

Ad Astra 8 – User Guide

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

Table of Contents

- 1 - Overview
- 2 - Contact Us
- 3 - Astra Home Page and Display
- 4 - Calendars Tab
 - Scheduler Grids and Filters
- 7 - Advanced Search Options
 - Date Selection
 - Calendar Key
- 9 - Available Room Tool
 - Search Type
 - Meeting - Times and Dates
 - Search Filters
 - Search Filter Criteria and Options
 - Search Results

Overview

Astra Schedule'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, classrooms and resources across the University 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 HawkID and current password is required for the guest portal and the system end users. 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 UCR classrooms. This process is imperative to prevent double bookings of classrooms or delays in scheduled activities.

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, the 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 MyUI should be considered official for classroom viewer display. Please note, final examination classroom assignments are not housed in Astra Schedule at this time.

If your system is idle for several minutes, you will be logged out automatically. You will be prompted to log in again.

Contact Us

University Classrooms can be secured by calling Classroom Schedule at 319-335-1243 or by an email request to registrar-room-res@uiowa.edu. To reserve a University Classroom for departmental use or for an event sponsored by a registered student organization, please complete the [Room Reservation Form](#). Departments can reserve [TILE Classrooms](#) for events using the [TILE Reservation Form](#). These forms are intended for events only and should not be used for course offerings.

All requests for the College of Public Health should be submitted via an online [Event Request Form](#).

All event requests for the College of Law should be submitted via an [online event request form](#).

Any event requests desired for Theatre Arts should be directed to Katie McClellan at katie-mcclellan@uiowa.edu.

Requests for Dance are coordinated by Molly Dahlberg at molly-dahlberg@uiowa.edu and Space Place is scheduled Briana Maxwell at briana-maxwell@uiowa.edu.

Astra Portal Home Page Display

The screenshot shows the Astra Portal Home Page with several key features highlighted by callout boxes:

- Home/Calendars:** Located in the top left navigation bar.
- Calendars:** A callout box pointing to the "University Classroom Scheduling Calendar" section.
- Today's Events:** A callout box pointing to the "Today's University Classroom Events List" section.
- Collegiate Calendars:** A callout box pointing to the "Customized Collegiate Scheduling Calendars" section.
- Sign In:** A callout box pointing to the "Log In" button in the top right corner.

The page content includes:

- Default Guest:** University Classroom Scheduling Calendar. Click desired Calendar selection for activities view or check for available space. A selection of building filters are provided in pull down menu.
- University Classrooms Scheduling Grid:**
 - Level 1 University Classroom Scheduling Grid
 - Scheduled Midterm Examinations Activities Calendar
 - National Examinations Activities Calendar
 - TILE Classrooms Scheduling Grid
- Today's University Classroom Events List:**

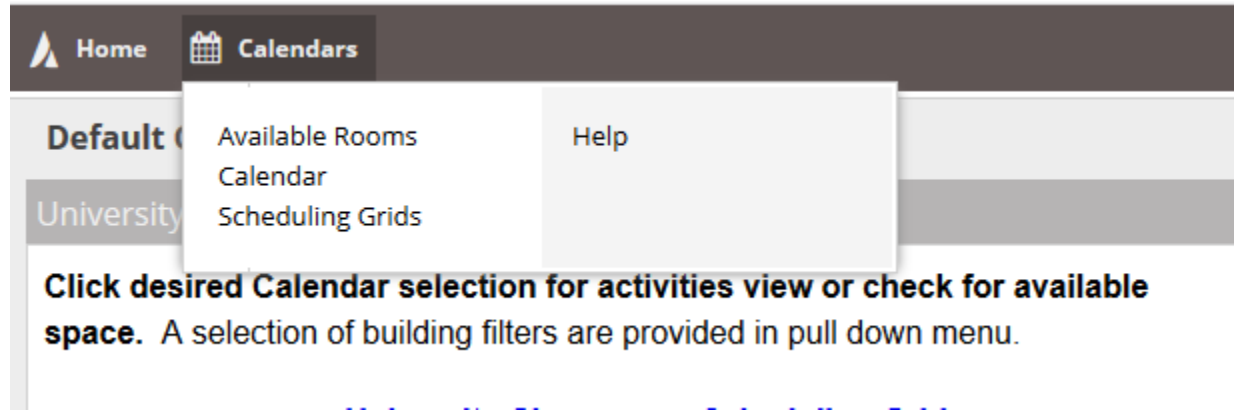
Time	Event	Location	Date
12:00 AM - 11:59 PM	Belin Blank Summer Programming	BHC 240	Jul 12
12:00 AM - 11:59 PM	Belin Blank Summer Programming	BHC 234	Jul 12
12:00 AM - 11:59 PM	Belin Blank Summer Programming	BHC 140	Jul 12
12:00 AM - 11:59 PM	Belin Blank Summer Programming	BHC 114	Jul 12
12:00 AM - 11:59 PM	Belin Blank Summer Programming	BHC 214	Jul 12
12:00 AM - 11:59 PM	Belin Blank Summer Programming	BHC 134	Jul 12
12:00 AM - 11:30 PM	BLOCKED - 118 MH Room Renovation	MH 118	Jul 12
12:00 AM - 11:30 PM	HOLD - Furniture Storage for Basement Project	VAN 169	Jul 12
12:00 AM - 11:30 PM	Computer Science Room Use - Dr. Szecsei	NH 208	Jul 12
12:00 AM - 11:30 PM	Computer Science Room Use - Dr. Szecsei	NH 224	Jul 12
12:00 AM - 11:30 PM	Block for Speaker Sound System upgrade	MH AUD	Jul 12
12:00 AM - 11:30 PM	BLOCKED - Classroom Storage for 118 MH Renovation	MH 116	Jul 12
- Collegiate Calendars:**
 - College of Law Scheduling Grid
 - College of Public Health Guest Scheduling Grid
 - Dance Scheduling Grid
 - E240 CB Level 1 Scheduling Grid
 - Field House Scheduling Grid
 - Physics and Astronomy Scheduling Grid
 - School of Music Guest Scheduling Grid
 - Speech and Hearing Scheduling Grid
 - Theater Arts Scheduling Grid
- Welcome to Classroom Scheduling:**

University Classrooms are scheduled and managed by the **The Office of the Registrar**
 Classroom Scheduling
 2 Jessup Hall
 (319) 335-1243
- Guest How Tos:** How to Navigate Scheduling Calendars & Grids

- **Astra Home Tab** – Opening page for Ad Astra Guest Portal
- **Calendars tab** – Public scheduling calendars for academic and event information
- **Collegiate Calendars** - View classroom calendars according to different colleges, departments, or buildings
- **Today's Events** - A list of current events scheduled and approved, including information related to holidays, announcements, and any schedules affecting UCRs such as fire alarm testing, dates of recognition within the academic year, session break and interim periods

Calendars and Filters

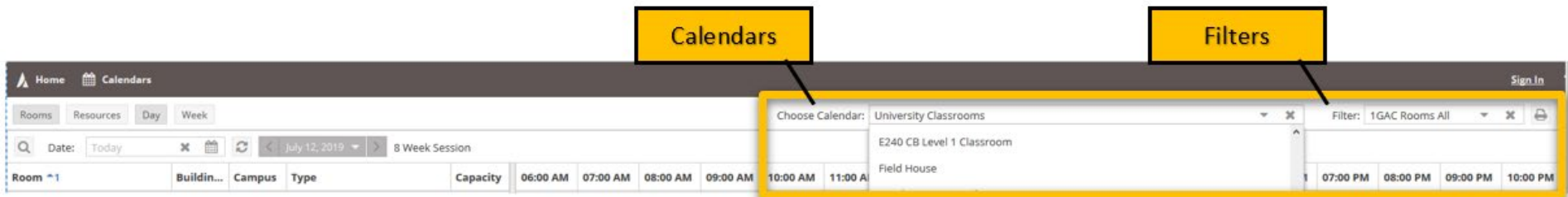
Scheduling Grids



To view a Calendar:

- Click on the Calendars tab
- Select Scheduling Grids

After navigating to the scheduling grid, use the drop-down arrows to select the desired Calendar and/or Filter:



Please exercise patience while the Calendar loads a vast amount of data for each desired parameter. Pre-configured calendars have been created to automatically display in Day and/or Week formats.

Rooms & Resources Search

View UCRs by Day or Week

Date Selector

Current Calendar & Filter Information

Room #1	Buildin...	Campus	Type	Capacity
⊙ AJB E105 - F			Auditorium	63
⊙ AJB E120 -			Classroom-Multipurpose	42
⊙ AJB E126 -			Classroom-Multipurpose	36
⊙ AJB E132 -	AJB	MAIN	Classroom-Multipurpose	36
⊙ AJB E138 -	AJB	MAIN	Classroom-Multipurpose	36
⊙ AJB E146 -	AJB	MAIN	Classroom-Multipurpose	36
⊙ AJB E205 -	AJB	MAIN	Classroom-Multipurpose	40
⊙ AJB E220 -	AJB	MAIN	Classroom-Multipurpose	42
⊙ AJB E226 -	AJB	MAIN	Seminar	18
⊙ AJB E232 -	AJB	MAIN	Classroom-Multipurpose	36
⊙ AJB E238 -	AJB	MAIN	Classroom-Multipurpose	36
⊙ AJB E246 -	AJB	MAIN	Classroom-Multipurpose	42
⊙ AJB E250 -	AJB	MAIN	Seminar	18
⊙ AJB W240 - Compute...	AJB	MAIN	Classroom-Computer	24
⊙ BB 154 - TILE	BB	MAIN	Classroom-TILE	36
⊙ BBE 101 - Kollros Au...	BBE	MAIN	Auditorium	157
⊙ BCSB 101 -	BCSB	MAIN	Auditorium	129
⊙ BCSB 201 -	BCSB	MAIN	Classroom-Multipurpose	25
⊙ BCSB 203 -	BCSB	MAIN	Classroom-Multipurpose	50

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 Dance, Theatre Arts, and School of Music Guest calendars. Pre-configured calendars and filters were created to automatically display in Day and/or Week formats. End users may customize this view by selecting view option buttons or filters from the drop-down menu.

Preconfigured Calendars

Preconfigured Filters

Choose Calendar: College of Public Health Guest

Filter: of Public Health All

- College of Public Health All
- College of Public Health Classrooms
- College of Public Health Comp Classrooms
- College of Public Health Comp Lab
- College of Public Health Conference Rooms
- College of Public Health Outdoor Space

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 on the refresh button to update your perimeters.

The screenshot shows a web-based calendar interface. At the top, there are navigation tabs for 'Home', 'Calendars', and 'Sign In'. Below these are buttons for 'Rooms', 'Resources', and 'Day'. A search bar contains 'University Classrooms' and a filter dropdown is set to '1GAC Rooms All'. The main area is divided into a table on the left and a calendar grid on the right. The table lists rooms with columns for Room #, Building, Campus, Type, and Capacity. The calendar grid shows a timeline from 09:00 AM to 04:00 PM. Callouts point to various features: 'Refresh' (a circular arrow icon), 'Arrow to advance 1 day' (a right-pointing arrow), 'Advanced Search Options' (a magnifying glass icon), 'Announcement' (a red banner), 'Class Session (hover mouse over for details)' (a blue box with text), and 'Open timeslot indicated by white or gray square' (a white/gray square in the grid).

Room #	Buildin...	Campus	Type	Capacity
EPB 102 - TILE Permi...	EPB	MAIN	Classroom-TILE	24
EPB 104 -	EPB	MAIN	Classroom-Multipurpose	52
EPB 105 -	EPB	MAIN	Classroom-Multipurpose	62
EPB 106 -	EPB	MAIN	Classroom-Multipurpose	36
EPB 107 -	EPB	MAIN	Auditorium	101
EPB 109 -	EPB	MAIN	Auditorium	85
EPB 12 -	EPB	MAIN	Classroom-Multipurpose	32
EPB 14 -	EPB	MAIN	Classroom-Multipurpose	32
EPB 16 -	EPB	MAIN	Classroom-Multipurpose	32
EPB 2 -	EPB	MAIN	Classroom-Multipurpose	32
EPB 202 -	EPB	MAIN	Classroom-Multipurpose	32
EPB 203 -	EPB	MAIN	Seminar	25

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
- Depending on the calendar view, you can advance one day or one week forward or backward by the arrows (< or >) next to the date

Advanced Search Options

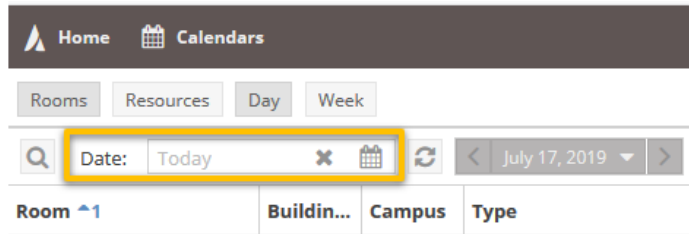
Users can customize this view by selecting view option or the Advanced Search Option icon at screen left. Click the icon again to exit the search filter tool.

Each data filter is optional and may be included or excluded from your view by either checking or unchecking 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 dropdown 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.

Advanced Search Options

Room #1	Buildin...	Campus	Type	Capacity
⊙ AJB E105 - Franklin ...	AJB	MAIN	Auditorium	63
⊙ AJB E120 -	AJB	MAIN	Classroom-Multipurpose	42
⊙ AJB E126 -	AJB	MAIN	Classroom-Multipurpose	36
⊙ AJB E132 -	AJB	MAIN	Classroom-Multipurpose	36
⊙ AJB E138 -	AJB	MAIN	Classroom-Multipurpose	36
⊙ AJB E146 -	AJB	MAIN	Classroom-Multipurpose	36
⊙ AJB E205 -	AJB	MAIN	Classroom-Multipurpose	40
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⊙ AJB E232 -	AJB	MAIN	Classroom-Multipurpose	36
⊙ AJB E238 -	AJB	MAIN	Classroom-Multipurpose	36
⊙ AJB E246 -	AJB	MAIN	Classroom-Multipurpose	42
⊙ AJB E250 -	AJB	MAIN	Seminar	18
⊙ AJB W240 - Compute...	AJB	MAIN	Classroom-Computer	24

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

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.

Red	Classroom or facility blocked from use
Orange	Co-existing course sections
Yellow	Announcements (Week View) or Campus Wide Event Space (Unconfirmed block)
Green	Scheduled events for university departments and/or organizations
Dark green	Exams
Light blue	Course sections
Sky blue	Split-classroom partition conflict (select rooms only)
Bright blue	Custodial overtime/classroom servicing
Purple	Student organization event
Light pink	Performance
Pink	Concert

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. Feel free to call Classroom Scheduling at 319-335-1243 for a walkthrough if you need help.



Home Calendars

Available Room and Resource Tool

1. Search Type

Search For:

Purpose of Search:

2. Meeting(s)

[+ Add Meeting\(s\)](#)

Delete	Description
No records	

3. Filters

[Filter Options](#)

	Field	Filter
No records		

4. Search & Results

Room	Capacity	RoomType	Equipment/Services	Quantity	Category
No records			No records		

5. Next Steps

[Print Results](#)

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.

Search Type

First, enter your search information. To find an available classroom, navigate to the **Search For** drop-down list and select the “Locations” option.

Home Calendars

Available Room and Resource Tool

1. Search Type

Search For: Equipment/Services

Purpose of Search: Equipment/Services

2. Meeting(s)

+ Add Meeting(s)

Locations

Locations and Equipment/Services

Select this option to find classrooms

Next, determine the **Purpose of Search**: is this meeting for a event taking place on a certain date or would you like to view classrooms for a given course section at a certain date/time throughout the entire semester? Please select whichever option is applicable.

Home Calendars

Available Room and Resource Tool

1. Search Type

Search For: Equipment/Services

Purpose of Search: Event

2. Meeting(s)

+ Add Meeting(s)

Event

Section

Determine purpose of search

Meetings – 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.

Click the “Add Meeting(s)” button to enter either a single or recurring meeting for your event.

Next, in the “Add Meeting” window, the radio buttons can be toggled between “Single Meeting” or “Recurring Meeting” as you enter the perimeters for your request.

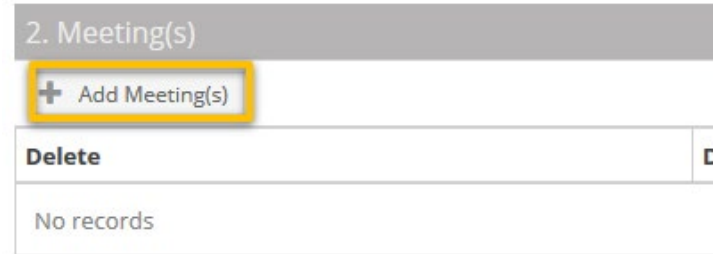
If **Single Meeting** is selected, enter the start time, end time, start date, and end date values for the meeting.

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.

For this example, the image below shows available rooms for the Fall 2019 semester – which begins on 8/26 and ends on 12/13 – for classrooms from 11:00am-12:15pm on Tuesdays and Thursdays – one of the most-populated, difficult-to-find timeslots for courses.

Click the OK button 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.

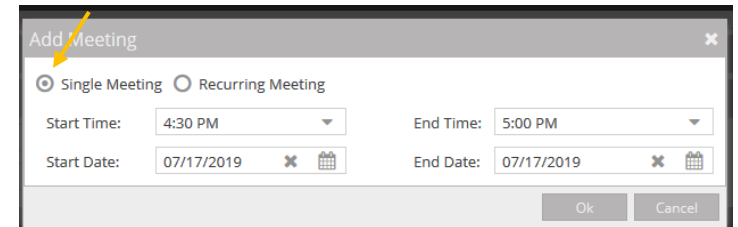


2. Meeting(s)

+ Add Meeting(s)

Delete

No records



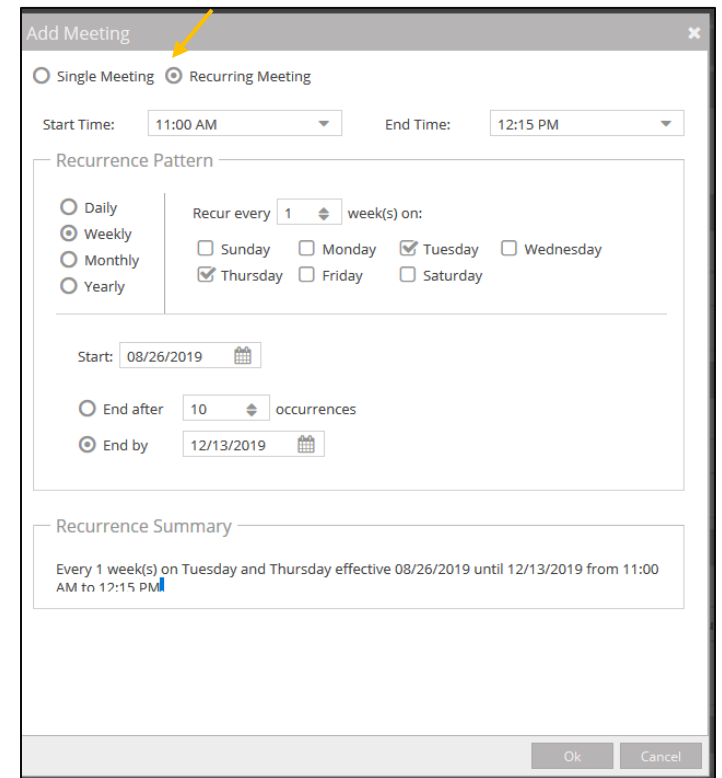
Add Meeting

Single Meeting Recurring Meeting

Start Time: 4:30 PM End Time: 5:00 PM

Start Date: 07/17/2019 End Date: 07/17/2019

Ok Cancel



Add Meeting

Single Meeting Recurring Meeting

Start Time: 11:00 AM End Time: 12:15 PM

Recurrence Pattern

Daily Weekly Monthly Yearly

Recur every 1 week(s) on:

Sunday Monday Tuesday Wednesday

Thursday Friday Saturday

Start: 08/26/2019

End after 10 occurrences

End by 12/13/2019

Recurrence Summary

Every 1 week(s) on Tuesday and Thursday effective 08/26/2019 until 12/13/2019 from 11:00 AM to 12:15 PM

Ok Cancel

Filters

Next, go to **Filter Options** to select more perimeters for your search. The search filters define the spaces and resource items that are searched for availability. By default, all filter options are set to “All”, 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.

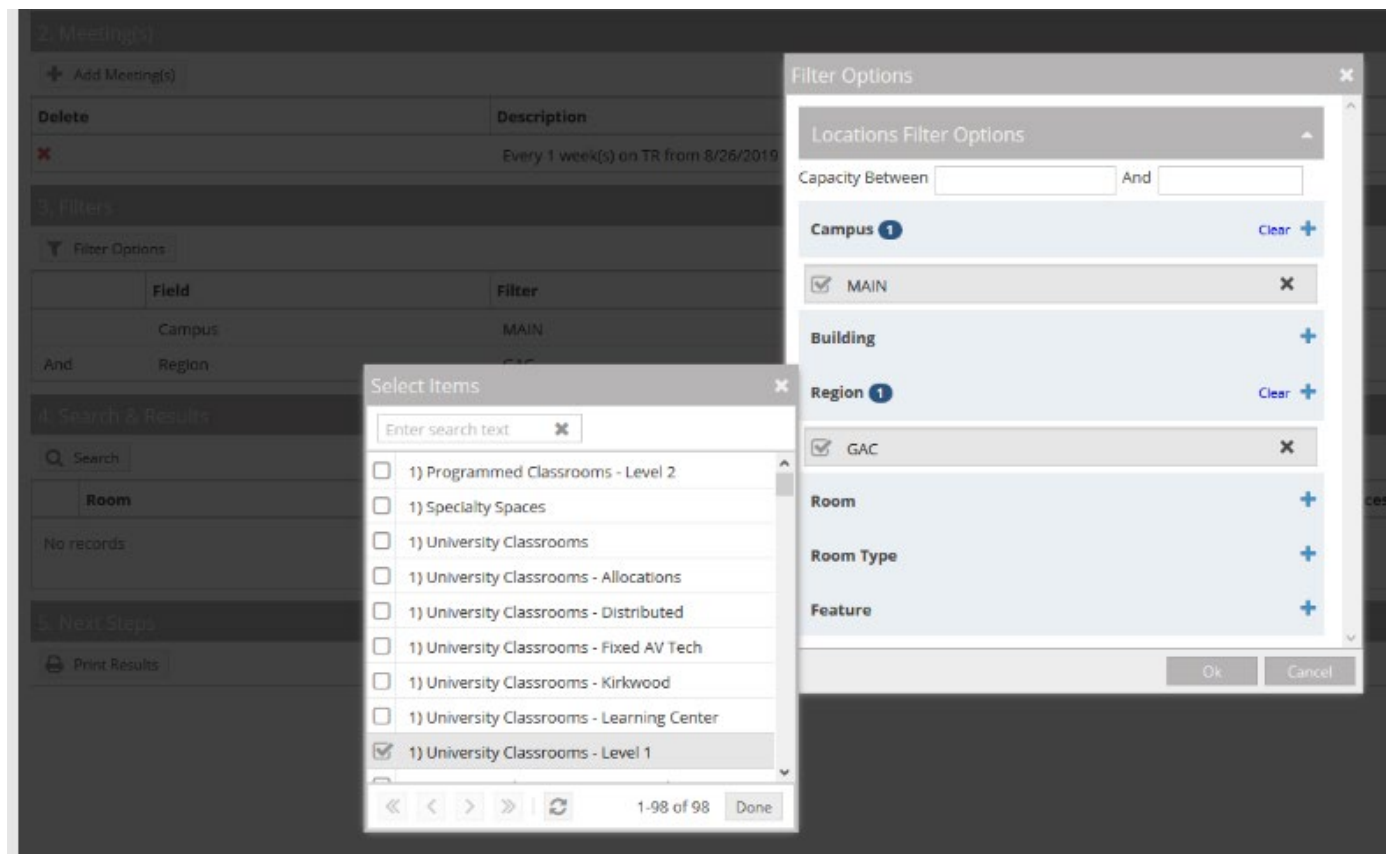
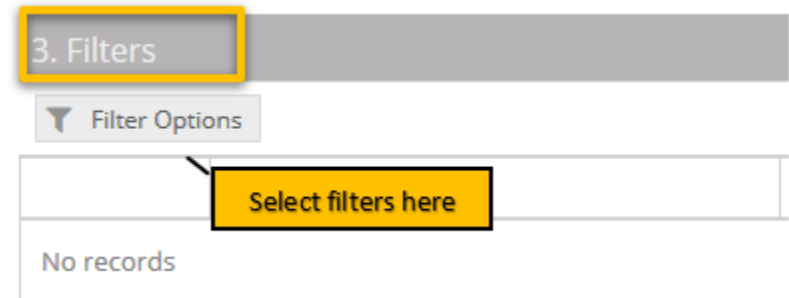
To enter filter criteria for your search, perform the following:

1. In the **Filter Options** section, choose the options in the drop-down menu that indicates the buildings, regions, rooms, room types, or features you need.
2. 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 black x icon to remove the filter.

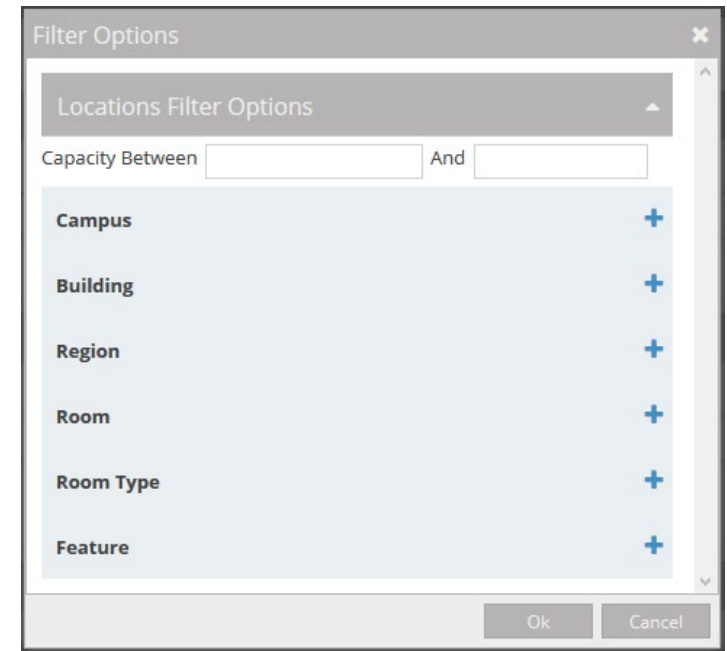
If you're looking for a recurring course pattern/meeting time to see if you can submit a new course at an instructor's preferred time, for example, you might want to see all classrooms in the Classroom Scheduling pool that are available to you or the instructor. For this, ensure your campus is set to “MAIN” and your Region(s) are set to GAC and/or Level 1 classrooms. After you've selected these options, be sure to say “done” at the bottom of the chart.

You can see what you've selected and can double-check that all perimeters are in place. For example, the screenshot below shows rooms filtered from the MAIN campus and in the GAC region.



Filter Options Key

Capacity	Maximum seating capacity known in Astra Schedule
Campus	Any or set to Main (it is our only option)
Building	A list of on-campus buildings for room selection
Region	Grouping of facilities in physical proximity, grouping of classrooms or classroom types. For example, "Pentacrest."
Room	List of rooms available in Astra Schedule
Room Type	Category description of facility. For example, "seminar" or "auditorium."
Feature	An attribute of the facility used for scheduling assignment such as moveable tablet arms, whiteboard, PC computer, microphone, tiered floor configuration, etc.




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 can organize the results by room, capacity, or room type fields. You may change search criteria and re-search as needed.

If you would like to preview a room for your event/course, please see our UCR database here: <https://classrooms.uiowa.edu/>


4. Search & Results

 Search

	Room	Capacity ^	RoomType	
<input type="radio"/>	VISUAL ARTS BUILDING E122 Seminar	12	Seminar	^
<input type="radio"/>	LINDQUIST CENTER N100	14	Seminar	
<input type="radio"/>	LINDQUIST CENTER N206	14	Seminar	
<input type="radio"/>	LINDQUIST CENTER N213	14	Seminar	
<input type="radio"/>	VISUAL ARTS BUILDING E418 Seminar Room	14	Classroom-Multipurpose	
<input type="radio"/>	LIBRARY 2057	15	Seminar	
<input type="radio"/>	JESSUP HALL 346	16	Classroom-Multipurpose	
<input type="radio"/>	MACLEAN HALL B13 Permission Required	16	Classroom-Multipurpose	▼

If desired, proceed to Step 5 and click the **Print Results** button to generate a view of the meeting and filter information.

5. Next Steps

 Print Results

Questions?

Classroom Scheduling can be contacted by email at registrar-room-res@uiowa.edu and by phone at 319-335-1243.

Please do not hesitate to reach out if you have any questions about navigating Astra.

More Classroom Scheduling contact information can be found on the “About Us” page in our website: <https://classrooms.uiowa.edu/about-us>