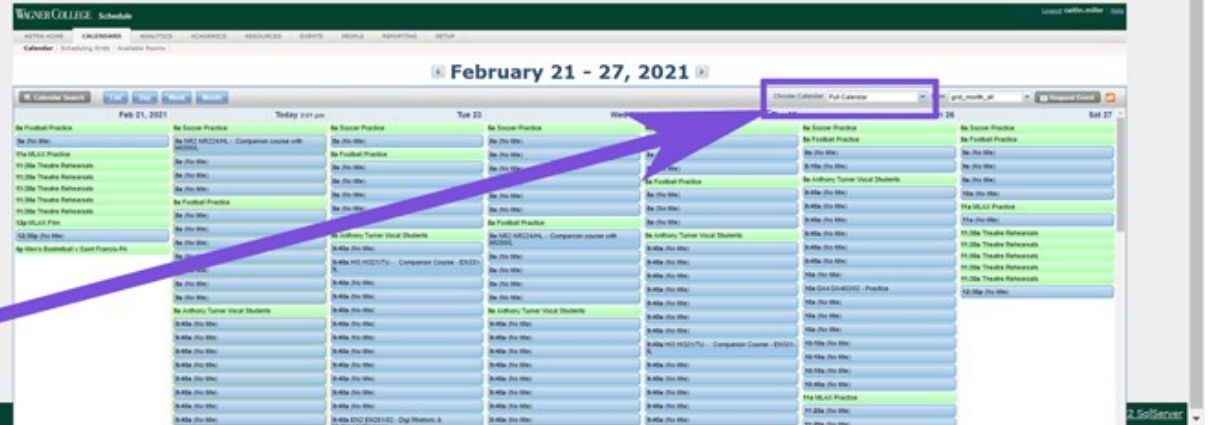


To view calendar to determine availability:
 Step 1: Click on the “Calendars” menu option followed by “Calendar” in the submenu both marked in red above.

Calendar will initially appear similar to image to the right. As with the “Scheduling Grid” view always make sure to start by selecting “Full Calendar” in “Choose Calendar” drop-down marked in purple.



The image below is a larger version of the screenshot in Step 1. Filtering options are detailed below.

The entire calendar view can be a little overwhelming to here are some tips and options to filter:

1. Typically, anything appearing in green is a meeting/event and anything in blue is a credit class. You can hover over the meeting or class to view additional details.
2. To filter by a specific room click on the "Calendar Search" button marked in red above. This filter function is the same as in the scheduling grid view that you can filter by building, room or if you are looking for a previously scheduled meeting or class you can also search by event contact or faculty. Image of this is to the left.
3. The image above is showing for the entire month, you can also change to a weekly view or daily view by clicking on the buttons marked in purple above. To scroll through the calendar click the < and > buttons to the left and right of the displayed date marked in orange above.

February 21 - 27, 2021

Calendar Search		List	Day	Week	Month	Choose Calendar: Full Calendar	Filter: grid_month_all	Refresh
Feb 21, 2021	Today 3:36 pm	Tue 23	Wed 24	Thu 25	Fri 26			
1p (No title)	1p Football Team Meetings	1p Football Team Meetings	1p Football Team Meetings	1p Football Team Meetings	1p Football Team Meetings			

This is how the calendar would display the weekly schedule for Spiro Hall Room 4.