**How to View Scheduled Events – Clayton State Users**

Users who are logged in to Astra can view scheduled events on the Calendar tab or the Events tab. User specific events can also be viewed on the Astra home tab.

Calendar Tab

1. Click the Calendars tab. Click view scheduling grid.

2. Select academic space as a filter and click the date of interest. For further filter options, click the magnifying glass (See guidance under step 4).
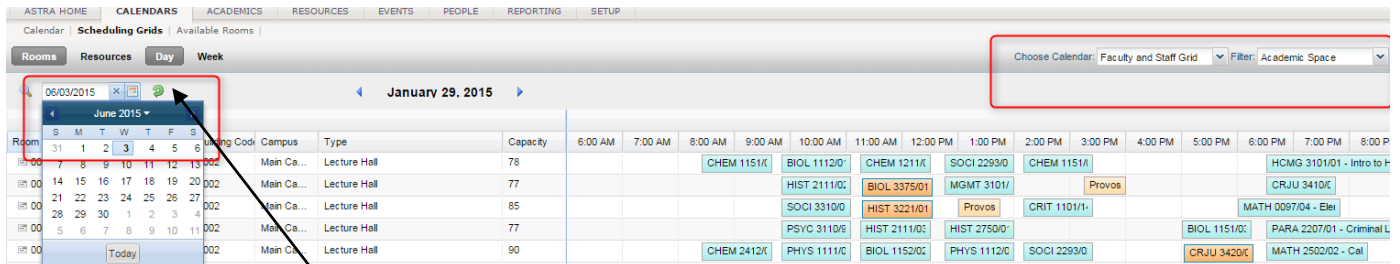
3. Hit the **green refresh arrow** next to the date to see all events scheduled in academic classroom space for June 3. Color coding is as follows:

Color	Type	Example
Class Meetings	Blue	MATH 0998/02 -
Class Meetings – Cross List	Dark Orange	MATH 5800/01 - Factoring
Final Exam Meetings	Blue	HSCI 3520/01 - Legal I
Final Exam Meetings – Cross List	Red	HCMG 4901/01 - Appli
Scheduled Events	Orange	Residence Life Staff Meetings
Requested Events	Green	HIST 111'

4. For further filter options (room, event type, instructor/course, etc.), click the magnifying glass next to the date.

5. Filter by room, event types, and academic sections including exam sessions and hit Search.

Event Filters

Include Events:	☑
Include Setup/Teardown:	☑
Include Pre/Post:	☐

Event Type ⊞ ▲

All

Event Meeting Type ⊞ ▲

All

Customer ⊞ ▲

All

Customer Contact ⊞ ▲

All

Customer Group ⊞ ▲

All

Event Status (3) ⊞ ▲

☑ Incomplete ✗

☑ Requested ✗

☑ Scheduled ✗

Is Private: [All ▾]

Is Featured: [All ▾]

Academic Filters

Include Academics: ☑

Subject ⊞ ▲

All

Course ⊞ ▲

All

Instructor ⊞ ▲

All

Delivery Method ⊞ ▲

All

Meeting Type ⊞ ▲

All

Term ⊞ ▲

All

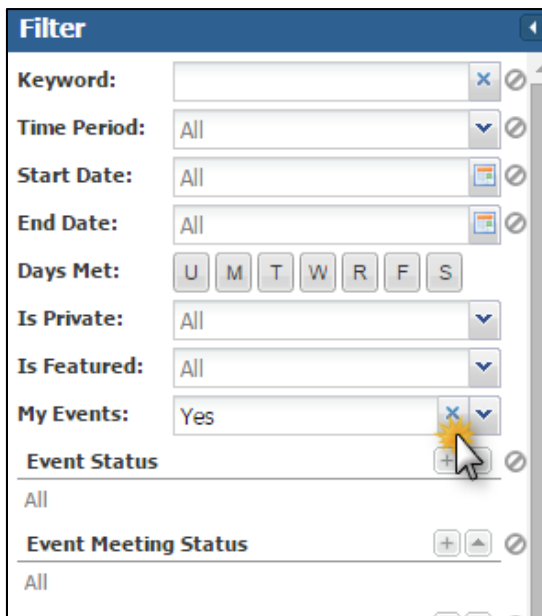**Is Exam:** [All ▾]

Events Tab

1. Click the Events tab and then click "View and manage your events"
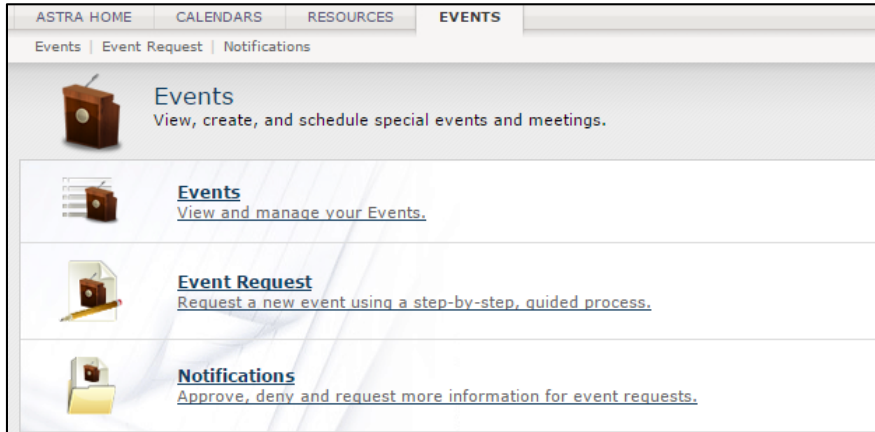
2. Filter by a variety of options including date, location, and event type. Set the desired filter and then click Search on the bottom right side of the Filter Menu. To view your events, select "My Events" to see your events scheduled.
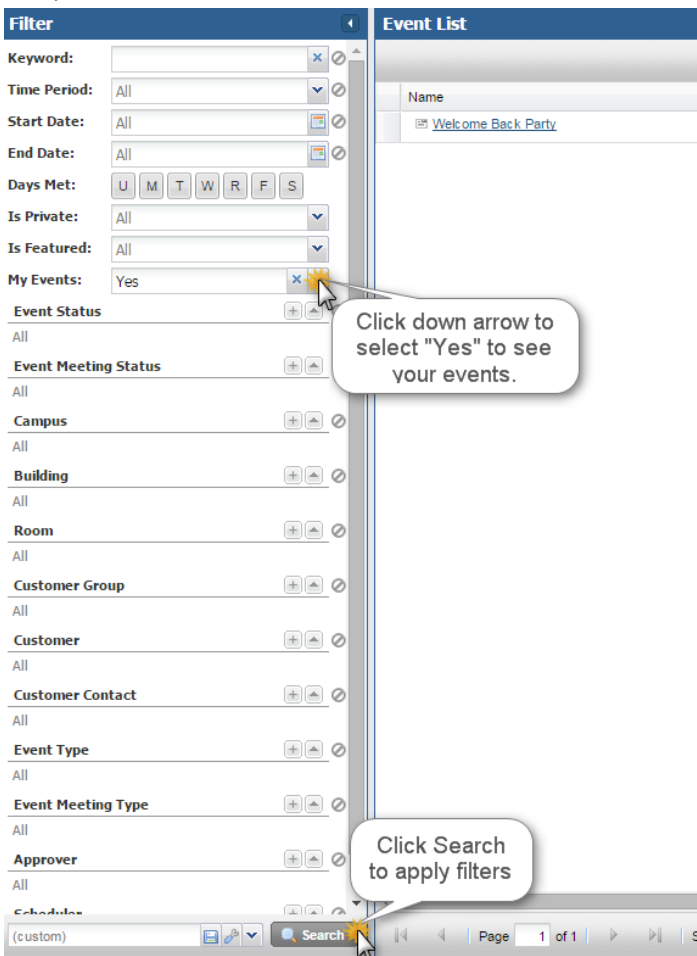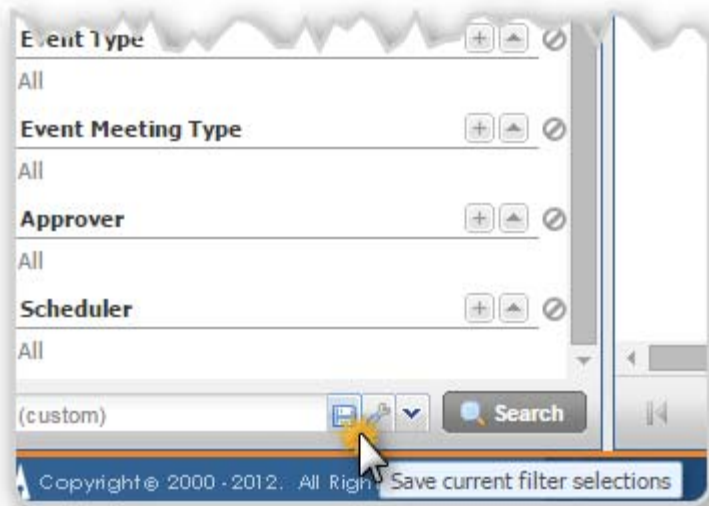
3. Click the ☒ beside a selected filter to clear the filter and click search again to see all events.

4. Save a current filter and/or make it your default filter by clicking on the save icon at the bottom of the filter menu.

5. Give the filter a name and check "Default" if you'd like this to be your default filter and click OK. You can create multiple filters, save them, and select different filters by clicking the down arror to the left of the search button.