## Scheduling Grid Tutorial

The Scheduling Grid is located directly off the Ad Astra homepage. To get to the **"Scheduling Grid,"** click on the **Calendars** tab and select **Scheduling Grid**.

A Home 📶 Dashboards	🛗 Calendars 🛄 Analytic	cs 🎓 Academics 🛷 Ev	rents 📄 Reporting	🖋 Settings
Collin College Ad Astra	Available Rooms Calendar	Admin Color Selector		
Black-Out Dates	Scheduling Grids	Manage Calendars	lege Community	
Summer and Fall 202		Help		

The default calendar displays your home campus. Below, the calendar displays Frisco for a Frisco Campus user.

🔥 Home 🕼 Dashboards 🋗 Calendars 🕼 Analytics	🎓 Acad	emics 🧳	• Events	Reporting	e Sett	ings									SMHerrera	@COLLIN.ED	U ?
Rooms Resources Day Week					Choos	e Calendar:	Frisco Car	npus - PC			×	Eller: Aca	demics & Ev	ent: 🔻	<b>X</b>	dd Event	<b>e</b>
Q Date: Today 🗶 🏥 🔁 < June 10, 2025 🔻 为																	
Room *1	Buildin	Campus	Туре	06:00 AM	07:00 AM	08:00 AM	09:00 AM	10:00 AM	11:00 AM	12:00 PM	01:00 PM	02:00 PM	03:00 PM	04:00 PM	05:00 PM	06:00 PM	07:00 PN
● PC A Quad	PC	PC	Event Are														
● PC A116 - Wellness Center	PC	PC	Wellness														
	PC	PC	Gymnasiu														
O PC A138 - Weight Room	PC	PC	Weight Ro														
PC A150 - Culinary Classroom	PC	PC	Classroon														
O PC A151 - Kitchen Advanced Food Prep	PC	PC	Lab														
	PC	PC	Lab														
PC A153 - Kitchen Baking and Pastry	PC	PC	Lab			PSTR 1301	/002 - Fund	amentals o	of Baking								

The **"Scheduling Grid"** is where you spend most of your time on the Ad Astra Event Scheduler application. It is an effective tool that helps you see what is happening at your campus throughout the day.

The grid has a variety of filters to navigate you better and help you locate the information you need. You can adjust the filters to your preference: Room, Building Code, Building Name, Campus, Type, and Capacity.

Here are some ways to best utilize the Scheduling Grid filters. Hover over the "Building" box, select the down arrow, and then select the "Columns" option; click the arrow next to the "Columns" option.

Deselect, Building Code, Building Name, Campus and Type. The only filters left are Room and Capacity.

Rooms Resources Day Week					
Q Date: Today 🗙 🛗 📿	< June	10, 2025 🔻 >			
Room ^1	Buildii 👻	Building Name	Campus	; Туре	
O PC A138 - Weight Room	PC 🗢	Use Default Sor	t PC	Weight Room	
O PC A150 - Culinary Classroom	PC	Columns		Room Id	
O PC F220 - Science Lab Microbiology	PC			Roomina	
O PC F222 - Science Lab Biology	PC	PC	F 🗹		
O PC F227 - Science Lab Biology	PC	PC	F 🕑	Building Code	
● PC F230 - GPC - T/C	PC	PC	F		
O PC F231 - Science Lab Biology	PC	PC	F 💌	Building Name	
⊙ PC F244 - GPC - T/C	PC	PC	F 🗹	Campus	
⊙ PC F245 - GPC - T/C	PC	PC	F 💽	Туре	
O PC F246 - GPC - T/C	PC	PC	F		
O PC H121 - Computer Classroom	PC	PC	F 💌	Capacity	
PC H122 - Computer Classroom	PC	PC	F 🗆	Name	
⊙ PC H123 - Computer Classroom	PC	PC	F 🗖	Number	
⊙ PC H124 - AIM Center	PC	PC	F		
⊙ PC H130 - GPC - T/C	PC	PC	F	Description	
• PC H131 - GPC - T/C	PC	PC	PC	Classroom	
PC H132 - GPC - T/C	PC	PC	PC	Classroom	

Now, click on the whitespace and the line before 6:00 a.m. and move it right behind capacity. You should be able to see a full day's range of time on the grid: 6:00 a.m. - 10:00 p.m.

Rooms Resources Day Week	Choo	ose (
Q Date: Today 🗙 🛗 🧭	< June 10, 2025 👻 >	
Room 1	Capacity 06:00 A	M
⊙ PC A138 - Weight Room	30	
PC A150 - Culinary Classroom	30	
PC F220 - Science Lab Microbiology	24	
PC F222 - Science Lab Biology	24	
PC F227 - Science Lab Biology	24	
PC F230 - GPC - T/C	<sup>32</sup> Move this line behind Capacity	
⊙ PC F231 - Science Lab Biology	<sup>24</sup> to get a larger landscape of the	
PC F244 - GPC - T/C	<sup>32</sup> day	
PC F245 - GPC - T/C	30 day.	
● PC F246 - GPC - T/C	28	
PC H121 - Computer Classroom	30	
O PC H122 - Computer Classroom	30	
PC H123 - Computer Classroom	30	
O PC H124 - AIM Center	24	
PC H130 - GPC - T/C	30	
● PC H131 - GPC - T/C	30	
● PC H132 - GPC - T/C	30	

Another applicable adjustment is to select 500 at the bottom of the **"Scheduling Grid."** The default is 100; to view one page for larger campuses, make your selection 500.



Selecting 500 enables you to scroll from top to bottom and see the entire campus.

## View Dates:

To select the date you would like to view, click on the drop-down arrow next to the date shown in blue (the image below shows the date of June 10, 2025). A calendar will appear, and you can select

the date you want to view (To advance to a month, click the double arrows facing left . To advance to a year, click the drop-down arrow next to the month and year).

Rooms Resources Day Week	/		<hr/>						Choo	se Calendar	: Frisco Ca	mpus - PC		~	×
Q Date: Today 🗙 🛗 🕄	< June 1	0, 2025	- >												
Room 1	«		Jur	ne 2025	5 ~		$\gg$	00 AM	09:00 AM	10:00 AM	11:00 AM	12:00 PM	01:00 PM	02:00 PM	03:00 PM
● PC A Quad	S	м	т	w	т	F	S								
O PC A116 - Wellness Center	5						5								
O PC A118 - Gymnasium	1	2	3	4	5	6	7								
O PC A138 - Weight Room	8	Q	10	11	12	13	14								
O PC A150 - Culinary Classroom	0	5	10	L ''	12	15	14								
O PC A151 - Kitchen Advanced Food Prep	15	16	17	18	19	20	21								
• PC A152 - Kitchen	22	22	24	25	26	77	20								
O PC A153 - Kitchen Baking and Pastry	22	25	24	25	20	27	20	R 1301	/002 - Fund	amentals o	of Baking				
O PC Atrium 1 - Alumni Fitness Atrium	29	30	1	2	3	4									
O PC Atrium 10 - University Hall Atrium 1	6	7				1.1	10								
PC Atrium 11 - University Hall Atrium 2	0			9			ΙZ								
⊙ PC Atrium 12 - Alumni Hall 1 Cafe				Today											
● PC Atrium 13 - Alumni Hall 2 Starbucks		1000		11											

An important note regarding the colored items on the Scheduling Grid. Blue items are classes built in the Student Information System, Workday. Green items are events created within the Ad Astra Event Scheduler. An event cannot be scheduled or reserved on the Scheduling Grid.

To reserve an instructional space or small conference room, please use the Campus Request Forms located in the center of the Ad Astra Event Scheduler homepage. For an Academic or Workforce Division event, <u>click here</u> to visit the Ad Astra Internal Request Forms page.

🛦 Home 📊 Dashboards 🎬 Calendars 📶 Analytics	🞓 Academics 🛷 Events 🛛	🖹 Reporting 🖌 Settings	SMHerrera@COLLIN.EDU ?
Collin College Ad Astra Homepage			
Black-Out Dates	Welcome Collin College Co	mmunity	Conference Services Information
Summer and Fall 2025, and Spring 2028 B The following are Black-Out Dates for room reserve the following dates due to campus closure:	under review for approval. requesting more informatic reservation number provid Request Form Reference (	The <b>second</b> email you receive will be from notifications@aais.com, either n about your request <b>or</b> informing you your request was approved with a d. Suide	Auxiliary and COLLIN COLLEGE
2025 - 2026 Academic Calendar	Campus	Forms	
Summer 2025       May 26       July 4       Friday   Fall 2025 Campus and Building Codes	Collin Higher Education Center - CHE Classroom Capacities, Features & Map Internal Event Spaces Descriptions	To reserve CHEC Board Room 139 and CHEC Executive Board Room 135 please click here (You must be logged-in to the Collin.OneLogin portal). CHEC Classroom and Computer Lab Request Form Please Note that you will need to have elevator access for the Third or Fourth Floor CHEC HR Small Conference Rm 341 Request Form CHEC Purchasing Small Conference Room 366 Request Form	Please use the specialized forms created for district-wide departments to reserve any atrium space, parking lot, event area, or conference center. You may locate these forms on the Internal Request Conference Services webpage. Only "Academic or Workforce" divisions require the submission of two forms: An internal Campus Academic or Workforce Event Request Form and a digital Event Proposal Form. Please submit the Academic or Workforce Event Request Form to reserve your space in Ad Astra tentatively. Once Conference Santines readines and railents your