

# Astra Schedule User Guide

## Introduction

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*An introduction to the Astra Schedule application.*

*Revised 10/22/2015*

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## Introducing Astra Schedule

Astra Schedule is the application used by Academic Support/Enrollment Services to schedule rooms for classes and events which require a classroom. Astra Schedule interfaces on a “real-time” basis with the CMS Student Administration system (PeopleSoft): classes scheduled and changes made in PeopleSoft will appear in Astra Schedule. Rooms assigned to classes in Astra Schedule will display in PeopleSoft. Changes made in one system appear in the other, usually within a minute.

Events, e.g. meetings, study sessions and maintenance activities, are scheduled and appear in Astra Schedule only. Astra Schedule allows academic and administrative staff to view CSULB class, event, and room scheduling information in one place.

Key features include:

- View daily and weekly room usage in both grid and calendar format
- View building and room information including: seat capacity, room type, AV equipment and more
- Search for room availability

Not all of Astra Schedule's features are being applied on this campus. If a field or process is not discussed in the Astra Schedule User Guide, it is not in use.

Data in Astra Schedule is accessed via the internet. Astra Schedule can be accessed from any computer with a compatible browser.

## Access to Astra Schedule

Astra Schedule can only be accessed by CSULB staff and faculty. All users must have a Campus ID number. Staff and faculty in academic departments and colleges who have access to online class scheduling will automatically have access to Astra Schedule in their role as schedulers. All other potential users must go through the established CMS Student Administration channels for requesting access to Astra Schedule.

## Classes and Final Exams

All classes scheduled in PeopleSoft display in Astra Schedule. Final exams scheduled in PeopleSoft appear as classes in Astra Schedule in separate terms. These terms are designated with an “E” at the end. For example, final exams for Spring 2016 appear in term 016E in Astra Schedule. The regular 2162 term will include all classes scheduled for the Spring 2016 term in PeopleSoft.

## Facilities

All facilities in which instruction is regularly scheduled are in the Astra Schedule (and PeopleSoft) facilities database. Campus offices, conference rooms, and other proprietary facilities which are not scheduled for instructional use will not appear in Astra Schedule (or PeopleSoft).

Each facility in Astra Schedule has been assigned a capacity, room type, and room feature(s). Capacity refers to the number of seats in the room. “Smart” rooms are designated in Astra Schedule as having a room feature with “internet” access. For more information and details regarding room type and features, see the [Facility Room Types](#) on the [Academic Scheduling webpage](#).

## Events

All events in university lecture rooms are scheduled by Academic Support or CCPE and will display in Astra Schedule. If an event is scheduled into a proprietary instructional facility, e.g. a teaching laboratory, it will appear in Astra Schedule only if the event is scheduled by Academic Support or CCPE. Events scheduled through the University Campus Events Office or independently by various venue operators such as the Carpenter Performing Arts Center will not appear in Astra Schedule.

## Interaction between Astra Schedule and PeopleSoft

Astra Schedule and PeopleSoft communicate in two ways: real-time interface and batch updates. The real-time interface is a two-way process, e.g. section changes made in PeopleSoft move immediately to Astra Schedule, and room assignments made in Astra Schedule move immediately to PeopleSoft. The batch update is a one-way process from PeopleSoft to Astra Schedule. It takes place nightly and moves term specific section changes made in PeopleSoft to the same term in Astra Schedule.

Real-time interface and batch updates begin for a term when the departments start schedule building. They end when section changes stop being made for the term at census.

Once census has passed, a unique batch update is run to upload final exams for the term from PeopleSoft to Astra Schedule. There is no real-time interface for final exams, so any changes must be made in both PeopleSoft and Astra Schedule.

### Section Changes Made in PeopleSoft

The following changes are made to class sections in PeopleSoft and moved to Astra Schedule via real-time interface and batch updates:

- Add, cancel, or delete section
- Creating combined sections
- Change meeting pattern (day, time, or dates)
- Add, remove, or change instructor
- Change enrollment limit
- Assign or remove room (departments during Schedule Building)

### Section Changes Made in Astra Schedule

The following changes are made to class sections in Astra Schedule and moved to PeopleSoft.

- Assign or remove rooms (Academic Scheduling or CCPE only)

# Accessing Astra Schedule

## Configuring Your Browser

To access Astra Schedule, the internet browser on your computer must meet minimal requirements.

- Use Internet Explorer 9.0 or higher or Mozilla Firefox 2.0 or higher, Safari 6.0 or higher, or Google Chrome
- Pop-ups should be enabled in your browser. Astra Schedule uses pop-up windows to select and view data.

Contact your systems technical support if you need assistance configuring your browser.

## Logging into Astra Schedule

There are two ways to log into Astra Schedule.

To log in directly to Ad Astra

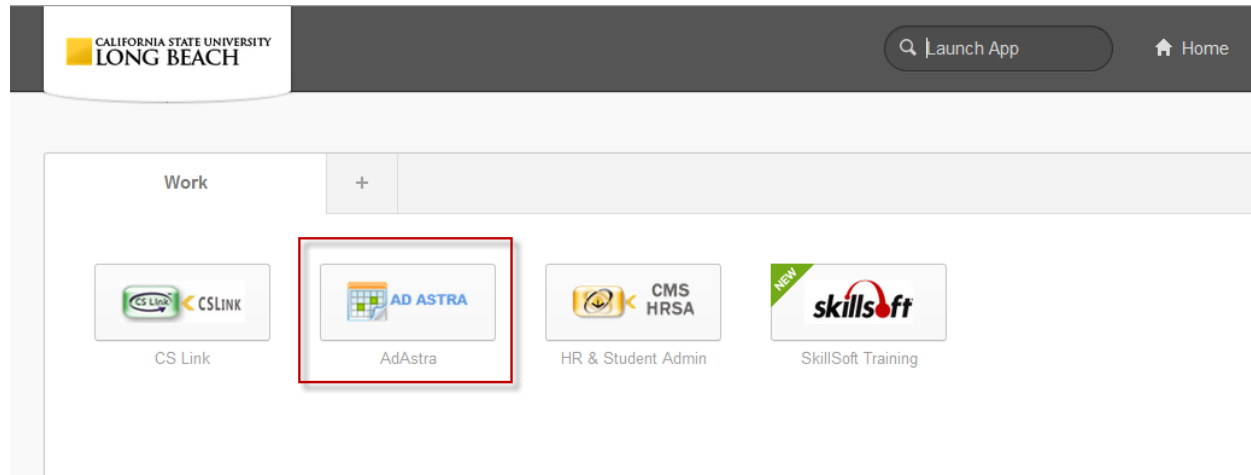
1. Enter this address: <http://astraweb.its.csulb.edu/astrap>
2. Enter your User Name: Your EMPLID#.
3. Enter your Password: Same one you use to access other systems, such as MyCSULB or BeachBoard
4. Click the Log In button

Important Dates			
May Intersession	Summer 2013 (May 20 - June 7)		5/20/2013
Independence Day	Campus Closed - No Classes or Events		7/4/2013
Summer Session III Begins	Summer 2013		7/8/2013
Last Day of Summer Sessions	Summer 2013		8/17/2013
First Day of Classes	Fall 2013		8/26/2013
Labor Day	Campus Closed - No Classes or Events		9/2/2013
Veteran's Day	Campus Closed - No Classes or Events		11/11/2013
Tuesday Classes Cancelled	All Monday November 11 classes will be taught on Tuesday, November 12 - No Events		11/12/2013
Fall Break	Campus Open - No Classes		11/27/2013
Thanksgiving Holiday	Campus Closed (November 28 - December 1) No Classes or Events		11/27/2013
Last Day of Classes	Fall 2013		12/10/2013

## To log in to Ad Astra using Single Sign On.

If you already log-in to other campus systems, the Astra icon will appear on your SSO page.

1. Navigate in your internet browser to [sso.csulb.edu](https://sso.csulb.edu)
2. Enter your EMPLID# and Password (The same credentials you use to access MyCSULB, BeachBoard or Campus e-mail)
3. Buttons will display for each available system for which you have access. Click the Ad Astra button and it will appear in a new tab or window depending on your browser setting.



Note: There is a 60 minute "timeout" once you are logged into Astra Schedule. If you want to logout of your account manually, click the Logout button on the top left of the screen. Do not close your browser without logging out of Astra Schedule. Upon logout, you will be returned to the Home page.

## Where to get Help

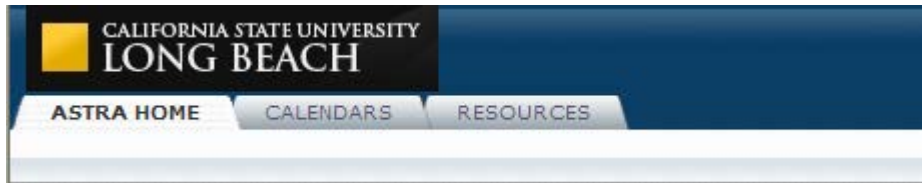
Contact the Technology Help Desk at 562-985-4959 or [helpdesk@csulb.edu](mailto:helpdesk@csulb.edu) Faculty and Staff can also contact their local technical coordinator.

## Navigating Astra Schedule

Before you can begin using Astra Schedule, you need to understand how Astra Schedule pages are organized and the basic components on each page. These are the components you will be using to view calendars, search for room availability, and view facility information. References to these components will appear through this guide.

### [Astra Schedule Tabs](#)

The Astra Schedule Home Page provides you with the navigation links (Tabs) you will use when working in Astra Schedule.



These Tabs are:

- **Astra Schedule Home** – Important dates, links to Facilities information and the Event Request form will be found here.
- **Calendars** - Provide multiple ways to view and filter information about room usage for class sections and events on campus
- **Resources** - Browse facilities available through Astra Schedule, this includes buildings, rooms, location and features.