

Astra Schedule Web Client Overview and Tutorial Classroom Scheduling

Overview

Astra Schedule is the software utilized by the Office of the Registrar, Classroom Scheduling, for assignment of general assignment classrooms for the schedule of courses and event management. Currently, a web site referred to as "Astra Schedule Web Client" provides an up to the minute look at schedules of the actual general assignment classrooms as managed by Classroom Scheduling. This tool is to be used by the campus as a *reference* application for classroom or conference room availability. All updates or additions to the schedules MUST be processed by the staff at Classroom Scheduling. This process is imperative to prevent double bookings of classrooms or delays in scheduled activities. Classrooms can be secured by calling our office at 335-1243 or by an email request to registrar-room-res@uiowa.edu. Additionally, a departmental room reservation request web form on the Classroom Scheduling web site <http://classrooms.uiowa.edu> can also be submitted.

Astra Schedule incorporates a large inventory of facilities that may or may not be controlled by Classroom Scheduling in order to aid in the schedule of courses academic scheduling. Consequently, additional room numbers will be listed for campus buildings that will indicate open availability. However, departmental event scheduling in these facilities are not processed nor displayed on Astra Schedule Web Client. Please be advised those locations are NOT maintained on Astra Schedule therefore any and all time shown cannot be guaranteed. To confirm general assignment classroom numbers, please refer to <http://classrooms.uiowa.edu>. These facilities alone are the only valid schedules displayed on Astra Schedule Web Client.

**Scheduling of any portable audio/visual equipment to be utilized in general assignment classrooms must be scheduled by Classroom Technology Support staff at 335-2571 or by email to classroom-technology-support@uiowa.edu. The schedules of portable technology are to be used as a reference tool just as the classroom schedules. Please help us provide accurate and efficient schedules by obtaining approval before use of the equipment.

Classroom Scheduling and Classroom Technology Support reserves the right to approve or deny requests based on departmental or university operational policies. Classroom Scheduling priority is to provide classroom space to academic schedule of courses and supplemental academic events while maximizing space utilization for the campus.

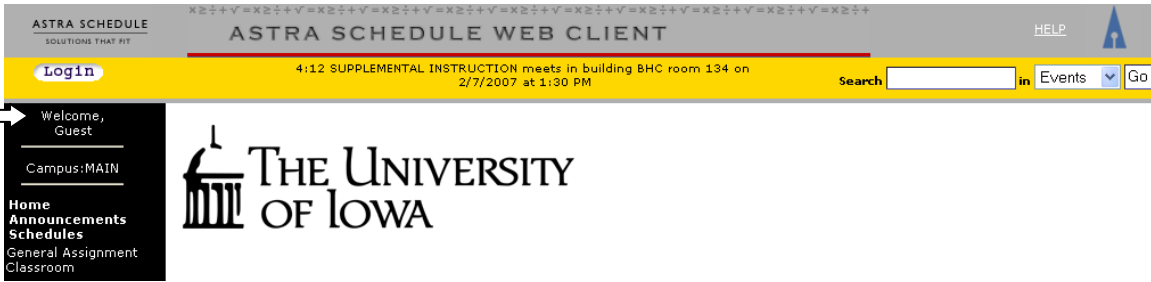
Please be sure to verify active course session status upon viewing classroom schedules. Only active course sessions should be considered official for campus display on ISIS.

Astra Schedule Web Client Tutorial

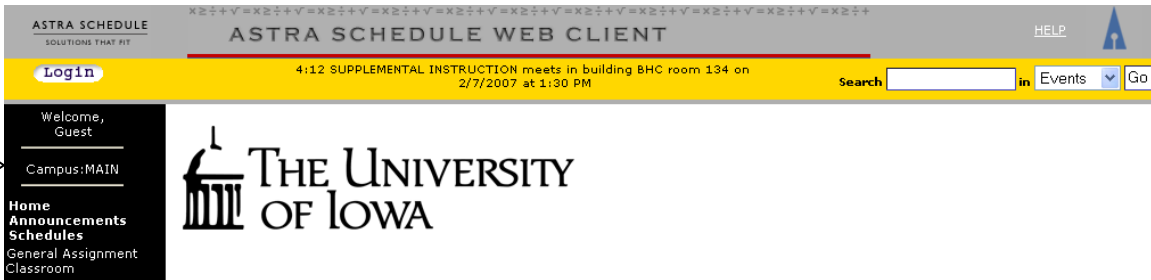
NOTE: Currently Internet Explorer is the only browser that is compatible with Astra Schedule Web Client.

Click on Astra Schedule Web Client link (found on Classroom Scheduling web site)

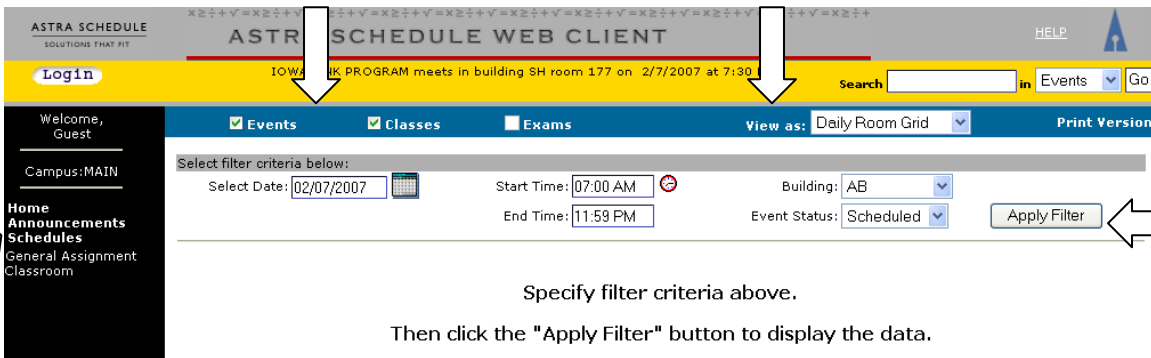
Log in currently not necessary, GUEST account is valid for campus user view



Select the campus where the event will be held, if other than default campus of Main. On left hand side of application double click on link entitled "Campus" and choose from one of the choices from the pull down menu. The choices are Main, Oakdale, Off Campus (not currently used), or Portable Tech** (select when portable a/v equipment is desired in general assignment classrooms**). When campus has been selected, click submit button.



To view schedules on general assignment classrooms ONLY, click on "Schedules" at left hand side of application (see below). The web page will load, please allow for a short delay.



At top of screen, you have a choice of views, default setting is Events and Classes (see above). The Exam option is not currently activated. Remove checkmark if one or the other is not desired.

Your choice of view options is next to complete. Choice of views are found in a pull down menu; List, Weekly Calendar, Monthly Calendar, Daily Room Grid or Weekly Room Grid. Classroom Scheduling suggests either Daily Room or Weekly Room Grid as your best application tools (see diagram above).

*Daily Room Grid will display all room data for a specific building on one given date from a selected start and end time.

*Weekly Room Grid will display all room data for specific building and room for a week's duration, 7:00 am – 11 pm.

After selecting the chosen view, select and complete the appropriate filter criteria desired then click on "Apply Filter" (see above). The web page will load, please allow for a short delay. Note: The "Apply Filter" button must be selected for data to display in any view.

Daily Room Grid

The screenshot shows the ASTRA SCHEDULE WEB CLIENT interface. The top navigation bar includes "ASTRA SCHEDULE SOLUTIONS THAT FIT", "ASTRA SCHEDULE WEB CLIENT", and "HELP". Below this is a yellow bar with "Login" and a search box. The main content area has tabs for "Events", "Classes", and "Exams", with "Events" selected. The "View as:" dropdown is set to "Daily Room Grid".

Filter criteria are set as follows:

- Select Date: 02/07/2007
- Start Time: 07:00 AM
- End Time: 11:59 PM
- Building: AJB
- Event Status: Scheduled

 An "Apply Filter" button is visible.

The grid displays room assignments for Wednesday, 02/07/2007. The columns represent time slots from 7 AM to 3 PM. The rows represent rooms from AJB E105 to AJB E250. Data points include course numbers like "20G 002 001", "08G 001 053", "036 011 001", "036 043 002", "036 048 A02", "036 017 A04", "036 064 001", "036 089 004", "08G 001 053", "010 002 050", "103 001 001", "036 044 001", "036 015 005", "036 090 001", "036 017 A02", "008 041 AAA", "103 007 001", "036 089 001", "103 008 001", "172 246 001", "048 030 001", "036 051 002", "036 012 002", "019 151 001", "048 052 001", "048 022 001", "048 021 001", "036 048 A03", "036 048 A01", "048 010 001", "129 069 001", "048 053 001", "048 051 001", and "036 070 SC1".

Weekly Room Grid

The screenshot shows the ASTRA SCHEDULE WEB CLIENT interface. The top navigation bar includes "ASTRA SCHEDULE SOLUTIONS THAT FIT", "ASTRA SCHEDULE WEB CLIENT", and "HELP". Below this is a yellow bar with "Login" and a search box. The main content area has tabs for "Events", "Classes", and "Exams", with "Events" selected. The "View as:" dropdown is set to "Weekly Room Grid".

Filter criteria are set as follows:

- Select Date: 02/04/2007
- Start Time: 07:00 AM
- End Time: 11:59 PM
- Building: AJB
- Room: E120
- Event Status: Scheduled

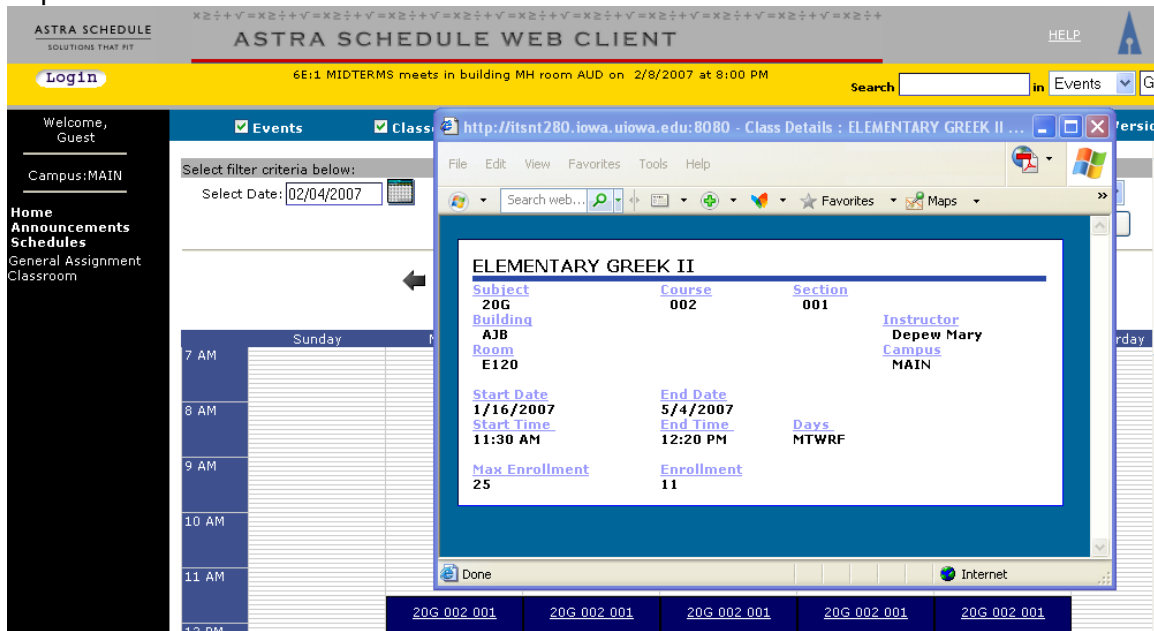
 An "Apply Filter" button is visible.

The grid displays room assignments for the week of February 4, 2007. The columns represent days of the week from Sunday to Saturday. The rows represent time slots from 7 AM to 12 PM. Data points include course numbers like "036 012 003", "016 022 006", "019 091 A07", "019 091 A03", and "20G 002 001". A white arrow points to the "Wednesday" column header.

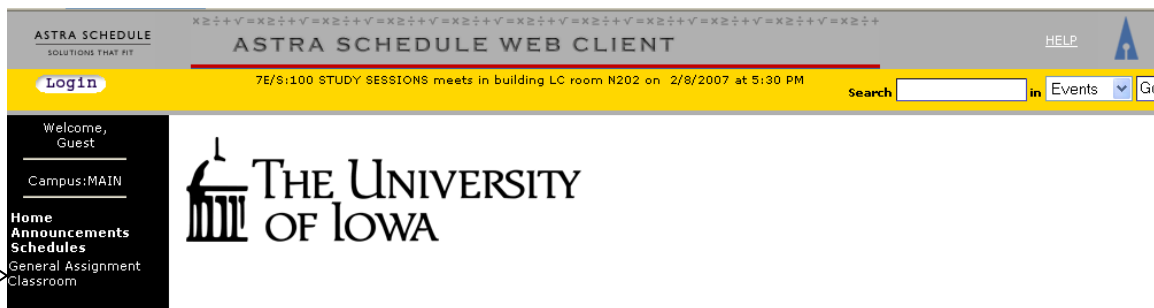
The room information will be listed with course number information most likely in either blue or orange (cross-referenced course). Special general assignment classroom event information is noted in lime green shading. By mousing over the data the user can drill

down into more detail or click on section or event record for an expanded detail view. For more information, a legend can be found under the date range for further color coding explanation for user's convenience (see above).

Expanded Detail View of Section Record



The "General Assignment Classroom" link on the left side of the application (see below) will take you to the homepage of the classroom web site for individual classroom configurations and technology information not housed in Astra Schedule Web Client. **Note:** The "General Assignment Classroom" link is an external web link. It is not part of Astra Schedule Web Client. Therefore, once you've entered that site you will not be able to use your browser back button to return to Astra Schedule Web Client. We recommend opening a second browser window directly linking to the general assignment classroom detailed information at <http://classrooms.uiowa.edu>.



Comments, questions, or technical assistance can be directed to Renee Houser at 5-1202 or Martin Happ at 5-0243. Classroom schedule questions can be directed to the office by email to registrar-room-res@uiowa.edu or by phone at 335-1243.