
ASTRA TRAINING FOR ROOM 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, Resources, and Events tabs 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, Resources, and Events tabs 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
- Astra rolls to CLSS and Banner twice a day (once around 11:30 am and again at midnight).
- **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 or on the left to access specific areas.

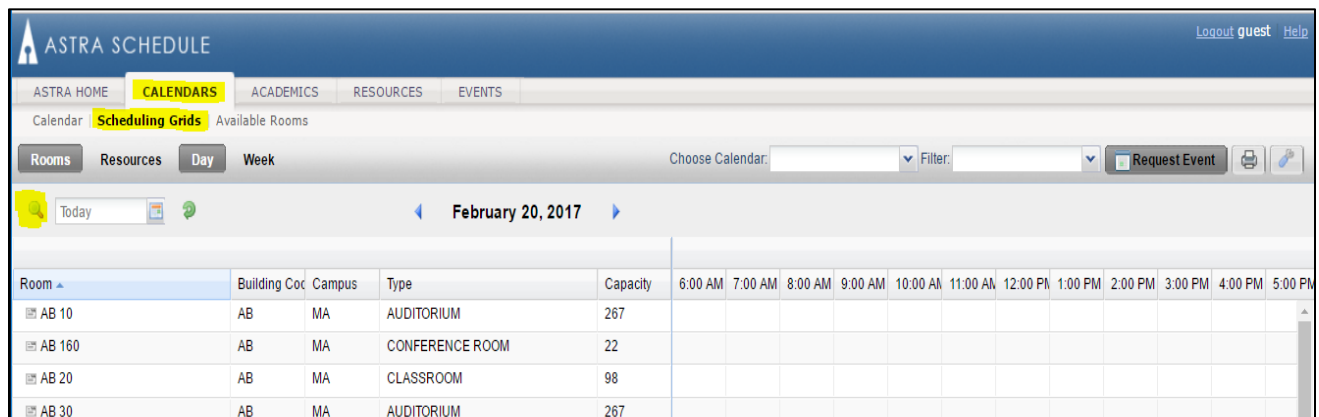
- Calendars Tab – Click *Scheduling Grids* to view all calendar entries
- Academics Tab – Click *Sections* to assign rooms to your academic sections
- Resources Tab – Click *Rooms* and filter for a specific building, region, and/or room type. Information including occupancy limits and contact information for booking may be found on this tab
- Events Tab – Click *Event Request* 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.



CALENDARS TAB

VIEW THE CALENDAR

To view the calendar, select the Calendar tab, then *Scheduling Grids*, followed by the magnifying glass to set your search parameters.



Enter your search criteria (Location, Event, and/or Academic filters) and click *search*. ***Be sure to check both the “Include Events” and “Include Academics” boxes to view all calendar entries.**

The screenshot shows the ASTRA SCHEDULE web application. The top navigation bar includes 'ASTRA HOME', 'CALENDARS', 'ACADEMICS', 'RESOURCES', and 'EVENTS'. Below this, there are tabs for 'Rooms', 'Resources', 'Day', and 'Week'. A search bar is visible with a magnifying glass icon and a 'Search' button. To the left of the main table, there are 'Location Filters' and 'Resource Filters' sections. The 'Location Filters' section includes filters for Campus, Building, Room, Region, and Room Type. The 'Resource Filters' section includes filters for Resource Type, Resource Category, and Resource Group. The main table displays a list of rooms with columns for Room, Building Cod, Campus, Type, Capacity, and a time grid from 6:00 AM to 10:00 AM. The table shows 29 results, with the first few rows highlighted in blue. The bottom of the page shows 'Page 1 of 29' and 'Showing 25 results'.

Room	Building Cod	Campus	Type	Capacity	6:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM
AB 10	AB	MA	AUDITORIUM	287					
AB 160	AB	MA	CONFERENCE ROOM	22					
AB 20	AB	MA	CLASSROOM	98					
AB 30	AB	MA	AUDITORIUM	287					
AB 380	AB	MA	CONFERENCE ROOM	18					
AB 40	AB	MA	CLASSROOM	39					
AD 109	AD	MA	CLASSROOM	73					
AD 135	AD	MA	LAB - HES	17					
AD 202	AD	MA	CLASSROOM	48					
AD 302	AD	MA	LAB - HES	20					
AD 314	AD	MA	CONFERENCE ROOM	15					
AIME 110	AIME	MA	CLASSROOM	62					
AIME 111	AIME	MA	CLASSROOM	30					
AIME 112	AIME	MA	LAB - MIS	24					
AIME 117	AIME	MA	LAB - MIS	25					
AIME 118	AIME	MA	LAB - MIS	25					
AIME 213	AIME	MA	CONFERENCE ROOM	28					
AIME 215	AIME	MA	CLASSROOM - VIDEO	32					
AIME Lobby	AIME	MA	EVENT SPACE	60					

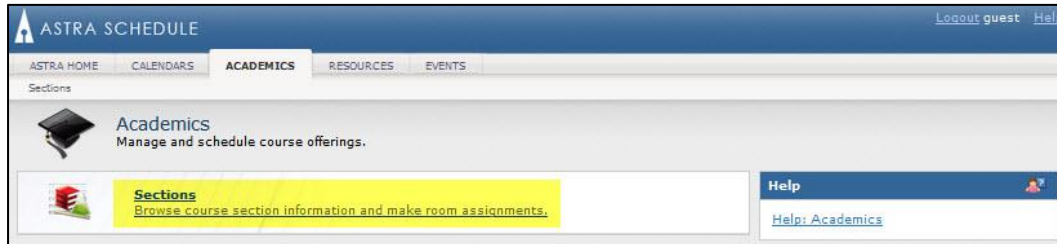
CUSTOM FILTERS

To build a custom filter: click *the magnifying glass*, find your building under *Location Filters*, and click *Search*. If you have an Astra account, you can save your filter by-clicking *save current filter sections* (located near the search button), name your created calendar filter, click *Set as Default*, and then click *ok*.

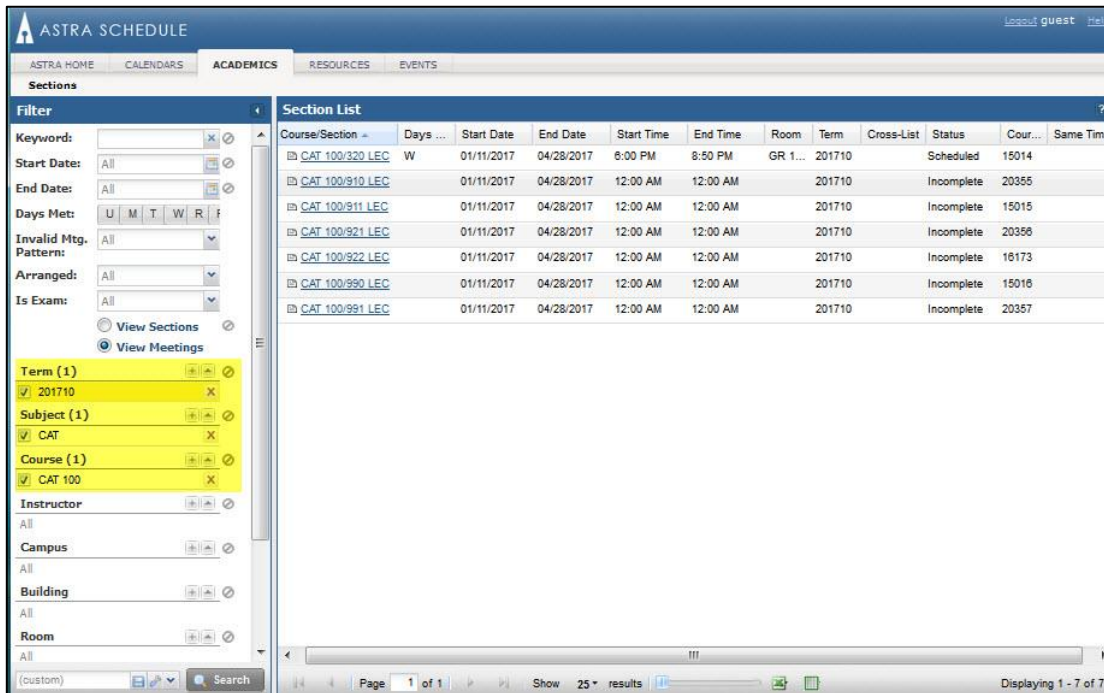
Calendar entries in blue are academic sections and entries in green are events. Hover over an entry to view details of that entry.

ACADEMICS TAB

Click *Sections* 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 these 3 filters when assigning a section: Term, Subject, and Course



To assign the room, click the pencil icon next to the desired section, then click the house icon with the checkmark.

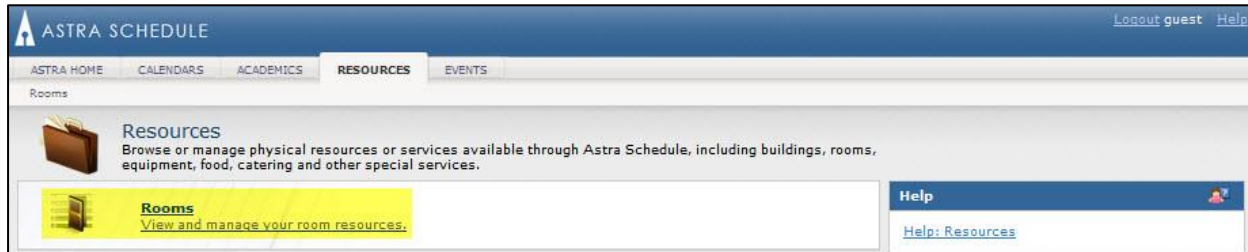


To drop the room assignment, click the pencil icon next to the desired section, then click the house icon with the red "X".

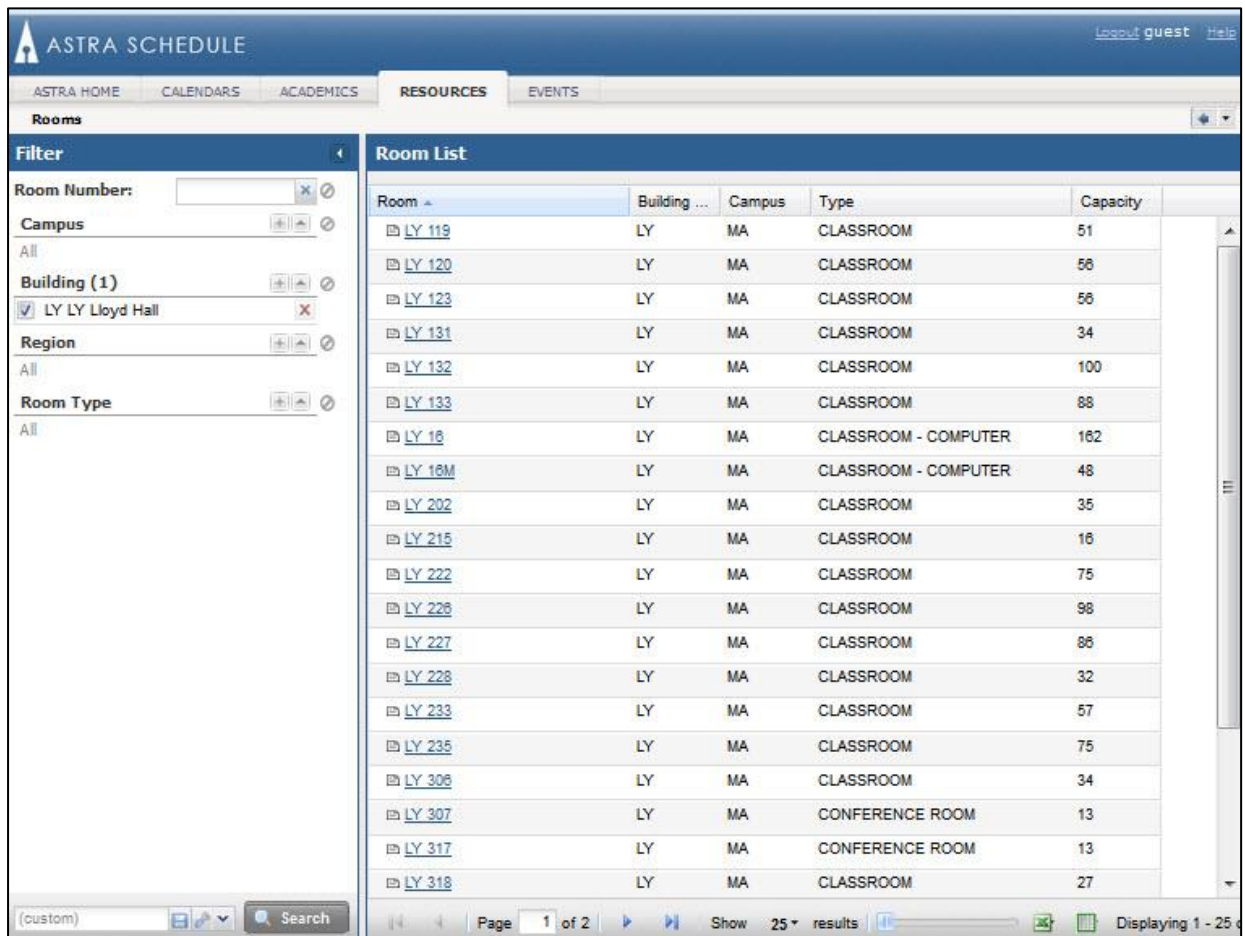


RESOURCES TAB

This tab can be used to view the features (capacity, room type, equipment, etc.) of specific rooms within specific buildings.



Enter the room information and click *search*.




Room	Building	Campus	Type	Capacity
LY 119	LY	MA	CLASSROOM	51
LY 120	LY	MA	CLASSROOM	58
LY 123	LY	MA	CLASSROOM	58
LY 131	LY	MA	CLASSROOM	34
LY 132	LY	MA	CLASSROOM	100
LY 133	LY	MA	CLASSROOM	88
LY 18	LY	MA	CLASSROOM - COMPUTER	162
LY 18M	LY	MA	CLASSROOM - COMPUTER	48
LY 202	LY	MA	CLASSROOM	35
LY 215	LY	MA	CLASSROOM	16
LY 222	LY	MA	CLASSROOM	75
LY 226	LY	MA	CLASSROOM	98
LY 227	LY	MA	CLASSROOM	88
LY 228	LY	MA	CLASSROOM	32
LY 233	LY	MA	CLASSROOM	57
LY 235	LY	MA	CLASSROOM	75
LY 306	LY	MA	CLASSROOM	34
LY 307	LY	MA	CONFERENCE ROOM	13
LY 317	LY	MA	CONFERENCE ROOM	13
LY 318	LY	MA	CLASSROOM	27

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 Info



Campus: MA
Building: LY Lloyd Hall

Room #: 119
Square Feet: 1030.00
Key #: 110
Room Type: CLASSROOM
Description:

Room Name:
Max Occ.: 51
Phone #:
SIS Key: MA_LY_119

May Not Schedule
 Arranged Section
 Do Not Optimize
 May be Shared by up to 0 Sections

HVAC Zone: None

Configurations

Name	Facility Layout	Capacity	Is Default
Standard *	Default	51	Yes

Features

Name	Quantity	Description
Clicker Ready		Clicker Ready
Document Camera	1	Document Camera
DVD/VCR Combo		Video Player
Help Phone		Installed
Interactive Monitor		Computer Monitor
Lapel Microphone		Microphones
Laptop Display Connection		Laptop Display Connection
Laptop Ethernet Port		Laptop Network Connection
Lecture Capture Ready		Lecture Capture Ready
PC	1	Computer Type

EVENTS TAB

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
- ◆ Click *Add an Event*
- ◆ Fill out the form with all of the necessary information (*)
- ◆ Click *Add Meeting* and reenter the *Meeting Name* and *Meeting Type*
- ◆ Under *Meeting Recurrence* please select the date and time for your event(s) and then click the *Create* button in the right hand corner of the form, then click *OK*
- ◆ To assign a room to the event, check the box to highlight the instance, then click *Assign*