Explore the Views of Astra

1. Click on the **Calendars** tab.

2. Click on the **Scheduling Grids** option.

3. Options for finding the room to view:
   
a. For “Choose Calendar,” select the campus you wish to search.

   ![Calendar Selection](image)

   - Bennett Auditorium
   - Gulf Park Campus
   - Hattiesburg Campus
   - Music and Arts
   - Music Practice
   - Seminar Grid
   - TextGrid
   - Theatre Calendar

   
b. At the top-left, you may also search by **Date**

   ![Date Selection](image)

   - Date: Today
   - February 26, 2019

   
c. Add columns to limit your search by click the down arrow, the columns, and selecting the columns you wish to add.

   ![Column Selection](image)
4. **Click to view the Week option.**

5. **Click on the room that you wish to view the calendar.**

6. **Your weekly view.**

7. **Option: you may use the print icon in the top-right corner to print a calendar.**