

## SCHEDULING GRIDS

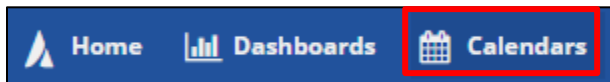
The following instructions will walk you through the process of viewing scheduling grids in Ad Astra. Scheduling grids can be used to see what has been scheduled in a particular room. It is an alternative to the Available Rooms search. This tool can be used to better understand classroom availability for Phase 1B or Phase II or to assist the Registrar room when Phase II closes.

### NAVIGATION

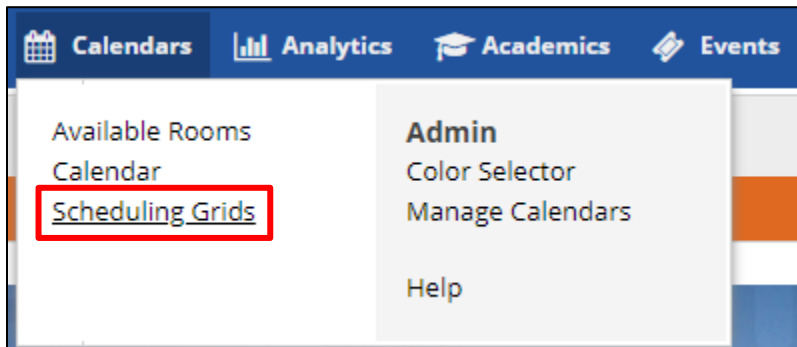
Login into myUFL and navigate to:

**Nav Bar > Main Menu > Student Information System > Curriculum Management > Schedules of Classes > Academic Room Scheduling**

1. Click on **Calendars**.



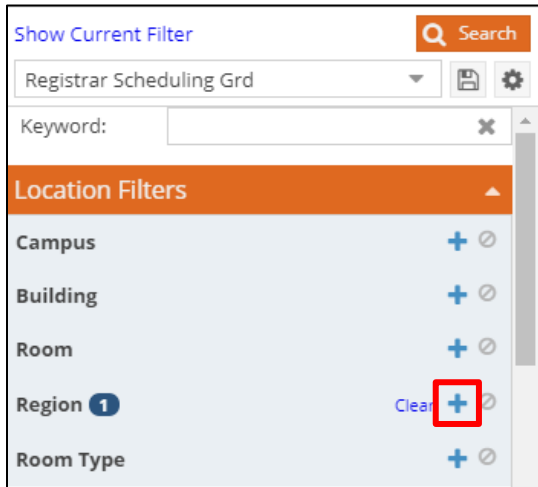
2. Select **Scheduling Grids**.



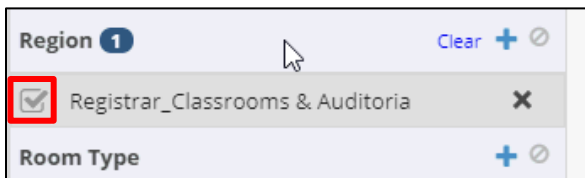
3. Select the **Magnifying Glass** to bring up filters.



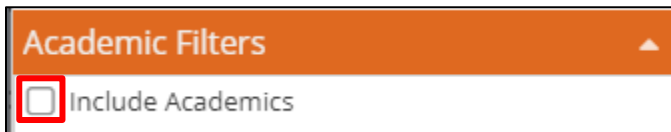
4. Set filters by clicking the + beside the desired filter to expand the panel.



- a. Select the check box next to **Registrar\_Classrooms & Auditoria**.



- b. Select the check box next to **Include Academics**.



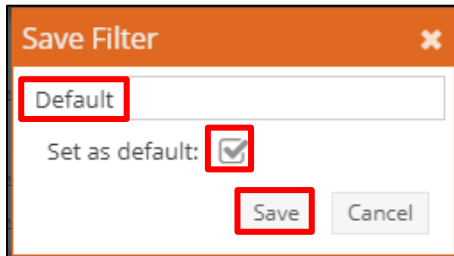
- c. Add additional filters as needed.

5. Select **Save** to save your filters.



**Note:** You have the ability to save multiple searches as needed.

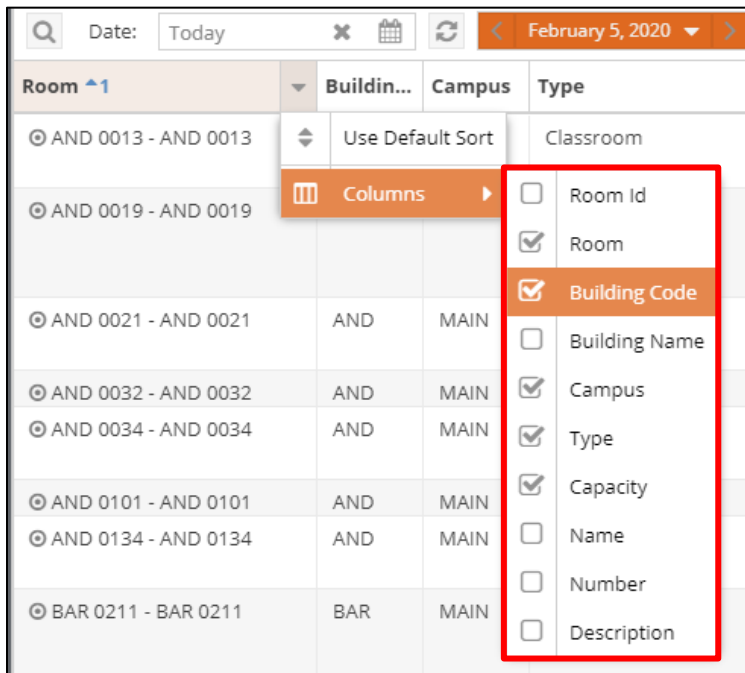
6. Enter the name of your filter.
7. Select the check box beside **“Set as Default.”**
8. Select **Save**.



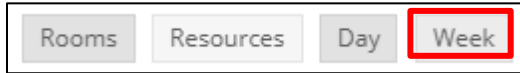
9. Select the **Magnifying Glass** to minimize the filters.



10. Adjust the view of the schedule area by moving the middle pane over or de-selecting columns on the left to allow more space to view the schedule.



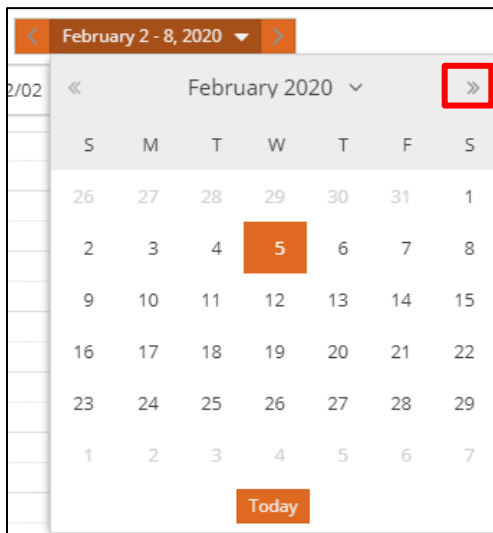
11. Select **Week** to switch to Week View.



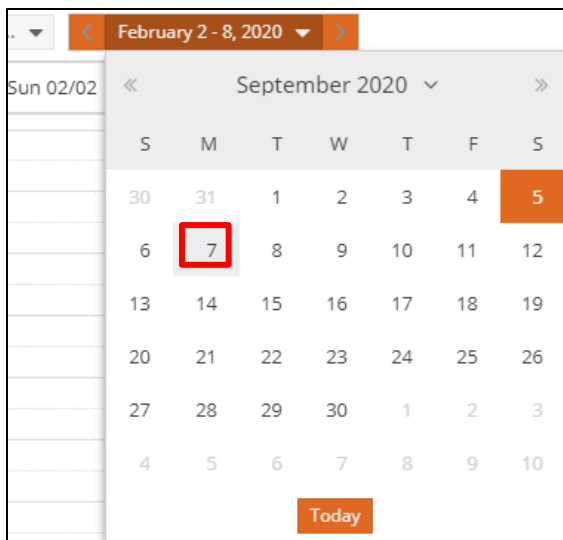
12. Select the **Week drop-down menu** to locate the week within the term you are searching for.



13. Select the **right arrow** to locate the month of the desired week.



14. Select the **first day** of the week you want to view.



15. Review the schedule for the room selected. The room that is selected will be highlighted in light grey.

Room ^1	Capacity	Sun 09/06	Mon 09/07	Tue 09/08	Wed 09/09	Thu 09/10	Fri 09/11	Sat 09/12
<input checked="" type="radio"/> AND 0013 - AND 0013	40							
<input type="radio"/> AND 0019 - AND 0019	37							
<input type="radio"/> AND 0021 - AND 0021	38							
<input type="radio"/> AND 0032 - AND 0032	38							
<input type="radio"/> AND 0034 - AND 0034	50		08:30 AM...	08:30 08:30 AM - 10:25 AM	08:30 AM...		08:30 AM...	
<input type="radio"/> AND 0101 - AND 0101	50		09:35 AM...	FOL 10:25 AM	09:35 AM...	09:35 09:...	09:35 AM...	
<input type="radio"/> AND 0134 - AND 0134	61							
<input type="radio"/> BAR 0211 - BAR 0211	60		10:40 AM...	10:40 AM...	10:40 AM...	10:40 AM - 12:35 PM STA	10:40 AM...	
<input type="radio"/> BEN 0328 - BEN 0328	30					6167/1887 - 6:00 AM		
<input type="radio"/> BLK 0315 - BLK 0315	30		11:45 AM...	11:45 AM - 01:40 PM CCJ	11:45 AM...		11:45 AM...	
<input type="radio"/> BLK 0415 - BLK 0415	30			12:50 PM...	12:50 PM...	12:50 PM...	12:50 PM...	
<input type="radio"/> CAR 0100 - CAR 0100	679							
<input type="radio"/> CBD 0210 - CBD 0210	28		01:55 01:...	01:55 PM...	01:55 01:...	01:55 PM - 03:50 PM PHI	01:55 01:...	
<input type="radio"/> CBD 0212 - CBD 0212	19		03:00 PM...	03:00 03:00 PM - 04:55 PM JST	03:00 PM...	04:05 04:...		
<input type="radio"/> CBD 0216 - CBD 0216	14							

16. Select another room to view a different schedule.

Room ^1	Capacity
<input type="radio"/> CBD 0212 - CBD 0212	19
<input type="radio"/> CBD 0216 - CBD 0216	14
<input type="radio"/> CBD 0220 - CBD 0220	35
<input type="radio"/> CBD 0224 - CBD 0224	14
<input type="radio"/> CBD 0230 - CBD 0230	14
<input type="radio"/> CBD 0234 - CBD 0234	14
<input type="radio"/> CBD 0238 - CBD 0238	14
<input type="radio"/> CHE 0237 - CHE 0237	46
<input type="radio"/> CHE 0316 - CHE 0316	34
<input type="radio"/> CLB C130 - CLB C130	325
<input type="radio"/> CSE A101 - CSE A101	248
<input type="radio"/> CSE E119 - CSE E119	100
<input checked="" type="radio"/> CSE E121 - CSE E121	102
<input type="radio"/> CSE E220 - CSE E220	50
<input type="radio"/> CSE E221 - CSE E221	50

17. Review your results.

**Note:** Scheduling Grid can be used to see what has been scheduled in a particular room. It is an alternative to the Available Rooms search. This tool can be used to better understand classroom availability for Phase 1B, Phase II, or to assist the Registrar room when Phase II closes.

When you find open days and times in a classroom that fits your section, go into Campus Solutions and update the days and times of that section. After a few minutes, those days and times will sync into Ad Astra and you can search for and book the classroom in question.

## FOR ADDITIONAL ASSISTANCE

### Technical Issues

The UF Computing Help Desk  
352-392-HELP  
[helpdesk.ufl.edu](http://helpdesk.ufl.edu)

### Policies and Procedures

Office of the University Registrar  
352-392-1374  
[registrar.ufl.edu](http://registrar.ufl.edu)