



ARKANSAS TECH
UNIVERSITY

Academic Section
Scheduling and Maintenance
Instructional Manual

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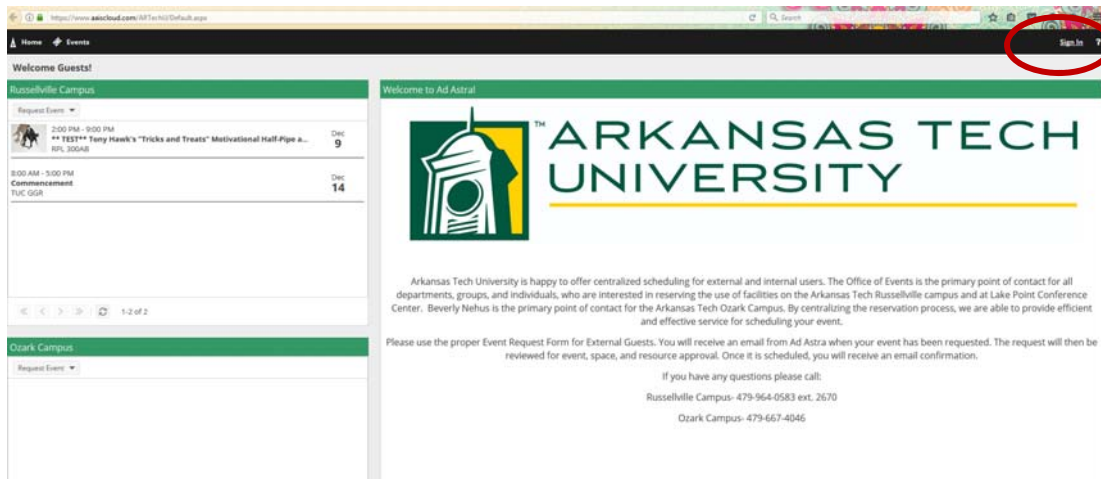
Using Ad Astra for Academic Scheduling

Ad Astra is a scheduling tool that coordinates class scheduling and calendaring of events, resources, invoicing, notifications, timetables, and exams. Utilizing this tool can help optimize space and help you identify space for your academic needs quickly.

This instructional guide is for scheduling courses and the resources for Academic department purposes. For event scheduling please see *Ad Astra Event Request Instructions*.

Login

Log on to Ad Astra at the following link: <https://www.aaiscloud.com/ARTechU/Default.aspx>



You will log-in clicking “sign in” in the top right corner using your Arkansas Tech campus log-in information.

Sign In

User Name:

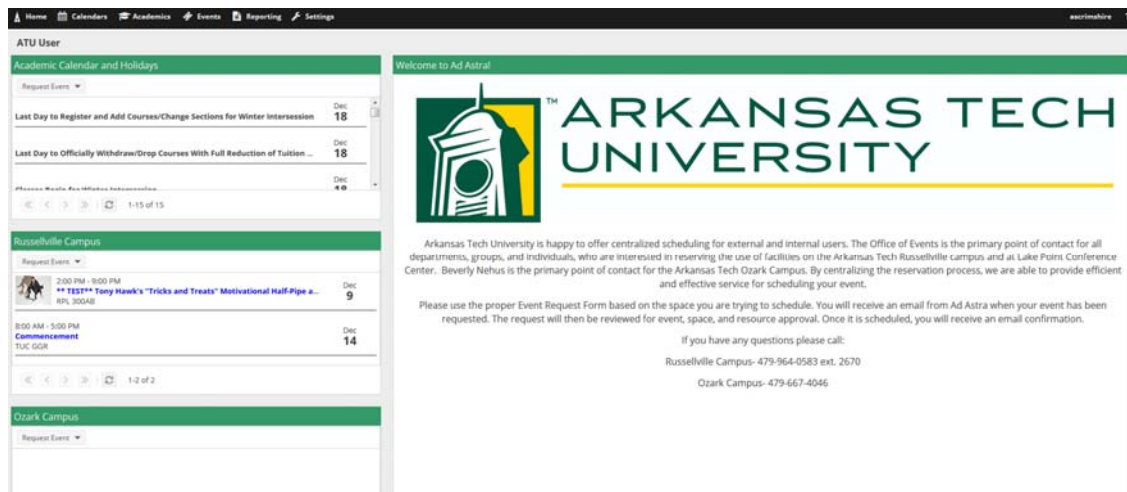
Password:

Remember Me:

☐

Sign In

When you log in your screen should look like this:



Viewing the Section List

Academic sections in Astra Schedule can be located from the **Academics Tab**. Click the **Academics Tab** at the top of the page and then select the **Sections** option to search and view the list of sections.

The screenshot shows the Astra Schedule web application interface. At the top, the navigation bar includes Home, Calendars, Academics (highlighted with a red circle), Events, Reporting, and Settings. A dropdown menu for Academics is open, showing options like Scheduling, Meeting Configuration, Admin, Organizational Structure, Student and Instructor Configuration, and Sectioning Configuration. The 'Sections' option is highlighted with a red arrow. Below the navigation bar, the 'ATU User' section is visible. The main content area shows the 'Russellville Campus' section list. It includes a 'Request Event' dropdown, a calendar view for December 9th and 14th, and a list of events. The first event is '2:00 PM - 9:00 PM ** TEST** Tony Hawk's "Tricks and Treats" Motivational Half-Pipe a...' with room RPL 300AB. The second event is '8:00 AM - 5:00 PM Commencement' with room TUC GGR. The page also shows the 'Ozark Campus' section list below.

A list of sections for every term that we have entered in Ad Astra will be produced. It should look similar to this:

The screenshot shows the 'Section List' table in the Astra Schedule web application. The table has columns for Course/Section, Days Met, Start Date, End Date, Start Time, End Time, Room, Term, Cross-List, Status, Course Offering Id, and Same Time Link. The table contains 20 rows of data, each representing a different section. The first row is for 'ART 1163/001 CLAS' with days met 'T', start date '01/16/20...', end date '05/08/2018', start time '06:00 PM', end time '09:00 PM', room 'CES 141', term 'Spring 2...', cross-list '92', status 'Schedul...', and course offering id '20698'. The table is paginated, showing 'Page 1 of 1' and 'Show 500'.

Course/Section	Days Met	Start Date	End Date	Start Time	End Time	Room	Term	Cross-List	Status	Course Offering Id	Same Time Link
ART 1163/001 CLAS	T	01/16/20...	05/08/2018	06:00 PM	09:00 PM	CES 141	Spring 2...	92	Schedul...	20698	
ART 1163/002 CLAS	R	01/16/20...	05/08/2018	06:00 PM	09:00 PM	CES 141	Spring 2...	91	Schedul...	20699	
ART 1163/001 CLAS	TR	01/16/20...	05/08/2018	04:00 PM	05:20 PM	NOR 214	Spring 2...	11	Schedul...	20643	
ART 1163/001 WEB		01/16/20...	05/08/2018	12:00 AM	12:00 AM		Spring 2...	11	Incompl...	20643	
ART 1303/001 CLAS	MWF	01/16/20...	05/08/2018	09:00 AM	10:50 AM	NOR 204	Spring 2...		Schedul...	20590	
ART 1303/002 CLAS	MWF	01/16/20...	05/08/2018	03:00 PM	04:50 PM	NOR 208	Spring 2...		Schedul...	23288	
ART 1303/003 CLAS	TR	01/16/20...	05/08/2018	09:30 AM	12:20 PM	NOR 204	Spring 2...		Schedul...	20633	
ART 1403/001 CLAS	TR	01/16/20...	05/08/2018	04:00 PM	06:50 PM	NOR 208	Spring 2...		Schedul...	23300	
ART 1403/002 CLAS	TR	01/16/20...	05/08/2018	09:30 AM	12:20 PM	NOR 208	Spring 2...		Schedul...	20641	
ART 1503/001 CLAS	MWF	01/16/20...	05/08/2018	01:00 PM	02:50 PM	NOR 207	Spring 2...		Schedul...	20608	
ART 2113/001 CLAS	MWF	01/16/20...	05/08/2018	11:00 AM	11:50 AM	NOR 105	Spring 2...		Schedul...	20582	
ART 2113/002 CLAS	TR	01/16/20...	05/08/2018	01:00 PM	02:20 PM	NOR 105	Spring 2...		Schedul...	20625	
ART 2123/001 CLAS	TR	01/16/20...	05/08/2018	04:00 PM	05:20 PM	NOR 105	Spring 2...		Schedul...	20626	
ART 2123/002 CLAS	TR	01/16/20...	05/08/2018	05:30 PM	06:50 PM	NOR 105	Spring 2...		Schedul...	20627	
ART 2123/001 CLAS	W	01/16/20...	05/08/2018	02:00 PM	04:50 PM	OZCC 109	Spring 2...		Schedul...	20623	
ART 2123/ET1 WEB		01/16/20...	06/01/2018	12:00 AM	12:00 AM		Spring 2...		Incompl...	22648	
ART 2123/001 CLAS		01/16/20...	06/01/2018	12:00 AM	12:00 AM		Spring 2...		Incompl...	22664	
ART 2123/TC1 WEB		01/16/20...	05/08/2018	12:00 AM	12:00 AM		Spring 2...		Incompl...	20622	
ART 2123/TC2 WEB		01/10/20...	03/06/2018	12:00 AM	12:00 AM		Spring 2...		Incompl...	23056	
ART 2123/TC3 WEB		01/16/20...	05/08/2018	12:00 AM	12:00 AM		Spring 2...		Incompl...	23281	
ART 2213/001 CLAS	MWF	01/16/20...	05/08/2018	09:00 AM	10:50 AM	NOR 207	Spring 2...		Schedul...	23287	
ART 2213/002 CLAS	MWF	01/16/20...	05/08/2018	03:00 PM	04:50 PM	NOR 214	Spring 2...		Schedul...	23293	
ART 2213/003 CLAS	TR	01/16/20...	05/08/2018	01:00 PM	03:50 PM	NOR 214	Spring 2...		Schedul...	23380	
ART 2303/001 CLAS	TR	01/16/20...	05/08/2018	09:30 AM	12:20 PM	NOR 205	Spring 2...		Schedul...	20635	
ART 2403/001 CLAS	TR	01/16/20...	05/08/2018	01:00 PM	03:50 PM	NOR 208	Spring 2...		Schedul...	23304	
ART 2403/002 CLAS	MWF	01/16/20...	05/08/2018	01:00 PM	02:50 PM	NOR 208	Spring 2...		Schedul...	20610	
ART 2413/001 CLAS	MWF	01/16/20...	05/08/2018	11:00 AM	12:50 PM	NOR 113	Spring 2...		Schedul...	23286	
ART 2413/002 CLAS	TR	01/16/20...	05/08/2018	01:00 PM	03:50 PM	NOR 113	Spring 2...		Schedul...	20631	

Customize the List

Once the list is returned you may wish to change how the data is displayed within the list.

You may sort the data by clicking on a column label to change the way the list is sorted. Click again to reverse the sort order. An arrow is shown on the column to indicate the sort direction. (Some columns may not be sortable).

Course/Section ^1	Days Met	Start Date	End Date	Start Time	End Time
-------------------	----------	------------	----------	------------	----------

You may customize 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.

You may define which columns you would like displayed on the list by clicking on the menu option for any current column and choosing **Columns**. Check the box next to any column to add or remove it.

The screenshot shows the 'Section List' interface. On the left is a 'Filter' panel with various search criteria. The main area displays a table of sections. A red circle highlights the 'Columns' menu option in the table's header area. The 'Columns' menu is open, showing a list of columns with checkboxes to toggle their visibility. The columns listed include: Actions, Section Id, Section Mtg. Id, Course/Section, Days Met, Start Date, End Date, Start Time, End Time, Room, Term, Cross-List, and Status. The 'Columns' menu is currently open, and the 'Columns' option is highlighted.

Navigate Pages

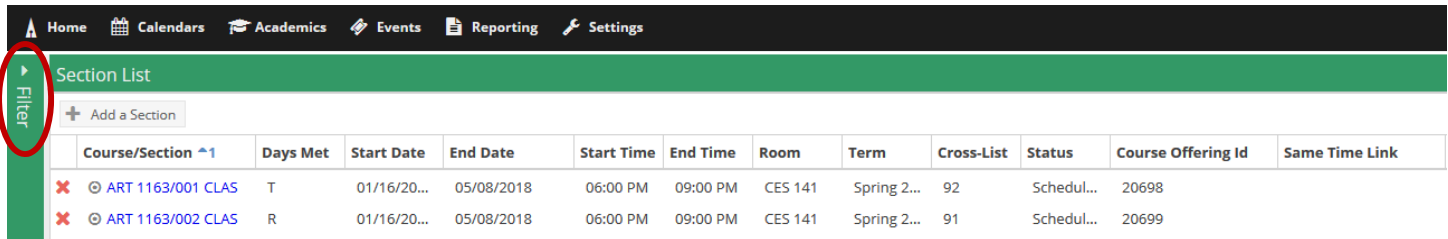
The section list may include a number of pages. You use the pagination controls at the bottom of the list to page through the results, configure the number of records displayed per page, and jump to a specific page.

You can also export the data to different formats including an excel spreadsheet by utilizing the export option at the bottom of the list.

The screenshot shows the bottom of the 'Section List' interface. On the left is a 'Filter' panel. The main area displays a table of sections. At the bottom, there are pagination controls: '<<' '<' 'Page 1 of 1' '>' '>>' 'Show 500' 'Export'. A dropdown menu is open next to the 'Show 500' button, showing options: 100, 500, 750, and 1000. The 'Export' button is also visible.

Filter the List

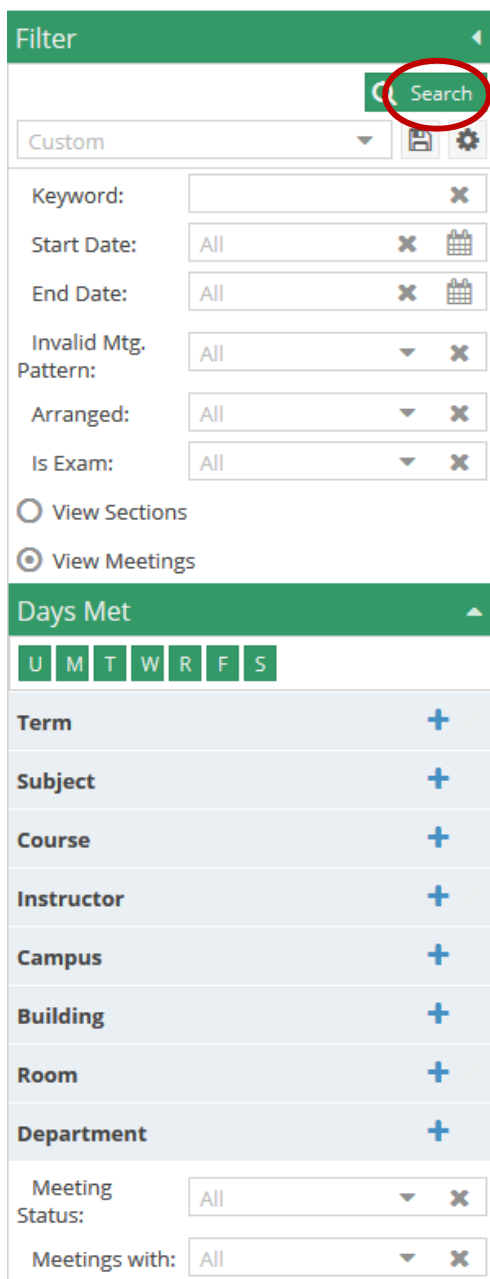
To limit the number of records being displayed you may also filter criteria in the panel on the left. You may select one or more subjects, courses, instructors, days of the week, campuses, buildings, and/or rooms as desired to further limit the section record list to just those records you wish to view. Just click the arrow above "Filter" on the left side.



The screenshot shows the top navigation bar with links: Home, Calendars, Academics, Events, Reporting, and Settings. Below this is a green header bar labeled "Section List" with a "+ Add a Section" button. A red circle highlights a small upward-pointing arrow above the "Filter" label on the left side of the table.

	Course/Section ^1	Days Met	Start Date	End Date	Start Time	End Time	Room	Term	Cross-List	Status	Course Offering Id	Same Time Link
✖	ART 1163/001 CLAS	T	01/16/20...	05/08/2018	06:00 PM	09:00 PM	CES 141	Spring 2...	92	Schedul...	20698	
✖	ART 1163/002 CLAS	R	01/16/20...	05/08/2018	06:00 PM	09:00 PM	CES 141	Spring 2...	91	Schedul...	20699	

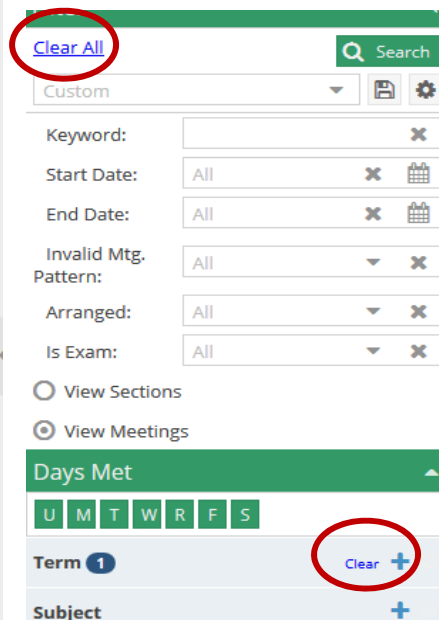
The Filter Panel will look like this:



The screenshot shows the "Filter" panel on the left side of the interface. It has a green header with a "Search" button circled in red. Below the header are various filter criteria: Keyword, Start Date, End Date, Invalid Mtg. Pattern, Arranged, Is Exam, View Sections, View Meetings, Days Met (with a dropdown arrow), and a list of expandable filters: Term, Subject, Course, Instructor, Campus, Building, Room, and Department. At the bottom are Meeting Status and Meetings with filters.

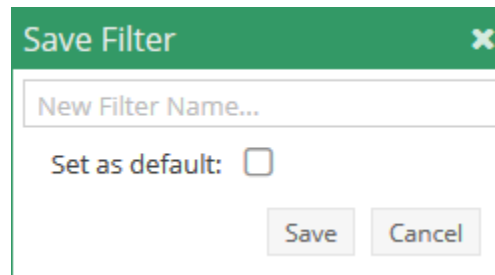
You can filter the list as needed. You can expand filters by clicking the plus signs and select the filter you need. Search and filter criteria are combined as you enter more options. Filter criteria are retained and will continue to be displayed if you leave the section list and return. Click **Search** to retrieve your records.

Once you have ran your search, if you wish to expand your search you can clear filters individually by clicking the individual **clear** option on the filter or you can **clear all** at the top:



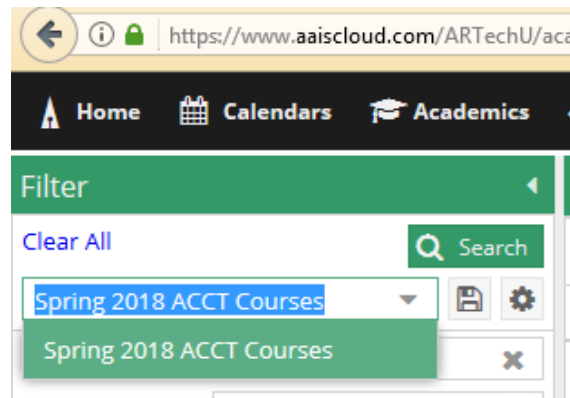
The screenshot shows the "Filter" panel with the "Clear All" button circled in red at the top. Below the filter criteria, the "View Meetings" option is selected. Under "Days Met", the days U, M, T, W, R, F, S are shown. At the bottom, the "Term" filter is expanded, showing a "Clear" button circled in red next to the selected term "1".

You can also, save your filters. If you wanted to set up a custom filter for your own department for a specific term you would make your appropriate selections and then click the floppy disk to save. You will get the following message for you to name your filter:



A green dialog box titled "Save Filter" with a close button (X) in the top right corner. It contains a text input field labeled "New Filter Name...", a checkbox labeled "Set as default:", and two buttons at the bottom: "Save" and "Cancel".

Type your filter name and save. Your filter name will now show in your drop down menu whenever you open Ad Astra and if you select default it will automatically open to that schedule.

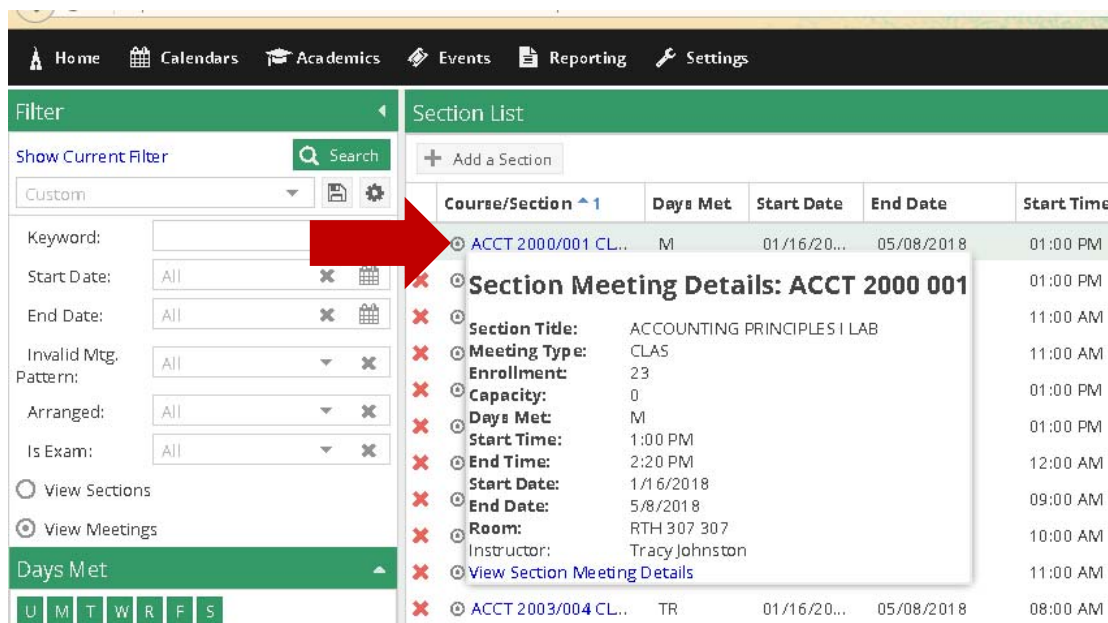


Section View

From your section list you can view section information quickly by hovering over the bull's eye to the left of the class information:

✖ ACCT 2000/TC1 WEB 01/16/20... 05/08/2018 12:00 AM 12:00 AM Spring 2... Incompl... 20734

It will open a pop up like this:



A screenshot of the "Section List" interface. A red arrow points to a bullseye icon next to a row in the table. A popup window titled "Section Meeting Details: ACCT 2000 001" is displayed, showing various details for the selected section.

Course/Section	Days Met	Start Date	End Date	Start Time
ACCT 2000/001 CL...	M	01/16/20...	05/08/2018	01:00 PM
Section Meeting Details: ACCT 2000 001				
Section Title:	ACCOUNTING PRINCIPLES I LAB			01:00 PM
Meeting Type:	CLAS			11:00 AM
Enrollment:	23			11:00 AM
Capacity:	0			01:00 PM
Days Met:	M			01:00 PM
Start Time:	1:00 PM			12:00 PM
End Time:	2:20 PM			09:00 AM
Start Date:	1/16/2018			10:00 AM
End Date:	5/8/2018			11:00 AM
Room:	RTH 307 307			
Instructor:	Tracy Johnston			
View Section Meeting Details				
ACCT 2003/004 CL...	TR	01/16/20...	05/08/2018	08:00 AM

You can also click on the blue course information to see the section form that contains all the details of the course including general information, the subject, course, title, campus, delivery, term, and section number.

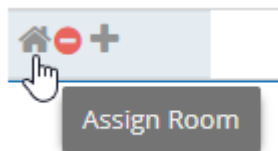
Scheduling Classroom from the Sections View

If you have a class that is built in INB, but does not have a room assigned you can find the course in the section list using your filters. Once you find the class you will select the blue course/section information.

✖	⊕	AGEG 3203/001 CL...	TR	01/16/20...	05/08/2018	09:30 AM	10:50 AM	Spring 2...	Unassign...	20749
---	---	---------------------	----	-------------	------------	----------	----------	-------------	-------------	-------

Clicking the course will open the section detailed course information.

To find an available room and schedule the room you will click the little house under the room section:



Clicking the house will bring up a new filtering panel:

You can filter by campus, and then make “sure show only available rooms” and then click **Search** and a list of available rooms for your class will show. The score listed next to the course shows optimization of the classroom. In this example using COR 116 meets the requirements for this course (capacity and campus) 100%.

You can look at details of the room by hovering over the bull’s eye to the left of the room.

Main AGEG 3203/001 / SOIL/WATER/FOREST CONSER (Standard) Main / Killingsworth, Justin

Filter
 Show Current Filter Search
 Custom

Time
☐ Show Additional Mtg. Patterns

Room Options
☒ Show Only Available Rooms
☐ Show Shared Rooms
☐ Show Alt Room Configs

Capacity:
 Between 36 and

Campus 1 Clear +

Building +
Room +
Region +
Room Type +

Room	Score	Status
COR 116	100	Available
CRA 105	100	Available
LPCC TRB	100	Avail (Request)
DN 105	100	Selected

Room Details: Dean Hall 105 (Standard)
 View Room Details
Room Type: Classroom
Capacity: 36
Layout: Default
Campus: Main
Description: Dean Hall Room 105 Square Footage

Feature	Quantity	Category
Chair- Tablet Arm		Default
Chalkboard- wall-mounted	1	Default
Computer- PC		Default
Doc-cam		Default
DVD/VHS player		Default
Projector	1	Default
Screen	1	Default
Whiteboard- wall-mounted	2	Default

OK Cancel

To select the classroom select the bulls eye, and the “Available” mark will turn green and say “Selected” then click **OK** to schedule and the room will be scheduled:

Same Time Info									
Meetings									
	Meeting Type	Start Time	End Time	Days	Start Date	End Date	Instructor	Status	Room
x +	CLAS	09:30 AM	10:50 AM	TR	01/16/20...	05/08/2018	Killingsworth...	Scheduled	DN 105

Make sure you click **Save and Close** in the top left corner to save your changes before exiting.

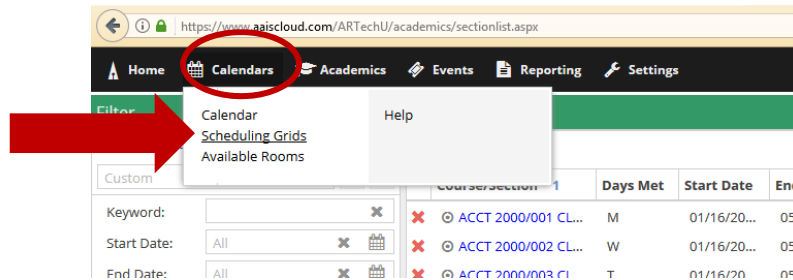
Home Calendars Academics Events Reporting Settings

Save **Save and Close** Cancel + Add Meeting

You can use this same method to look for a different classroom for your course even if it has a scheduled location.

Scheduling Grid

Click **Calendars** at the top of your page and select **Scheduling Grid**:

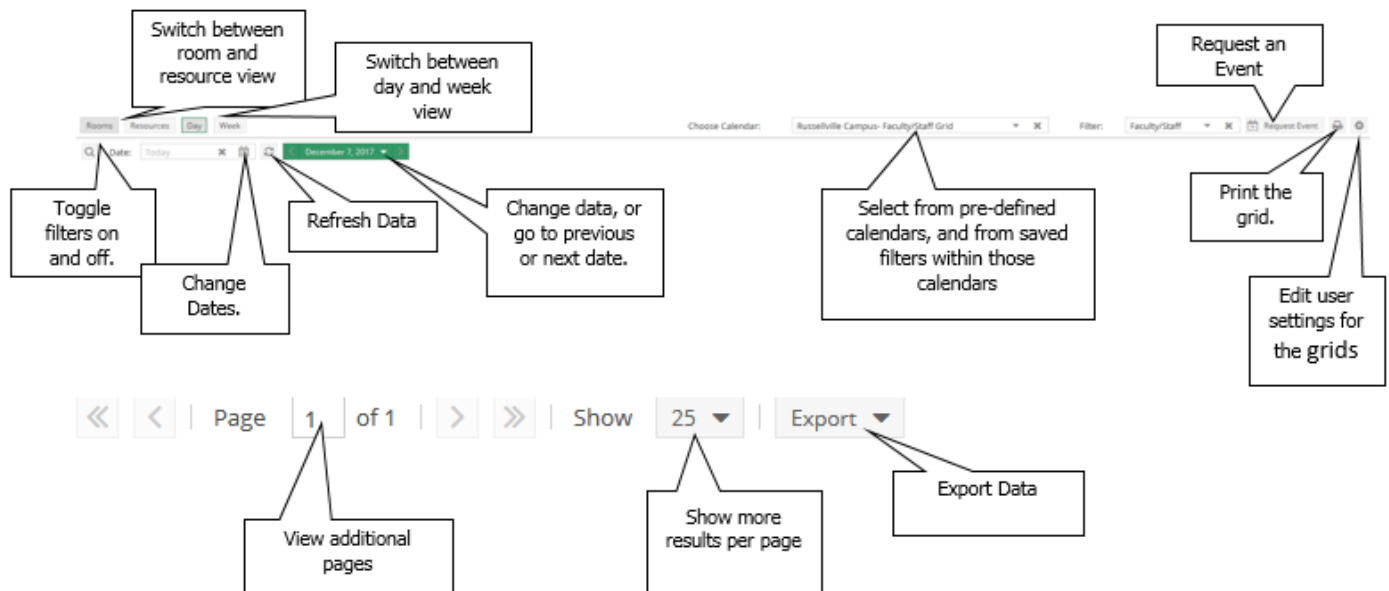


Making this selection will produce a view of the scheduling grid which will look similar to this:

Room	Buildin...	Campus	Type	Capacity	06:00 AM	07:00 AM	08:00 AM	09:00 AM	10:00 AM	11:00 AM	12:00 PM	01:00 PM	02:00 PM	03:00 PM	04:00 PM	05:00 PM	06:00 PM	07:00 PM	08:00 PM	09:00 PM	10:00 PM
Ⓢ BASWTC 202 - Baz-Tech ...	BASW...	Main	Meeting Room	20																	
Ⓢ BASWTC 203 - Baz-Tech ...	BASW...	Main	Meeting Room	20																	
Ⓢ BASWTC 204 - Baz-Tech ...	BASW...	Main	Meeting Room	20																	
Ⓢ BASWTC MF - Baz-Tech ...	BASW...	Main	Lobby	9999																	
Ⓢ BBS BBS - Baseball Stadl...	BBS	Main	Athletic	9999																	
Ⓢ CAFE WDR - West Dining ...	CAFE	Main	Dining Room	150																	
Ⓢ CES 134	CES	Main	Classroom	34																	
Ⓢ CES 137	CES	Main	Classroom	34																	
Ⓢ CES 139	CES	Main	Classroom	24																	
Ⓢ CES 140	CES	Main	Classroom	24																	
Ⓢ CES 141	CES	Main	Lab- Computer	18																	
Ⓢ CLL 112	CLL	Main	Classroom	27																	
Ⓢ CLL 113	CLL	Main	Classroom	16																	
Ⓢ CLL 114	CLL	Main	Conference Room	10																	
Ⓢ COR 101	COR	Main	Classroom	50																	

A user may choose to view either the **Day** or **Week** grid format, and navigate through a list of either rooms or resources. The list of rooms or resources is presented on the left, and activities using the applicable room or resource will appear as shaded cells in the grid to the right.

The grid toolbar, shown below, can be used to edit the date, filters, format, and settings of the grids.



The day view of the grid displays each item's schedule on a single row. This view provides immediate feedback on room availability and usage for a single day, for a page full of rooms at the same time.

Home

Calendars

Academics

Events

Reporting

Settings

Rooms

Resources

Day

Week

Choose Calendar:

Russellville Campus- Faculty/Staff Grid

Filter:

Faculty/Staff

Request Event

Room #1

Date: Today

December 3, 2017

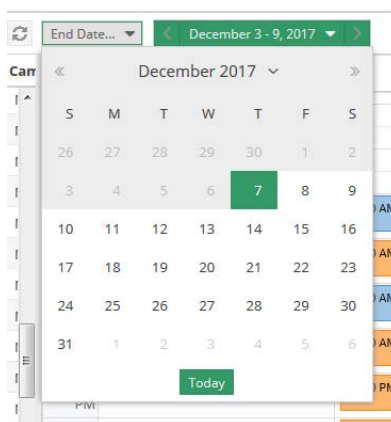
Room #1	Buildin...	Campus	Type	Capacity	06:00 AM	07:00 AM	08:00 AM	09:00 AM	10:00 AM	11:00 AM	12:00 PM	01:00 PM	02:00 PM	03:00 PM	04:00 PM	05:00 PM	06:00 PM	07:00 PM	08:00 PM	09:00 PM	10:00 PM
Ⓜ MCE 128	MCE	Main	Lab- Wildlife Science	24																	
Ⓜ MCE 129	MCE	Main	Lab- Fisheries Science	24																	
Ⓜ MCE 131	MCE	Main	Lab- Microbiology	24																	
Ⓜ MCE 133	MCE	Main	Lab- Biological Sciences	28																	
Ⓜ MCE 15	MCE	Main	Classroom	48																	
Ⓜ MCE 152	MCE	Main	Classroom- Pit	68																	
Ⓜ MCE 16	MCE	Main	Lab- Chemistry	20																	
Ⓜ MCE 162	MCE	Main	Classroom- Pit	120																	
Ⓜ MCE 172	MCE	Main	Classroom- Pit	68																	
Ⓜ MCE 2	MCE	Main	Lab- Geology	38																	
Ⓜ MCE 20	MCE	Main	Lab- Chemistry	16																	
Ⓜ MCE 23	MCE	Main	Lab- Chemistry	19																	
Ⓜ MCE 27	MCE	Main	Lab- Chemistry	19																	
Ⓜ MCE 28	MCE	Main	Classroom	28																	
Ⓜ MCE 29	MCE	Main	Classroom	20																	
Ⓜ MCE 30	MCE	Main	Lab- Chemistry	16																	
Ⓜ MCE 36	MCE	Main	Classroom	45																	
Ⓜ MCE 37	MCE	Main	Lab- Physics	28																	
Ⓜ MCE 7	MCE	Main	Classroom	48																	
Ⓜ MCE 9	MCE	Main	Lab- Botany	24																	
Ⓜ NOR 103	NOR	Main	Art Gallery	150																	
Ⓜ NOR 105	NOR	Main	Classroom	53																	
Ⓜ NOR 112	NOR	Main	Studio- Ceramics	16																	
Ⓜ NOR 113	NOR	Main	Studio- Sculpture	16																	

The week view of the grid requires that you select the room or resource you would like to view from the list on the left. This view provides immediate feedback on availability and usage for a full week (or date range – see below) at once.

Room #1	Buildin...	Can...	Sun 12/03	Mon 12/04	Tue 12/05	Wed 12/06	Thu 12/07	Fri 12/08	Sat 12/09
Ⓜ HULL 123	HULL								
Ⓜ HULL 124	HULL								
Ⓜ HULL 125	HULL								
Ⓜ HULL 126	HULL								
Ⓜ HULL 127	HULL								
Ⓜ HULL 132	HULL								
Ⓜ HULL 133	HULL								
Ⓜ HULL 134	HULL								
Ⓜ HULL 135	HULL								
Ⓜ MCE 101	MCE								
Ⓜ MCE 102	MCE								
Ⓜ MCE 103	MCE								
Ⓜ MCE 107	MCE								
Ⓜ MCE 121	MCE								
Ⓜ MCE 124	MCE								
Ⓜ MCE 126	MCE								
Ⓜ MCE 128	MCE								
Ⓜ MCE 129	MCE								
Ⓜ MCE 13	MCE								
Ⓜ MCE 131	MCE								
Ⓜ MCE 133	MCE								
Ⓜ MCE 15	MCE								
Ⓜ MCE 152	MCE								
Ⓜ MCE 16	MCE								
Ⓜ MCE 162	MCE								

Additionally, the Week view includes a feature that allows you to specify a date range. When viewing a date range instead of a single week, all activities that occur during the entire range will be shown together. This feature is useful when searching for an available time slot for a recurring activity.

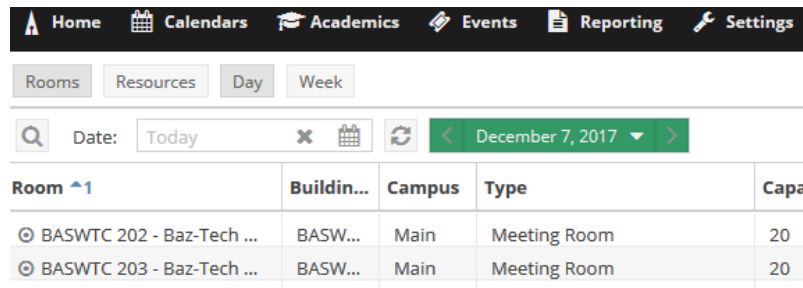
To specify a date range while in Week view, click the **End Date...** option to the right of the date selector.



When an end date is selected, the grid will refresh, and the selected date will be displayed to indicate that you are viewing a date range.

End Date... 12/14/2017 < December 3 - 9, 2017 >

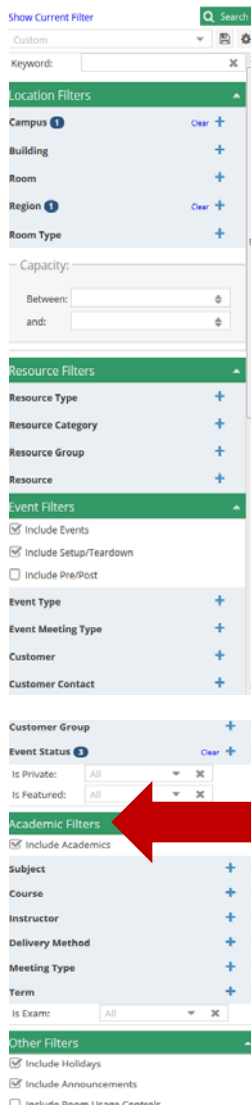
You can filter the scheduling grid in the same way that you filtered the section list, but this filter panel is found by selecting the magnifying glass in the top left corner.



The screenshot shows the top navigation bar with links: Home, Calendars, Academics, Events, Reporting, and Settings. Below this are tabs for Rooms, Resources, Day, and Week. A search bar with a magnifying glass icon is on the left, and a date selector shows 'Today' and a calendar icon. To the right, a date range 'December 7, 2017' is selected. Below these elements is a table with the following data:

Room ^1	Buildin...	Campus	Type	Capa
⊕ BASWTC 202 - Baz-Tech ...	BASW...	Main	Meeting Room	20
⊕ BASWTC 203 - Baz-Tech ...	BASW...	Main	Meeting Room	20

Your filter panel will have a scroll bar with many options for filtering.



The screenshot shows a filter panel with various sections: Location Filters (Campus, Building, Room, Region, Room Type), Capacity (Between, and), Resource Filters (Resource Type, Resource Category, Resource Group, Resource), Event Filters (Include Events, Include Setup/Teardown, Include Pre/Post, Event Type, Event Meeting Type, Customer, Customer Contact), Customer Group, Event Status (Is Private, Is Featured), Academic Filters (Include Academics, Subject, Course, Instructor, Delivery Method, Meeting Type, Term, Is Exam), and Other Filters (Include Holidays, Include Announcements, Include Room Usage Controls). A red arrow points to the 'Academic Filters' section.

Some useful filters for academics are in the **Academic Filters** box. This gives options to filter by subject, course, and instructor.

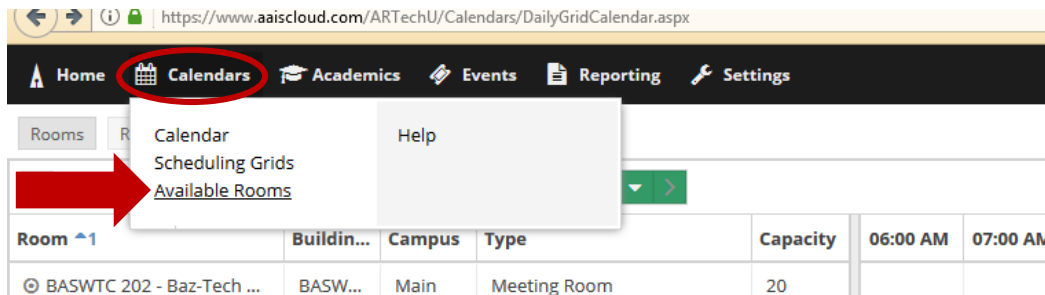
Make sure if you are using the scheduling grid to find a room that you make sure that "include events" is checked so that you see if an event is already scheduling in the space you are looking at.

You can add as many filtering options as necessary. Again, you will just click search to apply your filters to the scheduling grid.

To remove filters to expand your search you can clear individual filters by clicking **clear** on the filter or you can **clear all** once you have ran your search.

Finding a Room

The Available Rooms tool is a quick way to identify an available room and/or equipment and services for a potential class you might want to offer. Resulting available items may be printed or selected to create a class meeting. Click the calendar's box at the top of the screen and then select "available rooms"



That will take you to a screen similar to this:

Available Room and Resource Tool

1. Search Type

Search For:

Purpose of Search:

2. Meeting(s)

Delete	Description
No records	

3. Filters

Field	Filter
No records	

4. Search & Results

Room	Capacity	RoomType	Equipment/Services	Quantity	Category
No records			No records		

5. Next Steps

To perform a search, you will create one or more time/date entries, enter filter criteria, and search for availability. Finally, you may print or save the results. This process may be repeated as desired to refine results or perform additional searches.

1. In the Search Type Box you will select whether you are searching for a location for your class, or if you are searching for a location with specific equipment. The purpose of your search will be **section** because you are using this for the purpose of academic scheduling.
2. Select the **Add Meeting(s)** Box. You will get a pop up that looks like this:

Add Meeting

☒ Single Meeting ☐ Recurring Meeting

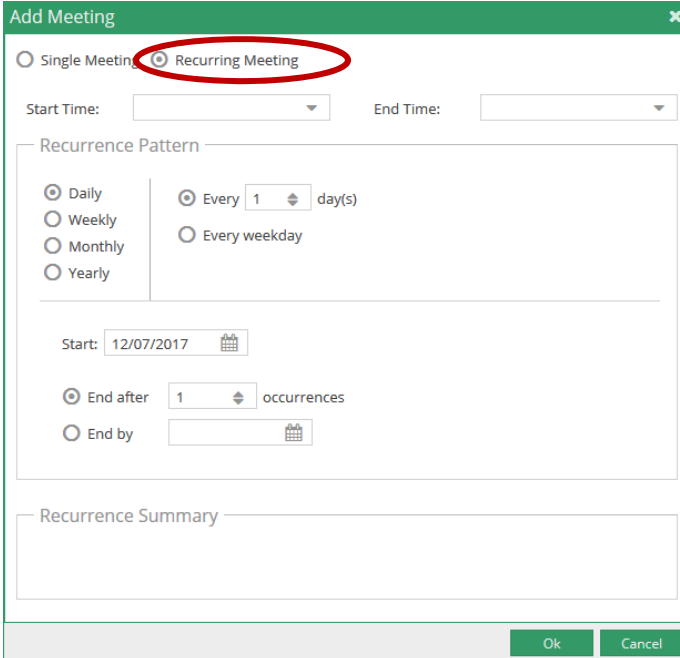
Start Time:

End Time:

Start Date:

End Date:

If you are looking for a space that will only meet one time you will leave the **Single Meeting** selected, but if you are searching for a course that will meet multiple days (ex. MWF 8-8:50) you will select the **Recurring Meeting** option. Selecting **Recurring Meeting** will expand your box to look like this:

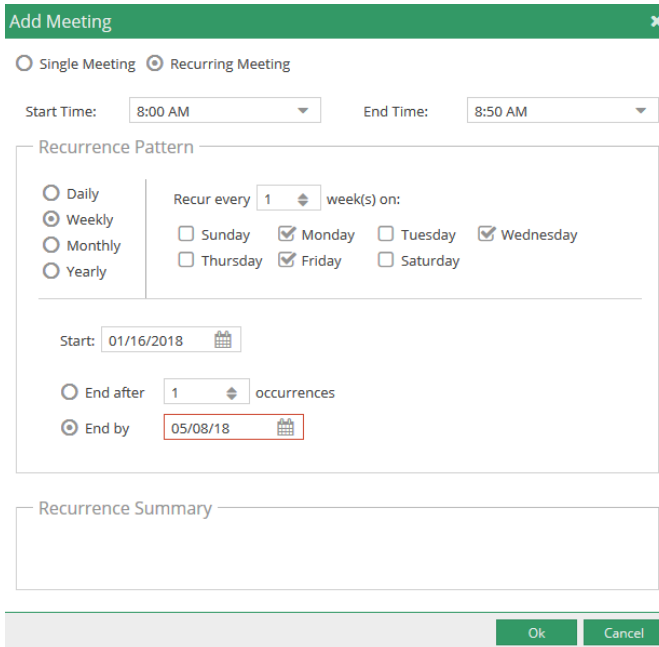


The screenshot shows the 'Add Meeting' dialog box. At the top, there are two radio buttons: 'Single Meeting' and 'Recurring Meeting'. The 'Recurring Meeting' option is selected and circled in red. Below the radio buttons are two dropdown menus for 'Start Time' and 'End Time'. Underneath is a section titled 'Recurrence Pattern' which contains several options: 'Daily', 'Weekly', 'Monthly', 'Yearly', 'Every 1 day(s)', and 'Every weekday'. The 'Every 1 day(s)' option is selected. Below this is a 'Start' date field set to '12/07/2017'. There are also options for 'End after 1 occurrences' and 'End by'. At the bottom of the dialog are 'Ok' and 'Cancel' buttons.

Fill out the information requested, Click **OK** to add your meeting to the search page.

Note: The drop down for start and end times are entered by every half hour. You can type in the meeting time if it is not in the drop down box (ex. 8:50 pm).

Note: Make sure if you are wanting a room for a course that meets every week you change selection to weekly and change the "recur every" box to say "1".



This screenshot shows the 'Add Meeting' dialog box with the 'Recurring Meeting' option selected. The 'Recurrence Pattern' section now shows 'Weekly' selected. The 'Recur every 1 week(s) on:' section is expanded, showing checkboxes for days of the week: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. Monday, Wednesday, and Friday are checked. The 'Start' date is '01/16/2018'. The 'End by' date is '05/08/18', which is highlighted with a red box. The 'Ok' and 'Cancel' buttons are at the bottom.

3. You will use the **Filter Options** box to filter out your specific needs for your course. By default, all filter options are set to "Any", 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. Click the = icon to the right of the filter type you would like to set and make selections for your search criteria. (ex: to schedule your class on the main campus you click + campus and select main). Make your selections and then click **OK**.

- a. This is where you can select features or resources you need for your class.
- b. You will also tell it the capacity of the classroom you need.

4. To run the query for available rooms you will click **Search** in the Search and Results box.

A list will generate based on the meetings and filters provided:

4. Search & Results								
Q Search								
Room	Capacity	RoomType		Equipment/Services	Quantity	Category		
Caraway Hall 400 Caraway 400	100	Meeting Room		<input type="checkbox"/> Audio Technician	1	Audio/Visual Equipment		
Crabaugh 302 302	54	Classroom		<input type="checkbox"/> OIS Tech Support	5	Audio/Visual Equipment		
Dean Hall 103 103	50	Classroom		<input type="checkbox"/> OZ Campus: Lapel Mic	1	Audio/Visual Equipment		
Dean Hall 210 210	65	Classroom		<input type="checkbox"/> OZ Campus: Laptop	1	Audio/Visual Equipment		
Dean Hall 220 220	50	Lab- Nursing		<input type="checkbox"/> OZ Campus: Microphone	1	Audio/Visual Equipment		
Doc Bryan Building 242- Multipurpose Room Doc Bryan Multipurpose Ro...	100	Meeting Room		<input type="checkbox"/> OZ Campus: Podium	1	Audio/Visual Equipment		
Doc Bryan Building Doc's Place Doc's Place	50	Gathering Space		<input type="checkbox"/> OZ Campus: Portable Sound System	1	Audio/Visual Equipment		

5. Next Steps

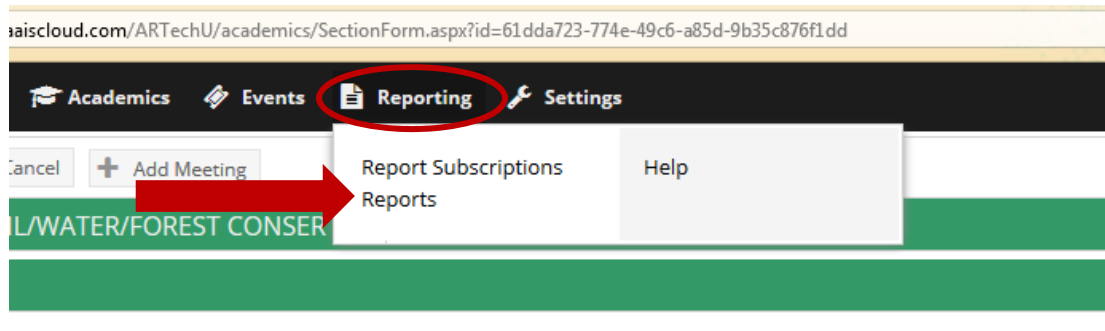
You have scroll bars to scroll through the available rooms. You will have to pay attention to the rooms and make sure they are actually able to be scheduled. Some spaces appear in this inventory specific for events, unfortunately they cannot be filtered out (Ex. You would not schedule a class in BazTech or the Administration building).

5. You can use **Print Results** to print your search results to reference later.

Reporting

Ad Astra Schedule includes a collection of commonly used reports that are available for use. To navigate to our library of reports, perform the following:

1. Click on the reporting tab.
2. Click on the reports option.



The list of available reports will be displayed.

3. If you know all or part of the report name and/or its group name enter this information in the filter panel and choose search.
4. Grouping by the Report Group field is a convenient way of organizing reports. If grouped, first expand the report group to see a list of reports.
5. When a list of reports is displayed, you may click on Name, Description, or Report Group to sort the list. You may toggle between ascending and descending order by repeating the click on the column heading.

Running the Report

1. Identify the report you would like to view and click the report name.
2. If the report includes any user-configurable parameters, these options are displayed in the panel to the left of the report viewer. Click the edit button to the right of the parameter you wish to change and enter or select the required value in the dialog box.
3. Click apply to refresh the report to reflect your parameter entries. You may edit these parameters at any time and re-run the report.

Note: The report viewer remembers the parameters used the last time you ran the report and enters these by default the next time you visit. This is a time-saving convenience for reports that are used frequently.