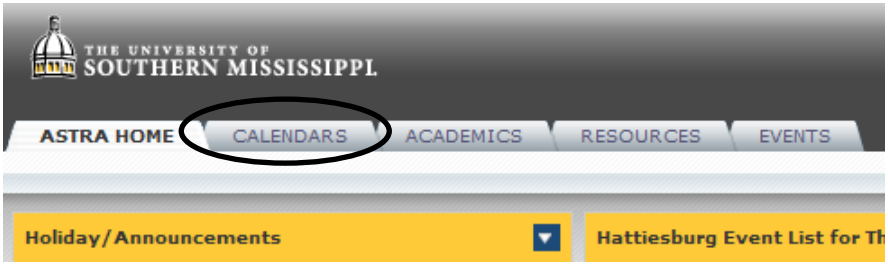
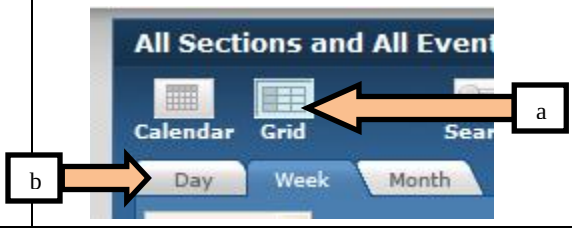
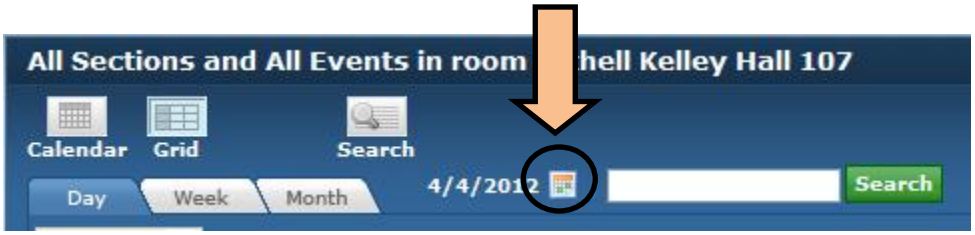
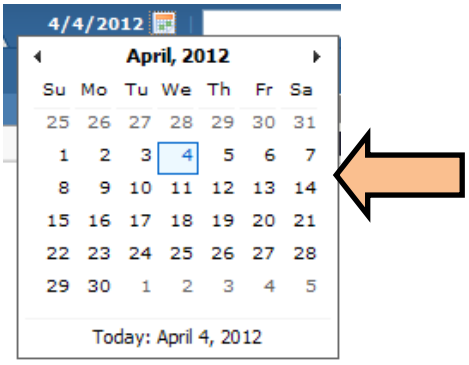
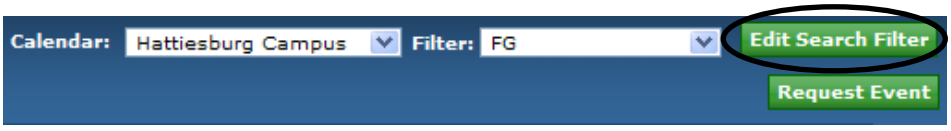
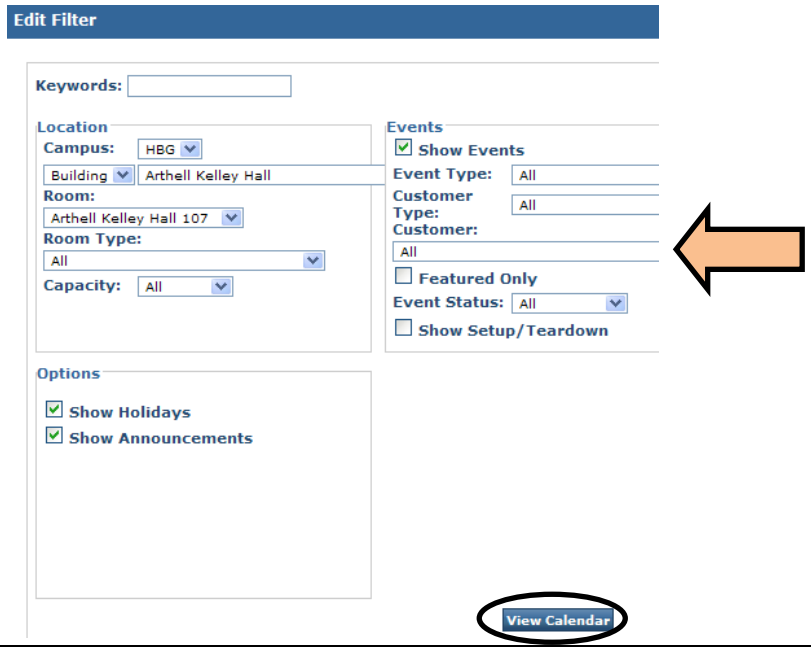
Explore the Views of Astra

1.	Click on the **CALENDARS** tab. 
2.	a. Click on the **Grid** icon. b. Click on the **Day** tab. This will be particularly helpful in viewing special events. 
3.	To select a certain date, click on the **calendar** icon. 
4.	Click on the **date** of interest. 
5.	Click on the **Edit Search Filter** button to select the building and room. 

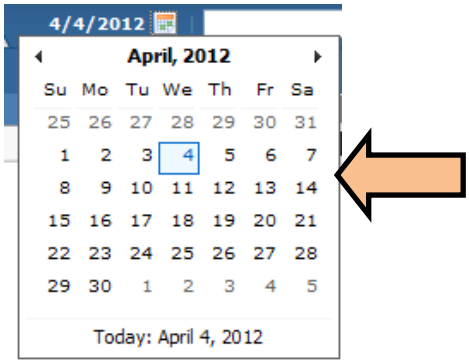
6. Fill in the appropriate fields. Then, click on **View Calendar**.

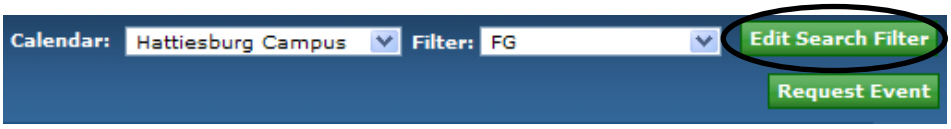
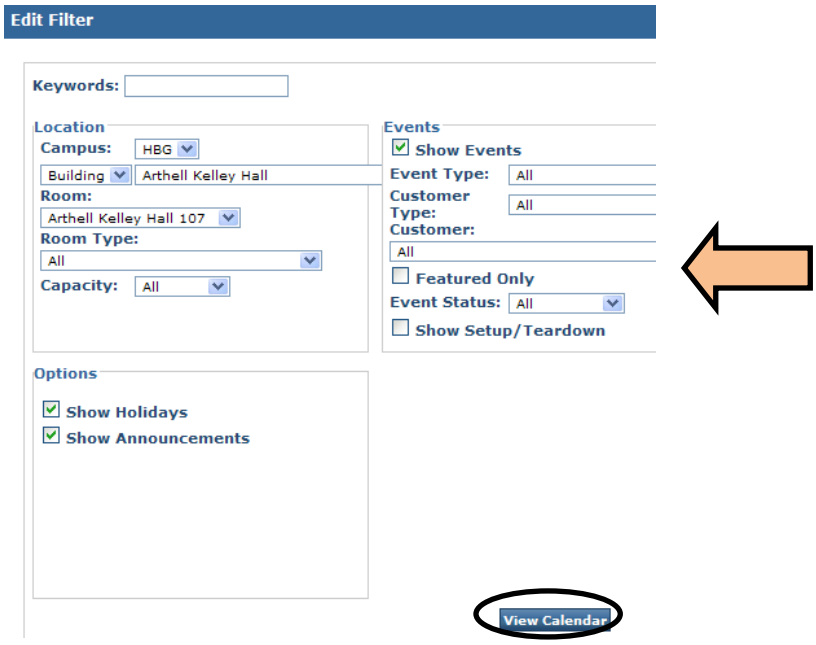
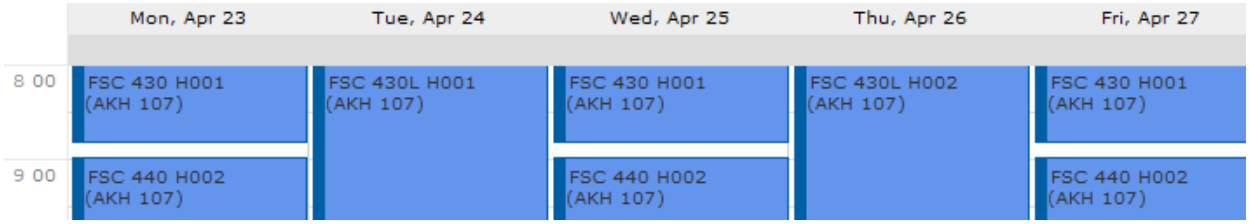


7. c. Click on the **Grid** icon.
   d. Click on the **Week** tab. This will be particularly helpful in scheduling classes.

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. 
10.	Fill in the appropriate fields. Then, click on **View Calendar**. 
11.	Your weekly view.