Ad Astra

Great Things Being Done in Astra Schedule 8

Agenda

- Leveraging your Astra Schedule homepage

- Optimizing for utilization and energy efficiency

- Utilizing the Activity Calendar for quick room availability

- Event request forms

- Developing Astra Schedule training sessions for end-users

Leverage your homepage to:

- Create engaging content for your end-users

- Effectively communicate scheduling policies and dates

- Central location for training material

UAHS Scheduling Tucson Menu

The University of Arizona Health Sciences

UAHS Scheduling - Tucson

CHECK Available Space (Scheduling Grids) | REQUEST an Event (Event Forms) | SIMULATION Request Form | CLINICAL SKILLS Request Form

Have Questions? Contact Us!

UAHS Scheduling Guidelines

Space Classifications (Classroom or Meeting Space)

Event Form and Required Lead Times

Event Types and Scheduling Grid Colors Defined

Training and How-To's

How to Navigate the Scheduling Grids

How to Fill Out an Event Request Form

All Other Training Documents and Videos

Helpful Links

UAHS Scheduling Website

Arizona Simulation Technology and Education Center (ASTEC)

Space Requests Outside of HSIB

UAHS Scheduling FAQs

News & Updates

12/20/18 - UAHS Scheduling will be returning to campus on Wednesday January 2nd, 2019. Please have a safe and fun holiday and we look forward to working with you in the new year!

10/23/18 - Welcome to Astra Schedule! Please use the quick navigation buttons in the UAHS Scheduling Menu section to submit meeting requests and special event requests for HSIB. Here you will also find many different guidelines and training documentation to help you get started with your requests. If you have any questions or concerns, please contact UAHS-Scheduling@email.arizona.edu

Scheduling Grids Color Definitions

GREEN Academic (Credit-Bearing): is selected when requesting spaces on campus which are classified as academic/curricular and directly involve credit bearing courses, exams/reviews or labs.

BLUE Administrative/Academic Related: is selected when requesting space on campus that directly relates to administrative functions or general meetings, committees or other organized group gatherings.

PURPLE Special Event (SE Forms Only): is only used when requesting spaces on campus that involve special resources and planning. This is done through the HSIB Special Event Form.

ORANGE Student: is used only when requesting space on campus that is student involved or student created. Events such as study groups, student organizational meetings, club activities etc.

Fall 2019 Key Class Scheduling Dates and Deadlines

FALL 2019	
Activity / Deadline	Date
Phase 1 online schedule building: Auditorium Rooms	
Phase 1 online schedule building begins for all departments - add/delete/change times	October 15, 2018
Phase 1 online schedule building ends for all departments, last day to edit for large lecture/seminar sections	November 2, 2018
Deadline for college coordinators to submit auditorium preferences to Academic Scheduling	November 2, 2018
Phase 2 online schedule building: Lecture Rooms	
Phase 2A online schedule building begins for all departments (continuous PS access, but do not make changes to auditoriums after Phase 1)	November 5, 2018
Academic Scheduling review, clean up, and assignment of auditorium rooms	November 5-9, 2018
Distribution of auditorium room assignments to college coordinators	November 13, 2018
Colleges submit auditorium feedback to Academic Scheduling	November 16, 2018
Final publishing of auditorium assignments to PeopleSoft	November 21, 2018
Phase 2A online schedule building ends for Colleges/Depts to work on Automation	November 26, 2018
Academic Scheduling review, lecture room assignment publishing	November 27-30,

Resources

AstraEd Resources

Standard Scheduling Policy

Class Meeting Times Compliance

Classrooms with Conflict Checking Turned Off

Spring 2019 - Lecture Room Allocation

CSULB Schedule Change Request Portal

Astra Schedule User Guides

Introduction

Calendars

Reports

University of Central Florida - Astra Schedule

Astra Schedule Help

Tip: To open a second window/tab, hit "ctrl" on your keyboard while selecting an item from the navigation dropdown menu.

How to Videos

User Interface, Navigation, and Filter Panels

Academic Section Edit/Schedule

Event Creation and Editing Functionality

Notifications/Approvals for Event Approvers

Additional step-by-step materials:

Scheduling Grids

Using the Scheduling Grids

Custom Grid Filters

Grid User Settings

Search for Available Rooms

Event Creation

Announcements

Class Schedul

Activity
Requests for Summer 2019, Fall 2019, Spring 2020 TCH Classrooms
Pre-Assignment period ends
Unrestricted PS access to Colleges begins for updates, corrections, **all General Assignment Classrooms Begins**
Class Schedule for Students on myUCF
PS Unrestricted Access period ends
Registration Begins Summer 2019/Fall 2019/Spring 2020

Engaging Content

Scheduling Policies & Timeline

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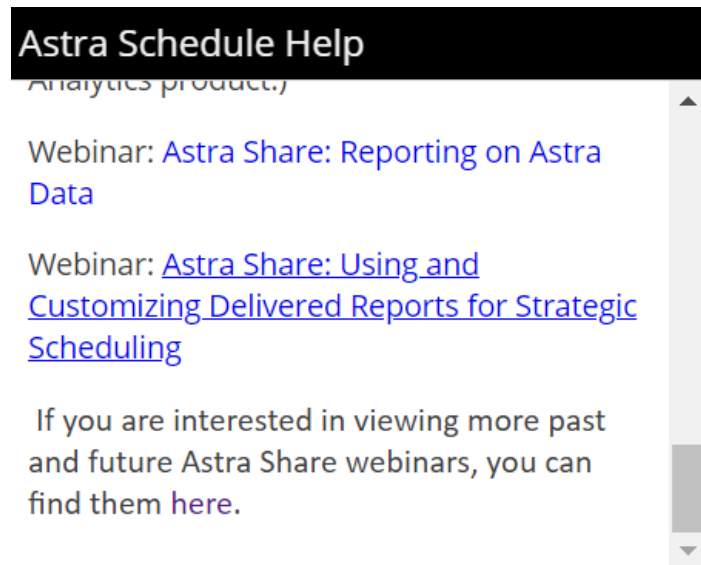CSULB Schedule Change Request Portal
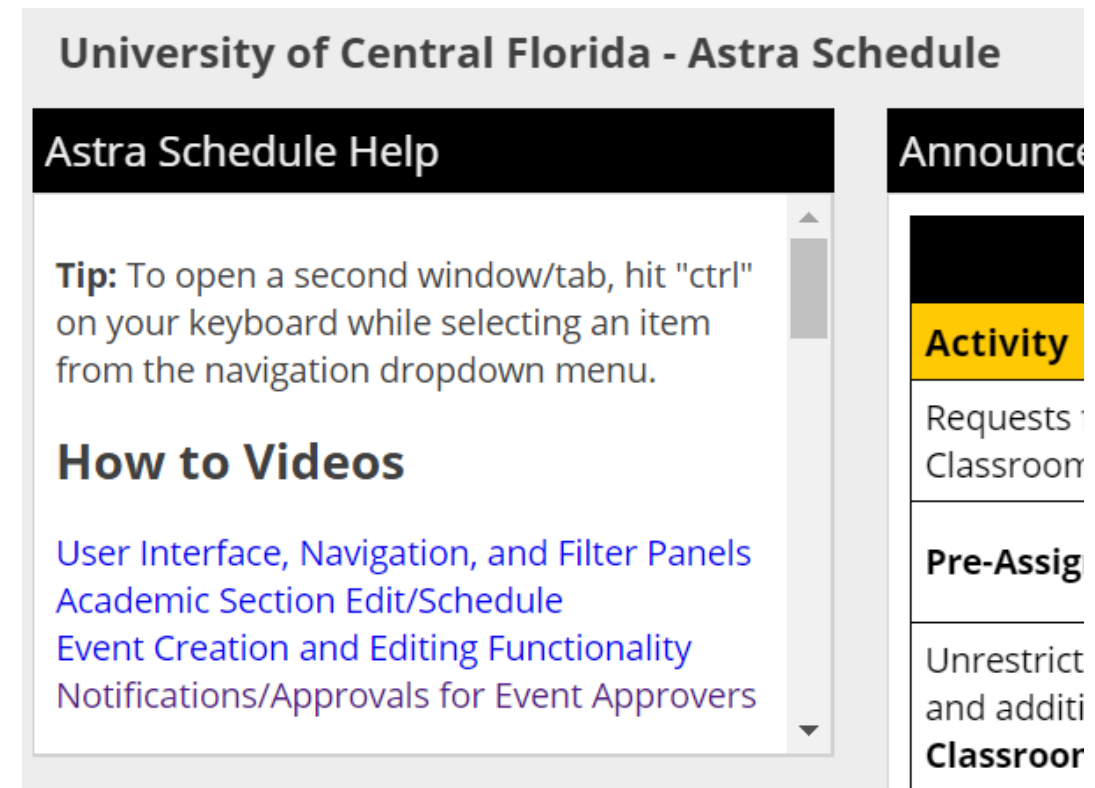
Astra Schedule User Guides

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Astra Schedule Help Materials

- Share your navigation tips

- Hyperlink public Astra Ed videos

- Add links to the Astra Help Site for FAQs

- Make online webinars available

Energy Efficiency with the Optimizer

- Build HVAC Zones as regions

- Focus on energy efficiency as an aspect of utilization

- Add your HVAC Zones as filters in the sandbox set-up
  - There no need to build a new preference set
  - The optimizer will follow your rules while only assigning rooms that you add under Room Filters & Regions

✖	Beemon Hall HVAC Region 1	11	Classrooms
✖	Beemon Hall HVAC Region 2	4	classrooms
✖	Beemon Hall HVAC Region 3	2	Classrooms
✖	Beemon Hall HVAC Region 4	3	Classrooms
✖	Beemon Hall HVAC Region 5	2	Classrooms

Utilizing the Activity Calendar

- Search for room availability in a small number of rooms using the Activity Calendar in the month view, including Events AND Academics!

Easier Event Request Forms

- More flexibility with the meeting generator

- More intuitive editing experience

- Checkbox, short answer, and multiple choice fields available

Facilities Use Request Form

AD ASTRA
INFORMATION SYSTEMS

Guidelines and Procedures for Use of Facilities

Use of Ad Astra facilities for activities is subject to the following guidelines:

- Priority of use for all facilities is for College business. The College reserves the right to cancel any use by non-College affiliated users with 5 work day's notice or as otherwise provided by mutual agreement.
- Approved use is confined to the immediate proximity of "Designated Location" only.
- Users are required to supervise all activities and adhere to all federal, state and municipal laws, in addition to the rules of the College District.
- Non-College affiliated users will be charged activity fees.
- These facilities use guidelines and procedures pertain to all activities conducted on College premises.

Affirmative Action/Equal Opportunity and American with Disabilities Acts

To request a reasonable accommodation, a minimum of five working days advance notice is required. For the general public, please contact the Affirmative Actions Office at (234) 555-6789. For students, contact the Disabled Student Resources Office where the accommodation is needed.

We are an equal opportunity, affirmative action employer and educational institution committed to excellence through diversity.

For more information about our resources and the Affirmative Action/Equal Opportunity and American with Disabilities Act, please visit:
https://www.pima.edu/administrative-services/equal-employment-opportunity/index.html

Applicant Information

Organization Name:

Tips & Tricks for Event Request Forms

- Add you campus logo as part of the introductory text

- Create an Events Checklist

- Policy Enforcement
  - Set-up lead time
  - "Check if you have read and agreed to the Campus Policy."

HBU Student Organization Events Checklist

Name of Event:		Date and Time of Event:	

Reserved space through Ad Astra		
Added "Student Life Approval" as a resource to my event.		
Filled out the Student Involvement additional form		Found on the submission page of the Event Request, the Student Org website, or through the Blackboard group.
Received Confirmation Email		Please note: There is a submission email and a confirmation email.
Media Equipment Requested		Your advisor must request AV/IT equipment from the events office by filling out the Media Services Request Form found on the Ad Astra home page (or using the link above).
Tables and Chairs requested		A set up form must be turned in to the events office or emailed

Developing Astra Training Sessions

Register for training

Student Records Training
Astra Training

SR550C Astra Events

This training is for college and department administrative staff who are responsible for managing the scheduling of events (non-credit bearing activities) into department owned space using Astra Schedule. This training will cover:

- Direct scheduling events in Astra Schedule
- Editing events and meetings
- Responding to room requests submitted online (if applicable)

Please complete the Astra Schedule Access Request form immediately after registering for this training.

Registration is required for class attendance. We are unable to accommodate walk-ins.

SR540C Astra Academics for Collaborative Class Scheduling

This training is for staff who will schedule academic classes into departmentally-owned space. It is recommended that staff attend SR525C Collaborative Class Scheduling (CCS) training prior to attending this training. For the convenience of staff who need both trainings, CCS and Astra Academics sessions are typically scheduled back-to-back.
Recommended prerequisite: SR525C Collaborative Class Scheduling (CCS)

Registration is required for class attendance. We are unable to accommodate walk-ins.

- Who are your end-users?
  - Schedulers
  - Staff or Faculty Requestors
  - Student Organizations
  - Student Workers

- What types of permissions should/do they have?

- Those who attend can be manually added to a role with more permissions

Questions?

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