Viewing the SON calendar on the Astra Schedule Website

Go to the Astra Schedule website and login using the login windows on the upper right hand site of the webpage. This is your UT-Health login and password (used for Blackboard and email)

https://astraprod.uth.tmc.edu/AstraProd/

Click on the **CALANDARS** Tab

Click on the **Scheduling Grids** link
Once on the scheduling calendars page you may see a calendar that is not the SON calendar. If you do not see the SON calendar, click on the far upper right calendar selection drop down and choose the “SON calendar”.

You will now see the School of Nursing Calendar. The default is the Daily Grid View which shows a grid view of what is happening for the day selected. The column on the left hand side lists all the rooms within the SON building. The row across the top, details the time of day.
To choose a particular day click on the **calendar Icon** and click on the date you wish to see and press the update results button.

To request a room please email sonrooms@uth.tmc.edu and let us know what room you prefer, the expected number of people you expect to attend, the name of the event or class, and if you will be needing any special support or if this reservation will require video or telephone conferencing.