• Login to SAGE Community [https://learn.cnm.edu](https://learn.cnm.edu)
• From the home page, click the COMPUTER LABS button.
• Click **Date Lookup** in the Lab Reservations menu.

• Click the **Astra Schedule** logo on the lookup page.
These instructions demonstrate how to view lab schedules as a guest user. Astra user accounts and off-campus access to the site should be ready by Fall term. The Astra Schedule website will open in a new window or tab. **Do not** use your CNM credentials to Log In – it will not work.

Click the **CALENDARS** tab. Next, click the **Scheduling Grids** link.
This is the **Day View** of the **Scheduling Grid**.

Every room, on all campuses, is displayed. In order to show only the SAGE computer labs, some filters need to be applied.
Click the magnifying glass to access more search options and filters.

In order to view SAGE-specific computer labs, there are three filter categories that need to be customized:

1. Location
2. Events
3. Academics
Open the **Building** filter by clicking on the plus button next to the word ‘Building’

Use the checkboxes to select all of the SAGE computer labs:

- ✓ **J** (JMMC)
- ✓ **KC** (Main)
- ✓ **MS** (Main)
- ✓ **MJG** (Westside)

You can select fewer rooms if you are interested in only one campus.

This will reduce the list of 500+ rooms down to 18.
Open the Room Type filter. Be sure to choose 'Room Type' not just 'Room'.

Scroll the alphabetical list down to labs.

There are over 50 kinds of labs at CNM; you’ll need to check only two.

✓ LAB – COMPUTER
✓ LAB – COMPUTER (SCHOOL)

You must select both kinds of labs to make all of them appear in your search.
Scroll the list of filters down to the **Event Filters**. Check the box to ‘Include Events:’

Scroll a little lower, to the **Academic Filters**. Then, check the box to ‘Include Academics:’

- **‘Events’** are computer lab reservations and meetings scheduled into each room.

- **‘Academics’** are classes that are assigned to a lab as its regular classroom.

It’s important to select **both** events and academics. Otherwise, a lab may appear to be available when it is actually in use.
Click the **Search** button at the top to apply the filters.

The Scheduling Grid now displays all of the classes and reservations in each of the labs for today.

Blue boxes are classes. Green boxes are events (labs).
To view a different day, click the **Date** above the Scheduling Grid *(not above the search filters)*.

Click the calendar that appears or browse one day/month at a time using the arrows.