

Explore the Views of Astra

1.	Click on the CALENDARS tab.
	Holiday/Announcements Image: Calendars of the second s
2.	 a. Click on the Grid icon. b. Click on the Day tab. This will be particularly helpful in viewing special events.
	All Sections and All Event Calendar Grid Sear Day Week Month
3.	To select a certain date, click on the calendar icon.
	All Sections and All Events in room Calendar Grid Search Day Week Month 4/4/2012 Search
4.	Click on the date of interest.
	4/4/2012 • April, 2012 • Su Mo Su Mo Tu 25 26 27 28 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2 3 4 5 Today: April 4, 2012
5.	Click on the Edit Search Filter button to select the building and room.
	Calendar: Hattiesburg Campus 💙 Filter: FG 🛛 V Edit Search Filter Request Event



6.	Fill in the appropriate fields. Then, cli	ick on View Calenda	ar.		
	Edit Filter		l i i i i i i i i i i i i i i i i i i i		
	Keywords:				
		ents Show Events			
	Room: C	vent Type: All ustomer ype: All			
	Room Type:	ustomer: All			
	E	Featured Only vent Status: All V Show Setup/Teardown	Ν		
	Options				
	✓ Show Holidays✓ Show Announcements				
		View Calendar			
7.	 c. Click on the Grid icon. d. Click on the Week tab. This will be particularly helpful in scheduling classes. All Section and All Events				
	Calendar G Search Day Week Month				
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.				
	4/4/2012 Image: Constraint of the state of the sta				
	Today: April 4, 2012				



9.	Click on the Edit Search Filter button	n to select the building and	room.	
	Calendar: Hattiesburg Campus 💟	Filter: FG 💟	Edit Search Filter Request Event	
10.	Fill in the appropriate fields. Then, cli	ck on View Calendar.		
	Edit Filter			
	Keywords: Location Campus: HBG V Building Arthell Kelley Hall Room: Arthell Kelley Hall 107 V Room Type: All Capacity: All V Options V Show Holidays V Show Announcements	Events Show Events Event Type: All Customer All Featured Only Event Status: All Show Setup/Teardown		
		View Calendar		
11.	Your weekly view.			
	Mon, Apr 23 Tue, Ap	r 24 Wed, Apr 25	Thu, Apr 26	Fri, Apr 27
	8 00 FSC 430 H001 FSC 430L H0 (AKH 107) (AKH 107)	01 FSC 430 H001 (AKH 107)	FSC 430L H002 (AKH 107)	FSC 430 H001 (AKH 107)
	9 00 FSC 440 H002 (AKH 107)	FSC 440 H002 (AKH 107)		FSC 440 H002 (AKH 107)