View the Astra Calendar

The Astra calendar can be viewed at the following link:

<u>http://regroomrequest.ucmerced.edu/AstraProd/Portal/GuestPortal.aspx</u>. For a full listing of UC Merced Event Scheduling Practice and Procedures, please view the following link: <u>http://registrar.ucmerced.edu/services/room-reservations</u>.

1. Select the "CALENDAR" tab at the top left of the Astra home page (link provided above). Do not input a user name and password.

A ASTRA SCHEDULE			User Houses Passion	Log In Remember Net
ASTRA HOME CALENDARS RESOURCES EVENTS PEOPL	a			2
	Holdays			
KCOM HELEYVADONS	Henorial Day	5/29/2017	Top Stores Loogie News	
Request an Event	Independence Day	7/4/2017		
External Links	Labor Day	9/4/2017		
Step-by-Step Instructions - How to Request an Event	Veterans Day	11/10/2017		
Event Request Practices and Procedures	Non-Instructional Day	11/22/2017		
Eacilities Work Request	Thanksgiving	11/23/2017		
TAPS	Martin Luther King Holiday	1/15/2018		
UC Merced Homepage	Presidents Day	2/19/2018		
UC Merced Police Dept	Suring Recess	3/26/2018		
Library Room Reservations	Cesar Chavez Holiday	3/30/2018		
Events Calendar				
Housing & Res Life Meeting Rooms				
IT Help Desk				

2. Select the "Scheduling Grids" tab.

A ASTRA S	CHEDULE	Labout govern: Halo
ASTRA HOME Scheduling Gri	CALENDARS RESOURCES EVENTS PROPLE Is Available Rasma	
100	Calendars Enterprise Calendars	
	Scheduling Grids	Help 🗴
120	View delv resource drid.	Helo: Calendar
	Available Rooms Search for available moment and resources	

- 3. The screen that populates will provide an overview of the current day room reservations (see image on next page.
 - a. White available classroom space
 - b. Blue & Orange scheduled courses
 - c. Purple pending events
 - d. Green scheduled events

A ASTRA SCHEDU																			
ASTRA HOME CALEN Scheduling Grids / Availab	DARS RESO	ACES	EVENTS PEOPLE																
Resources	No.											Choose Ca	lendar: Guest	v FR	er All Campus	- 1	Request Eve	ent 😂	R
🙀 05/02/2017 🗙 🗂 💈			May 2, 2017	e est															
Rosen	Building Co	de Campus	Type	Cepacity -	6.00 AM	7.00 AM	8.00 AM	9:00 AM 10	00 AM 11.00 AM	12:00 PM 1	00 PM 2 00 PM	3.00 PM	4.00 PM 5.0	0 PM 8.00 PM	7.00 PM	6.00 PM	9.00 PM	10.00 PM	
IT CLSSRM 102	CLSSRM	м	Audtorium	377		PSY 0	01/01 - Introduc	ction SOC 001/01	- Inti CORE 001/	COGS 001/01 - #	20 Reheatsal	CHEM 000	CHEM 000	PS	V 001/02 - Introducti	on			2
IT COB2 110	C082	м	Lecture Hall	210				POLI 005/01 - INF	POLI 001/01 - Int	810 140/01 - Gen	CHEN 111/01 - BI	PSY 010/0	1 - Analysis of	General Meetings					
ET CLSSRM 120	CLSSRM	м	Lecture Hall	176				CHEM 100/01 - 0	HIST 017/01 - Tw		MATH 131/01 - N	STEP Study Hours							
FT CLSSRM 105	CLSSRM	м	Lecture Hall	174				BIO 141/01 - Evo	ENGR 045/01 - in	ANTH 003/01 - A	Ext Course			Flat Lux St	udy Sessions - Sprin	g 2017			
FT COB2 130	C082	м	Lecture Hall	150				ENGR 057/01 - 9	Stude ECO	ON 005/02 - Intro to Bui	PHYS 008/01 - In		Exam prep						
ITT CLSSRW 116	CLSSRM	м	Lecture Hall	120				ENGR 140/01 - In	ENGR 155/01 - E	010 150/01 - Emb	PH 105/01 - Intro	010 170/01 - Neu	CSE 100/01 -	Alg					
#0 COB2 140	C082	м	Lecture Hall	120		BID DI	02/01 - intro	BIO 002/20 - Intre	ECON 100/01 - in	PSY 120/01 - Hel	PSY 125/01 - Co	COGS 105/01 - R	Exam prep						
FT 558 160	\$\$8		Lecture Hall	120				ENGR 120/01 - FI	PH 110/01 - Envit	COGS 005/01 - Ir	ECON 005/01 - Intro	to But ENVE 160	01 - Sustainabl	PH 101: Public Hes	th Research Final Pr	esen			
12 SS8 170	\$\$0	м	Lecture Hall	120				ESS 060/01	Ect PS	v 010/02 - Analysis of	PSY 156/01 - Se	PSY 136/01 - Car	ME 14001 - 1	/br					1 4
CT COB2 170	C082	N	Lecture Hall	90				BID 124/01 - Micr	ECON 105/01 - C	ECON 105/02 - C	ECON 101/05 - In	COGS 22301 - C		ENVE 162/01 - Mo	deing a				
FT COB2 175	CO65	м	TEAL	90				COGS 103/01 - F	810 120/01 - Ger	CETL Workshop			80 002/00	80 002/04					
ET 558 120	558	м	Lecture Hall	90				SOC 188/01 - Ad	PSY 135/01 - Ne	POLI 125/01 - Pul	HIST 027/01 - Hit	PHIL 003/01 - Col	BIO 180/01 -	Mat	Pai Chi Meeta				
fft 558 130	SSB	м	Lecture Hall	90				POLI 105/01 - U/1	PSY 134/01 - Ad		MATH 024/01 - L	ECON 121/01 - E:	MATH 024/20	(- L)					
IT KOLUG 209	KOLLIG	м	Cassrcom-General Assignment	80			PH 00	1.01 - Introduction to	PSY 130/02 - De	PSV 130/01 - Der	PSY 130/03 - De	ESS 010/01 - Ear		Pai Chi Office	CKI mee	ting			
IT KOLLIG 217	KOLLKS	м	Classroom-General Assignment	61				ECON 150/01 - E		Chem 113 Review	ECON 163/01 - E	SOC 160/01 - Ge	CSE 179/01 -	intr .					
FT CLSSRM 113	CLSSRM	M.	Classroom General Assignment	60				ECON 110/01 - Et	ANTH 120/01 - H	ECON 101/01 - M	ESS 141/01 - Em	ME 135/01 - Fmb	ENG 033/01-	Lite SOC 150/0	1 - Se SOC 12	0/01 - 50			
ET SSM 104	SSM	м	Classroom-General Assignment	60				ENGR 135/01 - H	BID 150LA GA	SP 055A/01 - Arts of #	SOC 185/01 - So	PHYS 248/01 - Q	PHL 171/01 -	Fre Executive I	leetings Meeting	1000			
ET CL55RM 110	CLSSRM	м	Classroom-General Assignment	53				GASP 1530	1 - Theater &	GASP 159/01 - V	ANTH 170/01 - 0	SOC 015/01 - 50	PHL 131/01	Pa SOC 070/0	1 - CH SSA Genera	Meeting			
IT CLSSRM 114	CLSSRM	м	Classroom-Coneral Assignment	53				MATH 101/01 - S	MATH 126/01 - P	SOC 010/01 - Sta	ECON 161/01 - In	PH 193/D1 - Heat	MGHT 135/0	General Bo	a 1	Fencing Practic	*		
67 SSM 116	SSM	м	Lab-Music	48				GASP 007/0	1 - Music in S	51/	on w	GASP 072	A/01 - Popular I		RSO Practice		Dobcat	Band	

- 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 green arrow each time the date is changed in this manner 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.

ASTRA SCHEDULE												
ASTRA HOME CALENDARS	RESOUR	CES	EVENTS	PEOPL	E							
Rooms Resources Day	Week					ŀ	D					
Q 05/02/2017 × □ 2				٩	Ma	ay 2,	, 20 ⁻	17	•			
1							May	2017	•		F	
Room a	Building Code	Campus	Туре		s	м	т	W	т	F	S	
CLSSRM 102	CLSSRM	М	Auditori	um	30	1	2	3	4	5	6	
🖻 COB2 110	COB2	М	Lecture	Hall	14	8 15	9 16	10	11	12	13 20	
CLSSRM 120	CLSSRM	М	Lecture	Hall	21	22	23	24	25	26	27	
CLSSRM 105	CLSSRM	М	Lecture	Hall	28	29	30	31	1	2	3	
🖻 COB2 130	COB2	М	Lecture	Hall	4	5	6	7	8	9	10	
CLSSRM 116	CLSSRM	М	Lecture	Hall			I	īoday				
COB2 140	COB2	М	Lecture	Hall					120			

5. The bar located in the lower left of the screen allows additional rooms to be viewed; showing 25 – 200 results per page, based on your selection.

R	4	Page	1 of 1	Þ.	≥I.	Show	200• results		·

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

ASTRA SCHEDUL	E																14	adout gue
ASTRA HOME CALEND Scheduling Grids Availabl	ARS RESOL	URCES	EVENTS PEOP	LE								Choose Ca	endar Guest		 Fiter: All Campus 	v	Request E	vent d
05/02/2017 × 🔄 👂			٩	May 2, 2017	×				_									
om	Building Co	ode Campus	Туре	SMTWT	F S 6.0	0 AM 7:00 AM	8.00 AM	9:00 AM 10:	00 AM 11:00 A	AM 12:00 PM 1	00 PM 2:00 PM	3:00 PM	4:00 PM	5:00 PM 6:1	00 PM 7:00 PM	8.00 PM	9:00 PM	10:00
1 CLSSRM 102	CLSSRM	м	Auditorium	30 1 2 3	4 5 6	PSY 0	01/01 - Introduct	ion SOC 001/01	- Inti CORE 00	01/ COGS 001/01 - Ir	I2G Rehearsal	CHEM 008	CHEM 008		PSY 001/02 - Introd	luction		
COB2 110	COB2	м	Lecture Hall	14 15 16 17 1	1 12 13			POLI 005/01 - Int	POLI 001/01 - In	BIO 140/01 - Gen	CHEM 111/01 - BI	PSY 010/0	1 - Analysis of	General Mee	lings	1		
CLSSRM 120	CLSSRM	м	Lecture Hall	21 22 23 24 2	5 26 27			CHEM 100/01 - 0	HIST 017/01 - TV		MATH 131/01 - N	STEP Study Hours	1					
CLSSRM 105	CLSSRM	н	Lecture Hall	28 29 30 31	2 3			BID 141/01 - Evo	ENGR 045/01 - I	ANTH 003/01 - A	Ext Counsels			Fiat L	ux Study Sessions - S	pring 2017		
082 130	COB2	М.	Lecture Hall	4 5 6 7	8 9 10			ENGE	Stude	ECON 005/02 - Intro to But	PHYS 008/01 - In		Exam prep					
CLSSRM 116	CLSSRM	м	Lecture Hall	Today				ENGR 140/01 - In	NGR 155/01	I marcane cuil	Conserved water			ACT NAME		-		
COB2 140	COB2	м	Lecture Hall	Ĩ.	20	BID 00	2/01 - Intro	810 002/20 - Intrc	ECON 100/01	Event Details: Stud	ent Panel - Salida	Middle School						
SSB 160	SSB	M.	Lecture Hall		20			ENGR 120/01 - FI	PH 110/01 - E	Frank Tumor	Rend Disc exist					esen		
SSB 170	SSB	м	Lecture Hall		20		į.	ESS 050/01	- Ecx	Customer	Visites's Center					-		
COB2 170	COB2	м	Lecture Hall	1	10			BID 124/01 - Micr	ECON 105/01	Costost	Tours Adminsion							
C0B2 175	COB2	м	TEAL		10			COGS 103/01 - k	BIO 120/01 -	Contact.	Coheck Levil							
SS8 120	SSB	н	Lecture Hall	1	10			SOC 180/01 - Ad	PSY 133/01 -	Description	acreduted							
SSB 130	SSB	м	Lecture Hall	1	10			POLI 106/01 - Urt	PSY 134/01 -	Descriptions						1		
KOLLIG 209	KOLLIG	м	Classroom-Gene	ral Assignment	10		PH 001	/01 - Introduction tc	PSY 130/02 -	Name	St	atus Start Date	End Date	Start Time En	Time Room	ting		
KOLLIG 217	KOLLIG	м	Classroom-Gene	ral Assignment	1		-	ECON 150/01 - Er		Student Panel	Salida Middle School Sch	veduled 5/2/2017	5/2/2017	11:00 AM 11:	30 AM CO82 130			
CLSSRM 113	CLSSRM	М	Classroom-Gene	ral Assignment	0			ECON 110/01 - Et	ANTH 120/01							0/01 - So		
SSM 104	SSM	м	Classroom-Gene	ral Assignment	10			ENGR 135/01 - H	BIO 150LA									
CLSSRM 110	CLSSRM	м	Classroom-Gene	ral Assignment	3			GASP 153/0	1 - Theater &							I Meeting		
CLSSRM 114	CLSSRM	м	Classroom-Gene	ral Assignment 5	13			MATH 181/01 - S	MATH 126/01							encing Prac	tice	
SSM 116	SSM	M.	Lab-Music		18			GASP 007/0	1 - Music in S			GASP 072	A/01 - Popular I	1	RSO Practic	c	Bobcr	at Band

7. 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.