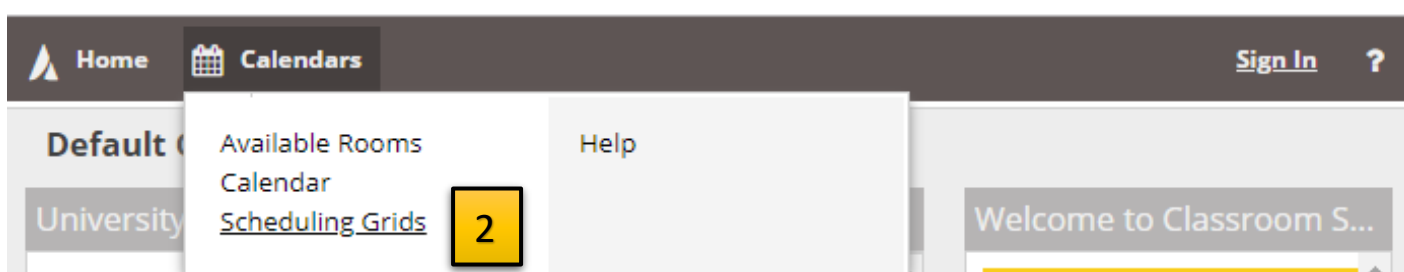# QUICK START INSTRUCTIONS FOR ASTRA SCHEDULE GUEST VIEWER

Click here to launch web site: https://www.aaiscloud.com/UIowa
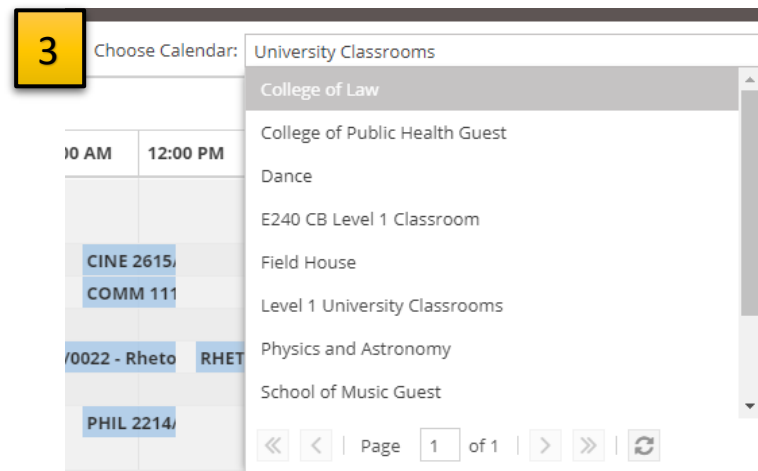

1. Click on the **Calendars** link located in upper left hand corner of the screen.
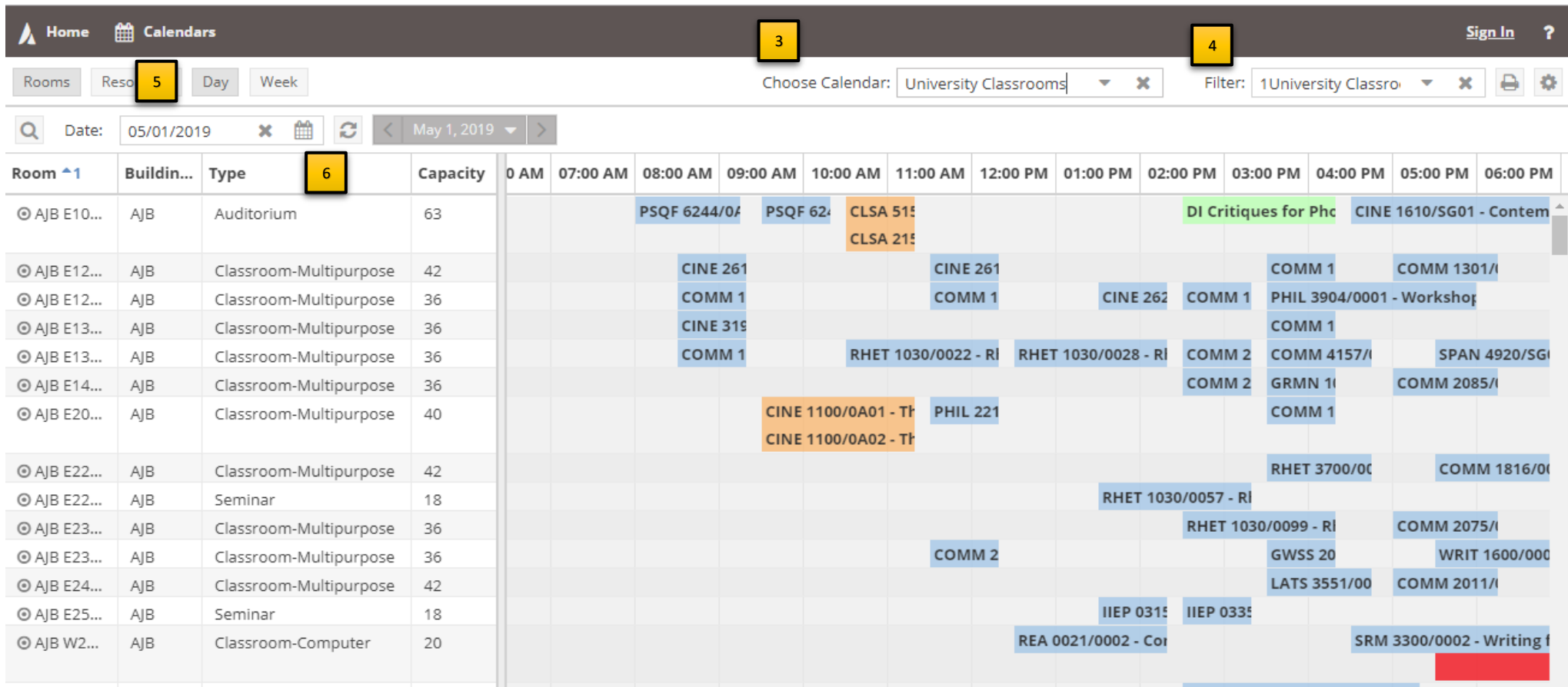2. Next, click on the **Scheduling Grids** link.

3. **Choose Calendar** and scroll to view:
   - College of Law
   - College of Public Health Guest
   - Dance
   - E240 CB Level 1 Classroom
   - Field House
   - GAC Only
   - Level 1 University Classrooms
   - Physics and Astronomy
   - School of Music Guest
   - Speech and Hearing Center
   - Theatre Arts
   - University Classrooms

4. Click on **Filter** pull down to view selected calendar filtering options.

5. Click on the **Day** or **Week** tabs in the upper left hand corner of the screen for preferred view. (If **Week** is selected, be sure to click the desired classroom from the list to display classroom schedule.)

6. Click on **Calendar icon** 📅 to select a particular date, then click the **refresh button** 🔄 to display the results of section and special event classroom assignments. An empty white and grey grid indicates room availability, or no events in place. Courses will be shown in blue or orange, whereas exams are green, and student org meetings are purple. Red blocks indicate that a room cannot be reserved.

7. To reserve a room, submit an event request via email or online request form to the appropriate scheduling office.