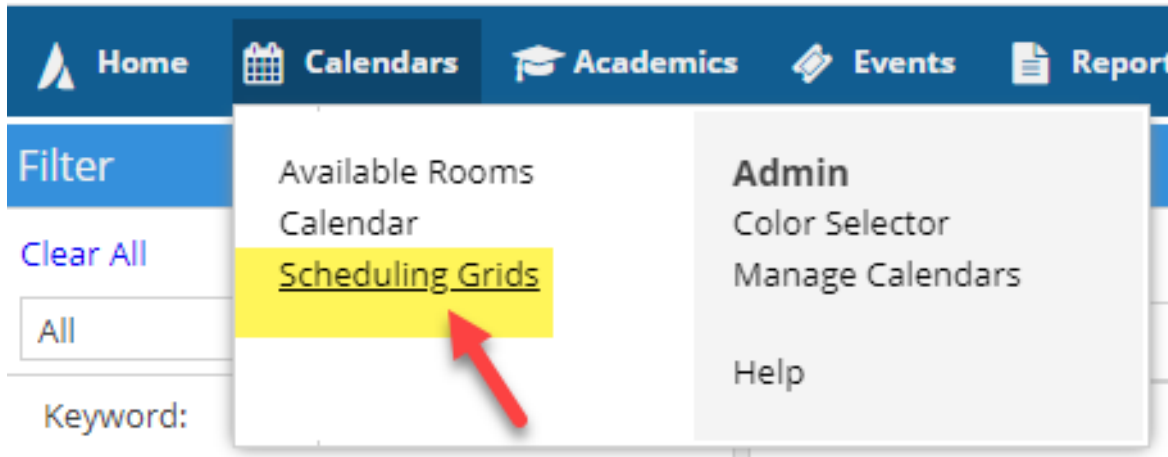
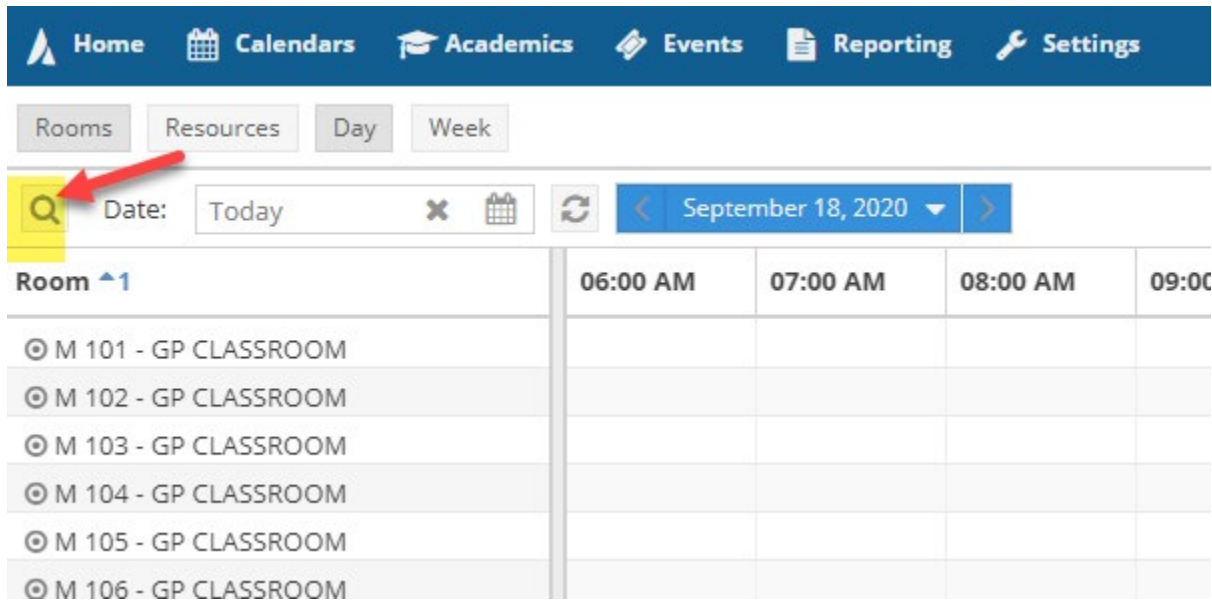


How to View Scheduling Grids in Calendar

From the homepage, click on Calendars from the navigation bar, then Scheduling Grids.



Click on the magnifying glass to view filters



You can search by building, by room, region, and room type

After selecting your filters, click search

Note: Make sure "Include Events" and Include "Academics box" are always selected in the filter

The screenshot shows the top navigation bar with 'Home', 'Calendars', 'Academics', 'Events', 'Reporting', and 'Settings'. Below the navigation bar are tabs for 'Rooms', 'Resources', 'Day', and 'Week'. A search bar is located at the top left, with a red arrow pointing to the search icon. The main content area is a calendar grid for 'September 18, 2020'. The grid has columns for time slots from 06:00 AM to 01:00 PM. The rows are labeled 'Room' and list various rooms such as 'M 101 - GP CLASSROOM', 'M 102 - GP CLASSROOM', etc. Some cells in the grid contain a 'Debate' event. A '07:30 AM' event is also visible in the 07:00 AM slot for room M 120.

This screenshot shows the filter panels on the left side of the interface. The 'Event Filters' panel is expanded, showing several options: 'Include Events' (checked), 'Include Setup/Teardown' (unchecked), and 'Include Pre/Post' (unchecked). A red arrow points to the 'Include Events' checkbox. Below this are 'Event Type' and 'Event Meeting Type' sections. The 'Academic Filters' panel is also expanded, showing 'Include Academics' (checked). A red arrow points to the 'Include Academics' checkbox. The main content area shows the same calendar grid as the previous screenshot, but with a different set of rooms visible, including 'M 101 - GP CLASSROOM', 'M 102 - GP CLASSROOM', etc.

On the room description area, you can add or remove columns

CHOOSE COLUMN: [SELECT...]

Room	Capacity	06:00 AM	07:00 AM	08:00 AM	09:00 AM	10:00 AM	11:00 AM
M 341 - NON GP CLASSRO...	14						
M 323 - CONFERENCE RO...	12						
M 317 - CONFERENCE RO...	25						
M 315 - CONFERENCE RO...	15						
M 252E - CONFERENCE RO...	14						
M 212 - LECTURE CLASSRO...	9						
M 122 - GP CLASSROOM	10						
M 120 - GP CLASSROOM	10						
M 119 - GP CLASSROOM	6						
M 118 - GP CLASSROOM	13						
M 117 - GP CLASSROOM	13						
M 116 - GP CLASSROOM	13						
M 115 - GP CLASSROOM	13						
M 113 - GP CLASSROOM	13						
M 111 - GP CLASSROOM	10						
M 109 - GP CLASSROOM	11						
M 108 - GP CLASSROOM	12						
M 107 - GP CLASSROOM	14						
M 106 - GP CLASSROOM	12						
M 105 - GP CLASSROOM	14						
M 104 - GP CLASSROOM	8						
M 103 - GP CLASSROOM	10						
M 102 - GP CLASSROOM	8						

Use Default Sort

Columns

- Room Id
- Room
- Building Code
- Building Name
- Campus
- Type
- Capacity
- Name
- Number
- Description

You can view Calendar by day or week. You can change the date by selecting a date from the dropdown or click the arrow to view the next day. The grids in green are events and the grids in blue are academics.

The screenshot shows a calendar interface with a top navigation bar containing 'Rooms', 'Resources', 'Day', and 'Week' tabs. A search bar and a date dropdown set to 'September 18, 2020' are visible. Below the navigation is a list of filters for Location (Campus, Building, Room, Region, Room Type) and Capacity. A table lists various rooms and their capacities. The main grid shows a timeline from 06:00 AM to 10:00 PM. Green rows represent 'Debate' events, and blue rows represent academic sections.

You can change the start and end time by clicking on settings button below

This screenshot shows the top header of the calendar interface. It includes a blue bar with the number '1146740' and a question mark icon. Below this is a navigation bar with a 'Filter: Select...' dropdown, an 'Add Event' button, and a settings gear icon highlighted by a red arrow.

The 'Calendar Configuration' dialog box is shown, divided into 'Academic Sections' and 'Events' sections. Each section has options for 'Use Seat Fill Coloring', 'Use Max Enrollment/Attendance', and 'Use Actual Enrollment/Attendance'. There is also an 'Over Fill Color' dropdown set to 'Select'. At the bottom, two dropdown menus are highlighted in yellow: '* Daily Grid Start Time' set to '6:00 AM' and '* Daily Grid End Time' set to '11:00 PM'. At the very bottom are 'Close', 'OK' (highlighted with a red arrow), and 'Cancel' buttons.