
ASTRA TRAINING FOR DEPARTMENTAL SCHEDULERS

COURSE DESCRIPTION:

Participants will use Astra to create events and assign the appropriate room for each academic section or event. The course will review the function of the Calendars, Academics, Events, and Resources features in Astra.

AUDIENCE:

This class is appropriate for staff who work with room scheduling in their department.

OBJECTIVES:

Upon completion of this course, participants will be able to:

1. Review the Calendar, Academics, Events, and Resources features in Astra
2. Assign a room to a section and/or an event

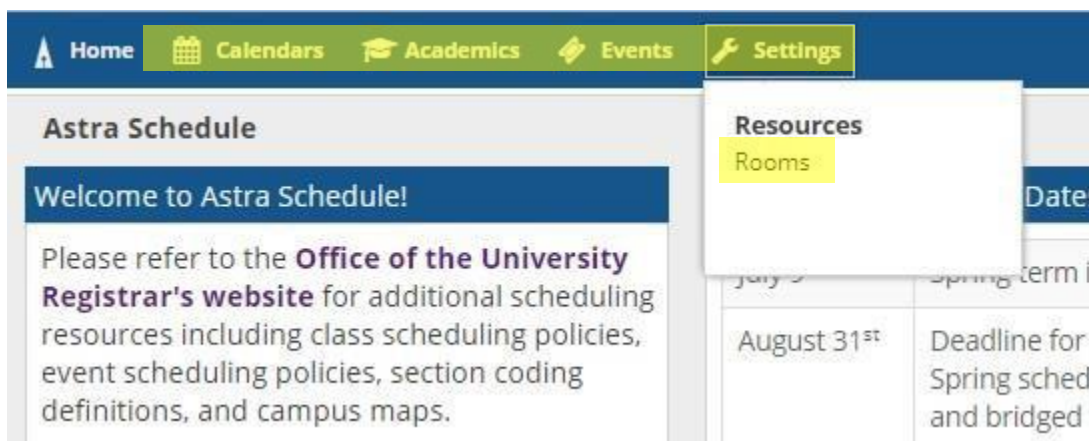
ACCESS AND SECURITY

- Access Astra at: schedule.ua.edu
- Scheduling policies and resources can be found at <https://registrar.ua.edu/faculty-staff/academic-scheduling-roomseek/>
- Anyone can use Astra as a guest to search for room space or submit a request to reserve a room.
- You must have security and an account set up in Astra before you can schedule a room.
- **Please make sure when scheduling an academic section, you do so through the ACADEMICS tab, not the EVENTS tab.**

ASTRA HOME

Use the navigation menu at the top of the page to access specific areas.

- Calendars – Click *Calendar* or *Scheduling Grids* to view all calendar entries.
- Academics – Click *Sections* to assign rooms to your academic sections.
- Events – Click *Request Event* to open and submit an event request for space outside of your region. If you have an Astra account, you will be able to schedule an event in your region on this tab as well.



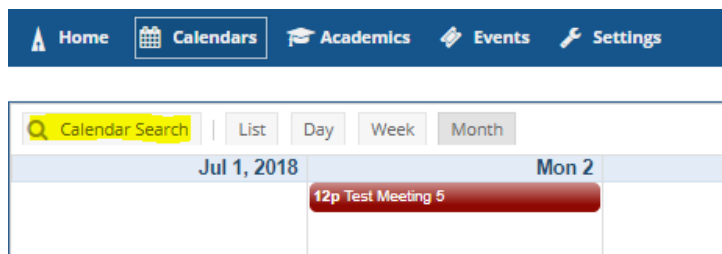
- Resources – Click the *Settings* tab and then click *Rooms* and filter for a specific building, region, and/or room type. Information including occupancy limits and contact information for booking may be found on this tab.

CALENDARS

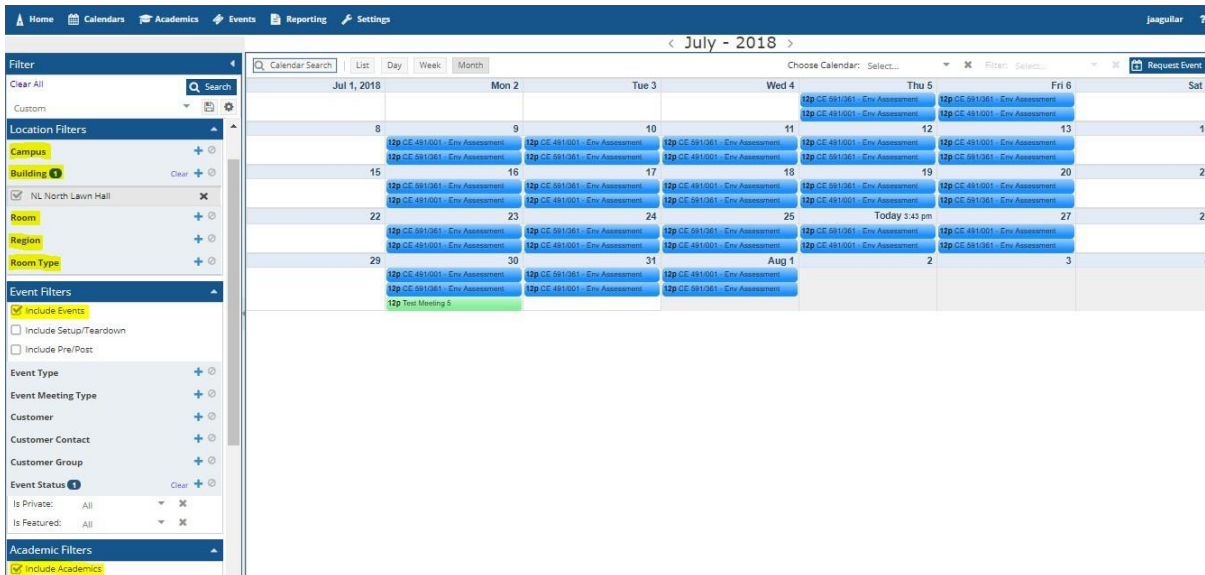
VIEW THE CALENDAR

Under the Calendar tab, there are two Calendar options: *Calendar* and *Scheduling Grids*. The Calendar view displays all events and/or academic sections scheduled in a particular day, week or month based on filter settings. Scheduling Grids displays the events and academic sections scheduled in specified rooms in a timetable format for a particular day or week based on filter settings.

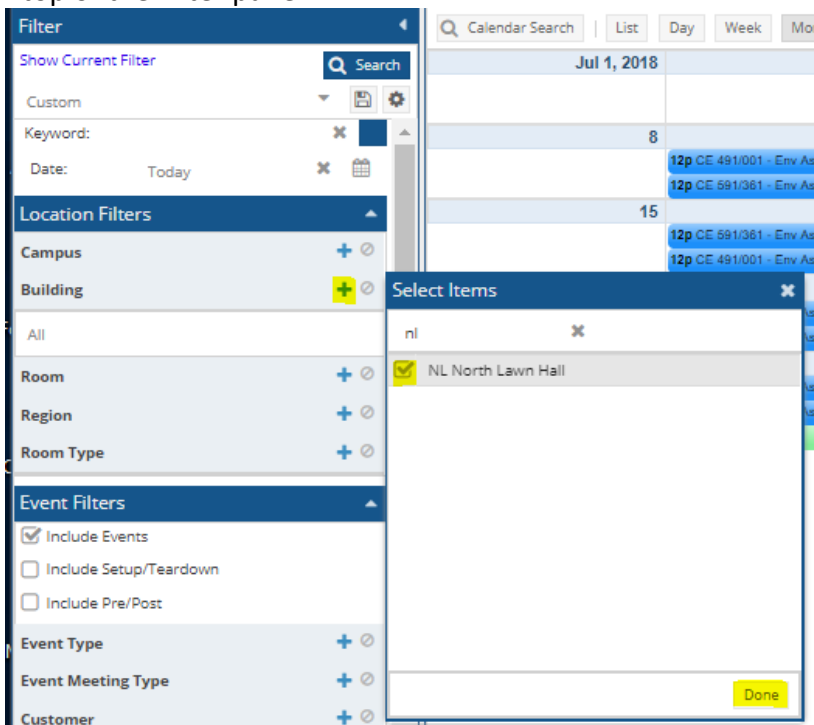
To set the filters to display the desired information in *Calendar* view, click the *Calendar Search* button.



Enter your search criteria (Location, Event, and/or Academic filters) and click *Search*. ***Be sure to check the “Include Events,” “Include Academics,” and “Include Holidays” boxes to view all calendar entries.** Blue bubbles indicate academic sections, and green bubbles indicate events. Hovering over a bubble will allow you to view a summary of the event or section.

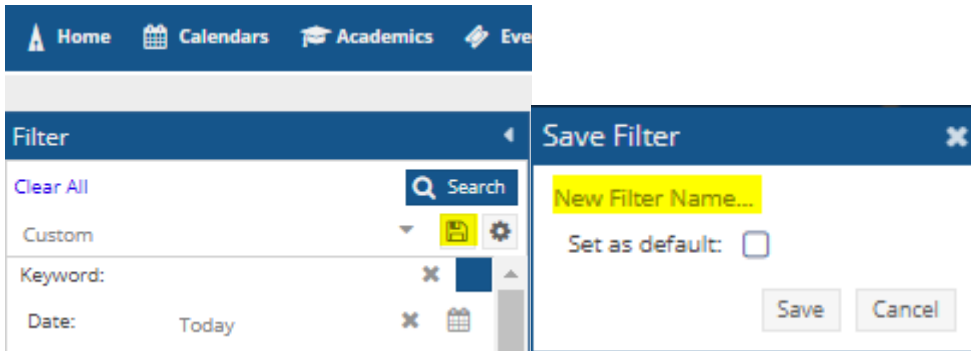


When setting a filter, you must check the check box next to your selection and click the *Done* button in order to apply the filter. Once all filters have been added, click the *Search* button at the top of the Filter pane.



SAVING CUSTOM FILTERS

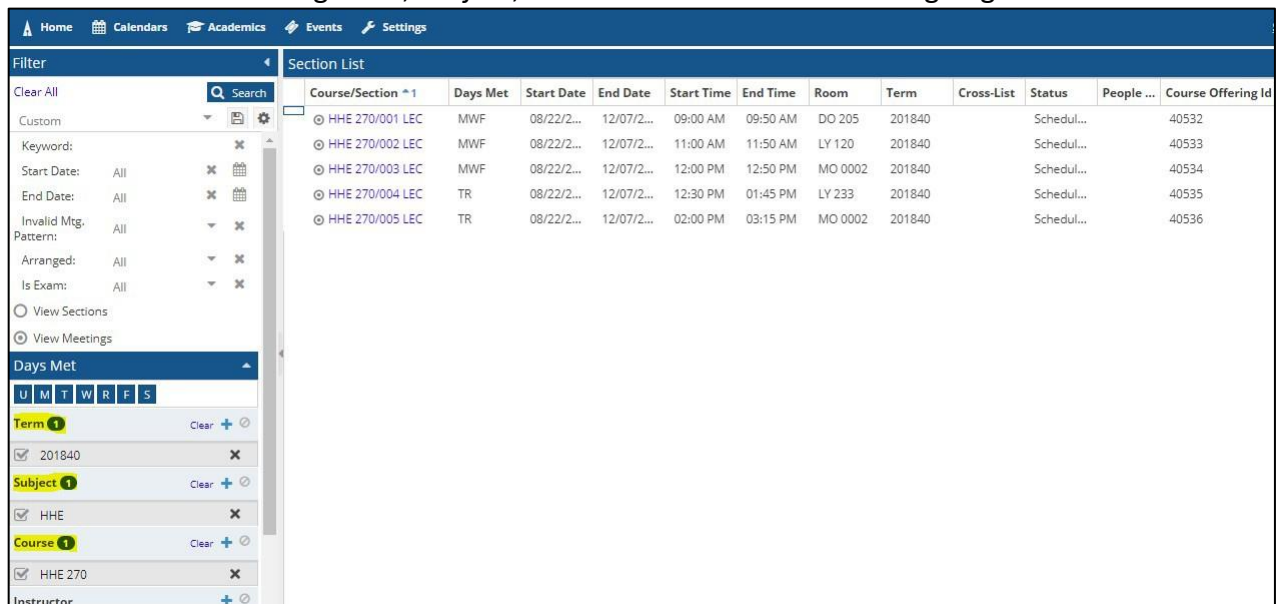
If you have an Astra account, you can save your filter and create a default filter by clicking the floppy disk icon at the top of the Filter pane. Name your created calendar filter and then click *Save*. If you would like this filter to be your default filter, check the *Set as default* check box.



ACADEMICS

Click the *Sections* link under the *Academics* tab to assign rooms to your academic sections. **ALL ACADEMIC SECTIONS SHOULD BE SCHEDULED USING THE ACADEMICS TAB. DO NOT USE THE EVENTS TAB TO SCHEDULE ACADEMIC COURSES.**

We recommend using *Term*, *Subject*, and *Course* as filters when assigning a section.



Course/Section +1	Days Met	Start Date	End Date	Start Time	End Time	Room	Term	Cross-List	Status	People ...	Course Offering Id
HHE 270/001 LEC	MWF	08/22/2...	12/07/2...	09:00 AM	09:50 AM	DO 205	201840		Schedul...		40532
HHE 270/002 LEC	MWF	08/22/2...	12/07/2...	11:00 AM	11:50 AM	LY 120	201840		Schedul...		40533
HHE 270/003 LEC	MWF	08/22/2...	12/07/2...	12:00 PM	12:50 PM	MO 0002	201840		Schedul...		40534
HHE 270/004 LEC	TR	08/22/2...	12/07/2...	12:30 PM	01:45 PM	LY 233	201840		Schedul...		40535
HHE 270/005 LEC	TR	08/22/2...	12/07/2...	02:00 PM	03:15 PM	MO 0002	201840		Schedul...		40536

Click the desired section to open it in edit mode. To assign a room, click the house icon next to the meeting pattern.



To drop the room assignment, click the red circle icon next to the meeting pattern.



Once you click the house icon to assign a room, a window will display to allow you to search for a room. You can set the filters based on the section's room needs. Available rooms within your scheduling region will say *Available*. To use this room, click the *Available* box so that it turns green and says *Selected* and then click *OK*.

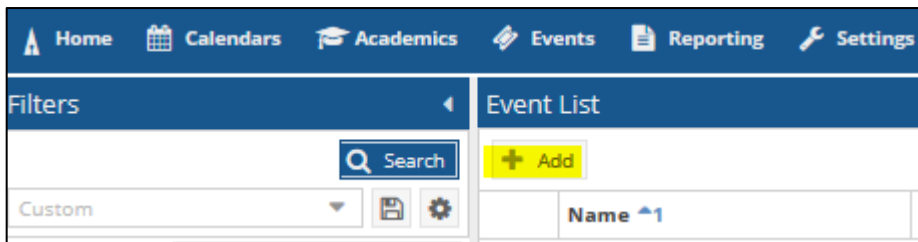
If a room says *Avail (Request)*, the room is outside of your scheduling region and cannot be selected. To use this room, an email request must be sent to the scheduler over that space so they can assign the room for you. If you are unsure who schedules a particular space, please email schedule@ua.edu. The below screenshot shows what a room looks like if it is available, unavailable, has conflicts with another section or event, or has been selected to be scheduled.

Room	Score	Status
LY 233	85	Avail (Request)
LI 1018	40	Available
LI 1032	50	Unavailable
LI 2018	40	Available
LI 2019	93	Conflicts(15 of ...)
LI 2020	50	Conflicts(15 of ...)
LI 2036	40	Available
LI 3015	40	Selected
LI 3030	40	Conflicts(16 of ...)
NL 1000	52	Unavailable
NL 1010	70	Unavailable
NL 1011	67	Unavailable
NL 1012	70	Unavailable
NL 1013	70	Unavailable

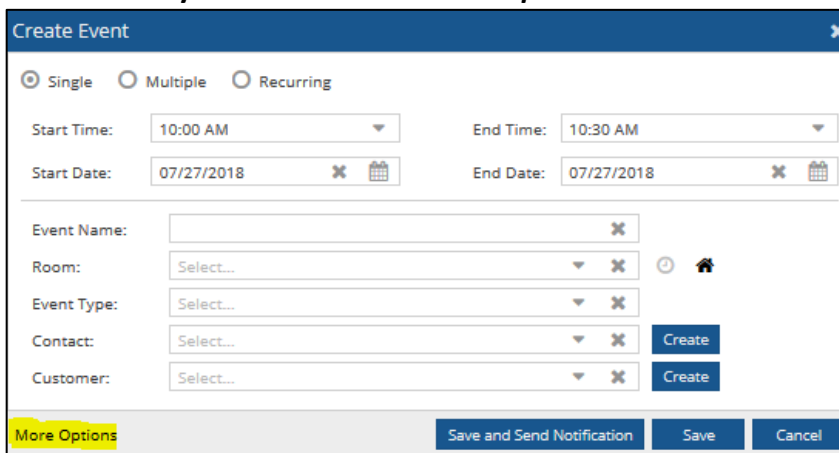
EVENTS

The Events tab is used to view and manage your events as well as enter requests for events in rooms outside your scheduling area.

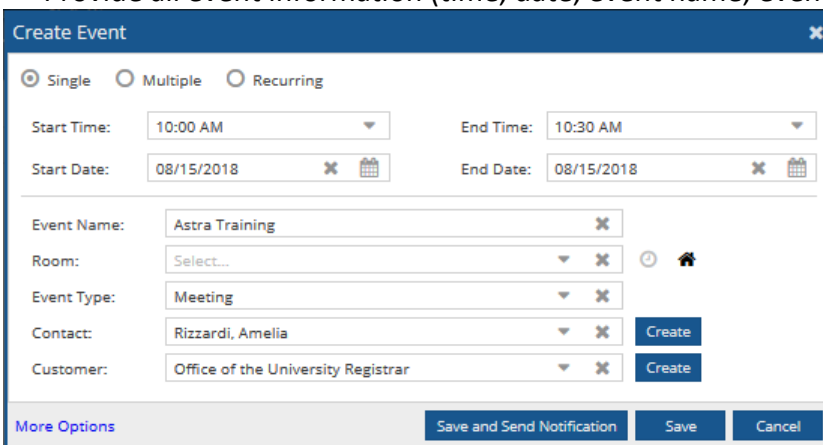
To create an event within your region, click on the *Events* link located under the *Events* tab. Then click the *Add* button.



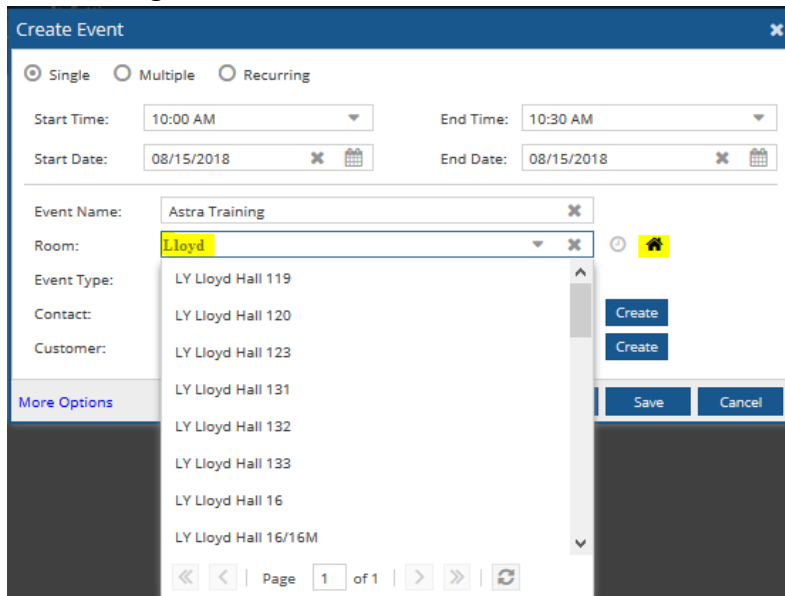
The *Create Event* window will open. This window can be used to create single meetings, multiple meetings, or recurring meetings that will meet in a single room. **If multiple rooms are needed for the event you must click the *More Options* link to create and schedule your event.**

A screenshot of a 'Create Event' dialog box. At the top, there are three radio buttons: 'Single' (selected), 'Multiple', and 'Recurring'. Below these are two rows of time and date pickers. The first row has 'Start Time: 10:00 AM' and 'End Time: 10:30 AM'. The second row has 'Start Date: 07/27/2018' and 'End Date: 07/27/2018'. Below these are five dropdown menus: 'Event Name', 'Room', 'Event Type', 'Contact', and 'Customer'. Each dropdown menu has a small 'x' icon to its right. To the right of the 'Room' dropdown is a small house icon. At the bottom right, there are two 'Create' buttons. At the bottom left, there is a 'More Options' link highlighted in yellow. At the bottom center, there are three buttons: 'Save and Send Notification', 'Save', and 'Cancel'.

Provide all event information (time, date, event name, event type, contact, and customer).

A screenshot of the 'Create Event' dialog box, similar to the previous one, but with example data filled in. The 'Single' radio button is selected. The 'Start Time' is 10:00 AM and the 'End Time' is 10:30 AM. The 'Start Date' is 08/15/2018 and the 'End Date' is 08/15/2018. The 'Event Name' dropdown is filled with 'Astra Training'. The 'Room' dropdown is 'Select...'. The 'Event Type' dropdown is filled with 'Meeting'. The 'Contact' dropdown is filled with 'Rizzardi, Amelia'. The 'Customer' dropdown is filled with 'Office of the University Registrar'. The 'More Options' link is highlighted in blue. The 'Save and Send Notification', 'Save', and 'Cancel' buttons are at the bottom.

To search for a room, begin typing a building name in the *Room* field or click the house icon to the right of this field.



The screenshot shows a 'Create Event' window with the following fields and options:

- Event Type: Single, Multiple, Recurring
- Start Time: 10:00 AM, End Time: 10:30 AM
- Start Date: 08/15/2018, End Date: 08/15/2018
- Event Name: Astra Training
- Room: Lloyd (dropdown menu is open)
- Event Type: LY Lloyd Hall 119
- Contact: LY Lloyd Hall 120
- Customer: LY Lloyd Hall 123
- LY Lloyd Hall 131
- LY Lloyd Hall 132
- LY Lloyd Hall 133
- LY Lloyd Hall 16
- LY Lloyd Hall 16/16M

Buttons: Create, Create, Save, Cancel

If you already have a specific room in mind that you would like to use for the event but the room is unavailable during the date and/or time you selected, you can use the clock icon to the right of the *Room* field to find a date and/or time that the room is available.

Once all event information has been provided, click either *Save* or *Save and Send Notification*. The *Save and Send Notification* button will allow you to provide the name and email address of someone to whom you can send an event scheduling confirmation mail.

NOTE: The quick add *Create Event* screen will not provide you with an event reservation number. If you would like to know the reservation number for your event, you will either need to send a confirmation notification to yourself or click the *More Options* link.

Event Information

Reservation #: 20180727-00002 * Owner: User, Test

* Event Name: Astra Training * Event Type: Meeting

Description:

Event Status: Initial to Schedule by testuser

* Contact: Rizzardi, Amelia Est. Attend: 0

* Customer: Office of the University Registrar Private:

Notify: Featured:

Meetings Additional Contacts Attachments Reminders Attendees Notes Calendar Description History

+ Add Meeting Edit Selected Assign Rooms Request Resources Drop Selected

Name	Status	Start Date	Start Time	End Time	End Date	Room	Room Configuration
Astra Training		08/15/2018	10:00 AM	10:30 AM	08/15/2018	LY Lloyd Hall 120	Standard

RESOURCES

The *Rooms* feature located under the *Settings* tab can be used to view the features (capacity, room type, equipment, etc.) of specific rooms within specific buildings. You can search for rooms by *Building*, *Region*, or *Room Type*. To review the features of a room, set your filters and click *Search*.

Room List

Filter: Clear All Search

Room Number:

Campus:

Building 1: LY Lloyd Hall

Region:


Room Type:

Room	Building Code	Campus	Type	Capacity
LY Lloyd Hall 119	LY	MA	CLASSROOM	51
LY Lloyd Hall 120	LY	MA	CLASSROOM	56
LY Lloyd Hall 123	LY	MA	CLASSROOM	56
LY Lloyd Hall 131	LY	MA	CLASSROOM	34
LY Lloyd Hall 132	LY	MA	CLASSROOM	100
LY Lloyd Hall 133	LY	MA	CLASSROOM	88
LY Lloyd Hall 16	LY	MA	CLASSROOM - COMPUTER	162
LY Lloyd Hall 16/16M	LY	MA	CLASSROOM - COMPUTER	210
LY Lloyd Hall 16M	LY	MA	CLASSROOM - COMPUTER	48
LY Lloyd Hall 202	LY	MA	CLASSROOM	35
LY Lloyd Hall 215	LY	MA	CLASSROOM	16
LY Lloyd Hall 222	LY	MA	CLASSROOM	75
LY Lloyd Hall 226	LY	MA	CLASSROOM	98
LY Lloyd Hall 227	LY	MA	CLASSROOM	86
LY Lloyd Hall 228	LY	MA	CLASSROOM	32
LY Lloyd Hall 233	LY	MA	CLASSROOM	57
LY Lloyd Hall 235	LY	MA	CLASSROOM	75
LY Lloyd Hall 306	LY	MA	CLASSROOM	34

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Click on the room link to view detailed information about that room. Be sure to scroll to the bottom of the page to view usage and contact information.

Room LY Lloyd Hall 119



*Room #: Square Feet:

*Room Name: Max Occ:

*Room Type: Phone #:

SIS Key: Key #:

Description:

May Not Schedule

Arranged Section

Do Not Optimize

May be Shared by up to Sections

HVAC Zone:

*Campus:

*Building:

Configurations

[+ Add Configuration](#)

Name	Facility Layout	Default Configuration	Capacity
<input checked="" type="checkbox"/> Standard	Default	true	51

Features

[+ Add Feature](#)

Name	Quantity	Description
<input checked="" type="checkbox"/> Laptop Ethernet Port		Laptop Network Connection
<input checked="" type="checkbox"/> Help Phone		Installed
<input checked="" type="checkbox"/> Document Camera	1	Document Camera
<input checked="" type="checkbox"/> Laptop Display Connection		Laptop Display Connection
<input checked="" type="checkbox"/> Lecture Capture Ready		Lecture Capture Ready
<input checked="" type="checkbox"/> PC	1	Computer Type
<input checked="" type="checkbox"/> Projector	2	Display Device
<input checked="" type="checkbox"/> Touch Panel Podium Control System		Multimedia Control System
<input checked="" type="checkbox"/> Lapel Microphone		Microphones
<input checked="" type="checkbox"/> Remote Assistance		Remote Assistance
<input checked="" type="checkbox"/> Podium Microphone		Microphones
<input checked="" type="checkbox"/> Interactive Monitor		Computer Monitor