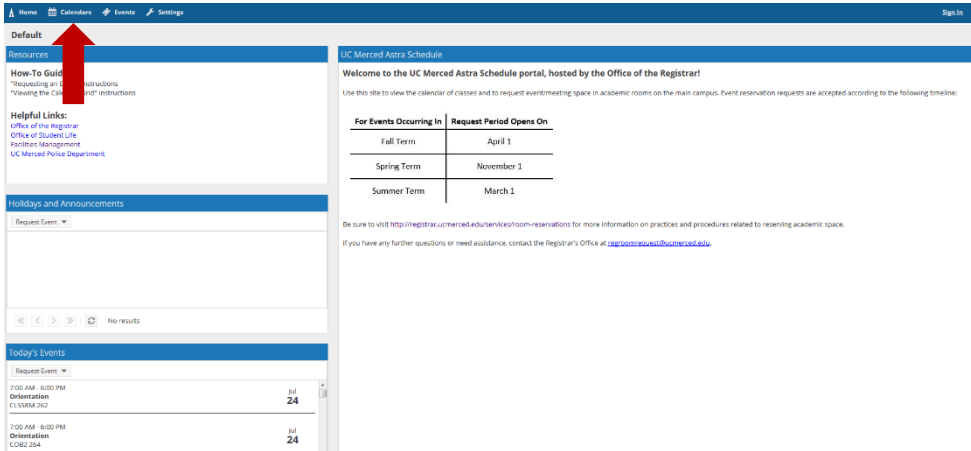


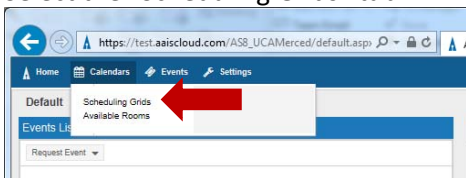
## View the Astra Calendar

The Astra calendar can be viewed at the following link: <https://www.aaiscloud.com/UCAMerced/default.aspx>. For a full listing of UC Merced Event Scheduling Practice and Procedures, please view the following link: <http://registrar.ucmerced.edu/services/room-reservations>.

1. Select the “CALENDAR” tab at the top left of the Astra home page (link provided above). Do not sign in.

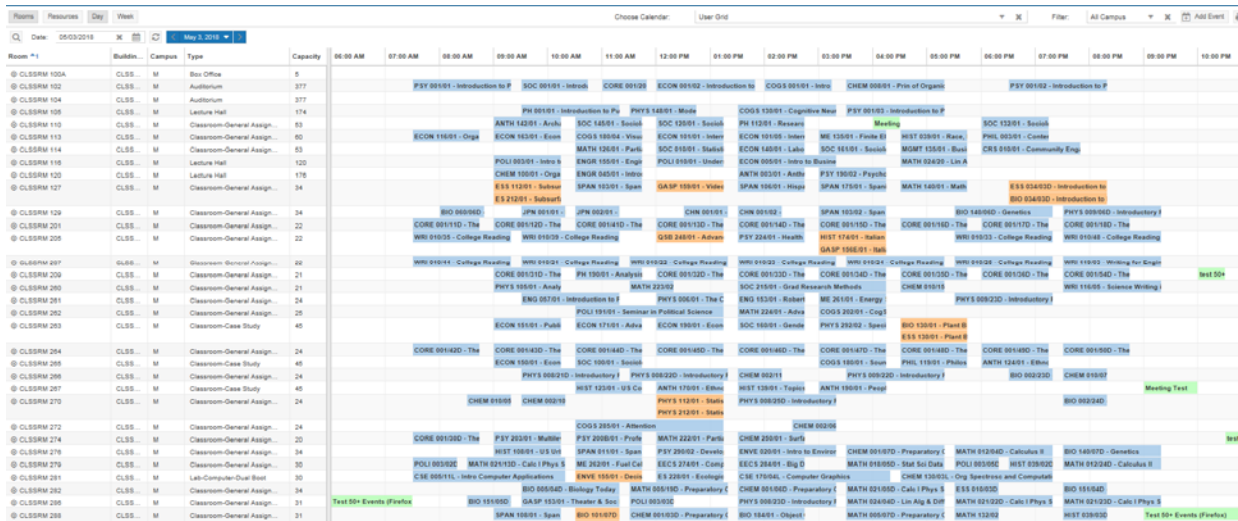


2. Select the “Scheduling Grids” tab.



3. The screen that populates will provide an overview of the current day room reservations (see image below).

- a. White – available classroom space
- b. Blue & Orange – scheduled events
- c. Purple – pending events
- d. Green- scheduled events



4. Prior to adjusting the date, select the type of view (Day or Week).

- a. The date can be adjusted by selecting the small calendar icon and selecting the date, or manually typing in the date.
  - i. Please be sure to select the small arrow each time the date is changed, so Astra can refresh the room list to the accurate date.
- b. The date can also be adjusted by selecting the current date listed in bold, and a small box will populate below.

The screenshot shows the Astra interface with the date '05/03/2018' selected. A red arrow labeled 'a' points to the calendar icon, and another red arrow labeled 'b' points to the date 'May 3, 2018' in the date selector. Below the date selector is a table of rooms with columns for Room, Buildin..., Campus, Type, Capacity, and time slots from 06:00 AM to 09:00 AM. The table lists various rooms like CLSSRM 100A, 102, 104, etc., with their respective capacities and room types.

5. To use the Advanced Search Options, select the magnifying glass on the top left corner of the calendar.

The screenshot shows the Astra interface with the magnifying glass icon in the top left corner of the date selector circled in red. The date is '05/03/2018'. Below the date selector is a table of rooms with columns for Room, Buildin..., Campus, Type, Capacity, and time slots from 06:00 AM to 11:00 AM. The table lists various rooms like CLSSRM 100A, 102, 104, etc., with their respective capacities and room types.

- a. Adjust the filters based on your room needs (e.g. by room capacity, building location, etc.).

The screenshot shows the Advanced Search Options dialog box. It has a 'Clear All' button at the top left and a 'Search' button at the top right. Below these is a 'Custom' filter dropdown with a save icon and a settings gear icon. There is a 'Keyword:' input field. Under 'Location Filters', there are sections for 'Campus', 'Building 7' (with a 'Clear' button), 'Room', 'Region', and 'Room Type', each with a plus sign. At the bottom, there is a 'Capacity:' section with a 'Between:' dropdown and an 'and:' dropdown.

- The bar located in the lower left of the screen allows additional rooms to be viewed; showing 25 – 1000 results per page, based on your selection.



- Additional details of scheduled room reservations can be viewed by placing the cursor over the meeting.

A screenshot of a room reservation calendar interface. The interface shows a grid of rooms (rows) and time slots (columns). A red arrow points to a meeting event in the grid. A pop-up window titled 'Event Details: Meeting' is visible, showing details for the selected event.

Room #	Building	Campus	Type	Capacity	06:00 AM	07:00 AM	08:00 AM	09:00 AM	10:00 AM	11:00 AM	12:00 PM	01:00 PM	02:00 PM	03:00 PM	04:00 PM	05:00 PM	06:00 PM	07:00 PM	08:00 PM	09:00 PM	10:00 PM
CLSSRM 100A	CLSS	M	Bus Office	5																	
CLSSRM 102	CLSS	M	Auditorium	377																	
CLSSRM 104	CLSS	M	Auditorium	377																	
CLSSRM 105	CLSS	M	Lecture Hall	174																	
CLSSRM 110	CLSS	M	Classroom-General Assign...	83																	
CLSSRM 113	CLSS	M	Classroom-General Assign...	80																	
CLSSRM 114	CLSS	M	Classroom-General Assign...	83																	
CLSSRM 116	CLSS	M	Lecture Hall	120																	
CLSSRM 120	CLSS	M	Lecture Hall	176																	
CLSSRM 127	CLSS	M	Classroom-General Assign...	34																	
CLSSRM 129	CLSS	M	Classroom-General Assign...	34																	
CLSSRM 201	CLSS	M	Classroom-General Assign...	22																	
CLSSRM 208	CLSS	M	Classroom-General Assign...	24																	
CLSSRM 207	CLSS	M	Classroom-General Assign...	22																	
CLSSRM 209	CLSS	M	Classroom-General Assign...	21																	
CLSSRM 200	CLSS	M	Classroom-General Assign...	21																	
CLSSRM 281	CLSS	M	Classroom-General Assign...	24																	
CLSSRM 282	CLSS	M	Classroom-General Assign...	25																	
CLSSRM 283	CLSS	M	Classroom-Case Study	48																	
CLSSRM 284	CLSS	M	Classroom-General Assign...	24																	
CLSSRM 285	CLSS	M	Classroom-Case Study	48																	
CLSSRM 286	CLSS	M	Classroom-General Assign...	24																	
CLSSRM 287	CLSS	M	Classroom-Case Study	48																	
CLSSRM 270	CLSS	M	Classroom-General Assign...	24																	
CLSSRM 272	CLSS	M	Classroom-General Assign...	24																	
CLSSRM 274	CLSS	M	Classroom-General Assign...	20																	
CLSSRM 278	CLSS	M	Classroom-General Assign...	34																	
CLSSRM 279	CLSS	M	Classroom-General Assign...	30																	
CLSSRM 281	CLSS	M	Lab-Computer-Dual Boot	30																	
CLSSRM 282	CLSS	M	Classroom-General Assign...	34																	

- When you are ready to request a room reservation, return to the Astra home page and select “Request an Event” in the upper left corner of the screen.