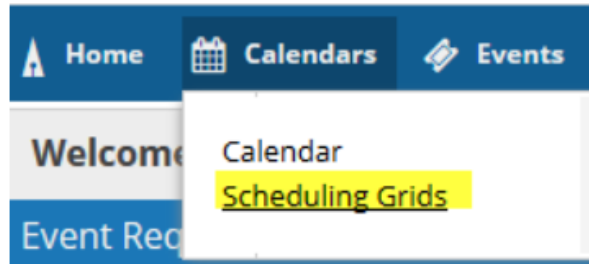


Please use the following instructions to check on availability of a room prior to making a reservation request.

- 1) Click on Ad Astra Room Scheduler in Campus Connection.



- 2) Click on "Calendars" tab.

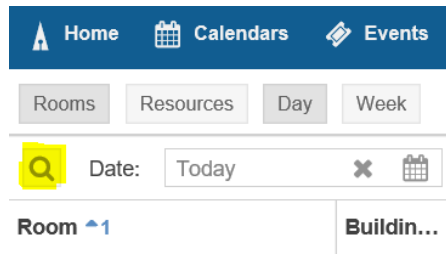



- 3) Choose Calendar: "NDSU Scheduling Grid".

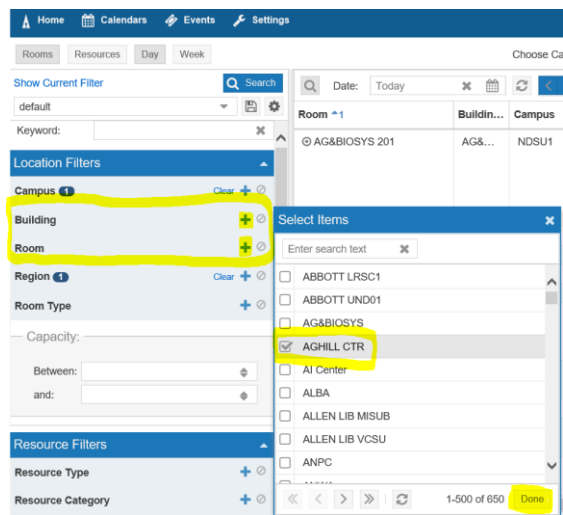
The image shows a screenshot of the NDSU Scheduling Grid interface. At the top, there are tabs for 'Rooms', 'Resources', 'Day', and 'Week'. Below these, there are two dropdown menus: 'Choose Calendar: NDSU Scheduling Grid' and 'Filter: NDSU Registrar Sch'. Below the filters, there is a search bar with 'Date: Today' and a calendar icon. The date is set to 'November 29, 2018'. Below the search bar, there is a table showing room availability for 'AG&BIOSYS 201' at 'NDSU1'.

Room	Buildin...	Campus	Type	Capacity	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
AG&BIOSYS 201	AG&...	NDSU1	Lecture Room	48					ABEN 684/01	ENGL 120/03	ENGL 120/10	ABEN 46	

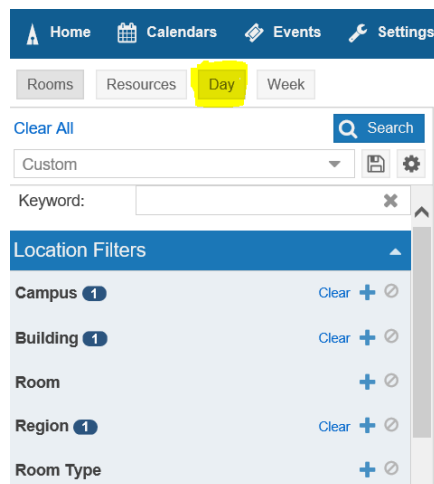
- 4) Click on magnifying glass for advanced search criteria.



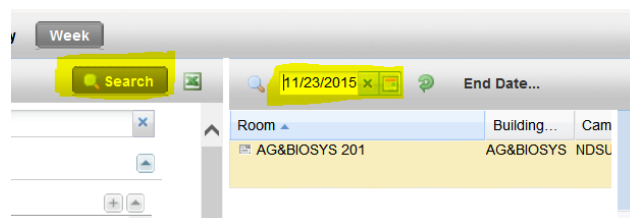
- 5) Use the  to add building and room you wish to check on. You can select only building to view all rooms or select a specific room to view.



- 6) Click on "Day".



- 7) Select the date that you would like to search on. Click "Search" once day is selected to bring up that day.



- 8) Hover over a blue square to view details of the class reserved for that time. Blue squares indicate classes and green squares indicate events. For this example, Ag & Biosys 201 is available from 2:00 - 3:00 pm and from 4:00 pm on.

Room	Type	Capa	6:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM
AG&BIOSYS 201	Lecture Room	48			ASM	ENGL	ABEN	ABEN	ASM	ENGL		MATH			

- 9) To request your event, click on the Request Event Button to complete the NDSU Event Request form.

- 10) Select either NDSU Faculty/Staff Event Request Form or NDSU Student Event Request Form and click Next for form to open.