# Explore the Views of Astra

1. Click on the **CALENDARS** tab.

![Astra Home Screen](image)

<table>
<thead>
<tr>
<th>Calendar</th>
<th>Grid</th>
<th>Search</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day</td>
<td>Week</td>
<td>Month</td>
</tr>
</tbody>
</table>

2. a. Click on the **Grid** icon.
   
   b. Click on the **Day** tab. This will be particularly helpful in viewing special events.

![Grid and Day View](image)

3. To select a certain date, click on the **calendar** icon.

![Select Date](image)

4. Click on the **date** of interest.

![Date Selection](image)

5. Click on the **Edit Search Filter** button to select the building and room.

![Edit Search Filter](image)
6. Fill in the appropriate fields. Then, click on View Calendar.

7. 
   c. Click on the Grid icon.
   d. Click on the Week tab. This will be particularly helpful in scheduling classes.

8. To select a certain date, click on the calendar icon.

   NOTE: It is advised to choose a Monday so you can see a week in its entirety.
9. Click on the **Edit Search Filter** button to select the building and room.

   ![Edit Search Filter](image)

10. Fill in the appropriate fields. Then, click on **View Calendar**.

   ![Edit Filter](image)

11. Your weekly view.

   ![Weekly View](image)