

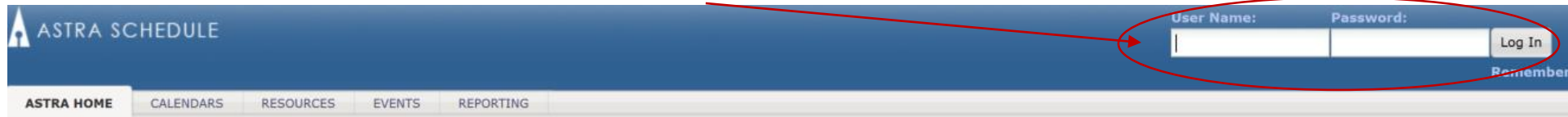
Jacobs School of Music Room Scheduling – Ad Astra

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.



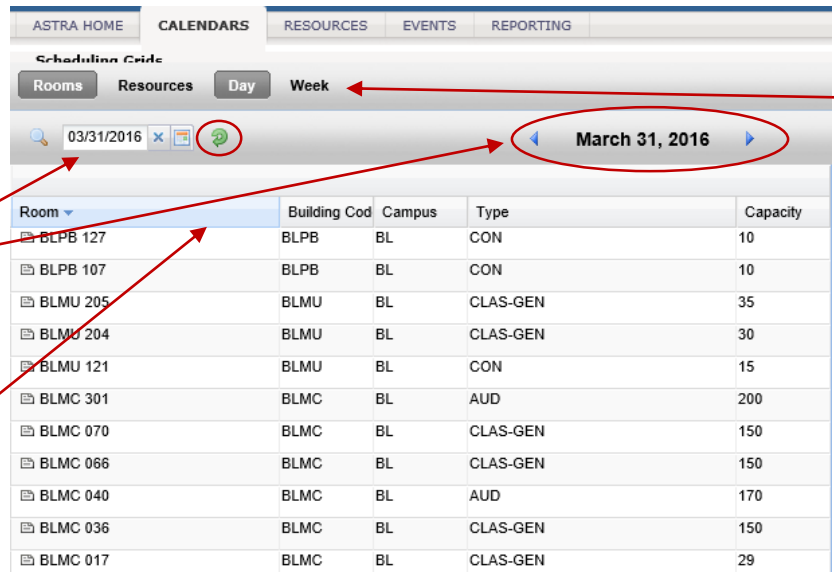
Calendar View:



Top Toolbar - Left Side

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)

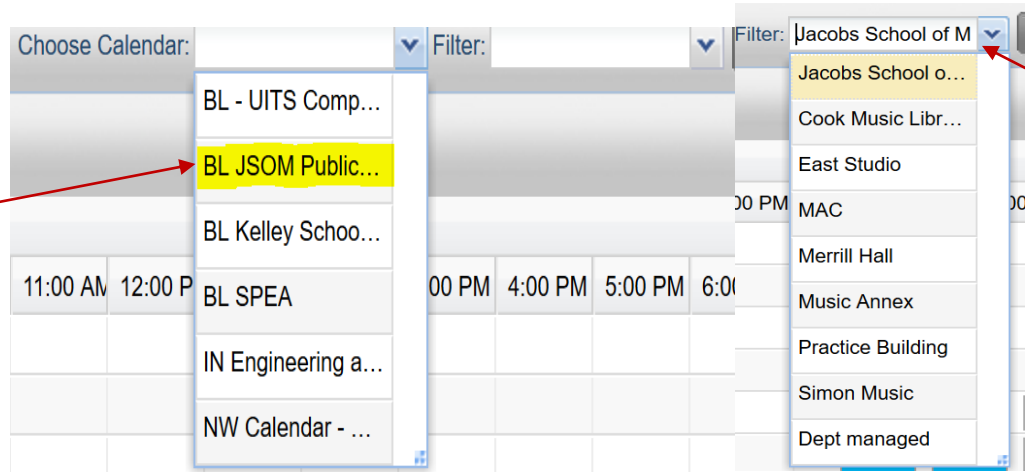


Choose Day or Week view

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

Top Toolbar – Right Side

Select BL JSOM Public... from the Choose Calendar dropdown



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

Bottom Toolbar

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



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