How to use Astra:

Go to [https://schedule.oar.tamu.edu/Astra/Portal/GuestPortal.aspx](https://schedule.oar.tamu.edu/Astra/Portal/GuestPortal.aspx)

You come up on the Astro - Home tab. Click on the Calendars Tab:

It comes up with the Galveston campus and today’s date as the default:
Click on the drop-down arrow next to “Filter:” to see other buildings, and for example, choose CE:

If your are looking for Zach (Zachry) or CVLB (Civil Lab), it may or may not be listed. For example, in mine ZACH is listed, whereas CVLB is not. If yours is not in the list, then click the “Edit Search Filter” button:
and get

![Edit Filter](image)

There are quite a few things you can play with here, but for now change GV (Galveston) to CS (College Station), and Building to CE:

![Edit Filter](image)

Then click on the View Calendar at the bottom of the screen. That brings up a week’s worth of classes, at least the “Week” tab is the default in mine. Other options above the tabs include Calendar, which is my default, Grid, List, and Search.

The day I did this was 5/26/12, hence the date shown on the screen:
I happen to be looking for an empty classroom on 7/3/12. I want to see all the rooms on that date, and since the week calendar has a lot of stuff on it, I am first going to change from “Calendar” to “Grid”.

Then click on the Day tab, and you start seeing the individual rooms:
Finally, although I could click on C E 110 on the left side of this screen and see that room, I want to see all or the rooms to easily pick an open room. So I click on the “change date” thingy:

Don’t ask me. I have no idea what it’s called. Took a week to even figure out what it was for. And now you get:
Change the date to July 3rd.
And get:

Pretty nice. Tells me what rooms are available on that day.

You can also hover your mouse over a room and get information on the class or event:
You can also hit the “LIST” page and get the room usage in list form:

Once you find open rooms that fit your needs, you can email me and I will request them for you. See http://lowery.tamu.edu/calendars