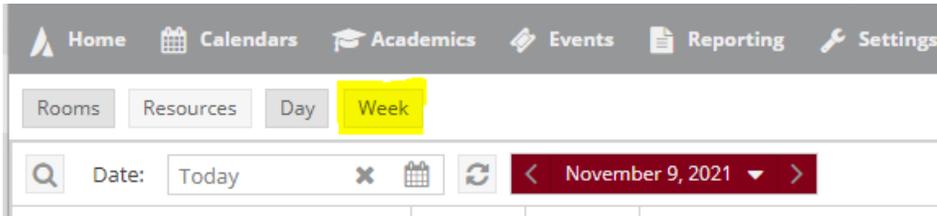
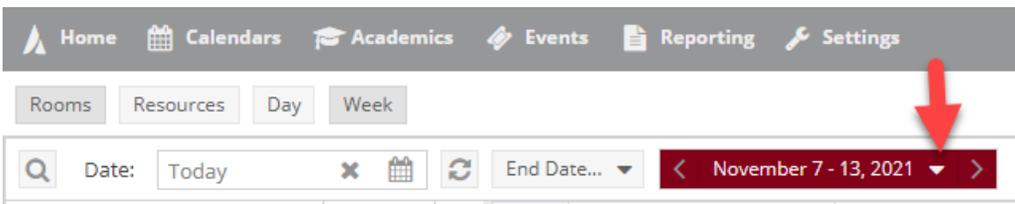


Searching Ad Astra's Calendar Grids

1. Sign into Ad Astra (<https://www.aaiscloud.com/UWILaCrosse/>) using your UWL login (including the "@uwlax.edu" domain) and password.
2. Click on Calendars in the upper left corner.
3. Click on Scheduling Grids.
4. Click on the Week button. You can also click on the calendar icon for a specific date.



5. Click on the down chevron within the red date box.



6. Scroll through the dates until you come to the first full week of the semester you are looking for.
7. Choose which building, or filter, you would like to view under the Choose Calendar dropdown. You can narrow down by large lecture rooms or individual buildings.



8. On the left-hand side, you can then view rooms for that group or building. When you hover over each individual room button, it will show you the room details, including capacity, type of seating, etc.

<input type="radio"/> CENT 1303 - Hayford Classroom	CENT	LAC
<input type="radio"/> CENT 1309 - Affeldt Auditorium	CENT	LAC
<input type="radio"/> CENT 1400 - Skogen Auditorium	CENT	LAC
<input type="radio"/> CENT 1401 -	CENT	LAC
<input checked="" type="radio"/> CENT 1403 -	CENT	LAC
<input type="radio"/> CENT 1404 - Leonhart/Kent Famil...	CENT	LAC
<input type="radio"/> CENT 2201 -	CENT	LAC
<input type="radio"/> CENT 2204 -	CENT	LAC

9. When you find a room that fits, you can click on that individual room to see what is currently scheduled. If the space is blank, the room may be requested by contacting Janelle or Heidi.

Records and Registration Scheduling

CASSH, VPA & SOE contact: **Janelle Nelson**, 608-785-8752

CBA & CSH contact: **Heidi Hudson**, 608-785-8577