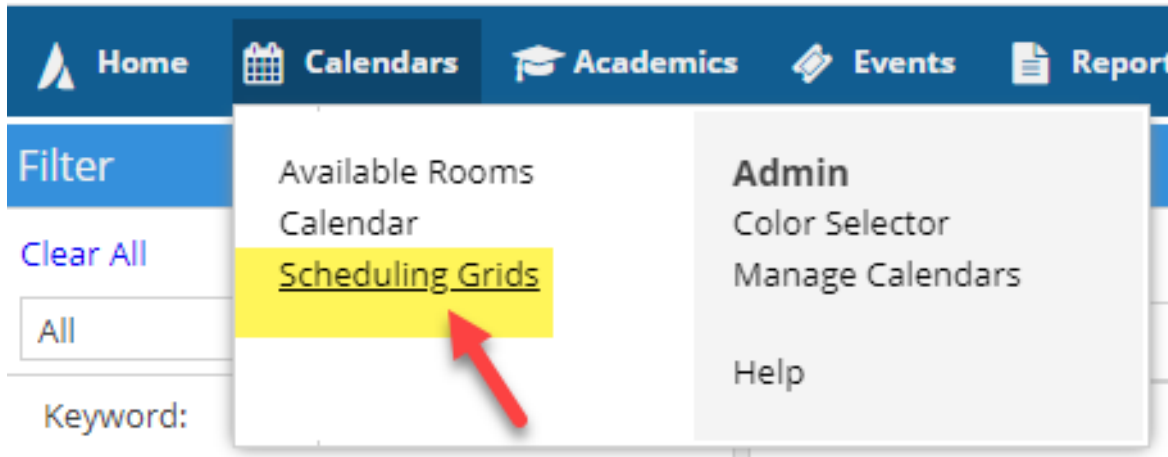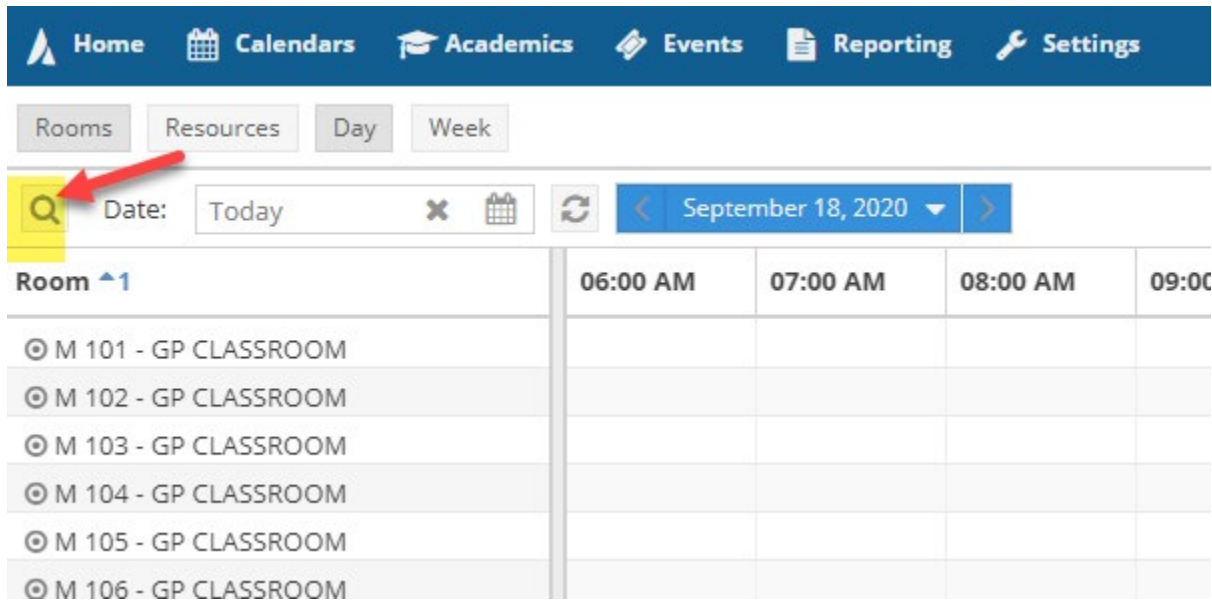# How to View Scheduling Grids in Calendar

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

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

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.

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