The Basics of Ad Astra

How do I login?

- Navigate to **Nav Bar > Main Menu > Student Information System > Curriculum Management > Schedules of Classes > Academic Room Scheduling**
- Use your University of Florida credentials to login through the single sign-on page
- Once logged in, you should see your email address in the top right corner
- New departmental room schedulers will need to complete OUR008 & OUR009 so that they can request the security role through their departmental DSAs.
- Users with Departmental Room Scheduling security should already have access to Astra Scheduler. If you are having trouble accessing the service, please contact security@registrar.ufl.edu.

How do I navigate the site?

- Based on your college/departmental responsibilities, you have been placed in a specific role inside Astra Schedule. This role has specific permissions granted just to you and dictates what you can and can not interact with in the site.
- Astra Schedule has one-level navigation. This means that you can hover over any of the header options in the static navigation bar to find more information.
- Help is not far away! If you have questions pertaining to Astra Schedule functionality, you can always click into the help documentation located under each one of the navigation bar headers as well as the "?" in the top right corner of the site.

What is my role as a Department Scheduler?

- You have been granted the security role to use the room scheduling system, Astra Schedule. You can:
  - View All Rooms, All Sections, and All Meeting Patterns
  - Scheduling rights for sections into the Registrar Room Region
  - Edit rights for room assignments for your college/departmental affiliated sections
  - Access to the UFL Scheduling Grid and the Available Rooms Tool

What does "view" mean?

- View rights gives you the ability to see record information as it relates to the people (section instructors and users), rooms, sections, and meeting patterns.
- Sections can be found by clicking Academics and then Sections. Meeting Patterns can be seen within the section records themselves, as well as an extensive list within the Academics header under configuration.

WHAT CAN I EDIT?

- The edit permissions you have is the ability to assign rooms to your departmental sections. All other section information (meeting patterns, days met, instructor, etc.) is only editable within Campus Solutions.

HOW DO I ASSIGN A ROOM TO A SECTION MEETING?

- An ad hoc scheduling tool is provided for general assignment of rooms as well as conflict resolution. When the scheduling tool is launched, a matrix is displayed with a list of rooms that are suitable for the section meeting based on its scheduling constraints. The constraints applied to the room are displayed as filters on the scheduler so that changes can be made on-the-fly to include additional rooms on the list. The list of rooms returned is sorted by score (related to OUR scheduling preferences and seat fill), then by building, room, capacity and room type.
- To assign a room, perform the following:
    a. Navigate to Academics (navigation bar) and click Sections
    b. Click on the section or section meeting you wish to schedule.
    c. Click the Assign Room icon for the section meeting.
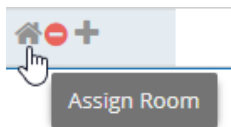
    d. The Ad Hoc Scheduler will appear. The room filter panel in the Ad Hoc Scheduler will display any scheduling constraints (preferences) that are impacting the list of feasible rooms (additional this will be restricted to the Registrar room region. You may remove one or more of the room filter options and click **Search** to change the room results.

    i.
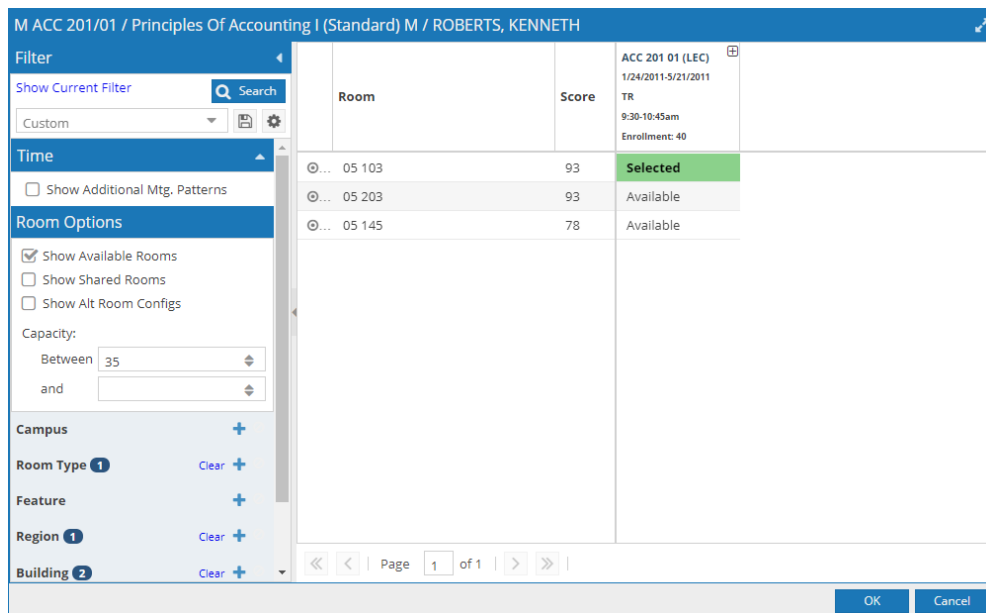
    e. Click an "Available" cell to select a room.

f.   Click **OK** to save the room selection to the section meeting.

g.   Click **OK** on the section form to save the change.

WHAT DOES A "CONFLICT" MEAN?

- Rooms that are suitable but have conflicts will indicate "Conflicts" instead of "Available". Additionally, the number of meetings that are in conflict are indicated in parenthesis. For example, the display may show (47 of 48), indicating that 47 meeting instances for the meeting have conflicts. You may hover on the conflict cell to see information about the conflicting activities.

- Click on the Conflicts cell to further investigate the conflicting meetings. A list of all meetings, both available and in conflict, will appear.


HOW CAN I DROP A ROOM ASSIGNMENT?

- If you wish to simply remove the existing room assignment from a section meeting, click the Drop Room button next to the room field while in edit mode on either the Section or Section Meeting pages. Click Save to save the section meeting with no room assigned.

## HOW DO I INTERACT WITH THE UFL SCHEDULING GRID?

- To access the grids, click on the Scheduling Grids option from the Calendars tab. Access to this option is granted within a user's role. A default grid will be displayed as defined by the calendar permission within your role. The default filter is determined by the grid definition.
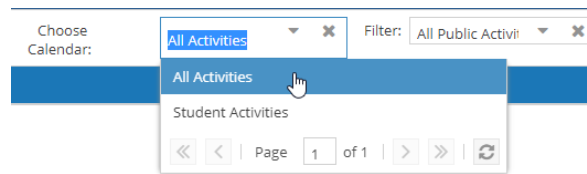
- A user may choose to view either the Day or Week grid format and navigate through a list of either rooms or resources. The list of rooms or resources is presented on the left, and activities using the applicable room or resource will appear as shaded cells in the grid to the right.
- The grid toolbar, shown below, can be used to edit the date, filters, format, and settings of the grids.
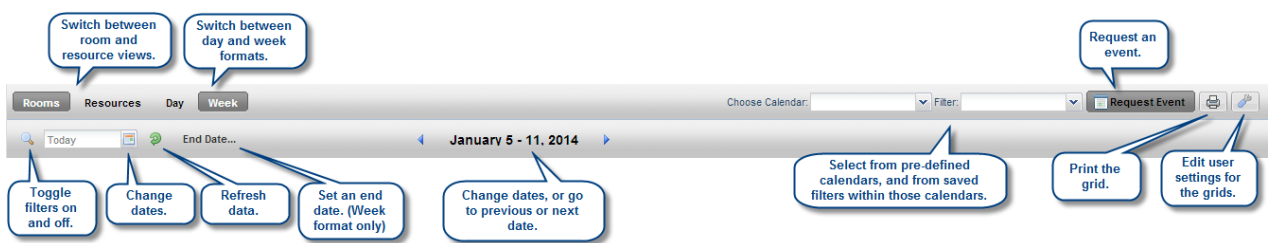
- Paging controls, provided at the bottom of the screen, can be used to navigate pages, set page size, and export results.
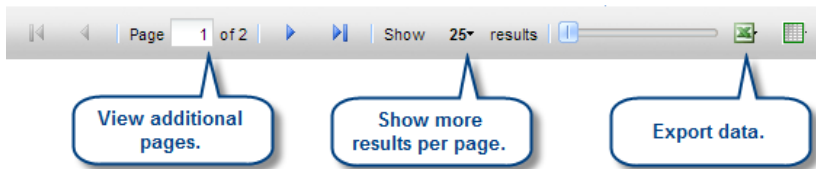
- The Day view of the Grid displays each item's schedule on a single row. This view provides immediate feedback on availability and usage for a single day, across a page full of rooms at a time.

- 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.
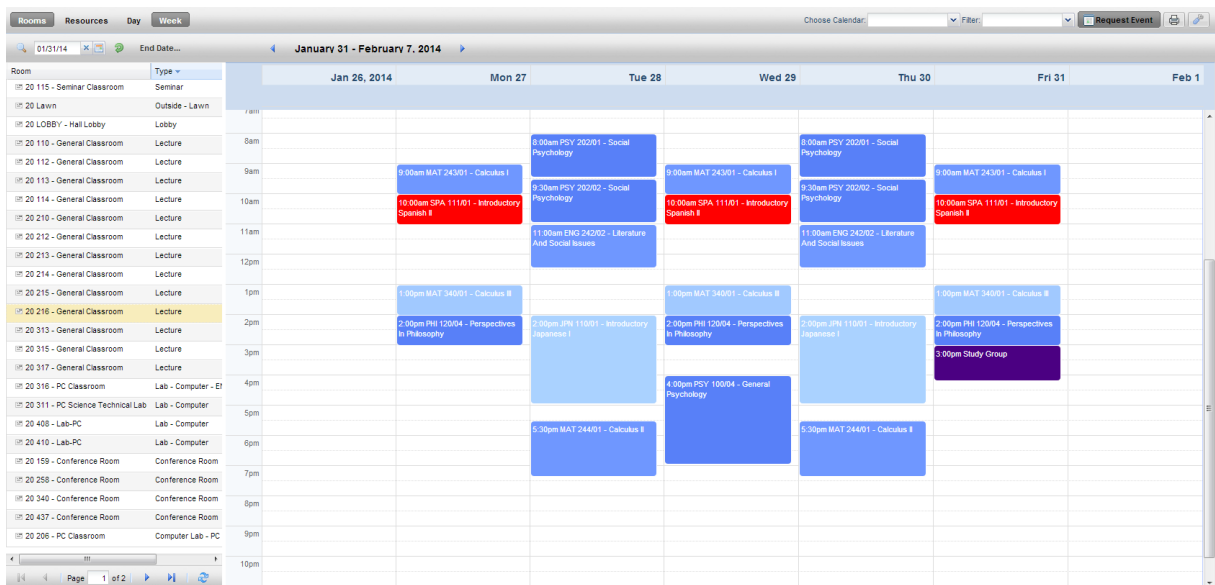
- Additionally, the Week view includes a feature that allows you to specify a date range. When viewing a date range instead of a single week, all activities that occur during the entire range will be shown together. This feature is useful when searching for an available time slot for a recurring activity.
- To specify a date range while in Week view, click the "End Date..." option to the right of the date selector.
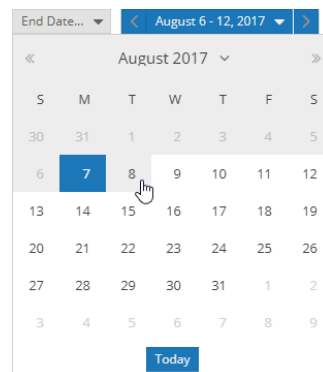
- When an end date is selected, the grid will refresh, and the selected date will be displayed to indicate that you are viewing a date range.
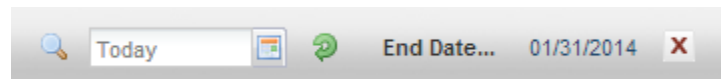
- Click the X to remove the end date and return to standard week behavior.

- In both the Day and Week format, a list of rooms or resources is displayed on the left. In Day format, each row represents that item's schedule (based on filter settings) for the date selected. In Week format, you must click a room or resource on the list to view its weekly schedule.
- You may add, remove, resize, and reorder columns in the room and resource panel as desired. To add or remove columns, click the down arrow to the right of any column in the panel and then choose "Columns" to see the list of available columns. Either add or remove check marks to add and remove columns from the panel.

o To resize columns, hover your cursor over the line to the right of the column you wish to resize and then click and drag right or left.

o To reorder columns, click in the header of the column you with to move and then drag it to another position. Release the column when the position arrows are in the desired location.

How do I interact with the Available Rooms Tool?

- o The Available Rooms 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 an event or meeting.
- o This tool cannot be used to assign a room to an academic section, however it can be used to find a room for assignment to an academic section. Changes to Meeting Dates and Times of a section must be made in Campus Solutions.
- o To access the tool, click the Available Rooms option on the Calendars tab. 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, or even create an event to reserve the space and/or resource items. This process may be repeated as desired to refine results or perform additional searches.
  - o Use the "Search For" drop down list to choose whether you want to search for locations, equipment and services, or both.
  - o Choose whether the purpose of your search is for an event or an academic section. This matters because rooms can be configured to restrict usage based on the activity type. The list of available rooms or resources returned will be those that are allowed for the activity type.

1. Search Type		
Search For:	Locations	▼ ✖
Purpose of Search:	Event	▼ ✖

- o 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. To enter time and date information for a search, perform the following:
  - o Click the **Add Meeting** button in the Meetings section of the search form.

Add Meeting	✖
⦿ Single Meeting ◯ Recurring Meeting	
Start Time: 10:00 AM ▼	End Time: 11:00 AM ▼
Start Date: 03/22/2018 ✖ 📅	End Date: 03/22/2018 ✖ 📅
	Ok Cancel

- o On the Add Meeting window, select the option for Single Meeting or Recurring Meeting.
- o If Single Meeting is selected, enter the start time, end time, start date, and end date values for the meeting.
- o If Recurring Meeting is selected, enter the start and end time, the day pattern, and the date range of the meetings.

  💡 TIP: Since 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 term start and end dates as the date range.
- o Click **OK** to add your meeting to the search page.
- o Repeat as needed to build a list of meetings if you wish to search for items that are available across multiple times and days.

2. Meeting(s)

+ Add Meeting(s)

Delete	Description
✖	03/22/2018 10:00 AM - 11:00 AM

- o The filters define the spaces and resource items that are searched for availability. 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. These settings may be edited repeatedly to refine the list of results returned. To enter filter criteria for your search, perform the following:
  - o In the Filters section, click **Filter Options**.
  - o Click the + icon to the right of the filter type you would like to set and make selections for your search criteria. Click Done to add them to the list.
  - o You may search for locations, equipment/services, or both, depending on the search type selected above.

Filter Options ✖

Locations Filter Options ▲

Capacity Between [_____] And [_____]

Campus +

Building ① Clear +
☑ Admin Bldg ✖

Region +

Room +

Room Type +

Feature +

Ok   Cancel

Select Items ✖
Enter search text ✖
☑ Admin Bldg
☐ Athletics Bldg
☐ Breslin Events Center
☐ Centre Hall
☐ Comm Bldg
☐ E. Res Hall
☐ East Bldg
☐ External
☐ Farm
☐ Fine Arts Bldg
Done
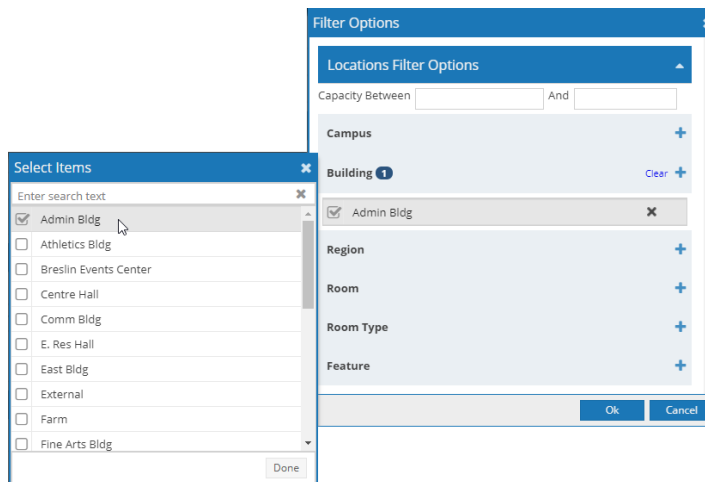
- o Click the **OK** button to add the filter to the search page.

3. Filters

▼ Filter Options

	Field	Filter
	Building	Admin Bldg

- • The Search Results panel displays a list of rooms and/or equipment and services that are available for all times and dates in your search and that meet the filter criteria.
  - o Click the **Search** button to generate a list of available items based on the meetings and filters provided.

4. Search & Results

🔍 Search

	Room	Capacity	RoomType
○	Admin Bldg 127 Conference Room	8	Conference Room
○	Admin Bldg 131 Conference Room	8	Conference Room
○	Admin Bldg 227 Conference Room	8	Conference Room
○	Admin Bldg 232 Conference Room	8	Conference Room
○	Admin Bldg 237 Lg Conf Room	32	Conference Room
○	Admin Bldg 240 Conference Room	8	Conference Room
○	Admin Bldg 322 Conference Room	10	Conference Room
○	Admin Bldg 343 Conference Room	6	Conference Room

o   You may change your search criteria and re-search as needed. You may also click the **Print** button to generate a printer friendly view of the search results.