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.

	Calendars Enterprise Calendars
10	<u>Calendar</u> <u>View activity calendar.</u>
	Scheduling Grids View daily resource grid.
	Available Rooms Search for available rooms and resources

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).

AS	STR	а ноі	1E	CA	LEND	ARS	1	ACADEM	ICS RESC	OURCES	EVENTS PE	OPLE	REPORTING	SETUP														
Ca	alen	dar	Sche	dulin	g Grid	ls A	vailab	le Room	ns												_							
Ro	om	•	Res	ource		Day	W	eek													-	Choose Cal	endar: Facu	ity and Staff	Grid 🔻 F	ilter: Aca	demic Space	~
Q.	0	6/03/2 C	015 J	× une 20	= 115 -	<u>م</u>				٩	January 29	, 2015	•															
Roor	m	S I 31	И (1	T W	T	F	S O	ing Co	d Campus	Туре			Capacity	6:00 AM	7:00 AM	8:00 AM	9:00 AN	10:00 AM	11:00 AM	12:00 P	M 1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 P	M 7:00 PI	M 8:00 P
-	00	7	8	9 10	11	12	130	. .	Main Ca	Lecture Ha	31		78			CHE	M 1151/C	BIOL 1112/01	CHEM 12	211/0	SOCI 2293/0	CHEM 1	151/(F	CMG 3101/0	1 - Intro to ⊢
E (DO	14	15 1	16 1	7 18	19	20 p	02	Main Ca	Lecture Ha	all		77					HIST 2111/02	BIOL 33	75/01	MGMT 3101/		Provos			C	RJU 3410/C	
2	DO	21 : 28 :	22 1 29 1	23 24 30 ·	4 25 1 2	26 3	27 4	02	Main Ca	Lecture Ha	all		85					SOCI 3310/0	HIST 32	21/01	Provos	CRIT 11	01/1-			MATH (097/04 - Elei	
e (DO	5	6	7 (3 9	10	11 0	02	Mail Ca	Lecture Ha	31		77					PSYC 3110/9	HIST 211	1/03	HIST 2750/01				BIOL 1151	/0: P	ARA 2207/01	- Criminal L
e (00			Toda	ay		D	02	Main Ca	Lecture Ha	all.		90			CHE	EM 2412/(PHYS 1111/0	BIOL 115	52/02	PHYS 1112/0	SOCI 22	93/0:		CRJU 342	O/C N	IATH 2502/02	2 - Cal

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	Туре	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 1111

6:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM	9:00
				MATH 1	231/08 - Intro	bd		E	NGL 4320/0	1 - Adv C	BIOL 4700/	01 - Pharm			
							TRS Retire	ment Semin	ar						
			Congressm	nan John Lev	/is										

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

Rooms Resources Day	Week		_
05/05/2015 × 🖪 🤣			4
Room 👻	Building Code	Campus	Туре
回 0024 115D	0024	Main Ca	милиригрозе кос
i≝ 0024 107	0024	Main Ca	Classroom

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

(custom)	
	5
Location Filters	
Campus	<u>+</u>
All	
Building	
All	
Room	± 🔺
All	
Region	± 🔺
All	
Room Type	± 🔺
All	
Capacity:	
Between	\$
and	*
1	

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		х
Requested		×
V Scheduled		х
Is Private:	All	~
Is Featured:	All	*
Academic Filters		
Include Academics:		
Subject		+
All		
Course		+
All		
Instructor		+
All		
Delivery Method		(±) 🔺
All		
Meeting Type		+
All		
Term		+
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.

Keyword: × Time Period: All Start Date: All Start Date: All End Date: All Days Met: U U M T W F S Is Private: All My Events: Yes Event Status +< All	Filter			•
Time Period: All Start Date: All Start Date: All End Date: All Days Met: U M T W R F S Is Private: All Is Featured: All My Events: Yes Event Status Image: Comparison of the second seco	Keyword:		×	0
Start Date: All End Date: All Days Met: U M T W R F S Is Private: All Is Featured: All My Events: Yes Event Status Image: Constraint of the second of the seco	Time Period:	All	~	0
End Date: All Constraints of the second seco	Start Date:	All		0
Days Met: UMTWRFS Is Private: All Is Featured: All My Events: Yes Event Status All Event Meeting Status +	End Date:	All		0
Is Private: All Is Featured: All My Events: Yes Event Status All Event Meeting Status All O All O O O O O O O O O O O O O O O O O O O	Days Met:	UMTWRFS		
Is Featured: All My Events: Yes Event Status All Event Meeting Status All	Is Private:	All	~	
My Events: Yes	Is Featured:	All	~	
Event Status	My Events:	Yes	*	
All Event Meeting Status	Event Status	(+	July 1	0
Event Meeting Status	All			
All	Event Meetin	g Status 😐		0
	All			

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.

0		
0.00		
0		
0		
	-	(
arch		14
	∎_⊘ arch	arch

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.

Save Filter		
Filter Name:	My Events	~
Set as Default Filter:		
		OK Cancel