Viewing and Filtering the Calendar Scheduling Grid in Astra

Astra Home screen. Astra will default to Guest access which can view all general use lecture and conference rooms. Click on the Calendar tab. If you need more access you’ll need an Astra account.

http://www.csuchico.edu/apss/documents/Astra_Schedule_Access_Security_Form.pdf

To log in with an Astra account use your campus user name and password (unless otherwise instructed), then click on the Calendar tab.

If you log in you will see your user name in the upper right corner and more tabs to choose from.

The tabs you can view are based on your user role. Guest users will only see the “Astra Home” and “Calendar” tabs.

Click on the “Calendars” tab, then click on “Scheduling Grids” to access the Astra Calendar Grid.
Astra Scheduling Grid, “Day” view, looking at General Use Conference Rooms (default configuration).

Calendars to choose from will depend on the Astra role you have been assigned. Click on the drop down arrow next to “Choose Calendar” to pick a different calendar to view.
Daily view of the General Use Conference Rooms. You can view room availability by the hour. If you use the mouse to hover over any event or class a pop-up box will show further details about the event/class.

You can change from daily view to weekly view of the calendar by clicking on the “Week” button.

Weekly view of the General Use Conference Rooms, SSC122 is the room being viewed. You will need to click on the room on the left to view what is scheduled for the week in that room. You can use the mouse to hover over any event or class
and a pop-up box will show further details about the event/class.

There are several ways to navigate to a different day or week in the Calendar Grid. You can use the blue arrows on either side of the date/date range, type in the date in the date field, or click on the calendar icon and choose the date from the calendar displayed. When you type in the day or use the calendar icon you will need to click on the green “refresh” arrow to see the new dates.

If you want to further filter the rooms you are viewing click on the magnifying glass icon to the left of the date field box. This is a toggle button, clicking on it again will close the filter area.

The left side of the screen is now filled with filtering options for location, resource, event, and academic filters. (We are not using the “resource” option on our campus currently.)
Click on the “+” button next to any filter, to open a drop down menu of filter options, type in the “Enter Search Text” area the first letters of the selection you are looking for, or use the scroll bar on the right to move through the list.
Type in the first few letters in the “Enter Search Text” box or use the scroll bar on the right to choose the specific building(s) you want to see (“SSC” in the example below). Click on the box next to the filter option you want to select. You can make multiple selections.

Once you have set all the filter criteria you want click on the “Search” button at the top of the Filter area. Now the Calendar Grid will only show the buildings that meet the filter criteria specified.

You can save any filters you create by clicking on the floppy-disk icon at the top of the Filter area.

This will open a dialog box where you can name and save the filter. If you want the filter to be the default, just click on the “Set as Default Filter” box. (This is the default for filtering, not the over-all calendar. The Calendar Grid will always open to the General Use Conference Rooms initially.)
When you want to load a saved filter just click on the “down arrow” to see and choose from any of your saved filters.

If you don’t see the “down arrow” you can begin typing in the search box, in the “custom” area and choose from the list that appears.

The “wrench” tool is used to edit any previously created filters.

Other Astra Calendar guides available soon --  
Scheduling a Meeting using in Calendar Grid  
Using Calendar Tab Available Rooms Search