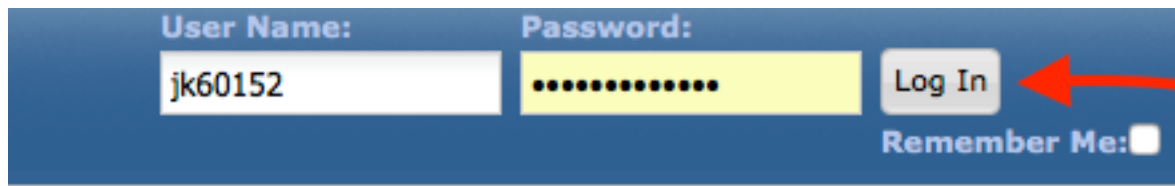


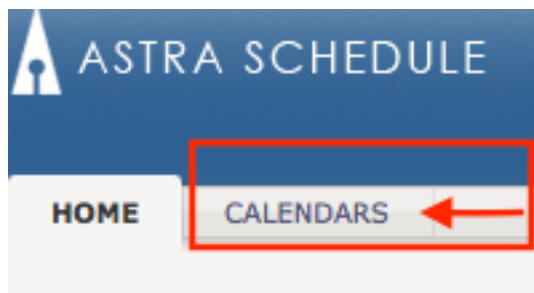
How to check the Astra Schedule

- Type **astra.uga.edu** in your web browser (use **Firefox**) You will get errors if you use any other browser. You must be on UGA campus!
- Login to Astra using your MyID and password, click “**Log In**” on the upper right side of the screen

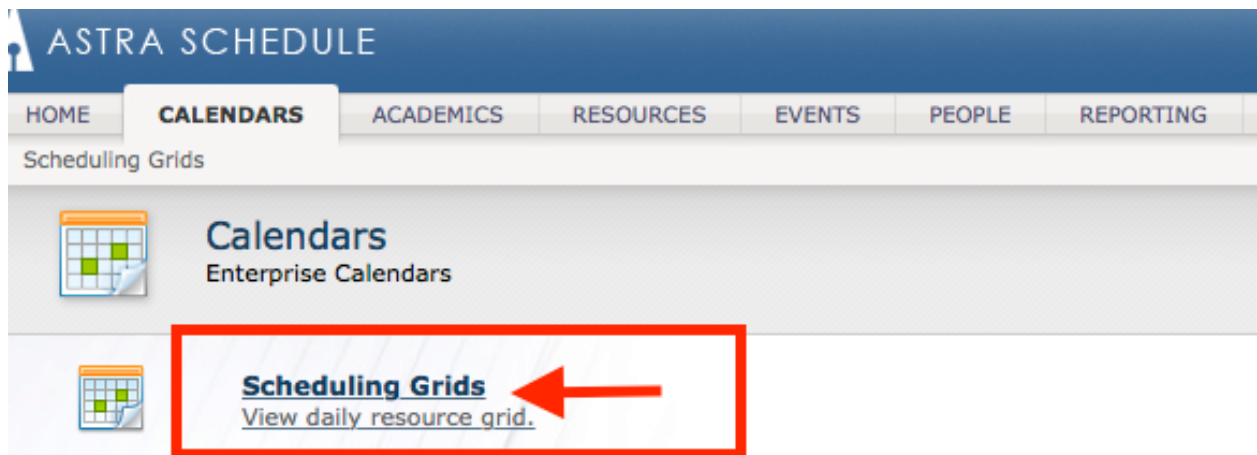


A screenshot of the Astra login interface. It features a blue header bar with the text "User Name:" and "Password:". Below "User Name:" is a text input field containing "jk60152". Below "Password:" is a yellow rectangular field with black dots representing a masked password. To the right of these fields is a grey "Log In" button, which is pointed to by a red arrow. Below the "Log In" button is a "Remember Me:" checkbox.

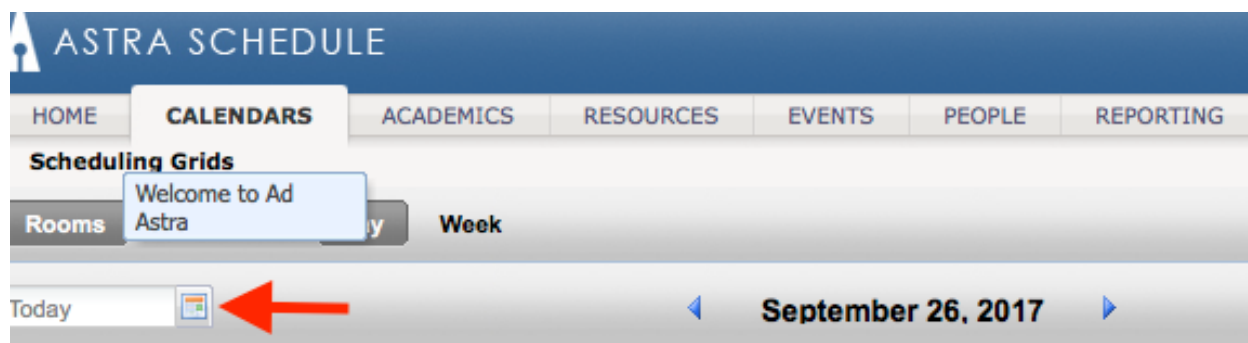
- Click “**Calendars Tab**”



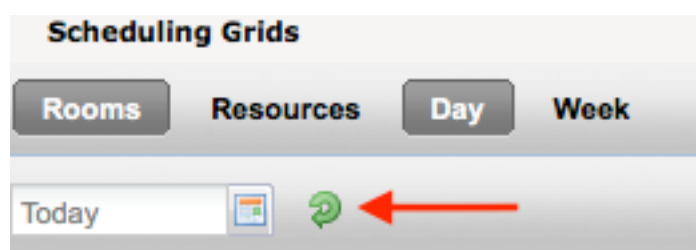
- Click “**Scheduling Grids**”



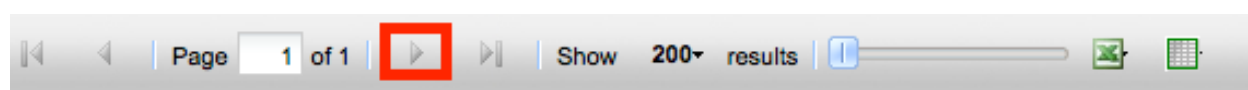
- Click the Calendar icon and choose the month and date you want to search, or simply type your date in the block that says “Today”



- Click the green arrow located next to the Calendar icon




- Click “Next Page” arrow at the bottom left of the page until you get to page 18. Building 1691 (HHSOM) and 1692 (PAC Orchestra Room) should be on pages 18 and 19



- Room numbers will be a 4-digit code listed next to the building number (ex. 1691 0200 for room 200 in HHSOM)

| Room | Building Cod | Campus | Type | Capacity |
|----------------------------------|--------------|--------|----------------------|----------|
| 1692 1140 Building Number | 1692 | ATH | Discipline Class Lab | 80 |
| 1691 0103 | 1691 | ATH | Rehearsal Space | 20 |
| 1691 0116 Room Number | 1691 | ATH | Rehearsal Space | 400 |

- | 6:00 AM | 7:00 AM | 8:00 AM | 9:00 AM | 10:00 AM | 11:00 AM | 12:00 PM | 1:00 PM |
|---------|---------|---------------------------|-----------|----------|-----------|-----------|---------|
| | | MUSI 4520/0 - Choral Tech | | | MUSI 3510 | | |
| | | | | | | | |
| | | MUSI 4530/0 - Instru Tech | | | MUSI 3500 | | |
| | | MUSI 1100 | MUSI 1100 | | MUSI 4786 | MUSI 3240 | |

- | 6:00 AM | 7:00 AM | 8:00 AM | 9:00 AM | 10:00 AM | 11:00 AM | 12:00 PM |
|---------------------------------|---|-----------------------------|---------|----------|-----------|----------|
| |  | MUSI 4520/0 - Choral Tech I | | | MUSI 3510 | |
| Any white space is available | | | | | | |

- MUSI 4530/0 - Instru Tech & Field Exper

MUSI 3500

MUSI 6840/CJT - Wind E

MUSI 4835/PER - M

MUSI 1100

MUSI 1100

MUSI 2100

MUSI 2100

Southern Wind

Applied

Section Details: MUSI 4530 0

| | |
|----------------------------|-----------------------------|
| Section Title: | Instru Tech and Field Exper |
| Term: | Fall 2017 |
| Campus: | ATH |
| Course Offering Id: | 29523 |

[View Section Details](#)

| | Meeting Type | Enrollment | Capacity | Days Met | Start Date | End Date | Start Time | End Time | Room | Instructor |
|---|--------------|------------|----------|----------|------------|-----------|------------|----------|----------------|----------------------|
|   | LEC | 18 | 30 | TR | 8/14/2017 | 12/5/2017 | 8:00 AM | 10:45 AM | 1691 0116 0116 | Alison Farley Raffle |

What to do after you check the schedule

NOTE: Performance halls are not listed in ASTRA. In order to see **Edge, Ramsey or Hodgson**, login to **Maestro** and check the room calendars for the desired performance space. (see Maestro Navigation for step by step instructions)

- Once students have found the room they need, they should email **musicreq@uga.edu** with the room number, start time and end time, date requested, purpose of the room request, and number of people involved in the reservation.
- A reservation is only complete once a student receives confirmation that it is scheduled. **Just because you submit a request and it's approved by your instructor, does not mean that it is scheduled!**
- Requests are accepted on a first-come first-served basis, based on policies regarding room use within the School of Music.
- **IMPORTANT:** Please allow a minimum of 24 hours to hear back about a room reservation request. Thanks for planning ahead.