

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) |