

Ad Astra Admin Training

This training will focus on the academic side of Astra. This software allows us to maximize space, leverage room capacities to stay within fire code requirements, prevent double-bookings, and streamline data into one location.

Four Main Tabs

The screenshot shows a software interface with a top navigation bar containing icons and labels for Home, Dashboards, Calendars, Academics, Events, Reporting, and Settings. Below this is a 'Filter' panel on the left and a 'Section List' panel on the right. The 'Filter' panel includes a 'Clear All' button, a search box, a 'Custom' filter dropdown, and several filter fields: Keyword, Start Date, End Date, Invalid Mtg. Pattern, Arranged, and Is Exam. At the bottom of the filter panel are radio buttons for 'View Sections' and 'View Meetings'. The 'Section List' panel has an 'Add a Section' button and a table with columns: Course/Section, Days Met, Start Date, End Date, and S.

Course/Section	Days Met	Start Date	End Date	S
1. Calendar- has a useful Scheduling Grid that is a visual representation of what spaces are available on any given day/time				
2. Academics - where the main scheduling of classes will take place				
3. Events - Not covered in this training but is where all events and event spaces are handled. Vicky Bond is the main contact for all things events.				
4. Reporting - Tons of data available in report form, but a select few will be the most useful				

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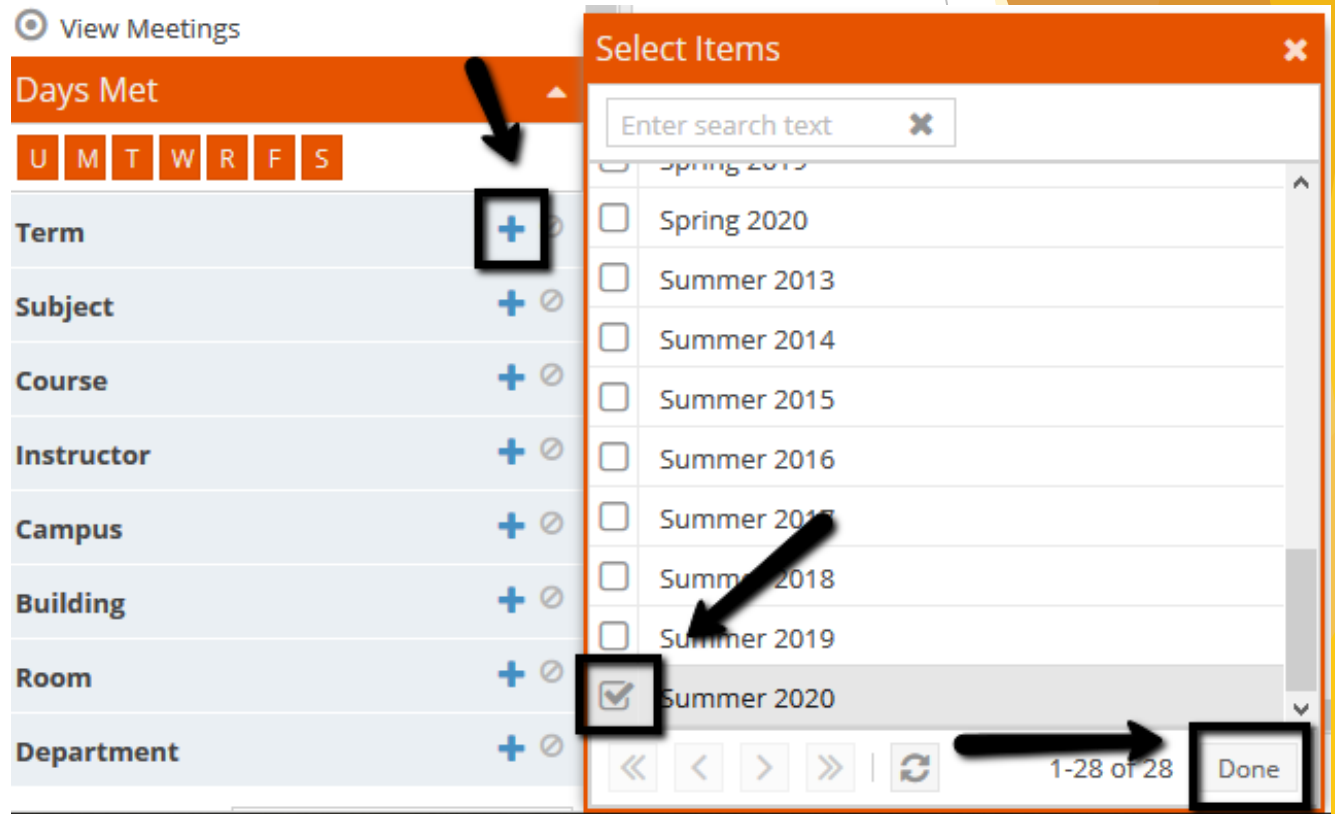
Filtering within Astra

- ▶ First, check to ensure your filters are not hidden. You will be able to see a “Filter” tab at the top left of the page.
- ▶ If something is not properly showing up, make sure the filters are all cleared and that the View Meetings radio button is selected.
- ▶ You can clear filters by clicking the hyperlink beside the filter line. If no hyperlink is present the filter is ready to use.

The screenshot shows the 'Filter' panel in Astra. At the top, there is a 'Filter' header with a search icon and a 'Search' button. Below this is a 'Clear All' button and a 'Custom' filter dropdown. The main section contains several filter fields: 'Keyword', 'Start Date', 'End Date', 'Invalid Mtg. Pattern', 'Arranged', and 'Is Exam', each with a dropdown menu and a clear button. Below these are two radio buttons: 'View Sections' and 'View Meetings', with 'View Meetings' selected. A 'Days Met' section shows a grid of days (U, M, T, W, R, F, S) with the 'U' (Sunday) button highlighted. Below this is a list of filter categories: 'Term', 'Subject', 'Course', 'Instructor', 'Campus', 'Building', 'Room', and 'Department', each with a plus sign and a clear button. At the bottom, there is a 'Meeting Status' dropdown menu with 'Incomplete' selected.

Term Filter

- ▶ Once in the filtering window, check the box next to the needed parameter. There are search bars to search for a specific identifier.
- ▶ The **Done** button in the bottom right corner must be clicked before exiting the pop up.
- ▶ Be sure to then click **Search** at the very top of the filter window after Done or the filters will not actually be applied.
- ▶ PRO TIP: Always start your search by putting in the term you are wanting to schedule for.



The screenshot shows the Astra system's 'Section List' page. At the top is a navigation bar with links for Home, Dashboards, Calendars, Academics, Events, Reporting, and Settings. Below this is a 'Section List' header with a 'Filter' sidebar and an 'Add a Section' button. The main content is a table with the following columns: Course/Section, Days Met, Start Date, End Date, Start Time, End Time, Room, Term, Cross-List, Status, and Course Offering Id. Two rows are displayed, both with a red 'X' icon and a status of 'Incompl...'.

Course/Section ¹	Days Met	Start Date	End Date	Start Time	End Time	Room	Term	Cross-List	Status	Course Offering Id
✘ ACCT 4199/001 Ind...		08/26/2...	12/14/2...	12:00 AM	12:00 AM		Fall 2019		Incompl...	
✘ ART. 4199/001 Ind...		08/26/2...	12/14/2...	12:00 AM	12:00 AM		Fall 2019		Incompl...	






Customize your Columns

You can customize your columns within Astra to better suit your needs. There are a variety of options to make your sections page look just right for you.

Scheduling a Room

- ▶ **First**, use the filters on the left to choose the correct term and subject(s) to schedule.
- ▶ **Next**, choose your course and scroll to the bottom of the course page.
- ▶ **After**, ensuring your meeting information is correct click on the little house in the bottom right hand corner.

Subtopic:	<input type="text"/>
* College:	CAS
* Department:	COMMUNICA
* Class Nbr:	80596
* Session:	1
* Course Id:	104630
* Offer Nbr:	1
* Mode:	1
* Mtg Pat Nbr:	1
* Class Stat:	A
Facility:	<input type="text"/>
Data Date:	05/19/2022
* Instr Seq:	1

Meetings									
	Meeting Type	Start Time	End Time	Days	Start Date	End Date	Instructor	Status	Room
 	Lecture	02:30 PM	03:55 PM	MW	08/22/2022	12/10/2022	Prince, Khrist...	Unassigned	  



How to filter your rooms

- ▶ Begin filtering your rooms by campus... typically MAIN... and then building.
- ▶ PRO TIP: Customize your columns within this page to show the room name and capacity to help you find the right room for your course.
- ▶ You can also filter using features, room types, or room numbers.

The screenshot shows a web interface for selecting rooms. At the top, the page title is "MAIN CMST 1315/004 / Intro To Public Speaking (1) MAIN / Prince, Khristie". Below this is a "Filter" section with a "Show Current Filter" button and a search box. The current filter is set to "Custom". There are also "Time" and "Room Options" sections. The "Room Options" section includes checkboxes for "Show Only Available Rooms" (checked), "Show Shared Rooms", and "Show Alt Room Configs". A "Capacity" filter is set to "Between 25 and". On the left, there is a sidebar with filter categories: "Campus" (1), "Building", "Room", "Region", "Room Type", "Feature", and "Facility Layout". A red arrow points to the "Building" filter. A "Select Items" dialog box is open, showing a list of items with checkboxes. The "MAIN" item is checked and highlighted, with a red arrow pointing to it. The dialog box also has a search box and a "Done" button. The main table displays a list of rooms with columns for "Room", "Capacity", and "Availability".

Room	Capacity	Availability
UAT1 00125	25	Avail (Request)
VV1 Victory Village Grill Area	25	Available
UAT1 00100	25	Avail (Request)
COB 2nd Floor Lounge	25	Available
WTB 00333	25	Available
LL1 Liberty Landing Grill Area	25	Avail (Request)
UC 01301	25	Available
RBS 04017	25	Available

Spy on your room information

- ▶ Hover over the target to the left of each room to “spy” on the room information before selecting the room.
- ▶ You can gather a lot of information from this page including room features, a picture of the space, and tech within the room.

MAIN CMST 1315/004 / Intro To Public Speaking (1) MAIN / Prince, Kristie

Filter

Clear All Search

Custom

Time

Show Additional Mtg. Patterns

Room Options

Show Only Available Rooms

Show Shared Rooms

Show Alt Room Configs

Capacity:

Between 25 and


Campus 1 Clear + ⊗

Building + ⊗

Room + ⊗

Region + ⊗

Room Type + ⊗

Room ^1	Capacity	CMST 1315 004 (Le... 8/22/2022-12/10/2022 MW 2:30-3:55pm Enrollment: 14
ARC 00114	39	Available
Room Details: ARC 00114 - Classroom (Standard)		
 View Room Details		
Room Type: Classroom		
Capacity: 39		
Layout: Default		
Campus: MAIN		
Description: Classroom		
Feature	Quantity	Category
Document Camera	1	Default
Instructor Computer - PC	1	Default
Instructor PC - SPSS Software		Default
Projector - data/video	1	Default
Projector - screen	1	Default
Seating - Tables and Chairs - Movable	20	Default
Video - DVD	1	Default
Video - VHS	1	Default
COB 00162	36	Available

Selecting your room

- ▶ When a room has a **conflict**, it will appear as a yellow bar and have a number of conflicting days listed.
- ▶ If a room is **unavailable**, it will appear red. If you hover over this selection, it will show you what has already been booked into this room.
- ▶ If the room says **available**, you may select it and it will appear green. Some rooms require request access by the buildings' admin.
- ▶ **Be sure to click save or your selection will not be booked.**

MAIN CMST 1315/004 / Intro To Public Speaking (1) MAIN / Prince, Khristie

Filter

Clear All Search

Custom

Time

Show Additional Mtg. Patterns

Room Options

Show Only Available Rooms

Show Shared Rooms

Show Alt Room Configs

Capacity:

Between 25 and

Campus 1 Clear +

Building +

Room +

Region +

Room Type +

Feature +

Facility Layout +

Room ^1	Capacity	CMST 1315 004 (Le... 8/22/2022-12/10/2022 MW 2:30-3:55pm Enrollment: 14
ALH 00100	5	Conflicts(1 of 29)
ALH 00101	12	Conflicts(1 of 29)
ALH 00102	15	Conflicts(1 of 29)
ALH 00107	15	Conflicts(1 of 29)
ALH 00108 - Rod and Merle Ma...	88	Conflicts(3 of 29)
ALH 00111	12	Conflicts(1 of 29)
ALH 00112	28	Conflicts(1 of 29)
ALH 00113 - Ralph Spence Boar...	20	Conflicts(3 of 29)
ALH 00120	10	Conflicts(3 of 29)
ALH Alumni House (Entire - Excl...	750	Conflicts(3 of 29)
ALH Back Terrace and Patio	20	Conflicts(3 of 29)
ALH Front Terrace	20	Conflicts(3 of 29)
ALH Janis and David King Alumn...	400	Conflicts(1 of 29)
ARC 00112	108	Unavailable
ARC 00114	39	Selected
ATH Baseball Field	350	Avail (Request)
ATH Soccer Field	350	Avail (Request)

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Reports

- ▶ **Room Card-Selected Building** (Sections and Events) shows every section/event being held every day for a given room in a specified building.
- ▶ **Rooms by Region** (Rooms and Resources Lists) gives the full list of all the scheduling regions on campus and what rooms fall under that region
- ▶ **Room Features List with Rooms** (Rooms and Resources List) shows every room by a specified feature.

Report List	
+ Add a Report	
Report Name ^2	
+ Braithwaite Recital Hall (1 Item)	
+ Course Offering Analysis (15 Items)	
+ Cowan Center (1 Item)	
+ Events Lists (41 Items)	
+ HPC (2 Items)	
+ Instructor Optimization Reports (3 Items)	
+ OAC (2 Items)	
+ Platinum Analytics Reports (18 Items)	
+ Room Optimization Reports (4 Items)	
+ Rooms and Resources Lists (13 Items)	
+ Section Lists (20 Items)	
+ Sectioning and Timetabling (19 Items)	
+ Sections and Events Lists (15 Items)	
+ Support Services Reports (50 Items)	
+ System Admin Reports (18 Items)	

Report Toggles

- ▶ There are many filters within reports to suit your needs.
- ▶ Each report has a different set of toggles to assist you in finding the information you are searching for.


The screenshot displays the Ad Astra Room Card interface. On the left is a 'Parameter Panel' with fields for 'Enter Start Date' (6/1/2022), 'Enter End Date' (6/18/2022), and 'Enter Building' (RBN). The main report area shows the Ad Astra logo and 'UT Tyler' branding. The report title is 'RBN 04021' with the subtitle 'Scheduled Activities from 6/1/22 to 6/18/22'. The table below lists activities by day, time, title, course/reservation number, subject/customer, and instructor/contact.

Time	Title/Meeting Name	Course/Reservation #	Subject/Customer	Instructor/Contact
Monday, June 13, 2022				
7:30AM - 4:30PM	How Does That Work? Math Camp	20220127-00039- Mtg: 10	Department of Mathematics	Regan Beckham
Tuesday, June 14, 2022				
7:30AM - 4:30PM	How Does That Work? Math Camp	20220127-00039- Mtg: 11	Department of Mathematics	Regan Beckham
Wednesday, June 15, 2022				
7:30AM - 4:30PM	How Does That Work? Math Camp	20220127-00039- Mtg: 12	Department of Mathematics	Regan Beckham
Thursday, June 16, 2022				
7:30AM - 4:30PM	How Does That Work? Math Camp	20220127-00039- Mtg: 13	Department of Mathematics	Regan Beckham
Friday, June 17, 2022				
7:30AM - 4:30PM	How Does That Work? Math Camp	20220127-00039- Mtg: 14	Department of Mathematics	Regan Beckham

Scheduling Grid

- ▶ Just like in other areas of Astra, the columns on the Room side can be adjusted, sized, moved, and added/deleted to customize the exact information desirable. Clicking on a column will sort it, and hovering over the bullseye icon will give all the details for that room including a photo and the features.
- ▶ The grid can be printed using the Printer button in the very top right corner or export the Calendar from the Export button at the bottom.
- ▶ The “add event” button on this page is not functional.

The screenshot displays the Astra Scheduling Grid interface. At the top, there is a navigation bar with tabs for Home, Dashboards, Calendars, Academics, Events, Reporting, and Settings. Below this, there are tabs for Rooms, Resources, Day, and Week. The main area shows a list of rooms with columns for Room ID, Building, Campus, Type, Capacity, and time slots from 11:00 AM to 04:00 PM. A detailed view for room BEP 00215 is open, showing a photo of the room, its type (Classroom), capacity (23), layout (Default), campus (MAIN), and description (00215). Below the room details is a table of features with columns for Feature, Quantity, and Category. The calendar grid shows several events, including 'Internal Grant Traini' and 'Orientation for'.

Room	Buildin...	Campus	Type	Capacity	11:00 AM	12:00 PM	01:00 PM	02:00 PM	03:00 PM	04:00 P
ARC 00112 - Vaughn Lect...	ARC	MAIN	Classroom	108						
ARC 00114 - Classroom	ARC	MAIN	Classroom	39						
BEP 00213 - Classroom	BEP	MAIN	Classroom	40						
BEP 00215 - Classroom	BEP	MAIN	Classroom	23						
Room Details: BEP 00215 - Classroom (Standard)										
 Room Type: Classroom										
Capacity: 23										
Layout: Default										
Campus: MAIN										
Description: 00215										
Feature										
Board - Smartboard										
Board - White	1		Default	47						
Document Camera			Default	57						
Instructor Computer - PC			Default	21						
Seating - Tables and Chairs - Movable	1		Default	90						
Video - DVD			Default	90						
Video - VHS			Default	135						
Zoom Conference			Default							
COB 00203 - Classroom	COB	MAIN	Classroom	60						
COB 00212 - Classroom	COB	MAIN	Classroom	60						
COB 00214 - Classroom	COB	MAIN	Classroom	60						
COB 00227 - Classroom	COB	MAIN	Classroom	32						

Thank you for attending our Astra training for Fall 2022!

Questions Comments? Concerns?

Please contact AcademicScheduling@uttyler.edu for additional guidance.

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