Ad Astra 7.5 User Guide

Overview

This guide is designed to provide an introduction to the end user covering basic navigation and features of Astra Schedule 7. Astra Schedule is the software utilized by the Office of the Registrar, Classroom Scheduling, for assignment of General Assignment Classrooms (GAC) intended for the schedule of courses and event management. The Classroom Scheduling office uses Astra Schedule to manage the GAC room file, optimize classroom bulk assignments, modify section room and building assignments, and schedule special events across our campus.

Astra Schedule 7's web-based format offers new capabilities for easier access to and dissemination of classroom scheduling information. Astra's calendar tools provide multiple ways to view information about activities, their rooms and resources across the general assignment classroom pool quickly and easily. Anyone visiting the designated URL will find information made available to the public through a guest portal displaying scheduling views for both the schedule of courses and special event reservations. A username or password is *not* required for the guest portal. However, *system end users* will select the login option available in the upper right corner of the web page to enter the scheduling system. While the Office of the Registrar is responsible for administering Astra Schedule, the use of the software has been expanded into collegiate divisions providing increased scheduling information to our campus. Astra Schedule is available for use on campus or off campus through a VPN secure connection.

This campus tool is a *reference* application for classroom availability. Campus departmental conference rooms or classrooms that are not scheduled for instructional use will not appear in the Astra Schedule Classroom Viewer. Please help us provide accurate and efficient schedules by obtaining prior approval through Classroom Scheduling before use of GAC classrooms. This process is imperative to prevent double bookings of classrooms or delays in scheduled activities. General Assignment Classrooms can be secured by calling our office at 335-1243 or by an email request to registrar-room-res@uiowa.edu. Additionally, a Room Reservation Request web form at http://www.classrooms.uiowa.edu/Schedules.aspx can also be submitted. All requests for the College of Public Health should be emailed to Facilities and Design Services at cph-facilities@uiowa.edu. All event requests for the College of Law should be submitted via an online event request form at http://law.uiowa.edu/. Any event requests desired for the Theatre Arts should be directed to rebecca-tritten@uiowa.edu.

Classroom Scheduling and collegiate divisions reserve the right to approve or deny requests based on departmental or university operational policies. Classroom Scheduling's priority is to provide classroom space to academic schedule of courses and supplemental academic events while maximizing space utilization for the campus. Generally speaking, schedule of courses will take precedence over special events and meetings which *cannot* displace a section.

Please be sure to verify active course session status upon viewing classroom schedules. Astra Schedule interfaces on a "real time" basis with our student information system, MAUI. Therefore, changes made in either system for an active course session will be reflected in the other system within a few short minutes. Only active course sessions displayed on ISIS should be considered official for classroom viewer display. Please note, final examination classroom assignments are *not* housed in Astra Schedule.

If your system is idle for approximately 25 minutes, you will be logged out automatically. You will be prompted to log in again if you have permissions to the web site. If not, simply close the window and access the web site again.

Astra Portal Home Page Display

Astra Home tab: Opening page for Ad Astra Guest Portal
Calendars tab: Public scheduling calendars for academic and event information
U of I Links: Active web links for end user's convenience
Today's Events: A list of current events scheduled and approved
Holiday/Announcement: Information affecting GACs such as fire alarm testing, dates of recognition within the academic year, session break and interim periods

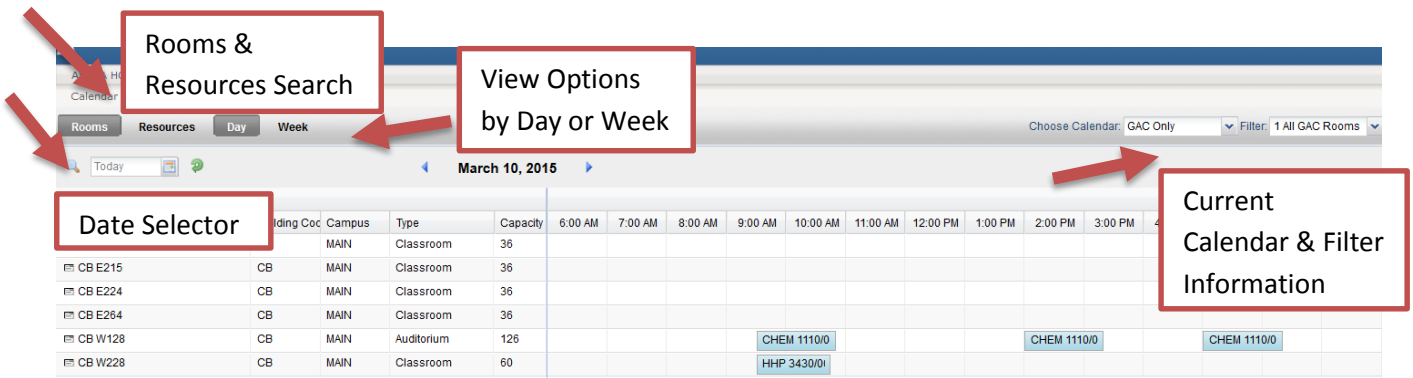## Calendars Tab

Scheduling Calendar

To view a Calendar:

- Click on the Calendars tab
- Select Scheduling Grids
- Use pull down arrow to select desired Calendar
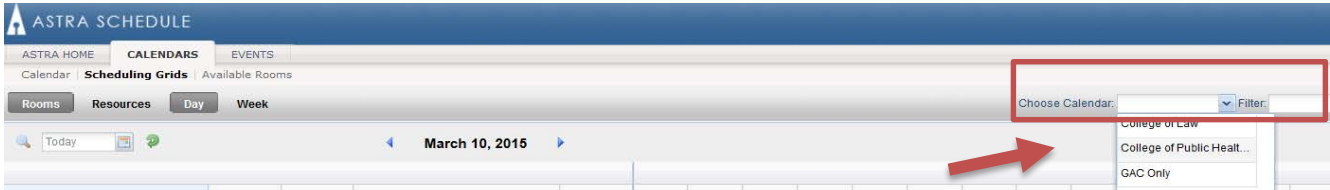
Please exercise patience while the Calendar loads a vast amount of data for each desired parameter.

Preconfigured calendars have been created to automatically display in Day and/or Week formats.
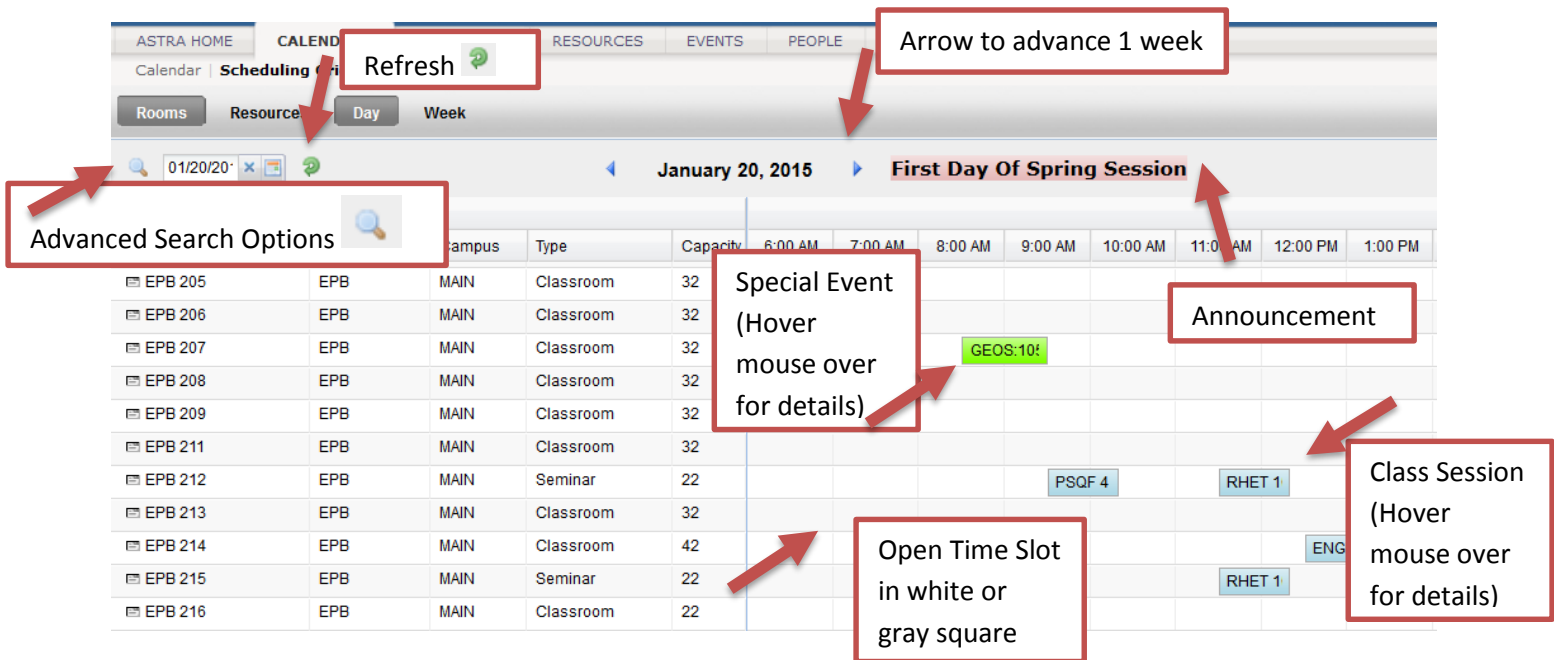

College of Public Health users can switch the view of the calendar to display the College of Public Health – Guest calendar. Similarly, College of Law end users can switch the view of the calendar to display the data associated to the College of Law calendar. This process is followed for view of the Theatre Arts calendar. Preconfigured calendars and filters were created to automatically display in Day and/or Week formats. End users are able to customize this view by selecting view option buttons or filters from the drop-down menu.

Preconfigured Calendars

Preconfigured Filters
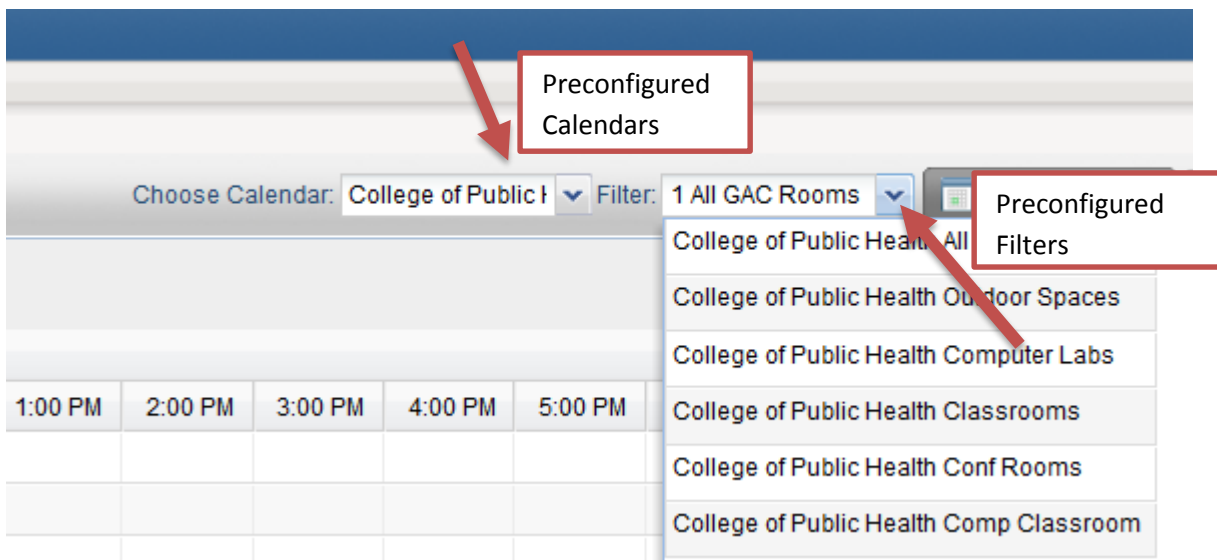
The selected calendar allows you to view a day or a week at a time. Tools are provided for navigating the calendars, including a date selector and filter options for both resources and rooms. Finally, frequently used views may be saved and recalled at any time depending on an end user's access.

- Day format displays all activities by selected rooms by desired day of week
- Week format displays all activities by individual room by desired week

IMPORTANT: CLICK THE GREEN ARROW TO UPDATE YOUR SEARCH CRITERIA PARAMETERS

Refresh

Arrow to advance 1 week

Advanced Search Options

Special Event (Hover mouse over for details)

Announcement

Class Session (Hover mouse over for details)
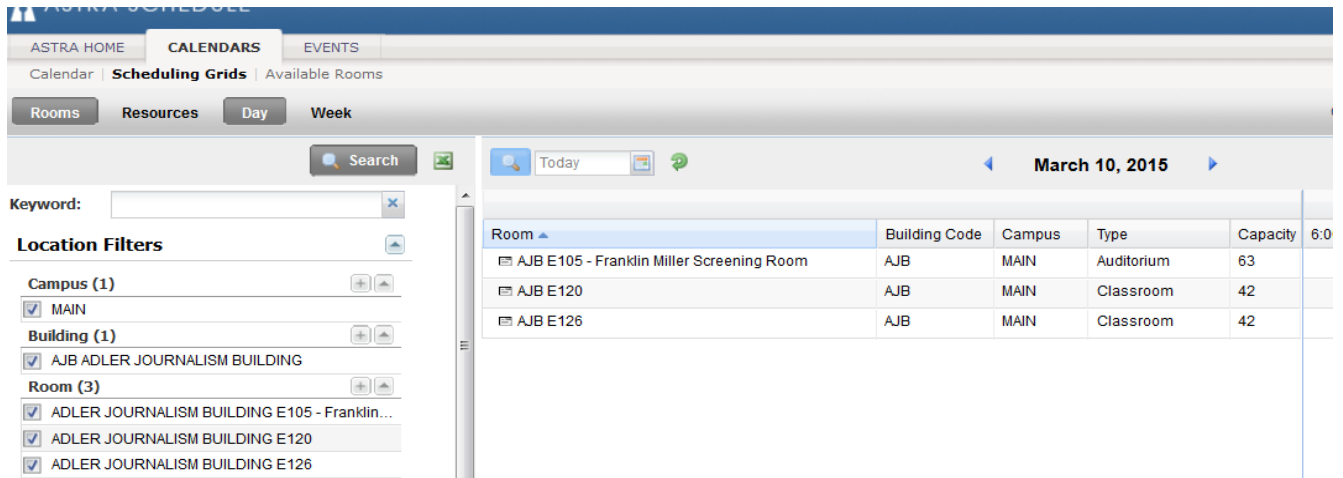
Open Time Slot in white or gray square

The activities displayed are associated to the selected calendar filter

- Small icon next to room number provides room data such as a photograph, capacity, room type and room features or attributes
- Advance week forward or backward by the (< or >) at each side of screen

Advanced Search Options

Users are able to customize this view by selecting view option or the Advanced Search Option icon at screen left. Click the icon again to exit the search filter tool.
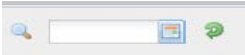

Each data filter is optional, and may be included or excluded from your view by either checking or un-checking the box next to the filter label. For example, if you would prefer that academic sections not be included on your calendar, simply remove the check mark next to Include Academics and none of the section filters will apply. For each of the filters that you wish to include in your view, use the drop-down values to appropriately narrow the list so that your view is customized to your needs. Use the Options filter area to include or remove any special calendar items that you would like included as well. When satisfied with your selections, click **Search** to update your view. Filter settings can be modified at any time.

Date Selection

A calendar date selector is provided in the upper left corner of the calendar interface, under the day and week tabs. Use this tool to select a day or week desired. Remember to adjust your view with the Day or Week tab to define what information is included on the screen. You may use the arrow buttons on either side of the month and year display to move to the previous or next day or month. Click directly on the month and year heading to quickly select a different year and month.

Calendar Key

Blue (variations)   Class Display with associated seat fill (darker the blue the better the fill)
Green   Special Event Display
Red   Classroom or facility blocked from use or indicates scheduling controls
Pink   Announcements & Holidays (Day View)
Yellow   Announcements (Week View)
Purple   Holidays (Week View)

Section and meeting details can be found by hovering over the colored boxes indicating class sections or special event while in guest view. Details such as days met, start and end date, enrollment, room building, instructor, event meeting name and type to name just a few.

Available Room Tool

The calendar search tool known as the Available Room Tool provides a quick way to search for available rooms and/or equipment and services. You may enter time and date information and filters to limit your search. Resulting available items may be printed or selected to create a quick event or meeting. Note the classroom viewer is dynamic and availability is based on the time and day search criteria is created.

To access the Search tool, click the **Search** icon near the upper left corner of the calendar page or by selecting Available Rooms from the main Calendars tab. To perform a search, you will create one or more time/date entries, enter filter criteria, and search purpose for availability. Finally, you may print or save the results, or even create an event to reserve the space and/or resource items based on permissions. Note the classroom viewer is dynamic and availability is based on the time and day search criteria is created.
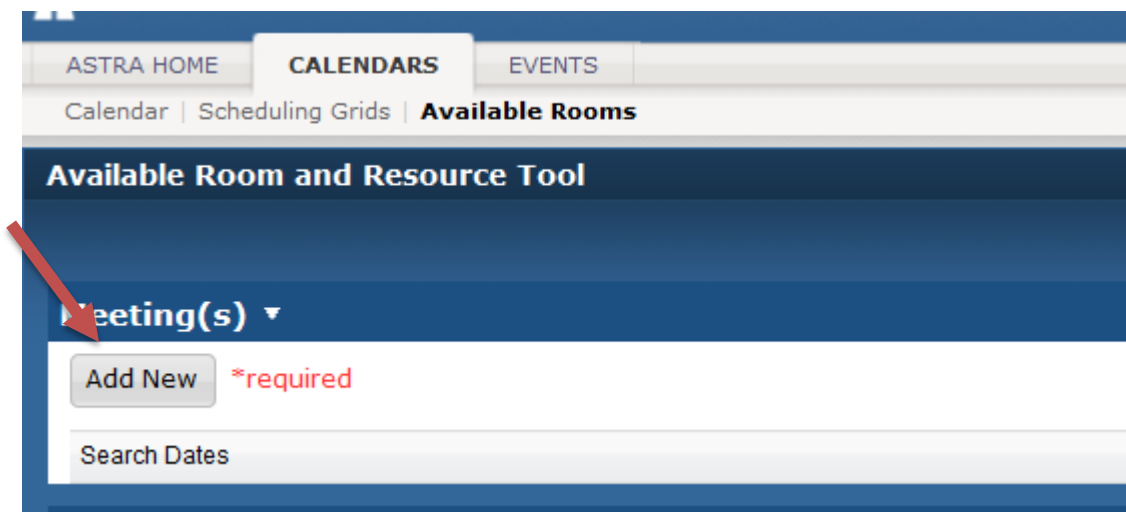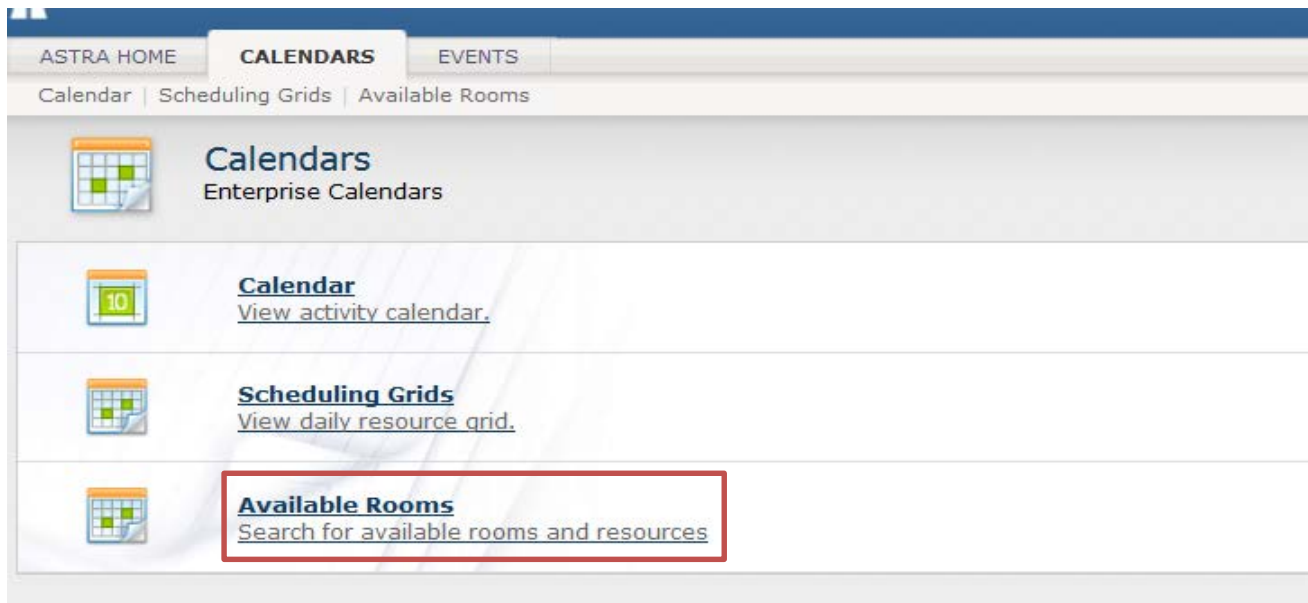
Times and Dates

Time and date information may be entered to represent a single meeting, multiple random meetings, or a recurring pattern. This flexibility allows for searches to be performed on behalf of an event or academic section, or simply to research open spaces and items for informational purposes.

To enter time and date information for a search, perform the following:

1. Click the **Add New** button.
2. On the Add Meeting window, select the option for Single Meeting or Recurring Meeting.
3. If Single Meeting is selected, enter the start time, end time, start date, and end date values for the meeting.

   If Recurring Meeting is selected, enter the start and end time, the day pattern, and the date range of the meetings.

   If the search is for space that will accommodate an academic section, a recurring meeting may be created to represent its meeting pattern. Choose "weekly" as the day pattern, select the days met, and then provide the academic session start and end dates as the date range.

4. Click **OK** to add your meeting to the search page.

   Repeat as needed to build a list of meetings if you wish to search for items that are available across cross multiple times and days.

Search Filters

The search filters define the spaces and resource items that are searched for availability. By default, all filter options are set to "Any", meaning that all rooms and equipment/service items are searched, and any available item is returned in the list. However, complex filtering is also supported, allowing multiple filter options to be provided to restrict the list as desired. These settings may be edited repeatedly to refine the list of results returned.

To enter filter criteria for your search, perform the following:

1. In the Search Filters section, choose the option in the drop-down menu that indicates the items for which you would like to search. You may search for rooms (locations), equipment and services, or both.
2. Identify the room (locations) or equipment/services field on which you would like to filter the search.
3. Click the edit or the pencil icon
4. Select the items on the list you would like to include in the search and click the **OK** button.

   Repeat with other fields as needed.

   Note: Click the red delete icon to *remove* filter

	Field	Filter	Edit
	Campus	Any	✎
And	Building	Any	✎
And	Region	Equals GAC	✎ ⊖
And	Room	Any	✎
And	Room Type	Equals Auditorium	✎ ⊖
And	Feature	Any	✎
And	Capacity	Between 75 and 100	

Search For: Locations

Locations

Search Filter Criteria

- Campus – Any or set to Main (it is our only option)
- Building – Represents a physical building with UI approved building abbreviation
- Region – Grouping of facilities in physical proximity, grouping of classrooms or classroom types, etc.
- Room – List of rooms available in Astra Schedule
- Room Type – Category description of facility
- Feature – An attribute of the facility used for scheduling assignment such as moveable tablet arms, whiteboard, PC computer, microphone, etc.
- Capacity – Maximum seating capacity known in Astra Schedule

Search Results

The Search Results panel displays a list of rooms (locations) and/or equipment and services that are available for all times and dates in your search that meet the filter criteria. Click the **Search** button to generate a list of available items based on the meetings and filters provided. You may change search criteria and re-search as needed. Click the **Print** button to generate a view of the meeting and filter information.

Meeting(s) ▾

[Add New]

Search Dates

Fri 7/25/2014 08:00 PM - 09:00 PM

Search Filters ▾

Search For: Locations ▾

Locations

	Field	Filter	Edit
	Campus	Any	✎
And	Building	Any	✎
And	Region	Equals GAC	✎ ⊖
And	Room	Any	✎
And	Room Type	Equals Auditorium	✎ ⊖
And	Feature	Any	✎
And	Capacity	Between 75 and 100	

Search Results

Purpose of Search: Event ▾   [Search] [Print] [Create Event]

	Room	Capacity	Room Type
○	ENGLISH-PHILOSOPHY BUILDING 109 🗋	85	Auditorium
○	VAN ALLEN HALL 70 🗋	80	Auditorium

Comments, questions, or technical assistance for the Astra Schedule Classroom Viewer can be directed to Renee Houser at (33)5-1202 or Martin Happ at (33)5-2651.

General Assignment Classroom schedule questions can be directed to the Office of the Registrar, Classroom Scheduling, by email to registrar-room-res@uiowa.edu or by phone at 335-1243.

College of Public Health schedule questions can be directed to cph-facilities@uiowa.edu.

College of Law schedule questions can be directed to 335-9034.