Astra Schedule User Guide

Calendars

View information about activities and their rooms and resources.

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Calendar Overview

Astra Schedule Calendars provide an easy way to view classroom usage and availability, and multiple ways to view scheduled classes and events scheduled in classrooms. These tools will help you find out what is scheduled in a room at a specific day and time, and what days and times a room is available.

The **Calendars** tab has three options:

- **Activity Calendar**: Is a traditional, high-level calendar that shows sections and events scheduled on campus
- **Scheduling Grids**: Allows you to view all classes and events scheduled in a classroom
- **Available Rooms**: Allows you to search for room availability by begin/end date; begin/end time, and other filtering options.

For more information on the Astra Schedule, go to the [Academic Scheduling website](#).
Working with the Scheduling Grid

The Astra Scheduling Grids provide users with an in-depth daily and weekly view by room, showing class sections, events, and room closures. You can create filters using specific room information and save the filters you use most often.

Begin by clicking on the **Scheduling Grids** link on the **Calendars Tab**.

The Scheduling Grid displays information by day or week. The information displayed is determined by the date and filter options you select. The default view is the Day Grid. The first time you navigate to the scheduling grids, the default display will be blank. You need to create a basic filter to view scheduled activities.
Creating a Filter

Filters are used to define which rooms you want to view.

When creating a filter always click the checkboxes next to the following:

- Include Events
- Include Sections
- Include Holidays
- Include Announcements
- Include Room Usage Controls (rooms that are blocked from scheduling events, sections, or both)

This will allow you to see events, sections, holidays, and room blocks. You can change this for other filter views, but it is always a good idea to start out seeing everything and then narrowing your search.

**Step 1:** Click the Advanced Search button at the top left of the page.

This opens the Filter panel on the left of the screen. Each data filter is optional, and may be included or excluded from your view by using the + button next to each filter option.
**Step 2:** Use the **Location Filters** to narrow your search by Building, Room Type, or Region. You can select values from the pop-up menu by clicking the + button next to each filter. Once in the Pop-up menu, use the checkboxes to select your filters. To remove filters, uncheck the checkboxes in the pop-up menu, or click the x on the right of a selected value in the Filter Panel.

**Note:** Currently the Room Type Filter on the **Day Grid** is not correctly showing room usage. You can use the other Location filters (Building and Region) and then sort results by “Type” to group room types together to view data for buildings with many rooms. You can use the **Week Grid** which does not have this issue.

Also, the Daily Room Grid report (LBSR1095) now has a new field that allows you to select Room Type.
**Step 3:** Under *Event Filters*, click the checkbox next to *Include Events*. This will show all events scheduled in the room you are viewing. You can also narrow your search by selecting an Event Type. The customer filter options under Events are not being used at this time.

**Step 4:** Under *Academic Filters*, click the checkbox next to *Include Sections*. This will show all sections and exams scheduled in the room you are viewing. You can narrow your search further by selecting a Subject or Course. The other filter options under Academic Filters are not being used at this time.
**Step 5:** The final option is **Other Filters**. Click on the checkboxes for Holidays, Announcements, and Usage Controls (restrictions on room use that make it unavailable for scheduling). It is best to include these options, since they will give a more accurate representation of room availability.

![Other Filters](image1.png)

**Step 6:** After all filter criteria is set, click on the **Search** button to view the calendar with the specific criteria you have selected. If you would like to save this filter, see Managing and Saving Filters on page 11.

![Calendar Search](image2.png)
### Results

Once you have your search results, you can hide the **Filter Panel** to create more room on the screen for results. Click the same **Advanced Search** button you used to open the Filter Panel and the panel will be hidden. You can open and hide the Filter Panel as needed. Click the Print Button at the top right of the screen to print your results page.

#### Day View

This view displays each room’s schedule on a single row. The date is at the top of the page, the room list on the left, and the results of your search in the middle of the page. The page is color coded, with sections appearing in blue, combined sections in brown, and events in green.

#### Week View

Select a room from the room list on the left of the page. The week grid always begins on Sunday. Note: if you have difficulty printing this view, another option is the CS-Link report Weekly Room Grid (LBSR1094).
Selecting Dates

There are two ways to change the date on the Day and Week Grid. A Date Selector is provided in the upper left corner of the calendar, near the day, and week buttons. Use this to select the date. Also, there are arrows on each side of the date at the top of the page. These arrows will change the view to the previous or next day/week.

Click on the Date Selector icon. Click on the date you want. This may require scrolling to a different month and/or year if you are viewing a date outside of the current month.

- Click the arrow buttons on either side of the month and year display to move to the previous or next month.
• Click directly on the month and year heading to select a different year and month.

• Once you have selected a date, click the Refresh button next to the Date Selector

Results

The grid now displays your filter results for the new day/week.
Managing and Saving Filters

Once you find a specific filter combination that you use frequently, you can save it for re-use. Saving your favorite filters allows you to return to the specific settings without the need to reconfigure and reset filter and format options. To save specific filter settings:

**Step 1:** Each time you create a new filter search, the **Save Filter** icon appears at the top of the Filter Panel. Click the **Save Filter** icon.

**Step 2:** When the **Save Filter** pop-up screen appears, enter a filter name. Check off the **Set as Default** checkbox if you would like the saved filter to be your default view when first logging in and visiting the calendar. If you do not want this filter to be your default, be sure that the **Set as Default** checkbox is unchecked.

**NOTE:** you may click the **Set as Default** link next to a previously saved filter at any time to change your default setting.
To select a saved filter, click on the **Manage Filter** icon.

Select the filter from the **Manage Filters** pop-up box and click OK.
Working with the Activity Calendar

The Activity Calendar is a traditional, high-level calendar that shows sections and events grouped by date. The calendar can be viewed in a Day, Week, or Month format. It can also be viewed as a list. You can create filters to narrow your view of the calendar using the same type of Filter Panel found on the Scheduling Grid.

Begin by clicking on the Activity Calendar link on the Calendars Tab.

The default for the Activity Calendar is a Weekly view of events taking place in Lecture rooms. You can select a different view by clicking on the List, Day, Week, or Month buttons at the top of the page.
To create a filter, click on the Calendar Search button.

When the Filter Panel opens select your filter options, including the Date. For more on filters, see “Creating a Filter”, on page 4.

Results

The Activity Calendar shows class section information in blue, and event information in green.

Note: The Activity Calendar can show up to 100 events and/or sections on any given day. If your results bring back more than 100 activities, you might need to narrow your filter search.
Using the Hover Function on Grids and Calendar

When working with the Scheduling Grids and the Activity Calendar, you can hover over events, sections, or classrooms with your cursor and additional details about those items will appear in a pop-up box. You can do this to view more detailed information about rooms, events, and class sections.

Note: The information provided in the hover pop-up is “as of today’s date”. If a room has a future effective date, you will not see the updated information until that date arrives.

Rooms: Hover over a room listing to see features such as room type, capacity, room features and pictures.

Rooms:

<table>
<thead>
<tr>
<th>Room</th>
<th>Type</th>
<th>Capacity</th>
<th>8:00 AM</th>
<th>9:00 AM</th>
<th>10:00</th>
</tr>
</thead>
<tbody>
<tr>
<td>013 100</td>
<td>Lect</td>
<td>40</td>
<td></td>
<td></td>
<td>ENGL 375</td>
</tr>
</tbody>
</table>

Room Details: LA2 100 (Standard)

View Room Details

- Room Type: Lect
- Capacity: 40
- Layout: Default
- Campus: MAIN
- Description: 100

Feature | Quantity | Category
--- | --- | ---
AV-VCR | 1 | Audio/Visual+

Clicking on the View Room Details link takes you to the Resources tab, to view more complete information about the room.

Room Details: LA2 100 (Standard)

View Room Details

- Room Type: Lect
- Capacity: 40
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- Campus: MAIN
- Description: 100

Feature | Quantity | Category
--- | --- | ---
AV-VCR | 1 | Audio/Visual+
**Events:** Hover over an event listing to see details such as event name, event type, meeting pattern information, and room assignments.

**Sections:** Hover over a section meeting to see details such as course title, meeting type, enrollment, capacity, meeting pattern information, instructor, and room assignment.

Note: The View Section Details hyperlink is not currently in use.
Special Features on the Scheduling Grid

The following features can enhance your experience with the Astra Scheduling Grid. Clearing your browser cache or History will clear these settings.

When working with the Rooms List, you can choose from different columns, sort within a column, and arrange the column width.

**Using Sort Order**

The default sort order for the room list is by building and then number. You may click on any of the column names to change the sort order from ascending to descending. Click again to reverse the order.

You can select which columns display by clicking the arrow to the right of any column, then clicking on **Columns** in the drop down menu. Check the box next to a column to add or remove it. Removing columns you don’t need (like Campus) will give you more room on the page to see results.
You can also change column width by placing your cursor between two column headers and dragging your mouse.

Navigating Results

The results of your search may include a number of pages. Astra Schedule gives you three ways to navigate through your results. You may choose the number of sections displayed per page with the Show Results field at the bottom of the sections list.

You may navigate back and forth through the pages using the Scroll Bar at the bottom of the list.

You may navigate back and forth through the pages using the Arrows and Page Number field.
Selecting Time Range

You can narrow your Day Grid to only show specific begin and end times. Begin by clicking on the Settings icon at the top left of the page.

Note: this option is currently available on the Day Grid only.

You are now in Calendar Configuration pop-up box. Select a time from the pull down menu on the Daily Grid Start and End Time fields.
Reviewing Room Usage

The Day and Week Scheduling Grids can be configured to show how rooms are being utilized. Begin by clicking on the Settings icon at the top left of the page.

You are now in Calendar Configuration pop-up box. Click the **Use Seat Fill Coloring** checkbox. Select either the Max Enrollment or Actual Enrollment option. Select an Over fill color to indicate when a class is too large for its room.

Click the OK button.
Enrollment fill is now indicated by color. A lighter color means lower enrollment. A darker color means the class capacity is closer to filling the room. In this example, the class section in red has too many students for the room in which it is scheduled.
Searching for Available Rooms

To determine which rooms are available for a particular day and time, click on the Available Rooms link.

**Step 1:** Click on the green **Add New** button located near the top left, under the Meetings heading.
Step 2: When the Add Meeting box appears, select whether you are searching for a **Single Meeting** (for one-time events) or a **Recurring Meeting** (for classes and events that meet for multiple week).

![Screenshot of Add Meeting interface]

Step 3: Fill in the appropriate day, time and/or meeting pattern information for the meeting times that you are searching for, and click on the green **OK** button.

![Screenshot of Add Meeting interface with filled in details]
**Step 4:** Once you are taken back to the Available Room page, click on the **Edit** icons for fields that you want to specify for your room search. For example, if searching for a lecture room in the CBA building, you’d specify values for the Building (CBA) and Room Type (Lecture).

![Edit icons](image)

**Step 5:** Set minimum and/or maximum values for the **Capacity** to specify the size of the room you need.

![Capacity filter](image)

**Step 6:** Select Sections from the **Purpose of Search** field. (Choosing the Events option may produce inaccurate results.)

![Purpose of Search](image)

**Step 7:** Click on the **Search** button, and a list of rooms that fits your specifications will appear under Search Results. To print the results, click the **Print** button.

![Search Results](image)