

How to View Scheduled Events – Clayton State Users

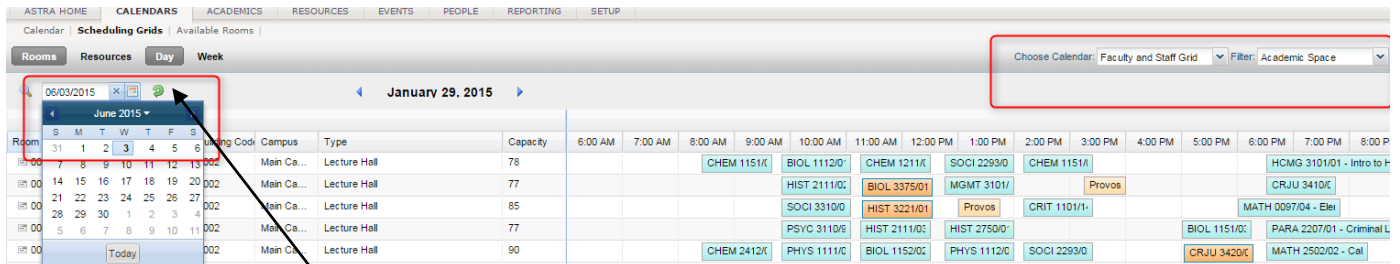
Users who are logged in to Astra can view scheduled events on the Calendar tab or the Events tab. User specific events can also be viewed on the Astra home tab.

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'

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:

Is Featured:

Academic Filters

Include Academics:

Subject

All

Course

All

Instructor

All

Delivery Method

All

Meeting Type

All

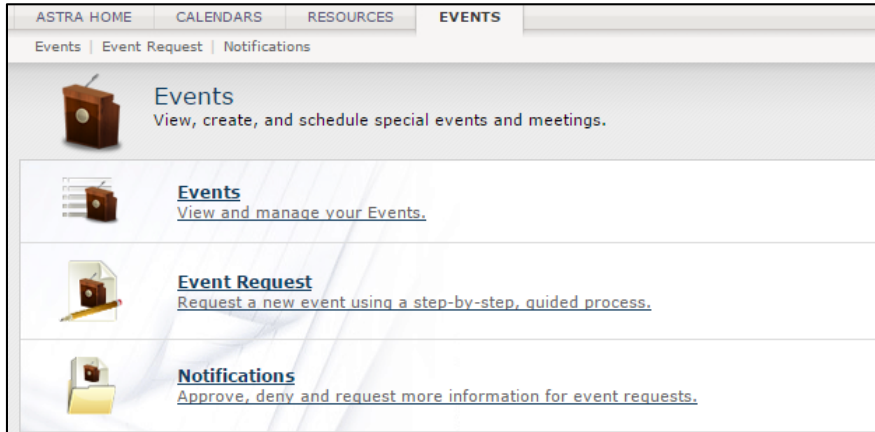
Term

All

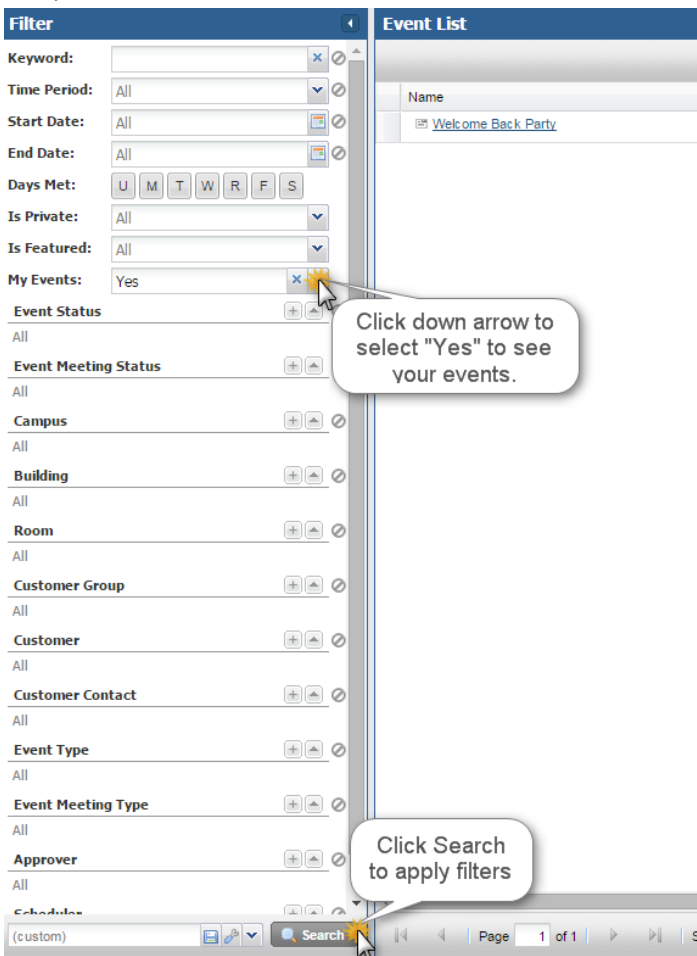
Is Exam:


Events Tab

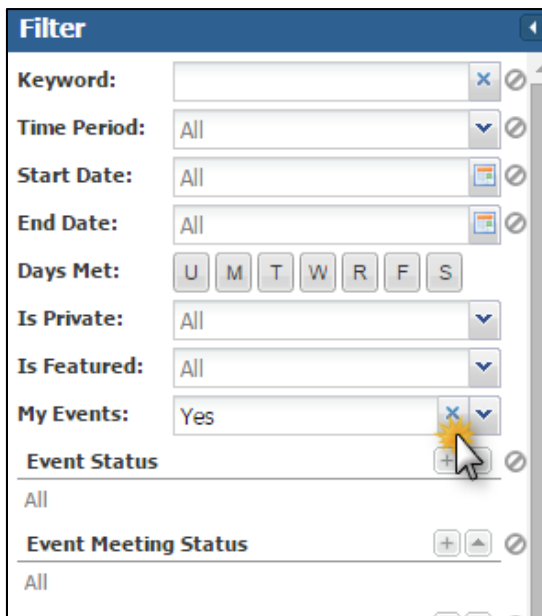
1. Click the Events tab and then click "View and manage your events"



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.

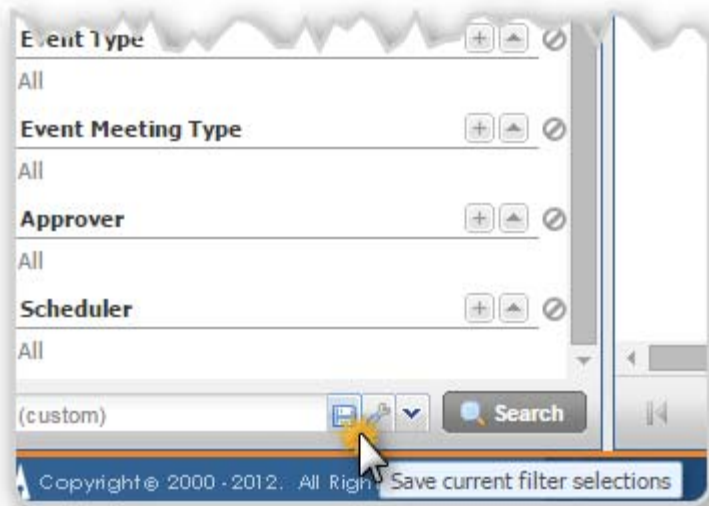


3. Click the  beside a selected filter to clear the filter and click search again to see all events.



The screenshot shows a 'Filter' panel with several sections. The 'My Events' section is highlighted, showing a dropdown menu with 'Yes' selected. A mouse cursor is pointing at the 'x' icon to the right of the 'My Events' dropdown, which is used to clear the filter. Other sections include 'Keyword', 'Time Period', 'Start Date', 'End Date', 'Days Met' (with buttons for U, M, T, W, R, F, S), 'Is Private', 'Is Featured', 'Event Status', and 'Event Meeting Status'. Each section has a search icon to its right.

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.



The screenshot shows the bottom of the filter menu. A mouse cursor is pointing at the 'Save current filter selections' icon, which is a blue square with a white document icon. The text 'Save current filter selections' is displayed below the icon. The filter menu is currently set to '(custom)'. Other sections visible include 'Event Type', 'Event Meeting Type', 'Approver', and 'Scheduler', all set to 'All'. A 'Search' button is also visible.

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 arrow to the left of the search button.

