

To Reserve a Room/ Check Room Availability

1. Go to <https://classroomscheduling.muohio.edu/AstraSchedule/Portal/GuestPortal.aspx>. Logging in is not necessary – you are automatically granted permission to request a room via guest access.
 - To check room availability, click on “Calendars” tab. Click on **Edit Filter** button. Make sure the Show Events and Show Sections checkboxes are checked. Choose the campus you want to check for available space (Oxford = “O”)/ Select a building. You can view an entire building or you can select a specific room. You may choose to select a specific room type or capacity range. Click on the **View Calendar** button.
 - Select the grid view in the upper left corner. You can choose to view a specific day or week. Click on the date selector located to the right of the default date listed.
 - The rooms in the building you chose will be listed on the left of the grid. Highlighting the room of your choice will bring up the events and sections scheduled in the room for the date chosen. Hovering over the yellow starburst next to the room will give you more information about the rooms listed.
 - Find an available time slot for the room you would like and click on the open space. This will take you to the event request form
 - Or, you can click on the green **“Request Event”** button in the upper right portion of the screen.
2. You will then come to a page that says “Welcome to the Event Request Wizard”. Type in the title of your event. Example: ENG department meeting
3. Directly beneath the title of your Event, select **“Room Request Form – Oxford”** from the drop-down list. Click **“Next”**. **NOTE:** If you select any other request form your request will NOT go to Oxford classroom scheduling.
4. Fill in all required fields, indicated by *
5. Click the grey **“Add/Remove Meetings”** button.
6. The meeting name and description you entered in the previous screen will carry forward to this screen. For “Meeting Type”, select the category most relevant to your event from the drop-down list.
7. Enter the maximum amount of attendees you expect in the “Max Attendance” box.
8. Specify the date(s) and time(s) of your meeting(s) in the “Meeting Times” field. If your event occurs at the same time on multiple days, use the “Add Recurring Meetings” feature. Otherwise, use the “Add Meeting” button. When you are finished adding dates/times, click the green **“Request Rooms”** button. You may have to reset the filter to the building and room of your choice in this version of Ad Astra.
9. For a description of the room, hover over the yellow dot next to the room name. When you have found the room(s) that you would like to schedule, click on the corresponding box that says “Available”. Click on the desired available room. You may select multiple rooms at once. Make sure you have selected at least one room for each meeting time. **NOTE:** If this box is red and says “Unavailable”, you are unable to request that room.
10. If you attempt to proceed without selecting at least one room for each meeting, you will receive an error message and will need to set up the filter again.
11. Click the green **“Save and Update Request”** button. This will take you back to the screen that you completed in step 6, except you will now be able to see all of your meetings and the rooms you selected. Review this information for accuracy.
 - If you need to make changes to your meetings, click the “Add/Remove Meetings” button.
 - If you need to make changes to your rooms, click the “Request Rooms” button.
12. Once you are finished reviewing or making changes, click the green **“Submit Request”** button.
13. A message will appear that says “We have received your request and will notify you of the approval status within 1-2 business days.” Click the green **“done”** button, then “logout” in the upper right corner. This will return you to the guest home page.