Ad Astra Room Details Guide

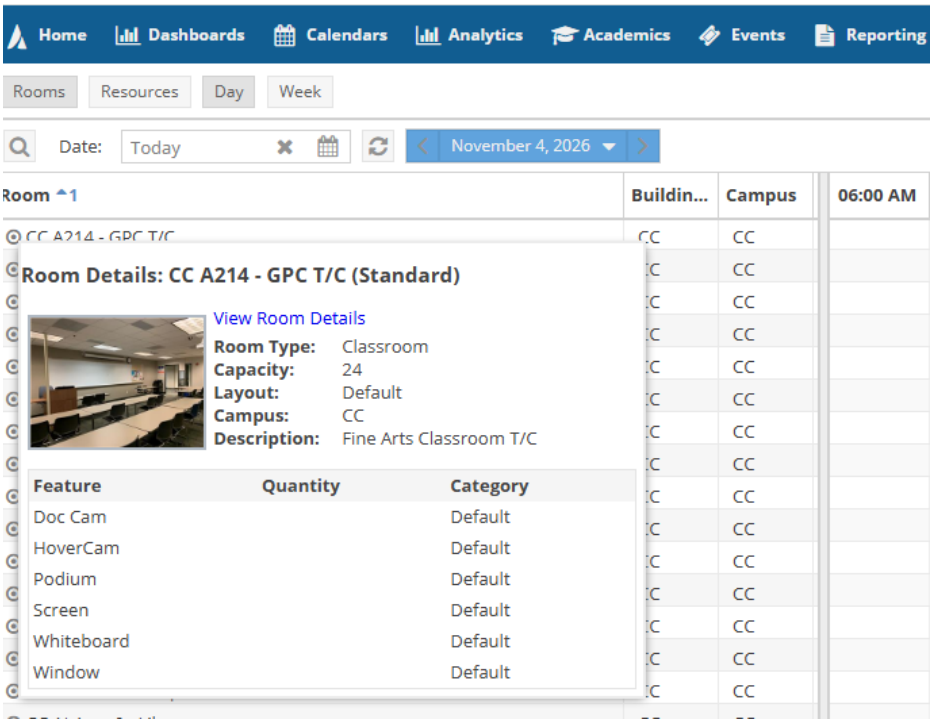
This tutorial demonstrates how to print and export campus room information to Excel, and how to quickly access a room's available features.

Whether you're looking for a classroom or room capacity information, Ad Astra provides convenient tools to help you locate and review room details directly from the Scheduling Grid or a campus request form.

Accessing Room Details from the Scheduling Grid

1. From the Ad Astra navigation menu, select **Calendars**.
2. Click **Scheduling Grids.**
3. The Scheduling Grid will automatically display your default campus.
4. To view a different campus, select the desired campus from the **Choose Calendar** drop-down list.
5. Ensure the **Academics and Events** are selected in the **Filter** option (next to **Choose Calendar**).

To view the features of a room, simply hover your cursor over the bullet point next to the room listing. For example, we will hover over A214 at the McKinney Campus: The room details of A214 are displayed: Room Type, Capacity, Room name and Features.



Printing Campus Room Details

1. Select the **Print icon** located on the upper right side of the screen.
2. Under the print options, choose **Complete Schedule** from the **Schedule range** drop-down list; from the **Select Columns** drop-down list choose **Rooms, Campus, Type, Capacity**; select **All rows** from **Rows range** drop-down list, and **Multiple Pages (vertically)** from the **Control pagination** drop-down list; and select the type of **Paper format** and **Orientation** (preferred orientation is Portrait).
3. Click **Print.**

Exporting Room Information to Excel

Ad Astra also allows users to export room information into Excel for additional review, sorting and filtering.

1. From the Ad Astra navigation menu, select **Settings**.
2. Click **Rooms**.
3. Expand the **Filter panel** (left hand side of Room List).
4. Select the **campus** you wish to review.
5. Apply any additional filters, such as **building** or **room type**, if needed.
6. Click **Search**.
7. Scroll to the bottom of the page and locate **Export**.
8. Click **Export** and select **All pages to Excel**.

An Excel file will generate according to the preferences you selected. Once opened in Excel, you can apply filters to organize the information by: Campus, building, room type and capacity.

Viewing Room Features from the Campus Request Forms

1. Open the appropriate campus request form.
2. Navigate to the **Assign Rooms** tab.
3. Locate the room you wish to review.
4. Hover your cursor over the bullet point next to the room list, and the room's available features, room type and capacity displays.

Thanks for using Ad Astra Schedule!