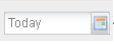



QUICK START INSTRUCTIONS FOR ASTRA SCHEDULE GUEST VIEWER

Click here to launch web site: <http://classroomscheduling.registrar.uiowa.edu/AdAstra7Prod/Portal/GuestPortal.aspx>

Log In with HawkID and password to view classroom grids



1. Click on **Calendars** tab located in upper left hand corner of the screen
2. Click on **Scheduling Grids** link
3. **Choose Calendar** pull down to view: Iowa Center for Higher Education
4. Click on **Filter** pull down to view selected calendar filtering options
5. Click on **Day** or **Week** Tab in 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 date and *click the green arrow*  to display results of section and special event classroom assignments. White or grey boxes indicate room availability
7. Submit an event request via email or on-line request form to appropriate scheduling office

