

Exams in Astra Schedule Explained

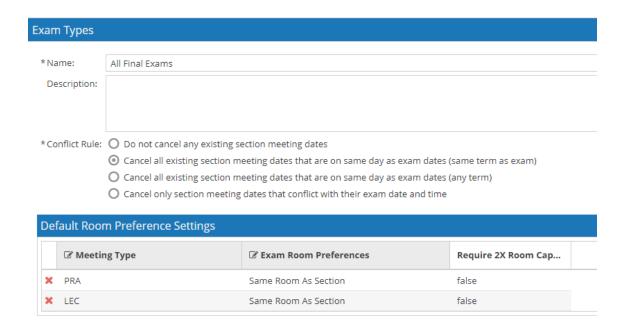
Overview of Exam Scheduling Process

- 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

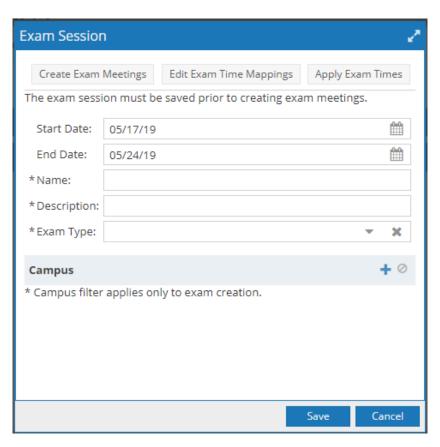
Building Your Exam Schedule

Astra Schedule Demo Site

Step 1: Academics > Admin > Exam Types

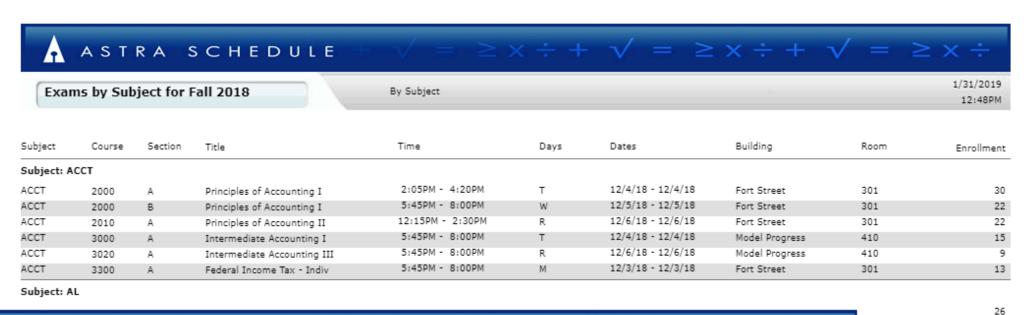


Steps 2 -5 : Academics >
Organizational Structure > Terms >
+Add Exam Session



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





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	М	12/3/18 - 12/3/18	16
CHEM	3031	3	Organic Chemistry I Lab	4:00PM - 6:15PM	М	12/3/18 - 12/3/18	15
CHEM	3031	5	Organic Chemistry I Lab	8:00AM - 10:15AM	Т	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