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**.

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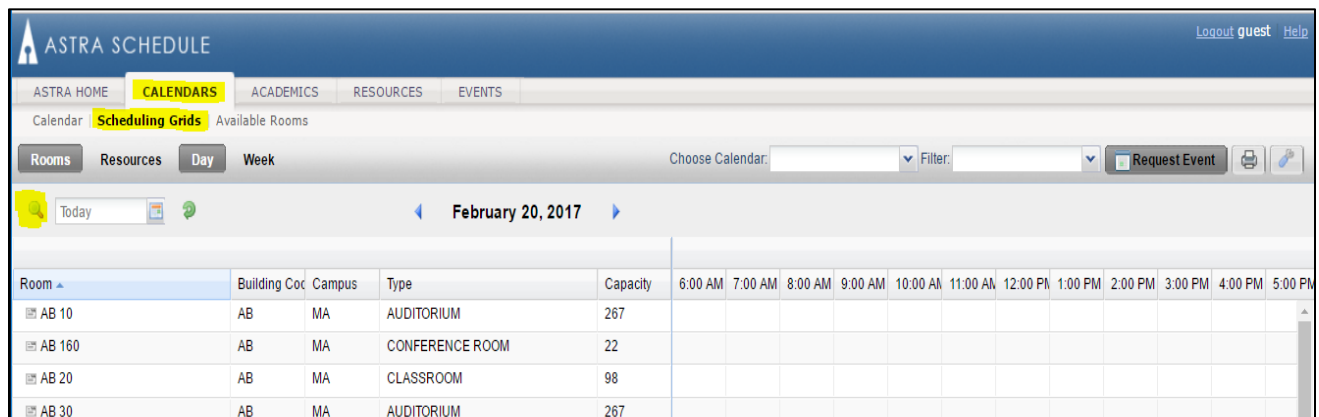
Enter your search criteria (Location, Event, and/or Academic filters) and click *search*. ***Be sure to check both the "Include Events" and "Include Academics" boxes to view all calendar entries.**


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.

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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.**
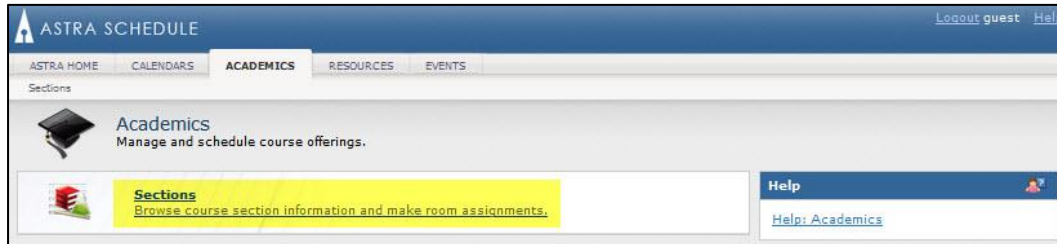
We recommend these 3 filters when assigning a section: Term, Subject, and Course
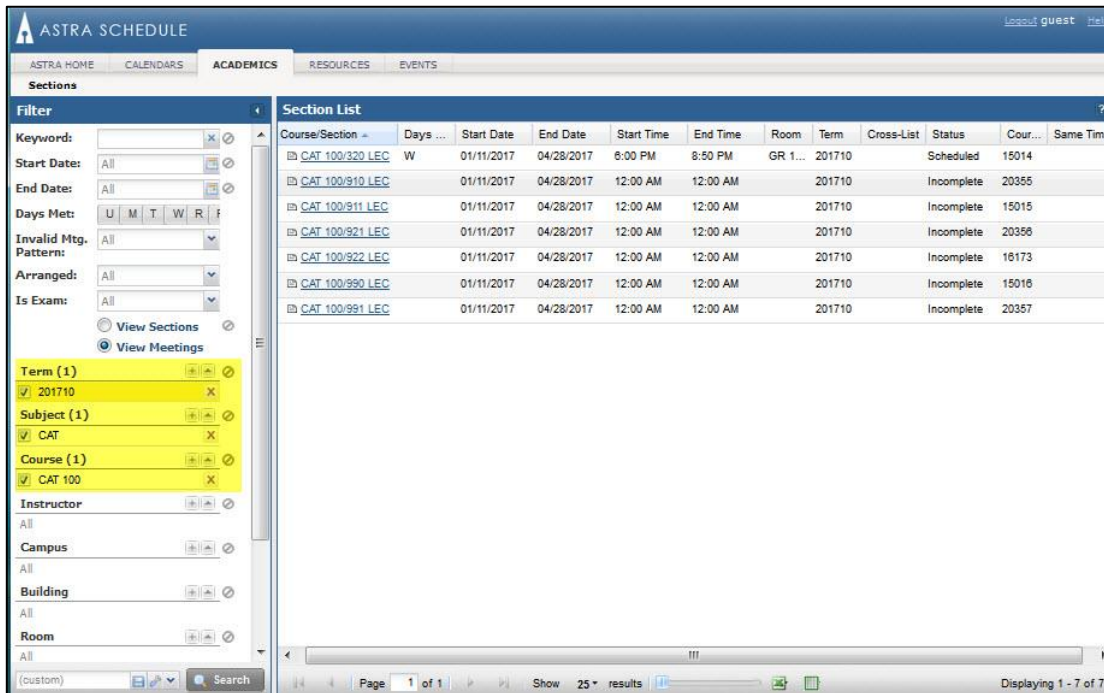
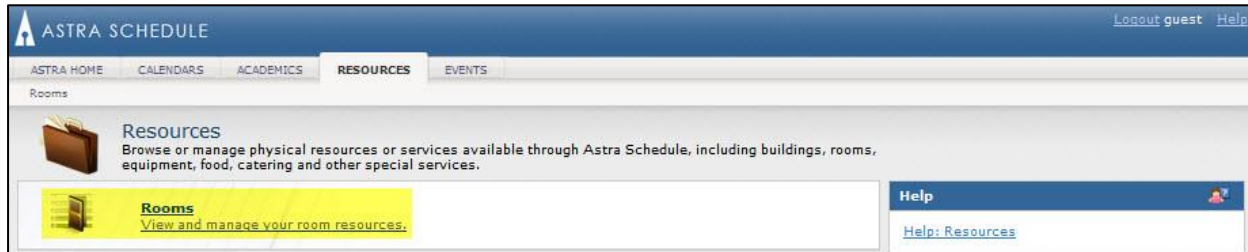To assign the room, click the pencil icon next to the desired section, then click the house icon with the checkmark.

To drop the room assignment, click the pencil icon next to the desired section, then click the house icon with the red "X"
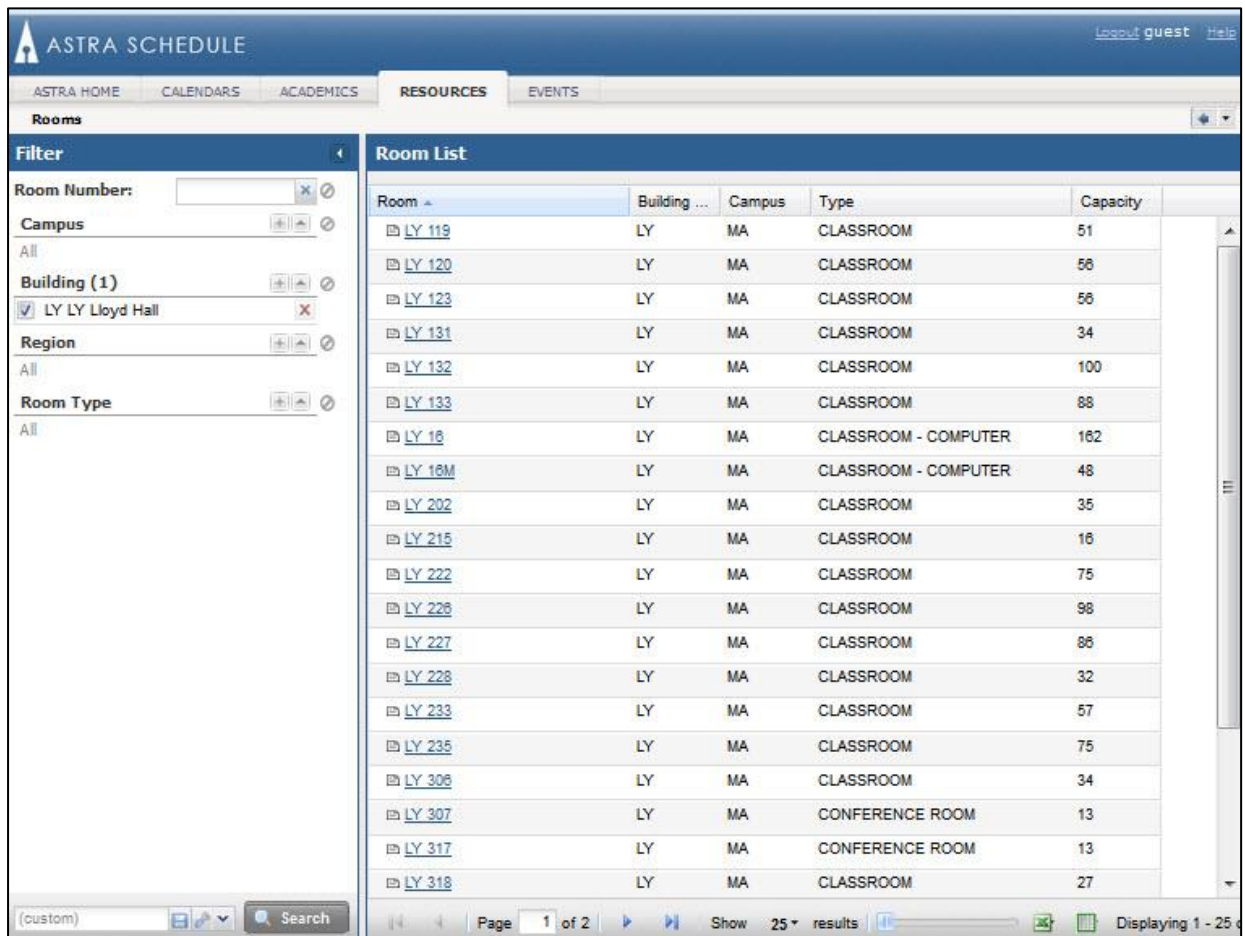
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This tab can be used to view the features (capacity, room type, equipment, etc.) of specific rooms within specific buildings.

Enter the room information and click *search*.

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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.

<div align="right">

EVENTS TAB

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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
♦ 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*