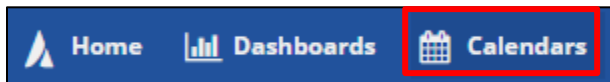# SCHEDULING GRIDS

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.
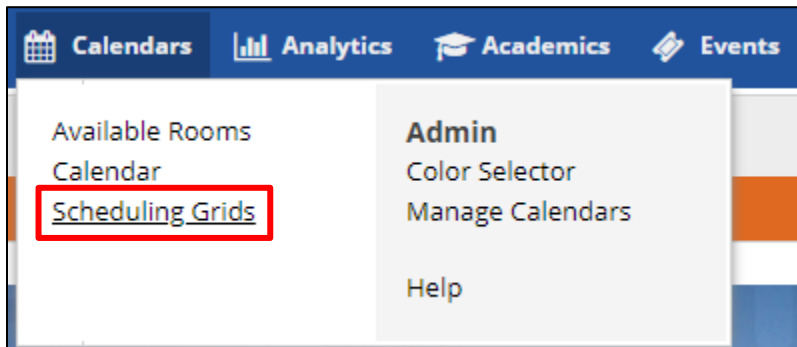
NAVIGATION

Login into myUFL and navigate to:

Nav Bar > Main Menu > Student Information System > Curriculum Management > Schedules of Classes > Academic Room Scheduling
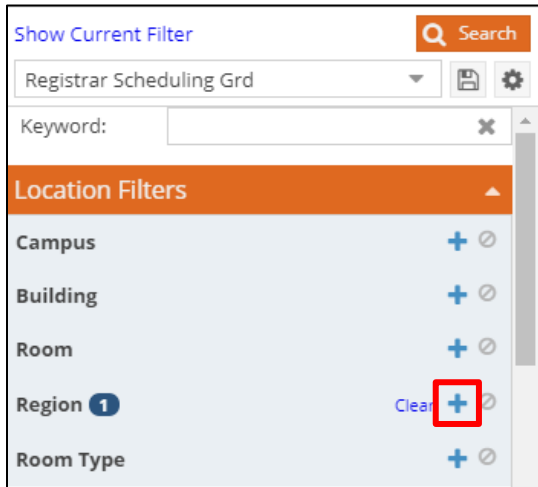
1. Click on **Calendars**.
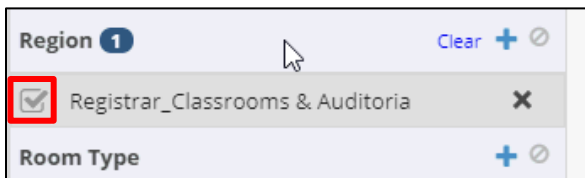
2. Select **Scheduling Grids**.

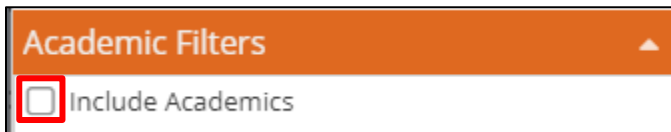3. Select the **Magnifying Glass** to bring up filters.

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

a. Select the check box next to **Registrar_Classrooms & Auditoria**.

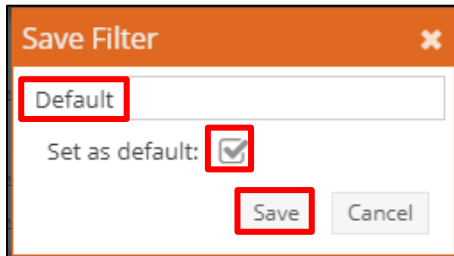b. Select the check box next to **Include Academics**.

c. Add additional filters as needed.

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

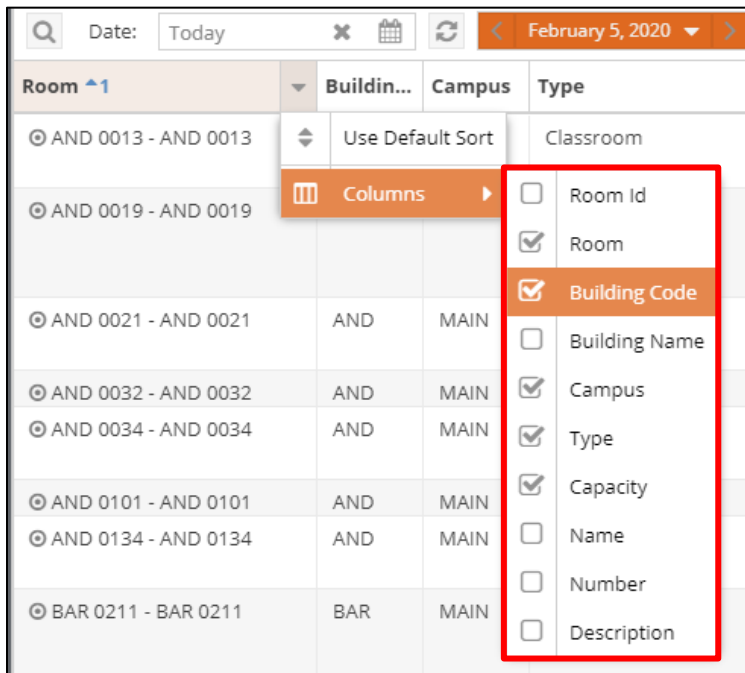**Note**: You have the ability to save multiple searches as needed.

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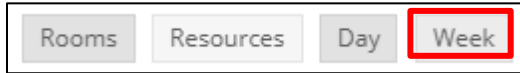8. Select **Save**.

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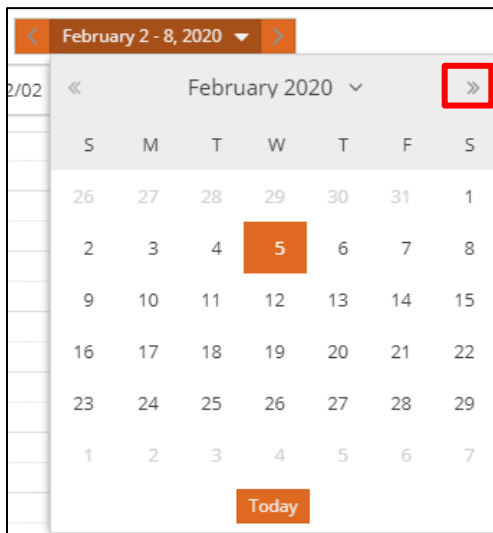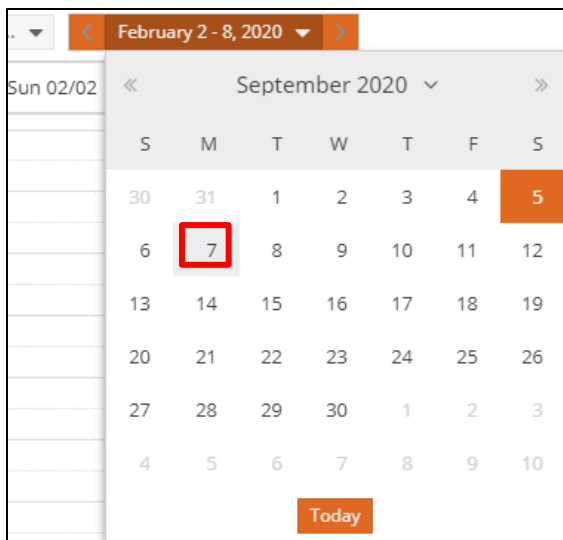
11. Select **Week** to switch to Week View.

| Rooms | Resources | Day | **Week** |

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

Date: Today ✕ 📅 ⟳ End Date... ▼ ‹ **February 2 - 8, 2020 ▼** ›

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

‹ February 2 - 8, 2020 ▼ ›

2/02 « February 2020 ⌄ **»**

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	**5**	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
1	2	3	4	5	6	7

Today

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

. ▼ ‹ February 2 - 8, 2020 ▼ ›

Sun 02/02 « September 2020 ⌄ »

S	M	T	W	T	F	S
30	31	1	2	3	4	**5**
6	**7**	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Today

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

16. Select another room to view a different schedule.

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

Policies and Procedures
Office of the University Registrar
352-392-1374
registrar.ufl.edu