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** (please be aware that this website will only work when connected to campus servers).
- 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**.

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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.
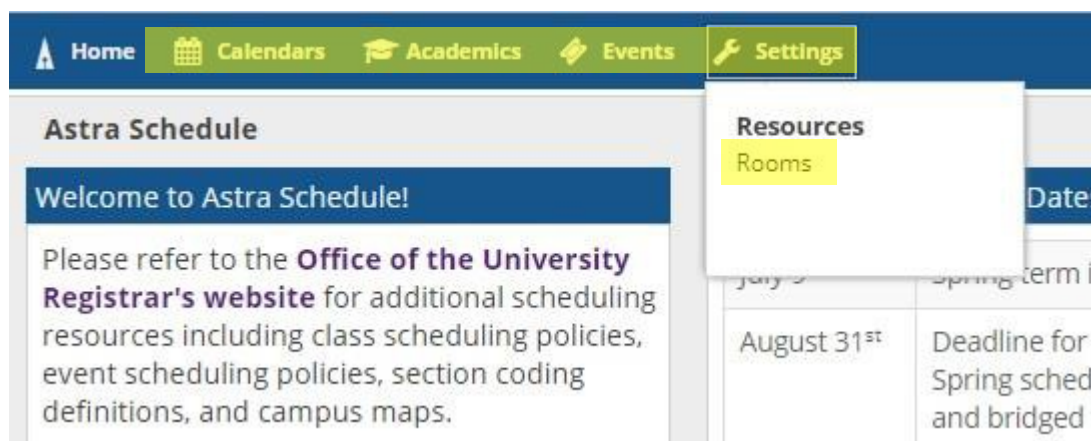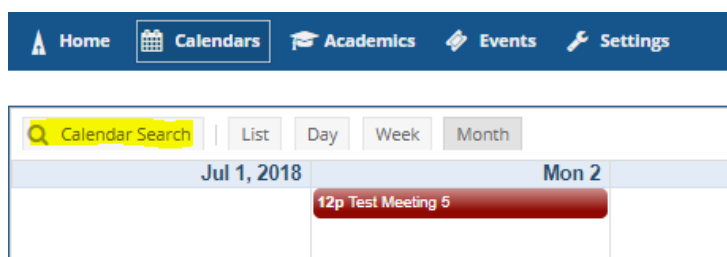

CALENDARS

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.
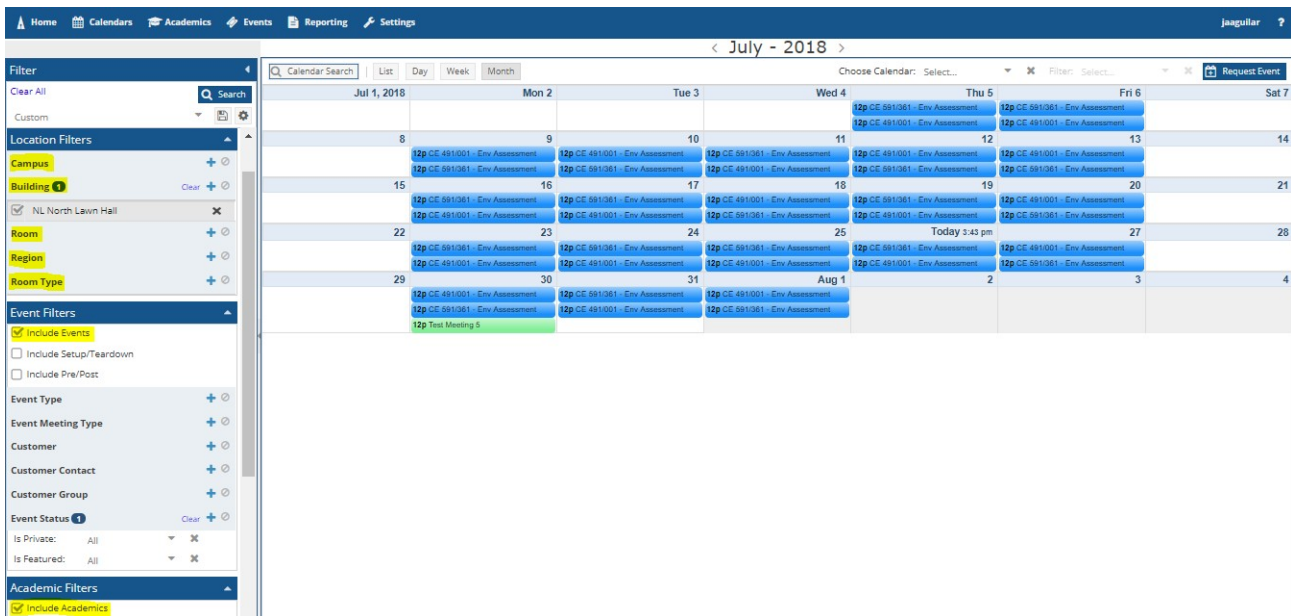

When setting a filter, you must check the check box next to your selection and click the *Done* button in order to apply the filter. Once all filters have been added, click the *Search* button at the top of the Filter pane.
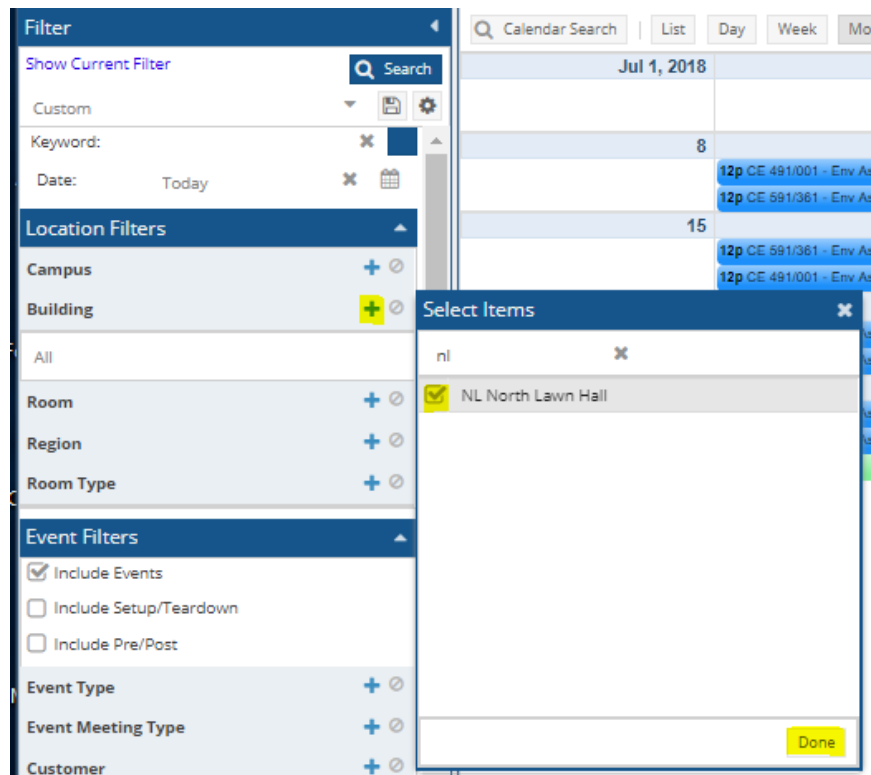
SAVING CUSTOM FILTERS

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.
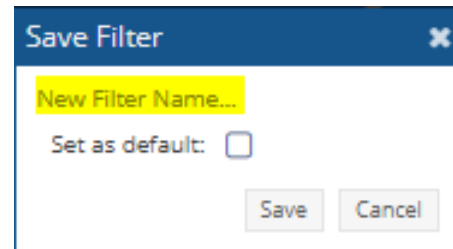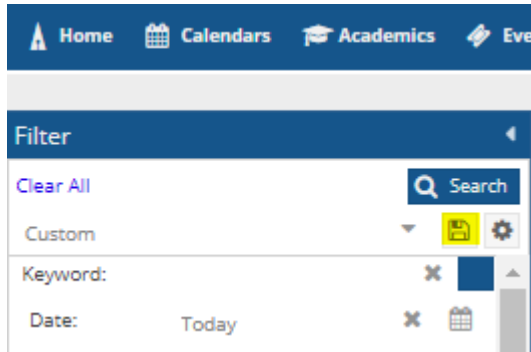
ACADEMICS

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.

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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 ▲1	Score	HHE 270 004 (LEC) 8/22/2018-12/7/2018 TR 12:30-1:45pm Enrollment: 0
...	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

Filter panel: Clear All, Search, Custom, Time, Show Additional Mtg. Patterns, Room Options, Show Only Available Rooms, Show Shared Rooms, Show Alt Room Configs, Capacity: Between and, Campus 1, Building 2, Room, Region, Room Type, Feature

MA HHE 270/004 / Personal Health (Standard) MA

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OK   Cancel
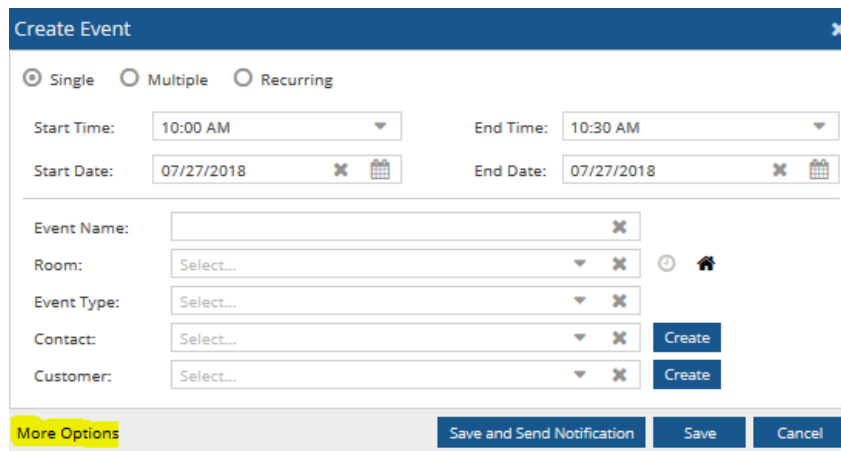
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The Events tab is used to view and manage your events as well as enter requests for events in rooms outside your scheduling area.
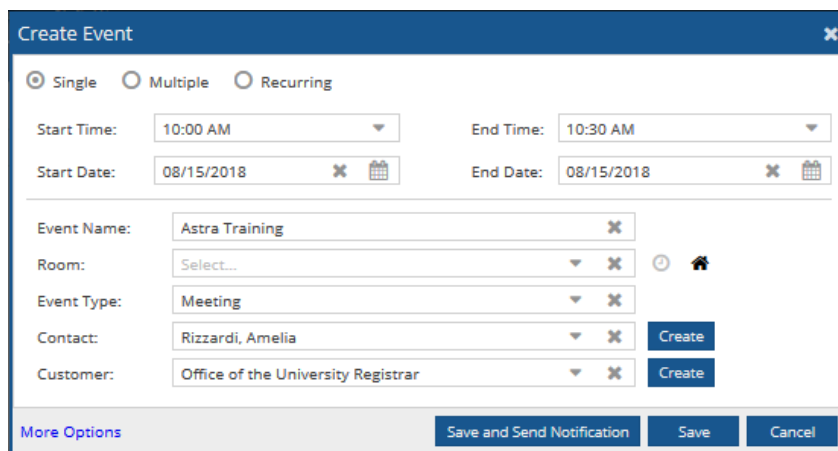
To create an event within your region, click on the *Events* link located under the *Events* tab. Then click the *Add* button.
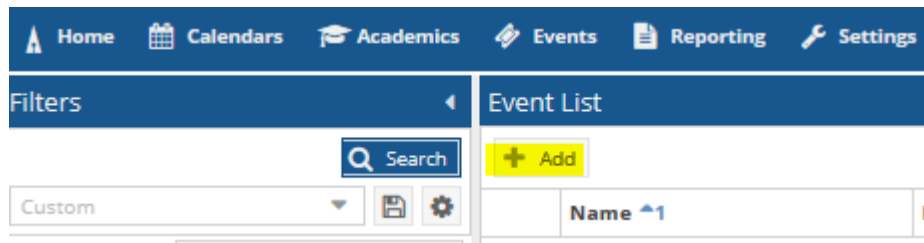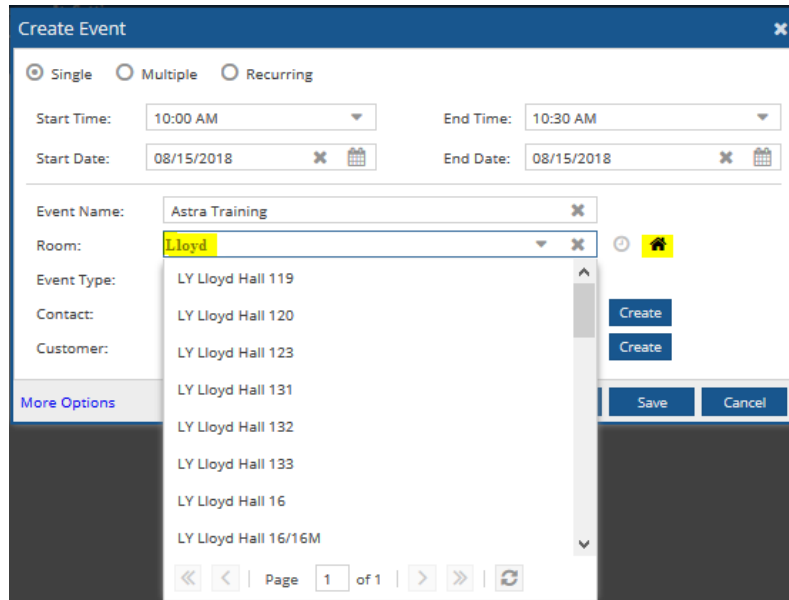

The *Create Event* window will open. This window can be used to create single meetings, multiple meetings, or recurring meetings that will meet in a single room. **If multiple rooms are needed for the event you must click the *More Options* link to create and schedule your event.**

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

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.

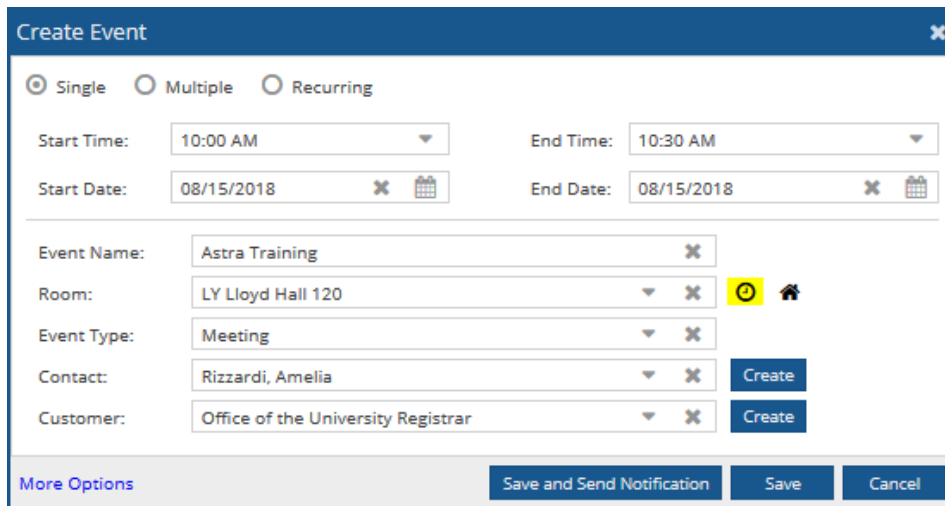If you already have a specific room in mind that you would like to use for the event but the room is unavailable during the date and/or time you selected, you can use the clock icon to the right of the *Room* field to find a date and/or time that the room is available.

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 email.

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.

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*.

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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 #:	119
*Room Name:	
*Room Type:	CLASSROOM
SIS Key:	MA_LY_119

Square Feet:	1030
Max Occ:	51
Phone #:	
Key #:	110

Description:

☐ May Not Schedule
☐ Arranged Section
☐ Do Not Optimize
☐ May be Shared by up to 0 Sections
HVAC Zone: none

*Campus: MA
*Building: LY Lloyd Hall

Configurations

➕ Add Configuration

	Name	Facility Layout	Default Configuration	Capacity
✖	Standard	Default	true	51

Features

➕ Add Features

	Name	Quantity	Description
✖	Laptop Ethernet Port		Laptop Network Connection
✖	Help Phone		Installed
✖	Document Camera	1	Document Camera
✖	Laptop Display Connection		Laptop Display Connection
✖	Lecture Capture Ready		Lecture Capture Ready
✖	PC	1	Computer Type
✖	Projector	2	Display Device
✖	Touch Panel Podium Control System		Multimedia Control System
✖	Lapel Microphone		Microphones
✖	Remote Assistance		Remote Assistance
✖	Podium Microphone		Microphones
✖	Interactive Monitor		Computer Monitor

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