

Astra Schedule User Guide

Originally Published September 2023

Revised January 2024
(pages 54 and 59 updated only)

Office of Space Management

<http://www.csus.edu/aba/space>
















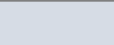

(916) 278-6507

spacemgt@csus.edu

PREFACE

The Astra Schedule User Guide is designed to introduce campus users to the look and feel of Astra Schedule version 8.9.4. It covers common Astra Schedule features, basic user navigation, and procedures to maintain facility assignments for the Class Schedule. Some of the content in this user guide is only intended for campus users that have specific security access in CMS and Astra Schedule to build the class schedule. This user guide is not intended to be a comprehensive reference manual. A legend of icons used throughout the guide is listed below. Screenshots included in this user guide were developed using the native version of Astra Schedule; the actual software may vary slightly in appearance due to University branding or future software upgrades.

Legend

	Alerts you to important information		Assign Room Icon
	Hint about how to use Astra Schedule		Bullseye Icon
	Information about how data is used or interpreted		Collapse Icon
Field	Astra Schedule Input Field		Date Filter Icon
Button	Astra Schedule Screen Button		Delete Icon
Tab	Astra Schedule Tab or Link		Drop Room Icon
	Captions – General information		Expand Icons
	Captions – Instructions		Panel Collapse/Expand Icons
	Captions – Title of Page or Area		Refresh Icon
	Quick-Step Guide or Example*		Save Icon

*At the top of most Quick-Steps and Examples, the path used to navigate to the point where the steps begin is indicated.

CONTENTS

1	WHAT IS ASTRA SCHEDULE?	1
1.1	ASTRA SCHEDULE AND CMS-SA INTERFACE	1
1.2	TIMELINES FOR REAL-TIME AND BATCH UPDATES	2
1.3	USAGE REQUIREMENTS	2
2	ACCESS ASTRA SCHEDULE	2
3	NAVIGATE ASTRA SCHEDULE	3
3.1	HOME TAB	4
3.2	GENERAL NAVIGATION, DISPLAYING, PRINTING, EXPORTING	4
3.3	LIST PAGE DISPLAY	4
3.4	DISPLAY OPTIONS	5
3.5	SEARCH FILTERS	6
3.6	SET DATE FILTER	7
3.7	PAGINATION CONTROLS	7
3.8	PRINT DATA	8
3.9	EXPORT DATA	8
4	VIEW SCHEDULING GRIDS	8
4.1	SELECT CALENDAR	10
4.2	SELECT CALENDAR FORMAT AND SETTINGS	11
4.3	VIEW ACTIVITY INFORMATION	14
4.4	ADD ACTIVITY TO YOUR PERSONAL CALENDAR	15
4.5	E-MAIL AN ACTIVITY	15
5	FIND AVAILABLE FACILITIES	15
5.1	ADD MEETING TIMES AND DATES	17
5.2	SET AVAILABLE ROOMS SEARCH FILTERS	19
5.3	VIEW AND PRINT SEARCH RESULTS	21
6	VIEW FACILITY INFORMATION	22
6.1	SELECT ROOMS OPTION	22
6.2	SET FACILITY FILTERS	23
6.3	VIEW ROOM LIST	23
7	VIEW AND SCHEDULE FACILITIES FOR CLASS SECTIONS (MUST HAVE CLASS SCHEDULE SECURITY)	23
7.1	SELECT SECTIONS OPTION	24
7.2	SET CLASS SECTION FILTERS	25
7.3	VIEW SECTION LIST	28
7.4	VIEW CLASS SECTION INFORMATION	30
7.5	VIEW CLASS SECTION MEETING INFORMATION	31
7.6	EDIT FACILITY ON CLASS SECTION INFORMATION PAGE	32
7.7	USE THE AD HOC SCHEDULER	33
7.8	ASSIGN A FACILITY TO A CLASS SECTION	37
7.9	DROP THE FACILITY FROM A CLASS SECTION	39
	APPENDIX A - ASTRA SCHEDULE EXAMPLES	41
A.1	DISPLAY OPTION EXAMPLES	41

A.2 SEARCH FILTER OPTIONS EXAMPLE	43
A.3 EXPORT EXAMPLES	43
A.4 EXAMPLE – SEARCH FOR SCHEDULED ACTIVITIES BY BUILDING ON A SPECIFIC DATE.....	45
A.5 EXAMPLE – SEARCH FOR SCHEDULED ACTIVITIES BY BUILDING FOR A SPECIFIC WEEK.....	46
A.6 EXAMPLE – SEARCH FOR AVAILABLE FACILITIES FOR A SINGLE MEETING	47
A.7 EXAMPLE – SEARCH FOR AVAILABLE FACILITIES FOR A RECURRING MEETING.....	49
A.8 EXAMPLE – FIND CLASSES FOR A SPECIFIC TERM, SUBJECT, AND MEETING PATTERN (MUST HAVE CLASS SCHEDULE SECURITY).....	52
A.9 EXAMPLE – SAVE SECTION LIST FILTER FOR A SPECIFIC TERM AND VIEW (MUST HAVE CLASS SCHEDULE SECURITY)	53
APPENDIX B - ASTRA SCHEDULE BUILDING CODES AND DESCRIPTIONS	54
APPENDIX C - ASTRA SCHEDULE ROOM TYPE CODES AND DESCRIPTIONS	55
APPENDIX D - ASTRA SCHEDULE ROOM FEATURES AND CATEGORIES	55
APPENDIX E - ASTRA SCHEDULE EVENT TYPES AND DESCRIPTIONS.....	58
APPENDIX F - ASTRA SCHEDULE REGIONS AND DESCRIPTIONS	58
APPENDIX G - SPECIAL SCHEDULING CONSIDERATIONS	60

1 WHAT IS ASTRA SCHEDULE?

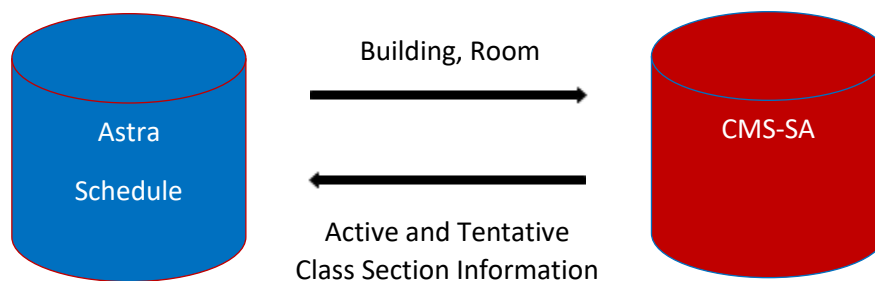
Astra Schedule is a comprehensive facility scheduling suite of software tools used by Sacramento State to locate and schedule facilities for classes, final exams, and events. The Office of Space Management is responsible for administering Astra Schedule. Depending on access, campus users may view classes and events scheduled in Astra Schedule as well as assign facilities for classes using Astra Schedule.

Astra Schedule is a Web-based application available at <https://astra.csus.edu>. Astra Schedule is available to campus users 24/7 on campus or off campus with a VPN connection. Single Sign-On Authentication is required.

Astra Schedule has an interface with the Common Management Systems Student Administration system (referred to as CMS-SA in this Guide) that synchronizes facility assignments for classes between the two systems. Event information is maintained in Astra Schedule only; it is *not* maintained in CMS-SA.

1.1 Astra Schedule and CMS-SA Interface

The Astra Schedule and CMS-SA interface is designed to facilitate the coordination of data between the two systems.



Data that moves from Astra Schedule to CMS-SA includes:

Basic facility scheduling information: Building, Room

Data that moves from CMS-SA to Astra Schedule includes:

Basic class section information: Unique Section Meeting ID (concatenated), Title, Subject, Class Section, Instructor, Maximum Enrollment, Actual Enrollment, Start and End Times, Start and End Dates, Days, Building/Room (pre-assigned), and combined class section information (referred to as 'cross-listed' in Astra Schedule).

Courses and class sections are only created in CMS-SA. Astra Schedule imports class section information. Facilities are assigned to class sections as required using the Astra Schedule toolset and then exported back to CMS-SA. Additionally, as class section details and facility assignments change, updates are sent in both directions to keep the respective information synchronized.



Events are created and maintained only in Astra Schedule and are not exported to CMS-SA.

1.2 Timelines for Real-Time and Batch Updates

The Astra Schedule and CMS-SA interface is designed to facilitate the coordination of data between the two systems. It has several “modes” and runs them simultaneously.

- (CMS-SA to Astra Schedule) A batch import runs every weekday morning before 7:00 a.m. that re-imports active and tentative semester class section data from CMS-SA to Astra Schedule. This import allows academic department schedulers to work in Astra Schedule with the most current CMS-SA data at the start of each work day.
- (CMS-SA to Astra Schedule) A transactional import is scheduled to run every twenty minutes to capture changes made in CMS-SA during standard hours of operation
- (Astra Schedule to CMS-SA) A real-time export runs whenever a facility assignment has been made or a facility is removed from a class section in Astra Schedule. The facility assignment or removal is sent to CMS-SA as soon as the change is saved in Astra Schedule.
- (Astra Schedule to CSM-SA) A batch export runs on select evenings after 5:00 p.m. to capture any outstanding facility assignments made to class sections in Astra Schedule and sends them to CMS-SA.

1.3 Usage Requirements

Astra Schedule is a Web-based application. The following is required to access Astra Schedule:

- On-Campus connection or VPN connection if off-campus
- Internet browser
- Single Sign-On Authentication
- Ensure pop-up windows are not blocked by your browser.
- It is recommended to maximize your browser window so displayed information is not truncated.



Astra Schedule features can display slightly differently than depicted in this Guide depending on the browser you use. Examples shown in this user guide were developed using Mozilla Firefox™.

2 ACCESS ASTRA SCHEDULE

Web access is required to access Astra Schedule.

Access Astra Schedule Navigation: Your Browser
1. Enter https://astra.csus.edu into the address bar of your Web browser.
2. Enter your SaLink username and password.
3. Follow the Single Sign-On Authentication prompts.



If you plan on using Astra Schedule frequently, it is recommended you create a bookmark or shortcut to easily access the home page.

The screenshot shows the Sacramento State Astra Schedule homepage. The header includes navigation icons for Home, Calendars, Academics, and Settings, along with the 'Astra Schedule Homepage' title and a user profile 'testuser'. The main content is organized into three columns:

- Space Management Resources:**
 - Helpful Links: Space Management, Astra Schedule, Class Schedule Building, Classroom Use and Furniture, Final Exams.
 - Space Request Forms and Scheduling Compliance: Standard Request Form, Classroom/Conference Room Quick Request Form, Scheduling Compliance.
 - Astra Schedule Resources: Astra Schedule User Guides, Astra Schedule Room Reports.
- Sacramento State Holidays & Announcements:**
 - Independence Day: July 4, 2023. Campus Closed.
 - Fall 2023 Instruction Begins: August 28, 2023.
 - Labor Day: September 4, 2023. Campus Closed.
 - Veterans Day (Observed): November 10, 2023. Campus Closed.
 - Thanksgiving Break: November 23-24, 2023. Campus Closed.
 - Fall 2023 Final Exams: December 9-15, 2023.
 - Campus Closed: December 25, 2023-January 1, 2024.
 - Martin Luther King, Jr. Day: January 15, 2024. Campus Closed.
 - Spring 2024 Instruction Begins: January 22, 2024.
 - Spring Recess: March 18-24, 2024.
 - Cesar Chavez Day (Observed): April 1, 2024. Campus Closed.
 - Spring 2024 Final Exams: May 11-16, 2024.
- Sacramento State Campus Resources:**
 - Helpful Links: Sacramento State, Academic Calendars, Campus Map, Event Insurance, Facilities Management, IRT Classroom Technology, Sacramento State Downtown, Sacramento State Police Department, University Transportation & Parking Services.

3 NAVIGATE ASTRA SCHEDULE

Astra Schedule organizes the application by tabs. The major features available are shown below.

The screenshot shows the navigation bar of the Astra Schedule application. It includes icons for Home, Calendars, Academics, and Settings. A 'Tabs' button is highlighted with a red callout, and a 'Login and Help Information' button is also highlighted with a red callout.

Across the top of the page are navigation tabs and user login and help information.



If your session is idle for more than 180 minutes, Astra Schedule logs you out. You will be prompted to log in again.

Tabs and links are provided for easy navigation to other areas of the application. Click a tab to reveal additional options and features appropriate to the area selected. As a Department Scheduler, the following tabs are available:

Home

- View Astra Schedule home page (see **3.1 Home Tab**).

Calendars

- View classes and events scheduled facilities (see **4 View Scheduling Grids**) and search for available facilities (see **5 Find Available Facilities**).

Academics

- View Class Section Information And Assign Facilities To Class Sections (See **7 View And Schedule Facilities For Class Sections**).

Settings

- View facility information (see **6 View Facility Information**).



If you attempt to access a page or perform an action for which you are not authorized, you will receive an 'Insufficient permissions' or 'Page is invalid' message. Click ok or cancel to return to the former page.

3.1 Home Tab

The **Home** tab is divided into three areas (A, B, C) as described and depicted in the screenshot below:

- A. Space Management Resources
- B. Sacramento State Holidays & Announcements
- C. Sacramento State Campus Resources

The screenshot shows the Astra Schedule Homepage with a green header bar containing navigation links: Home, Calendars, Academics, Settings, and Astra Schedule Homepage. The main content area is titled "Sacramento State Astra Schedule" and is divided into three columns:

- Column A: Space Management Resources**
 - Helpful Links: Space Management, Astra Schedule, Class Schedule Building, Classroom Use and Furniture, Final Exams
 - Space Request Forms and Scheduling Compliance: Standard Request Form, Classroom/Conference Room Quick Request Form, Scheduling Compliance
 - Astra Schedule Resources: Astra Schedule User Guides, Astra Schedule Room Reports
- Column B: Sacramento State Holidays & Announcements**
 - Independence Day: July 4, 2023. Campus Closed.
 - Fall 2023 Instruction Begins: August 28, 2023.
 - Labor Day: September, 4, 2023. Campus Closed.
 - Veterans Day (Observed): November 10, 2023. Campus Closed.
 - Thanksgiving Break: November 23-24, 2023. Campus Closed.
 - Fall 2023 Final Exams: December 9-15, 2023.
 - Campus Closed: December 25, 2023-January 1, 2024.
 - Martin Luther King, Jr. Day: January 15, 2024. Campus Closed.
 - Spring 2024 Instruction Begins: January 22, 2024.
 - Spring Recess: March 18-24, 2024.
 - Cesar Chavez Day (Observed): April 1, 2024. Campus Closed.
 - Spring 2024 Final Exams: May 11-16, 2024.
- Column C: Sacramento State Campus Resources**
 - Helpful Links: Sacramento State, Academic Calendars, Campus Map, Event Insurance, Facilities Management, IRT Classroom Technology, Sacramento State Downtown, Sacramento State Police Department, University Transportation & Parking Services

3.2 General Navigation, Displaying, Printing, Exporting



Several techniques and features are common to many screens in Astra Schedule. These include displaying and filtering information, page control, printing, and exporting data. These are described in the following sections and detailed examples may be found in **Appendix A - Astra Schedule Examples**.

3.3 List Page Display

In many screens of Astra Schedule, lists of items are presented in a data grid on the right with search and filter options in a panel on the left. Use the search and filter options to narrow the list results or to find a specific record.

To view more information about a specific item on the list, click directly on the item name link. In many cases you can hover over an activity or icon to see a summary description. Examples include activities on the calendar, references to facilities, and anywhere a hover icon is displayed next to the name of an item or activity.



You may collapse the filter panel on a list page to make more room for the list results or task. Simply click on the panel arrow icon  in the upper right corner of a panel to hide it. Click the arrow icon again  to show the panel.

3.4 Display Options

Astra Schedule offers several ways to display the information on a page. Customizing a List page makes it easier to view key information. Customization options include which columns are displayed and in what order. See **A.1 Display Option Examples** for detailed examples of selecting the various display options.

Often you can click on the column labels on the list page to change the way the list is sorted. Click again to reverse the sort order. Another method is to click on the down arrow next to the column heading and select Use Default Sort.

Room ^{▲1}	Capacity	Type	Name	Building Cod	Description
ALP 122 - LEC	70	Lecture	LEC	ALP	
ALP 138 - LEC	48	Lecture	LEC	ALP	
ALP 148 - LEC	43	Lecture	LEC	ALP	
ALP 153 - LEC	38	Lecture	LEC	ALP	

Up Arrow next to name indicates list sorted on this column

Click column header to sort on that column; click again to reverse

Click column header's drop-down arrow to set sort order for column

Use Default Sort

Show in Groups

Filters

Columns in a list page may be rearranged as preferred. To move a column, click and drag the column header to a new position. When the arrows appear between other columns in the correct position, release the mouse button to drop the column into its new position.

Campus	Room ^{▲1}	Capacity	Type	Building Code	Description
MAIN	ALP 122 - LEC	70	Lecture	ALP	
MAIN	ALP 138 - LEC	48	Lecture	ALP	

Click and drag to resize column width

The columns that are displayed on a given list page may be changed as well. To customize the display, click on the right arrow on any column in the list and choose the Columns option. All of the available column options for the record type being viewed are displayed. Place or remove a check mark to add or remove columns from the list page. You may also choose to display the data in groups.

Room [▲] 1	Building Code	Campus	Type	Name	Capacity
ALP 122 - LEC	ALP			LEC	70
ALP 147 - LEC	ALP				48
ALP 148 - LEC					60
ALP 156 - LEC	ALP	MAIN	Lectur		25
ALP 205 - LEC	ALP	MAIN	Lectur		43
ALP 212 - LEC	ALP	MAIN	Lectur		38
ALP 218 - LEC	ALP	MAIN	Lectur		60
ALP 227 - LEC	ALP	MAIN	Lectur		45

Click column header's drop-down arrow to display options

Click to select columns

Click to group by field or show in groups

New column added to Display

Check column name to include in display

To resize a column, hover your cursor over the line to the right of the column you wish to resize and then click and drag right or left.


Room List						
Campus	Room [▲] 1	Capacity	Type	Building Code	Description	
MAIN	ALP 122 - LEC			ALP	LECTURE	

Click and drag to resize column width

3.5 Search Filters

Search filters are available on various screens including filter panels, and designated search filter areas. The filters vary depending on the type of information being displayed. In general:

- Many filters allow for multiple choices to be selected.
- To add a filter, click the + button to display the possible choices.
- To set a filter, enter a value or select from the list. You can select one or more items from a list.
- Check the box next to each item you would like to include in your filter. Notice that the items are added automatically to the filter list. Click Done at bottom right of filter panel.
- Click the Search button to update the list page.
- You can temporarily unset the filter item by removing the check mark, selecting Clear, or

deleting the filter by clicking the delete icon  next to the filter.



For filters with many values, use the pagination controls at the bottom of the filter pop-up window to view all available values.





After adding a filter, make sure you check Done at bottom right of the filter panel.




Filter criteria are combined as you enter more options. Filter criteria are temporary and not retained for each List Page, even if you leave the page and return within the same browser session. The default search filter and sort are in effect each time you visit a List Page.

See **A.2 Search Filter Options Example** for an example of the filters available on a filters panel.

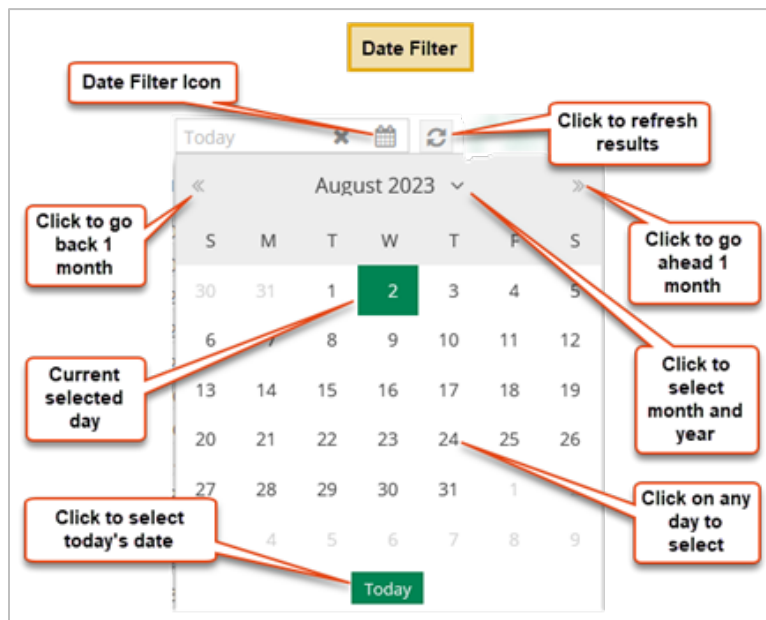
3.6 Set Date Filter

A date filter tool is provided to select the day, week, month or year to display on a calendar or to use when searching for an available facility. Click the date filter icon  to display the date filter tool as a pop-up window. You can use the arrow buttons on either side of the month and year displayed to move to the previous or next month. Click directly on the month and year heading to quickly select a different month and year. Click the day in the month displayed to set the date. Alternatively, you can edit the date displayed in mm/dd/yyyy format to the left of the date filter icon .



To close the date filter pop-up window, select a day or click 'Today'. Depending on the screen, you must click the refresh icon  to begin the search.

Depicted in the screenshot below are the navigation features of the date filter.




3.7 Pagination Controls

Depending on the data and your filter settings, several lists contain more information than can be displayed in the current window, and it is presented in pages within the window. Pagination controls may appear on several types of windows including, but not limited to list pages, filter panels, drop-down menus, and pop-up windows. Use the pagination controls at the bottom of a window to configure the number of items displayed per page and to navigate the various pages. You can move to the next page,

last page, previous page, or first page by using the arrow buttons provided. You can also type in a specific page number and hit return to move through the pages. Not all controls may be present.



3.8 Print Data

Click the Print icon  to print the information on the page. The information is displayed in a printable format in a new window. Use your browser to print the information and close the print window to return to Astra Schedule.




Before printing a calendar grid, you may want to minimize the Rooms Panel.



After printing, close print window to return to Scheduling Grids page.

3.9 Export Data

Astra Schedule allows some screen data to be exported to Microsoft Excel™ or to an HTML table.

Screens that allow their data to be exported have the Export option  displayed at the bottom of the screen.

Once the page reflects the data you wish to export (see **3.4 Display Options** and **3.5 Search Filters**), click the Export menu at bottom of the page to open or save the data in Excel or HTML format within your browser. Files are saved according to the settings of your browser.

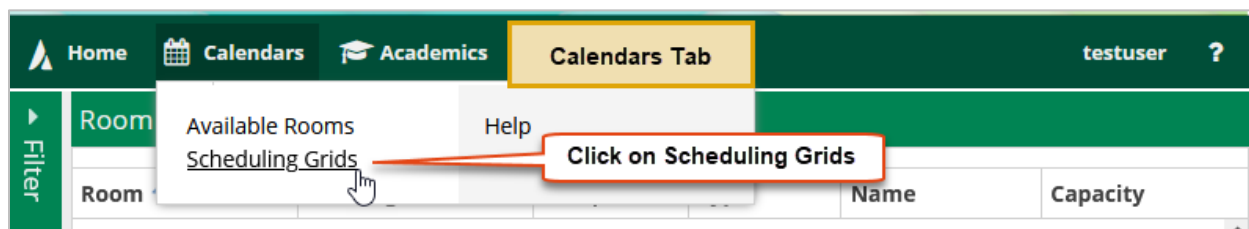


The Export option gives you a choice of including all pages in the report, or just the displayed page.

See **A.3 Export Examples** for detailed examples of exporting screen data.

4 VIEW SCHEDULING GRIDS

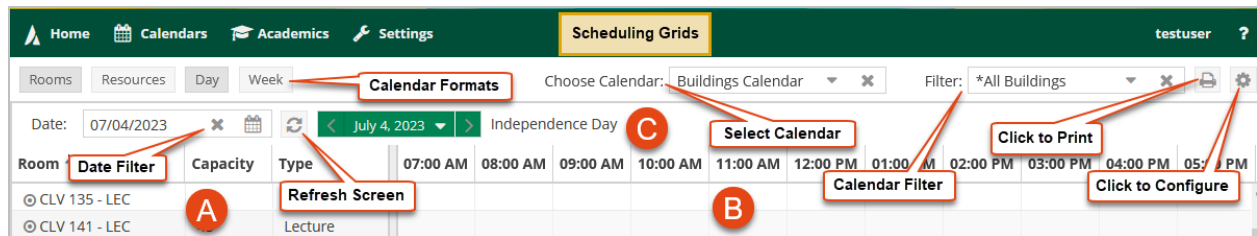
The Astra Schedule scheduling grids provide multiple ways to view information about scheduled activities in facilities across campus quickly and easily. Select Scheduling Grids on the **Calendars** tab to view scheduled activities and dates and times facilities may be available for scheduling.




For examples, see **Appendix A** sections **A.4 Example – Search for Scheduled Activities by Building on a Specific Date** and **A.5 Example – Search for Scheduled Activities by Building for a Specific Week**.

Key areas on the Calendar Grid page are shown below for your reference in this section. Depicted in the screenshot below are:

- User input areas (filters, searches, calendars, formats, configuration, and printing)
- Display areas:
 - A. Rooms Panel
 - B. Calendar
 - C. Holidays and Announcements area on Day calendar format



The Scheduling Grids present a list of rooms on the left, and activities using the applicable facility appear as shaded cells in the grid to the right. The Rooms panel displays a list of the facilities according to the filters you select. You can navigate this list using the scroll bar at the bottom of the page to find detailed information for each individual facility on the list. The information displayed as well as the format in which it is displayed can be customized. The date can be changed by using the arrow buttons to the left and right of the displayed date or date range to navigate backward or forward in time or click the

calendar date filter icon  to go to a particular date (see [3.6 Set Date Filter](#))

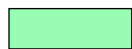
In the Scheduling Grids, activities are displayed in colored boxes as follows:



Classes and Final Exams are displayed in a blue box.



Cross-Listed Classes are displayed in an orange box.



Events are displayed in a green box.



Blocked facilities are displayed in a salmon-colored box.



Blocked group (partitioned) facilities are displayed in a gray box.



Announcements are displayed on weekly calendar in a yellow box.



Holidays are displayed on weekly calendar in an orchid box.



An activity labeled 'Partition' indicates the facility is part of a partitioned space and cannot be scheduled because one or all of the facilities in that same partitioned space have an activity scheduled during the noted time.



Only facilities included by your filter settings are displayed in the Rooms panel.



The Scheduling Grids are designed to be view-only. Astra Schedule allows you the option to print or export some information. You may prefer to use your browser or other means to capture, save, or print the information displayed.

4.1 Select Calendar

The Scheduling Grids feature allows you to choose the type of calendar to display such as:

Buildings Calendar – to view classes and events scheduled by building. By default, All Buildings are displayed. You may select specific buildings from a pre-defined building drop-down filter.

Conference Rooms – to view classes and events scheduled in university conference rooms.

IRT Computer Labs - to view classes and events scheduled in select IRT instructional computer labs.

Lecture Classrooms – to view classes and events scheduled in lecture facilities.

Sac State Downton Classrooms - to view classes and events scheduled in Sac State Downtown lecture facilities.

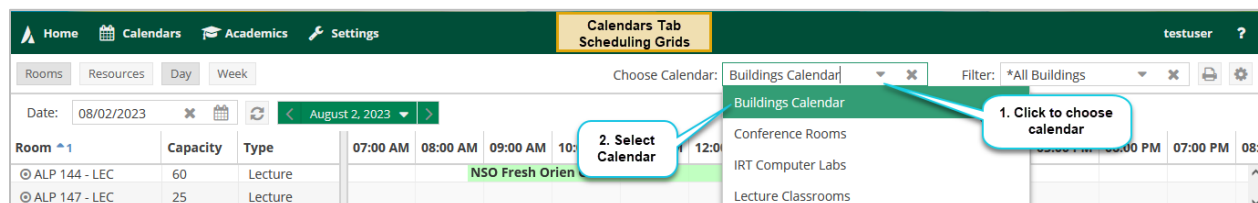
Studio Classrooms - to view classes and events scheduled in studio classrooms.

To begin, select the type of calendar you want to view as described and depicted in the screenshot below:

Select Calendar

Navigation: Calendars > Scheduling Grids

1. Click **Choose Calendar** to choose a Calendar.
2. Click the Calendar to select it and refresh the display. For the Buildings Calendar, you may view all buildings or choose a pre-defined building filter.

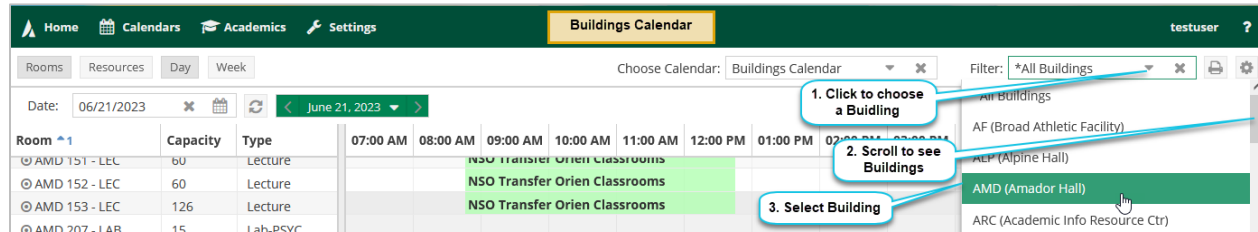


4.1.1 Select Pre-Defined Calendar Filter

The Buildings Calendar includes pre-defined calendar filters for each building. You can choose between these calendar filters using the calendar **Filter** drop-down menu. Upon selecting a calendar filter, the contents of the calendar being viewed updates accordingly. Limiting your search to a particular building or event type reduces the search time. The Buildings maintained in Astra Schedule may be found in **Appendix A-Astra Schedule Building Codes and Descriptions** and Event Types in **Appendix D-Astra Schedule Event Types and Descriptions**.

Described and depicted in the screenshot below are the steps to follow to view activities scheduled in a particular building. Similar steps would be followed for the Events Calendar.

Select Building Filter	
Navigation: Calendars > Scheduling Grids > Buildings Calendar	
1.	Click the calendar Filter to choose a Building.
2.	Use scroll bar on right side of pull-down window to view more Buildings.
3.	Click the Building to select it.



4.2 Select Calendar Format and Settings


The calendar grids can be displayed in day or week format. The Settings feature allows you to select the beginning and ending times displayed on the calendar as well as highlighting certain activities such as those with an actual enrollment higher than the maximum enrollment.



When switching between day and week formats, verify the appropriate date is displayed as the last date selected for a given format is used.

4.2.1 Select Calendar Day Format

The **Day** format of the calendar displays each facility's schedule on a single row. This view provides immediate feedback on availability and usage for a single day, across a page full of facilities at a time. It has the following features:

- The rows in the calendar align with each facility in the Rooms Panel.
- Click the date filter icon  or an arrow adjacent to the calendar grid to change dates.
- Click **Choose Calendar** to change the calendar.
- Click the calendar **Filter** to change building.

Depicted in the screenshot below are:

- Navigation features (scroll bars, hovers)
- User input areas (viewing options), configuring, printing

The screenshot displays the Astra Scheduling Grids interface in Day Format. The top navigation bar includes Home, Calendars, Academics, and Settings. The main header shows 'Scheduling Grids Day Format' and the user 'testuser'. Below the header, there are tabs for Rooms, Resources, Day, and Week. The 'Day' tab is selected, showing a calendar grid for October 17, 2023. The grid displays various lecture classes with their room numbers, capacities, and times. Callouts highlight several features: 'Change day here' points to the calendar navigation controls; 'Hover over for room details' points to the Rooms panel on the left; 'Each row represents one facility' points to the Rooms panel; 'Hover over for meeting details' points to a class entry in the grid; 'Select filters here' points to the filter dropdown; 'Print here' points to the print icon; 'Configure here' points to the settings icon; and 'Scroll through rooms here' points to the scroll bar in the Rooms panel.



You may need to adjust the browser window to reveal the scroll bar along the bottom edge of the calendar in order to view all of the times.



In **Day** format, to make the Rooms Panel narrower, eliminate columns displayed and/or drag the columns to make them narrower.

4.2.2 Select Calendar Week Format

The **Week** format of the calendar requires that you select the facility you would like to view from the list on the left. This view provides immediate feedback on availability and usage for a full week (or date range) at once. The Week format, depicted below, has the following features:

- The activities displayed in the calendar are *for only the selected facility*.
- To select a facility, click a facility in the Rooms panel on the left. The selected facility is highlighted in gray.
- By default, the first facility is selected.
- Click the timeline scroll key (< or >) to move the calendar 1 week.
- The first day of the displayed week is always the Sunday on or before the current or selected date.
- The activity hover window includes options to add the activity to your calendar or to email it.

Depicted in the screenshot below are:


- Navigation features (scroll bars, date selectors)
- User input areas (viewing options), configuring, printing




The screenshot displays the Astra Scheduling Grids interface in Week Format. The top navigation bar includes Home, Calendars, Academics, and Settings. The main header shows 'Scheduling Grids Week Format' and the user 'testuser'. Below the header, there are tabs for Rooms, Resources, Day, and Week. The 'Week' tab is selected, showing a calendar grid for the week of October 15-21, 2023. The grid displays various lecture classes with their room numbers, capacities, and times. Callouts highlight several features: 'Date Filter' points to the Rooms panel; 'Click to go back 1 week' points to the calendar navigation controls; 'Selected room is highlighted in gray' points to the Rooms panel; 'Scroll through rooms here' points to the scroll bar in the Rooms panel; 'Click to go ahead 1 week' points to the calendar navigation controls; 'Select filters here' points to the filter dropdown; 'Print here' points to the print icon; 'Configure here' points to the settings icon; and 'In Week View, all activities are for the selected room' points to the calendar grid.

In **Week** format, when viewing a date range instead of a single week, all activities that occur during the entire range are shown together. This feature is useful when searching for an available time slot for a recurring activity as it shows not only the rooms and times that are available but also what's scheduled during the selected period. For example, when the range is set to a full term, this feature will show which rooms are available (as white space) for the entire semester.

To specify a date range while in **Week** format, click **End Date...** to the right of the date selector to open a calendar window (see **3.6 Set Date Filter**). Navigate to the preferred end date and click on the day. The grid refreshes and the selected date is displayed to indicate you are viewing a date range. Click the Clear End Date box to the right of the End Date to return to standard week behavior.

Described and depicted in the screenshot below are the steps to follow to display a range of dates in week format.

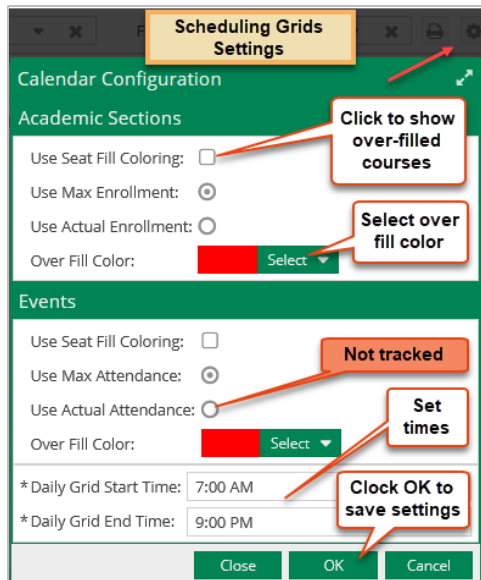
Display Date Range in Week Format	
Navigation: Calendars > Scheduling Grids	
1.	Select Week format.
2.	Click the date filter icon  (see 3.6 Set Date Filter) to set the start date of range.
3.	Click End Date... to set the end date of range.
4.	Click Clear End Date box to remove the date range.

-  When using the date range feature of the weekly grid, the dates shown in the header reflect only the first week in your range, however, the data displayed is for the entire range.
-  In a date range view, a recurring activity appears only once. Different activities scheduled in the same room at a given time are stacked over the time slot.
-  In a date range view, available space for the entire range is depicted by white space.

4.2.3 Configure Calendar Settings

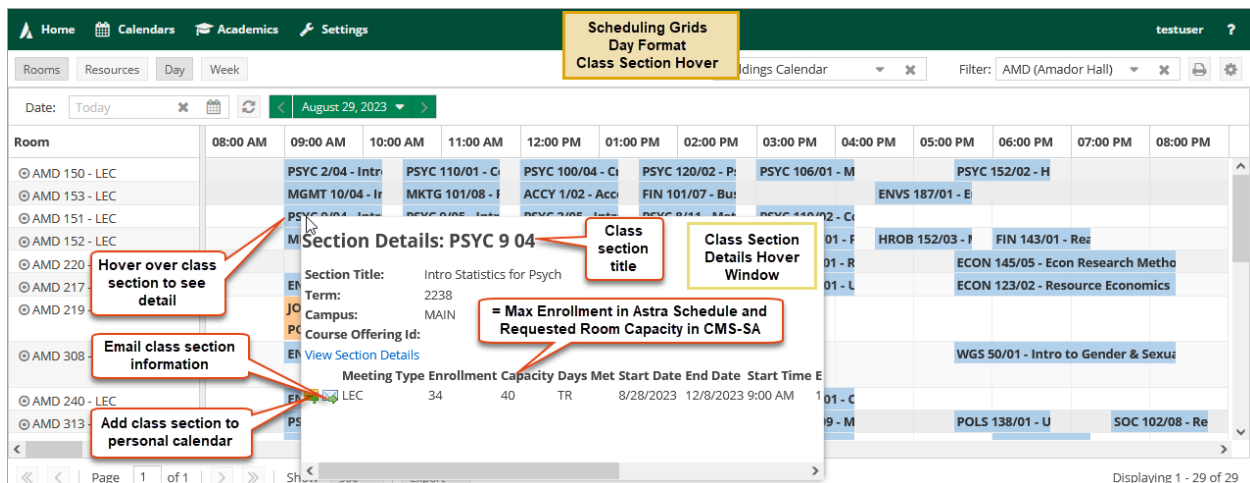
Astra Schedule allows you to configure the calendar by clicking the Settings Icon to the right of the Calendar Filter. The Calendar Configuration window is displayed. You may:

- Select the start and end times displayed on the day format calendar
- Easily identify over-enrolled courses by assigning them a special color



4.3 View Activity Information

Depicted in the screenshots below is the information displayed when hovering over a class section or event on a Scheduling Grid. This may include Meeting Type, Enrollment, Capacity (referred to as Max Enrollment in Astra Schedule and Requested Room Capacity in CMS-SA), Days Met, Start and End Date, Start and End Time, and Room (Facility). The Activity Details hover window is where you can e-mail the activity information or add it to your personal calendar.





Final exams are denoted by a Meeting Type of EXM when viewing the Class Section Details hover window.

The screenshot shows the Astra Schedule interface with a calendar grid for September 6, 2023. A callout box labeled "Scheduling Grids Day Format Event Hover" points to the calendar grid. Another callout labeled "Event title" points to the event title "SOAL Student Group Wed Mtgs" in the event details hover window. A callout labeled "Event Details Hover Window" points to the event details panel. A callout labeled "Add event to personal calendar" points to the "Add to Calendar" icon in the event details panel. A callout labeled "Email event information" points to the "Email" icon in the event details panel. A callout labeled "Hover over event to see details" points to the event title in the calendar grid.

4.4 Add Activity to Your Personal Calendar

Activities on the Astra Schedule calendar can be added to your personal calendar. While hovering over the calendar entry for an activity to view details, click the Add to Calendar icon next to the activity you wish to add to your personal calendar, as shown in **4.3 View Activity Information**. You can save the activity to your calendar of choice or to a file for later import to a calendar.

4.5 E-Mail an Activity

Details about activities on the Astra Schedule calendar can be emailed to anyone you choose. While hovering over the calendar entry for an activity to view details, click the Email icon next to the activity you wish to email, as shown in **4.3 View Activity Information**. You can edit the message prior to sending.

5 FIND AVAILABLE FACILITIES

The Available Rooms calendar tool provides a quick way to search for all available facilities. Select Available Rooms on the Calendars tab when you want to search for facilities to schedule for classes or events and to search for available times to view facilities or perform facility maintenance.

The screenshot shows the Astra Schedule interface with the Calendars Tab selected. A callout labeled "Click the Available Rooms option" points to the "Available Rooms" option in the Calendars Tab.

The Available Rooms tool allows you to enter time and date information and filters to limit your search. A list of resulting available facilities can be printed for short-term reference.

To perform a search, you will create one or more time/date entries, enter filter criteria, and search for availability. This process may be repeated as desired to refine results or perform additional searches.



Class and event scheduling is dynamic, and facility availability data is current only for the day and time it is generated.



Requests to reserve or hold facilities for activities, routine maintenance, or renovation must be submitted to the Office of Space Management.

For examples, see **Appendix A** sections **A.6 Example – Search for Available Facilities for a Single Meeting** and **A.7 Example - Search for Available Facilities for a Recurring Meeting**.

Depicted in the screenshot below are key areas as well as the steps to follow to define the meeting time and location to search for available facilities.

- Navigation features (scroll bars, print results)
- User input areas (add purpose of search, meeting date/time, filters)
- Key areas (A-E)
 - A. Search Type. Enter Locations. Equipment/Services not used. Purpose of Search (Event or Section).
 - B. Meetings. Add Meeting(s): Enter and view requested meeting time(s) here.
 - C. Filters. Enter preferred Capacity, Building, Region, Room, Room Type, or Feature here.
 - D. Search & Results. Click Search. Facilities meeting your criteria are displayed here.
 - E. Next Steps. Click Print Results.

Perform Facility Availability Search	
Navigation: Calendars > Available Rooms	
1.	In the Search Type area, choose Locations for Search For . Then choose either Event or Section for Purpose of Search .
2.	In the Meetings area, click Add Meeting(s) and fill in the time(s) and date(s) as described in section 5.1 Add Meeting Times and Dates .
3.	In the Filters area, click Filter Options to add additional search filters as described in section 5.2 Set Available Rooms Search Filters .
4.	In the Search & Results area, click Search to generate a list of available facilities based on the meetings and filters provided. You can change search criteria and re-search as needed. The Search & Results area displays a list of facilities that are available for all times and dates in your search and that meet <i>all</i> the filter criteria. The Building/room, Capacity, and Room Type are displayed in the Search Results area.
5.	In the Next Steps area, click Print Results to view a printer friendly view of the search results, including the date of the search, meeting and filter information.

The screenshot shows the 'Available Rooms Calendar Tool' interface. It is divided into five main sections, each with a numbered callout:

- 1. Search Type (A):** Includes 'Search For:' (Locations) and 'Purpose of Search:' (Event) dropdowns. A callout says '1. Choose Locations and then select Event or Section for Purpose of Search'. A red callout says 'Scroll to view results'.
- 2. Meeting(s) (B):** Includes an 'Add Meeting(s)' button. A callout says '2. Click Add Meeting(s) to enter meeting date'.
- 3. Filters (C):** Includes a 'Filter Options' dropdown. A callout says '3. Click Filter Options to select additional search filters for preferred capacity, building, region, room, room type or features'.
- 4. Search & Results (D):** Includes a 'Search' button. A callout says '4. Click Search to begin search'. Below is a table with columns: Room, Capacity, RoomType, Equipment/Services, Quantity, and Category. A red callout says 'Equipment/Services not used'.
- 5. Next Steps (E):** Includes a 'Print Results' button. A callout says '5. Click Print Results to view printer friendly view of search results'.



Confirm **Purpose of Search** is set appropriately as facilities may be blocked for class section or event usage.

5.1 Add Meeting Times and Dates

To search for available facilities, the time and date information must first be entered for the meeting(s). A search can be for a single or a recurring meeting. This flexibility allows for searches to be performed on behalf of an event or class, or simply to research open facilities for informational purposes.


Described and depicted in the screenshot below are the steps to follow to define the meeting time(s) and date(s) to search for available facilities.


Enter Time and Date Information for a Search
Navigation: Calendars > Available Rooms > Add Meeting(s)
1. Select Single Meeting or Recurring Meeting.
2. If Single Meeting is selected, enter Start Time, End Time, Start Date, and End Date of the meeting.
3. (A-D) If Recurring Meeting is selected, enter Start Time, End Time, Recurrence Pattern and Day, and the date range of the meetings.
4. Click OK to add your meeting to the search page.
5. Repeat as needed to build a list of meetings (i.e., to search for facilities that are available across multiple times and days). Click the delete icon to remove a meeting.


The screenshot shows two instances of the 'Add Meeting' dialog box. The top instance is for a single meeting, and the bottom instance is for a recurring meeting. Callouts provide step-by-step instructions:


- 1. Select Meeting Frequency:** Points to the 'Single Meeting' radio button.
- 2. Enter Single Meeting Date/Time:** Points to the 'Start Time' and 'End Time' dropdown menus.
- Date Selector:** Points to the calendar icon next to the 'Start Date' field.
- 3A. Enter Recurring Meeting Start/End Times:** Points to the 'Start Time' and 'End Time' dropdown menus in the recurring meeting dialog.
- Time Filter:** Points to the 'Time Filter' dropdown menu.
- 3B. Enter Recurring Meeting Pattern and Day:** Points to the 'Recur every' dropdown and the checkboxes for days of the week (Tuesday and Thursday are selected).
- 3C. Enter Recurring Date Range:** Points to the 'Start' date field and the 'End by' date field.
- 4. Click OK to Add Meeting:** Points to the 'Ok' button at the bottom of the dialog.

The 'Recurrence Summary' at the bottom of the recurring meeting dialog reads: "Every 1 week(s) on Tuesday and Thursday effective 09/18/2023 until 10/19/2023 from 2:30 PM to 3:00 PM."

- 

You can enter the date and time directly, tabbing between hour, minute, and AM/PM or use the Date Selector and Time Filter drop-down menu to set the values.
- 

If the search is for a facility to accommodate a weekly multi-day event, a recurring meeting can be created to represent its meeting pattern. Choose “weekly” as the day pattern, select the days met, and then provide the event start and end dates as the date range.
- 

The recurring meeting option is used for meetings with a regular meeting pattern. If meeting dates/times are irregular (e.g., different times each week, or not meeting every day/week/month/year) then multiple single meetings must be added.
- 

If, for example, five separate meetings are entered, only facilities that are available *all* five times are displayed.


5.2 Set Available Rooms Search Filters

The Available Rooms search filters are used to narrow searches for available facilities. By default, all filter options are set to “Any”, meaning that all facilities are searched, and any available facility is returned in the list. However, complex filtering is also supported, allowing multiple filter options to be set to restrict the list as needed. These settings can be edited repeatedly to reduce and refine the list of results returned.

Described and depicted in the screenshot below are the steps to follow to define filters to apply when searching for available facilities.



You may need to adjust your window size to see the scroll bars.

Set Search Filter Criteria	
Navigation: Calendars > Available Rooms	
1.	Under Search Type area, make sure ‘Locations’ is selected for Search For . <u>Equipment/Services is not used.</u>
2.	Scroll down to the Filters area and click on Filter Options .
3.	Click on the expand icon  next to each option you would like to filter the search. Then Use the scroll bar to view available values for the filter and click the box to select the value. Multiple values can be selected for a given filter. You can search on room Capacity by entering a range for the number of occupants.
4.	After you check the values click Done .
5.	Click Ok on the Filter Options display window. Repeat with other fields as needed.

The screenshot illustrates the process of setting search filter criteria in the Astra Schedule application. It shows the 'Search Type' section where 'Locations' is selected for 'Search For'. The 'Filter Options' dialog box is open for 'Capacity range', showing a 'Capacity Between' field and an 'And' field. The 'Select Items' dialog box is also open, showing a list of room types with 'ANTH' selected. Callouts provide step-by-step instructions: 1. Search For value must be "Locations", 2. Select Filter Options, 3. Select + for filter options and check box to select value, 4. Click Done, and 5. Click Ok. A yellow box highlights the 'Available Rooms Calendar Tool Search Filters' section.

The Available Rooms search filters tool supports the following filters:

Campus – Identifies campus. Always set to MAIN.

Building – May represent a physical building, outdoor space, or virtual space. Building Code and Room Number make up the CMS-SA Facility ID. A list of building abbreviations can be found in **Appendix A - Astra Schedule Building Codes and Descriptions**.

Region –Regions are groupings of facilities used primarily by the Office of Space Management to create and maintain scheduling security and priority and to develop internal reports. Regions listed are applicable to fall and spring semesters only. A list of Regions can be found in **Appendix E-Astra Schedule Regions and Descriptions**.

Room – Lists all rooms (facilities) that can be scheduled in Astra Schedule.

Room Type – Used to categorize facilities. For example, you may want to only search lecture facilities or conference rooms for available space. A list of Room Types can be found in **Appendix B-Astra Schedule Room Types and Descriptions**.

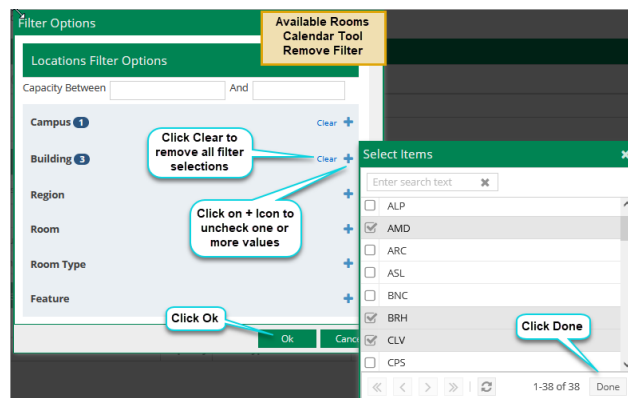
Feature – Facility features are permanent attributes of a facility that are significant for scheduling and reporting purposes and are assigned by the Office of Space Management. For example, some facilities may have tiered seating or tables/chairs. For convenience, media-Level features are prefixed with “*” so they sort to the top. Features prefixed with “zSM Use” are for the Office of Space Management’s use only. A list of features maintained in Astra Schedule can be found in **Appendix C-Astra Schedule Room Features and Categories**.

Capacity – Designates maximum seating capacity for the facility. Can specify a range or a single value. For example, to view all facilities that can seat 100 or more people, enter ‘100’ in the lower range box (left) and leave the upper range box (right) blank.



To reduce search time, it is recommended you enter a Capacity value greater than ‘1’ in order to distinguish from special facilities that have an assigned Capacity of ‘1’ (e.g., Restrooms).

To remove a filter, click Clear or click the expand icon to uncheck one or more values as shown below for Building. Be sure to click **Done** when you update selections and then **Ok**.



5.3 View and Print Search Results

The Available Rooms calendar tool displays all facilities that meet the requested search criteria for *all* the designated date(s) and time(s).

Depicted in the screenshot below are:

- Room Number, Capacity, and Type
- Navigation Features (scroll bar)
- User input areas (**Print Results**)

The Print Results option displays a printer friendly view of the search results, including the date of the search, meeting and filter information. Use your web browser to print the report.



Some browsers may need to be set to allow pop-up windows.

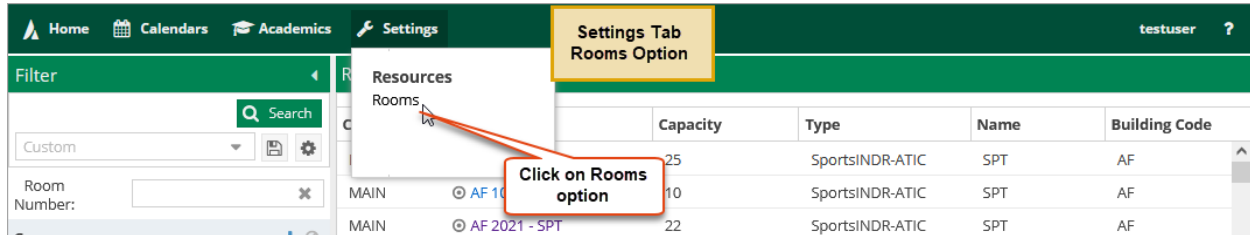
6 VIEW FACILITY INFORMATION

Facility information is viewed by accessing the **Settings** Tab and Rooms option under the Resources heading. The Rooms option provides a list of State-owned facilities on campus maintained in Astra Schedule for scheduling class sections and events.



Department and Faculty offices are not currently managed in Astra Schedule.

Select the Rooms link below the Resources heading to display the following:

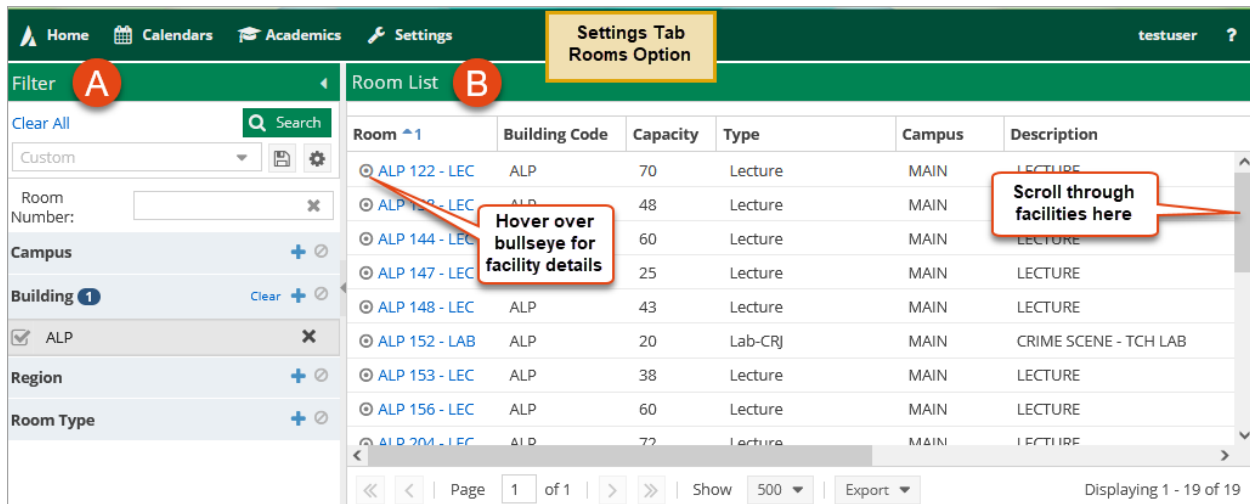


6.1 Select Rooms Option

Select the Rooms option under the Resources heading of the **Settings** tab to view facility information.

Depicted in the screenshot below are features and key areas within the Room List including:

- Display information (hover for facility details)
- Navigation options (Room List scroll bar)
- Key areas (A-B)
 - A. Filter Panel includes several filters that can be used when searching for facilities.
 - B. Room List displays facilities that meet your search criteria. The list can be several pages long, depending on the filter settings.




6.2 Set Facility Filters

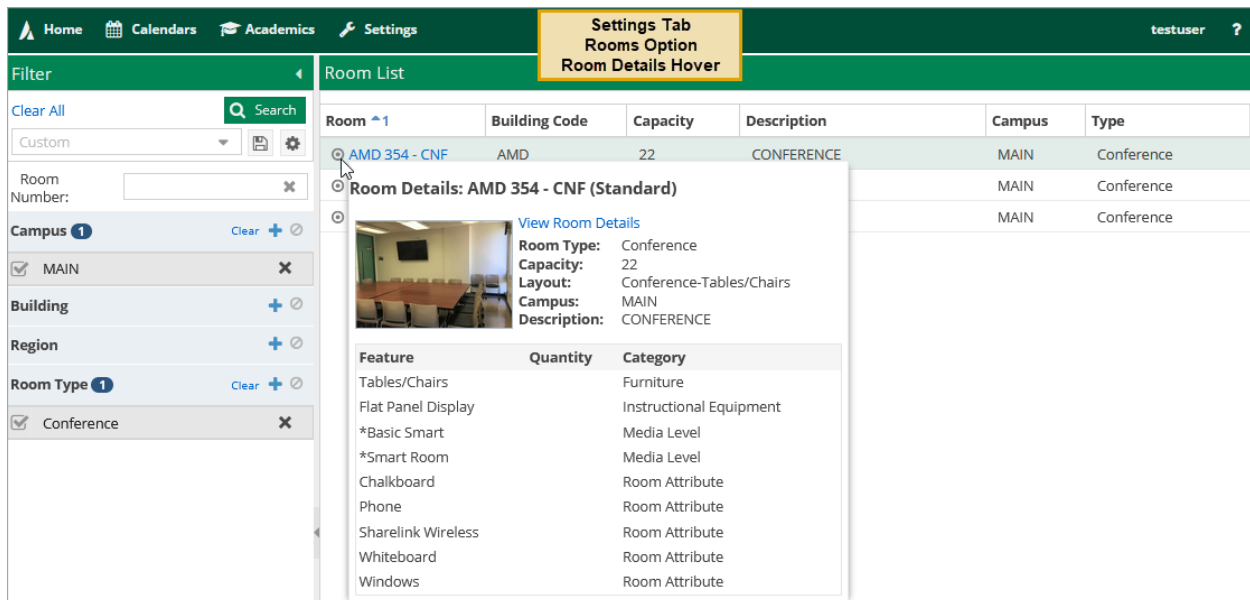
Astra Schedule allows you to set filters in the Rooms option of the **Settings** tab to only list facilities that match your search criteria. Results from a search are displayed in the Room List. See **3.5 Search Filters** for detailed information about setting filters.

The Rooms option supports the following filters:

- **Room Number** – The Room Number of any facility.
- **Campus** – Identifies campus. Select MAIN.
- **Building** – May represent a physical building, outdoor space, or virtual space. Building Code and Room Number make up the CMS-SA Facility ID. A list of building abbreviations can be found in **Appendix A – Building Codes and Descriptions**.
- **Region** – Groupings of facilities. See **Appendix F - Astra Schedule Regions and Descriptions** for more information and a list of regions.
- **Room Type** - Used to categorize facilities according to their use. See **Appendix C - Astra Schedule Room Type Codes and Descriptions**.

6.3 View Room List

Results from a search are displayed in the Room List. You can change the information in the Room List and how it is displayed (see **3.4 Display Options**). By hovering over the bullseye icon , you can view the details for a particular facility including Room Type, Capacity, Layout, and Features. If you click the Facility (Room) link, it opens a page that is used by the Office of Space Management to maintain facilities.



The screenshot shows the Astra Schedule interface. The top navigation bar includes Home, Calendars, Academics, and Settings. The Settings tab is active, and the Room List option is selected. The Room List table displays the following data:

Room	Building Code	Capacity	Description	Campus	Type																														
AMD 354 - CNF	AMD	22	CONFERENCE	MAIN	Conference																														
Room Details: AMD 354 - CNF (Standard)																																			
View Room Details																																			
<p>Room Type: Conference Capacity: 22 Layout: Conference-Tables/Chairs Campus: MAIN Description: CONFERENCE</p> <table border="1"> <thead> <tr> <th>Feature</th> <th>Quantity</th> <th>Category</th> </tr> </thead> <tbody> <tr> <td>Tables/Chairs</td> <td></td> <td>Furniture</td> </tr> <tr> <td>Flat Panel Display</td> <td></td> <td>Instructional Equipment</td> </tr> <tr> <td>*Basic Smart</td> <td></td> <td>Media Level</td> </tr> <tr> <td>*Smart Room</td> <td></td> <td>Media Level</td> </tr> <tr> <td>Chalkboard</td> <td></td> <td>Room Attribute</td> </tr> <tr> <td>Phone</td> <td></td> <td>Room Attribute</td> </tr> <tr> <td>Sharelink Wireless</td> <td></td> <td>Room Attribute</td> </tr> <tr> <td>Whiteboard</td> <td></td> <td>Room Attribute</td> </tr> <tr> <td>Windows</td> <td></td> <td>Room Attribute</td> </tr> </tbody> </table>						Feature	Quantity	Category	Tables/Chairs		Furniture	Flat Panel Display		Instructional Equipment	*Basic Smart		Media Level	*Smart Room		Media Level	Chalkboard		Room Attribute	Phone		Room Attribute	Sharelink Wireless		Room Attribute	Whiteboard		Room Attribute	Windows		Room Attribute
Feature	Quantity	Category																																	
Tables/Chairs		Furniture																																	
Flat Panel Display		Instructional Equipment																																	
*Basic Smart		Media Level																																	
*Smart Room		Media Level																																	
Chalkboard		Room Attribute																																	
Phone		Room Attribute																																	
Sharelink Wireless		Room Attribute																																	
Whiteboard		Room Attribute																																	
Windows		Room Attribute																																	

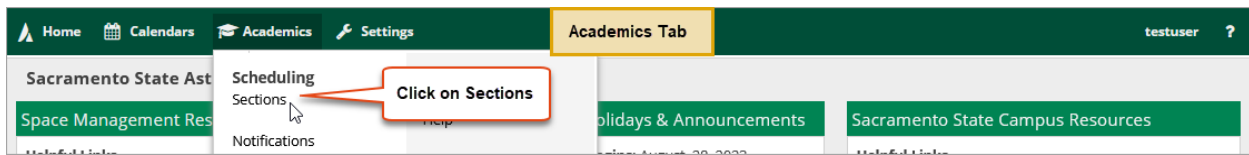
7 VIEW AND SCHEDULE FACILITIES FOR CLASS SECTIONS

This section ONLY applies to campus users with class schedule security access in CMS-SA and Astra Schedule.

The **Academics** tab provides access to class section information for viewing and facility scheduling. The class section information is imported from CMS-SA. **When the initial schedule building period in CMS-SA is over, class section facility assignments shall be made in Astra Schedule. All other class section information must be edited in CMS-SA and cannot be changed in Astra Schedule.**

Select the **Academics** tab to display the following options:

- **Sections** to view class section information and assign facilities to class sections you have been authorized to schedule.
- **Notifications** is not used.

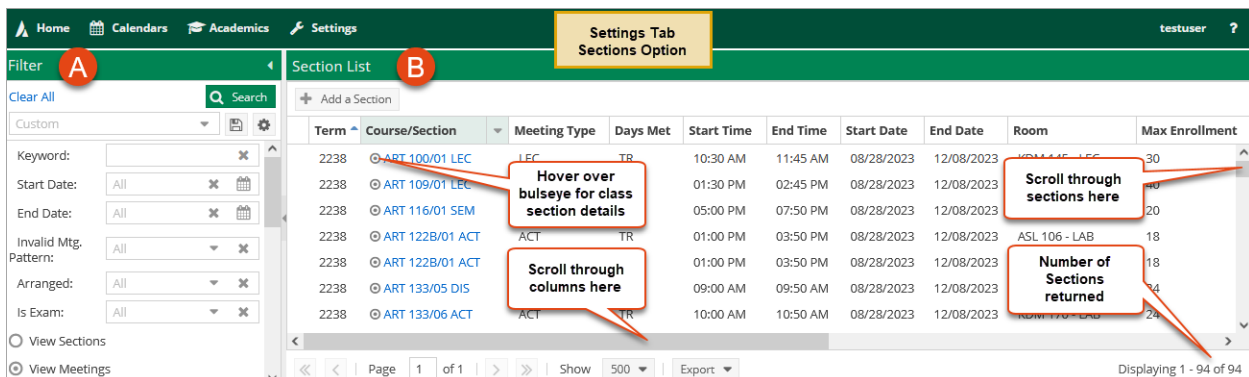


7.1 Select Sections Option

Select the Sections option of the **Academics** tab to view class section information or assign a facility to a class section.

Depicted in the screenshot below are features and key areas within the Section List including:

- Display information (hover for class section details)
- Navigation options (Section List scroll bar)
- Key areas (A-B)
 - A. Filter Panel: Includes several filters that can be used when searching for class sections.
 - B. Section List: Displays class sections that meet your search criteria and you have been authorized to view. The list can be several pages long, depending on the filter settings. From this list you can access the Class Section Information page where you can make or change a facility assignment.



7.2 Set Class Section Filters

Astra Schedule allows you to set filters in the Sections option of the **Academics** tab to list only class sections that match your search criteria. Results from a search are displayed in the Section List. See **3.5 Search Filters** for more information about setting filters.

The Class Sections option supports the following filters:

Keyword – text string appearing in Subject, Course Number, Subject/Course Number combination, Building, Room, Building/Room combination, Instructor, and Meeting Type. Class sections containing the keyword in any of these fields are selected.

Start Date – Earliest start date of class section meeting.

End Date – Latest end date of class section meeting.

Invalid Meeting Pattern – Leave blank unless searching for incomplete class section meeting information.

Arranged – Not Used.

Is Exam – Not Used.

View Sections/View Meetings – Indicates how Class sections and Meetings are displayed in the Section List. See **7.2.1 Select Section List View Option** below.

Days Met – Class section meetings scheduled on these days.

Term – Designates the term to which the class section applies. Term is of the format: 2yyn where ‘yy’ is the two-digit year and ‘n’ is the term number (1=Winter, 3=Spring, 5=Summer, and 8=Fall). For example, 2238 designates the fall 2023 term.

Subject – Lists only the subjects you are authorized to view.

Course – Lists only the courses within the selected Subject you are authorized to view.

Instructor – Lists only instructors assigned to Subjects you are authorized to view.

Campus – Identifies campus. Select MAIN.

Building – May represent a physical building, outdoor space, or virtual space. Building Code and Room Number make up the CMS-SA Facility ID. A list of building abbreviations can be found in **Appendix A – Building Codes and Descriptions**.

Room – Lists only rooms you are authorized to assign in Astra Schedule.

Department – Not Used.

Meeting Status – Not Used.

Meetings with – Not Used.

For an example of setting filters, see **A.8 Example – Find Classes for a Specific Term, Subject, and Meeting Pattern**.

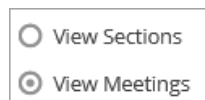
7.2.1 Select Section List View Option

The Section List can be viewed as a list of sections or as a list of meetings. The Sections view groups multiple meetings of the same section into one row, whereas the Meetings view shows each meeting in a separate row.



It is recommended you set your default view to View Meetings as it allows sorting on class section meeting-related information (see 7.3.1 Select Section List Report Options).

Select the radio button toggle in the Filter panel to choose the preferred list view and click **Search** at the top of the Filter panel to update the Section List.

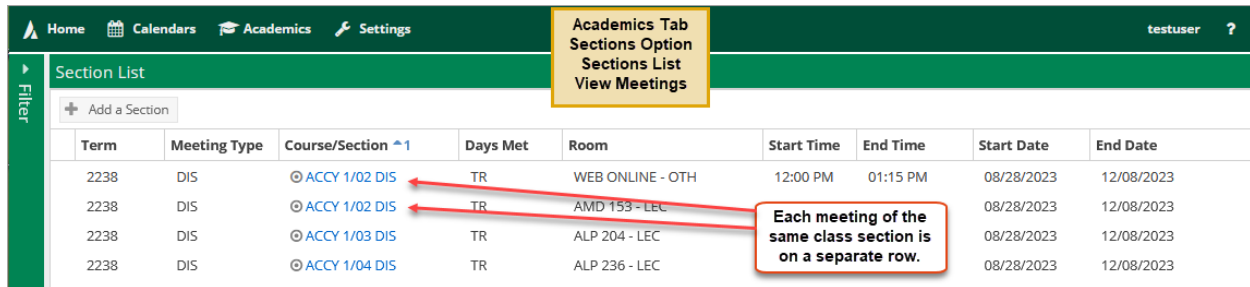


In the Sections View, class sections with more than one meeting type or pattern are displayed on one row. To display the individual meetings that comprise it, click the expand button . Click the collapse button to hide the meetings.

Described and depicted in the screenshot below is an example of the View Sections option for ACCY 113 Section 02 with two meetings: a discussion section scheduled in ALP 236 and an online section.

Term	Meeting Type	Course/Section	Days Met	Room	Start Time	End Time	Start Date	End Date
223...	DIS,DIS	⊙ ACCY 113/02	R,T	WEB ONLINE - OTH,ALP 236 ...	10:30 AM...	11:45 AM,11:45 AM	08/28/2023,08/28/20...	12/08/2023,12/08/2023
...	...	⊙ ACCY 113/02 DIS	R	WEB ONLINE - OTH	10:30 AM	11:45 AM	08/28/2023	12/08/2023
...	...	⊙ ACCY 113/02 DIS	T	ALP 236 - LEC	10:30 AM		08/28/2023	12/08/2023
...	...	⊙ ACCY 117/01	TR,TR	WEB ONLINE - OTH,BRH 114...	01:30 PM...		08/28/2023,08/28/20...	12/08/2023,12/08/2023
...	...	⊙ ACCY 121/01	TR		12:00 PM		08/28/2023	12/08/2023
2238	DIS	⊙ ACCY 121/01 DIS	TR		12:00 PM	01:15 PM	08/28/2023	12/08/2023
223...	DIS,DIS	⊙ ACCY 131/02	T,TR		12:00 PM...	01:15 PM,01:15 PM	08/28/2023,08/28/20...	12/08/2023,12/08/2023
223...	DIS,DIS	⊙ ACCY 131/03	T,TR	WEB ONLINE - OTH,ALP 236 ...	01:30 PM...	02:45 PM,02:45 PM	08/28/2023,08/28/20...	12/08/2023,12/08/2023


Described and depicted in the screenshot below is an example of the View Meetings option for ACCY 1 Section 02 with two meetings: a discussion section scheduled in AMD 153 and an online section. Each meeting is displayed on a separate row.

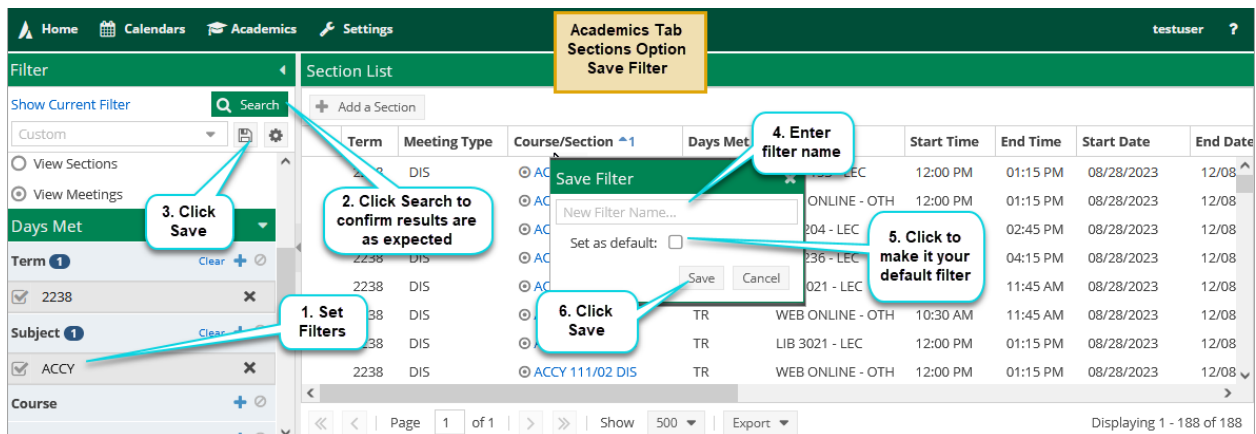


Term	Meeting Type	Course/Section ^1	Days Met	Room	Start Time	End Time	Start Date	End Date
2238	DIS	ACCY 1/02 DIS	TR	WEB ONLINE - OTH	12:00 PM	01:15 PM	08/28/2023	12/08/2023
2238	DIS	ACCY 1/02 DIS	TR	AMD 153 - LEC			08/28/2023	12/08/2023
2238	DIS	ACCY 1/03 DIS	TR	ALP 204 - LEC			08/28/2023	12/08/2023
2238	DIS	ACCY 1/04 DIS	TR	ALP 236 - LEC			08/28/2023	12/08/2023

7.2.2 Save Class Section Filter


Astra Schedule allows you to save filter settings for future use. Frequently used searches can quickly be recalled by using saved filters. See **A.9 Example – Save Section List Filter for a Specific Term and View**. Described and depicted in the screenshot below are the steps to follow to save a Class Section filter.

Save Class Section Filter	
Navigation: Academics > Sections	
1. Set filters for the appropriate fields and values (see 7.2 Set Class Section Filters).	
2. Click Search to confirm results are as expected. Refine filter settings until satisfactory.	
3. Click the save icon  at top of Filter panel to display the Save Filter window.	
4. Enter a meaningful Filter Name.	
5. If you want this filter to be used each login, click Set as Default .	
6. Click Save to save filter.	




It is recommended you set and save frequently used search filters.

7.3 View Section List

Results from the search are displayed in the Section List. By hovering over the class section bullseye icon  , you can view the details for a particular class section including Term, Meeting Type, Enrollment, Maximum Enrollment (Requested Room Capacity in CMS-SA), meeting days and times, Room (Facility), Cross-List, Section Title, and Instructor.

If you click the class section link in the Course/Section column or the View Section Meeting Details link in the hover window of a class section, it opens the Class Section Information page for viewing (see **7.4 View Class Section Information**).



All screenshots in this section are displayed in Meetings View unless otherwise noted.

The screenshot shows the 'Section List' interface. Callouts include:

- 'Not allowed: Use CMS-SA' pointing to the 'Add a Section' button.
- 'Current sort order' pointing to the 'Course/Section' column header.
- 'Click to expand filter panel' pointing to the filter icon on the left.
- 'Click link to view Class Section Info page' pointing to a link in the 'View Section Meeting Details' hover window.
- 'Hover over bullseye to view class section details' pointing to a bullseye icon in a row.

Term	Course/Section	Meeting Type	Days Met	Room	Start Time	End Time	Start Date	End Date	Max Enrollment	Enrollment	Instructor
	ART 50/01 ACT	ACT	TR	KDM 131 - LAB	08:00 AM	10:50 AM	08/28/2023	12/08/2023	20	20	Paric
	ART 50/02 ACT	ACT	TR	KDM 131 - LAB	01:00 PM	03:50 PM	08/28/2023	12/08/2023	20	20	Paric
	ART 53/02 ACT	ACT	TR	KDM 131 - LAB	04:00 PM	07:50 PM	08/28/2023	12/08/2023	20	7	Paric
2238	Section Meeting Details: BHON 106 01										
2238		LEC		M 145 - LEC	07:30 AM	09:00 AM	08/28/2023	12/08/2023	70	72	Ande
2238		LEC		110 - LAB	01:00 PM	03:50 PM	08/28/2023	12/08/2023	20	19	Conr
2238		LEC		P 1007 - LAB	08:00 AM	10:50 AM	08/28/2023	12/08/2023	20	21	Wong
2238		LEC		11009 - LAB	01:00 PM	02:50 PM	08/28/2023	10/20/2023	30	27	Aray
2238		LEC		11004 - LEC	10:00 AM	11:50 AM	10/23/2023	12/15/2023	30	27	Reed
2238		LEC		11004 - LEC	10:00 AM	11:50 AM	08/28/2023	10/20/2023	30	27	Reed
2238		LEC		11009 - LAB	01:00 PM	02:50 PM	10/23/2023	12/15/2023	30	27	Reed

The current sort order is indicated in the column header with a small arrow to indicate ascending or descending sort order.

Astra Schedule provides countless ways for you to view information and there are many ways to attain the same information. For example, to view all section meetings for a given instructor, you could set the Instructor filter on the Filter panel, or on the Section List you could sort on the Instructor column. The chart below lists several common queries and a suggested way to display it. The M/S column indicates if you need to be in Meetings View (M) or Sections View (S) of the Section List or either (MS). See **7.2 Set Class Section Filters** and **7.3.1 Select Section List Report Options** for more detailed information.

M/S	Section Meetings That...	Action
MS	Are in a specific term	Set Term filter.
MS	Are in a specific subject	Set Subject filter.
MS	Have a specific Meeting Type	Include Meeting Type column and sort by that column.
MS	Have a specific Meeting Type (quick ID)	Set Keyword to specific Meeting Type (e.g. DIS).
MS	Have a specific Room Type (quick ID)	Set Keyword to specific Room Type (e.g. LEC).

M/S	Section Meetings That...	Action
M	Go beyond end of term	Set End Date filter to a date after the end of the term. Click the End Date column to sort in descending order.
M	Start before beginning of term	Set Start Date filter to a date before the start of the term. Click the Start Date column to sort in ascending order.
M	Have incomplete meeting information	Set Invalid Meeting Pattern filter to 'Yes'.
M	Are not assigned to a facility	Click the Room column header to sort in ascending order. Unassigned meetings are displayed at the top with a blank Room value.
M	Meet on Saturday	Set Days Met to 'S'.
M	Meet on Sunday	Set Days Met to 'U'.
M	Are cross-listed	Include Cross-List column in Section List. Click the Cross-List column header to sort in ascending order. Cross-Listed class sections are displayed at the top with a non-blank value.



All class sections associated with a term are displayed even if they begin before, or end after official term dates.



Keyword searches may not be as precise as searching on a particular field since the keyword may be found in more than one field.

In Meetings View:

- If Start Time = 12am and End Time=12am, the time is likely not set in the CMS-SA class section.
- If no meetings are displayed in the hover window it is likely an incomplete class section from CMS-SA.

7.3.1 Select Section List Report Options

Astra Schedule allows you to change how and what information is displayed in the Section List. Customizing the Section List makes it easier to view key information. Customization options include which columns are displayed and in what order. See **3.4 Display Options** for more information.



Columns relating to class section meetings are not sortable in Sections View.



You must be in Meetings view to sort on meeting-related columns (e.g., Days Met, Start Date, End Date, and Room).

7.4 View Class Section Information

On the Section List, when you click a class section link, the Class Section Information page is displayed.

Depicted in the screenshot below are features and key areas within the Class Section Information page (View Only Access) including:

- User input areas (collapse/expand buttons)
- Navigation options (Back). The Back option is displayed for View Only access. Other options are available in Edit Mode.
- Key areas (A-D):
 - A. Class Section Information
 - B. Section Notes – Not used
 - C. Same Time Info – Not used
 - D. Meetings Information

The screenshot shows the 'Class Section Information' page for 'Section ANTH 1 / Intro to Biological Anth 05'. The page is divided into several sections:

- Section Info (A):** Contains fields for Subject (ANTH), Course (1), Delivery Method (Standard), Section (05), Title (Intro to Biological Anth), Campus (MAIN), Term (2238), and SIS Key (2238_100796_1_1_05). A callout box states: 'VIEW ONLY Information displayed is maintained in CMS-SA'.
- Section Notes (B):** A section for notes, currently empty.
- Same Time Info (C):** A section for same-time information, currently empty.
- Meetings (D):** A table showing meeting details.
- Sandbox Options:** A panel with checkboxes for 'Assign All Meetings to Same Room', 'Do Not Optimize', and 'Ignore In Historical Analysis'. A callout box states: 'Sandbox Options: For Space Management Use Only'.
- Navigation:** A 'Back' button is visible at the top left.
- Expand/Collapse:** Red arrows point to expand/collapse buttons on the right side of the Section Notes and Same Time Info sections.

Meeting Type	Start Time	End Time	Days	Start Date	End Date	Instructor	Status	Room
LEC	10:30 AM	11:45 AM	TR	08/28/2023	12/08/2023	Sullivan, Roger	Scheduled	MND 3011

The Section Information area (A) contains general information about the class section record indicated at the top of the page. This includes data that defines the class section, but is separate from the individual meeting(s).

At the bottom of the page is a tabbed interface displaying the section meeting(s). The **Meetings** tab is a summary list that includes any meetings for the class section. The Meeting Type, Start and End Times, Days, Start and End Dates, Instructor, and Room (Facility) are all included here at a glance. More detailed meeting information is available by viewing the Class Section Meeting Information page (see next section).



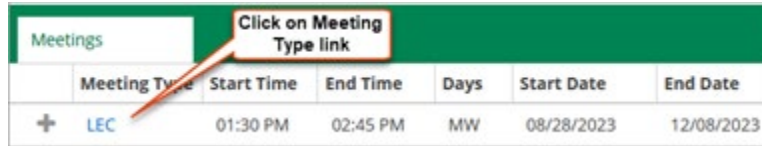
Information displayed in the Class Section Info area is maintained in CMS-SA. Do not make any changes on this page (including Term) as the changes will not be exported to CMS-SA and may create reporting and facility synchronization issues.



Sandbox Options are for Space Management use only.

7.5 View Class Section Meeting Information

To view class section meeting details such as individual meetings, multiple Instructors, and cross-listed class sections, you must be on the Class Section Information page (see previous section). On the Class Section Information page, scroll down to the Meetings Information area, click the Meeting Type link.

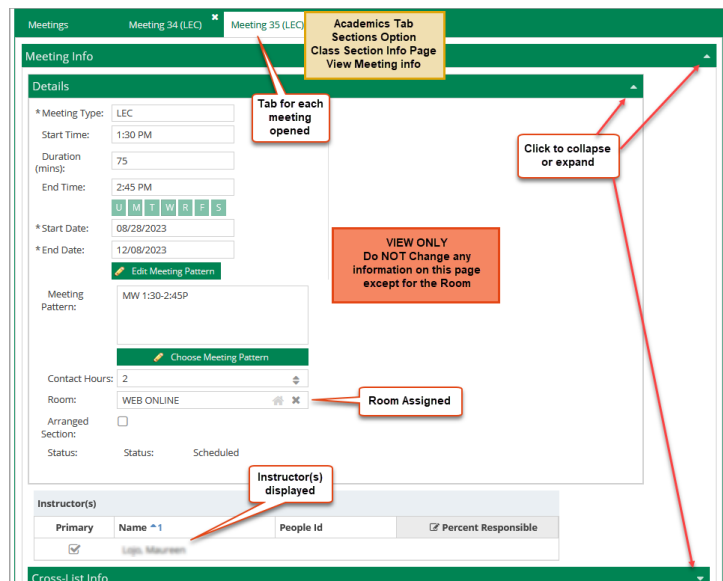


Meetings						
Meeting Type	Start Time	End Time	Days	Start Date	End Date	
+ LEC	01:30 PM	02:45 PM	MW	08/28/2023	12/08/2023	

A new tab is created for each meeting opened. Also, when the detail for an individual meeting is displayed, the Class Section Information area is automatically collapsed to provide as much display space as possible. It is re-expanded when you click the main **Meetings** tab.

Depicted in the screenshot below are:

- Displayed information (Instructors, Meeting Patterns, cross-listed class sections, and a breakdown of the individual meeting dates)
- Navigation Options (expand and collapse buttons)



Meeting Info

Academics Tab
Class Section Info Page
View Meeting info

Meeting 34 (LEC) Meeting 35 (LEC)

Meeting Info

Details

* Meeting Type: LEC

Start Time: 1:30 PM

Duration (min): 75

End Time: 2:45 PM

* Start Date: 08/28/2023

* End Date: 12/08/2023

Meeting Pattern: MW 1:30-2:45P

Contact Hours: 2

Room: WEB ONLINE

Arranged Section:

Status: Scheduled

Instructor(s) displayed

Primary Name * 1

People Id

Percent Responsible

Cross-List Info

Tab for each meeting opened

Click to collapse or expand

VIEW ONLY
Do NOT Change any information on this page except for the Room

Room Assigned



No information shall be updated in the Meeting Info area except for the Room (Facility). Do not make any other changes on this page as the changes will not be exported to CMS-SA and may create reporting issues.



The Resources, Preferences, Meeting Dates, and Meeting Notes areas are not used and therefore not addressed in this User Guide.

7.5.1 View Cross-Listed Class Sections

Combined section information for class sections is maintained in and imported from CMS-SA. Astra Schedule refers to these sections as cross-listed. Combined sections include all class sections meeting together in the same facility: cross-listed courses from different subject areas, different sections of the same course meeting together in the same facility, or any other combination of class sections that meet together in the same facility.



Cross-Listed class sections require a facility with a Facility Capacity that can accommodate the sum total of the maximum enrollments of all the cross-listed class sections.



You may not be authorized to view the detail of the cross-listed class section.

Expanding the Cross-List Information area on the individual meeting tab of the Class Section Meeting Information page, the cross-listed meetings are displayed along with their combined enrollment information as depicted in the screenshot below.

Academics Tab
Sections Option
Class Section Info Page
View Cross-List Info

Meeting 34 (SEM)

Meeting Info

Details

Instructor(s)

Primary	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
☑	Harvey	SA																			

Cross-List Info

Cross-List Id: 2238_1_0014 ACST_2 Max Enroll: 30 Enroll: 7

UnCross-List Join Existing Create New Add/Edit

Lock Enrollment Lock Group

Meeting	Days Met	Start Time	End Time	Start Date	Room	End Date	Has Resource Assignments
ART 222A/01 SEM R	R	04:00 PM	06:50 PM	08/28/2023	ASL 108	12/08/2023	No

Cross-listed class sections can be identified on the Section List by including the Cross-List column and sorting it in ascending order. Cross-listed class sections will sort to the top of the display.

Academics Tab
Sections Option
Section List
View Cross-Listed Class Sections

testuser ?

Section List

+ Add a Section

Term	Meeting Type	Course/Section	Days Met	Room	Cross-List	Start Time	End Time	Start Date	End Date	Max Enrollment
2238	SEM	ART 222A/01 SEM	R	ASL 108 - LAB	2238_1_0014_SACST_2	04:00 PM	06:50 PM	08/28/2023	12/08/2023	30
2238	SEM	ART 222A/01 SEM	R	ASL 106 - LAB	2238_1_0014_SACST_1	04:00 PM	06:50 PM	08/28/2023	12/08/2023	30
2238	ACT	ART 22/01 ACT	MW	ASL 106 - LAB		08:00 AM	10:50 AM	08/28/2023	12/08/2023	18
2238	ACT	ART 22/01 ACT	MW	ASL 108 - LAB		08:00 AM	10:50 AM	08/28/2023	12/08/2023	18

7.6 Edit Facility on Class Section Information Page

To assign or drop the facility assignment for a class section, you must be in edit mode on the Class Section Information Page. If you have access to view the class schedule, you may automatically be in edit mode when you click on the Course/Section link to view a class section. Note: during the duration of the fall and spring class schedule audit periods, Astra Schedule security access will be changed to view only access and facility assignment access will be closed for all active terms.

The only class section information that shall be changed in Astra Schedule is the facility assignment (Building and Room Number). All other class section information must be maintained in CMS-SA.

Described and depicted in the screenshot below are the additional features available to you on the Class Section Information page when in edit mode.

- User input areas (collapse/expand buttons)
- Navigational options (save, save and close, cancel, drop room, assign room)
- Add Meeting feature - Not used
- Create Exam Meetings feature - Not used
- Assign Resources feature - Not used
- Meetings Information




In some, but not all cases, Astra Schedule prompts you to confirm your changes before saving them.




In order to assign a facility to a class section in Astra Schedule, the class section must have Dates, Days Met, Start Time and End Time set. This information must be entered into CMS-SA.



Be careful where you click on the page to not accidentally select the Drop Room icon  and drop the facility assignment.

7.7 Use the Ad Hoc Scheduler

Astra Schedule's Ad Hoc Scheduler assigns a facility to a class section very simply and efficiently. It helps you find the most appropriate room and best seat fill. Click the assign room icon  for a class section meeting in the Meetings area of the Class Section Information page to display the Ad Hoc Scheduler. You must be in edit mode for the assign room icon to be displayed (see **7.6 Edit Facility on Class Section Information Page**). The Ad Hoc Scheduler may display the message "Loading..." while it is searching for facilities for the selected class section.

Depicted in the Ad Hoc Scheduler screenshot below are:

- User input areas (Set, manage, and apply filters, **OK/Cancel** buttons)
- Navigation options (Facility and filter scrolls)
- Key areas (A-B):
 - A. Ad Hoc Scheduler Filter panel
 - B. Availability List

The screenshot shows the Ad Hoc Scheduler interface. On the left is the Filter panel (A) and on the right is the Availability List (B). The Availability List is a table with columns: Room, Capacity, Room Type, Seat Fill Score, and Facility Status. The table contains several rows of room information. Callouts point to various features: 'Click to apply filters' points to the filter panel; 'Manage filters here' points to the filter settings; 'Scroll through filters here' points to the filter scroll bar; 'Hover over bullseye for facility details' points to a bullseye icon in the Room column; 'Show or hide meeting instances' points to a bullseye icon in the Facility Status column; 'Scroll through facilities here' points to the facility scroll bar; 'Pages of search results' points to the page navigation buttons; 'Page navigation' points to the page number '1 of 4'; 'Click to save facility assignment' points to the OK button; and 'Click to abandon your search' points to the Cancel button.





Room	Capacity	Room Type	Seat Fill Score	Facility Status
B1	B2	B3	B4	B5
KDM 170	24	Lab-ART	100	Selected
SQU 450	25	Lecture		Available
EUR 309	25	Lecture		Available
ALP 147	25	Lecture	95	Available
SHS 258	25	Lecture	88	Available
ALP 231	25	Lecture	85	Available
LSN 2300	28	Lecture	85	Available
YSM 117	28	Lecture	85	Available
BRH 201	29	Lecture	82	Available
AMD 261	30	Lecture	80	Available
MND		Lecture		Available
KDM		Lab-ART		Available
BRH 109	30	Lecture	80	Available

Within the Availability List, Astra Schedule provides many features including:

- Display information (hover for facility details, pages in display)
- Display options of expandable column information (For example, Room information (B1), Room Capacity (B2), Room Type (B3), Seat Fill Score (B3), and Facility Status (B5))
- Navigation options (facility scroll bar, page navigation buttons)
- User Input areas (Facility Status, **OK/Cancel** buttons,)



Only facilities you are authorized to schedule are displayed by the Ad Hoc Scheduler. Facilities shall only be scheduled if displayed as 'Available' for the entire term.


-  If you are changing a facility assignment, simply assign a new facility; Astra Schedule automatically drops the current room and assigns the new room. Be sure to click **OK** and then save your changes.
-  Assigning a facility to a cross-listed class section automatically assigns it to the associated cross-listed class section as well.
-  You can sort on the columns in the Availability List area by clicking on the column heading.
-  The Availability list may include a number of pages. Use the pagination controls at the bottom of the list to page through the results or jump to a specific page.

7.7.1 Set Ad Hoc Scheduler Filters

When the Ad Hoc Scheduler opens, the Filter panel is populated with the class section's Maximum Capacity, Show Only Available Rooms filter option, and other preference information based upon the Subject and preferences set for the class section being scheduled. You may set additional filters including Capacity, Building, Room, Region, Room Type, Feature, and Facility Layout. For your convenience, the Ad Hoc Scheduler allows you to save frequently used filters, similar to the Section List filters (see **7.2.2 Save Class Section Filter**).

The 'Show Shared Rooms' and 'Show Alt Room Configs' options are not used. To reduce search time, ensure sure they are not checked.

Astra Schedule allows you to search for and assign a facility with a Capacity smaller than the Max Enrollment for the class section. Use this feature carefully; this shall only be done when needed and Maximum Enrollment must be adjusted in CMS-SA to ensure it does not exceed facility capacity.

 **It is the College and Department's responsibility to ensure that actual attendance does not exceed the facility's capacity.**

After setting any additional filter preferences, click **Search** to apply your filter(s) and display the resulting facilities and their status in the Availability List.

7.7.2 View Availability List

The Ad Hoc Scheduler displays the facilities you are authorized to schedule and the availability of each. It calculates which rooms are acceptable for the meeting being scheduled and determines best fit. When determining acceptable rooms, the Ad Hoc Scheduler takes into consideration any requirements set in the Filter panel.

By default, the Ad Hoc Scheduler displays the Room and Facility Status. Click the down arrow at the top of **Room** column to add or remove additional columns. Expand the Facility Status column to display all meeting dates for the class section you are scheduling.

It is highly recommended to add additional columns such as Capacity, Room Type, and Score. The Score of a facility is comprised of 1) how closely the facility matches your selected filters and more

importantly, 2) how well your class section will fit the available seats within the facility. A Score of 100 is the best score.

The following screenshot depicts the column detail on the Ad Hoc Scheduler:

The screenshot shows the 'Ad Hoc Scheduler Column Detail' window. The table displays the following data:

Room	Capacity	Room Type	Score	Pref Score	Seat Fill Score	Facility Status
KDM 170	4	Lab-ART	50	100	0	Selected
EUR 309		Lecture	100	100	100	Available
KDM 107		Lab-ART	100	100	100	Available
J 147		Lecture	100	100	100	Unavailable
J 450	25	Lecture	100	100	100	Conflicts(1 of 13)
M 266	26	Lab-ART	98	100	96	Unavailable
D 4007	26	Lecture	98	100		Available
M 268	26	Lab-ART	98	100		Conflicts(12 of ...)
SQU 102	26	Lecture	98	100	96	Conflicts(4 of 13)
BRH 113	27	Lecture	96	100	92	Unavailable
SHS 254	27	Lecture	96	100		Unavailable

Annotations in the screenshot include:

- Ad Hoc Scheduler Column Detail**: Title of the window.
- Additional Filter Info**: Label for the filter section on the left.
- Show Only Available Rooms filter is set by default and is new to version 8**: Callout pointing to the 'Show Only Available Rooms' checkbox.
- Click down arrow to add or remove columns**: Callout pointing to the dropdown arrow in the Room column header.
- Higher scores indicate better facility utilization**: Callout pointing to the Score column.
- Click to save facility assignment changes**: Callout pointing to the OK button.
- Click to display all meeting dates for the class section**: Callout pointing to the calendar icon in the top right.

In the Facility Status column, Astra Schedule color codes the facilities by status as described and depicted in the screenshot below.

- Selected** - Currently assigned facility, or newly selected facility.
- Available** - Facility available to assign to currently selected class section for entire term.
- Conflicts** - **Cannot be selected.** Facility available only part of term.
- Unavailable** - **Cannot be selected.** Facility not available during selected dates and times.



Only choose a facility that is available for the entire term (displayed in white). The Astra Schedule and CMS-SA Interface only supports one scheduled facility per class section.



The Show Only Available Rooms filter is set by default and is a new filter added to Astra Schedule version 8.



If you are changing a facility assignment, the currently assigned facility is displayed in the Availability List as **Selected**. When the new facility is selected, it is displayed as **Selected** and the previous facility is displayed as **Available**.




It is recommended you select the room with the highest Score for optimal facility utilization.

7.8 Assign a Facility to a Class Section

This section describes, in a straightforward manner, the complete process involved to assign a facility to or change a currently assigned facility for a class section in Astra Schedule. Some steps may require more consideration to complete than is practical to include in this example. For those steps, more information and detailed instructions can be found in the referenced section.

Described and depicted in the screenshots below are the steps to follow to assign a facility to a class section. **The screenshots for the steps described below span several pages and detailed information is provided for each.**

Assign a Facility to a Class Section	
Navigation: Academics > Sections	
1.	(A-B) In the Filter panel, set and apply filter options until the class section you want to update is displayed. See 7.2 Set Class Section Filters for detailed instructions.
2.	In the Section List, click Course/Section link for the class section to which you want to assign a facility. The Class Section Information page is displayed in edit mode. See 7.4 View Class Section Information .
3.	Click the assign facility icon  in the Meetings area at the bottom of the page to begin the Ad Hoc Scheduler. A progress wheel displays while Astra Schedule searches for available facilities.
4.	(A-B) Use the Ad Hoc Scheduler Filter to narrow down the facility list, if preferred. See 7.7 Use the Ad Hoc Scheduler .
5.	Click an available facility (displayed in white) to select it for assignment to the class section. The color changes to green, indicating it is now the selected facility.
6.	Click OK at the bottom of the page to confirm facility selection and return to the Class Section Information page.
7.	Click Save to assign the selected facility to the class section displayed.
8.	Click Save and Close or Cancel after saving above to return to the Section list.



In order to assign a facility to a class section in Astra Schedule, the class section must have Date, Days Met, Start Time and End Time set. This information must be entered into CMS-SA.

Assign a Facility to a Class Section Screen 1 of 4

Filter

Clear All

Search

Custom

Keyword:

Start Date:

End Date:

Invalid Mtg. Pattern:

Arranged:

Is Exam:

View Sections

View Meetings

Days Met

Term

Subject

ART

Section List

Term	Course/Section	Meeting Type	Days Met	Room	Start Time	End Time	Start Date	End Date
2238	ART 133/03 DIS	DIS	MW	KDM 170 - LAB	10:00 AM	10:50 AM	08/28/2023	12/08/2023
2238	ART 133/05 DIS	DIS	TR	KDM 170 - LAB	09:00 AM	09:50 AM	08/28/2023	12/08/2023
2238	ART 133/07 DIS	DIS	TR	KDM 170 - LAB	03:00 PM	03:50 PM	08/28/2023	12/08/2023
2238	ART 135/01 DIS	DIS	MW	KDM 170 - LAB	12:00 PM	12:50 PM	08/28/2023	12/08/2023
2238	ART 137/01 DIS	DIS	F	KDM 170 - LAB	09:30 AM	11:20 AM	08/28/2023	12/08/2023
2238	ART 148/01 DIS	DIS	TR	KDM 170 - LAB	01:00 PM	01:50 PM	08/28/2023	12/08/2023
2238	ART 119/01 IND	IND		TBA ARR - OTH	12:00 AM	12:00 AM	08/28/2023	12/08/2023
2238	ART 119/02 IND	IND		TBA ARR - OTH	12:00 AM	12:00 AM	08/28/2023	12/08/2023
2238	ART 119/03 IND	IND		TBA ARR - OTH	12:00 AM	12:00 AM	08/28/2023	12/08/2023
2238	ART 129/01 IND	IND		TBA ARR - OTH	12:00 AM	12:00 AM	08/28/2023	12/08/2023
2238	ART 129/02 IND	IND		TBA ARR - OTH	12:00 AM	12:00 AM	08/28/2023	12/08/2023
2238	ART 149/01 IND	IND	MW	KDM 104 - LAB	04:00 PM	06:50 PM	08/28/2023	12/08/2023
2238	ART 149/01 IND	IND	MW	KDM 107 - LAB	04:00 PM	06:50 PM	08/28/2023	12/08/2023
2238	ART 159/01 IND	IND		TBA ARR - OTH	12:00 AM	12:00 AM	08/28/2023	12/08/2023
2238	ART 189/01 IND	IND		TBA ARR - OTH	12:00 AM	12:00 AM	08/28/2023	12/08/2023

Page 1 of 1

Show 500

Export

Displaying 1 - 181 of 181

- You may want to sort the Room column in ascending order so unassigned class sections sort to the top of Section List.
- To change a facility assignment, follow the same steps used to assign a facility. Simply select the new assignment and Astra Schedule automatically drops the current room and assigns the new room.

Assign a Facility to a Class Section Screen 2 of 4

Section ART 137 / Art For Exceptional Child 01

Section Info

Meetings

Meeting Type	Start Time	End Time	Days	Start Date	End Date	Instructor	Status	Room
DIS	09:30 AM	11:20 AM	F	08/28/2023	12/08/2023		Scheduled	KDM 170

Do not click or facility will be dropped!

Not used

- At any point prior to saving the facility assignment (step 7 above), you can abandon your changes by clicking **Cancel** until you return to the Class Section Information page.
- It is recommended you choose the available room with the highest Score whenever possible for optimal facility utilization.

Section ART 137 / Art For Exceptional Child 01

MAIN ART 137/01 / Art For Exceptional Child (Standard)

Assign a Facility to a Class Section
Screen 3 of 4

Filter

Clear All Search

Capacity: Between and

Campus 1 Clear +

Building 3 Clear +

DH EUR KDM

Room

Region

Room Type 1

Lecture

Feature

Facility Layout

Room	Capacity	Room Type	Score	Status
<input type="radio"/> KDM 170	24	Lab-ART	40	Selected
<input type="radio"/> EUR 309	25	Lecture	100	Available
<input type="radio"/> DH 111	30	Lecture	91	Unavailable
<input type="radio"/> DH 109	33	Lecture	87	Unavailable
<input type="radio"/> DH 214	34	Lecture	86	Unavailable
<input type="radio"/> EUR 320	35	Lecture	85	Unavailable
<input type="radio"/> EUR 103	35	Lecture	85	Conflicts(12 of ...)
<input type="radio"/> EUR 315	35	Lecture	85	Conflicts(12 of ...)
<input type="radio"/> EUR 114	40	Lecture	81	Unavailable
<input type="radio"/> EUR 101	40	Lecture	81	Available
<input type="radio"/> DH 106	40	Lecture	81	Unavailable
<input type="radio"/> EUR 102	40	Lecture	81	Unavailable
<input type="radio"/> DH 107	43	Lecture	79	Unavailable

ART 137 01 (DIS)
8/28/2023-12/8/2023
F
9:30-11:20am
Enrollment: 9

4B. Click to apply filter(s)

4A. Set additional filters

5. Select facility for assignment

Note: Select the facility with the highest Score for optimal facility utilization

6. Click to confirm assignment

Click to abandon assignment

OK Cancel



Your room assignment is not complete until you click **Save**.

Home Calendars Academics Settings testuser ?

Save Save and Close Cancel Add Meeting

Assign a Facility to a Class Section
Screen 4 of 4

Section ART 137 / Art For Exceptional Child 01

Section Info

7. Click to assign room to class section


8. Click to return to Section List

Meeting Type	Start Time	End Time	Days	Start Date	End Date	Instructor	Status	Room
+ DIS	09:30 AM	11:20 AM	F	08/28/2023	12/08/2023		Scheduled	KDM 170

7.9 Drop the Facility from a Class Section

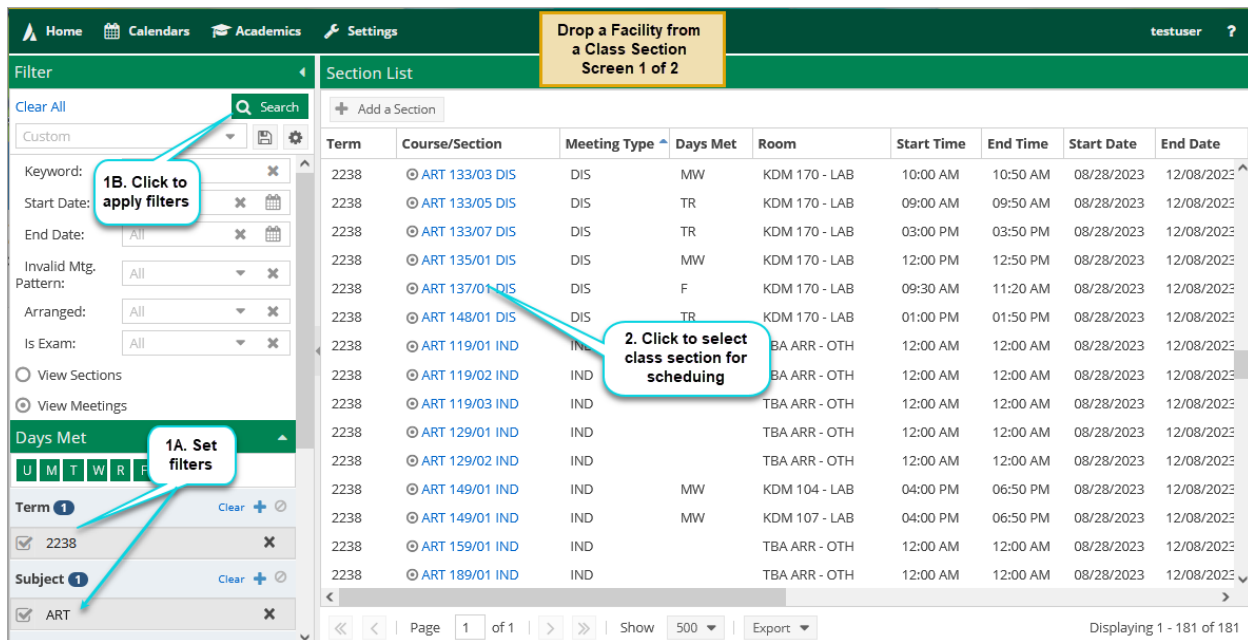
To drop the facility from a class section, follow the steps in this section. If you want to change a currently assigned facility, dropping the facility first is not necessary, simply follow the steps in **7.8 Assign a Facility to a Class Section**.

Described and depicted in the screenshot below are the steps to follow to drop the facility from a class section.

Drop the Facility from a Class Section	
Navigation: Academics > Sections	
1.	(A-B) In the Filter panel, set filter options until the class section(s) you want to update are displayed in the Section List. See 7.2 Set Class Section Filters for detailed instructions.
2.	In the Section List, click Course/Section link for the class section from which you want to drop the facility. The Class Section Information page is displayed in edit mode. See 7.4 View Class Section Information .
3.	In the Meetings area at the bottom of the page, locate the class section you want to update. Click the Drop Room icon  for that class section.
4.	Click Save to drop the selected facility from the class section displayed.
5.	Click Save and Close to return to the Section List.



At any point prior to saving the facility drop (step 4 above), you can abandon your changes by clicking **Cancel** until you return to the Class Section Information page.

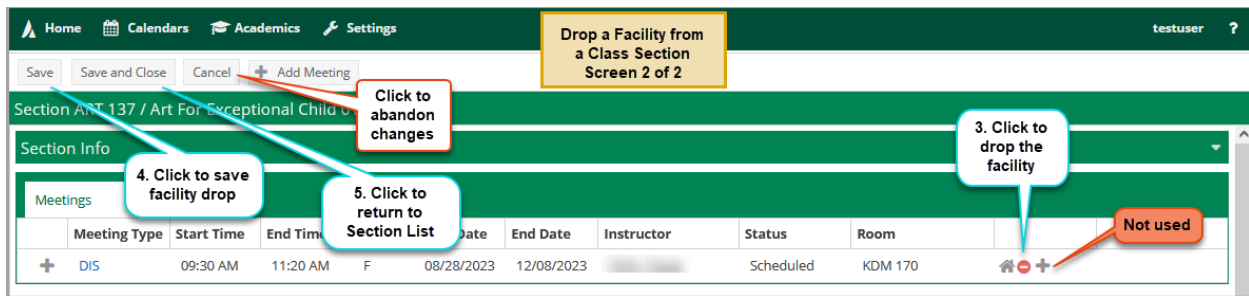


Drop a Facility from a Class Section
Screen 1 of 2

Term	Course/Section	Meeting Type	Days Met	Room	Start Time	End Time	Start Date	End Date
2238	ART 133/03 DIS	DIS	MW	KDM 170 - LAB	10:00 AM	10:50 AM	08/28/2023	12/08/2023
2238	ART 133/05 DIS	DIS	TR	KDM 170 - LAB	09:00 AM	09:50 AM	08/28/2023	12/08/2023
2238	ART 133/07 DIS	DIS	TR	KDM 170 - LAB	03:00 PM	03:50 PM	08/28/2023	12/08/2023
2238	ART 135/01 DIS	DIS	MW	KDM 170 - LAB	12:00 PM	12:50 PM	08/28/2023	12/08/2023
2238	ART 137/01 DIS	DIS	F	KDM 170 - LAB	09:30 AM	11:20 AM	08/28/2023	12/08/2023
2238	ART 148/01 DIS	DIS	TR	KDM 170 - LAB	01:00 PM	01:50 PM	08/28/2023	12/08/2023
2238	ART 119/01 IND	IND		BA ARR - OTH	12:00 AM	12:00 AM	08/28/2023	12/08/2023
2238	ART 119/02 IND	IND		BA ARR - OTH	12:00 AM	12:00 AM	08/28/2023	12/08/2023
2238	ART 119/03 IND	IND		TBA ARR - OTH	12:00 AM	12:00 AM	08/28/2023	12/08/2023
2238	ART 129/01 IND	IND		TBA ARR - OTH	12:00 AM	12:00 AM	08/28/2023	12/08/2023
2238	ART 129/02 IND	IND		TBA ARR - OTH	12:00 AM	12:00 AM	08/28/2023	12/08/2023
2238	ART 149/01 IND	IND	MW	KDM 104 - LAB	04:00 PM	06:50 PM	08/28/2023	12/08/2023
2238	ART 149/01 IND	IND	MW	KDM 107 - LAB	04:00 PM	06:50 PM	08/28/2023	12/08/2023
2238	ART 159/01 IND	IND		TBA ARR - OTH	12:00 AM	12:00 AM	08/28/2023	12/08/2023
2238	ART 189/01 IND	IND		TBA ARR - OTH	12:00 AM	12:00 AM	08/28/2023	12/08/2023



You may want to set the Subject and Course Number of the class section being updated in the Section List Filter to minimize the class sections displayed in the Section List.



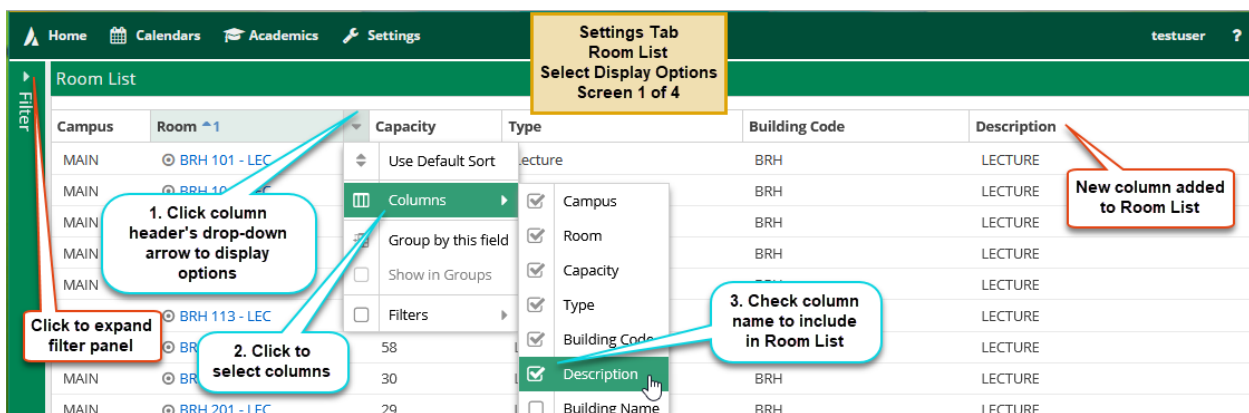
APPENDIX A - ASTRA SCHEDULE EXAMPLES

This appendix contains specific detailed examples of several features of Astra Schedule.

A.1 Display Option Examples

The steps to follow to change the data displayed in the Room List of the **Settings** tab are described and depicted in the screenshot below. Similar options are available on other screens. See **3.4 Display Options** for more information. **The screenshots for the steps described below span several pages.**

Select Room List Display Options	
Navigation: Settings > Rooms	
1.	Hover over a column header and click the down arrow to the right of the header to reveal the Display Options menu.
2.	Click Columns to view the list of available columns.
3.	Click the check box next to a column to include or exclude it from the Room List.
4.	Click a column heading name to sort the display on that column.
5.	Click a column header and drag it to the preferred location.
6.	Hover over the column header you wish to group by and click the down arrow to reveal the Display Options menu.
7.	Click Group by this field to group the display according to the column heading selected and set Show in Groups field.
8.	Uncheck Show in Groups field to ungroup. Resorting may be necessary.



Click the column heading name to sort the Room List in ascending order by that column. Click again to sort in descending order. Alternatively, set the Default sort order on the Display Options menu of the preferred column. An arrow is displayed on the column header to indicate the sort direction.

Settings Tab
Room List
Select Display Options
Screen 2 of 4

Campus	Room ^1	Capacity	Type	Building Code	Description
MAIN	BRH 101 - LEC	35	Lecture	BRH	LECTURE
MAIN	BRH 102 - LEC	55	Lecture	BRH	LECTURE
MA	BRH 103 - LEC		Lecture	BRH	LECTURE
MA	BRH 104 - LEC		Lecture	BRH	LECTURE
MAIN	BRH 110 - LEC		Lecture	BRH	LECTURE
MAIN	BRH 113 - LEC	27	Lecture	BRH	LECTURE

You may customize the **order** of the columns displayed on the page by clicking and dragging a column to the preferred position. Arrows appear to indicate your position. For example, to move Description to after Capacity, click the Description column header and drag it until the green arrows appear after Capacity, and drop it.

Settings Tab
Room List
Select Display Options
Screen 3 of 4

Campus	Room ^1	Capacity	Type	Description	Building Code
MAIN	BRH 101 - LEC	35	Lecture	LECTURE	BRH
MAIN	BRH 102 - LEC	55	Lecture	LECTURE	BRH
MAIN	BRH 103 - LEC		Lecture	LECTURE	BRH
MAIN	BRH 104 - LEC		Lecture	LECTURE	BRH
MAIN	BRH 110 - LEC	58	Lecture	LECTURE	BRH

You may choose to display the data in groups. Hover over the column header you want to group by and click the down arrow to reveal the Display Options menu. Choose the **Group by this field** option. The data will be grouped by the selected field (column). Each group may be expanded or collapsed as needed. To no longer show the display in groups, uncheck the **Show in Groups** field in the column header menu of any column. It may be necessary to reset your sort order.

Settings Tab
Room List
Select Display Options
Screen 4 of 4

Campus	Room ^1	Capacity	Type	Description	Building Code
MAIN	BRH 101 - LEC	35	Lecture		BRH
MAIN	BRH 104 - LEC		Lecture		BRH
MAIN	BRH 105 - LEC		Lecture		BRH
MAIN	BRH 109 - LEC		Lecture		BRH
MAIN	BRH 110 - LEC	58	Lecture		BRH
MAIN	BRH 113 - LEC	27	Lecture		BRH

A.2 Search Filter Options Example

The filters available on the Rooms option of the **Settings** tab are described and depicted in the screenshot below. Other filter panels work in a similar manner. See **3.5 Search Filters** for more information.

Settings Tab Rooms Option Filtering

Campus	Room	Capacity	Type	Description
MAIN	BRH 101 - LEC	35	Lecture	LECTURE
MAIN	BRH 104 - LEC	32	Lecture	LECTURE
MAIN	BRH 105 - LEC	30	Lecture	LECTURE
MAIN	BRH 109 - LEC	58	Lecture	LECTURE
MAIN	BRH 110 - LEC	27	Lecture	LECTURE
MAIN	BRH 113 - LEC	27	Lecture	LECTURE
MAIN	BRH 114 - LEC		Lecture	LECTURE
MAIN	BRH 115 - LEC		Lecture	LECTURE

Displaying 1 - 19 of 19

A.3 Export Examples

Described and depicted in the screenshot below are the steps to follow to export facility data to Excel format from the Room List on the **Settings** tab. See **3.9 Export Data** for more information.

Export Facility Information to Excel	
Navigation: Settings > Rooms	
1.	Set preferred filter criteria (see 3.5 Search Filters).
2.	Click Search to display all activities meeting search criteria.
3.	Select preferred display format (see 3.4 Display Options).
4.	Click the Export option to bring up an export selection window. You are given a choice of exporting the current page only or all pages of data to Excel or HTML. Choose Excel.
Note: Depending on your browser settings, the data may be saved to your downloads folder or other specified location or you may be prompted to open or save the data in Excel format.	

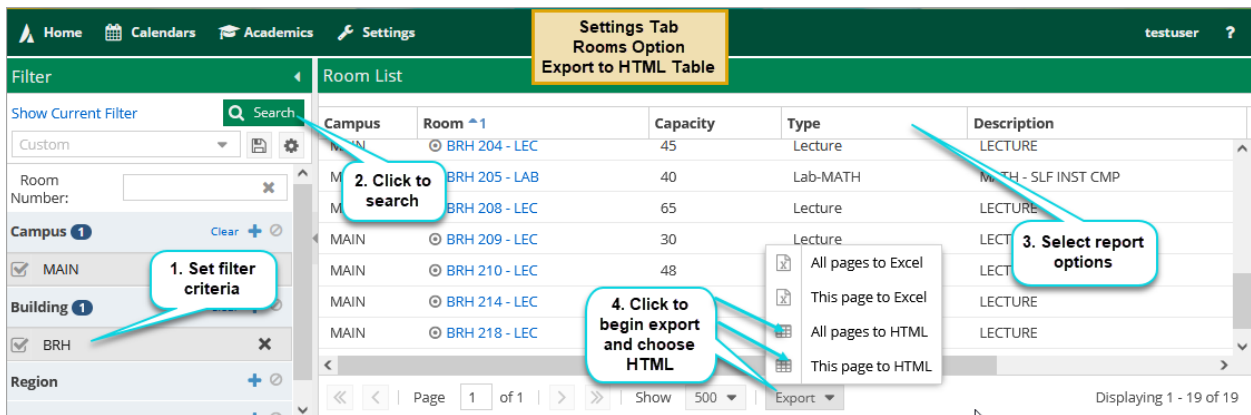
Settings Tab Rooms Option Export to Excel

Campus	Room	Capacity	Type	Description
MAIN	BRH 204 - LEC	45	Lecture	LECTURE
MAIN	BRH 205 - LAB	40	Lab-MATH	MATH - SLF INST CMP
MAIN	BRH 208 - LEC	65	Lecture	LECTURE
MAIN	BRH 209 - LEC	30	Lecture	LECTURE
MAIN	BRH 210 - LEC	48	Lecture	LECTURE
MAIN	BRH 214 - LEC		Lecture	LECTURE
MAIN	BRH 218 - LEC		Lecture	LECTURE

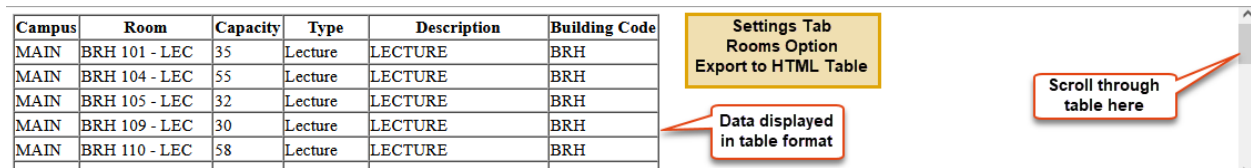
Displaying 1 - 19 of 19

Astra Schedule also allows the data to be exported to an HTML table. Described and depicted in the screenshot below are the steps to follow to export facility data to an HTML table from the Room List of the **Settings** tab.

Export Facility Information to HTML Table
Navigation: Settings > Rooms
1. Set preferred filter criteria (see 3.5 Search Filters).
2. Click Search to display all facilities meeting search criteria
3. Select preferred display format (see 3.4 Display Options).
4. Click the Export option to bring up an export selection window. You are given a choice of exporting the current page only or all pages of data to Excel or HTML. Choose HTML.
Note: A new tab or window will appear displaying the table data.





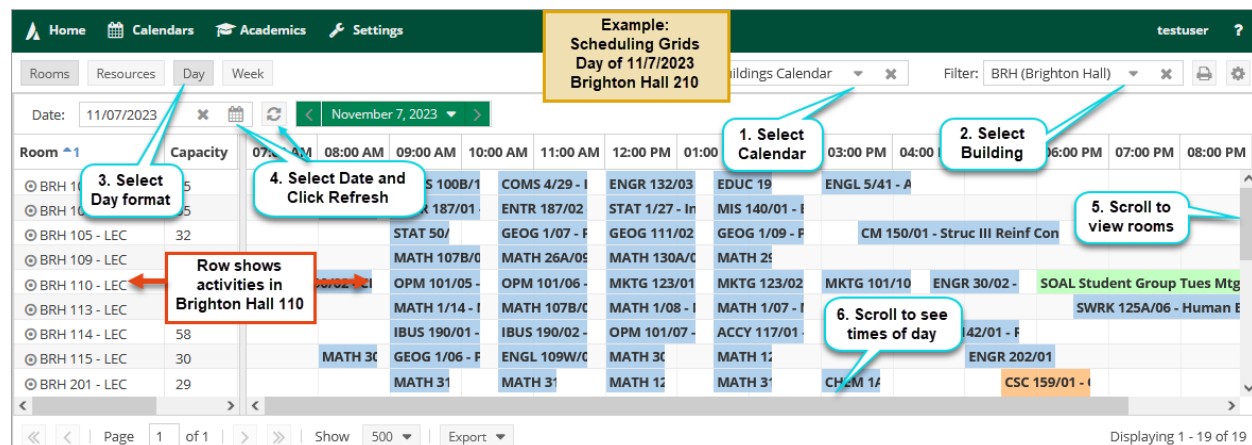
The export to HTML option displays the table in a separate window as depicted in the screenshot below.



A.4 Example – Search for Scheduled Activities by Building on a Specific Date

Described and depicted in the screenshot below are the steps to follow to find all activities scheduled in a particular facility on a specific date. See **4 View Scheduling Grids** for more information.

EXAMPLE	
Steps to find all activities scheduled in Brighton Hall 110 Lecture classroom on 11/7/2023	
Navigation: Calendars > Scheduling Grids > Buildings Calendar	
1.	Select 'Buildings Calendar' on the Calendar drop-down menu.
2.	Select BRH (Brighton Hall) on the calendar Filter .
3.	Ensure Day format is selected.
4.	Click the date filter icon  (see 3.6 Set Date Filter). Navigate to 11/7/2023 and click the refresh icon  to begin the search.
5.	Using the scroll bar to the right of the calendar, find BRH 110 in the room list on the left. Reading across the page, you can view all activities scheduled in that room on the selected day.
6.	The scroll bar at the bottom of the calendar can be used to view other times of day.



Example: Scheduling Grids
Day of 11/7/2023
Brighton Hall 210

Navigation: Rooms Resources Day Week Buildings Calendar Filter: BRH (Brighton Hall)

Date: 11/07/2023 November 7, 2023

1. Select Calendar

2. Select Building

3. Select Day format

4. Select Date and Click Refresh

5. Scroll to view rooms

6. Scroll to see times of day

Row shows activities in Brighton Hall 110



Room	Capacity	07:00 AM	08:00 AM	09:00 AM	10:00 AM	11:00 AM	12:00 PM	01:00	03:00 PM	04:00	06:00 PM	07:00 PM	08:00 PM
BRH 110 - LEC	55			STAT 50/	COMS 4/29 - I	ENGR 132/03	EDUC 19		ENGL 5/41 - A				
BRH 110 - LEC	55			STAT 50/	ENR 187/02	STAT 1/27 - In	MIS 140/01 - I						
BRH 105 - LEC	32				GEOG 1/07 - F	GEOG 111/02	GEOG 1/09 - P			CM 150/01 - Struc III Reinf Con			
BRH 109 - LEC				MATH 107B/0	MATH 26A/05	MATH 130A/C	MATH 21						
BRH 110 - LEC				OPM 101/05 -	OPM 101/06 -	MKTG 123/01	MKTG 123/02	MKTG 101/10	ENGR 30/02 -	SOAL Student Group Tues Mtg			
BRH 113 - LEC				MATH 1/14 - I	MATH 107B/C	MATH 1/08 - I	MATH 1/07 - I						SWRK 125A/06 - Human E
BRH 114 - LEC	58			IBUS 190/01 -	IBUS 190/02 -	OPM 101/07 -	ACCY 117/01 -						
BRH 115 - LEC	30		MATH 31	GEOG 1/06 - F	ENGL 109W/C	MATH 31	MATH 11			42/01 - F	ENGR 202/01		
BRH 201 - LEC	29			MATH 31	MATH 31	MATH 12	MATH 31			CHAM 11			CSC 159/01 - I

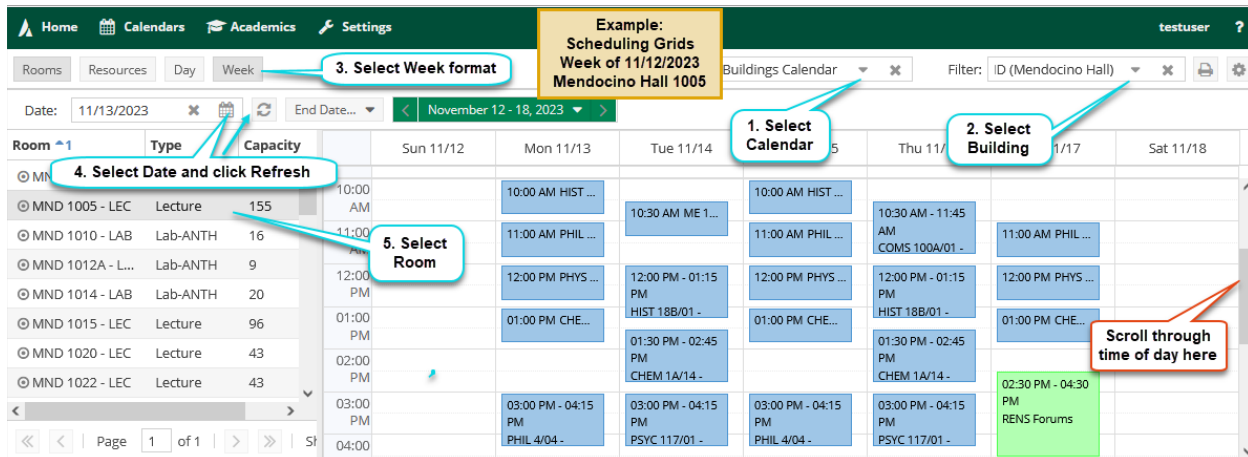
Page 1 of 1 Show 500 Export

Displaying 1 - 19 of 19

A.5 Example – Search for Scheduled Activities by Building for a Specific Week

Described and depicted in the screenshot below are the steps to follow to find all activities scheduled in a particular facility during a specific week. See **4 View Scheduling Grids** for more information.

EXAMPLE	
Steps to find all activities scheduled in Mendocino Hall 1005 Lecture room for the week of 11/12/2023	
Navigation: Calendars > Scheduling Grids > Buildings Calendar	
1.	Select 'Buildings Calendar' on the Calendar drop-down menu.
2.	Select MND (Mendocino Hall) on the calendar Filter .
3.	Click the Week tab to display activities for the week beginning 11/12/2023.
4.	Click the date filter icon  (see 3.6 Set Date Filter). Navigate to 11/12/2023 and click the refresh icon  to begin the search.
5.	Click the 'MND 1005 - LEC' Room in the Rooms panel to update the page to reflect only activities for that room. Use scroll bar to right of calendar to view more times of day.



Example: Scheduling Grids Week of 11/12/2023 Mendocino Hall 1005

Navigation: Calendars > Scheduling Grids > Buildings Calendar


Filter: ID (Mendocino Hall)

Date: 11/13/2023 | End Date: November 12 - 18, 2023

Room	Type	Capacity	Sun 11/12	Mon 11/13	Tue 11/14	Wed 11/15	Thu 11/16	Fri 11/17	Sat 11/18
MND 1005 - LEC	Lecture	155		10:00 AM HIST ...		10:00 AM HIST ...			
MND 1010 - LAB	Lab-ANTH	16		11:00 AM PHIL ...	10:30 AM ME ...	11:00 AM PHIL ...	10:30 AM - 11:45 AM COMS 100A/01 -	11:00 AM PHIL ...	
MND 1012A - L...	Lab-ANTH	9							
MND 1014 - LAB	Lab-ANTH	20		12:00 PM PHYS ...	12:00 PM - 01:15 PM HIST 18B/01 -	12:00 PM PHYS ...	12:00 PM - 01:15 PM HIST 18B/01 -	12:00 PM PHYS ...	
MND 1015 - LEC	Lecture	96		01:00 PM CHE...		01:00 PM CHE...		01:00 PM CHE...	
MND 1020 - LEC	Lecture	43			01:30 PM - 02:45 PM CHEM 1A/14 -		01:30 PM - 02:45 PM CHEM 1A/14 -		
MND 1022 - LEC	Lecture	43						02:30 PM - 04:30 PM RENS Forums	
				03:00 PM - 04:15 PM PHIL 4/04 -	03:00 PM - 04:15 PM PSYC 117/01 -	03:00 PM - 04:15 PM PHIL 4/04 -	03:00 PM - 04:15 PM PSYC 117/01 -		

A.6 Example – Search for Available Facilities for a Single Meeting

Described and depicted in the screenshots below are the steps to follow to find all available facilities for an event with a single meeting. See **5 Find Available Facilities** for more information. **The screenshots for the steps described below span several pages.**

EXAMPLE Steps to find all available SportsINDR-KINS facilities from 1-4PM on 11/13/2023 (single meeting) Navigation: Calendars > Available Rooms	
1.	(A-B) In the Search Type area, choose 'Locations' for Search For . Then select 'Event' for Purpose of Search .
2.	In the Meetings area, click Add Meeting(s). A pop-up window will appear.
3.	Select Single Meeting.
4.	Set the start time for the meeting to 1:00PM.
5.	Set the end time for the meeting to 4:00PM.
6.	Set the start date for the meeting to 11/13/2023.
7.	Set the end date for the meeting to 11/13/2023.
8.	Click OK to create meeting request and close pop-up window.
9.	Confirm meeting dates/times are correct. Click delete icon  if incorrect and add new meeting.
10.	In the Filters area, click Filter Options . A pop-up window will appear.
11.	Expand the Room Type filter and scroll down to select 'Sports-KHS/ATIC'.
12.	Click Done to save the filter.
13.	Click OK to create the filter and close pop-up window.
14.	Confirm filter criteria is correct.
15.	In the Search & Results area, click Search to display available facilities.
16.	In the Next Steps area, click Print Results to view a printer friendly view of your search results.



Click the **Available Rooms** link under the **Calendars** tab to quickly clear all meetings and filters on the Available Rooms page.



Astra Schedule displays a “Searching Location...” progress message while it is searching for available facilities. If the message does not appear, or your search is taking a significant amount of time, refresh your browser as your session could have timed out.

Example:
Available Rooms
SportsINDR-KINS
Facilities
11/13/2023 1-4PM
Screen 5 of 5

4. Search & Results

15. Click Search to display available facilities

Room	Capacity	RoomType	Equipment/Services	Quantity	Category
<input type="radio"/> SLN 1020 SPT	15	SportsINDR-KINS	No records		
<input type="radio"/> YSM 107 SPT	30	SportsINDR-KINS			
<input type="radio"/> YSM 187 SPT					

List of available facilities

16. Click Print Results to view printer friendly view of search results



5. Next Steps

Print Results

Scroll to view more information on page

A.7 Example – Search for Available Facilities for a Recurring Meeting

Described and depicted in the screenshots below are the steps to follow to find all available facilities for a class section with a recurring meeting. See **5 Find Available Facilities** for more information. **The screenshots for the steps described below span several pages.**

EXAMPLE	
Steps to find all Lecture classrooms available from 3-5PM on four (4) consecutive Fridays beginning 11/17/2023 (recurring meeting)	
Navigation: Calendars > Available Rooms	
1.	(A-B) In the Search Type area, choose 'Locations' for Search For . Then select "Section' for Purpose of Search .
2.	In the Meetings area, click Add Meeting(s). A pop-up window will appear.
3.	Select Recurring Meeting. The pop-up window will expand with more choices.
4.	Set start time to 3:00PM.
5.	Set end time to 5:00PM.
6.	In the Recurrence Pattern area, set the meeting frequency to Weekly, and to recur every week on Friday.
7.	Click the date filter icon  and set the start date for the first meeting to 11/17/2023.
8.	Click the End After radio button and enter 4 for occurrences.
9.	Review the Recurrence Summary for accuracy.
10.	Click OK to create the meeting request and close pop-up window.
11.	Confirm meeting dates/times/days are correct. Click the delete icon  if incorrect and add new meeting.
12.	In the Filters area, click Filter Options . A pop-up window will appear.
13.	Expand the Room Type filter and scroll down to select 'Lecture'.

- 14. Click **Done** to save the filter.
- 15. Click OK to create the filter and close pop-up window.
- 16. Confirm filter criteria is correct.
- 17. In the Search & results area, click **Search** to display available lecture facilities.
- 18. In the Next Steps area, click **Print Results** to view a printer friendly view of your search.



Click the **Available Rooms** link under the **Calendars** tab to quickly clear all meetings and filters on the Available Rooms page.

Delete	Description
<input type="checkbox"/>	Every 1 week(s) on F from 11/17/2023, 4 occurrences

Example: Available Rooms
Lecture Classroom, 3-5PM on
Fridays for 4 Weeks Starting
on 11/17/2023
Screen 3 of 5

12. Click Filters Options

13. Expand Room Type filter and scroll down to select Lecture

14. Click Done to save filter

15. Click OK to create filter

Example: Available Rooms
Lecture Classroom, 3-5PM on
Fridays for 4 Weeks Starting
on 11/17/2023
Screen 4 of 5

16. Confirm filter criteria is correct

17. Click Search to display available facilities



Astra Schedule displays a “Searching Location...” progress message while it is searching for available facilities. If the message does not appear, or your search is taking a significant amount of time, refresh your browser as your session could have timed out.

Example: Available Rooms
Lecture Classroom, 3-5PM on
Fridays for 4 Weeks Starting
on 11/17/2023
Screen 5 of 5

17. Click Search to display available facilities

18. Click Print Results to view printer friendly view of search results

List of available facilities

Scroll to view more results



Scroll to view more information on page

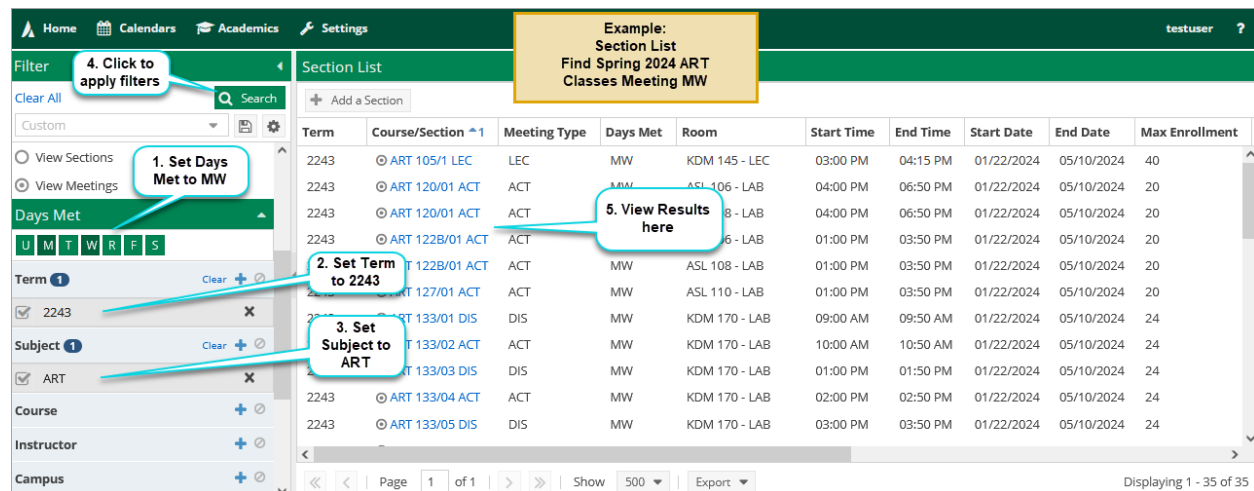
Room	Capacity	RoomType	Equipment/Services	Quantity	Category
ALP 235 LEC	55	Lecture			
ALP 236 LEC	60	Lecture			
AMD 150 LEC	126	Lecture			
AMD 151 LEC	60	Lecture			
AMD 152 LEC	60	Lecture			
AMD 153 LEC					
AMD 217 LEC					
AMD 218 LEC					

A.8 Example – Find Classes for a Specific Term, Subject, and Meeting Pattern

This example ONLY applies to campus users with class schedule security access in CMS-SA and Astra Schedule.

Described and depicted in the screenshot below are the steps to follow to find all classes in a particular Term with a specific Subject and Meeting Pattern. See **7.2 Set Class Section Filters** for more information.

EXAMPLE	
Steps to find all ART Classes in Spring 2024 Semester meeting MW.	
Navigation: Academics > Sections	
1.	In the Section List Filter panel, set Days Met to M, W by clicking the days to highlight them in dark green.
2.	In Term filter, click the expand icon  and check '2243' for Spring 2024.
3.	In Subject filter, click the expand icon  , scroll down, and click box next to 'ART'.
4.	Click Search to apply filters and begin the search.
5.	View results in Section List.






Example: Section List Find Spring 2024 ART Classes Meeting MW

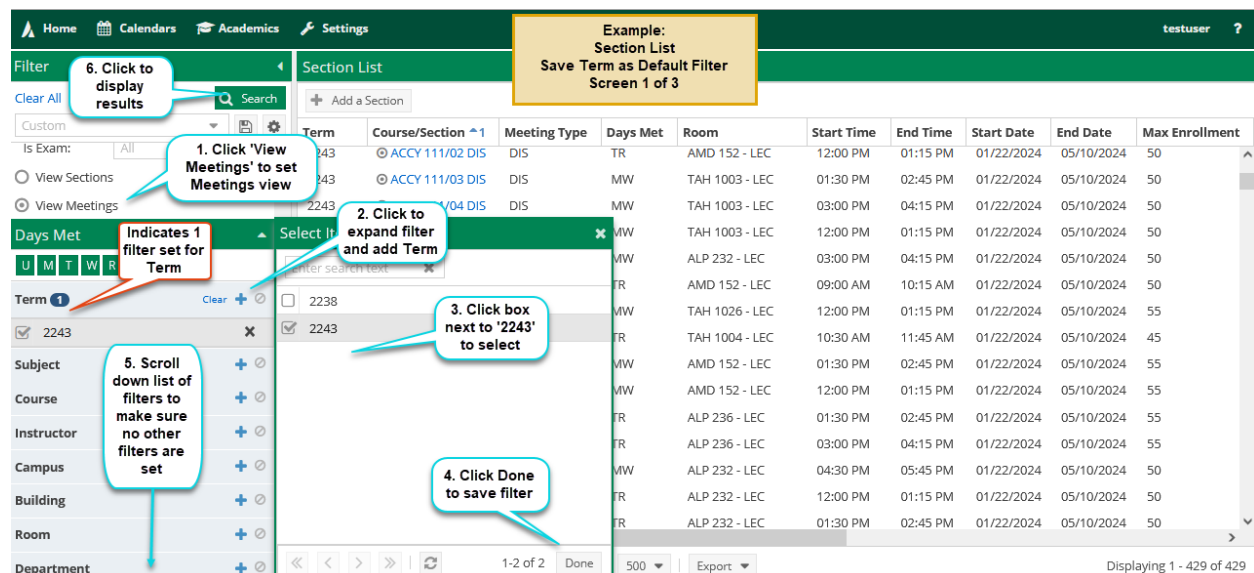
Term	Course/Section #1	Meeting Type	Days Met	Room	Start Time	End Time	Start Date	End Date	Max Enrollment
2243	ART 105/1 LEC	LEC	MW	KDM 145 - LEC	03:00 PM	04:15 PM	01/22/2024	05/10/2024	40
2243	ART 120/01 ACT	ACT	MW	ASL 106 - LAB	04:00 PM	06:50 PM	01/22/2024	05/10/2024	20
2243	ART 120/01 ACT	ACT	MW	8 - LAB	04:00 PM	06:50 PM	01/22/2024	05/10/2024	20
2243	ART 122B/01 ACT	ACT	MW	6 - LAB	01:00 PM	03:50 PM	01/22/2024	05/10/2024	20
2243	ART 122B/01 ACT	ACT	MW	ASL 108 - LAB	01:00 PM	03:50 PM	01/22/2024	05/10/2024	20
2243	ART 127/01 ACT	ACT	MW	ASL 110 - LAB	01:00 PM	03:50 PM	01/22/2024	05/10/2024	20
2243	ART 133/01 DIS	DIS	MW	KDM 170 - LAB	09:00 AM	09:50 AM	01/22/2024	05/10/2024	24
2243	ART 133/02 ACT	ACT	MW	KDM 170 - LAB	10:00 AM	10:50 AM	01/22/2024	05/10/2024	24
2243	ART 133/03 DIS	DIS	MW	KDM 170 - LAB	01:00 PM	01:50 PM	01/22/2024	05/10/2024	24
2243	ART 133/04 ACT	ACT	MW	KDM 170 - LAB	02:00 PM	02:50 PM	01/22/2024	05/10/2024	24
2243	ART 133/05 DIS	DIS	MW	KDM 170 - LAB	03:00 PM	03:50 PM	01/22/2024	05/10/2024	24

A.9 Example – Save Section List Filter for a Specific Term and View

This example ONLY applies to campus users with class schedule security access in CMS-SA and Astra Schedule.

Described and depicted in the screenshots below are the steps to follow to create a filter to display class sections for a specific term in the Section List in Meetings view and save it as your default search filter. See **7.2.2 Save Class Section Filter** for more information.

Example:	
Steps to create a search filter to display class sections for a specific term In Meetings view and save it as your default search filter.	
Navigation: Academics > Sections	
1.	Click View Meetings to set Meetings view.
2.	Next to Term, click the expand icon  to add a term.
3.	Click box next to '2243' to select the Spring 2024 Term.
4.	Click Done to save filter and close window.
5.	Scroll down to ensure no other filters are set.
6.	Click Search to display results.
7.	Click the Save filter icon  at top of Filter panel. A pop-up window will open.
8.	Enter a meaningful Filter Name up to 24 characters. Then Click Save .
9.	If you want this filter to come up at login, click Set as Default before you Save in step above.
10.	View and delete saved filters by clicking the Manage Filters icon  . A pop-up window will open providing the option to set filters as the Default or delete filters.



Example: Section List Save Term as Default Filter Screen 1 of 3

6. Click to display results

1. Click 'View Meetings' to set Meetings view

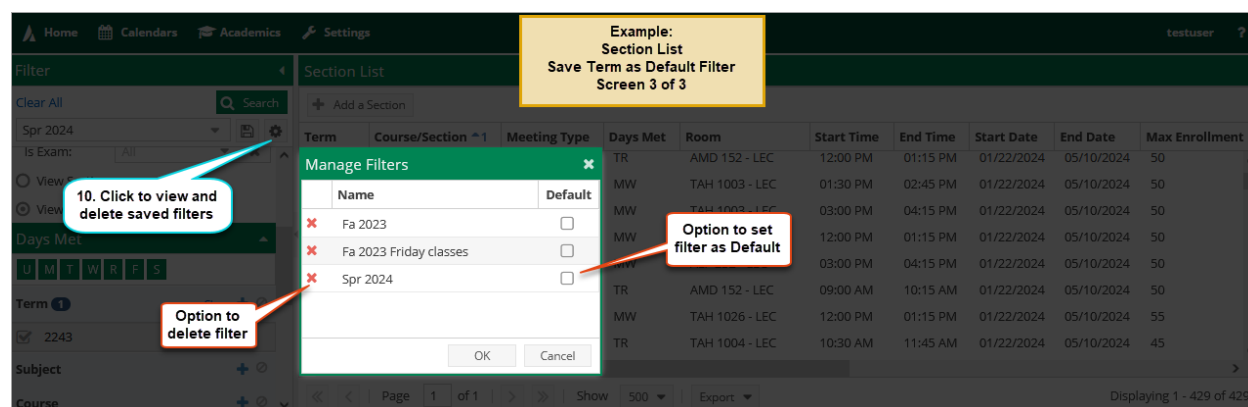
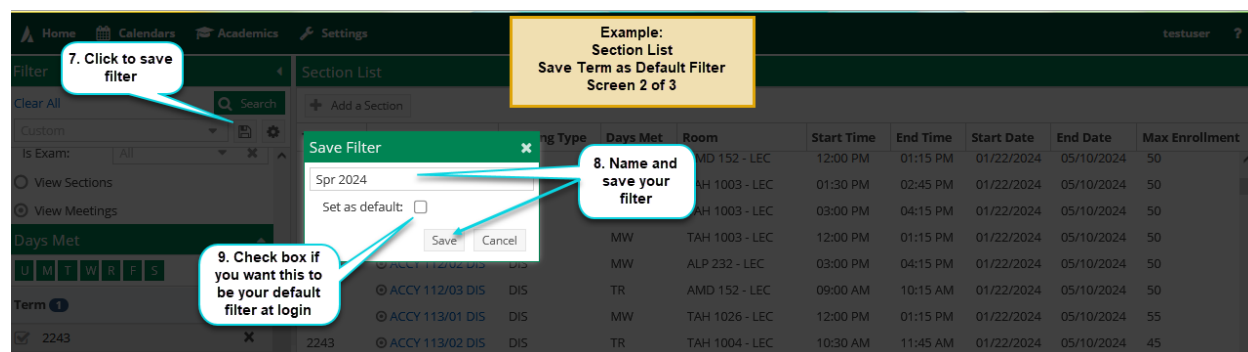
2. Click to expand filter and add Term

3. Click box next to '2243' to select

4. Click Done to save filter

5. Scroll down list of filters to make sure no other filters are set

Term	Course/Section	Meeting Type	Days Met	Room	Start Time	End Time	Start Date	End Date	Max Enrollment
2243	ACCY 111/02 DIS	DIS	TR	AMD 152 - LEC	12:00 PM	01:15 PM	01/22/2024	05/10/2024	50
2243	ACCY 111/03 DIS	DIS	MW	TAH 1003 - LEC	01:30 PM	02:45 PM	01/22/2024	05/10/2024	50
2243	ACCY 111/04 DIS	DIS	MW	TAH 1003 - LEC	12:00 PM	01:15 PM	01/22/2024	05/10/2024	50
	ALP 232 - LEC		JW	ALP 232 - LEC	03:00 PM	04:15 PM	01/22/2024	05/10/2024	50
	AMD 152 - LEC		TR	AMD 152 - LEC	09:00 AM	10:15 AM	01/22/2024	05/10/2024	50
	TAH 1026 - LEC		JW	TAH 1026 - LEC	12:00 PM	01:15 PM	01/22/2024	05/10/2024	55
	TAH 1004 - LEC		TR	TAH 1004 - LEC	10:30 AM	11:45 AM	01/22/2024	05/10/2024	45
	AMD 152 - LEC		JW	AMD 152 - LEC	01:30 PM	02:45 PM	01/22/2024	05/10/2024	55
	AMD 152 - LEC		JW	AMD 152 - LEC	12:00 PM	01:15 PM	01/22/2024	05/10/2024	55
	ALP 236 - LEC		TR	ALP 236 - LEC	01:30 PM	02:45 PM	01/22/2024	05/10/2024	55
	ALP 236 - LEC		TR	ALP 236 - LEC	03:00 PM	04:15 PM	01/22/2024	05/10/2024	55
	ALP 232 - LEC		JW	ALP 232 - LEC	04:30 PM	05:45 PM	01/22/2024	05/10/2024	50
	ALP 232 - LEC		TR	ALP 232 - LEC	12:00 PM	01:15 PM	01/22/2024	05/10/2024	50
	ALP 232 - LEC		TR	ALP 232 - LEC	01:30 PM	02:45 PM	01/22/2024	05/10/2024	50



APPENDIX B - ASTRA SCHEDULE BUILDING CODES AND DESCRIPTIONS

Building codes are used to identify physical buildings and other facilities on campus. Building Code and Room Number make up the CMS-SA Facility ID. For a complete list of buildings and building codes, visit the campus interactive map at <https://www.csus.edu/campusmap>.

BUILDING CODE	DESCRIPTION
AF	Broad Athletic Facility
ALP	Alpine Hall
AMD	Amador Hall
ARC	Academic Info Resource Center
ASL	Art Sculpture Lab
BNC	Benicia Hall
BRH	Brighton Hall
CLV	Calaveras Hall
CPS	Capistrano Hall
DH	Douglass Hall
DLN	Del Norte Hall
DTN	Sacramento State Downtown
EUR	Eureka Hall
FLS	Folsom Hall
HMB	Humboldt Hall
KDM	Kadema Hall

BUILDING CODE	DESCRIPTION
LIB	Library
LSN	Lassen Hall
ML	Moss Landing
MND	Mendocino Hall
MRP	Mariposa Hall
NPA	Napa Hall
OFF	Off Campus
OUT	Outdoor
PLR	Placer Hall
RVR	Riverside Hall
SHS	Shasta Hall
SLN	Solano Hall
SQU	Sequoia Hall
STH	Studio Theatre
TAH	Tahoe Hall
TEB	Tschannen Engineering Building

BUILDING CODE	DESCRIPTION
TBA	To Be Arranged
TSC	Tschannen Science Complex
UU	University Union

BUILDING CODE	DESCRIPTION
WEB	Web Online
WLC	Welcome Center
YSM	Yosemite Hall

APPENDIX C - ASTRA SCHEDULE ROOM TYPE CODES AND DESCRIPTIONS

Room Types are used in Astra Schedule to categorize facilities according to their use.

ROOM TYPE	DESCRIPTION
CNF	Conference Room
EXT	Exterior Space (Outdoor facilities such as parking lots, grass areas, quads, etc.)
LAB	College or Department Lab (Lab is followed by the name of College or Department that oversees it.)
LEC	Lecture Room
OTH	Other (Virtual facilities such as Off Campus, Web Online, etc.)
SPL	Special (Facilities such as lobbies and restrooms)
SPT	Sports Facility (Facilities such as stadium, pool, gymnasiums, sports fields, tennis courts, etc.)
SRG	Surge Space
TRN	Training Room

APPENDIX D - ASTRA SCHEDULE ROOM FEATURES AND CATEGORIES

Facility features are permanent attributes of a facility that are significant for scheduling and reporting purposes and are grouped by category. The Office of Space Management assigns and maintains facility features in Astra Schedule. Features may be used to search for available facilities for class sections or events to ensure a facility is equipped adequately for its intended use. For convenience, media level features are prefixed with '*' so they sort to the top. Features prefixed with "zSM Use" are for the Office of Space Management use only. The list below is sorted alphabetically by feature. For additional facility equipment information maintained by IRT, visit <https://www.csus.edu/information-resources-technology/academic-technology-classrooms/classroom-technology.html>.

FEATURE	CATEGORY
*Advanced Smart	Media Level
*Basic Smart	Media Level
*Intermediate Smart	Media Level
*Non-Smart Room	Media Level
*Smart Room	Media Level

FEATURE	CATEGORY
250 Floor Seat Cap	Room Comment
84 Platform Seats	Room Comment
Bleachers	Room Attribute
Camera-Ceiling Mounted	Instructional Equipment

FEATURE	CATEGORY
Camera-TV Mounted	Instructional Equipment
Camera-Webcam on Instructor's Desk	Instructional Equipment
Camera-Webcam on Sit-Stand PC Desk	Instructional Equipment
Camera-Webcam on Tripod	Instructional Equipment
Card Reader	Instructional Equipment
Carpet	Room Attribute
CBA Instr PC	Instructional Equipment
Chalkboard	Room Attribute
Chalkboard-Sliding	Room Attribute
Collaborative Technology	Instructional Equipment
Combo Chalk/Whiteboard-Sliding	Room Attribute
Couch Seating	Furniture
Courts 1-6	Room Comment
Courts 7-10	Room Comment
Cube Seating	Furniture
Dance Bar	Instructional Equipment
DistanceEd	Room Comment
Document Camera	Instructional Equipment
Dry Lab	Room Comment
DVD/VCR	Instructional Equipment
Fixed Seats	Room Attribute
Flat Panel Display	Instructional Equipment
Fume Hoods	Room Attribute

FEATURE	CATEGORY
Gas	Room Attribute
Gymnasium	Room Comment
Incubator	Instructional Equipment
Laptop Connection	Instructional Equipment
Laptop(s)	Instructional Equipment
Lecture Capture System	Instructional Equipment
Map Rails	Room Attribute
Media Cabinet	Instructional Equipment
Mic-Ceiling	Instructional Equipment
Mic-Handheld	Instructional Equipment
Mic-Integrated in TV Camera	Instructional Equipment
Mic-Integrated in Webcam	Instructional Equipment
Mic-Lapel	Instructional Equipment
Microphone	Instructional Equipment
Mic-USB Desktop	Instructional Equipment
Mirror	Room Attribute
Mobile Podium	Instructional Equipment
Mobile Whiteboard	Instructional Equipment
No Weekend Use	Room Comment
No Windows	Room Attribute
PC	Instructional Equipment
PC Lab	Room Comment
Phone	Room Attribute
Podium	Instructional Equipment
Printer	Instructional Equipment

FEATURE	CATEGORY
Projector	Instructional Equipment
Raised Floor	Room Attribute
Recital Hall	Room Comment
Refrigerator	Room Attribute
Sharelink Wireless	Room Attribute
Shower	Room Attribute
Sink	Room Attribute
Sit-Stand PC Desk	Instructional Equipment
Slide Proj	Instructional Equipment
Smart Boards	Instructional Equipment
Spec Lighting	Room Attribute
Stage	Room Attribute
Tables/Chairs	Furniture
Tablet Armchairs	Furniture

FEATURE	CATEGORY
Tablet Desks/Chairs	Furniture
Theatre	Room Comment
Tiered	Room Comment
TV	Instructional Equipment
Vacuum	Instructional Equipment
VideoCamera	Instructional Equipment
Weekend Use	Room Comment
Wet Lab	Room Comment
Whiteboard	Room Attribute
Whiteboard-Sliding	Room Attribute
Windows	Room Attribute
Wireless Connection	Room Comment
Wireless Mic	Instructional Equipment
Wood Floor Sprung	Room Attribute

Features prefixed with “zSM Use” are for the Office of Space Management use only:

FEATURE	CATEGORY
zSM Use-100+ Lec Rm Cap	Lecture Room Capacity Range
zSM Use-1-29 Lec Rm Cap	Lecture Room Capacity Range
zSM Use-30-39 Lec Rm Cap	Lecture Room Capacity Range
zSM Use-40-49 Lec Rm Cap	Lecture Room Capacity Range
zSM Use-50-59 Lec Rm Cap	Lecture Room Capacity Range
zSM Use-60-69 Lec Rm Cap	Lecture Room Capacity Range
zSM Use-60-100+ Lec Rm Cap	Lecture Room Capacity Range
zSM Use-70-79 Lec Rm Cap	Lecture Room Capacity Range
zSM Use-80-99 Lec Rm Cap	Lecture Room Capacity Range
zSM Use-80-100+ Lec Rm Cap	Lecture Room Capacity Range

FEATURE	CATEGORY
zSM Use-Conflict FIELD1 FIELD2 FIELD3 & FIELD4	Room Comment
zSM Use-Conflict with FLS 1029A	Room Comment
zSM Use-Conflict with OUT OTGRASS	Room Comment
zSM Use-Conflict with OUT STAD	Room Comment
zSM Use-Conflict with OUT TRACK	Room Comment
zSM Use-Conflict with STH 1	Room Comment
zSM Use-Groups FLS 1029 and FLS 1033	Facility Group

APPENDIX E - ASTRA SCHEDULE EVENT TYPES AND DESCRIPTIONS

Event Types are used in Astra Schedule to categorize events according to their activity.

EVENT TYPE	DESCRIPTION
Associated Students, Inc (ASI)	ASI student events
Athletics IC Games & Meets	Intercollegiate sports games and meets
Athletics IC Practices	Intercollegiate sports practices
Campus	Campus events. Default Event Type for majority of campus events unless they fall under other Event Types.
Campus Dept Sponsored with Community	Campus department event co-hosted with a community group
Campus Meetings (M-F)	Campus events scheduled in lecture rooms or conference rooms during regular business hours, M-F
Community	Community events
Continuing Education	College of Continuing Education (CCE) events
Course Add'l Facility	Additional facility required for a course scheduled as event
Course Related	Course related events
Final Exam Revised	Final Exam exceptions scheduled as events
Music Guest/Faculty Performances	Music guest or faculty performances
Music Student Performances	Music student performances
Music Student Rehearsals	Music student rehearsals
Student Organizations (SOAL)	Student club/organization events
Student Recreational Sports	Student Recreational Sports events
Theatre & Dance Student Performances	Theatre & Dance student performances
Theatre & Dance Student Rehearsals	Theatre & Dance student rehearsals

APPENDIX F - ASTRA SCHEDULE REGIONS AND DESCRIPTIONS

Regions are groupings of facilities used primarily by the Office of Space Management to create and maintain scheduling security and priority and to develop internal reports. Regions are unique to fall/spring, winter and summer terms. Regions displayed in Astra Schedule are for fall/spring terms only.

Space Management oversees the lecture room allocation process in conjunction with Academic Affairs and distributes region reports to Colleges and Departments for priority scheduling prior to the coming academic year's class schedule. Regions for lecture rooms are only in effect during the initial class schedule building period for a given term. After the class schedule building deadline, lecture room priority is lifted, and lecture rooms are available to all Colleges and Departments to assign to class sections on a first come first served basis. Questions or concerns about regions shall be directed to the Director of Space Management via College Deans or Associate Deans.

REGION NAME	REGION DESCRIPTION
ALS	ALS
ALS-Only	College: ALS Dept: Only
ANTH	College: SSIS Dept: ANTH
ART	College: ALS Dept: ART
ATIC	College: SP Dept: ATIC
BIO	College: NSM Dept: BIO
CE	College: ECS Dept: CE
CHEM	College: NSM Dept: CHEM
CM	College: ECS Dept: CM
COB	College: COB
COMS	College: ALS Dept: COMS
CRJ	College: HHS Dept: CRJ
CSAD	College: HHS Dept: CSAD
CSC	College: ECS Dept: CSC
DOD	College: ALS Dept: DOD
ECON	College: SSIS Dept: ECON
ECS	ECS
ECS-Only	College: ECS Dept: Only
ED	ED
ED-Only	College: ED Dept: Only
EEE	College: ECS Dept: EEE
ENGL	College: ALS Dept: ENGL
ENVS	College: SSIS Dept: ENVS
ETHN	College: SSIS Dept: ETHN
FACS	College: SSIS Dept: FACS
GEOG	College: NSM Dept: GEOG
GEOL	College: NSM Dept: GEOL
GERO	College: SSIS Dept: GERO
GNST	College: SP Dept: GNST
GPSE	College: ED Dept: GPSE
HHS	HHS
HHS-Only	College: HHS Dept: Only
HIST	College: ALS Dept: HIST
HRS	College: ALS Dept: HRS

REGION NAME	REGION DESCRIPTION
KINS	College: HHS Dept: KINS
MATH	College: NSM Dept: MATH
ME	College: ECS Dept: ME
MUSC	College: ALS Dept: MUSC
NSM	NSM
NSM-Only	College: NSM Dept: Only
NURS	College: HHS Dept: NURS
OFF CAMPUS	OFF CAMPUS
OPEN LECTURE	OPEN LECTURE
PHIL	College: ALS Dept: PHIL
PHYS	College: NSM Dept: PHYS
POLS	College: SSIS Dept: POLS
PPA	College: SSIS Dept: PPA
PSYC	College: SSIS Dept: PSYC
PT	College: HHS Dept: PT
PUBH	College: HHS Dept: PUBH
RPTA	College: HHS Dept: RPTA
SOC	College: SSIS Dept: SOC
SP	SP
Space Mgmt	College: SM Dept: Space Mgmt
SSIS	SSIS
SSIS-Only	College: SSIS Dept: Only
SWRK	College: HHS Dept: SWRK
TC	College: ED Dept: TC
THEA	College: ALS Dept: THEA
TO BE ARRANGED	TO BE ARRANGED
UGSE	College: ED Dept: UGSE
WEB ONLINE	WEB ONLINE
WGS	College: SSIS Dept: WGS
WLL	College: ALS Dept: WLL

APPENDIX G - SPECIAL SCHEDULING CONSIDERATIONS

This appendix includes important information to assist colleges and departments in the maintenance of the Class Schedule.

Best Practices

1. Review and follow the Facilities Scheduling Instructions distributed by the Office of Space Management.
2. Review and follow the Schedule Building Instructions and Timelines distributed by Academic Affairs and the Office of the University Registrar.
3. Plan class sections within the standard meeting patterns for efficient facility utilization and follow the required scheduling standards included in the Schedule Building Instructions.
4. After the initial schedule building period, assign facilities to class sections only in Astra Schedule. If facilities are scheduled in CMS-SA after the schedule building deadline and double bookings occur with events or other class sections, the facility assignment will be dropped from the class section.
5. After the initial schedule building period, send Space Management written approval from the controlling college or department to request a lab facility that is outside of your college or department region to be assigned to your class section.
6. Confirm that facility assignments made in Astra Schedule transfer to CMS-SA by comparing report data.
 - a. In Astra Schedule, export real-time Section List data for your subject area.
 - b. In Cognos, run the Class Schedule-Schedule of Classes query.
7. To request assignment of an IRT Computer Lab for a full-term class section, send an email to the Office of Space Management at spacemgt@csus.edu. Every effort shall be made to use college/department labs before making a request to use IRT Computer labs for a class section meeting the entire term.

Additional Facilities

When an instructor requires an extra room at the same meeting pattern the class section meets all term to fulfill course requirements, an additional facility is appropriate to schedule. For example, class sections scheduled in outdoor facilities may require an extra room for the entire term for those days when a film is shown, lecture is given, or due to weather conditions. Astra Schedule does not have a feature to assign additional facilities to class sections. Departments shall request an additional facility through Space Management by completing the standard space request form available at <https://www.csus.edu/administration-business-affairs/space-management/event-scheduling.html>. Additional facilities will be scheduled as “Course Add’l Facility” events.

If instructors require additional facilities or rainy day facility assignments for class sections meeting outdoors *for certain dates or for less than the entire span of the term dates*, departments shall request facilities by submitting the standard space request form to Space Management available at <https://www.csus.edu/administration-business-affairs/space-management/event-scheduling.html>. These facilities will be scheduled as ‘Course Related’ events.

Facility Groups

Some facilities are grouped into one primary facility to avoid conflicts with use of overlapping space. Please assign the grouped facility if appropriate.

- FLS 1029A (Folsom Hall 1029A) = FLS 1029 and FLS 1033
- OUT FIELDS (Intramural Fields 1, 2, 3, and 4) = OUT FIELDS 1, 2, 3 and 4.
- OUT STADTR (Stadium, Track and Restrooms) = OUT STAD, OUT TRACK, and OUT STADRR

Final Exams

The Office of Space Management oversees the final exam process for the campus. For the fall term, the final exam schedule is typically completed by mid-November; for the spring term, the final exam schedule is typically completed by mid-April. Final Exam Schedule Reports will be distributed to academic departments after the final exam schedule has been established. Final Exam information may also be viewed in Astra Schedule using the Scheduling Grids within the **Calendars** tab or by viewing class section data for terms ending in 'F' within the **Academics** tab.

Additional final exam requests and those approved for day and time changes will be scheduled in Astra Schedule as 'Final Exam Revised' events. Also, some class sections may not hold a final examination even if an assigned final exam day, time and facility have been scheduled or the actual final exam schedule may be different due to differing course syllabus instructions. For these reasons, it is *not* recommended to post Final Exam Schedule Reports for student use.

Astra Schedule Department Scheduler User Access

Astra Schedule user security is administered by the Office of Space Management. Astra Schedule user training is required before department scheduler access can be granted. Confirmation of CMS-SA department scheduling access is also required in order to grant Astra Schedule security access to college and department schedulers. Please contact Space Management with Astra Schedule user security requests or concerns.