Jacobs School of Music Room Scheduling – Ad Astra

Navigating to Ad Astra: (Shortcut URL: http://go.iu.edu/1cNK)

1. Login to One.iu.edu
2. In the Search box, type Ad Astra
3. Under tasks, click on Ad Astra
4. Click Start

Astra Home:

When you first login, you will see a User Name and Password box located on the right side. **Ignore that box**. You will be logging in as guest.
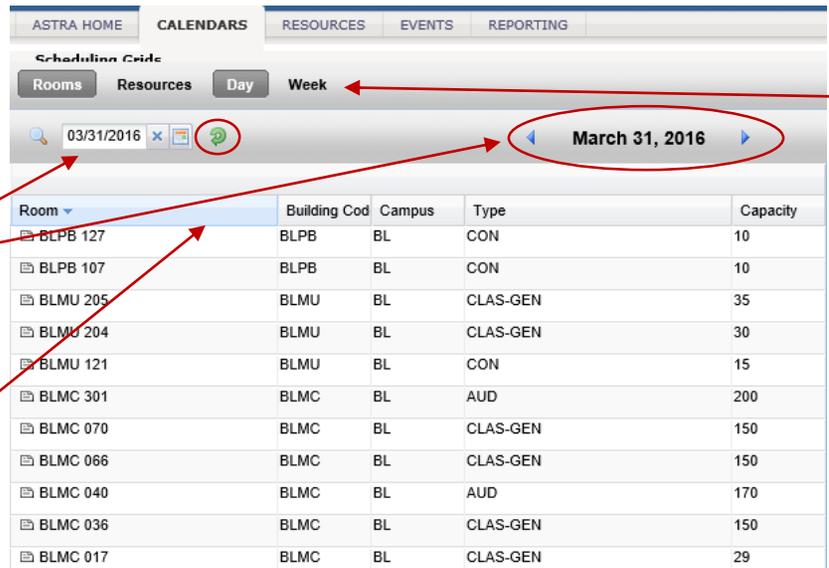

Calendar View:

Choose the "CALENDARS" tab

Select "Scheduling Grids"

To display a certain date, select the date and hit the green refresh button or click the date located in the center and select a date.

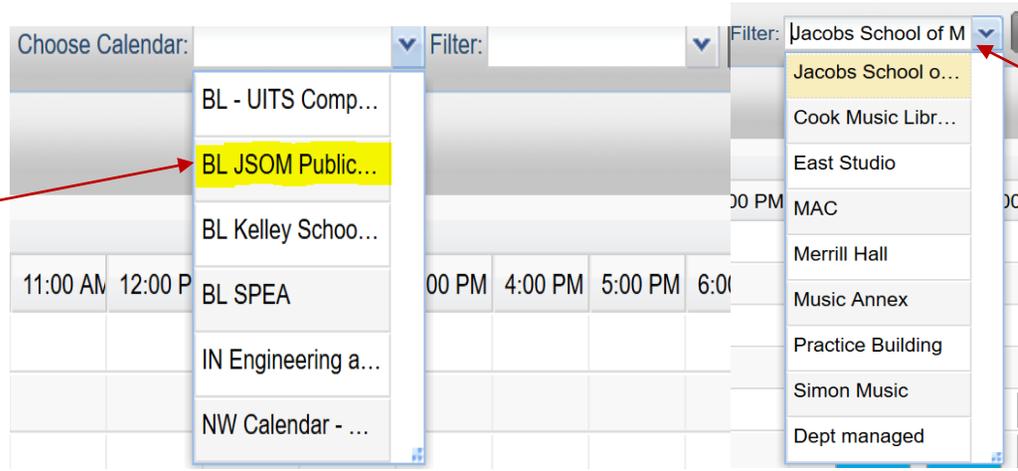To sort by column type, click the column title (ex. Room, Building Code, Campus, etc)

ASTRA HOME	CALENDARS	RESOURCES	EVENTS	REPORTING

Scheduling Grids

Rooms	Resources	Day	Week

03/31/2016   x

◄ March 31, 2016 ►

Room ▼	Building Cod	Campus	Type	Capacity
BLPB 127	BLPB	BL	CON	10
BLPB 107	BLPB	BL	CON	10
BLMU 205	BLMU	BL	CLAS-GEN	35
BLMU 204	BLMU	BL	CLAS-GEN	30
BLMU 121	BLMU	BL	CON	15
BLMC 301	BLMC	BL	AUD	200
BLMC 070	BLMC	BL	CLAS-GEN	150
BLMC 066	BLMC	BL	CLAS-GEN	150
BLMC 040	BLMC	BL	AUD	170
BLMC 036	BLMC	BL	CLAS-GEN	150
BLMC 017	BLMC	BL	CLAS-GEN	29

Choose Day or Week view

Note:
Day View – you will see what is scheduled in all rooms
Week View – you will only see what is scheduled for the <u>selected</u> room

Select BL JSOM Public… from the Choose Calendar dropdown

Choose Calendar: ▼   Filter: ▼   Filter: Jacobs School of M ▼

BL - UITS Comp…

BL JSOM Public…

BL Kelley Schoo…

BL SPEA

IN Engineering a…

NW Calendar - …

Jacobs School o…

Cook Music Libr…

East Studio

MAC

Merrill Hall

Music Annex

Practice Building

Simon Music

Dept managed

11:00 AM 12:00 P   00 PM 4:00 PM 5:00 PM 6:0

Click the dropdown arrow to filter rooms by building if you only want to see rooms by building.

|◄ ◄ Page 1 of 1 ► ►| Show 100▼ results

Note:

For Week View: You will have to click the arrow to advance to the next page of rooms.

For Day View Only: Click the dropdown arrow to choose how many rooms to show

Indiana University Jacobs School of Music - Music Information Technology Services
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