Office of Space Management

Astra Schedule
Department Scheduler User Guide

SACRAMENTO STATE

Astra Schedule Department Scheduler User Guide

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Office of Space Management

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PREFACE

The Astra Schedule Department Scheduler User Guide is specifically designed to introduce Department Schedulers to the look and feel of Astra Schedule. It covers common Astra Schedule features, basic user navigation and procedures to maintain facility assignments for the Class Schedule. This user guide is not intended to be a comprehensive reference manual. A legend of icons used throughout the guide is listed below. Screenshots included in this user guide were developed using the native version of Astra Schedule; the actual software may vary slightly in appearance due to University branding.

Legend

💡	Hint about how to use Astra Schedule	☰	List Icon
❗	Alerts you to important information	🗎	Facility Detail Icon
ℹ	Information about how data is used or interpreted	🗎	Excel™ Icon
Tab	Astra Schedule Tab or Link	▦	Table Icon
Button	Astra Schedule Screen Button	<, >	Timeline Scroll Keys
Field	Astra Schedule Input Field		Captions – Title of Page or Area
✏	Edit Icon		Captions – Instructions
⊖	Delete Icon		Captions – General information
📅	Date Filter Icon		Quick-Step Guide or Example*
🔄	Refresh Icon		

*At the top of most Quick-Steps and Examples, the path used to navigate to the point where the steps begin is indicated.

CONTENTS

1   WHAT IS ASTRA SCHEDULE?

Astra Schedule is a comprehensive facility scheduling suite of software tools used by Sacramento State to locate and schedule facilities for classes, final exams, and events. The Office of Space Management is responsible for administering Astra Schedule. Depending on access, campus users may view classes and events scheduled in Astra Schedule as well as assign facilities for classes using Astra Schedule.

Astra Schedule is a Web-based application available at astra.csus.edu. When Astra Schedule loads, Guest User access is automatically granted. As a Department Scheduler, log in with your SacLink username and password.   Astra Schedule is available 24/7 on campus or off campus with a VPN connection.

Astra Schedule has an interface with the Common Management Systems Student Administration system (referred to as CMS-SA in this Guide) that synchronizes facility assignments for classes between the two systems. Event information is maintained in Astra Schedule only; it is *not* maintained in CMS-SA.

1.1   Astra Schedule and CMS-SA Interface

The Astra Schedule and CMS-SA interface is designed to facilitate the coordination of data between the two systems.
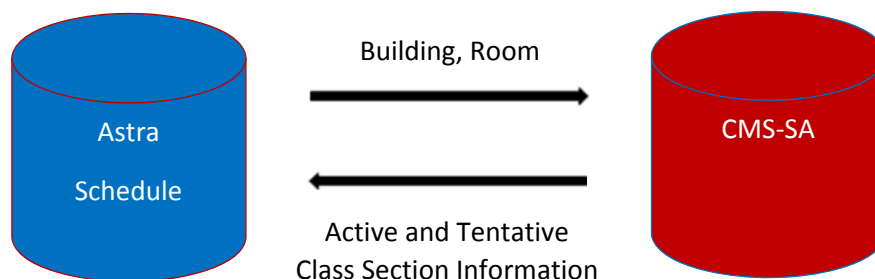
Data that moves from Astra Schedule to CMS-SA includes:

> **Basic facility scheduling information**: Building, Room

Data that moves from CMS-SA to Astra Schedule includes:

> **Basic class section information:** Unique Section Meeting ID (concatenated), Title, Subject, Class Section, Instructor, Maximum Enrollment, Actual Enrollment, Start and End Times, Start and End Dates, Days, Building/Room (pre-assigned), and combined class section information (referred to as 'cross-listed' in Astra Schedule).

Courses and class sections are only created in CMS-SA. Astra Schedule imports class section information. Facilities are assigned to class sections as required using the Astra Schedule toolset and then exported back to CMS-SA. Additionally, as class section details and facility assignments change, updates are sent in both directions to keep the respective information synchronized.

> Events are created and maintained only in Astra Schedule and are not exported to CMS-SA.

1.2   Timelines for Real-Time and Batch Updates

The Astra Schedule and CMS-SA interface has several update modes and runs them concurrently:

- (Astra to CMS-SA) A real-time export runs whenever a facility assignment has been made or a facility is removed from a class section in Astra Schedule. The facility assignment or removal is sent to CMS-SA as soon as the change is saved in Astra Schedule.
- (Astra to CMS-SA) A batch export runs select evenings after 5:00 p.m. to capture any outstanding facility assignments made to class sections in Astra Schedule and sends them to CMS-SA.
- (CMS-SA to Astra) A batch import runs every weekday morning before 7:00AM to re-import active and tentative semester class section data from CMS-SA to Astra Schedule. This import allows academic department schedulers to work in Astra Schedule with the most current CMS-SA data at the start of each work day.
- (CMS-SA to Astra) A transactional import is scheduled to run every few minutes to capture changes made in CMS-SA during that timeframe.

1.3   Usage Requirements

Astra Schedule is a Web-based application.   The following is required to access Astra Schedule:

- On-Campus connection or VPN connection if off-campus
- Internet browser
- Ensure pop-up windows are not blocked by your browser.
- It is recommended to maximize your browser window so displayed information is not truncated.

Astra Schedule features can display slightly differently than depicted in this Guide depending on the browser you use. Examples shown in this user guide were developed using Mozilla Firefox™.

2   ACCESS ASTRA SCHEDULE

Web access is required to access Astra Schedule.

Access Astra Schedule
Navigation: Your Browser
1.   Enter astra.csus.edu into the address bar of your Web browser.
2.   The Astra Schedule Home Page loads with Guest User access by default.
3.   Enter your SacLink username and password to gain Department Scheduler access.

If you plan on using Astra Schedule frequently, it is recommended you create a bookmark or shortcut to easily access the home page.

3   NAVIGATE ASTRA SCHEDULE

Astra Schedule organizes the application by tabs. The major features available are shown below.

Across the top of the page are the login and password fields**.   As a Department Scheduler, you must log in with your SacLink username and password in order to view class section information and assign facilities. You do not need to log into Astra Schedule to view calendar information.**   Astra Schedule automatically logs you in as a Guest User.

If your session is idle for more than 30 minutes, Astra Schedule logs you out. You will be prompted to log in again.

Tabs and links are provided for easy navigation to other areas of the application. Click a tab to reveal additional options and features appropriate to the area selected. As a Department Scheduler, the following tabs are available:

ASTRA HOME - View Astra Schedule home page (see **3.1 Home Tab**).

CALENDARS   - View classes and events scheduled facilities (see **4 View Scheduling Grids**) and search for available facilities (see **5 Find Available Facilities**).

ACADEMICS   - View Class Section Information And Assign Facilities To Class Sections (See **7 View And Schedule Facilities For Class Sections**).

RESOURCES   - View facility information (see **6 View Facility Information**).

> ⓘ If you endeavor to access a page or perform an action for which you are not authorized, you will receive an 'Access Denied' message. Click your browser's back arrow to return to Astra Schedule.

3.1   Home Tab

The ASTRA HOME tab is divided into five areas (A-E) as described and depicted in the screenshot below:

- **A.** Space Management Helpful Links
- **B.** Space Request Forms and Scheduling Compliance
- **C.** Astra Schedule Resources
- **D.** Sacramento State Holidays & Announcements
- **E.** Sacramento State Campus Resources

3.2   General Navigation, Displaying, Printing, Exporting

Several techniques and features are common to many screens in Astra Schedule. These include displaying and filtering information, page control, printing, and exporting data. These are described in the following sections and detailed examples may be found in **Appendix A - Astra Schedule Examples.**

3.3   List Page Display

In many screens of Astra Schedule, lists of items are presented in a data grid on the right with search and filter options in a panel on the left. Use the search and filter options to narrow the list results or to find a specific record.

To view more information about a specific item on the list, click directly on the item name link. In many cases you can hover over an activity or icon to see a summary description. Examples include activities on the calendar, references to facilities, and anywhere a hover icon is displayed next to the name of an item or activity.

You may collapse the filter panel on a list page to make more room for the list results or task. Simply click on the panel arrow icon in the upper right corner of a panel to hide it. Click again to show the panel.

3.4   Display Options

Astra Schedule offers several ways to display the information on a page. Customizing a List page makes it easier to view key information. Customization options include which columns are displayed and in what order. See **A.1 Display Option Examples** for detailed examples of selecting the various display options.

Often you can click on the column labels on the list page to change the way the list is sorted. Click again to reverse the sort order. Another method is to click on the down arrow next to the column heading and select Sort Ascending or Sort Descending.

Columns in a list page may be rearranged as preferred. To move a column, click and drag the column header to a new position. When the arrows appear between other columns in the correct position, release the mouse button to drop the column into its new position.

The columns that are displayed on a given list page may be changed as well. To customize the display, click on the right arrow on any column in the list and choose the Columns option. All of the available column options for the record type being viewed are displayed. Place or remove a check mark to add or remove columns from the list page. You may also choose to display the data in groups.

To resize a column, hover your cursor over the line to the right of the column you wish to resize and then click and drag right or left.

3.5   Search Filters

Search filters are available on various screens including filter panels, and designated search filter areas. The filters vary depending on the type of information being displayed. In general:

- Many filters allow for multiple choices to be selected.
- To add a filter, click the + button to display the possible choices.
- To set a filter, enter a value or select from the list. You can select one or more items from a list.
- Check the box next to each item you would like to include in your filter. Notice that the items are added automatically to the filter list.
- Click the Search button to update the list page.
- You can temporarily unset the filter item by removing the check mark, or delete the filter by clicking the delete button **X** next to the filter.

On a list page, you can collapse the Filter panel to make more room for the list results. Click the panel arrow [◄] in the upper right corner of the Filter panel to hide it. Click it again to display the panel.

For filters with many values, use the pagination controls at the bottom of the Add Filter pop-up window to view all available values.

After adding a filter, click anywhere outside of the Add Filter pop-up window to close the Add Filter pop-up window.

Filter criteria are combined as you enter more options. Filter criteria are retained for each List Page and will continue to be displayed if you leave the List Page and return within the same browser session. When you start a new browser session, the default search filter is in effect for that List Page.

See **A.2 Search Filter Options Example** for an example of the filters available on a filters panel.

3.6   Set Date Filter

A date filter tool is provided to select the day, week, month or year to display on a calendar or to use when searching for an available facility. Click the date filter icon 🗓 to display the date filter tool as a pop-up window. You can use the arrow buttons on either side of the month and year displayed to move to the previous or next month. Click directly on the month and year heading to quickly select a different month and year. Click the day in the month displayed to set the date. Alternatively, you can edit the date displayed in mm/dd/yyyy format to the left of the date filter icon 🗓.

To close the date filter pop-up window, select a day or click 'Today'. Depending on the screen, you must click the refresh icon 🔄 or OK to begin the search.

Depicted in the screenshot below are the navigation features of the date filter.
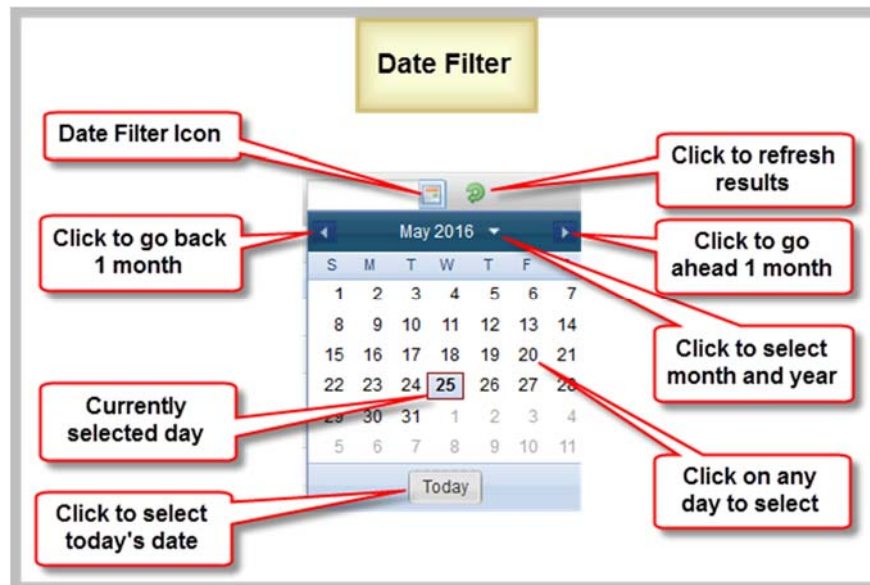
3.7   Pagination Controls

Depending on the data and your filter settings, several lists contain more information than can be displayed in the current window and it is presented in pages within the window. Pagination controls may appear on several types of windows including, but not limited to list pages, filter panels, drop-down

menus, and pop-up windows. Use the pagination controls at the bottom of a window to configure the number of items displayed per page and to navigate the various pages.   You can move to the next page, last page, previous page, or first page by using the arrow buttons provided. You can also type in a specific page number or use the slider to move through the pages. Not all controls may be present.
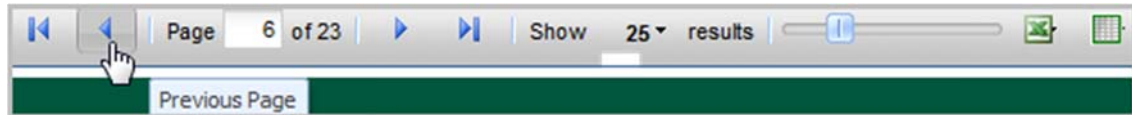
3.8   Print Data

Click the Print icon [icon] or button to print the information on the page. The information is displayed in a printable format in a new window. Use your browser to print the information and close the print window to return to Astra Schedule.

[icon]   Before printing a calendar grid, you may want to minimize the Rooms Panel.

[icon]   After printing, close print window to return to Scheduling Grids page.

3.9   Export Data

Astra Schedule allows some screen data to be exported to Microsoft Excel™ or to a table. Screens that allow their data to be exported have the export icons displayed at the bottom of the screen.

Once the page reflects the data you wish to export (see **3.4 Display Options** and **3.5 Search Filters**), click the Excel™ icon [icon] at the bottom of the page to open or save the data in Excel™ format or click the table icon [icon] at the bottom of the page to display the data in table format within your browser. Files are saved according to the settings of your browser.

[icon]   The Export option gives you a choice of including all pages in the report, or just the displayed page.

See **A.3 Export Examples** for detailed examples of exporting screen data.

4　VIEW SCHEDULING GRIDS

The Astra Schedule scheduling grids provide multiple ways to view information about scheduled activities in facilities across campus quickly and easily. Select Scheduling Grids on the CALENDARS tab to view scheduled activities and dates and times facilities may be available for scheduling.
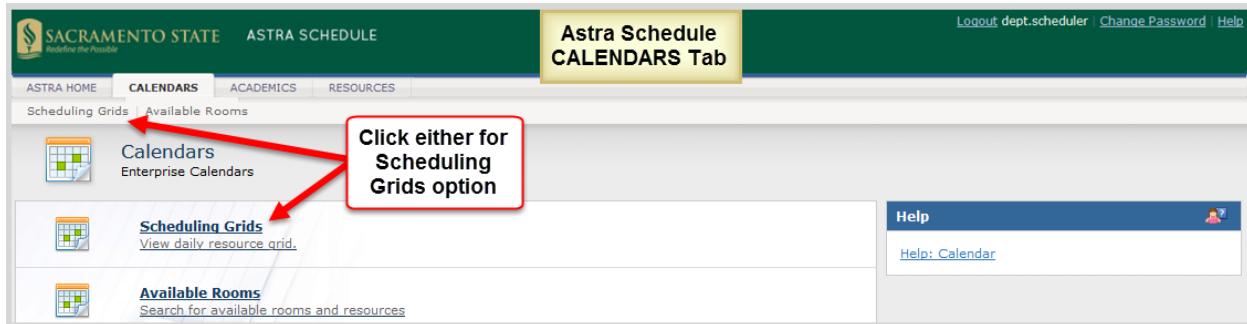
For examples, see **Appendix A** sections **A.4 Example – Search for Scheduled Activities by Building on a Specific Date** and **A.5 Example – Search for Scheduled Activities by Building for a Specific Week**.

Key areas on the Calendar Grid page are shown below for your reference in this section. Depicted in the screenshot below are:

- User input areas (filters, searches, calendars, formats, configuration, and printing)
- Display areas:
  A. Rooms Panel
  B. Calendar
  C. Holidays and Announcements area on Day calendar format
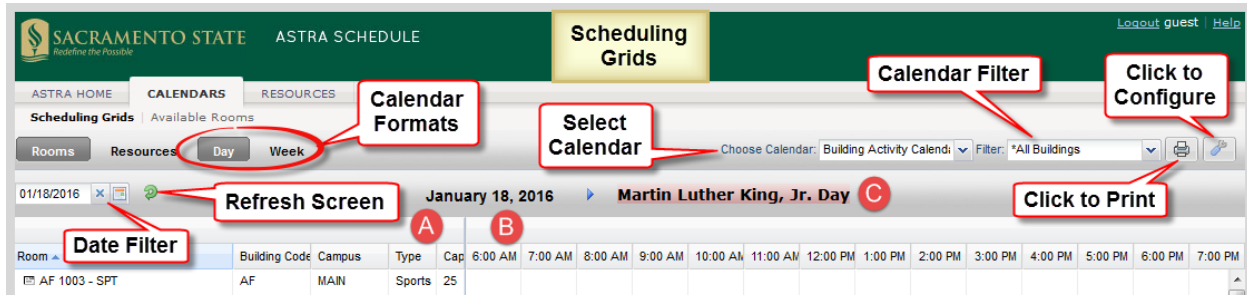
The Scheduling Grids present a list of rooms on the left, and activities using the applicable facility appear as shaded cells in the grid to the right. The Rooms panel displays a list of the facilities according to the filters you select. You can navigate this list, using the scroll bar to the right of the calendar, to find detailed information for each individual facility on the list. The information displayed as well as the format in which it is displayed can be customized. The date can be changed by using the arrow buttons to the left and right of the displayed date or date range to navigate backward or forward in time or click the calendar date filter icon to go to a particular date (see **3.6 Set Date Filter**).

In the Scheduling Grids, activities are displayed in colored boxes as follows:

Classes and Final Exams are displayed in a blue box.

Cross-Listed Classes are displayed in an orange box.

Events are displayed in a green box.

Blocked facilities are displayed in a salmon-colored box.

Blocked group (partitioned) facilities are displayed in a gray box.

Announcements are displayed on weekly calendar in a yellow box.

Holidays are displayed on weekly calendar in an orchid box.

An activity labeled 'Partition' indicates the facility is part of a partitioned space and cannot be scheduled because one or all of the facilities in that same partitioned space have an activity scheduled during the noted time.

Only facilities included by your filter settings are displayed in the Rooms panel.

The Scheduling Grids are designed to be view-only. Astra Schedule allows you the option to print or export some information. You may prefer to use your browser or other means to capture, save, or print the information displayed.

When changing the calendar content or format, a progress bar appears in the middle of the screen indicating it is searching for activities to display:

Please wait

Loading...
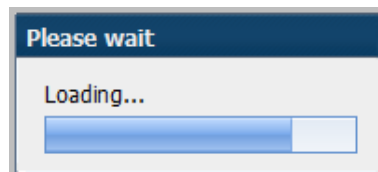
4.1   Select Calendar

The Scheduling Grids feature allows you to choose the type of calendar to display such as:

Building Activity Calendar – to view classes and events by Building. By default, all Buildings are displayed. You may select from a drop-down menu of buildings.

Events Calendar – to view events by their Event Type. By default, all events are displayed. You may select from a drop-down menu of event types.

Lecture Activity Calendar – to view classes and events scheduled in lecture facilities.

Instructional Computer Lab Calendar – to view classes and events scheduled in select instructional computer labs.

To begin, select the type of calendar you want to view as described and depicted in the screenshot below:

Select Calendar
Navigation: Calendars **>** Scheduling Grids
1. Click Choose Calendar to choose a Calendar.
2. Click the Calendar to select it and refresh the display. For Building Facility and Event Calendars, you may view all buildings and events, respectively, or choose a pre-defined filter.

4.1.1   Select Pre-Defined Calendar Filter

The Building Activity and Events calendars include pre-defined calendar filters for each building and event type, respectively. You can choose between these calendar filters using the calendar Filter drop-down menu. Upon selecting a calendar filter, the contents of the calendar being viewed updates accordingly. Limiting your search to a particular building or event type reduces the search time. The Buildings maintained in Astra Schedule may be found in **Appendix A-Astra Schedule Building Codes and Descriptions** and Event Types in **Appendix E-Astra Schedule Event Types and Descriptions**.

Described and depicted in the screenshot below are the steps to follow to view activities scheduled in a particular building. Similar steps would be followed for the Events Calendar.

Select Building Filter
Navigation: Calendars **>** Scheduling Grids **>** Building Activity Calendar
1. Click the calendar Filter to choose a Building.
2. Use scroll bar on right side of pull-down window to view more Buildings.
3. Click the Building to select it.

4.2   Select Calendar Format and Settings

The calendar grids can be displayed in day or week format. The Settings feature allows you to select the beginning and ending times displayed on the calendar as well as highlighting certain activities such as those with an actual enrollment higher than the maximum enrollment.

When switching between day and week formats verify the appropriate date is displayed as the last date selected for a given format is used.

4.2.1   Select Calendar Day Format

The Day format of the calendar displays each facility's schedule on a single row. This view provides immediate feedback on availability and usage for a single day, across a page full of facilities at a time. It has the following features:

- The rows in the calendar align with each facility in the Rooms Panel.
- Click the date filter icon [icon] or an arrow above the calendar grid to change dates.
- Click Choose Calendar to change the calendar.
- Click the calendar Filter to change building or event type.

Depicted in the screenshot below are:

- Navigation features (scroll bars, hovers)
- User input areas (viewing options), configuring, printing

You may need to adjust the browser window to reveal the scroll bar along the bottom edge of the calendar in order to view all of the times.

In Day format, to make the Rooms Panel narrower, eliminate columns displayed and/or drag the columns to make them narrower.

4.2.2   Select Calendar Week Format

The Week format of the calendar requires that you select the facility you would like to view from the list on the left. This view provides immediate feedback on availability and usage for a full week (or date range) at once. The Week format, depicted below, has the following features:

- The activities displayed in the calendar are *for* only *the selected facility*.
- To select a facility, click a facility in the Rooms panel on the left. The selected facility is highlighted in pale orange.
- By default, the first facility is selected.

- Click the timeline scroll key (< or >) to move the calendar 1 week.
- The first day of the displayed week is always the Sunday on or before the current or selected date.
- The activity hover window includes options to add the activity to your calendar or to email it.

Depicted in the screenshot below are:
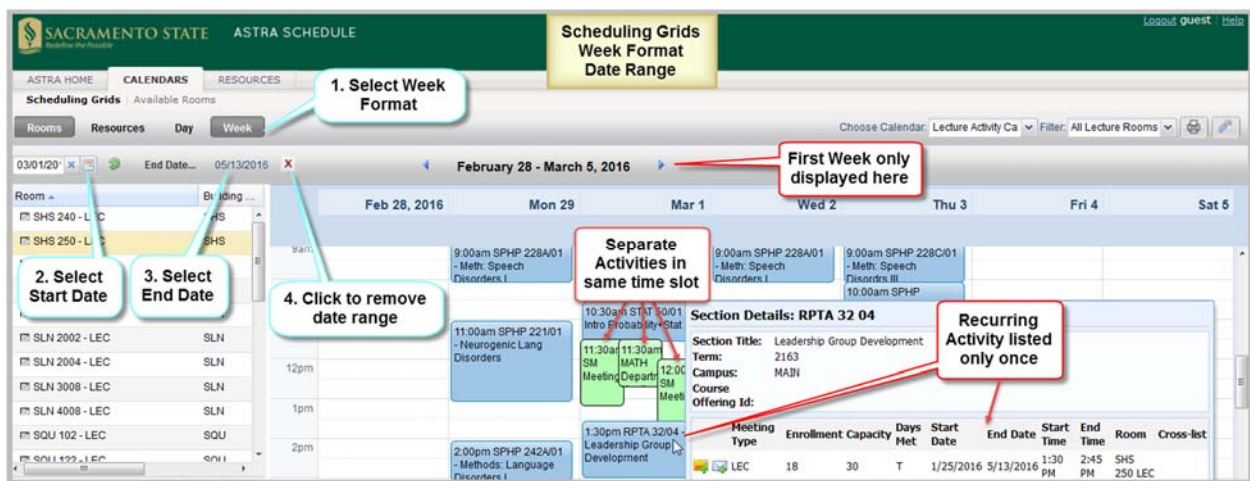
- Navigation features (scroll bars, date selectors)
- User input areas (viewing options), configuring, printing

In Week format, when viewing a date range instead of a single week, all activities that occur during the entire range are shown together. This feature is useful when searching for an available time slot for a recurring activity as it shows not only the rooms and times that are available but also what's scheduled during the selected period.   For example, when the range is set to a full term, this feature will show which rooms are available for the entire semester.

To specify a date range while in Week format, click End Date... to the right of the date selector to open a calendar window (see **3.6 Set Date Filter**). Navigate to the preferred end date and click on the day. The grid refreshes and the selected date is displayed to indicate you are viewing a date range. Click the X to remove the end date and return to standard week behavior.

Described and depicted in the screenshot below are the steps to follow to display a range of dates in week format.

Display Date Range in Week Format
Navigation: Calendars **>** Scheduling Grids
1.   Select Week format.
2.   Click the date filter icon (see **3.6 Set Date Filter**) to set the start date of range.
3.   Click End Date… to set the end date of range.
4.   Click **X** to remove the date range.

When using the date range feature of the weekly grid, the dates shown in the header reflect <u>only</u> the first week in your range, however, the data displayed is for the entire range.

In a date range view, a recurring activity appears only once. Different activities scheduled in the same room at a given time are stacked over the time slot.

4.2.3   Configure Calendar Settings

Astra Schedule allows you to configure the calendar by clicking the Settings Icon to the right of the Calendar Filter. The Calendar Configuration window is displayed. You may:

• Select the start and end times displayed on the day format calendar
• Easily identify over-enrolled courses or events by assigning them a special color

See **4.2.2 Select Calendar Week Format** for an example of how over-enrolled courses are displayed.
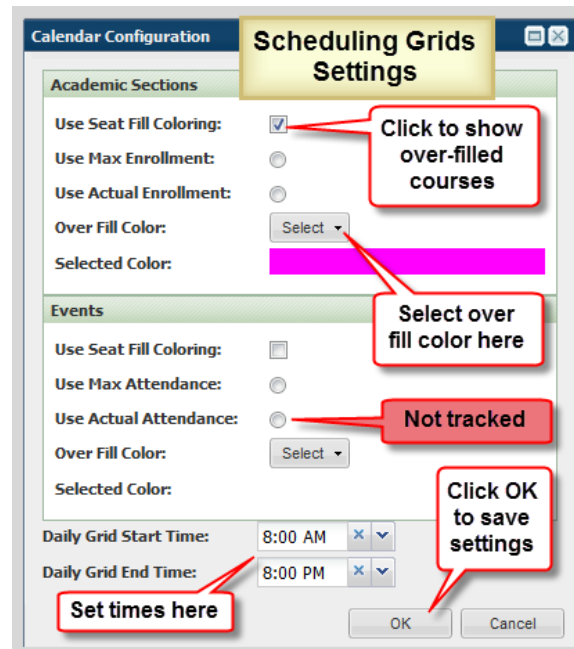
4.3   View Activity Information

Depicted in the screenshots below is the information displayed when hovering over a class section or event on a Scheduling Grid. This may include Meeting Type, Enrollment, Capacity (referred to as Max Enrollment in CMS-SA), Days Met, Start and End Date, Start and End Time, and Room (Facility). The Activity Details hover window is where you can e-mail the activity information or add it to your personal calendar.

Final exams are denoted by a Meeting Type of EXM when viewing the Class Section Details hover window.

4.4   Add Activity to Your Personal Calendar

Activities on the Astra Schedule calendar can be added to your personal calendar. While hovering over the calendar entry for an activity to view details, click the Add to Calendar icon next to the activity you wish to add to your personal calendar, as shown in **4.3 View Activity Information**. You can save the activity to your calendar of choice or to a file for later import to a calendar.

4.5   E-Mail an Activity

Details about activities on the Astra Schedule calendar can be emailed to anyone you choose. While hovering over the calendar entry for an activity to view details, click the Email icon next to the activity you wish to email, as shown in **4.3 View Activity Information**. You can edit the message prior to sending.

5   FIND AVAILABLE FACILITIES

The Available Rooms calendar tool provides a quick way to search for all available facilities. Select Available Rooms on the CALENDARS tab when you want to search for facilities to schedule for classes or events and to search for available times to view facilities or perform facility maintenance.

The Available Rooms tool allows you to enter time and date information and filters to limit your search. A list of resulting available facilities can be printed for short-term reference.

To perform a search, you will create one or more time/date entries, enter filter criteria, and search for availability. This process may be repeated as desired to refine results or perform additional searches.

Class and event scheduling is dynamic and facility availability data is current only for the day and time it is generated.

Requests to reserve or hold facilities for activities, routine maintenance, or renovation must be submitted to the Office of Space Management.

For examples, see **Appendix A** sections **A.6 Example – Search for Available Facilities for a Single Meeting** and **A.7 Example - Search for Available Facilities for a Recurring Meeting**.

Depicted in the screenshot below are key areas as well as the steps to follow to define the meeting time and location to search for available facilities.

- Navigation features (scroll bars, print results)
- User input areas (add meeting date/time, filters, purpose of search)
- Key areas (A-G)
    A. Add New Meeting area: Enter and view requested meeting time(s) here.
    B. Location Search Filters: Enter preferred location, Room Type, Feature, or Capacity here.
    C. Equipment/Services Filters: Not used
    D. Search Results: Facilities meeting your criteria are displayed here.
    E. Purpose of Search: Select Event or Section.
    F. Search: Click to begin search.
    G. Print: Click to print search results.

Perform Facility Availability Search
Navigation: Calendars **>** Available Rooms
1. In the Add New Meeting area, click Add New and fill in the time(s) and date(s) as described in section **5.1 Add Meeting Times and Dates**.
2. Add additional search filters as described in section **5.2 Set Available Rooms Search Filters**.
3. Click Purpose of Search drop-down menu to specify Event or Section for conflict checking.
4. When all the search criteria have been entered, click Search in the lower middle of the page to generate a list of available facilities based on the meetings and filters provided. You can change search criteria and re-search as needed. The Search Results area displays a list of facilities that are available for all times and dates in your search and that meet *all* the filter criteria. The Building/room, Capacity, and Room Type are displayed in the Search Results area. To view more information about a particular facility, hover over the facility details icon next to the room name.
5.   A printer friendly view of the search results, including the meeting and filter information may be generated by clicking Print.

Confirm Purpose of Search is set appropriately as facilities may be blocked for class section or event usage.

5.1 Add Meeting Times and Dates

To search for available facilities, the time and date information must first be entered for the meeting(s). A search can be for a single or a recurring meeting. This flexibility allows for searches to be performed on behalf of an event or class, or simply to research open facilities for informational purposes.

Described and depicted in the screenshot below are the steps to follow to define the meeting time(s) and date(s) to search for available facilities.

Enter Time and Date Information for a Search
Navigation: Calendars **>** Available Rooms **>** Add New
1.   Select the frequency option for Single Meeting or Recurring Meeting.
2.   If Single Meeting is selected, enter Start Time, End Time, Start Date, and End Date of the meeting.
3.   (A-C) If Recurring Meeting is selected, enter Start Time, End Time, the Day Pattern, and the date range of the meetings.
4.   Click OK to add your meeting to the search page.
5.   Repeat as needed to build a list of meetings (i.e., to search for facilities that are available across multiple times and days). Click the delete icon 🚫 to remove a meeting.
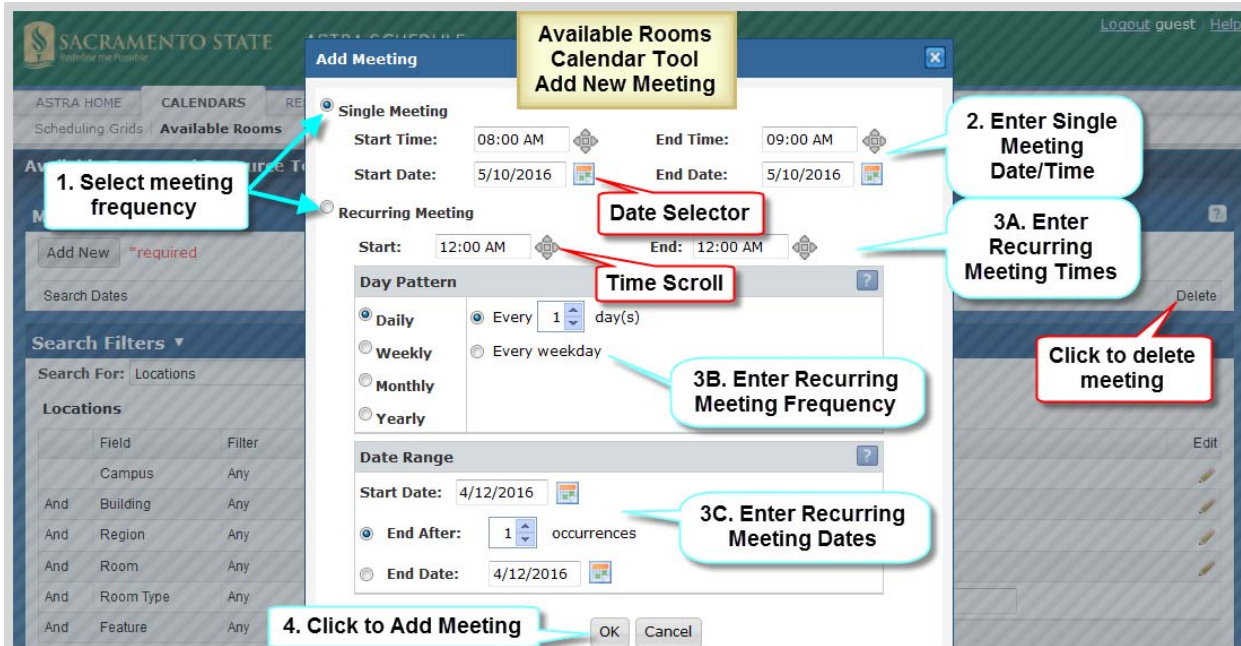
You can enter the date and time directly, tabbing between hour, minute, and AM/PM or use the Date Selector and Time Scroll buttons to set the values.

If the search is for a facility to accommodate a weekly multi-day event, a recurring meeting can be created to represent its meeting pattern. Choose "weekly" as the day pattern, select the days met, and then provide the event start and end dates as the date range.

The recurring meeting option is used for meetings with a regular meeting pattern. If meeting dates/times are irregular (e.g., different times each week, or not meeting every day/week/month/year) then multiple single meetings must be added.

If, for example, five separate meetings are entered, only facilities that are available *all* five times are displayed.

5.2   Set Available Rooms Search Filters

The Available Rooms search filters are used to narrow searches for available facilities. By default, all filter options are set to "Any", meaning that all facilities are searched, and any available facility is returned in the list. However, complex filtering is also supported, allowing multiple filter options to be set to restrict the list as needed. These settings can be edited repeatedly to reduce and refine the list of results returned.

Described and depicted in the screenshot below are the steps to follow to define filters to apply when searching for available facilities.

You may need to adjust your window size to see the scroll bars.

Set Search Filter Criteria
Navigation: Calendars **>** Available Rooms
1. Scroll down to the Search Filters area and ensure the 'Search For:' drop-down menu indicates 'Locations'. The Equipment/Services filters are not used.
2. Click the edit icon 🖉 for the field on which you would like to filter the search. See filter descriptions below.
3. Use the scroll bar to view available values for the filter and click the box to select the value. Multiple values can be selected for a given filter. You can search on room Capacity by entering a range for the number of occupants.
4. Select the item(s) on the list you would like to include in the search and click OK.
5. Repeat with other fields as needed.

The Available Rooms search filters tool supports the following filters:

Campus – Identifies campus. Always set to MAIN.

Building – May represent a physical building, outdoor space, or virtual space. Building Code and Room Number make up the CMS-SA Facility ID. A list of building abbreviations can be found in **Appendix B - Astra Schedule Building Codes and Descriptions.**

Region –Regions are groupings of facilities used primarily by the Office of Space Management to create and maintain scheduling security and priority and to develop internal reports. Regions listed are applicable to fall and spring semesters only. A list of Regions can be found **in Appendix F-Astra Schedule Regions and Descriptions**.

Room – Lists all rooms (facilities) that can be scheduled in Astra Schedule.

Room Type – Used to categorize facilities. For example, you may want to only search lecture facilities or conference rooms for available space.   A list of Room Types can be found in **Appendix C-Astra Schedule Room Types and Descriptions.**

Feature – Facility features are permanent attributes of a facility that are significant for scheduling and reporting purposes and are assigned by the Office of Space Management. For example, some facilities may have tiered seating or tables/chairs. For convenience, media-Level features are prefixed with '*' so they sort to the top.   Features prefixed with "zSM Use" are for the Office of Space Management's use only. A list of features maintained in Astra Schedule can be found in **Appendix D-Astra Schedule Room Features and Categories**.

Capacity – Designates maximum seating capacity for the facility. Can specify a range or a single value. For example, to view all facilities that can seat 100 or more people, enter '100' in the lower range box (left) and leave the upper range box (right) blank.

> Search and filter criteria are combined as you enter more options.

> To reduce search time, it is recommended you enter a Capacity value greater than '1' in order to distinguish from special facilities that have an assigned Capacity of '1' (e.g., Rest Rooms).

To remove a filter, click the delete icon 🔴 for the appropriate field as shown below for Room Type.

5.3   View and Print Search Results

The Available Rooms calendar tool displays all facilities that meet the requested search criteria for *all* the designated date(s) and time(s).

Depicted in the screenshot below are:

- Navigation Features (scroll bar, hovers)
- User input areas (Activity Type, printing)
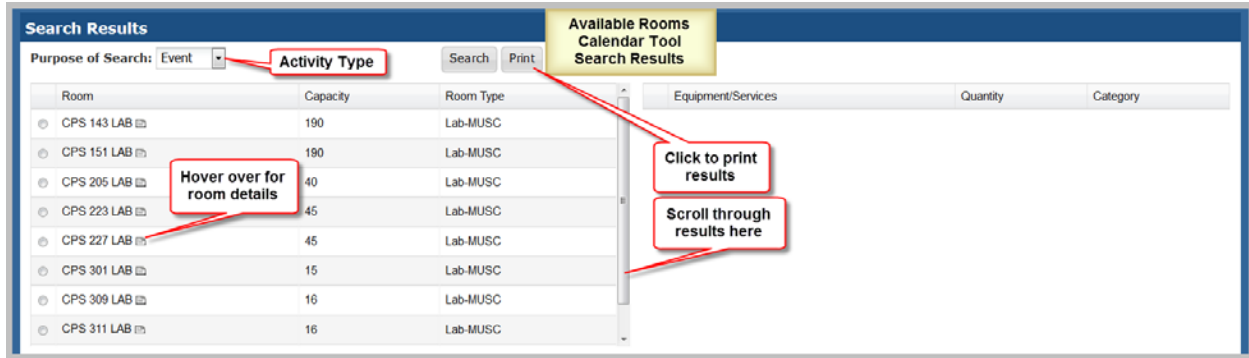
Depicted in the screenshot below is the information displayed when hovering over a room in the Search Results area of the Available Rooms calendar. This includes Room Type, Capacity, Layout, Description, and Features.
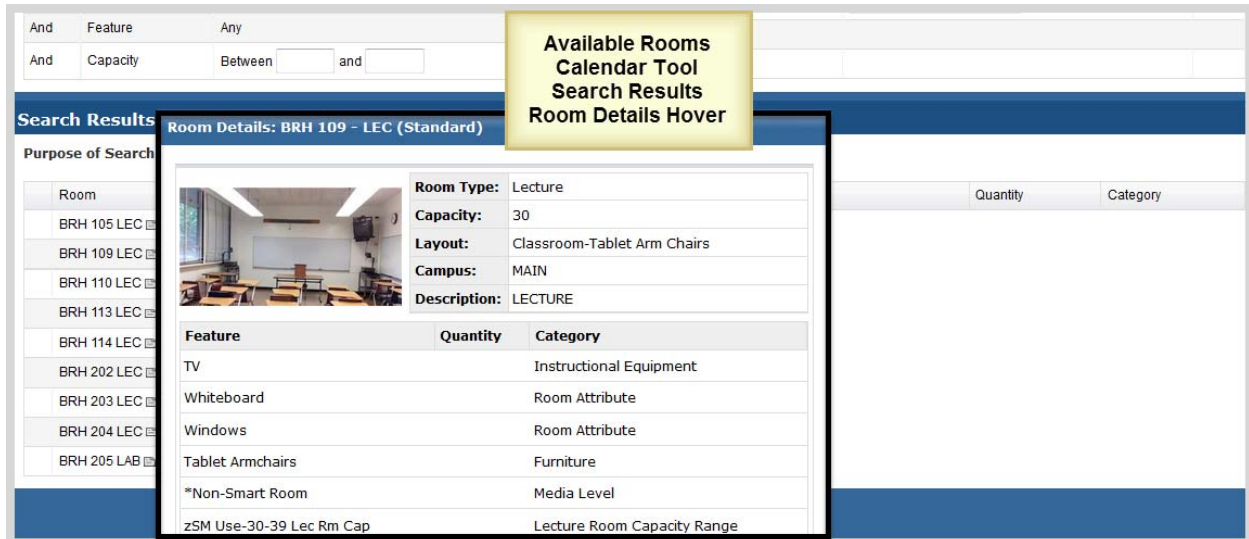
The print option displays the search criteria as well as the results in a separate window for printing as depicted in the screenshot below. Use your web browser to print the report.

Some browsers may need to be set to allow pop-up windows.

6   VIEW FACILITY INFORMATION

Facility information is viewed by accessing the RESOURCES tab that provides a list of State-owned facilities on campus maintained in Astra Schedule for scheduling class sections and events.

Department and Faculty offices are not currently managed in Astra Schedule.

Select the RESOURCES tab to display the following options:

- **Rooms** to select and view information about facilities maintained in Astra Schedule.
- **Notifications** is not used.

6.1   Select Rooms Option

Select the Rooms option of the RESOURCES tab to view facility information.

Depicted in the screenshot below are features and key areas within the Room List including:

- Display information (hover for facility details)
- Navigation options (Room List scroll bar)

- Key areas (A-B)
  A. Filter Panel Includes several filters that can be used when searching for facilities.
  B. Room List Displays facilities that meet your search criteria. The list can be several pages long, depending on the filter settings.

6.2   Set Facility Filters

Astra Schedule allows you to set filters in the Rooms option of the RESOURCES tab to only list facilities that match your search criteria. Results from a search are displayed in the Room List. See **3.4 Display Options.**

Astra Schedule offers several ways to display the information on a page. Customizing a List page makes it easier to view key information. Customization options include which columns are displayed and in what order. See **A.1 Display Option Examples** for detailed examples of selecting the various display options.

Often you can click on the column labels on the list page to change the way the list is sorted. Click again to reverse the sort order. Another method is to click on the down arrow next to the column heading and select Sort Ascending or Sort Descending.

Columns in a list page may be rearranged as preferred. To move a column, click and drag the column header to a new position. When the arrows appear between other columns in the correct position, release the mouse button to drop the column into its new position.

The columns that are displayed on a given list page may be changed as well. To customize the display, click on the right arrow on any column in the list and choose the Columns option. All of the available column options for the record type being viewed are displayed. Place or remove a check mark to add or remove columns from the list page. You may also choose to display the data in groups.

To resize a column, hover your cursor over the line to the right of the column you wish to resize and then click and drag right or left.

See **3.5 Search Filters** for detailed information about setting filters.
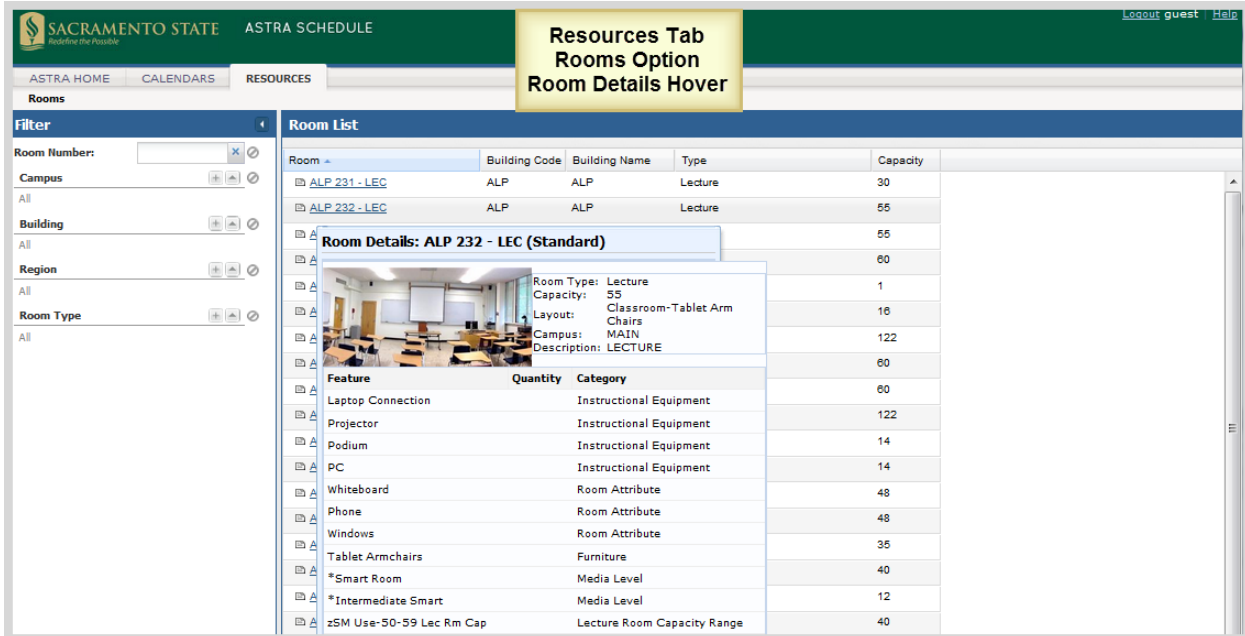
The Rooms option supports the following filters:

- **Room Number –** The Room Number of any facility.
- **Campus –** Identifies campus. Keep as 'All'.
- **Building –** May represent a physical building, outdoor space, or virtual space. Building Code and Room Number make up the CMS-SA Facility ID. A list of building abbreviations can be found in **Appendix B – Astra Schedule Building Codes and Descriptions**.
- **Region –** Groupings of facilities. See **Appendix F - Astra Schedule Regions and Descriptions** for more information and a list of regions.

- **Room Type** - Used to categorize facilities according to their use. See **Appendix C - Astra Schedule Room Type Codes and Descriptions**.

6.3   View Room List

Results from a search are displayed in the Room List. You can change the information in the Room List and how it is displayed (see **3.4 Display Options**). By hovering over the facility details icon , you can view the details for a particular facility including Room Type, Capacity, Layout, and Features.   If you click the Facility (Room) link, it opens a page that is used by the Office of Space Management to maintain facilities.

7   VIEW AND SCHEDULE FACILITIES FOR CLASS SECTIONS

The ACADEMICS tab provides access to class section information for viewing and facility scheduling. The class section information is imported from CMS-SA. **When the initial schedule building period in CMS-SA is over, class section facility assignments shall be made in Astra Schedule. All other class section information must be edited in CMS-SA and cannot be changed in Astra Schedule.**

Select the ACADEMICS tab to display the following options:

- **Sections** to view class section information and assign facilities to class sections you have been authorized to schedule.
- **Notifications** is not used.
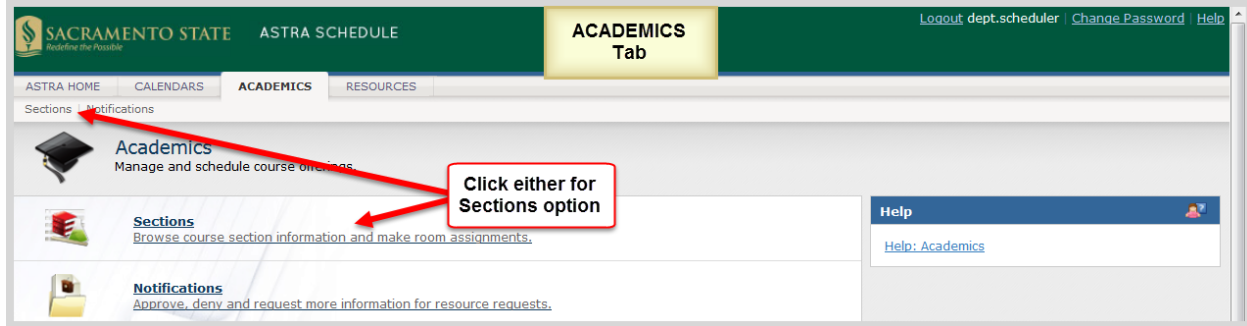
7.1   Select Sections Option

Select the Sections option of the ACADEMICS tab to view class section information or assign a facility to a class section.

Depicted in the screenshot below are features and key areas within the Section List including:

- Display information (hover for class section details)
- Navigation options (Section List scroll bar)
- Key areas (A-B)
  - A. Filter Panel: Includes several filters that can be used when searching for class sections.
  - B. Section List: Displays class sections that meet your search criteria and you have been authorized to view. The list can be several pages long, depending on the filter settings. From this list you can access the Class Section Information page where you can make or change a facility assignment.
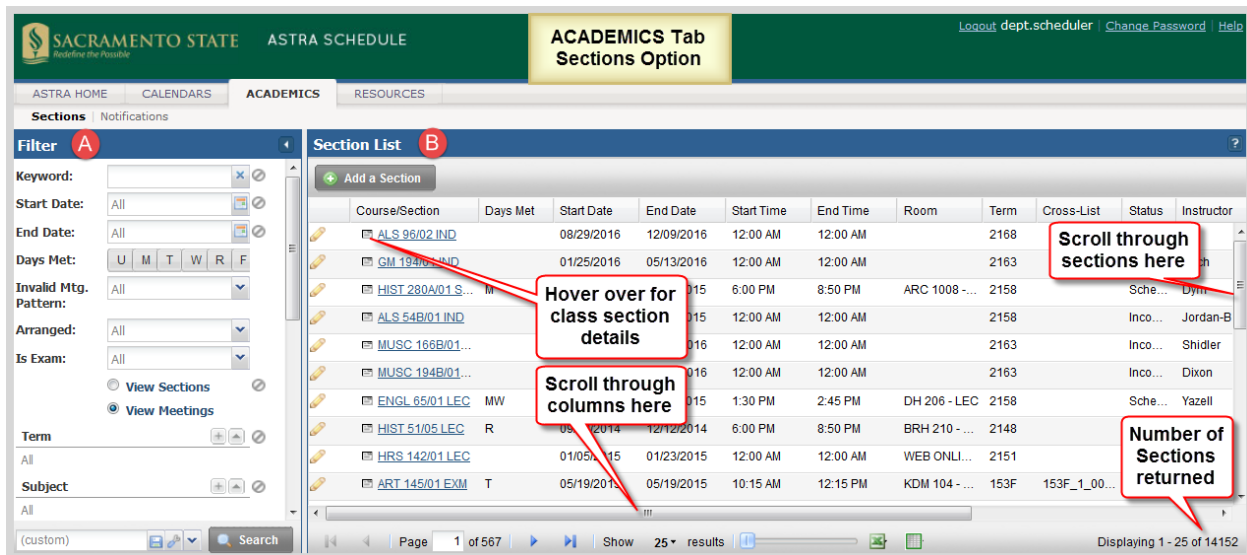
7.2   Set Class Section Filters

Astra Schedule allows you to set filters in the Sections option of the ACADEMICS tab to list only class sections that match your search criteria. Results from a search are displayed in the Section List. See **3.5 Search Filters** for more information about setting filters.

The Class Sections option supports the following filters:

Keyword – text string appearing in Subject, Course Number, Subject/Course Number combination, Building, Room, Building/Room combination, Instructor, and Meeting Type. Combination values must be separated by '%' (e.g., 'accy%1'). Class sections containing the keyword in <u>any</u> of these fields are selected.

Start Date – Earliest start date of class section meeting.

End Date – Latest end date of class section meeting.

Days Met – Class section meetings scheduled on these days.

Invalid Meeting Pattern – Keep as 'All' unless searching for incomplete class section meeting information.

Arranged – <u>Not Used</u>; keep as 'All'.

Is Exam – <u>Not Used</u>; keep as 'All'.

View Sections/View Meetings – Indicates how Class sections and Meetings are displayed in the Section List. See **7.2.1 Select Section List View Option** below.

Term – Designates the term to which the class section applies. Term is of the format: 2yyn where 'yy' is the two digit year and 'n' is the term number (1=Winter, 3=Spring, 5=Summer, and 8=Fall). For example, 2143 designates the spring 2014 term.

Subject – Lists only the subjects you are authorized to view.

Course – Lists only the courses within the selected Subject you are authorized to view.

Instructor – Lists only instructors assigned to Subjects you are authorized to view.

Campus – Identifies campus. Keep as 'All'.

Building – May represent a physical building, outdoor space, or virtual space. Building Code and Room Number make up the CMS-SA Facility ID. A list of building abbreviations can be found in **Appendix B – Astra Schedule Building Codes and Descriptions**.

Room – Lists only rooms you are authorized to assign in Astra Schedule.

Department – <u>Not Used</u>.

Meeting Status – <u>Not Used</u>.

Meetings with – <u>Not Used</u>.

For an example of setting filters, see **A.8 Example – Find All Classes for a Specific Term, Subject, and Meeting Pattern.**

7.2.1   Select Section List View Option

The Section List can be viewed as a list of sections or as a list of meetings. The Sections view groups multiple meetings of the same section into one row, whereas the Meetings view shows each meeting in a separate row.

> **It is recommend you set your default view to Meetings as it allows sorting on class section meeting-related information (see 7.3.1 Select Section List Report Options).**

Select the radio button toggle in the Filter panel to choose the preferred list view and click Search at the bottom of the Filter panel to update the Section List.
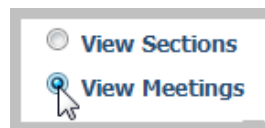
In the Sections View, class sections with more than one meeting type or pattern are displayed on one row. To display the individual meetings that comprise it, click the expand button . Click the collapse button to hide the meetings.

> To display the expand and collapse buttons in Sections View, you must set the Subject filter to the subject(s) to view before beginning the search.

Described and depicted in the screenshots below are examples of the View Sections option for ACCY 1 Section 02 with two meeting types: a discussion section and an online section.

In the Meetings View, the same example of ACCY 1 Section 02 with two meeting types: a discussion section and an online section would be displayed with one meeting per row and no main class section record as depicted in the screenshot below.

7.2.2 Save Class Section Filter

Astra Schedule allows you to save filter settings for future use. Frequently used searches can quickly be recalled by using saved filters. See **A.9 Example – Save Section List Filter for a Specific Term and View**. Described and depicted in the screenshot below are the steps to follow to save a Class Section filter.

Save Class Section Filter
Navigation: Academics **>** Sections
1.   Set filters for the appropriate fields and values (see **7.2 Set Class Section Filters**).
2.   Click Search to confirm results are as expected. Refine filter settings until satisfactory.
3.   Click the save filter icon 🖫 at bottom of Filter panel to display the Save Filter window.
4.   Enter a meaningful Filter Name.
5.   If you want this filter to be used each login, click Set as Default Filter.
6.   Click OK to save filter.
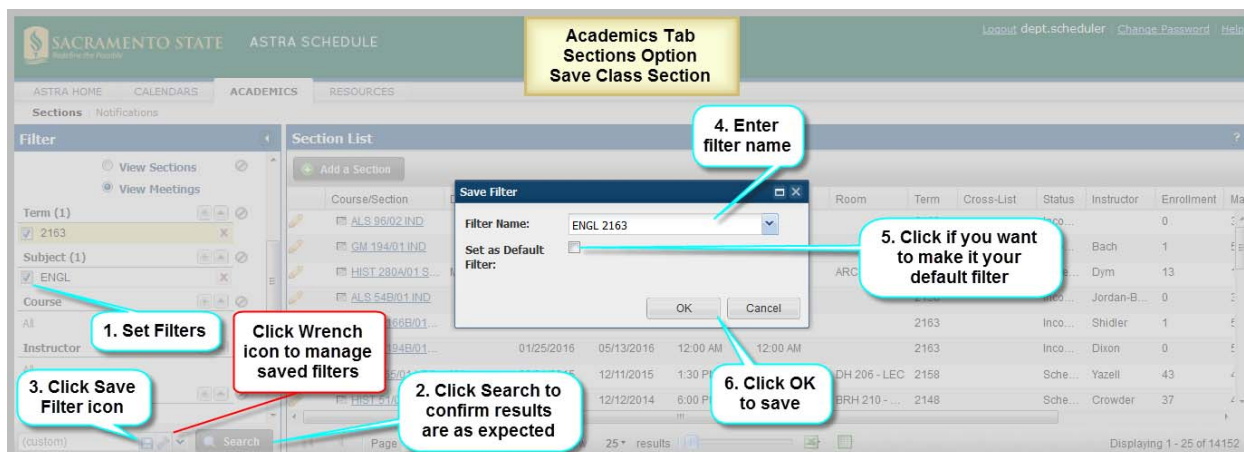
It is recommended you set and save frequently used search filters.

7.3   View Section List

Results from the search are displayed in the Section List. By hovering over the class section details icon

, you can view the details for a particular class section including Meeting Type, Enrollment, Capacity (Maximum Enrollment in CMS-SA), meeting days and times, Room (Facility), and Instructor.

If you click the class section link in the Class/Section column or the View Class Section Details link in the hover window of a class section, it opens the Class Section Information page for viewing (see **7.4 View Class Section Information**).

All screenshots in this section are displayed in Meetings View unless otherwise noted.
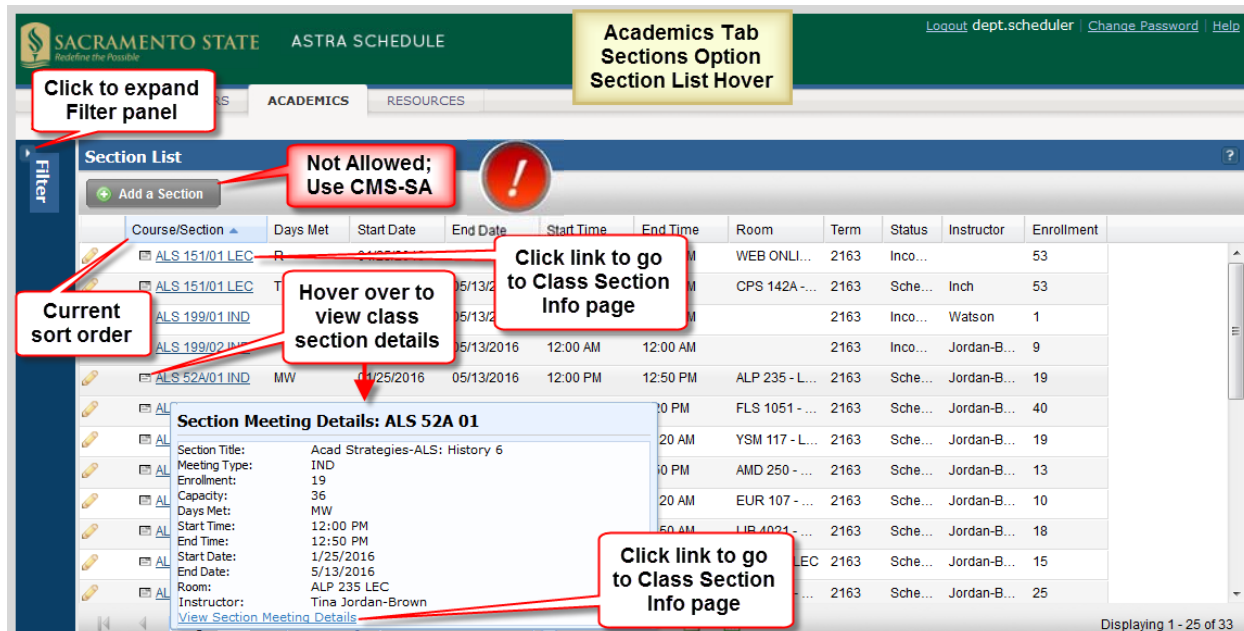
The current sort order is indicated by a pale blue column header with a small arrow to indicate ascending or descending sort order.

Astra Schedule provides countless ways for you to view information and there are many ways to attain the same information. For example, to view all section meetings for a given instructor, you could set the Instructor filter on the Filter panel, or on the Section List you could sort on the Instructor column or select Group By This Field on the Instructor column menu. The chart below lists several common queries and a suggested way to display it. The M/S column indicates if you need to be in **M**eetings View (M) or **S**ections View (S) of the Section List or either (MS). See **7.2 Set Class Section Filters** and **7.3.1 Select Section List Report Options** for more detailed information.

M/S	Section Meetings That…	Action
MS	Are in a specific term	Set Term filter.
MS	Are in a specific subject	Set Subject filter.
M	Have a specific Meeting Type	Select report options to include Meeting Type column and group by that column.
M	Have a specific Meeting Type (quick ID)	Set Keyword to specific Meeting Type (e.g. DIS).
M	Have a specific Room Type (quick ID)	Set Keyword to specific Room Type (e.g. LEC).
M	Go beyond end of term	Set End Date filter = <end of term date>, then click the 'not equal to' icon ⊘ .
M	Start before beginning of term	Set Start Date filter = <beginning term date>, then click the 'not equal to' icon ⊘ .
M	Have incomplete meeting information	Set Invalid Meeting Pattern filter to 'Yes'.
MS	Are not assigned to a facility	Click the Rooms column header to sort in ascending order. Unassigned meetings are displayed at the top with a blank Room value.
M	Meet on Saturday	Set Days Met to 'S'.
M	Meet on Sunday	Set Days Met to 'U'.
M	Are cross-listed	Include Cross-List column in Section List. Click the Cross-List column header to sort in ascending order. Cross-Listed class sections are displayed at the top with a non-blank value.

> All class sections associated with a term are displayed even if they begin before, or end after official term dates.

> Keyword searches may not be as precise as searching on a particular field since the keyword may be found in more than one field.

In Meetings View:

- If Start Time = 12am and End Time=12am, the time is likely not set in the CMS-SA class section.
- If no meetings are displayed in the hover window it is likely an incomplete class section from CMS-SA.

7.3.1   Select Section List Report Options

Astra Schedule allows you to change how and what information is displayed in the Section List. Customizing the Section List makes it easier to view key information. Customization options include which columns are displayed and in what order. You can also group the data according to a particular column. See **3.4 Display Options** for more information.
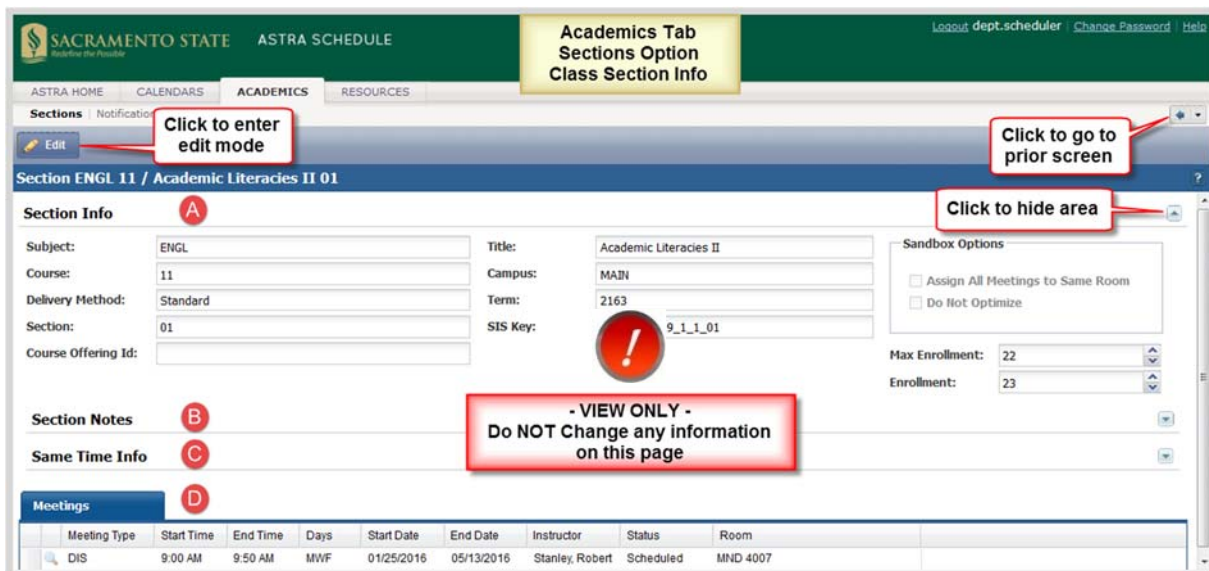
Astra Schedule allows you to filter some columns directly. These are: Course/Section and Section Title. To filter the data in a column, click the down arrow next to the column and enter a search string.

Columns relating to class section meetings are not sortable in Sections View.

You must be in Meetings view to sort on meeting-related columns (e.g., Days Met, Start Date, and Room).

7.4   View Class Section Information

On the Section List, when you click a class section link, the Class Section Information page is displayed.

Depicted in the screenshot below are features and key areas within the Class Section Information page including:

- User input areas (edit button, hide/expand buttons)
- Navigation options (return to prior page)
- Key areas (A-D):
  A. Class Section Information
  B. Section Notes – Not used
  C. Same Time Info – Not used
  D. Meeting Information

The Section Information area (A) contains general information about the class section record indicated at the top of the page. This includes data that defines the class section, but is separate from the individual meeting(s).

> **Information displayed in the Class Section Info area is maintained in CMS-SA. Do not make any changes on this page (including Term) as the changes will not be exported to CMS-SA and may create reporting and facility synchronization issues.**
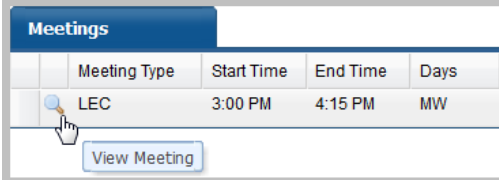
> **Do not select any of the Sandbox options; for Space Management use only**.

At the bottom of the page is a tabbed interface displaying the section meeting(s). The Meetings tab is a summary list that includes any meetings for the class section. The Meeting Type, Start and End Times, Days, Start and End Dates, Instructor, and Room (Facility) are all included here at a glance. More detailed meeting information is available by viewing the Class Section Meeting Information page (see next section).

7.5   View Class Section Meeting Information

To view class section meeting details such as individual meetings, multiple Instructors, and cross-listed class sections, you must be on the Class Section Information page (see previous section). On the Class Section Information page, scroll down to the Meeting Information area, click the view icon 🔍 to the left of the Meeting Type column (if you are in edit mode, click the edit icon ✏️).

A new tab is created for each meeting opened. Also, when the detail for an individual meeting is displayed, the Class Section Information area is automatically collapsed to provide as much display space as possible. It is re-expanded when you click the main Meetings tab.

Depicted in the screenshot below are:

- Displayed information (Instructors, Meeting Patterns, cross-listed class sections, and a break-down of the individual meeting dates)
- Navigation Options (expand and collapse buttons)

> **No information shall be updated in the Meeting Info area except for the Room (Facility). Do not make any other changes on this page as the changes will not be exported to CMS-SA and may create reporting issues.**

> **The Resources, Preferences, Meeting Dates, and Meeting Notes areas are not used and therefore not addressed in this User Guide.**

7.5.1   View Cross-Listed Class Sections

Combined section information for class sections is maintained in and imported from CMS-SA. Astra Schedule refers to these sections as cross-listed. Combined sections include all class sections meeting together in the same facility: cross-listed courses from different subject areas, different sections of the same course meeting together in the same facility, or any other combination of class sections that meet together in the same facility.

> Cross-Listed class sections require a facility with a Facility Capacity that can accommodate the sum total of the maximum enrollments of all the cross-listed class sections.

> You may not be authorized to view the detail of the cross-listed class section.

Expanding the Cross-List Information area on the individual meeting tab of the Class Section Meeting Information page, the cross-listed meetings are displayed along with their combined enrollment information as depicted in the screenshot below.

Cross-listed class sections can be identified on the Section List by including the Cross List column and sorting it in ascending order. Cross-listed class sections will sort to the top of the display.

7.6 Set Edit Mode on Class Section Information Page

To assign or drop the facility assignment for a class section, you must be in edit mode on the Class Section Information Page (see **7.4 View Class Section Information**). This may be done by clicking the **Edit** button at the top of the Class Section Information page. Alternatively, you may open the Class Section Information page in edit mode by clicking the edit Icon ✎ in the Section List row of the class section to be updated (see **7.3 View Section List**).

💡 It is recommended you work in view mode until you are ready to assign or drop the facility assignment.

The only class section information that shall be changed in Astra Schedule is the facility assignment (Building and Room Number). All other class section information must be maintained in CMS-SA.

In order to assign a facility to a class section in Astra Schedule, the class section must have Date, Days Met, Start Time and End Time set. This information must be entered into CMS-SA.

In some, but not all cases, Astra Schedule prompts you to confirm your changes before saving them.

Described and depicted in the screenshot below are the additional features available to you on the Class Section Meeting information page when in edit mode.

- Navigational features (return to previous page, begin Ad Hoc Scheduler)
- Input Areas (save or cancel changes, drop the facility)
- The assign resources feature is not used

Be careful where you click on the page or you may accidentally drop the facility assignment.

When you click the assign facility icon [icon], it begins the Ad Hoc Scheduler and displays the message "Loading…" while it is searching for facilities for the selected class section.
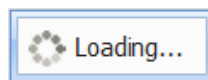
7.7   Use the Ad Hoc Scheduler

Astra Schedule's Ad Hoc Scheduler assigns a facility to a class section very simply and efficiently. It helps you find the most appropriate room and best seat fill. For optimum facility optimization, click the assign facility icon [icon] for a class section meeting in the Meetings area of the Class Section Information page to display the Ad Hoc Scheduler. You must be in edit mode for the assign facility icon to be displayed (see **7.6 Set Edit Mode on Class Section Information Page**).

Depicted in the screenshot below are:

- User input areas (Set, manage, and apply filters, OK/Cancel buttons)
- Navigation options (Facility and filter scrolls)

- Key areas (A-B):
    - A. Ad Hoc Scheduler Filter panel
    - B. Availability List

Within the Availability List, Astra Schedule provides many features including:

- Display information (hover for facility details, pages in display, number of meetings in Selected facility)
- Display options of expandable column information (Room information (B1), Score information (B2), and Facility Status (B3))
- Navigation options (facility scroll bar, page navigation buttons)
- User Input areas (Facility Status, OK/Cancel buttons, refresh button)

Only facilities you are authorized to schedule are displayed by the Ad Hoc Scheduler. Facilities shall only be scheduled if displayed as 'Available' for the entire term.

If you are changing a facility assignment, simply assign a new facility; Astra Schedule automatically drops the current room and assigns the new room.

Assigning a facility to a cross-listed class section automatically assigns it to the associated cross-listed class section as well.

You can sort on the Room and Score columns in the Availability List area by clicking on the column heading.

If you are away from your screen for a few minutes, click the refresh button to ensure the most current facility availability information is reflected in the Availability List.

The Availability list may include a number of pages. Use the pagination controls at the bottom of the list to page through the results, configure the number of facilities displayed per page, and jump to a specific page.

7.7.1   Set Ad Hoc Scheduler Filters

When the Ad Hoc Scheduler opens, the Filter panel is populated with the class section's Maximum Capacity and other preference information based upon the Subject and preferences set for the class section being scheduled. You may set additional filters including Capacity, Room Type, Feature, Building, Room, and Facility Layout. For your convenience, the Ad Hoc Scheduler allows you to save frequently used filters, similar to the Section List filters (see **7.2.2 Save Class Section Filter**).

The 'Show Additional Meeting Patterns', 'Show Shared Rooms' and 'Show Alt Room Configs' options are not used. To reduce search time, ensure sure they are not checked.

Astra Schedule allows you to search for and assign a facility with a Capacity smaller than the Max Enrollment for the class section. Use this feature carefully; this shall only be done when needed and Maximum Enrollment must be adjusted in CMS-SA to ensure it does not exceed facility capacity.

It is the College and Department's responsibility to ensure that actual attendance does not exceed the facility's capacity.

After setting any additional filter preferences, click Search to apply your filter(s) and display the resulting facilities and their status in the Availability List.

7.7.2   View Availability List

The Ad Hoc Scheduler displays the facilities you are authorized to schedule and the availability of each. It calculates which rooms are acceptable for the meeting being scheduled and determines best fit. When determining acceptable rooms, the Ad Hoc Scheduler takes into consideration any requirements set in the Filter panel.

By default, the Ad Hoc Scheduler displays 3 columns: Room, Score, and Facility Status. The Score of a facility is comprised of 1) how closely the facility matches your selected filters and more importantly, 2) how well your class section will fit the available seats within the facility. A Score of 100 is the best score.

Clicking the expand button at the top of a column expands the column for more information. Expand the **Room** column for additional information on the rooms available. Expand the **Score** column to reveal the Preference and Seat Fill scores. The total score is an average of these two values. Expand the Facility Status column to display all meeting dates for the class section you are scheduling.

The following screenshot depicts the column detail on the Ad Hoc Scheduler:
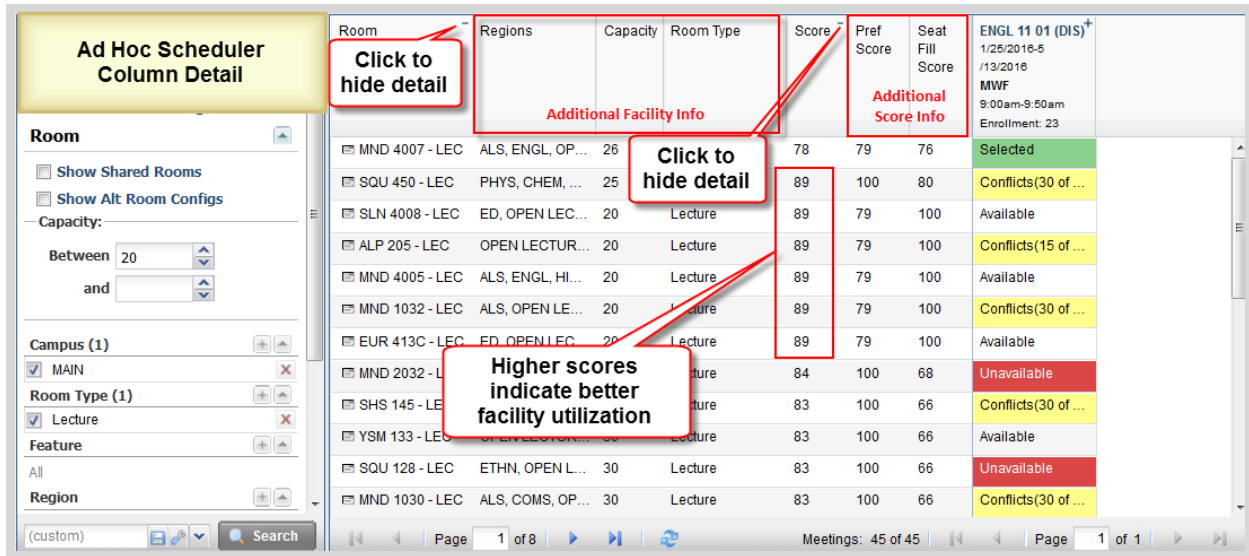
In the Facility Status column, Astra Schedule color codes the facilities by status as described and depicted in the screenshot below.

Selected   - Currently assigned facility, or newly selected facility.

Available   - Facility available to assign to currently selected class section for entire term.

Conflicts   - **Cannot be selected**. Facility available only part of term.

Unavailable   - **Cannot be selected**. Facility not available during selected dates and times.
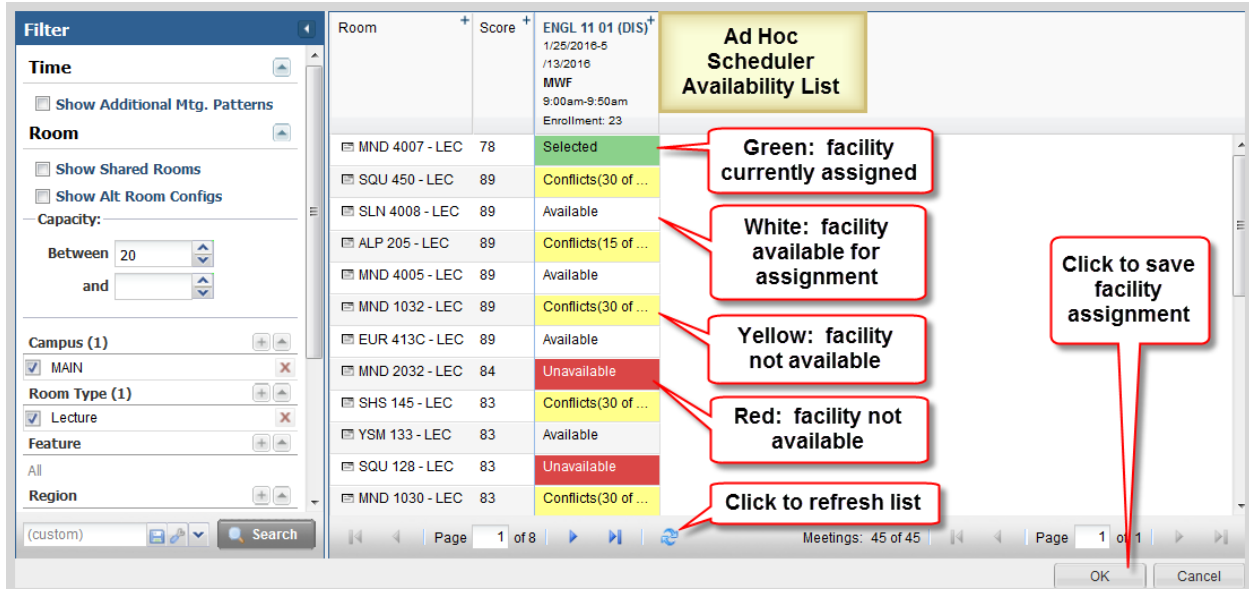
> **Only choose a facility that is available for the entire term (displayed in white). The Astra Schedule and CMS-SA Interface only supports one scheduled facility per class section.**

> If you are changing a facility assignment, the currently assigned facility is displayed in the Availability List as Selected. When the new facility is selected, it is displayed as Selected and the previous facility is displayed as **Available**.

> It is recommended you select the room with the highest score for optimal facility utilization.

7.8   Assign a Facility to a Class Section

This section describes, in a straightforward manner, the complete process involved to assign a facility to or change a currently assigned facility for a class section in Astra Schedule. Some steps may require more consideration to complete than is practical to include in this example. For those steps, more information and detailed instructions can be found in the referenced section.

Described and depicted in the screenshots below are the steps to follow to assign a facility to a class section. **The screenshots for the steps described below span several pages and detailed information is provided for each.**

Assign a Facility to a Class Section
Navigation: Academics **>** Sections
1.   (A-B) In the Filter panel, set and apply filter options until the class section you want to update is displayed. See **7.2 Set Class Section Filters** for detailed instructions**.**
2.   In the Section List, click the edit icon ✏ for the class section to which you want to assign a facility. The Class Section Information page is displayed in edit mode. See **7.4 View Class Section Information**.
3.   Click the assign facility 🏠 icon in the Meetings area at the bottom of the page to begin the Ad Hoc Scheduler. A progress wheel displays while Astra Schedule searches for available facilities.
4.   (A-B) Use the Ad Hoc Scheduler Filter to narrow down the facility list, if preferred. See **7.7 Use the Ad Hoc Scheduler.**
5.   Click an available facility (displayed in white) to select it for assignment to the class section. The color changes to green, indicating it is now the selected facility.
6.   Click OK at the bottom of the page to confirm selection and return to the Class Section Information page.
7.   Click Save to assign the selected facility to the class section displayed and end edit mode.
8.   Click the back arrow on top right of screen to return to the Section List.

> In order to assign a facility to a class section in Astra Schedule, the class section must have Date, Days Met, Start Time and End Time set. This information must be entered into CMS-SA.

To change a facility assignment, follow the same steps used to assign a facility. Simply select the new assignment and Astra Schedule automatically drops the current room and assigns the new room.

At any point prior to saving the facility assignment (step 7 above), you can abandon your changes by clicking Cancel until you return to the Class Section Information page. You will be asked to confirm your decision.

You may want to sort the Room column in ascending order so unassigned class sections sort to the top of Section List.

It is recommended you choose the available room with the highest score whenever possible for optimal facility utilization.

Your room assignment is not complete until you click Save.

7.9   Drop the Facility from a Class Section
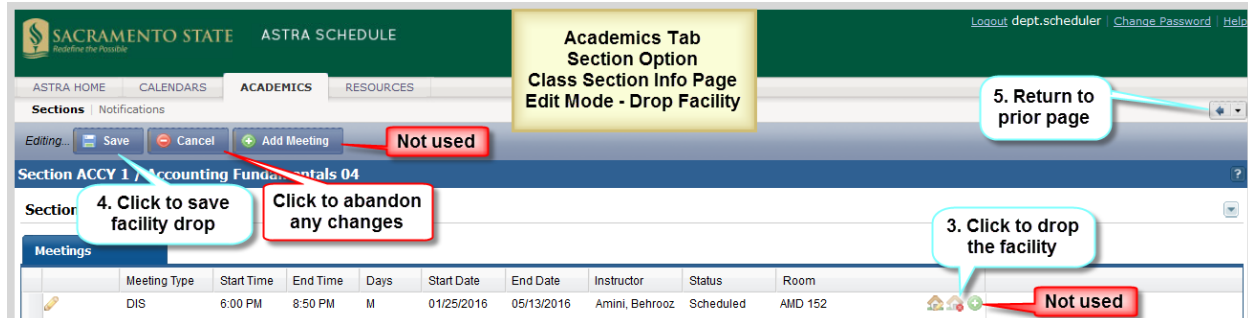
To drop the facility from a class section follow the steps in this section. If you want to change a currently assigned facility, dropping the facility first is not necessary, simply follow the steps in **7.8 Assign a Facility to a Class Section**.

Described and depicted in the screenshot below are the steps to follow to drop the facility from a class section.

Drop the Facility from a Class Section
Navigation: Academics **>** Sections
1. In the Filter panel, set filter options until the class section(s) you want to update are displayed in the Section List. See **7.2 Set Class Section Filters** for detailed instructions**.**
2. In the Section List, click the edit icon 🖉 for the class section from which you want to drop the facility. The Class Section Information page is displayed in edit mode. See **7.4 View Class Section Information** for detailed instructions.
3. In the Meetings area at the bottom of the page, locate the class section you want to update. Click the Drop Facility 🏠 icon for that class section.
4. Click **Save** to drop the selected facility from the class section displayed and end edit mode.
5. Click the back arrow on top left of screen to return to the Section List.

ⓘ You may want to set the Subject and Course Number of the class section being updated the in the Section List Filter to minimize the class sections displayed in the Section List.

APPENDIX A - ASTRA SCHEDULE EXAMPLES

This appendix contains specific detailed examples of several features of Astra Schedule.

A.1 Display Option Examples

The steps to follow to change the data displayed in the Room List of the RESOURCES tab are described and depicted in the screenshot below. Similar options are available on other screens. See **3.4 Display Options** for more information. **The screenshots for the steps described below span several pages.**

Select Room List Display Options
Navigation: Resources **>** Rooms
1. Hover over a column header and click the down arrow to the right of the header to reveal the Display Options menu.
2. Click Columns to view the list of available columns.
3. Click the check box next to a column to include or exclude it from the Room List.
4. Click a column heading name to sort the display on that column.
5. Click a column header and drag it to the preferred location.
6. Hover over the column header you wish to group by and click the down arrow to reveal the Display Options menu.
7. Click Group By This Field to group the display according to the column heading selected and set Show in Groups field.
8. Clear Show in Groups field to ungroup. Resorting may be necessary.

Click the column heading name to sort the Room List in ascending order by that column. Click again to sort in descending order. Alternatively, set the sort order on the Display Options menu of the preferred column. An arrow is displayed on the column header to indicate the sort direction.

You may customize the **order** of the columns displayed on the page by clicking and dragging a column to the preferred position. Arrows appear to indicate your position. For example, to move Description to after Building Code, click the Description column header and drag it until the blue arrows appear after Building Code, and drop it.

You may choose to display the data in groups. Hover over the column header you want to group by and click the down arrow to reveal the Display Options menu. Choose the Group By This Field option. The data will be grouped by the selected field (column). Each group may be expanded or collapsed as needed. To no longer show the display in groups, clear the Show in Groups field in the column header menu of any column. It may be necessary to reset your sort order.

A.2 Search Filter Options Example

The filters available on the Rooms option of the RESOURCES tab are described and depicted in the screenshot below. Other filter panels work in a similar manner.   See **3.5 Search Filters** for more information.

A.3 Export Examples

Described and depicted in the screenshot below are the steps to follow to export facility data to Excel™ from the Room List on the RESOURCES tab. See **3.9 Export Data** for more information.

Export Facility Information to Excel™
Navigation: Resources **>** Rooms
1.   Set preferred filter criteria (see **3.5 Search Filters**).
2.   Click Search to display all activities meeting search criteria.
3.   Select preferred display format (see **3.4 Display Options**).
4.   Click the Excel™ icon [icon] to bring up the Export to Excel™ window. You are given a choice of exporting the current page only or all pages of data.
5.   Depending on your browser settings, the data will be saved to your downloads folder or you may be prompted to open or save the data in Excel™ format. Click your browser's back arrow to return to the Room List page of Astra Schedule.
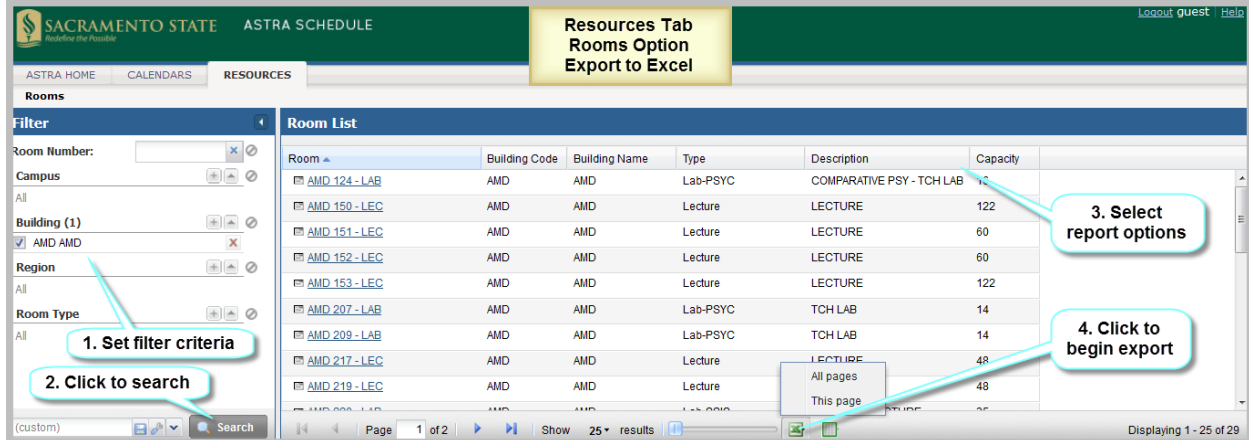
Astra Schedule also allows the data to be exported to a table. For example, the Room List. Described and depicted in the screenshot below are the steps to follow to export facility data to a table from the Room List of the RESOURCES tab.

Export Facility Information to a Table
Navigation: Resources > Rooms
1.   Set preferred filter criteria (see **3.5 Search Filters**).
2.   Click Search to display all facilities meeting search criteria
3.   Select preferred display format (see **3.4 Display Options**).
4.   Click the table icon ⊞ to display data as a table in your browser. Click your browser's back arrow to return to the Room List page of Astra Schedule.
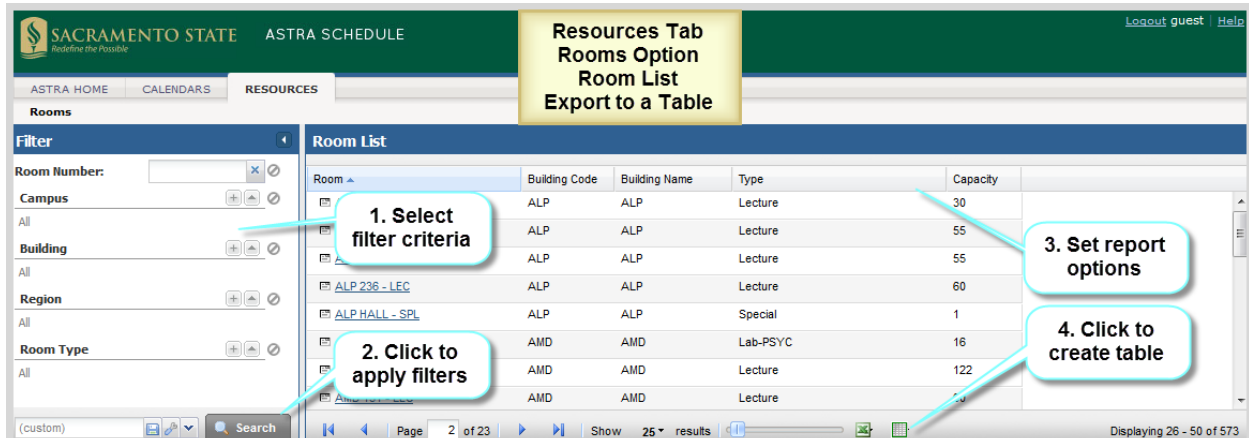
The export to table option displays the table in a separate window as depicted in the screenshot below.

A.4 Example – Search for Scheduled Activities by Building on a Specific Date

Described and depicted in the screenshot below are the steps to follow to find all activities scheduled in a particular facility on a specific date. See **4 View Scheduling Grids** for more information.

EXAMPLE
Steps to find all activities scheduled in Brighton Hall lecture room 208 on 4/12/2016 **Navigation:** Calendars **>** Scheduling Grids **>** Building Activity Calendar
1. Select 'Building Activity Calendar' on the Calendar drop-down menu.
2. Select BRH (Brighton Hall) on the calendar Filter.
3. Ensure Day format is selected.
4. Click the date filter icon ⊞ (see **3.6 Set Date Filter**). Navigate to 4/12/2016 and click the refresh icon 🔄 to begin the search.
5. Using the scroll bar to the right of the calendar, find BRH 208 in the room list on the left. Reading across the page, you can view all activities scheduled in that room on the selected day.
6. The scroll bar at the bottom of the calendar can be used to view other times of day.
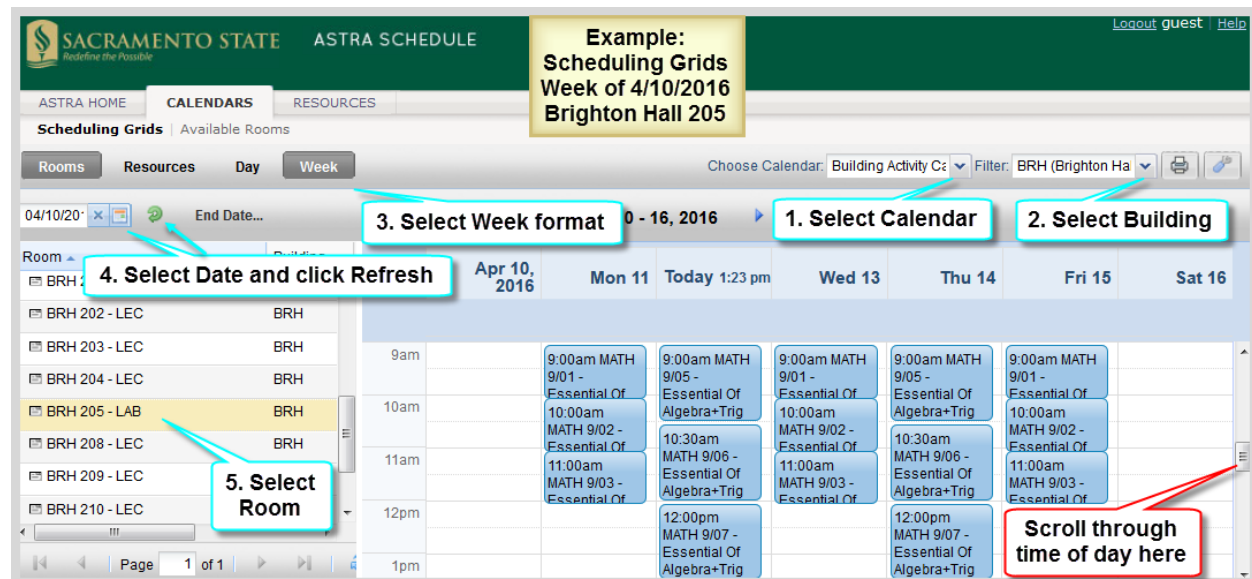
A.5 Example – Search for Scheduled Activities by Building for a Specific Week

Described and depicted in the screenshot below are the steps to follow to find all activities scheduled in a particular facility during a specific week. See **4 View Scheduling Grids** for more information.

EXAMPLE
Steps to find all activities scheduled in Brighton Hall lab 205 for the week of 4/10/2016
Navigation: Calendars **>** Scheduling Grids **>** Building Activity Calendar
1.   Select 'Building Activity Calendar' on the Calendar drop-down menu.
2.   Select BRH (Brighton Hall) on the calendar Filter.
3.   Click the Week tab to display activities for the week beginning 4/10/2016.
4.   Click the date filter icon (see **3.6 Set Date Filter**). Navigate to 4/10/2016 and click the refresh icon to begin the search.
5.   Click the 'BRH 205 - LAB' link in the Rooms panel to update the page to reflect only activities for that room. Use scroll bar to right of calendar to view more times of day.

A.6 Example – Search for Available Facilities for a Single Meeting

Described and depicted in the screenshots below are the steps to follow to find all available facilities for an event with a single meeting. See **5 Find Available Facilities** for more information. **The screenshots for the steps described below span several pages.**

EXAMPLE
Steps to find all available Sports-KHS/ATIC facilities from 1-4PM on 2/5/16 (single meeting)
Navigation: Calendars **>** Available Rooms
1. In the Add New Meeting area, click Add New to set meeting date and time.
2. In the pop-up window, select the option for Single Meeting.
3. Set the start time for the meeting to 1:00PM.
4. Set the end time for the meeting to 4:00PM.
5. Set the start date for the meeting to 02/05/2016.
6. Set the end date for the meeting to 02/05/2016.
7. Click OK to create meeting request and close pop-up window.
8. Click the edit icon ✏ for Room Type.
9. Scroll down the Room Type pop-up window and select 'Sports-KHS/ATIC'.
10. Click OK to create the filter.
11. Select 'Event' for Purpose of Search.
12. Confirm meeting times are correct. Click delete icon 🚫 and re-add if incorrect.
13. Confirm filter criteria is correct.
14. Click Search to display available facilities.
15. Use scroll bar on right to view results.
16. Hover over the facility details icon 🗐 to view facility details.

To change meeting information (e.g., Start Date or frequency), delete meeting and re-add with new information.

Click the Available Rooms tab to quickly clear all meetings and filters on the Available Rooms page.

Example:
Available Rooms
Sports-KHS/ATIC
Facilities
4/15/2016 1-4PM
Screen 1 of 4

1. Click to set date and time
2. Select Single Meeting
3. Set start time to 1:00PM
4. Set end time to 4:00PM
5. Set start date to 4/15/2016
6. Set end date to 4/15/2016
7. Click OK to create meeting request

Example:
Available Rooms
Sports-KHS/ATIC Facilities
4/15/2016 1-4PM
Screen 2 of 4

8. Click Room Type edit icon
9. Scroll down and click 'Sports-ATIC'
10. Click OK to create filter
11. Select 'Event'

Example:
Available Rooms
Sports-KHS/ATIC Facilities
4/15/2016 1-4PM

12. Confirm Meeting times
13. Confirm Filters set
14. Click Search to display available facilities
Click to delete meeting
Search Progress Wheel

Astra Schedule displays a progress wheel above the Purpose of Search field while it is searching for available facilities. If the progress wheel does not appear, or your search is taking a significant amount of time, refresh your browser as your session could have timed out.

A.7 Example – Search for Available Facilities for a Recurring Meeting

Described and depicted in the screenshots below are the steps to follow to find all available facilities for a class section with a recurring meeting. See **5 Find Available Facilities** for more information. **The screenshots for the steps described below span several pages.**

EXAMPLE
Steps to find all lecture rooms available from 3-5PM **on four (4) consecutive Thursdays beginning 4/18/2016 (recurring meeting)** **Navigation:** Calendars **>** Available Rooms
1.   In the Add New Meeting area, click Add New to set meeting date and time.
2.   In the pop-up window, select the option for Recurring Meeting.
3.   Set the start time for the meeting to 3:00PM.
4.   Set the end time for the meeting to 5:00PM.
5.   In the Day Pattern area, set the meeting frequency to 'Weekly'.
6.   Set Days Met to 'R' for Thursday.
7.   Click the date filter icon 📅 and set the start date for the first meeting to 4/18/2016.
8.   Click the End After radio button to set number of meetings.
9.   Click the up-arrow and set the number of 'End After' occurrences to 4.
10. Click OK to create the meeting request and close pop-up window.
11. Click the edit icon ✏️ for Room Type.
12. Scroll down and select 'Lecture' for Room Type.
13. Click OK to create the filter.
14. Confirm meeting times are correct. Click delete icon 🚫 and re-add if incorrect.
15. Confirm filter criteria is correct.

16. Select 'Section' for Purpose of Search.
17. Click Search to display available lecture rooms.
18. Use scroll bar on right to view Search Results area.
19. Use scroll bar in the middle of the page to view more results.
20. Hover over the facility details icon ⬚ to view facility details.

To change meeting information (e.g., Start Date or frequency), delete meeting and re-add with new information.

Click the Available Rooms tab to quickly clear all meetings and filters on the Available Rooms page.

Astra Schedule displays a progress wheel above the Purpose of Search field while it is searching for available facilities. If the progress wheel does not appear, or your search is taking a significant amount of time, refresh your browser as your session could have timed out.

A.8 Example – Find All Classes for a Specific Term, Subject, and Meeting Pattern

Described and depicted in the screenshot below are the steps to follow to find all classes in a particular Term with a specific Subject and Meeting Pattern. See **7.2 Set Class Section Filters** for more information.

EXAMPLE
Steps to find all English Classes in Spring 2014 Semester meeting MWF**.**
Navigation: Academics **>** Sections
1.   In the Class Section Filter panel, set Days Met to M, W, F by clicking the days to highlight.
2.   In Term filter, click add filter button ⊞ and click box next to '2163' for Spring 2016.
3.   In Subject filter, click add filter button ⊞, scroll down, and click box next to 'ENGL' for English.
4.   Click Search to apply filters and begin the search.
5.   View results in Section List.

A.9 Example – Save Section List Filter for a Specific Term and View

Described and depicted in the screenshots below are the steps to follow to create a filter to display class sections for a specific term in the Section List in Meetings view and save it as your default search filter. See **7.2.2 Save Class Section Filter** for more information.

Example:
Steps to create a search filter to display class sections for a specific term In Meetings view and save it as your default search filter. **Navigation:** Academics **>** Sections
1.   Click View Meetings to set Meetings view.
2.   Click the add filter icon ⊞ to add Term filter.
3.   Click box next to '2163' to set Spring 2016 Term.
4.   Click anywhere on Section page to close pop-up filter window.
5.   Scroll down to ensure no other filters are set.
6.   Click the save filter icon 🖫 at bottom of Filter panel to display save filter window.
7.   Enter a meaningful Filter Name.
8.   If you want this filter to come up upon login, click Set as Default Filter.
9.   Click OK to save filters.

APPENDIX B - ASTRA SCHEDULE BUILDING CODES AND DESCRIPTIONS

Building codes are used to identify physical buildings and other facilities on campus. Building Code and Room Number make up the CMS-SA Facility ID.   For a complete list of buildings and building codes, visit the campus interactive map at csus.edu/campusmap/.

BUILDING CODE	DESCRIPTION
AF	Broad Athletic Facility
ALP	Alpine Hall
AMD	Amador Hall
ARC	Academic Info Resource Center
ASL	Art Sculpture Lab
BNC	Benicia Hall
BRH	Brighton Hall
CLV	Calaveras Hall
CPS	Capistrano Hall

BUILDING CODE	DESCRIPTION
DH	Douglass Hall
DLN	Del Norte Hall
DTN	Sacramento State Downtown
EUR	Eureka Hall
FLS	Folsom Hall
HMB	Humboldt Hall
KDM	Kadema Hall
LIB	University Library
LSN	Lassen Hall

BUILDING CODE	DESCRIPTION
MND	Mendocino Hall
MRP	Mariposa Hall
NPA	Napa Hall
OFF	Off Campus
OUT	Outdoor
PLR	Placer Hall
RVR	Riverside Hall
SCL	Santa Clara Hall
SHS	Shasta Hall

BUILDING CODE	DESCRIPTION
SLN	Solano Hall
SQU	Sequoia Hall
STH	Studio Theatre
TAH	Tahoe Hall
TBA	To Be Arranged
TSC	Tschannen Science Complex
WEB	Web Online
YSM	Yosemite Hall

APPENDIX C - ASTRA SCHEDULE ROOM TYPE CODES AND DESCRIPTIONS

Room Types are used in Astra Schedule to categorize facilities according to their use.

ROOM TYPE	DESCRIPTION
CNF	Conference Room
EXT	Exterior Space (Outdoor facilities such as parking lots, grass areas, quads, etc.)
LAB	College or Department Lab (Lab is followed by the name of College or Department that oversees it.)
LEC	Lecture Room
OTH	Other (Virtual facilities such as Off Campus, Web Online, etc.)
SPL	Special (Facilities such as lobbies and restrooms)
SPT	Sports Facility (Facilities such as stadium, pool, gymnasiums, sports fields, tennis courts, etc.)

APPENDIX D - ASTRA SCHEDULE ROOM FEATURES AND CATEGORIES

Facility features are permanent attributes of a facility that are significant for scheduling and reporting purposes and are grouped by category. The Office of Space Management assigns and maintains facility features in Astra Schedule. Features may be used to search for available facilities for class sections or events to ensure a facility is equipped adequately for its intended use. For convenience, media level features are prefixed with '*' so they sort to the top. Features prefixed with "zSM Use" are for the Office of Space Management use only. The list below is sorted alphabetically by feature. For additional facility equipment information maintained by IRT, visit the Learning Space Inventory at https://lss.irt.csus.edu/external/classrooms/new/index.php.

FEATURE	CATEGORY
*Advanced Smart	Media Level
*Basic Smart	Media Level
*Collaborative Smart	Media Level

FEATURE	CATEGORY
*Intermediate Smart	Media Level
*Non-Smart Room	Media Level
*Smart Room	Media Level

FEATURE	CATEGORY	FEATURE	CATEGORY
250 Floor Seat Cap	Room Comment	Microphone	Instructional Equipment
84 Platform Seats	Room Comment	Mirror	Room Attribute
Bleachers	Room Attribute	Mobile Whiteboard	Instructional Equipment
Card Reader	Instructional Equipment	No Weekend Use	Room Comment
Carpet	Room Attribute	No Windows	Room Attribute
CBA Instr PC	Instructional Equipment	PC	Instructional Equipment
Chalkboard	Room Attribute	PC Lab	Room Comment
Chalkboard-Sliding	Room Attribute	Phone	Room Attribute
Collaborative Technology	Instructional Equipment	Podium	Instructional Equipment
Combo Chalk/Whiteboard-Sliding	Room Attribute	Printer	Instructional Equipment
Courts 1-6; 7-10	Room Comment	Projector	Instructional Equipment
Couch Seating	Furniture	Raised Floor	Room Attribute
Cube Seating	Furniture	Recital Hall	Room Comment
Dance Bar	Instructional Equipment	Refrigerator	Room Attribute
DistanceEd	Room Comment	Sharelink Wireless	Room Attribute
Document Camera	Instructional Equipment	Shower	Room Attribute
Dry Lab	Room Comment	Sink	Room Attribute
DVD/VCR	Instructional Equipment	Sit-Stand PC Desk	Instructional Equipment
Fixed Seats	Room Attribute	Slide Proj	Instructional Equipment
Flat Panel Display	Instructional Equipment	Smart Boards	Instructional Equipment
Fume Hoods	Room Attribute	Spec Lighting	Room Attribute
Gas	Room Attribute	Stage	Room Attribute
Gymnasium	Room Comment	Tables/Chairs	Furniture
Incubator	Instructional Equipment	Tablet Armchairs	Furniture
Laptop Connection	Instructional Equipment	Tablet Desks/Chairs	Furniture
Laptop(s)	Instructional Equipment	Theatre	Room Comment
Lecture Capture System	Instructional Equipment	Tiered	Room Comment
Map Rails	Room Attribute	TV	Instructional Equipment
Media Cabinet	Instructional Equipment	Vacuum	Instructional Equipment

FEATURE	CATEGORY
VideoCamera	Instructional Equipment
Weekend Use	Room Comment
Wet Lab	Room Comment
Whiteboard	Room Attribute
Whiteboard-Sliding	Room Attribute

FEATURE	CATEGORY
Windows	Room Attribute
Wireless Connection	Room Comment
Wireless Mic	Instructional Equipment
Wood Floor Sprung	Room Attribute

Features prefixed with "zSM Use" are for the Office of Space Management use only:

FEATURE	CATEGORY
zSM Use-100+ Lec Rm Cap	Lecture Room Capacity Range
zSM Use-1-29 Lec Rm Cap	Lecture Room Capacity Range
zSM Use-30-39 Lec Rm Cap	Lecture Room Capacity Range
zSM Use-40-49 Lec Rm Cap	Lecture Room Capacity Range
zSM Use-50-59 Lec Rm Cap	Lecture Room Capacity Range
zSM Use-60-69 Lec Rm Cap	Lecture Room Capacity Range
zSM Use-60-100+ Lec Rm Cap	Lecture Room Capacity Range
zSM Use-70-79 Lec Rm Cap	Lecture Room Capacity Range
zSM Use-80-99 Lec Rm Cap	Lecture Room Capacity Range
zSM Use-80-100+ Lec Rm Cap	Lecture Room Capacity Range
zSM Use-Conflict FIELD1 FIELD2 FIELD3 & FIELD4	Room Comment
zSM Use-Conflict with FLS 1029A	Room Comment
zSM Use-Conflict with OUT OTGRASS	Room Comment
zSM Use-Conflict with OUT STAD	Room Comment
zSM Use-Conflict with OUT TRACK	Room Comment
zSM Use-Conflict with STH 1	Room Comment
zSM Use-Groups FLS 1029 and FLS 1033	Facility Group

APPENDIX E - ASTRA SCHEDULE EVENT TYPES AND DESCRIPTIONS

Event Types are used in Astra Schedule to categorize events according to their activity.

EVENT TYPE	DESCRIPTION
Associated Students, Inc (ASI)	ASI student events
Athletics IC Games & Meets	Intercollegiate sports games and meets
Athletics IC Practices	Intercollegiate sports practices
Campus	Campus events. Default Event Type for majority of campus events unless they fall under other Event Types.
Campus Dept Sponsored with Community	Campus department event co-hosted with a community group
Campus Meetings (M-F)	Campus events scheduled in lecture rooms or conference rooms during regular business hours, M-F
Community	Community events
Continuing Education	College of Continuing Education (CCE) events
Course Add'l Facility	Additional facility required for a course scheduled as event
Course Related	Course related events
Final Exam Revised	Final Exam exceptions scheduled as events
Music Guest/Faculty Performances	Music Guest or Faculty Performances
Music Student Performances	Music student performances
Music Student Rehearsals	Music student rehearsals
Student Organizations (SOAL)	Student club/organization events
Student Recreational Sports	Student Recreational Sports events
Theatre & Dance Student Performances	Theatre & Dance student performances
Theatre & Dance Student Rehearsals	Theatre & Dance student rehearsals

APPENDIX F - ASTRA SCHEDULE REGIONS AND DESCRIPTIONS

Regions are groupings of facilities used primarily by the Office of Space Management to create and maintain scheduling security and priority and to develop internal reports. Regions are unique to fall/spring, winter and summer terms. Regions displayed in Astra Schedule are for fall/spring terms only.

Space Management oversees the lecture room allocation process in conjunction with Academic Affairs and distributes region reports to Colleges and Departments for priority scheduling prior to the coming academic year's class schedule. Regions for lecture rooms are only in effect during the initial class schedule building period for a given term. After the class schedule building deadline, lecture room priority is lifted, and lecture rooms are available to all Colleges and Departments to assign to class sections on a first come first served basis. Questions or concerns about regions shall be directed to the Director of Space Management via College Deans or Associate Deans.

REGION NAME	REGION DESCRIPTION		REGION NAME	REGION DESCRIPTION
ALS	ALS		BIO	College: NSM Dept: BIO
ALS-Only	College: ALS Dept: Only		CCE	CCE
ANTH	College: SSIS Dept: ANTH		CE	College: ECS Dept: CE
ART	College: ALS Dept: ART		CHAD	College: ED Dept: CHAD
ATIC	College: SP Dept: ATIC		CHEM	College: NSM Dept: CHEM

REGION NAME	REGION DESCRIPTION
CM	College: ECS Dept: CM
COB	College: COB
COMS	College: ALS Dept: COMS
CRJ	College: HHS Dept: CRJ
CSAD	College: HHS Dept: CSAD
CSC	College: ECS Dept: CSC
DOD	College: ALS Dept: DOD
ECON	College: SSIS Dept: ECON
ECS	ECS
ECS-Only	College: ECS Dept: Only
ED	ED
ED-Only	College: ED Dept: Only
EDBM	College: ED Dept: EDBM
EDC	College: ED Dept: EDC
EDLP	College: ED Dept: EDLP
EDS	College: ED Dept: EDS
EDTE	College: ED Dept: EDTE
EEE	College: ECS Dept: EEE
ENGL	College: ALS Dept: ENGL
ENVS	College: SSIS Dept: ENVS
ETHN	College: SSIS Dept: ETHN
FACS	College: SSIS Dept: FACS
GEOG	College: NSM Dept: GEOG
GEOL	College: NSM Dept: GEOL
GERO	College: SSIS Dept: GERO
GNST	College: SP Dept: GNST
HHS	HHS
HHS-Only	College: HHS Dept: Only
HIST	College: ALS Dept: HIST
HRS	College: ALS Dept: HRS
KINS	College: HHS Dept: KINS

REGION NAME	REGION DESCRIPTION
MATH	College: NSM Dept: MATH
ME	College: ECS Dept: ME
MUSC	College: ALS Dept: MUSC
NSM	NSM
NSM-Only	College: NSM Dept: Only
NURS	College: HHS Dept: NURS
OFF CAMPUS	OFF CAMPUS
OPEN LECTURE	OPEN LECTURE
PHIL	College: ALS Dept: PHIL
PHYS	College: NSM Dept: PHYS
POLS	College: SSIS Dept: POLS
PPA	College: SSIS Dept: PPA
PSYC	College: SSIS Dept: PSYC
PT	College: HHS Dept: PT
PUBH	College: HHS Dept: PUBH
RPTA	College: HHS Dept: RPTA
SOC	College: SSIS Dept: SOC
SP	SP
Space Mgmt	College: SM Dept: Space Mgmt
SSIS	SSIS
SSIS-Only	College: SSIS Dept: Only
SWRK	College: HHS Dept: SWRK
THEA	College: ALS Dept: THEA
TO BE ARRANGED	TO BE ARRANGED
WEB ONLINE	WEB ONLINE
WGS	College: SSIS Dept: WGS
WLL	College: ALS Dept: WLL

APPENDIX G - SPECIAL SCHEDULING CONSIDERATIONS

This appendix includes important information to assist colleges and departments in the maintenance of the Class Schedule.

Best Practices

1. Review and follow the Facilities Scheduling Instructions distributed by the Office of Space Management.
2. Review and follow the Schedule Building Instructions and Timelines distributed by Academic Affairs and the Office of the University Registrar.
3. Plan class sections within the standard meeting patterns for efficient facility utilization and follow the required scheduling standards included in the Schedule Building Instructions.
4. After the initial schedule building period, assign facilities to class sections only in Astra Schedule. If facilities are scheduled in CMS-SA after the schedule building deadline and double bookings occur with events or other class sections, the facility assignment will be dropped from the class section.
5. After the initial schedule building period, send Space Management written approval from the controlling college or department to request a lab facility that is outside of your college or department region to be assigned to your class section.
6. Confirm that facility assignments made in Astra Schedule transfer to CMS-SA by comparing report data.
   a. In Astra Schedule, export real-time Section List data for your subject area.
   b. In Cognos, run the Class Schedule-Schedule of Classes query.
7. To request assignment of an IRT Computer Lab for a full-term class section, send an email to the Office of Space Management at spacemgt@csus.edu. Every effort shall be made to use college/department labs before making a request to use IRT Computer labs for a class section meeting the entire term.

Additional Facilities

When an instructor requires an extra room at the same meeting pattern the class section meets all term to fulfill course requirements, an additional facility is appropriate to schedule. For example, class sections scheduled in outdoor facilities may require an extra room for the entire term for those days when a film is shown, lecture is given, or due to weather conditions. Astra Schedule does not have a feature to assign additional facilities to class sections. Departments shall request an additional facility through Space Management by completing the standard space request form available at csus.edu/administration-business-affairs/space-management/event-scheduling.html. Additional facilities will be scheduled as "Course Add'l Facility" events.

If instructors require additional facilities or rainy day facility assignments for class sections meeting outdoors *for certain dates or for less than the entire span of the term dates*, departments shall request facilities by submitting the standard space request form to Space Management available at csus.edu/administration-business-affairs/space-management/event-scheduling.html. These facilities will be scheduled as 'Course Related' events.

Facility Groups

Some facilities are grouped into one primary facility to avoid conflicts with use of overlapping space. Please assign the grouped facility if appropriate.

- FLS 1029A (Folsom Hall 1029A) = FLS 1029 and FLS 1033
- OUT FIELDS (Intramural Fields 1-4) = OUT FIELDS 1, 2, 3 and 4.
- OUT STADTR (Stadium, Track, and Restrooms) = OUT STAD, OUT TRACK, and OUT STADRR

Final Exams

The Office of Space Management oversees the final exam process for the campus. For the fall term, the final exam schedule is typically completed by mid-November; for the spring term, the final exam schedule is typically completed by mid-April. Final Exam Schedule Reports will be distributed to academic departments after the final exam schedule has been established. Final Exam information may also be viewed in Astra Schedule using the Scheduling Grids within the CALENDARS tab or by viewing class section data for terms ending in 'F' within the ACADEMICS tab.

Additional final exam requests and those approved for day and time changes will be scheduled in Astra Schedule as 'Final Exam Revised' events. Also, some class sections may not hold a final examination even if an assigned final exam day, time and facility have been scheduled or the actual final exam schedule may be different due to differing course syllabus instructions. For these reasons, it is *not* recommended to post Final Exam Schedule Reports for student use.

Astra Schedule Department Scheduler User Access

Astra Schedule user security is administered by the Office of Space Management. Astra Schedule user training is required before department scheduler access can be granted. Confirmation of CMS-SA department scheduling access is also required to grant Astra Schedule security access to college and department schedulers. Please contact Space Management with Astra Schedule user security requests or concerns.