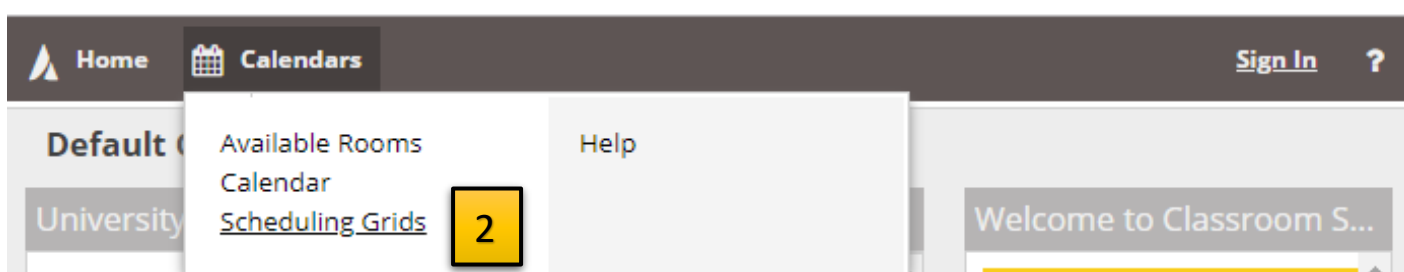


QUICK START INSTRUCTIONS FOR ASTRA SCHEDULE GUEST VIEWER

Click here to launch web site: <https://www.aaiscloud.com/Ulowa>

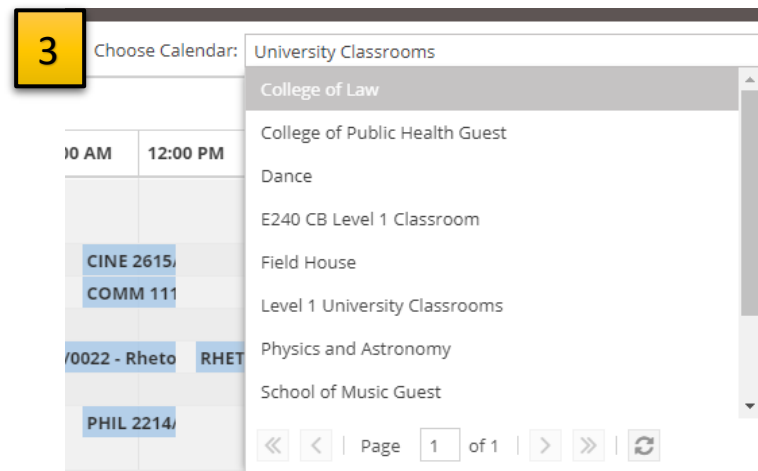




1. Click on the **Calendars** link located in upper left hand corner of the screen.
2. Next, click on the **Scheduling Grids** link.

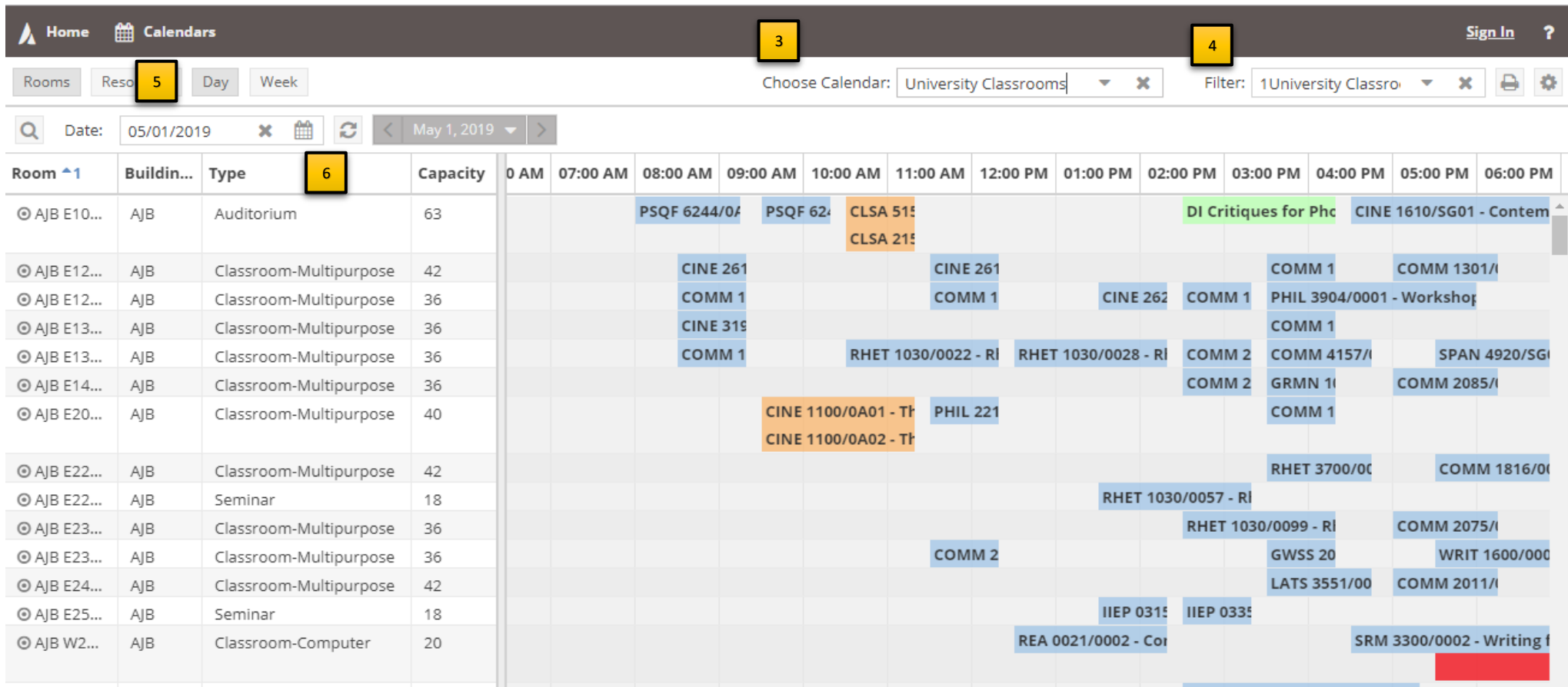


3. Choose **Calendar** and scroll to view:

- 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



- Click on **Filter** pull down to view selected calendar filtering options.
- 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.)
- 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.
- To reserve a room, submit an event request via [email](#) or [online request form](#) to the appropriate scheduling office.



The screenshot shows a web-based classroom scheduling interface. At the top, there are navigation links for 'Home' and 'Calendars', and a 'Sign In' button. Below this is a header bar with 'Rooms' and 'Reservations' tabs, and a 'Filter' dropdown menu. A search bar contains 'University Classrooms'. A date selector shows '05/01/2019' and a refresh button. The main area is a grid showing room availability and assignments for May 1, 2019. The grid has columns for time slots from 0 AM to 06:00 PM and rows for various rooms. A table on the left lists room details.

Room	Buildin...	Type	Capacity	0 AM	07:00 AM	08:00 AM	09:00 AM	10:00 AM	11:00 AM	12:00 PM	01:00 PM	02:00 PM	03:00 PM	04:00 PM	05:00 PM	06:00 PM
⊙ AJB E10...	AJB	Auditorium	63			PSQF 6244/0A	PSQF 6244/0A	CLSA 515/0A				DI Critiques for Phc	CINE 1610/SG01 - Contem			
⊙ AJB E12...	AJB	Classroom-Multipurpose	42			CINE 261			CINE 261				COMM 1	COMM 1301/0A		
⊙ AJB E12...	AJB	Classroom-Multipurpose	36			COMM 1			COMM 1		CINE 262	COMM 1	PHIL 3904/0001 - Worksho			
⊙ AJB E13...	AJB	Classroom-Multipurpose	36			CINE 319							COMM 1			
⊙ AJB E13...	AJB	Classroom-Multipurpose	36			COMM 1		RHET 1030/0022 - RI	RHET 1030/0028 - RI	COMM 2	COMM 2	COMM 4157/0A	SPAN 4920/SG01			
⊙ AJB E14...	AJB	Classroom-Multipurpose	36								COMM 2	GRMN 1000/0A	COMM 2085/0A			
⊙ AJB E20...	AJB	Classroom-Multipurpose	40				CINE 1100/0A01 - TH	CINE 1100/0A02 - TH	PHIL 221				COMM 1			
⊙ AJB E22...	AJB	Classroom-Multipurpose	42										RHET 3700/0001	COMM 1816/0A		
⊙ AJB E22...	AJB	Seminar	18							RHET 1030/0057 - RI						
⊙ AJB E23...	AJB	Classroom-Multipurpose	36									RHET 1030/0099 - RI	COMM 2075/0A			
⊙ AJB E23...	AJB	Classroom-Multipurpose	36						COMM 2				GWSS 20	WRIT 1600/0001		
⊙ AJB E24...	AJB	Classroom-Multipurpose	42										LATS 3551/00	COMM 2011/0A		
⊙ AJB E25...	AJB	Seminar	18								IIEP 0315	IIEP 0335				
⊙ AJB W2...	AJB	Classroom-Computer	20								REA 0021/0002 - Coi			SRM 3300/0002 - Writing f		