**Ad-Astra Classroom Schedules**

UGA's current solution for coordination of rooms, resources, courses, events, and exams across all three campuses is Astra Schedule, also called Ad-Astra. Faculty and staff can use the calendars in Astra to look up classroom schedules, search for events, get information on the resources available in classrooms, and look for available rooms. When you have completed this brief tutorial, you will be able to use Astra's search and filtering features to find information on every classroom, the upcoming courses, events and exams being held in them, and search for available rooms to hold future events.

**Step-by-step guide**

- **Step 1: Navigate to Ad-Astra**
- **Step 2: Open Calendars tab**
- **Step 3: Select Calendar**
- **Step 4: Search Filters**

**Step 1: Navigate to Ad-Astra**

Go to [https://astra.uga.edu/](https://astra.uga.edu/) and log in using your MyID and password.

**Step 2: Open Calendars tab**

From the tabs across the top of the page, select **Calendars**.

**Step 3: Select Calendar**

Click on the **Scheduling Calendars** link.
Step 4: Search Filters

The default view for Astra contains every room in every building across all three campuses. However, Astra provides customizable search filters that will let you zero in on what you need.

Click the **Edit Search Filter** button to the right of the screen to open the Edit Filter window.

Use the drop-down menus to narrow your search to a campus, a specific building, or a specific room in that building.

You can also search by type of room, the resources available in a room, room capacity or a specific event or type of event.
When you have selected your filters, click the **View Calendar** button to view the search results.

Related articles

- Page: Unlocking Classroom PCs
- Page: Ad-Astra Classroom Schedules

External Resources

- Campus Reservations
- Ad-Astra Scheduler
- Policy for Centralized Classroom and Event Scheduling
- CTL Classroom Support (Phone: 706-542-3456)