDULE

To view all of the rooms listed, go to the bottom of the page.
Then click on the drop-down arrow next to "25" and select "1000."
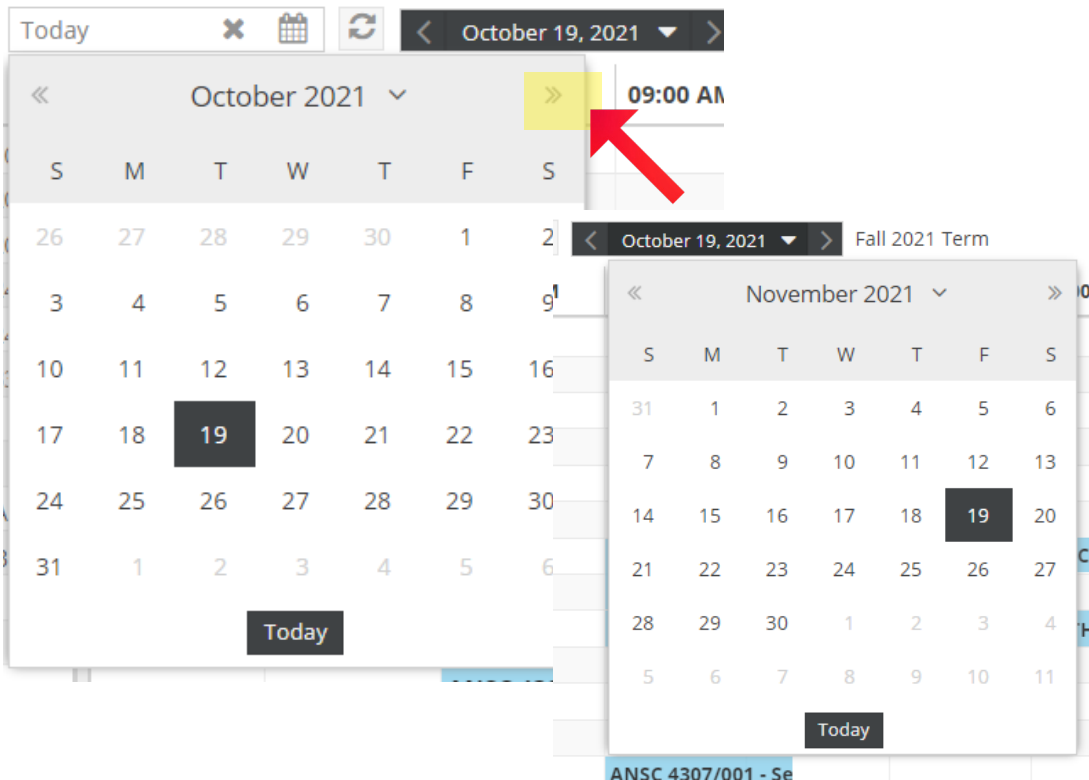This will allow you to scroll through the page to view all of the rooms.

VIEWING DIFFERENT DAYS

To change the date and/or year there are several options:

1. Click on the drop-down arrow next to the date in the black box and select the date you want to view.

   a. From the drop-down arrow the months and years will appear. Select the period of time you are wanting to see then click "OK."
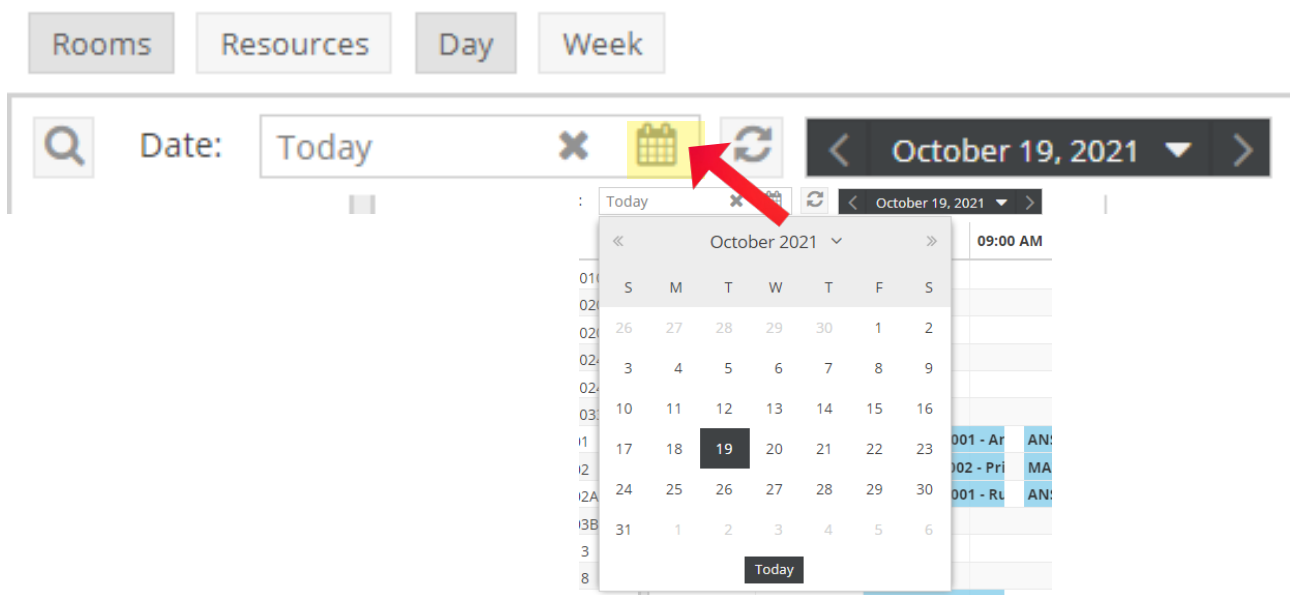

b. Select ">>" from the top right of the calendar to move to the next month.
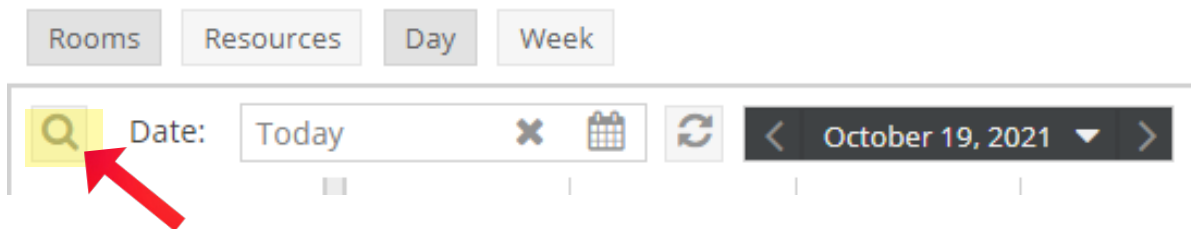
2. Click on the image of the calendar which is located on the right side of the word "Today" in the "Date:" box.

    a. Please review the above for instructions on how to use the drop-down calendar.

BUILDING/ROOM SPECIFIC SEARCH

From the left side, click on the magnify glass.

When you click on the magnify glass you could see the:

- Room
- Building Code
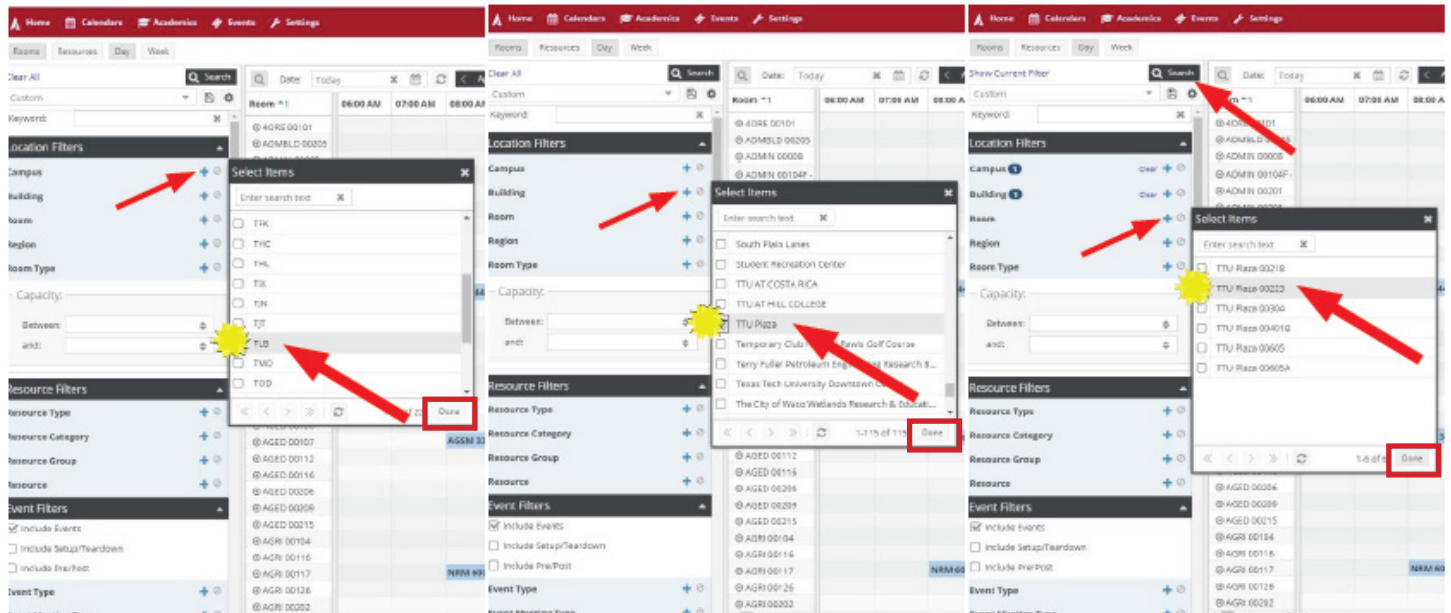- Building Name
- Campus
- Type
- Capacity
- Number

You can reduce those column from sight by dragging the bar to the left to view the "Room" column only.

To view specific Academic Buildings and Rooms:

Location Filters: From the dropdown menu ("+") under:
• Campus, select "TLB" (Represents Texas Tech in Lubbock)
• Building, select the building
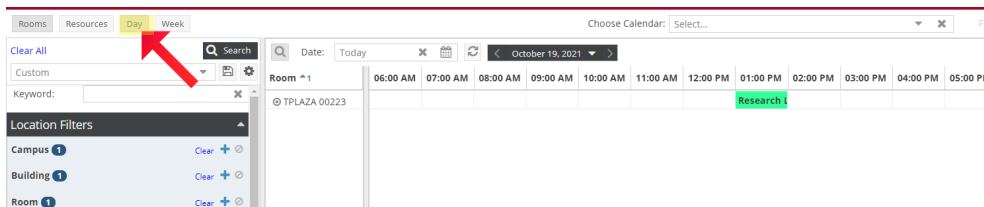• Room, select the room number

2. After filters have been selected click, "Done" then click on the "Search" box at the top of the column.
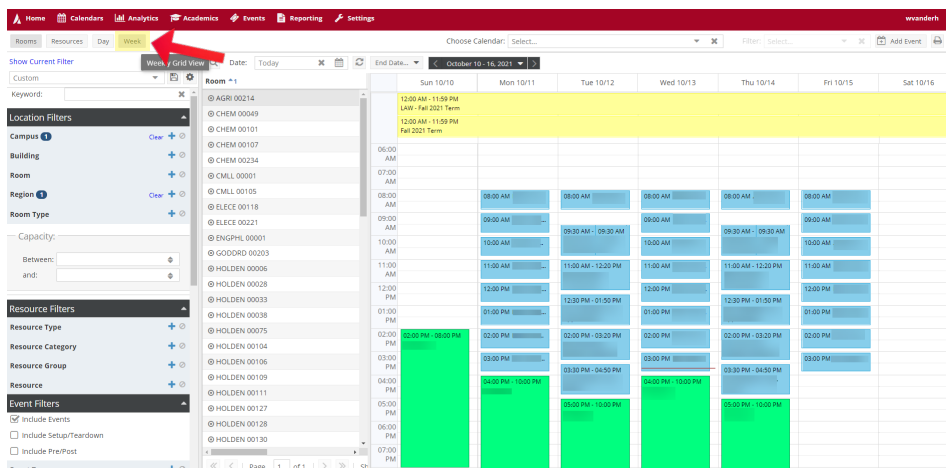

VIEW BY DAY OR WEEK

You can view the calendar by the day or by the week by clicking on the tab on the top.

DAY VIEW

WEEK VIEW

VIEW ROOM DETAILS

To view individual room details, hover over the round icon next to the room name.

Room Details provides the following:
- Capacity
- Raider Room
- Technology
- Furniture set-up
- Food allowed or not allowed

To see more details of the room, click on "View Room Details."

Room Details: Chemistry 00101 (Default)

View Room Details

Room Type:	Classroom (110)
Capacity:	69
Layout:	Academic
Campus:	TLB
Description:	Raider Room

Feature	Quantity	Category
Tiered floor		Floor Type
Height Adjustable Podium		Furniture
Food/Drink - NOT Allowed		Miscellaneous
Annotation Monitor		Technology
Assistive Listening Devices		Technology
Ceiling-Mounted Projector		Technology
Document Camera		Technology
PC Computer (for instructor)		Technology
Projection Screen or Display Surface	1	Technology
Solstice Pod		Technology
Speakers		Technology
Television	2	Technology