

Ad Astra Mountain Summit Presentation

“Lots of Various Things and Stuff”

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Events/System Administrator

Red Rocks Community College



Tips & Tricks Emails

- I send out 2 to 4 “Tips & Tricks” emails a month, giving Users info on various things they can and should be doing when using Astra
- I usually base the topics on things I see getting repeatedly asked or done incorrectly or topics I feel would be useful to Users
- After I send the emails, I save them as .pdfs then also send them all to new Users (along with a Basic User Guide) when I create a new account
- I also resend them to Users (sometimes multiple times) when they ask me for help with something already covered in a previous Tips & Tricks email



Compartment C Car, 1938

Tips & Tricks Emails

- Some examples of Tips & Tricks topics are:
 - ❖ How to use the Scheduling Grid for various things
 - ❖ How to add the Room Name column when selecting a room in the Event Request Form
 - ❖ How Event Names should be formatted for consistency on the calendar
 - ❖ How to make multiple Event reservations on one Event Request
 - ❖ How to reserve an info table
- Aaaaand.... Examples!



New York Movie, 1939

Monitoring All Scheduled and Cancelled Events

- Monitor all scheduled, cancelled, and altered Events approved or created by anyone with Scheduling or Approving privileges by setting up a Notification

Home | Dashboards | Calendars | Analytics | Academics | Events | Reporting | Settings

Save | Save and Close | Cancel

Approver Group

Group Information

* Name: Notification - Lakewood, Arvada, Student Life, Hub Rooms

Users

+ Add User

Username
✘ 502400559

Email Address

+ Add Email Address

Email Address	Contact Name
✘ jason.hall@rrcc.edu	Jason Hall
✘ marketing@rrcc.edu	RRCC Marketing

Rooms

+ Add Rooms

Name	Location Type
✘ Arvada Campus	Campus
✘ Student Life	Region
✘ Lakewood	Campus
✘ REA 1241	Room
✘ REA 1235	Room



Hotel Lobby, 1943

Creating a Calendar for Campus Tours

- Create a “Room” for “Campus Tour”

Room East End Lakewood Tour

No Image

* Room #: Square Feet:

* Room Name: Max Occ:

* Room Type: Phone #:

SIS Key: Key #:

Description:

* Campus:

* Building:

May Not Schedule

Arranged Section

Do Not Optimize

May be Shared by up to Sections

HVAC Zone:

Configurations

+ Add Configuration

Name	Facility Layout	Default Configuration	Capacity
✖ Standard	Default	true	100

Features

+ Add Features

Name	Quantity	Description
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Regions

+ Add Regions

Name
✖ Conference rooms and Open Space - Lakewood

Reporting Region:



Early Sunday Morning, 1930

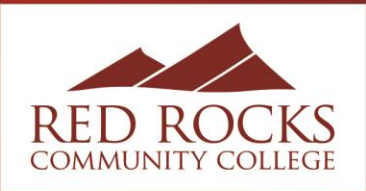


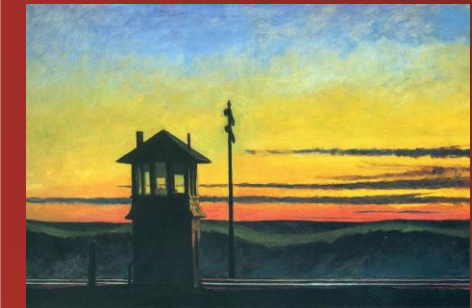
Approaching a City, 1946

Creating a Calendar for Campus Tours

- Add a Filter to the Calendar that shows only those rooms

<input type="checkbox"/>	Name	Defa...
<input type="checkbox"/>	Student Life	false
<input type="checkbox"/>	Maroon Peak	false
<input type="checkbox"/>	Campus	true
<input type="checkbox"/>	Area Outside Admissions	false
<input type="checkbox"/>	Bridge	false
<input type="checkbox"/>	Community Room	false
<input type="checkbox"/>	Council Conference	false
<input type="checkbox"/>	East Hallway	false
<input type="checkbox"/>	Fire Science 3748	false
<input type="checkbox"/>	Grand Foyer	false
<input type="checkbox"/>	Campus Tours	false
<input type="checkbox"/>	Arvada Campus	false
<input type="checkbox"/>	Red Fox	false
<input type="checkbox"/>	Sandstone	false
<input type="checkbox"/>	Special Events	false
<input type="checkbox"/>	IDEA Lab	false





Railroad Sunset, 1929

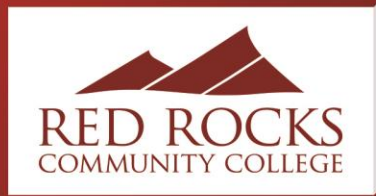
Creating a Calendar for Campus Tours

endars | Analytics | Academics | Events | Reporting | Settings

< April - 2019 >

Week | Month | Choose Calendar: RRCC Calendar | Filter: Campus Tours


Week	Month	Apr 1	Tue 2	Wed 3	Thu 4	Fri 5
19		9:15a McLain High School Special Education Class Lakewood Group Tour	9:30a Hope Online Academy Lakewood Group Tour	9a Bear Creek High School Lakewood Group Tour & Presentations		
7	8	11:30a Jefferson High School (COS) Lakewood Campus Tour & Presentation			11	12
14	15	9:30a Chatfield High School Lakewood Campus Tour & Presentation			18	19
11	22			24	25	26
			10a Strive Prep Montibello Lakewood Group Tour & Presentations	9a Platte Canyon High School Lakewood Group Tour & Presentations 11a Connections Learning Center Lakewood Group Tour	9a McLain High School Senior Lakewood Campus 9:30a Options Middle School Lakewood Campus	
18	29	1p West Grand High School Lakewood Campus Tour	11a Chaffee County High School Lakewood Group Tour	9:30a North Engagement Center Lakewood Campus Group Tour	2	3



Requesting A/V in Astra (Simplified)

- Entering every piece of A/V equipment into Astra isn't practical for our campus or Users
- Instead, I created 10 generic "A/V Needed" Slots:

Service A/V Needed (Slot 01)

Image:  No image


*Name: *Category:

Group Tag: Audio/Visual

+ Add

Description:

Quantity:

Active Expires On: 

Require Confirmation

Block Room between Setup and Teardown

SISKey:

Restrict by Location

+ Add Location

Location	Location Type
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Resource Service Duration Settings

Default Duration: hrs min

Minimum Duration: hrs min

Default to Meeting Duration

Duration Reserves Room

Duration is in-room Exclusive

Is Setup Service

Is Teardown Service

Notes:



Nighthawks, 1942

Requesting A/V in Astra (Simplified)

Approver Group

Group Information

* Name: Notification - Audio Visual

Users

+ Add User

Username
audio.visual
502400559

Email Address

+ Add Email Address

Email Address	Contact Name
audio.visual@rrcc.edu	Audio Visual
jason.hall@rrcc.edu	

Rooms

+ Add Rooms

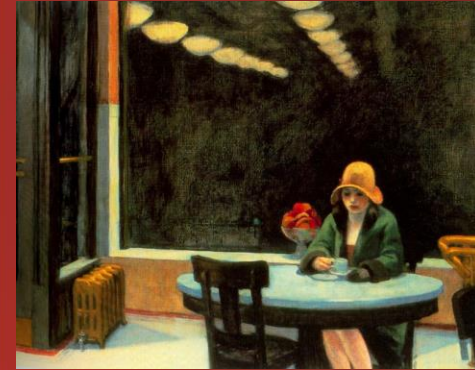
Name	Location Type
No records	

Event Form/Resource Group Assignments

Event Form + Resource Group 1 Clear +

None	Audio/Visual
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- Next, I created a new Notification for the A/V Department so that they will receive a notification every time a Generic A/V Resource is added to an Event Request.



Automat, 1927

Requesting A/V in Astra (Simplified)

Event Request Form (Lakewood Campus Conference Rooms)

Question Bank	
Contact Phone	+
Event Description	+
Event Estimated Attendance	+
Event Type	+
Available Fields	
Checkbox	+
Custom Display Content	+
Dropdown	+
Header	+
Long Answer	+
Multiple Choice	+
Short Answer	+

Title: Lakewood Campus Conference Rooms

Event Information

Department: Select... Event

Individual Making Request: Select... Event

Email Address: Email

Rooms

Event Name: Event Name

Add a Meeting (no preview available) Event

Audio-Visual Needs

Type A/V needs here *after* selecting a slot under "Assign" Notes

- I added the Notes field to the Event Request Form as the place where the User will type in their A/V needs.
- The Notes field can be made to show up on the various Notifications in Crystal Reports.



Chop Suey, 1929

Requesting A/V in Astra (Simplified)

Event Information

* Department:

Ad Astra

* Individual Making Request:

Hall, Jason

* Email Address:

jason.hall@rrcc.edu

Rooms

* Event Name:

Freddie Mercury Appreciation Society

* Add a Meeting:

Add Meeting

Assign Rooms

Assign Resources

Freddie Mercury Appreciation Society - Fri, 05/10/2019, 03:30 PM to 04:00 PM, East End 2251

Audio-Visual Needs

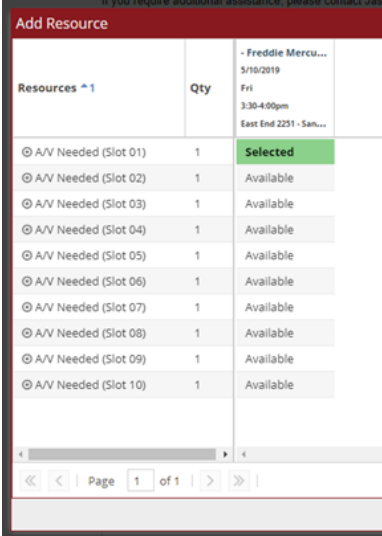
Type A/V needs here *after* selecting a slot under "Assign Resources" above and INCLUDE YOUR PHONE #:

I need a laptop to use at the podium, as well as a microphone connected to the room's sound system.

Other Information

*Is your event open to the *outside* public?
(This means it should go on the public

- Users can then use the "Assign Resource" button to add one of the generic A/V Resource items



Resources +1	Qty	- Freddie Mercu... 5/10/2019 Fri 3:30-4:00pm East End 2251 - San...
⊙ A/V Needed (Slot 01)	1	Selected
⊙ A/V Needed (Slot 02)	1	Available
⊙ A/V Needed (Slot 03)	1	Available
⊙ A/V Needed (Slot 04)	1	Available
⊙ A/V Needed (Slot 05)	1	Available
⊙ A/V Needed (Slot 06)	1	Available
⊙ A/V Needed (Slot 07)	1	Available
⊙ A/V Needed (Slot 08)	1	Available
⊙ A/V Needed (Slot 09)	1	Available
⊙ A/V Needed (Slot 10)	1	Available

- Actual A/V needs will be manually typed into the available field by the User



Bridle Path, 1939

Requesting A/V in Astra (Simplified)



Room or Resource Status Change

5/9/2019 2:45 pm

Resource or Rooms with Status Changes Are Highlighted in Red :

Event Information:

Reservation #: 20190507-00041
Event Name: EBSCO Health Sciences Demonstration
Event Type: Departmental
Date: 5/14/19 - 5/14/19
Status: Scheduled
Contact: Chris Pusateri
Department: Library
Email: chris.pusateri@rrcc.edu

Meeting Name	Date	Time	Meeting Status	Building	Room	Room Status
EBSCO Health Sciences Demonstration	5/14/2019	10:00 am - 11:30 am	Scheduled	RARV	7102	Scheduled

Resource Name	Resource Date	Resource Time	Resource Status
A/V Needed (Slot 01)	5/14/2019	10:00 am - 11:30 am	Scheduled

It's possible that we may need an HDMI cord if this room does not have wireless screen casting capability for those using the projector. If you have questions, please feel free to give me a call at x6745 or email me at chris.pusateri@rrcc.edu

- This is a copy of the Notification that gets sent to A/V (and similar to the one sent to the User)
- It shows that an A/V Resource has been requested, as well as the A/V information that the User typed into the Event Request Form
- The A/V Department can then contact the User (if needed), since their contact info is listed



Sun in an Empty Room, 1963

Kick-Off Week Events/Schedule

Master List

+ Add Master List: Event Type

Name ^1	Description	Active
Arvada Room Rentals	Used by Event Schedulers at Arvada when b...	Yes
College Leadership	Used for events relating to the President, VP...	Yes
College-wide Committees	Used for all committee meetings that do not...	Yes
Constituency Meetings & Events	Used for Admin/TechPro, Classified Emplo...	Yes
Departmental		Yes
Faculty Announcement		Yes
Faculty Senate		No
Instructional Services	Used for any event request from Instruction...	Yes
Kick-Off Event	Temporary Event Type to be used for RRCC ...	Yes
Special Events (Internal)	Used for Special Events that are not open to ...	Yes
Student Clubs & Organizations		Yes

Edit Master Item

*Name:

Description:

Active

Ok Cancel

- Use Event Type categories to help create a schedule for a specific event
- We have “Kick-Off Week” twice a year, which used to be handled by HR and tracked in Excel
- Much easier to do in Ad Astra (so I took it over)



Gas, 1940

Kick-Off Week Events/Schedule

Rooms

* Event Name: **1.**
Spring Kick-Off | <your event name here>

* Add a Meeting:

Add Meeting **Assign Rooms** **Assign Resources**

No meetings created. [Add Meeting](#)

Audio-Visual Needs

Type your A/V needs here *after* selecting a slot under "Assign Resources" above:

Other Information

* Is your event open to the *outside* public?
(This means it should go on the public
community calendar.)

Yes
 No

* Should your event be listed on the RRCC
Weekly Events list that is emailed on
Mondays?

Yes
 No

Event Description (Used *ONLY* for Kick-Off Week events):

<Type your SHORT description here -- only if applicable and your Event Name is not self-explanatory.>

2.

Submit

- The User is asked to type "Spring Kick-Off |" before their Event Name, so all Schedulers can identify and classify the Event Type as a "Kick-Off Event"
 - It also makes it easy to keyword search for these Events

Save Save and Close Cancel

Event Request Form (Lakewood Campus Conference Rooms)

Question Bank

Contact Phone [X] Title: Lakewood Campus Conference Rooms

Event Description [X] Event Information ***

Event Estimated Attendance [X]

Event Type [X]

Available Fields

Checkbox [X] Department [X]

Custom Display Content [X] Select...

Dropdown [X] Individual Making Request [X]

Header [X] Select...

Long Answer [X]

Multiple Choice [X] Email Address [X]

Short Answer [X]

Rooms [X]

Event Name [X] Event h

- When Kick-Off Week scheduling has been opened, I add an Event Description field to the Event Request Form



Approaching a City, 1946

Kick-Off Week Events/Schedule

Time	Kick-Off Event Name	Building/Room	Contact
8/13/2018			
8:30 am - 12:00 pm	Fall Kick-Off All College Meeting <i>President's address to RRCC. Meeting starts officially at 9am, with refreshments from 8:30am-9am.</i>	West End 0650	Kathy Schissler
11:30 am - 1:00 pm	Fall Kick-Off Instructional Technology Showcase <i>Join us in the Great Hall to learn about exciting higher education technology used for teaching and learning. (See details...)</i>	West End Great Hall	Jon Johnson
1:00 pm - 2:00 pm	Fall Kick-Off Recruiting Your Program <i>Let us help you recruit students for your program. Meet the Recruitment team and learn how we can help you attract the students you want.</i>	East End 1153	Tena Harris
2:00 pm - 2:30 pm	Fall Kick-Off Endowed Teaching Chair Ice Cream Social	East End Grand Foyer	Travis Ogburn

- Then I generate a Schedule in Ad Astra
 - ❖ I modified the Weekly Events Schedule in Crystal Reports so it only lists those Events designated as “Kick-Off Week” Event Type and added in the Event Description so it gets listed
 - ❖ You can easily send out multiple drafts

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Manhattan Bridge Loop, 1928



Weekly Events Schedule



RRCC Weekly Events

5/13/19 to 5/19/19

Time	Event Name	Building/Room	Contact
5/13/2019			
7:00 am - 11:30 am	Arvada West High School AP Testing Non-RRCC Event	Arvada Campus 8320	Ty Casias
7:15 am - 12:00 pm	Arvada West AP Testing Non-RRCC Event	Arvada Campus 7159	Ty Casias
8:00 am - 4:00 pm	Honors Belize Info Table	East End The Bridge 10	Danea Fidler
12:00 pm - 1:00 pm	Vinyasa Flow Yoga	Arvada Campus 7310	Bre'una Keeton
12:30 pm - 1:30 pm	Employee Wellness: Meditation	West End 1470	Karen York Roosta
1:00 pm - 2:00 pm	ASL Club	Student Recreation Center 4115	Shannon Walters
1:00 pm - 2:30 pm	eBodyguard	East End 1105	Loretta Tafoya
1:30 pm - 2:30 pm	Student Activists for Gender Equality Club	West End 1466	Sara Oviatt
4:00 pm - 5:00 pm	NLSL Executive Board Meeting	Student Recreation Center 4115	Sara Oviatt
5:15 pm - 6:15 pm	Employee Pilates	West End 1572	Sara Oviatt
5:30 pm - 7:00 pm	Evening EMS Orientation Sessions	West End 2754	Robert Vroman
6:00 pm - 7:00 pm	ASL Club	West End 1466	Shannon Walters
6:00 pm - 9:00 pm	Cadaver Workshop Dakota Ridge HS	Arvada Campus 8310	Hanna SwiftBird
5/14/2019			
7:00 am - 4:00 pm	Arvada West High School AP Testing Non-RRCC Event	Arvada Campus 8320	Ty Casias

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Cape Cod Morning, 1950



Weekly Events Schedule

- I send out two different weekly events schedules:
 - ❖ One if for Events open to the public (which goes to specific people, like the front desk) and one that shows everything appropriate on campus (it does not include classes or departmental meetings, etc.)
- The Event Request Forms have two required questions: If the event is open to the outside public, and if the event should be listed on the weekly events list
 - ❖ The answers to the questions will signal to the Event Scheduler the appropriate Event Type to choose when approving the Event

✘	Arvada Room Rentals	Used by Event Schedulers at Arvada when b...	Yes
✘	College Leadership	Used for events relating to the President, VP...	Yes
✘	College-wide Committees	Used for all committee meetings that do not...	Yes
✘	Constituency Meetings & Events	Used for Admin/TechPro, Classified Employe...	Yes
✘	Departmental		Yes
✘	Faculty Announcement		Yes
✘	Faculty Senate		No
✘	Instructional Services	Used for any event request from Instruction...	Yes
✘	Kick-Off Event	Temporary Event Type to be used for RRCC ...	Yes
✘	Lakewood Room Rentals	Used by Event Scheduler at Lakewood when...	Yes



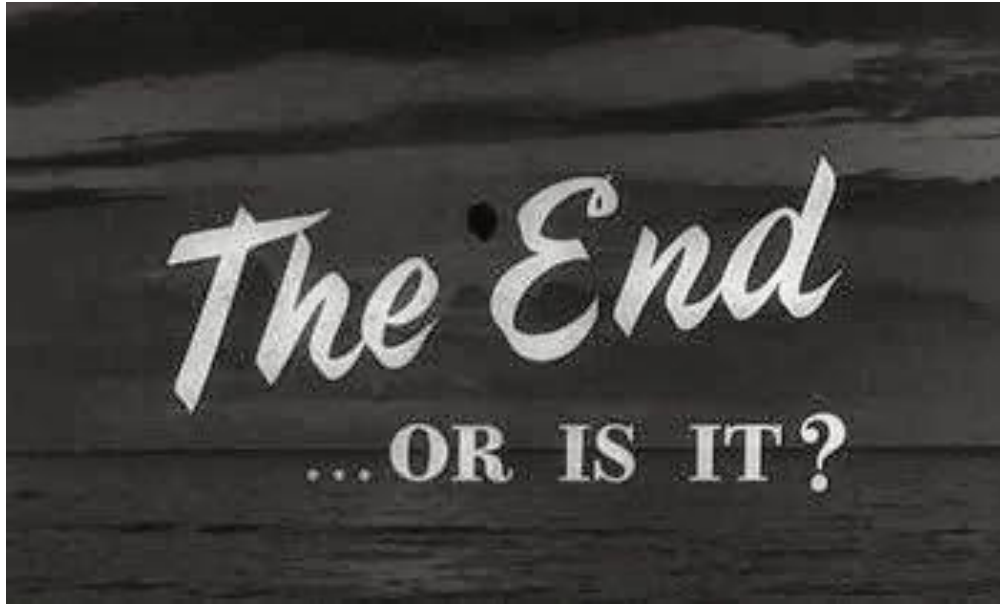
Rooms for Tourists, 1945

Account Creation and Training New Users

- I create new accounts per request by new employees or their supervisors
 - ❖ Creating accounts for everyone clutters up the User list
 - ❖ We do not use the People category
- I send a basic instructional guide and all the existing Tips & Tricks I've created to the new User, and offer to come to their desk to run through the use of Astra with them personally
 - ❖ I find it better for Users to be at their own computer and to actually do the actions themselves in order to learn the system



Room in New York, 1932



Ad Astra Mountain Summit Presentation

"Lots of Various Things and Stuff"



Edward Hopper Self-Portrait, 1925-1930



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