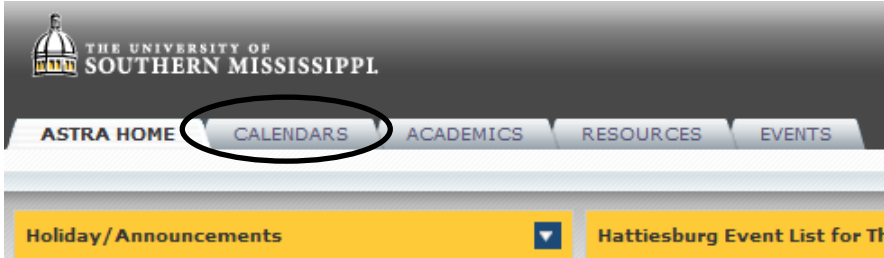
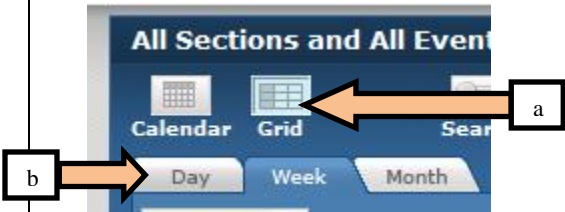
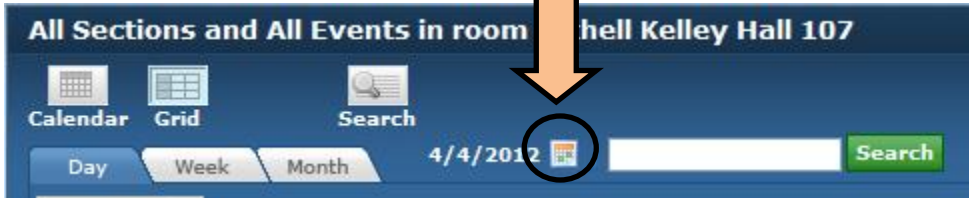
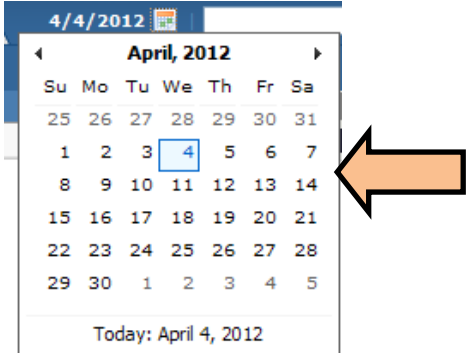
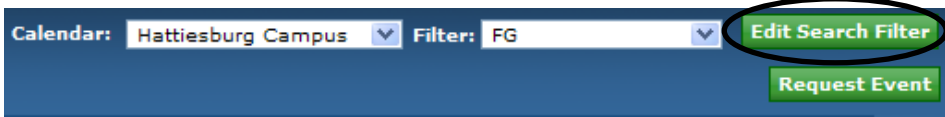
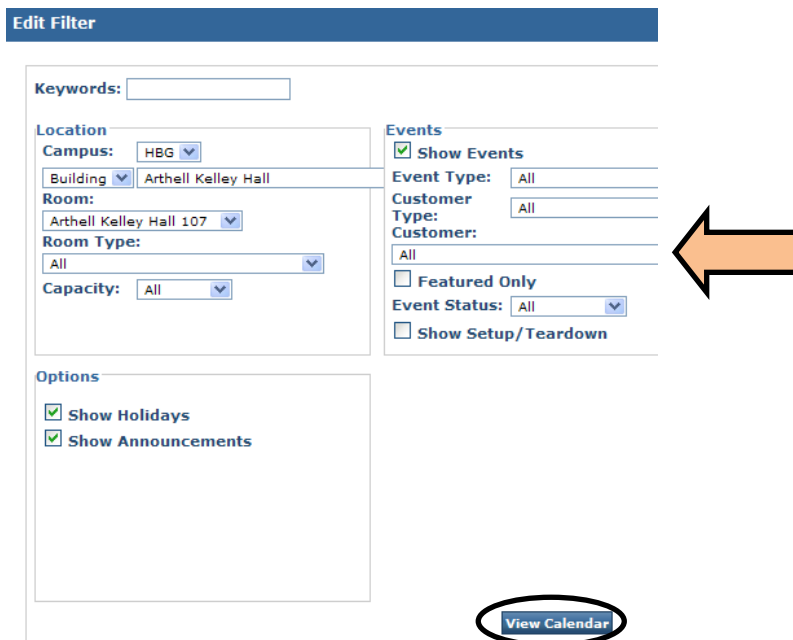


## Explore the Views of Astra

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

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.

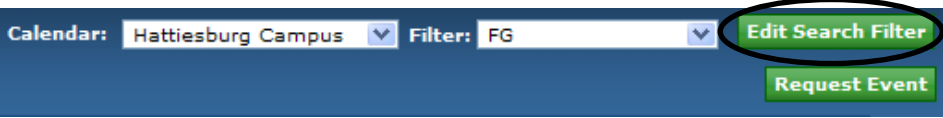


8. To select a certain date, click on the **calendar** icon.

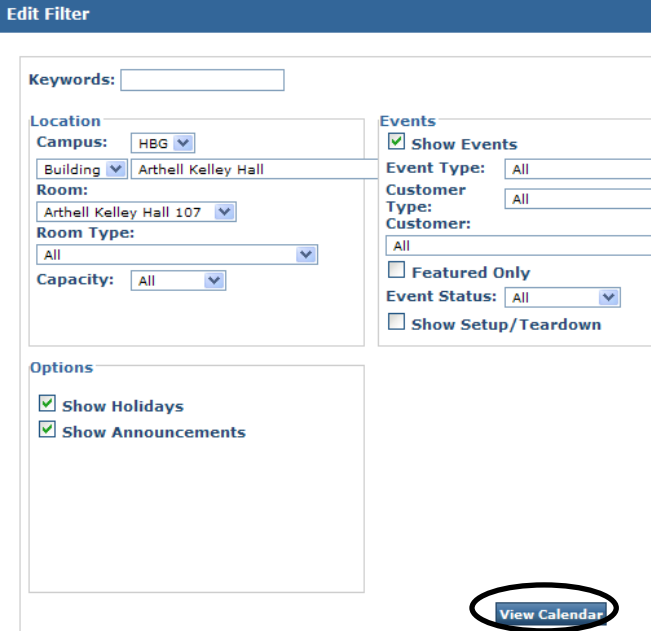
NOTE: It is advised to choose a Monday so you can see a week in its entirety.



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.

	Mon, Apr 23	Tue, Apr 24	Wed, Apr 25	Thu, Apr 26	Fri, Apr 27
8 00	FSC 430 H001 (AKH 107)	FSC 430L H001 (AKH 107)	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)