Room and Course Scheduling
Faculty, Staff, and Student Scheduling Grid Tutorial

This is an instruction guide for University of Arizona Faculty, Staff, and Students to view schedules of centrally scheduled classrooms so they may schedule a class or event through Room and Course Scheduling after Open Scheduling.

1. E-mail rcschedule@list.arizona.edu to set up your UA netid to use Room and Course Scheduling’s (RCS) Scheduling Software called Ad Astra.

2. Once you have received confirmation that your netid is active, click this link to arrive at our cloud scheduling software: https://www.aaiscloud.com/UArizona/Default.aspx

3. Sign-in In the top right, by clicking the Sign-in button:
4. Enter your User Name (UA NetID) and Temporary Password assigned to you by RCS.

5. On the bottom left, click View Scheduling Grids here:
6. You may view rooms using various filters by using the magnifying glass below:
7. First create a default by checking that you have the following selected preferences and click the Save button:
   a. **Campus:** Main
   b. **Region:** Central Scheduling
   c. **Event Filters**
      i. Include Events
      ii. Include Setup/Teardown
   d. **Academic Filters**
      i. Include Academics
   e. **Other Filters**
      i. Include Holidays
      ii. Include Announcement
      iii. Include Room Usage Controls
8. Filter Options
   a. Day/Week View (Number 9)
   b. Building Filter (Number 10)
   c. Room Filter (Number 11)
   d. Capacity Filter (Number 12)

9. Day/Week View
   a. Click on the top two boxes to look at the scheduling grids by Day or Week
      i. Day View (Default)
      ii. Week View (Preferred by most of our consumers)
10. Building Filter

a. Click on the Plus next the Building

b. You will get a pop-up box where you can check the buildings you would like to view. For example, let's check Mclnd and click Done.
c. Now click search and you will view all the scheduling grids for rooms in McInd.

11. Room Filter
   a. Click on the Plus next the Room
b. You will get a pop-up box where you can check the buildings you would like to view. For example, let's check Mclnd 120 and Mclnd 125 and click Done.

c. Now click search and you will view all the scheduling grids only Mclnd 120 and 125.
12. Capacity

a. Type **min capacity** where it says **Between:** and your **max capacity** where it says **and:**

b. For example, lets look for rooms between 20 and 50 capacity.
c. Now click search and you will view all the rooms between 20 and 50 capacity. To view capacity of the room, please move your list window over to the right.

d. To sort by increasing capacity of the rooms click on the Capacity tab below: