




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

Welcome to UAHS Astra Schedule!

UAHS Scheduling Tucson Menu



UAHS Scheduling - Tucson

CHECK Available Spots | 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 Spaces)

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 HSB

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 HSB. 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 (Credits-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 HSB 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	Date
Activity / Deadline	
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, 2018

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 Scheduling

Activity

Requests for Summer 2019, Fall 2019, Spring 2020 TCH Classrooms

Pre-Assignment period ends

Unrestricted PS access to Colleges begins for updates, corrections, and all General Assignment Classrooms Begins

Class Schedule for Students on myUCF

PS Unrestricted Access period ends

Registration Begins Summer 2019/Fall 2019/Spring 2020

Leverage your homepage to:

- Create engaging content for your end-users
- Effectively communicate scheduling policies and dates
- Central location for training material

Engaging Content

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- Have Questions? Contact Us!

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- Event Types and Scheduling Grid Colors Defined

Training and How-To's

- How to Navigate the Scheduling Grids
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Scheduling Policies & Timeline

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Astra Schedule User Guides

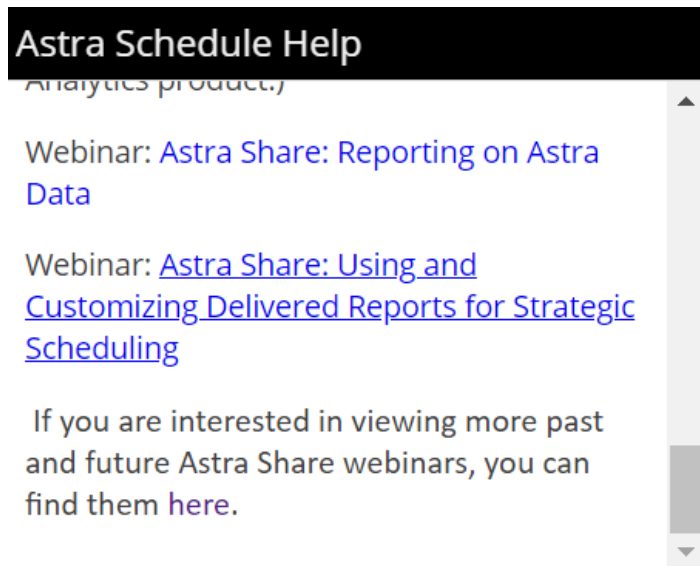
[Introduction](#)

[Calendars](#)

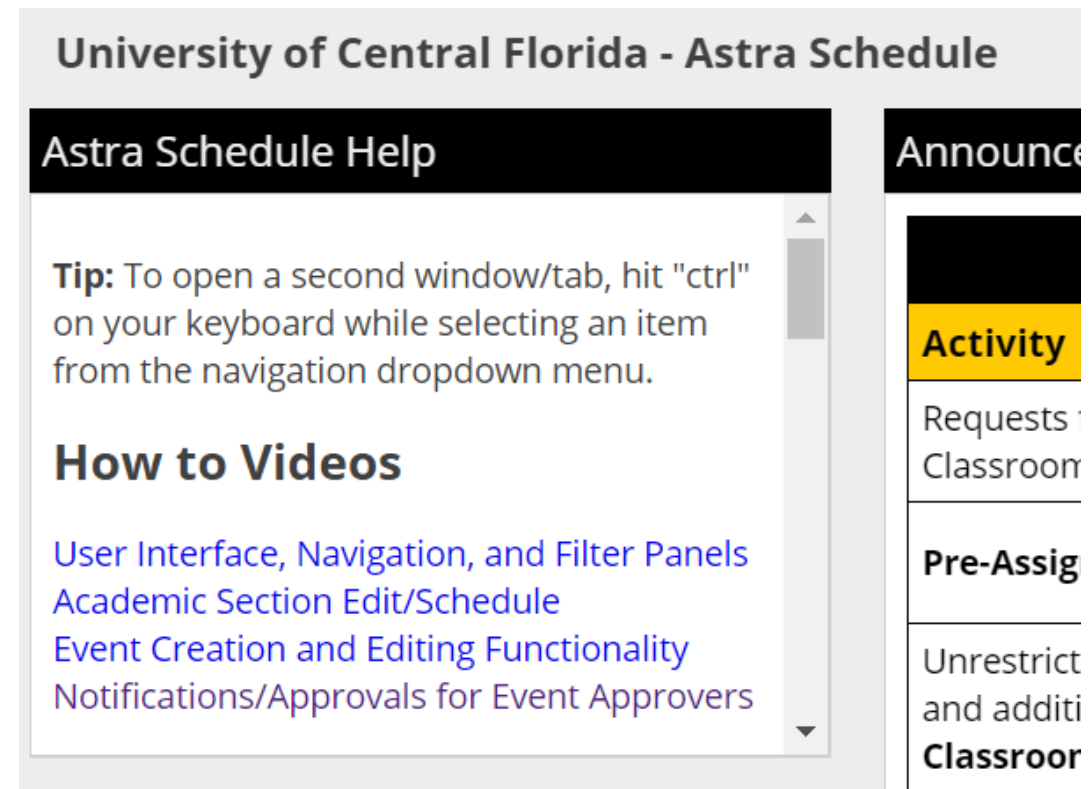
[Reports](#)

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



A screenshot of the Astra Schedule Help page. The page has a black header with the text "Astra Schedule Help" in white. Below the header, there is a list of webinar links: "Webinar: [Astra Share: Reporting on Astra Data](#)" and "Webinar: [Astra Share: Using and Customizing Delivered Reports for Strategic Scheduling](#)". At the bottom, there is a paragraph: "If you are interested in viewing more past and future Astra Share webinars, you can find them here." The page has a vertical scrollbar on the right side.



A screenshot of the University of Central Florida - Astra Schedule page. The page has a grey header with the text "University of Central Florida - Astra Schedule". Below the header, there is a black header with the text "Astra Schedule Help" in white. The main content area has a white background and contains a tip: "Tip: To open a second window/tab, hit 'ctrl' on your keyboard while selecting an item from the navigation dropdown menu." Below the tip, there is a section titled "How to Videos" with a list of links: "User Interface, Navigation, and Filter Panels", "Academic Section Edit/Schedule", "Event Creation and Editing Functionality", and "Notifications/Approvals for Event Approvers". The page has a vertical scrollbar on the right side.

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



This Photo by Unknown Author is licensed under [CC BY](#)

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!

The screenshot displays a web-based activity calendar interface. At the top, a navigation bar includes links for Home, Dashboards, Calendars, Analytics, Academics, Events, Reporting, and Settings. The user 'mroberts' is logged in. The main interface shows a month view for June 2019. On the left, a filter sidebar allows users to search for events by keyword and date, and filter by location (Campus, Building, Room) and region. The calendar grid shows events for each day, including registration events, club meetings, and academic classes. A 'Today' highlight is visible on June 11th.

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



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 your 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:	
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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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