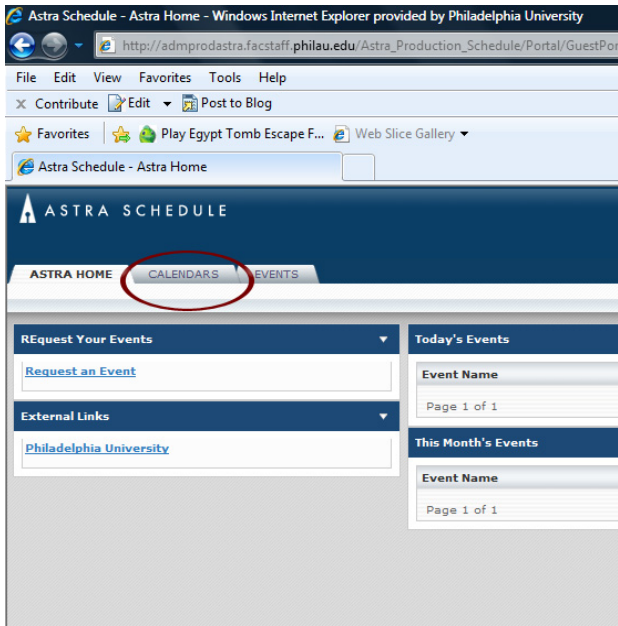
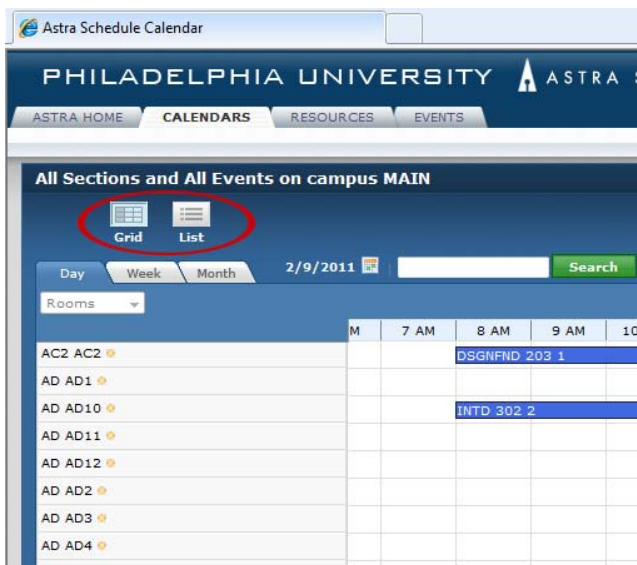


HOW TO SEE IF A ROOM IS AVAILABLE ON AD ASTRA:

1. Go to the Ad Astra Home Page, which is www.PhilaU.edu/Reservations.
2. Click on the Ad Astra icon in the top right-hand part of the page.
3. The log-in portion of this page is for administrative purposes only. There is no need to log-in.
4. Click on “Calendars”. It’s on the left side of the page, about an inch from the top of the screen.

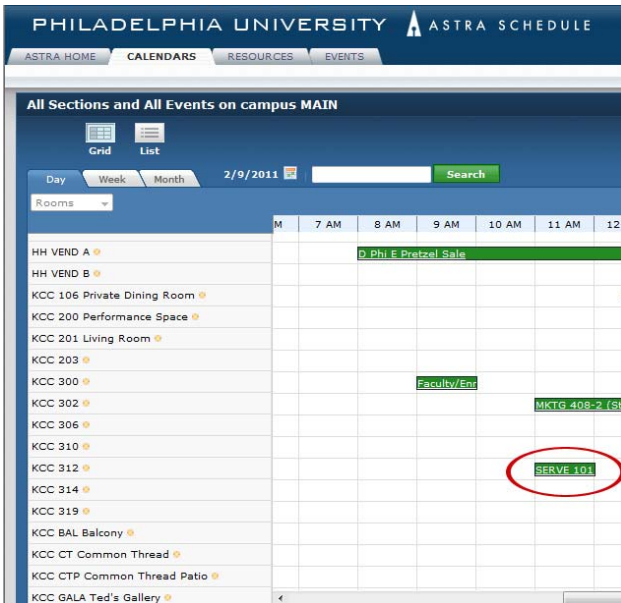


5. You can select either the “Grid” or “List” views.

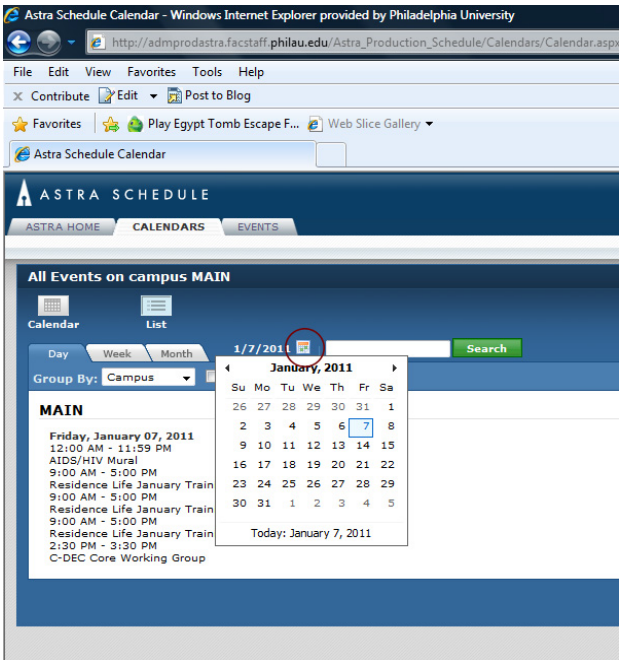


6. The first button that you will see is the “Grid” button, which is the view that is the default. This is probably the easiest view to read and understand, and it is the most recommended. On the left of the screen is the list of the spaces sorted alphabetically by building and room. On the grid

is the time reflected. Using the below screen as an example, the circled Serve 101 event is in KCC 312 from 11a to 12p.

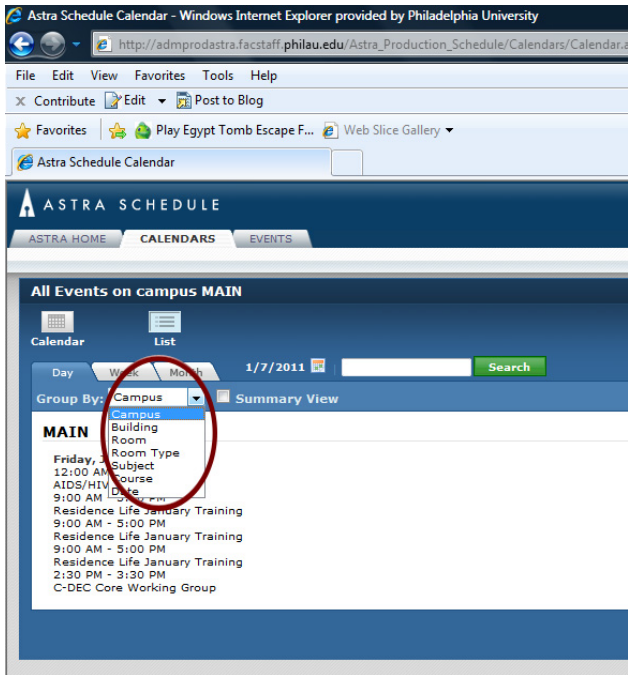


- The second button is the "List" button. Select the date you are looking for in that view by clicking on the calendar option



- Select the tab you wish to view (Day, Week or Month).

9. Using the “Group By:” drop down box choose how you would like the list sorted. We recommend sorting by building or room.



This will show you what is currently reserved in the space for that date(s).