The Calendars area allows you to have an overall view of scheduled rooms. With searchers and optional views, there are several features that will help you browse through events and activities occurring at Millersville University.

- You can use the **Search** function at the top-left of the calendar tab to search for available rooms. Note: Keep the **Search For** filter on the Search function at **Locations only**. See the Search Tool section near the end of this document for more information regarding the **Search** function.
- You can also view scheduled events and sections using the **Grid** view or **List** view. It is highly recommended that you use the **Grid** view.
- You can view activities by a single **Day**, a full **Week** or an entire **Month** using the corresponding tabs.
- You can jump to a specific day by clicking on the **Calendar** icon next to the date.
- You can filter the sections and/or events by opening up one of the pre-defined **Filters** or you can click on **Edit Search Filter** to specify which building’s events and sections you want to view. See below for more information about **Filters** and the **Edit Search Filter** feature.
- Scheduled activities will show up in the Calendar Area. Use this to determine which events and/or activities may conflict with what you are trying to schedule.
- For more help with the Astra Calendar, click on the **Help (?)** icon in the top right corner of the calendar.
Filters

The default filter that your calendar will display is Main Campus - Events and Sections. You can keep this filter to browse the calendar for open dates and times for any location on Millersville’s main campus, or you can select a filter from the drop-down list. The filters in this list show the general purpose classrooms for a specific building.

Editing Search Filters

You can also select Edit Search Filter from any page on the calendar to create a unique filter for your search. From this page, you can search for a location by campus, room, room type, and capacity. You can also select if you want your calendar to display all events and sections, just events, or just sections. If you are searching for a pre-existing event or section, you can also use this filter to specify what kind of event or section you are looking for. You also have the option to show holidays and announcements.

This filter is also helpful if you know where you would like to have your event or meeting but would like to see when that location is available. To do this, select your location from the Room drop-down list. This will display a calendar for just that room. You can view it by day, week, or month to see when it is available.

Click on/off if you want or do not want to show sections and/or events using this filter.
Calendar - Search Tool

The Search button allows users to look for available rooms based on the dates and times required. This is extremely helpful for finding rooms that can accommodate recurring meeting patterns for academic sections as well as providing quick answers to event schedulers.

To create a new search:
1. Click the Calendar tab
2. Click Search to open the Available Room and Resource Tool.

3. In the Meetings area click “Add New” to enter the desired meeting information.
4. Continue to add meetings as necessary
5. In the Search Filters area, select Locations only.
6. Fill out the appropriate filter information – select the edit icon to filter the appropriate fields.
7. In the Search Results area, select the purpose of the search.

8. Click the Search button.
9. Returned results may be printed as a report, using the Print button.

Below is an example of how the Available Room Tool is used:

Example: Let's search for a location in McComsey for a class for the fall semester that will meet every Monday, Wednesday, and Friday from 10-10:50. Perform the following:

1. From the Calendar tab, select Search.
2. Select Add New under Meeting(s). This is where we will enter our meeting information.
2. Select Recurring Meeting because our class is not a single meeting, it will meet three times a week for the enter semester.

3. Enter the times of the meeting. For this example, we will enter 10:00 AM for the start time and 10:50 AM for the end time. (Be careful you have your time on the right AM/PM setting.)

4. Select the day pattern for your meeting. We will select weekly and recur every 1 week on Monday, Wednesday and Friday.

5. Enter the date range. Here you will enter a start date and select either an end date or how many times your meeting will occur. We will enter 8/29/2011 as the start date and 12/12/2011 as the end date because these are the dates for regularly scheduled classes for the fall semester.

6. Click OK to return to our search.
7. Now you can edit the filters for your search location. For our search, elect the Edit icon that corresponds to the Building field to select McComsey.

8. Select the purpose of the search (either Event or Section). We will select Section because we are looking for a location for a class.

9. Click Search.

10. This will bring up a list of all the locations available for our class. From here, you can print the list or click Create Event to schedule the event and location (if you are using an Astra account that allows you to create an event). You can also exit the page and nothing will be saved or scheduled if you just wanted to see what was available. If you wanted to request an event, you can proceed to submitting an event request with the data you’ve obtained using the Available Room Tool!