



Exams in Astra Schedule Explained

Overview of Exam Scheduling Process

1. Define your exam type
2. Add an exam session to the term
3. Create exam meetings
4. Edit exam time mappings
5. Apply exam times

Building Your Exam Schedule

Astra Schedule Demo Site

Step 1: Academics > Admin > Exam Types

Exam Types

* Name:

Description:

* Conflict Rule: Do not cancel any existing section meeting dates
 Cancel all existing section meeting dates that are on same day as exam dates (same term as exam)
 Cancel all existing section meeting dates that are on same day as exam dates (any term)
 Cancel only section meeting dates that conflict with their exam date and time

Default Room Preference Settings

<input checked="" type="checkbox"/> Meeting Type	<input checked="" type="checkbox"/> Exam Room Preferences	Require 2X Room Cap...
✘ PRA	Same Room As Section	false
✘ LEC	Same Room As Section	false

Steps 2 -5 : Academics >
 Organizational Structure > Terms >
 +Add Exam Session

Exam Session

Create Exam Meetings
Edit Exam Time Mappings
Apply Exam Times

The exam session must be saved prior to creating exam meetings.

Start Date:

End Date:

* Name:

* Description:

* Exam Type:

Campus +

* Campus filter applies only to exam creation.

Save
Cancel

Communicating the Exam Schedule

- Build an activity list
- Leveraging Astra Schedule calendars
 - Activity Calendar - Week View - Calendar Filter: Include Academics & Is Exam “Yes” & an
 - Shareable URL
 - Embed Code
- Crystal Reports available upon request
 - Exams by Subject for Selected Term
 - Exams by Building and Room for Select Term



ASTRA SCHEDULE

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Exams by Subject for Fall 2018

By Subject

1/31/2019

12:48PM

Subject	Course	Section	Title	Time	Days	Dates	Building	Room	Enrollment
Subject: ACCT									
ACCT	2000	A	Principles of Accounting I	2:05PM - 4:20PM	T	12/4/18 - 12/4/18	Fort Street	301	30
ACCT	2000	B	Principles of Accounting I	5:45PM - 8:00PM	W	12/5/18 - 12/5/18	Fort Street	301	22
ACCT	2010	A	Principles of Accounting II	12:15PM - 2:30PM	R	12/6/18 - 12/6/18	Fort Street	301	22
ACCT	3000	A	Intermediate Accounting I	5:45PM - 8:00PM	T	12/4/18 - 12/4/18	Model Progress	410	15
ACCT	3020	A	Intermediate Accounting III	5:45PM - 8:00PM	R	12/6/18 - 12/6/18	Model Progress	410	9
ACCT	3300	A	Federal Income Tax - Indiv	5:45PM - 8:00PM	M	12/3/18 - 12/3/18	Fort Street	301	13

Subject: AL

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22

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Sections for Fall 2018

By Building and Room

1/31/2019

12:49PM

Subject	Course	Section	Title	Time	Days	Dates	Enrollment
Academic Center 102B							
BIOL	3171	1	Cell and Molecular Biology Lab	11:00AM - 1:15PM	R	12/6/18 - 12/6/18	12
CHEM	3031	1	Organic Chemistry I Lab	8:00AM - 10:15AM	M	12/3/18 - 12/3/18	9
CHEM	3031	2	Organic Chemistry I Lab	12:00PM - 2:15PM	M	12/3/18 - 12/3/18	16
CHEM	3031	3	Organic Chemistry I Lab	4:00PM - 6:15PM	M	12/3/18 - 12/3/18	15
CHEM	3031	5	Organic Chemistry I Lab	8:00AM - 10:15AM	T	12/4/18 - 12/4/18	7
CHEM	4031	1	Biochemistry I Lab	9:00AM - 11:15AM	F	12/7/18 - 12/7/18	12