Ad Astra – User’s Guide

This guide is designed to provide an introduction to the end user covering basic navigation and features of Astra Schedule. Astra Schedule is the software utilized by the Office of the Registrar, Classroom Scheduling, for assignment of University Classrooms (UCR) (formerly known as General Assignment Classrooms (GAC) intended for the schedule of courses and event management. The Classroom Scheduling office uses Astra Schedule to manage the UCR room file, optimize classroom bulk assignments, modify section room and building assignments, and schedule special events across our campus.

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Overview

Astra Schedule's web-based format offers new capabilities for easier access to and dissemination of classroom scheduling information. Astra’s calendar tools provide multiple ways to view information about activities, classrooms and resources across the University Classroom pool quickly and easily. Anyone visiting the designated URL will find information made available to the public through a guest portal displaying scheduling views for both the schedule of courses and special event reservations. A HawkID and current password is required for the guest portal and the system end users. While the Office of the Registrar is responsible for administering Astra Schedule, the use of the software has been expanded into collegiate divisions providing increased scheduling information to our campus. Astra Schedule is available for use on-campus or off-campus through a VPN secure connection.
This campus tool is a reference application for classroom availability. Campus departmental conference rooms or classrooms that are not scheduled for instructional use will not appear in the Astra Schedule Classroom Viewer. Please help us provide accurate and efficient schedules by obtaining prior approval through Classroom Scheduling before use of UCR classrooms. This process is imperative to prevent double bookings of classrooms or delays in scheduled activities.

Classroom Scheduling and collegiate divisions reserve the right to approve or deny requests based on departmental or university operational policies. Classroom Scheduling’s priority is to provide classroom space to academic schedule of courses and supplemental academic events while maximizing space utilization for the campus. Generally speaking, the schedule of courses will take precedence over special events and meetings which cannot displace a section.

Please be sure to verify active course session status upon viewing classroom schedules. Astra Schedule interfaces on a “real time” basis with our student information system, MAUI. Therefore, changes made in either system for an active course session will be reflected in the other system within a few short minutes. Only active course sessions displayed on MyUI should be considered official for classroom viewer display. Please note, final examination classroom assignments are not housed in Astra Schedule at this time.

If your system is idle for several minutes, you will be logged out automatically. You will be prompted to log in again.

**Contact Us**

University Classrooms can be secured by calling Classroom Schedule at 319-335-1243 or by an email request to registrar-room-res@uiowa.edu. To reserve a University Classroom for departmental use or for an event sponsored by a registered student organization, please complete the Room Reservation Form. Departments can reserve TILE Classrooms for events using the TILE Reservation Form. These forms are intended for events only and should not be used for course offerings.

All requests for the College of Public Health should be submitted via an online Event Request Form.

All event requests for the College of Law should be submitted via an online event request form.

Any event requests desired for Theatre Arts should be directed to Katie McClellen at katie-mcclellen@uiowa.edu.

Requests for Dance are coordinated by Molly Dahlberg at molly-dahlberg@uiowa.edu and Space Place is scheduled Briana Maxwell at briana-maxwell@uiowa.edu.
Astra Portal Home Page Display

- **Astra Home Tab** – Opening page for Ad Astra Guest Portal
- **Calendars tab** – Public scheduling calendars for academic and event information
- **Collegiate Calendars** - View classroom calendars according to different colleges, departments, or buildings
- **Today's Events** - A list of current events scheduled and approved, including information related to holidays, announcements, and any schedules affecting UCRs such as fire alarm testing, dates of recognition within the academic year, session break and interim periods
Calendars and Filters

Scheduling Grids

Click desired Calendar selection for activities view or check for available space. A selection of building filters are provided in pull down menu.

To view a Calendar:

- Click on the Calendars tab
- Select Scheduling Grids

After navigating to the scheduling grid, use the drop-down arrows to select the desired Calendar and/or Filter:

Please exercise patience while the Calendar loads a vast amount of data for each desired parameter. Pre-configured calendars have been created to automatically display in Day and/or Week formats.
College of Public Health users can switch the view of the calendar to display the College of Public Health – Guest calendar. Similarly, College of Law end users can switch the view of the calendar to display the data associated to the College of Law calendar. This process is followed for view of the Dance, Theatre Arts, and School of Music Guest calendars. Pre-configured calendars and filters were created to automatically display in Day and/or Week formats. End users may customize this view by selecting view option buttons or filters from the drop-down menu.
The selected calendar allows you to view a day or a week at a time. Tools are provided for navigating the calendars, including a date selector and filter options for both resources and rooms. Finally, frequently used views may be saved and recalled at any time depending on an end user’s access.

- Day format displays all activities by selected rooms by desired day of week
- Week format displays all activities by individual room by desired week

**Important:** Click on the refresh button to update your perimeters.

The activities displayed are associated to the selected calendar filter:

- Small icon next to room number provides room data such as a photograph, capacity, room type and room features or attributes
- Depending on the calendar view, you can advance one day or one week forward or backward by the arrows ( < or > ) next to the date
Advanced Search Options

Users can customize this view by selecting view option or the Advanced Search Option icon at screen left. Click the icon again to exit the search filter tool.

Each data filter is optional and may be included or excluded from your view by either checking or unchecking the box next to the filter label. For example, if you would prefer that academic sections not be included on your calendar, simply remove the check mark next to Include Academics and none of the section filters will apply. For each of the filters that you wish to include in your view, use the dropdown values to appropriately narrow the list so that your view is customized to your needs. Use the Options filter area to include or remove any special calendar items that you would like included as well. When satisfied with your selections, click Search to update your view. Filter settings can be modified at any time.
Date Selection

A calendar date selector is provided in the upper left corner of the calendar interface, under the day and week tabs. Use this tool to select a day or week desired. Remember to adjust your view with the Day or Week tab to define what information is included on the screen. You may use the arrow buttons on either side of the month and year display to move to the previous or next day or month. Click directly on the month and year heading to quickly select a different year and month.

Calendar Key

Section and meeting details can be found by hovering over the colored boxes indicating class sections or special event while in guest view. Details such as days met, start and end date, enrollment, room building, instructor, event meeting name and type to name just a few.

<table>
<thead>
<tr>
<th>Color</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red</td>
<td>Classroom or facility blocked from use</td>
</tr>
<tr>
<td>Orange</td>
<td>Co-existing course sections</td>
</tr>
<tr>
<td>Yellow</td>
<td>Announcements (Week View) or Campus Wide Event Space (Unconfirmed block)</td>
</tr>
<tr>
<td>Green</td>
<td>Scheduled events for university departments and/or organizations</td>
</tr>
<tr>
<td>Dark green</td>
<td>Exams</td>
</tr>
<tr>
<td>Light blue</td>
<td>Course sections</td>
</tr>
<tr>
<td>Sky blue</td>
<td>Split-classroom partition conflict (select rooms only)</td>
</tr>
<tr>
<td>Bright blue</td>
<td>Custodial overtime/classroom servicing</td>
</tr>
<tr>
<td>Purple</td>
<td>Student organization event</td>
</tr>
<tr>
<td>Light pink</td>
<td>Performance</td>
</tr>
<tr>
<td>Pink</td>
<td>Concert</td>
</tr>
</tbody>
</table>
Available Room Tool

The calendar search tool known as the Available Room Tool provides a quick way to search for available rooms and/or equipment and services. You may enter time and date information and filters to limit your search. Resulting available items may be printed or selected to create a quick event or meeting. Note the classroom viewer is dynamic and availability is based on the time and day search criteria is created. Feel free to call Classroom Scheduling at 319-335-1243 for a walkthrough if you need help.
To access the Search tool, click the Search icon near the upper left corner of the calendar page or by selecting Available Rooms from the main Calendars tab. To perform a search, you will create one or more time/date entries, enter filter criteria, and search purpose for availability. Finally, you may print or save the results, or even create an event to reserve the space and/or resource items based on permissions. Note the classroom viewer is dynamic and availability is based on the time and day search criteria is created.

**Search Type**

First, enter your search information. To find an available classroom, navigate to the Search For drop-down list and select the “Locations” option.

Next, determine the Purpose of Search: is this meeting for an event taking place on a certain date or would you like to view classrooms for a given course section at a certain date/time throughout the entire semester? Please select whichever option is applicable.
Meetings – Times and Dates

Time and date information may be entered to represent a single meeting, multiple random meetings, or a recurring pattern. This flexibility allows for searches to be performed on behalf of an event or academic section, or simply to research open spaces and items for informational purposes.

Click the “Add Meeting(s)” button to enter either a single or recurring meeting for your event.

Next, in the “Add Meeting” window, the radio buttons can be toggled between “Single Meeting” or “Recurring Meeting” as you enter the perimeters for your request.

If Single Meeting is selected, enter the start time, end time, start date, and end date values for the meeting.

If Recurring Meeting is selected, enter the start and end time, the day pattern, and the date range of the meetings. If the search is for space that will accommodate an academic section, a recurring meeting may be created to represent its meeting pattern. Choose “weekly” as the day pattern, select the days met, and then provide the academic session start and end dates as the date range.

For this example, the image below shows available rooms for the Fall 2019 semester – which begins on 8/26 and ends on 12/13 – for classrooms from 11:00am-12:15pm on Tuesdays and Thursdays – one of the most-populated, difficult-to-find timeslots for courses.

Click the OK button to add your meeting to the search page.

Repeat as needed to build a list of meetings if you wish to search for items that are available across cross multiple times and days.
Next, go to **Filter Options** to select more perimeters for your search. The search filters define the spaces and resource items that are searched for availability. By default, all filter options are set to “All”, meaning that all rooms and equipment/service items are searched, and any available item is returned in the list. However, complex filtering is also supported, allowing multiple filter options to be provided to restrict the list as desired. These settings may be edited repeatedly to refine the list of results returned.

**To enter filter criteria for your search, perform the following:**

1. In the **Filter Options** section, choose the options in the drop-down menu that indicates the buildings, regions, rooms, room types, or features you need.
2. Select the items on the list you would like to include in the search and click the OK button. Repeat with other fields as needed.

Note: Click the black x icon to remove the filter.

If you’re looking for a recurring course pattern/meeting time to see if you can submit a new course at an instructor’s preferred time, for example, you might want to see all classrooms in the Classroom Scheduling pool that are available to you or the instructor. For this, ensure your campus is set to “MAIN” and your Region(s) are set to GAC and/or Level 1 classrooms. After you’ve selected these options, be sure to say “done” at the bottom of the chart.

You can see what you’ve selected and can double-check that all perimeters are in place. For example, the screenshot below shows rooms filtered from the MAIN campus and in the GAC region.
Filter Options Key

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capacity</td>
<td>Maximum seating capacity known in Astra Schedule</td>
</tr>
<tr>
<td>Campus</td>
<td>Any or set to Main (it is our only option)</td>
</tr>
<tr>
<td>Building</td>
<td>A list of on-campus buildings for room selection</td>
</tr>
<tr>
<td>Region</td>
<td>Grouping of facilities in physical proximity, grouping of classrooms or</td>
</tr>
<tr>
<td></td>
<td>classroom types. For example, “Pentacrest.”</td>
</tr>
<tr>
<td>Room</td>
<td>List of rooms available in Astra Schedule</td>
</tr>
<tr>
<td>Room Type</td>
<td>Category description of facility. For example, “seminar” or “auditorium.”</td>
</tr>
<tr>
<td>Feature</td>
<td>An attribute of the facility used for scheduling assignment such as</td>
</tr>
<tr>
<td></td>
<td>moveable tablet arms, whiteboard, PC computer, microphone, tiered floor</td>
</tr>
<tr>
<td></td>
<td>configuration, etc.</td>
</tr>
</tbody>
</table>

Search & Results

The Search & Results panel displays a list of rooms (locations) and/or equipment and services that are available for all times and dates in your search that meet the filter criteria.

Click the Search button to generate a list of available items based on the meetings and filters provided. You can organize the results by room, capacity, or room type fields. You may change search criteria and re-search as needed.

If you would like to preview a room for your event/course, please see our UCR database here: https://classrooms.uiowa.edu/
If desired, proceed to Step 5 and click the **Print Results** button to generate a view of the meeting and filter information.

### 5. Next Steps

[Print Results]

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**Questions?**

Classroom Scheduling can be contacted by email at registrar-room-res@uiowa.edu and by phone at 319-335-1243.

Please do not hesitate to reach out if you have any questions about navigating Astra.

More Classroom Scheduling contact information can be found on the “About Us” page in our website: [https://classrooms.uiowa.edu/about-us](https://classrooms.uiowa.edu/about-us)