Astra - view classroom availability

1. Use Mozilla Firefox or Chrome to access Ad Astra at: http://astra.uga.edu
2. Enter your MyID and Password to login

3. Navigate to Calendars and select Scheduling Grids

4. This will lead to a page that looks like the screenshot below. The important areas are highlighted in RED. On the top left, select the display to Day or Week and date per reservation requirement. Then, input date.

5. Depending on your profile, on the top right you may see a variety of calendars. Most users will have access to the Athens Campus – Centrally Scheduled Classrooms calendar. If you have access to the Business calendar, then you should see all centrally scheduled TCB classrooms listed on the screen.
6. If you have access to the Athens Campus – Centrally Scheduled Classrooms calendar, filters can be applied on the left of the page. Select the magnifying glass icon to open the filter pane.

7. To search for specific records, enter search criteria in the "Keyword" text box at the top of the filter panel and click Search to view your results. The keyword search option searches event/meeting name and reservation number. To limit the number of records displayed, enter filter criteria in the panel on the left. Select one or more of the available filter items (building/rooms) as desired to further limit the event records listed. Select Search to apply the filter and receive desired information. The following are the building codes for TCB building on campus — Correll Hall: 0739; Brooks Hall: 0055; Sanford Hall: 0058; Caldwell Hall: 0046; Amos Hall: 0738B.

8.
Examples:

If you wish view the availability of rooms 315, 222, 214 at Correll Hall. Click the “+” button located near the “Building” label this should open a smaller window on the right. These can be seen as shown in highlighted image below.

On the box labelled as “Enter Search text”, enter the code for Correll (i.e. 0739) and select the checkbox next to Correll as shown below.

Repeat similar actions to filter out Rooms 315, 222 and 214 as shown below.

Once these adjustments have been made successfully click on the search button (at the bottom of the screen) to view the schedules of the three room for the required date as shown below.