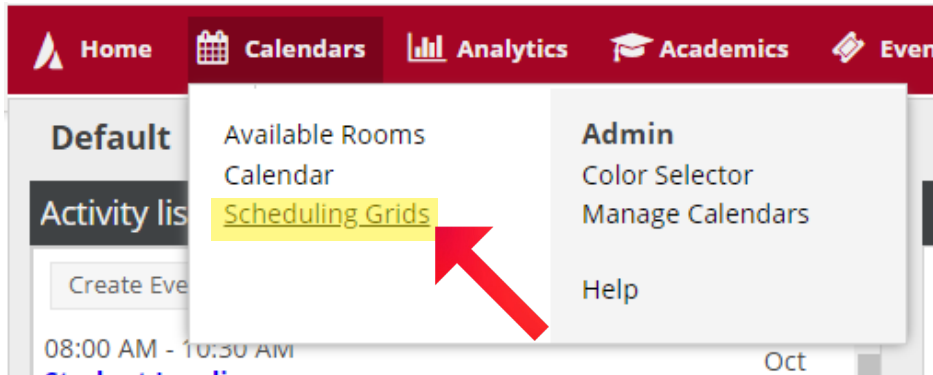


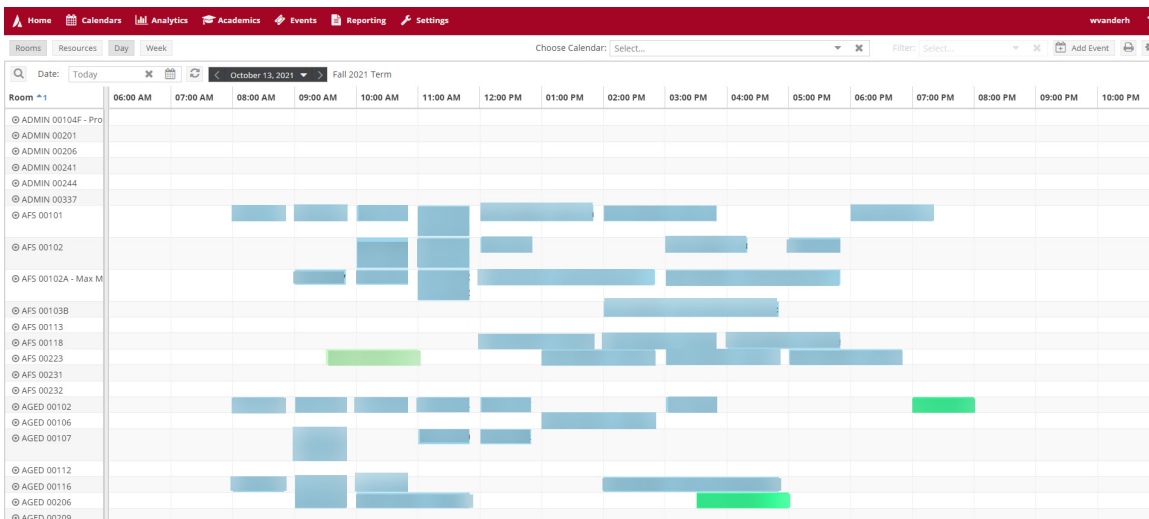
How to View Ad Astra Calendar

ACCESSING AD ASTRA CALENDAR

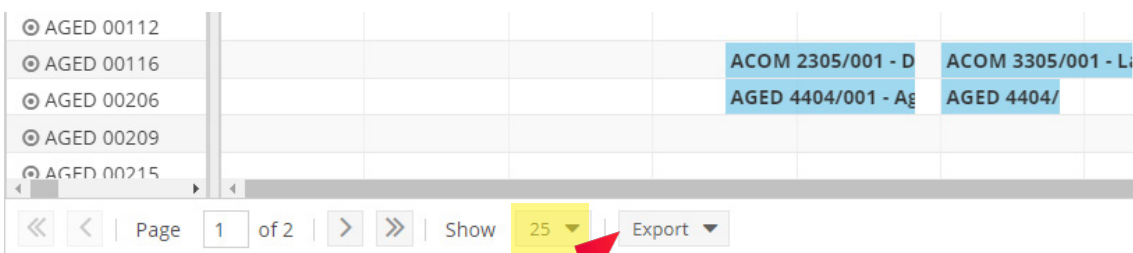
1. Log in to www.aaiscloud.com/TXTechU/default.aspx
2. To see the scheduled events and classes:
 - a. Click on the "Calendar" tab
 - b. Scroll down and click on, "Scheduling Grids."



VIEWING THE ENTIRE ROOM SCHEDULE



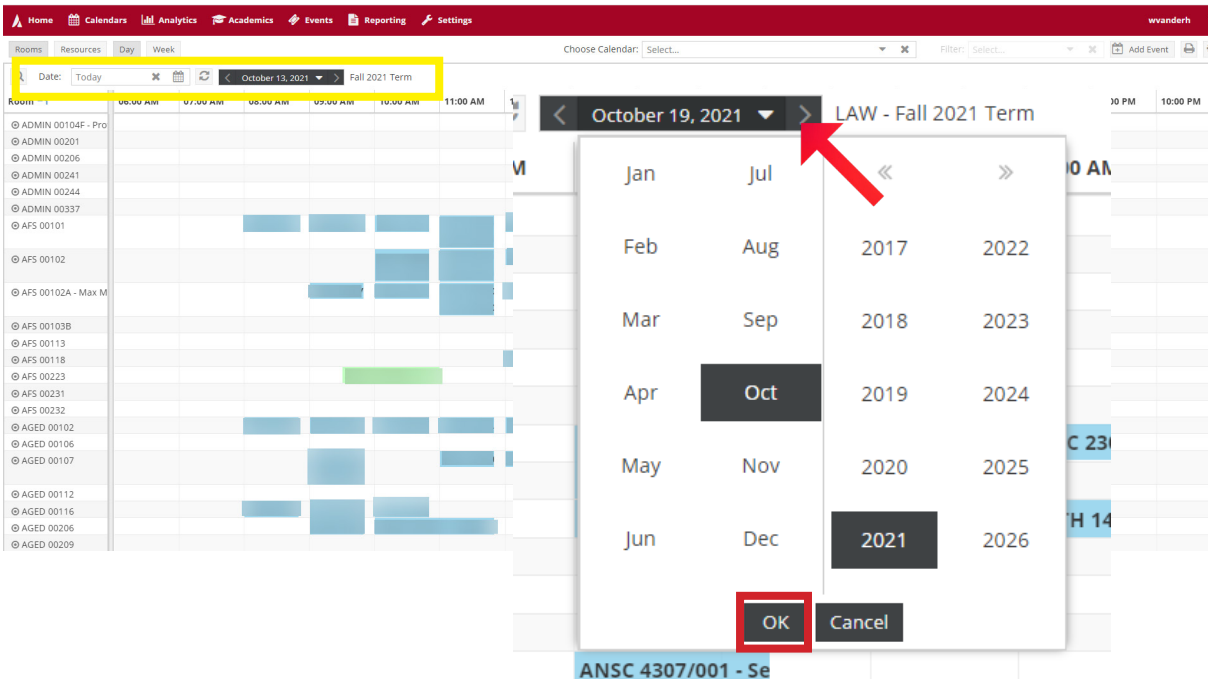
To view all of the rooms listed, go to the bottom of the page. Then click on the drop-down arrow next to "25" and select "1000." This will allow you to scroll through the page to view all of the rooms.



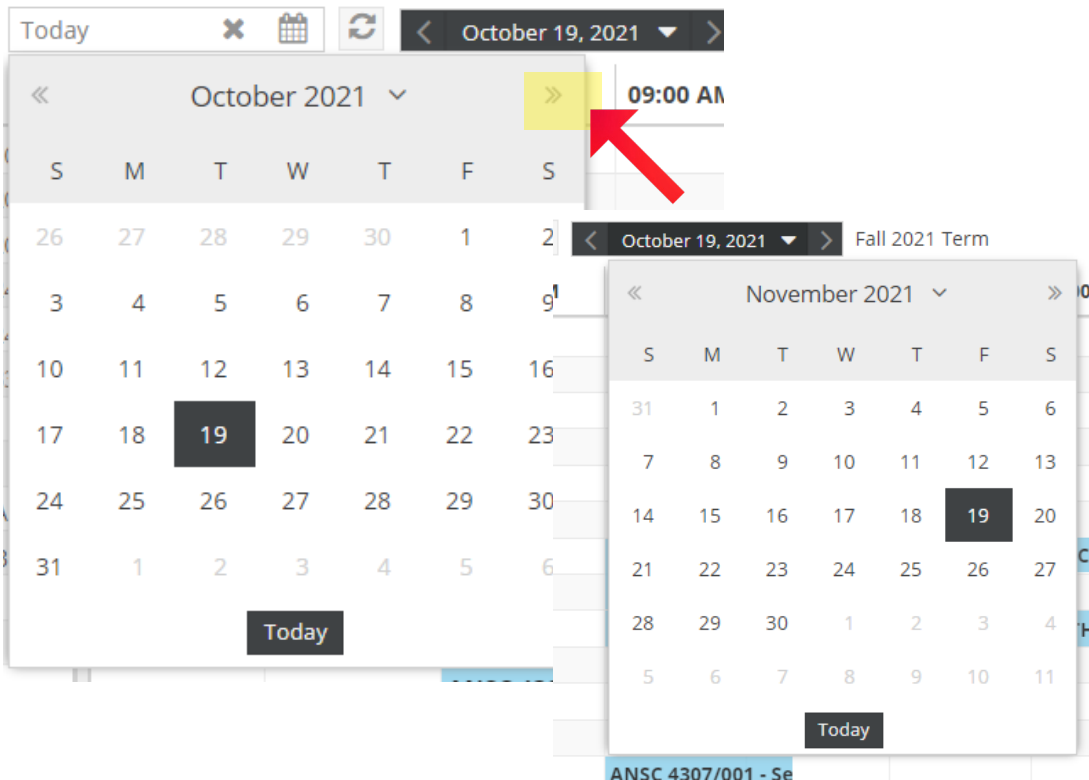
VIEWING DIFFERENT DAYS

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."

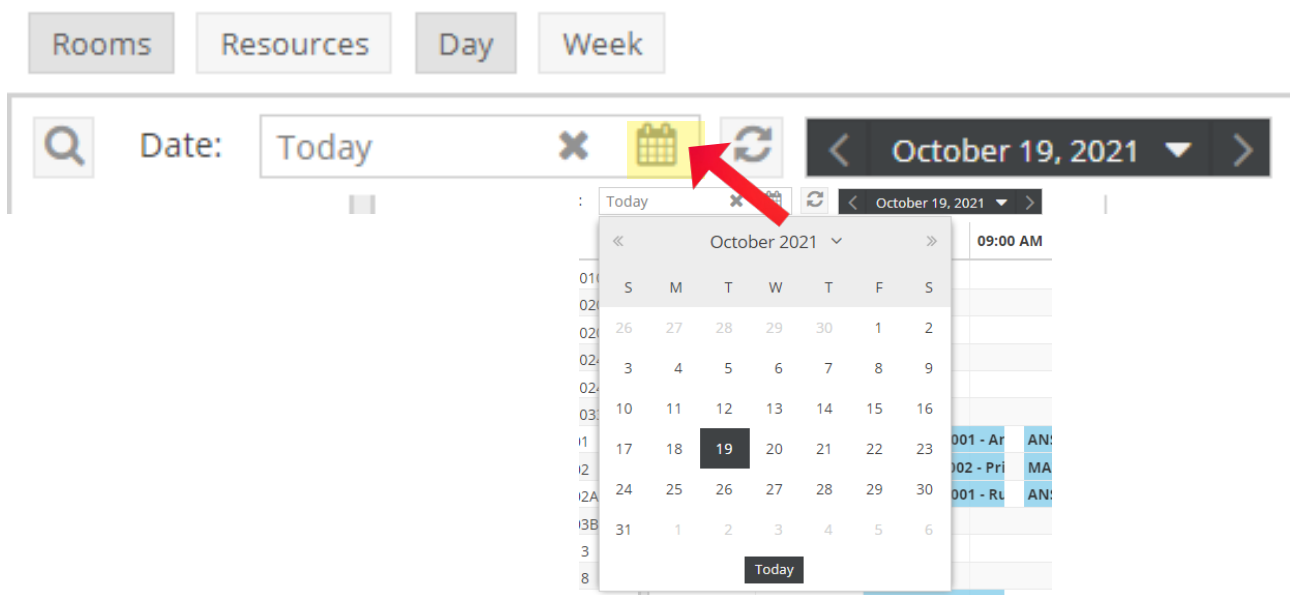


- b. Select ">>" from the top right of the calendar to move to the next month.



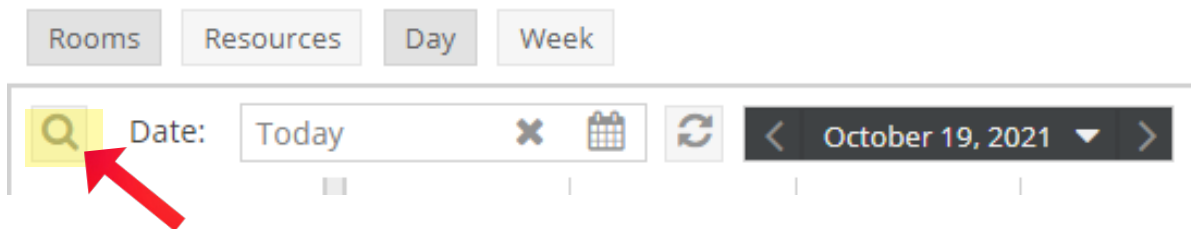
2. Click on the image of the calendar which is located on the right side of the word "Today" in the "Date:" box.

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.



Room ^1	Buildin...	Building Name	Campus	Type	06
⊙ ADMIN 00104...	ADMIN	Administrati...	TLB	Conferen	
⊙ ADMIN 00201	ADMIN	Administrati...	TLB	Office (3'	
⊙ ADMIN 00206	ADMIN	Administrati...	TLB	Conferen	
⊙ ADMIN 00241	ADMIN	Administrati...	TLB	Office (3'	
⊙ ADMIN 00244	ADMIN	Administrati...	TLB	Conferen	
⊙ ADMIN 00337	ADMIN	Administrati...	TLB	Alteratio	
⊙ AFS 00101	AFS	Animal & Fo...	TLB	Classroo	
⊙ AFS 00102	AFS	Animal & Fo...	TLB	Classroo	
⊙ AFS 00102A - ...	AFS	Animal & Fo...	TLB	Classroo	
⊙ AFS 00103B	AFS	Animal & Fo...	TLB	Conferen	
⊙ AFS 00113	AFS	Animal & Fo...	TLB	Special C	
⊙ AFS 00118	AFS	Animal & Fo...	TLB	Class Lib	
⊙ AFS 00223	AFS	Animal & Fo...	TLB	Special C	
⊙ AFS 00231	AFS	Animal & Fo...	TLB	Research	
⊙ AFS 00232	AFS	Animal & Fo...	TLB	Research	
⊙ AGED 00102	AGED	Agricultural ...	TLB	Classroo	
⊙ AGED 00106	AGED	Agricultural ...	TLB	Special C	
⊙ AGED 00107	AGED	Agricultural ...	TLB	Classroo	
⊙ AGED 00112	AGED	Agricultural ...	TLB	Special C	
⊙ AGED 00116	AGED	Agricultural ...	TLB	Classroo	
⊙ AGED 00206	AGED	Agricultural ...	TLB	Classroo	
⊙ AGED 00209	AGED	Agricultural ...	TLB	Office (3'	
⊙ AGED 00215	AGED	Agricultural ...	TLB	Conferen	

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

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

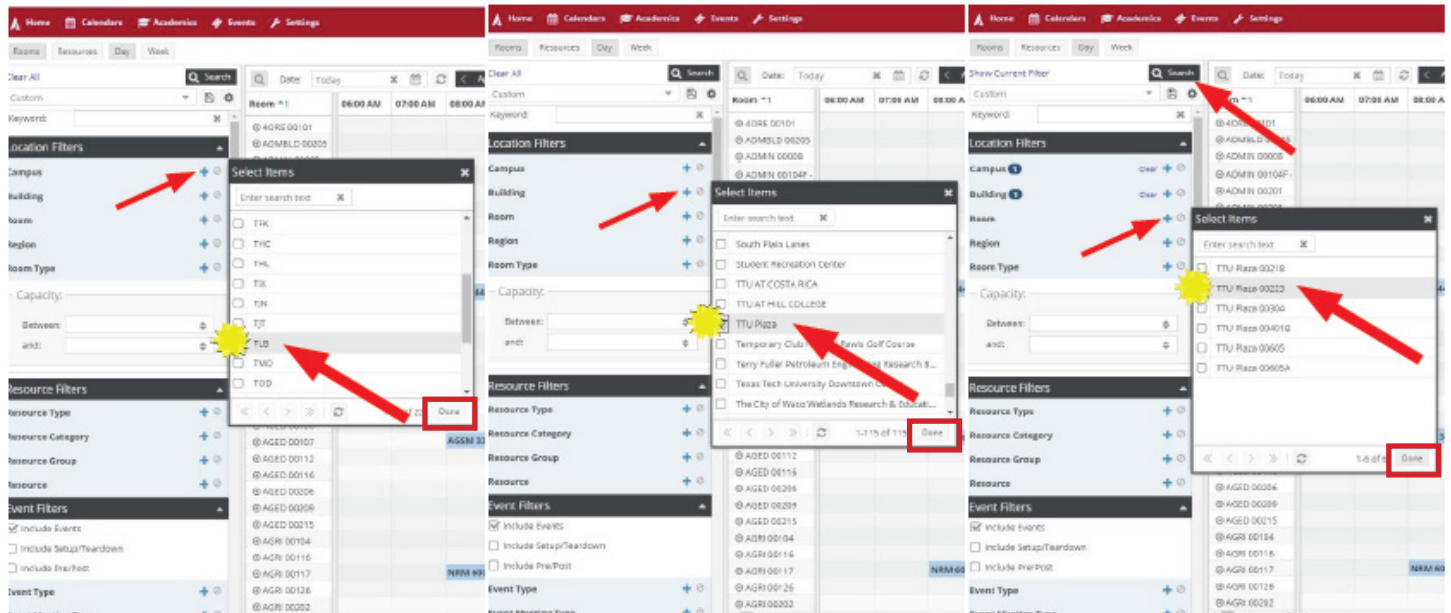
You can reduce those column from sight by dragging the bar to the left to view the "Room" column only.

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

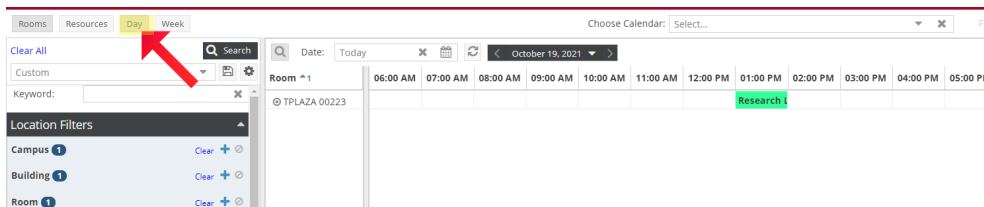
2. After filters have been selected click, “Done” then click on the “Search” box at the top of the column.



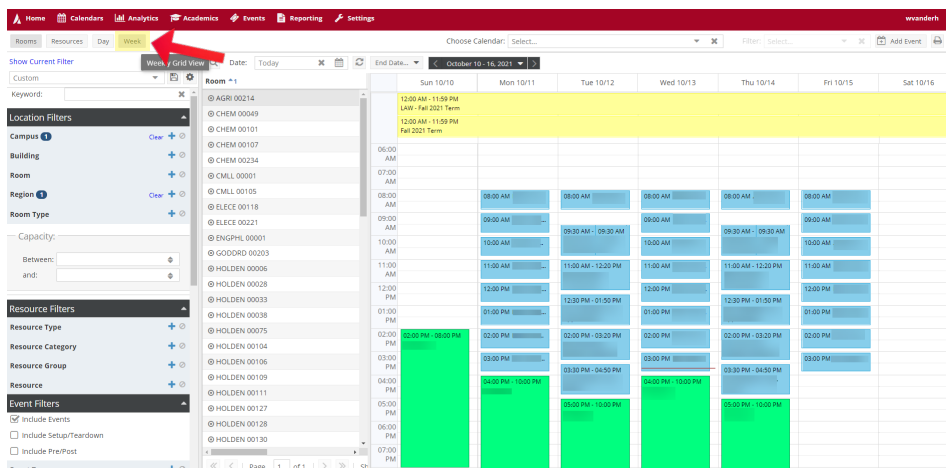
VIEW BY DAY OR WEEK

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."

The screenshot shows a table of rooms. The room 'CHEM 00101' is highlighted, and a red circle and arrow point to its icon. A pop-up window titled 'Room Details: Chemistry 00101 (Default)' is displayed. It includes a photo of the room, a 'View Room Details' link with a star icon, and a list of features with their quantities and categories.

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