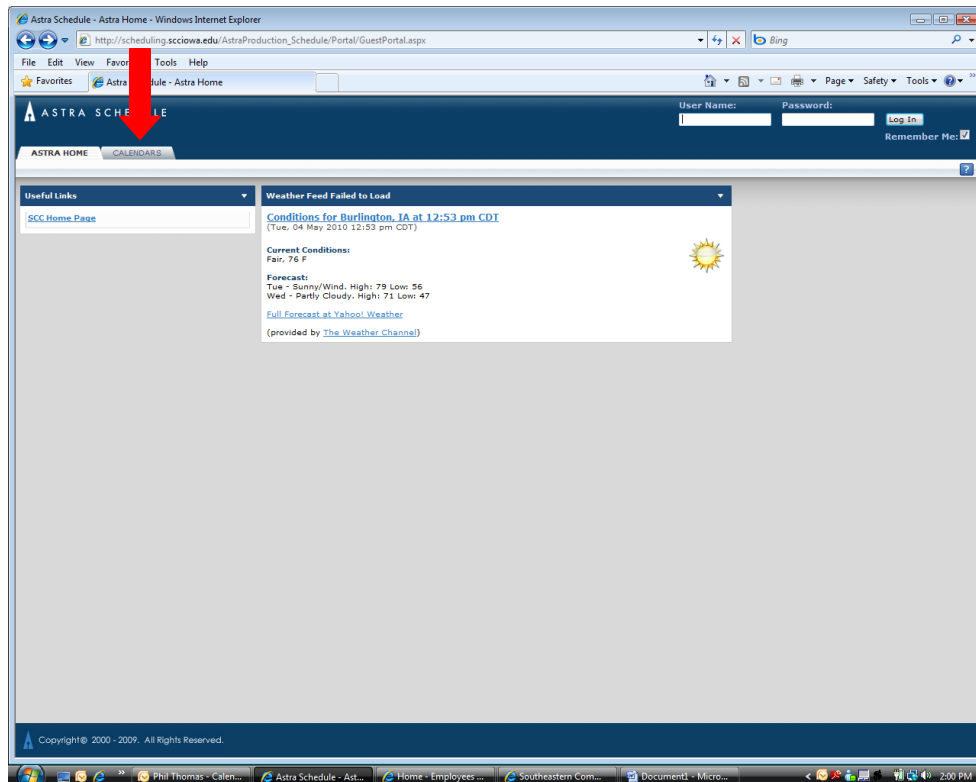


When you click on Astra Schedule, this is the screen that you will see. You will not need a user name or password.

Click on the CALENDARS tab.

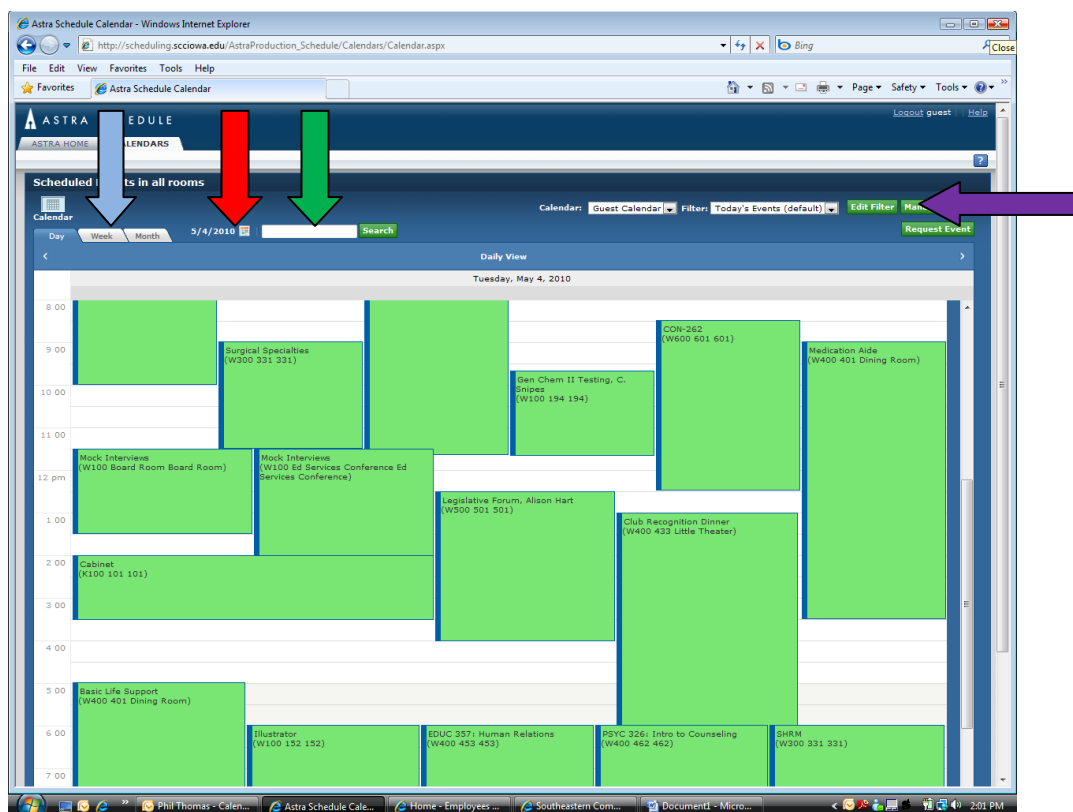


Below you will see the default view. This view shows the “events” throughout the whole system (currently WB & Keo). Events=Any entry or scheduled item that is not part of a regularly scheduled class from Datatel. Ie...extra testing hours, ball practice, a CBIZ class...are all “events”.

To change the view to a week or month view click on the appropriate tab. (See blue arrow.)

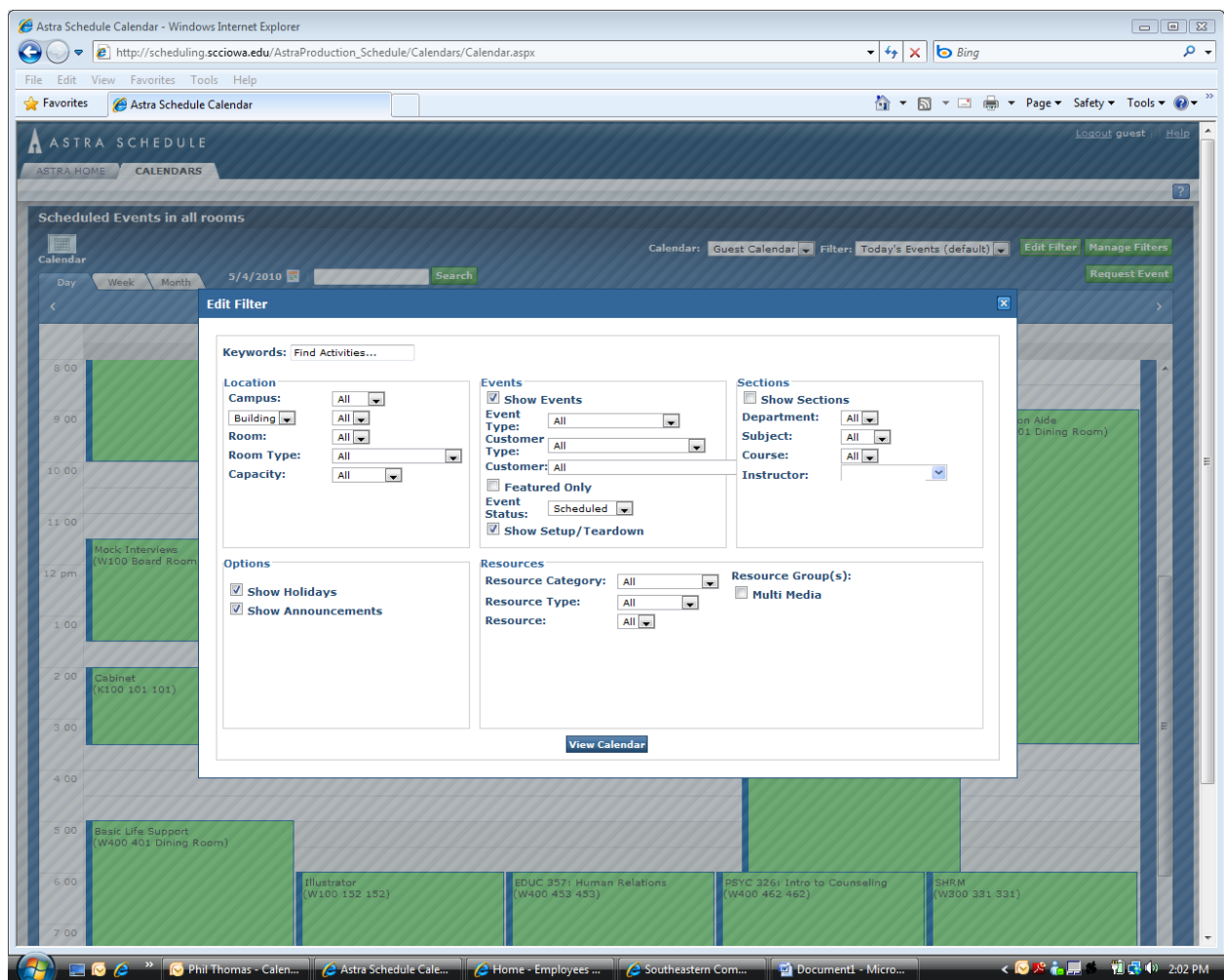
To change the date click on the little calendar button. (See red arrow.)

If you want to search for the name of an event, enter the name in the search box and click search. (See green arrow.)



If you want to narrow down the calendar view to a more specific campus, building or even the room, click on the edit filter button. (See purple arrow.)

The screen below can narrow or widen the search properties by choosing the parameters. You can add course sections to the calendar, narrow the calendar to view only a certain campus and even narrow down to specific rooms. Once you have made your choices, then click on the “View Calendar” button. Once the calendar is opened you can still change the date or change the day/week/month view.



Now, if you want to request a room, click the “Request Event” button. It will bring up the event wizard. Fill in the blanks and click next. Click the Add/Remove meeting button. It will ask for the date, time, number of attendees. Then click add meeting. On the right side of the screen there will be a bar with your meeting information. Up above, click on request rooms. You will see all of the rooms available for that event. Choose your room from the list, click on save and update. This will not immediately schedule the event but will send a request to Deb Palmer. You will receive an email if it is confirmed or denied.