Astra Schedule User Guide

Resources

View and manage your room resources.

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Viewing Room Information

All facilities in which instruction is regularly scheduled are in the Astra Schedule (and PeopleSoft) facilities database. Campus offices, conference rooms, and other proprietary room types which are not scheduled for instructional use will not appear in Astra Schedule (or PeopleSoft). For more information and details regarding room types, see the Facility Room Types on the Academic Scheduling webpage.

The Resources tab is where you can view a list of rooms in the Astra Schedule database. Start by selecting the Rooms option to view a list of rooms.

![Resources tab](image)

**Note:** Although Notification List appears on the Resources tab, it is not being used at this time.

The first time you click on the Rooms page you will see a list of all the rooms that exist in Astra. This includes expired rooms which are no longer available for class or event scheduling. For the best search results, narrow this list using the Filter options available in the left column. See “Creating a Filter” on page 5.
Once the desired results are displayed you may view a picture and summary of the room by hovering over the icon just to the right of the room name. To see additional details about the room, click the View Room Details link.

Note: currently pictures are provided for Lecture space only.
Creating a Filter

Astra Schedule has flexible filter options which allow users to customize the data being viewed. You can narrow the list being displayed by entering search text and/or filter criteria and clicking on the Search button.

Room Filters

- Room Number: Identifies all rooms with that number in all buildings on campus
- Campus: Only option = ‘Main’
- Building: Can select multiple buildings
- Region: Groups rooms into broad usage categories by geographical location and allocation to colleges and departments. Examples: lower campus; Dept-CECS
- Room Type: Describes the room’s general purpose and activities suitable for the room. Examples: lab-science; lect-auditorium

Select a filter by clicking the Plus + button above the desired Filter and selecting from the pull down menu.
Step 2: You can select other filters to narrow your search further. When you have finished selecting your filters, click the Search icon at the bottom.

Viewing Search Results
The results displayed on the Room List have now been narrowed to a specific Room Type in a specific building. In this example, the list displays all rooms in the CBA building with a Room Type of Lect.
Navigating Your 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.
Sorting & Viewing Your Results

The default sort order for the room list is by building, and then room number. You may click on any of the column labels to change the way the list is sorted. Click again to reverse the sort order.

You can select which columns display by clicking the arrow to the right of any column, then hovering over Columns in the drop down menu. Check the box next to a column to add or remove it. Most users will find it helpful to add Building Name to the Room List page, and delete Campus.
You can choose the **order** of the columns displayed on the page by clicking and dragging a column to the desired position. Arrows will appear to indicate your position.

**Viewing Room Details**

From the Room List, you can view details for a specific room by clicking on the Room link.
This takes you to the Room Info Page.

Information for each room record is separated into seven sections on the Room page:

**Room Info**

- Campus: ‘Main’ is default value for all CSULB rooms
- Building: Building name displays, e.g. FA2 for Fine Arts 2
- Room Number and Room Name: are the same
- Room Type: see Facility Room Types on the Academic Scheduling web page for list of all room types
- Max Occupancy: used for fire code and reporting; not for scheduling
- May Be Shared: room may be used by multiple sections simultaneously

**Configurations:**

- Name: Standard (Standard is always the name of the default configuration)
- Facility Layout: Default
- Capacity: actual number of seats in room
- Is Default: Yes (the Standard configuration is always the default)
Features:
See Room Features on the Academic Scheduling webpage for a full list of all room features.

- Name: A list of AV equipment; furniture, and other permanent room attributes
- Quantity: Currently the Quantity field remains at the default of 1

<table>
<thead>
<tr>
<th>Features</th>
<th>Quantity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AV-Data video projector</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AV-DVD</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>AV-Overhead projector</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>AV-VCR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board-white</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Internet</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>s-Tablet arm chairs, moveable</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Regions
- Room location (upper or lower campus)
- Room ownership – if room is studio, lab, etc.
- Room allocation – if room is lecture

Regions

Selected Regions (4)
- All University
- Coll-C/LA
- Coll-EDUC
- Upper campus
Usage Control

- Displays any scheduling rules applied to the room. Currently field is used to block scheduling in a room for extended periods of time. Default is classes and events can be scheduled any time, subject to campus policy and practice. If no usage policy has been applied to the room, all fields will = ‘Default.’ If a usage policy has been applied to the room, the Type will be "Exception", the Effective Date Range will be the dates the room is out of service.

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Effective Date Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default</td>
<td>Default</td>
<td></td>
</tr>
<tr>
<td>Seismic Retrofit</td>
<td>Exception</td>
<td>8/25/2012-8/24/2014</td>
</tr>
</tbody>
</table>

Partitions and Notes

- These fields are not currently being used.

Effective Dating

A room will have multiple effective dates when changes affecting scheduling are been made, such as seating capacity changes. The information on the Room List page 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.

To get accurate room information for future semesters, run the CS-Link report, Ad Astra Building and Room Information Report (LBSR0999). The report can be run for past, current, and future. It can be narrowed down by Room Type, Building, Features, and Region.