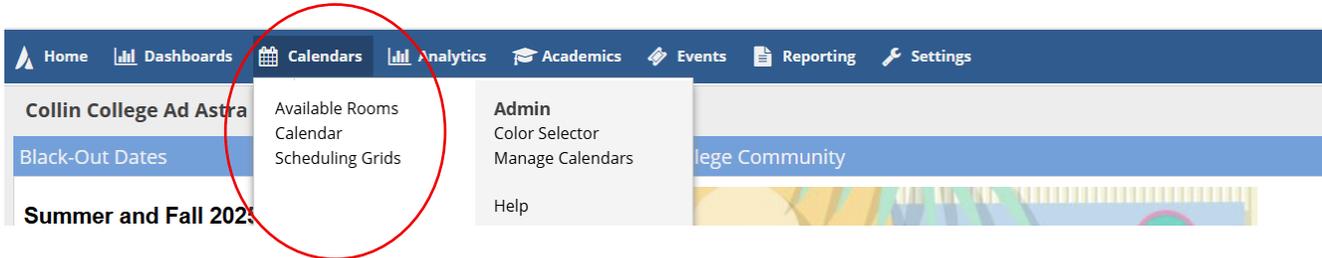
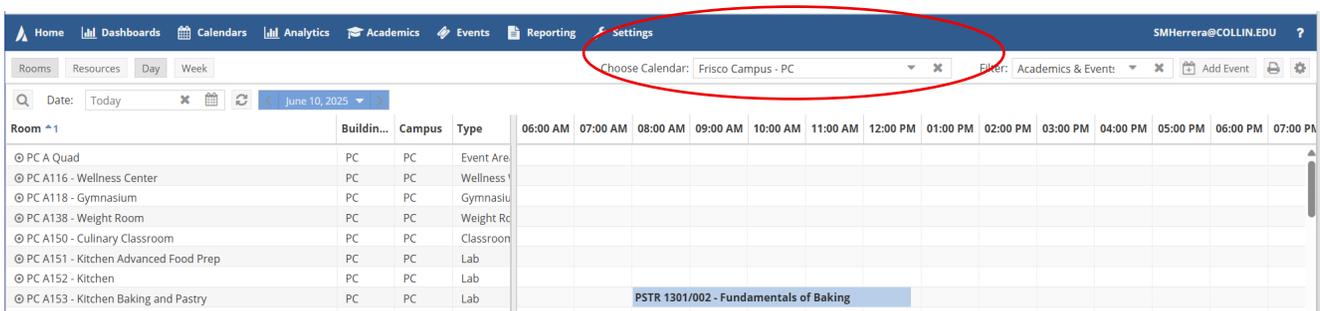


Scheduling Grid Tutorial

The Scheduling Grid is located directly off the Ad Astra homepage. To get to the **“Scheduling Grid,”** click on the **Calendars** tab and select **Scheduling Grid**.



The default calendar displays your home campus. Below, the calendar displays Frisco for a Frisco Campus user.



The **“Scheduling Grid”** is where you spend most of your time on the Ad Astra Event Scheduler application. It is an effective tool that helps you see what is happening at your campus throughout the day.

The grid has a variety of filters to navigate you better and help you locate the information you need. You can adjust the filters to your preference: Room, Building Code, Building Name, Campus, Type, and Capacity.

Here are some ways to best utilize the Scheduling Grid filters. Hover over the **“Building”** box, select the down arrow, and then select the **“Columns”** option; click the arrow next to the **“Columns”** option.

Deselect, Building Code, Building Name, Campus and Type. The only filters left are Room and Capacity.

Rooms Resources Day Week

Date: Today [x] [calendar] [refresh] < June 10, 2025 >

Room ^1	Buildi	Building Name	Campus	Type
⊙ PC A138 - Weight Room	PC	Use Default Sort	PC	Weight Room
⊙ PC A150 - Culinary Classroom	PC	Columns		
⊙ PC F220 - Science Lab Microbiology	PC			
⊙ PC F222 - Science Lab Biology	PC	PC		
⊙ PC F227 - Science Lab Biology	PC	PC		
⊙ PC F230 - GPC - T/C	PC	PC		
⊙ PC F231 - Science Lab Biology	PC	PC		
⊙ PC F244 - GPC - T/C	PC	PC		
⊙ PC F245 - GPC - T/C	PC	PC		
⊙ PC F246 - GPC - T/C	PC	PC		
⊙ PC H121 - Computer Classroom	PC	PC		
⊙ PC H122 - Computer Classroom	PC	PC		
⊙ PC H123 - Computer Classroom	PC	PC		
⊙ PC H124 - AIM Center	PC	PC		
⊙ PC H130 - GPC - T/C	PC	PC		
⊙ PC H131 - GPC - T/C	PC	PC	PC	Classroom
⊙ PC H132 - GPC - T/C	PC	PC	PC	Classroom

Now, click on the whitespace and the line before 6:00 a.m. and move it right behind capacity. You should be able to see a full day's range of time on the grid: 6:00 a.m. – 10:00 p.m.

Rooms Resources Day Week Choose C

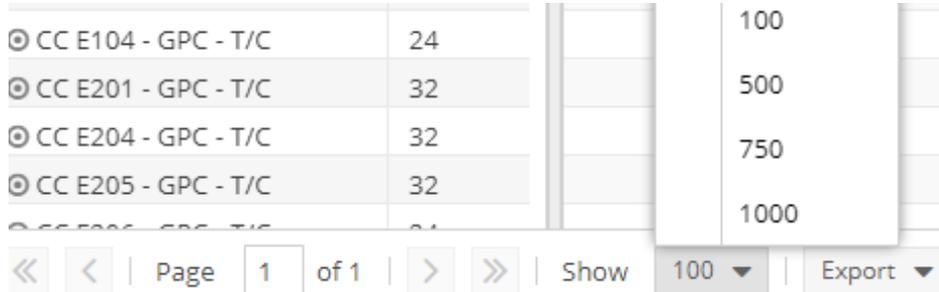
Date: Today [x] [calendar] [refresh] < June 10, 2025 >

Room ^1	Capacity	06:00 AM
⊙ PC A138 - Weight Room	30	
⊙ PC A150 - Culinary Classroom	30	
⊙ PC F220 - Science Lab Microbiology	24	
⊙ PC F222 - Science Lab Biology	24	
⊙ PC F227 - Science Lab Biology	24	
⊙ PC F230 - GPC - T/C	32	
⊙ PC F231 - Science Lab Biology	24	
⊙ PC F244 - GPC - T/C	32	
⊙ PC F245 - GPC - T/C	30	
⊙ PC F246 - GPC - T/C	28	
⊙ PC H121 - Computer Classroom	30	
⊙ PC H122 - Computer Classroom	30	
⊙ PC H123 - Computer Classroom	30	
⊙ PC H124 - AIM Center	24	
⊙ PC H130 - GPC - T/C	30	
⊙ PC H131 - GPC - T/C	30	
⊙ PC H132 - GPC - T/C	30	

Move this line behind Capacity to get a larger landscape of the day.

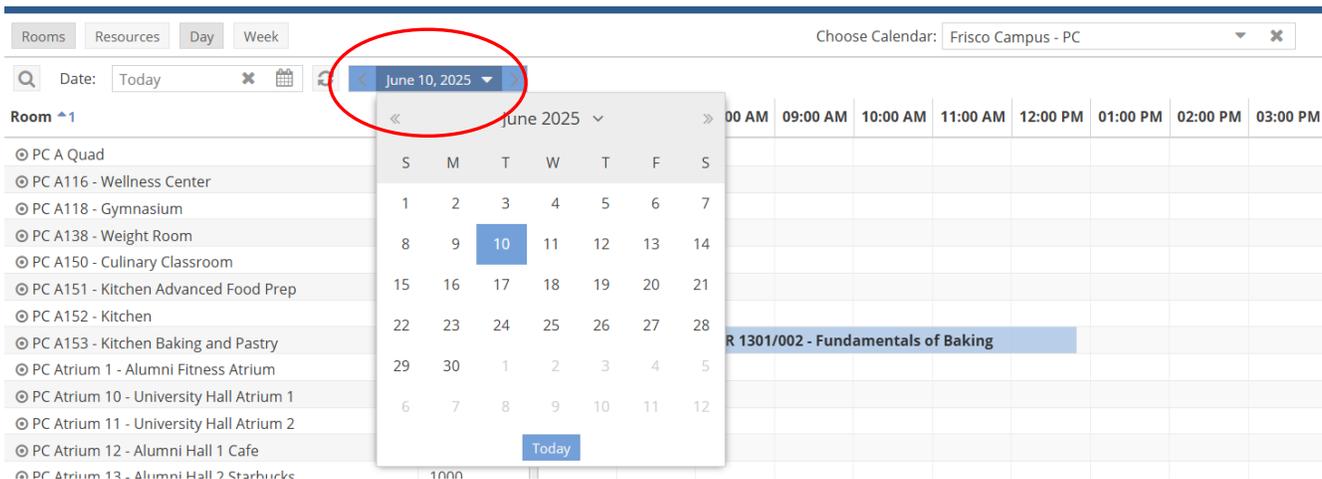
Another applicable adjustment is to select 500 at the bottom of the “Scheduling Grid.” The default is 100; to view one page for larger campuses, make your selection 500.

Selecting 500 enables you to scroll from top to bottom and see the entire campus.



View Dates:

To select the date you would like to view, click on the drop-down arrow next to the date shown in blue (the image below shows the date of June 10, 2025). A calendar will appear, and you can select the date you want to view (To advance to a month, click the double arrows facing left . To advance to a year, click the drop-down arrow next to the month and year).



An important note regarding the colored items on the Scheduling Grid. Blue items are classes built in the Student Information System, Workday. Green items are events created within the Ad Astra Event Scheduler. An event cannot be scheduled or reserved on the Scheduling Grid.

To reserve an instructional space or small conference room, please use the Campus Request Forms located in the center of the Ad Astra Event Scheduler homepage. For an Academic or Workforce Division event, [click here](#) to visit the Ad Astra Internal Request Forms page.

Collin College Ad Astra Homepage

Black-Out Dates

Summer and Fall 2025, and Spring 2026

The following are Black-Out Dates for room reservations the following dates due to campus closure:

2025 - 2026 Academic Calendar

Summer 2025	
May 26	Monday
July 4	Friday

Fall 2025	
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Campus and Building Codes

Welcome Collin College Community

under review for approval." The **second** email you receive will be from notifications@aais.com, either requesting more information about your request or informing you your request was approved with a reservation number provided.

[Request Form Reference Guide](#)

Campus	Forms
Collin Higher Education Center - CHE Classroom Capacities, Features & Map Internal Event Spaces Descriptions	To reserve CHEC Board Room 139 and CHEC Executive Board Room 135 please click here (You must be logged-in to the Collin.OneLogin portal). CHEC Classroom and Computer Lab Request Form Please Note that you will need to have elevator access for the Third or Fourth Floor CHEC HR Small Conference Rm 341 Request Form CHEC Purchasing Small Conference Room 366 Request Form

Conference Services Information



Auxiliary and Conference Services

Please use the specialized forms created for district-wide departments to reserve any atrium space, parking lot, event area, or conference center. You may locate these forms on the **Internal Request** Conference Services webpage.

Only "Academic or Workforce" divisions require the submission of **two forms**: An internal Campus Academic or Workforce Event Request Form and a digital Event Proposal Form. Please submit the Academic or Workforce Event Request Form to reserve your space in Ad Astra tentatively. Once Conference Services receives and reviews your