

ASTRA: PHASE 1 – SETTING PREFERENCES

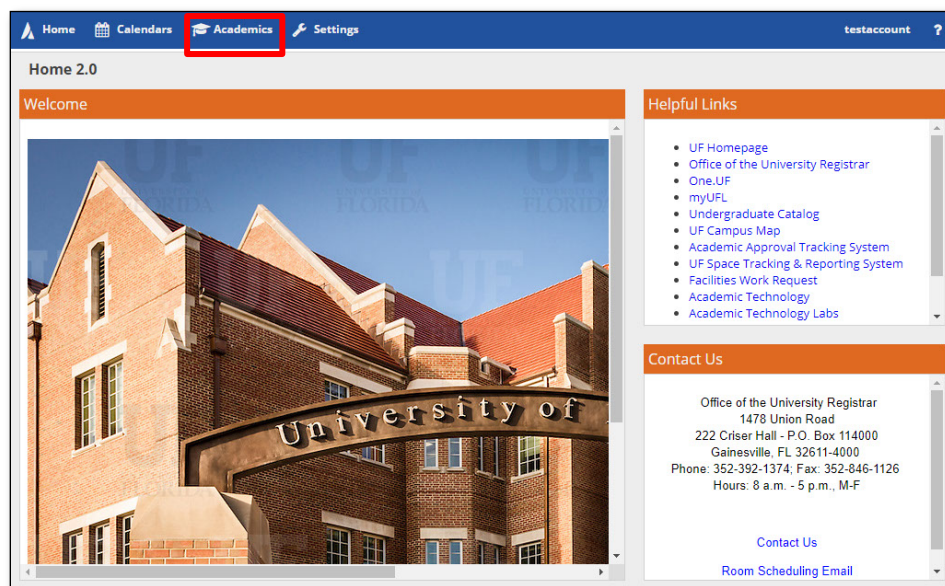
The following instructions will walk you through the process of setting preferences in Astra.

NAVIGATION

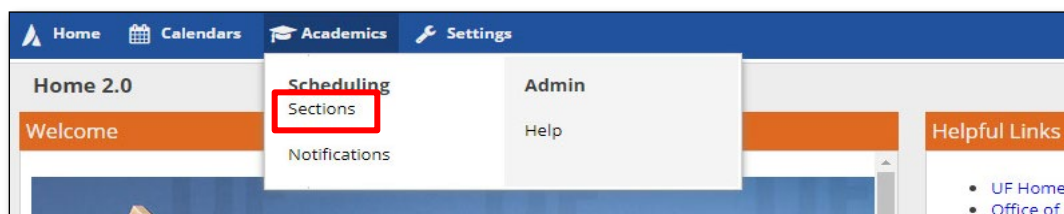
Login into myUFL and navigate to:

Nav Bar > Main Menu > Student Information System > Curriculum Management > Schedules of Classes > Academic Room Scheduling

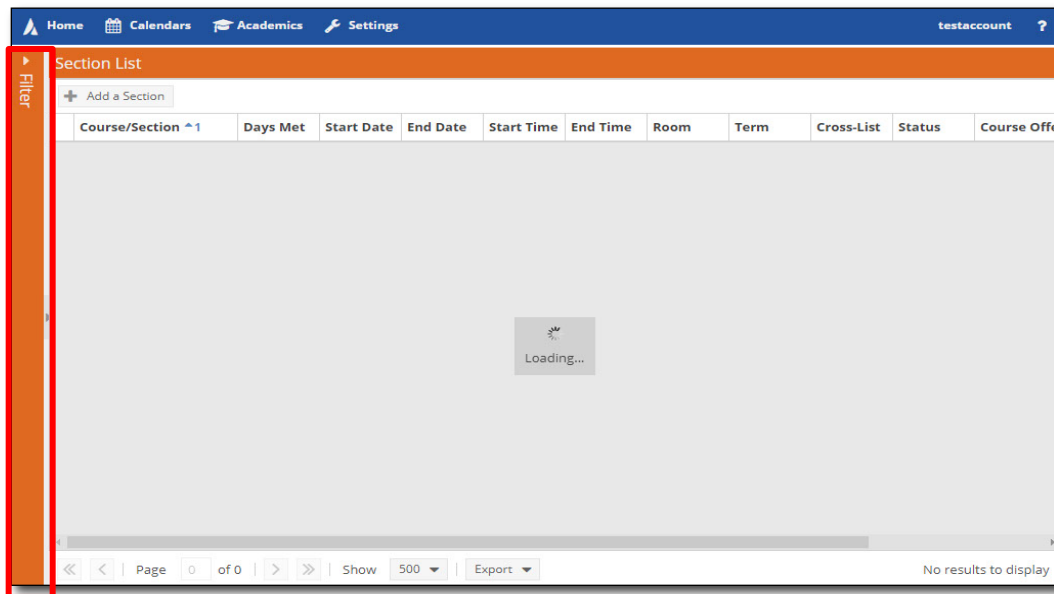
1. Click the **Academics** tab.



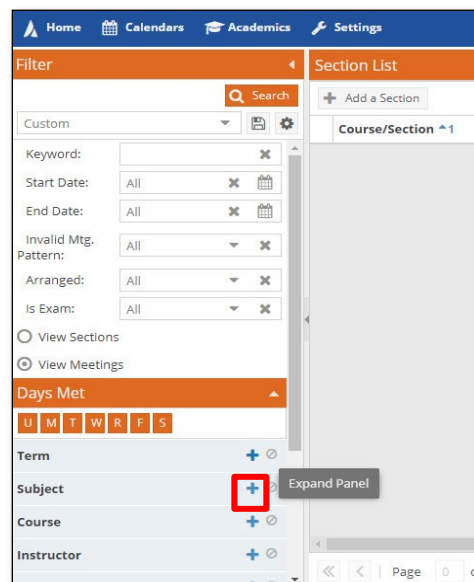
2. Click **Sections** under the Scheduling column.



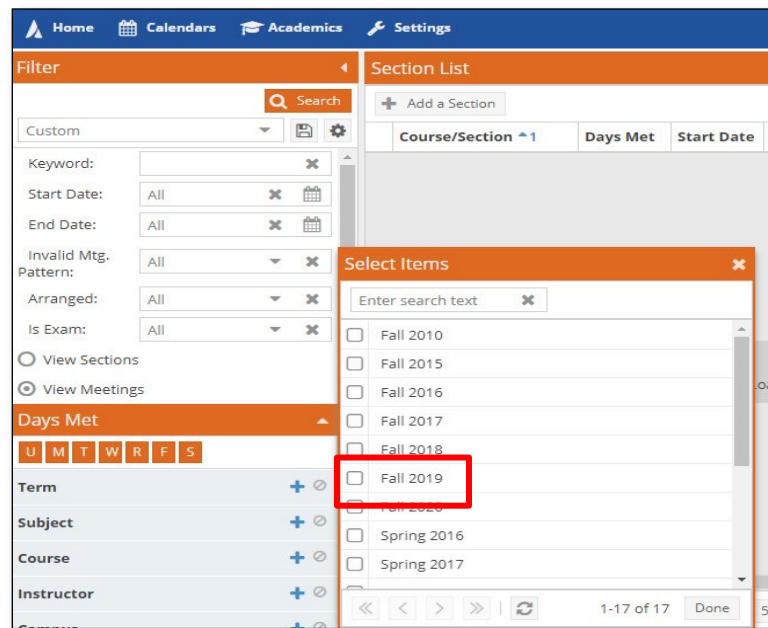
3. Click the **Filter** panel to expand it.



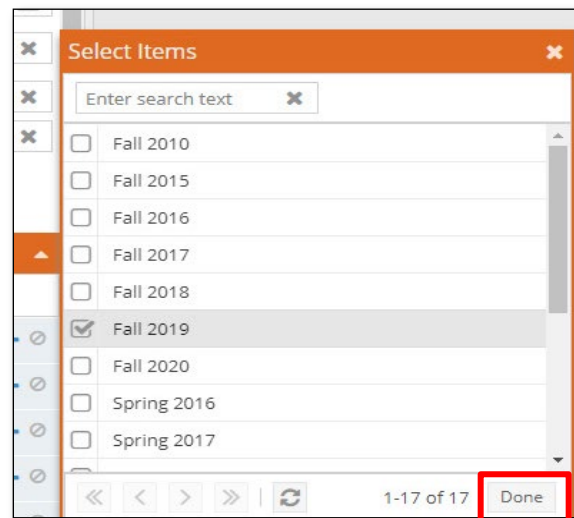
- The Filter panel narrows down the rooms that Astra will display while searching. For this example, the filter will be set for sections in the Fall 2019 term. So scroll down to the bottom half of these filters to actually find the Term search criteria. The top filters (Keyword through Is Exam) should not be modified. Click on the Term + button.



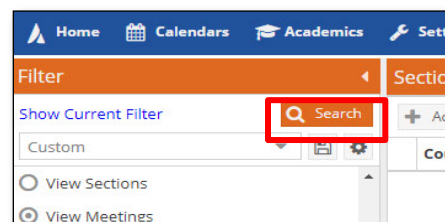
- Select your desired term, in this case, **Fall 2019**.



6. Click **Done**.

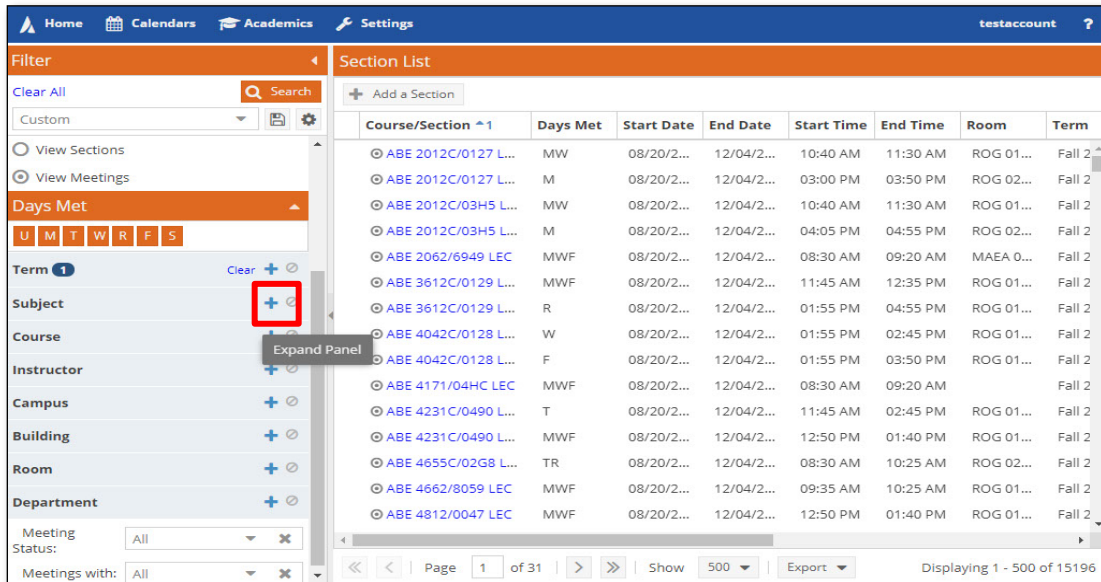


7. Click **Search** to show all courses and all sections for Fall 2019

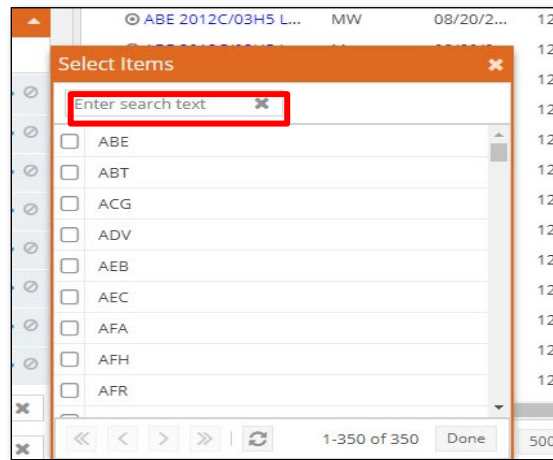


8. Although you can see every section of every course, you will only be able to modify courses that you have

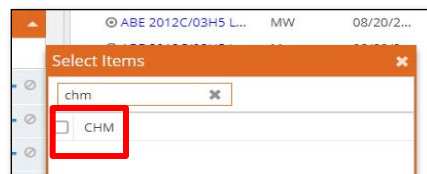
permission to edit. To filter the course list further, click the Subject + button.



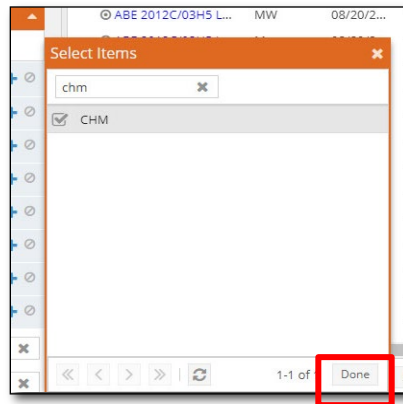
9. Search for the three-letter subject code. For this example, we will search for **CHM** (for Chemistry).



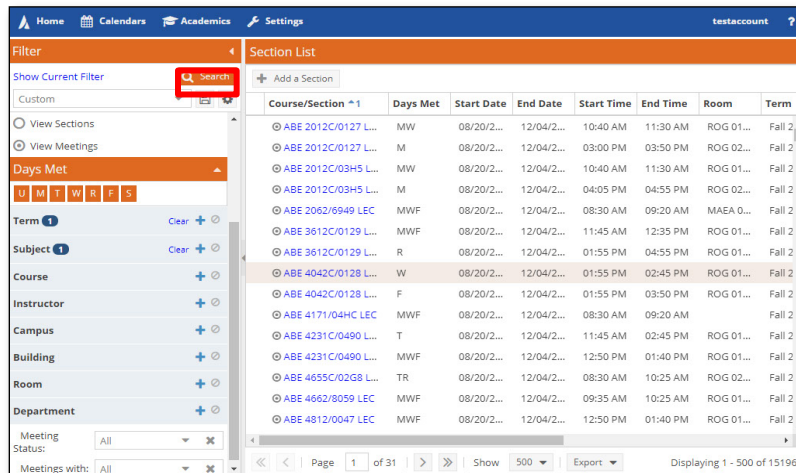
10. Select the **CHM** check box.



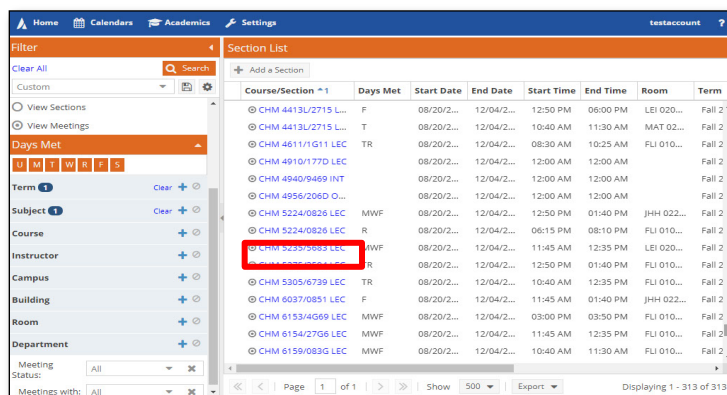
11. Click **Done**.



12. Click **Search** to filter results.



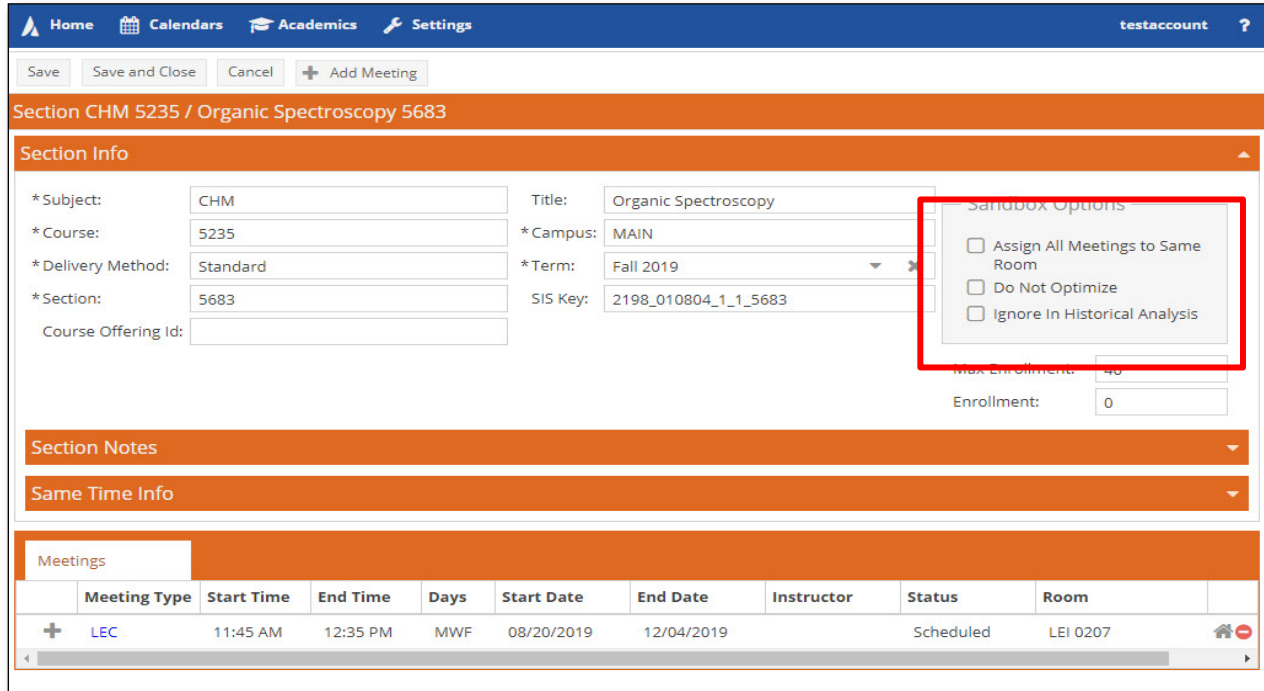
13. Locate the desired course and section number. You may need to scroll down to find it. For this example, the selected option is **CHM 5235/5683 LEC**.



14. Wait a moment for all fields to populate. In the Sandbox Options section, it is best practice to not check any of these boxes unless you specifically need to. You will only select **Do Not Optimize** if you already have a room

assigned to the class you are scheduling.

Note: For Tuesday/Thursday classes, the best practice is to check “Assign All Meetings to Same Room” if the instructor wants their meetings in the same room.



Section CHM 5235 / Organic Spectroscopy 5683

Section Info

* Subject: CHM Title: Organic Spectroscopy
 * Course: 5235 * Campus: MAIN
 * Delivery Method: Standard * Term: Fall 2019
 * Section: 5683 SIS Key: 2198_010804_1_1_5683
 Course Offering Id:

Sandbox Options

Assign All Meetings to Same Room
 Do Not Optimize
 Ignore In Historical Analysis

Max Enrollment: 40
 Enrollment: 0

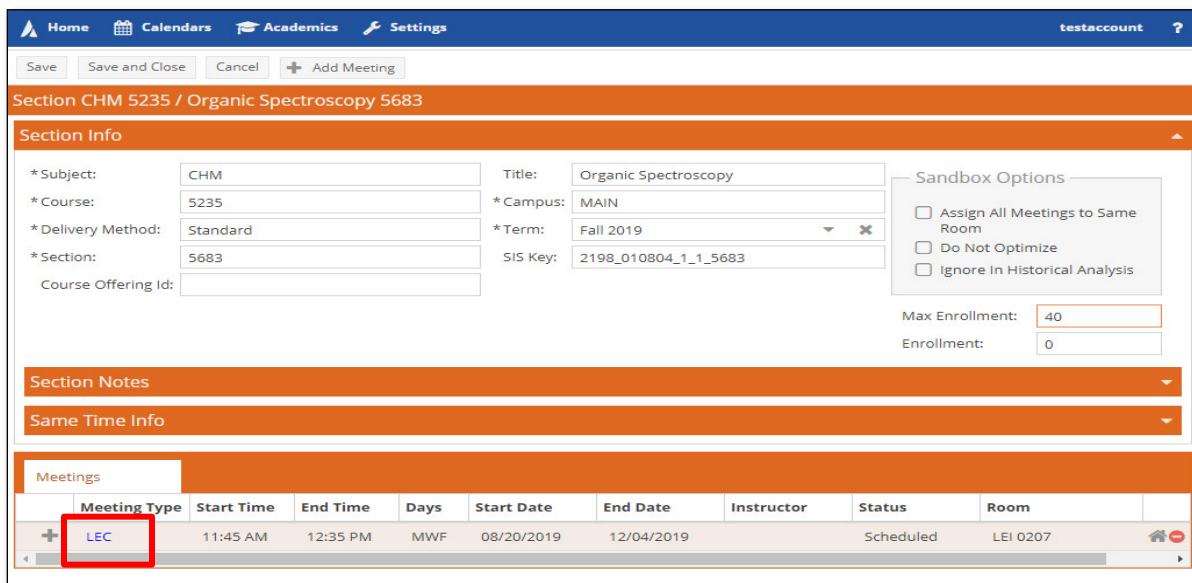
Section Notes

Same Time Info

Meetings

Meeting Type	Start Time	End Time	Days	Start Date	End Date	Instructor	Status	Room
LEC	11:45 AM	12:35 PM	MWF	08/20/2019	12/04/2019		Scheduled	LEI 0207

15. Click on the Meeting Type, **LEC**, for more options.



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 Course Offering Id:

Sandbox Options

Assign All Meetings to Same Room
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 Ignore In Historical Analysis

Max Enrollment: 40
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Section Notes

Same Time Info

Meetings

Meeting Type	Start Time	End Time	Days	Start Date	End Date	Instructor	Status	Room
LEC	11:45 AM	12:35 PM	MWF	08/20/2019	12/04/2019		Scheduled	LEI 0207

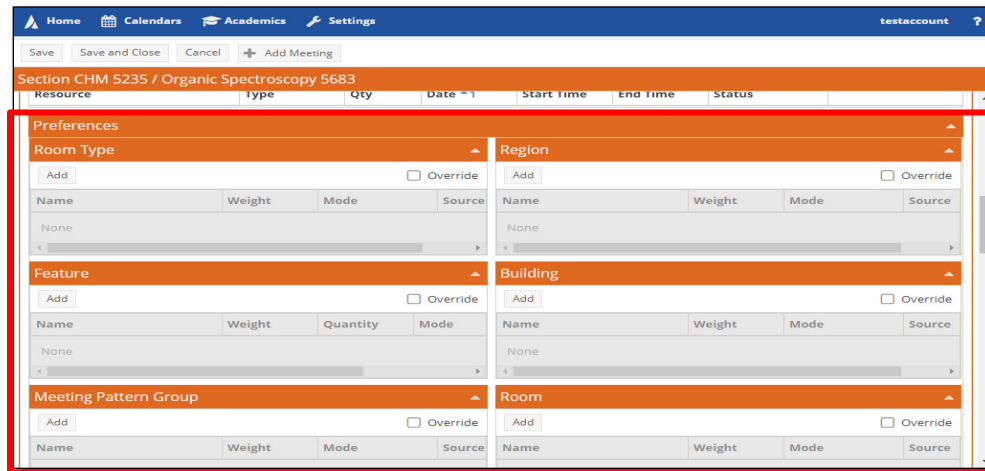
16. The Details section contains information about the course. If anything needs to be changed, it must be modified in Campus Solutions. **Astra will update based on what is entered in Campus Solutions.**

The screenshot shows the Astra system interface for a meeting. The 'Details' section is highlighted with a red border and contains the following information:

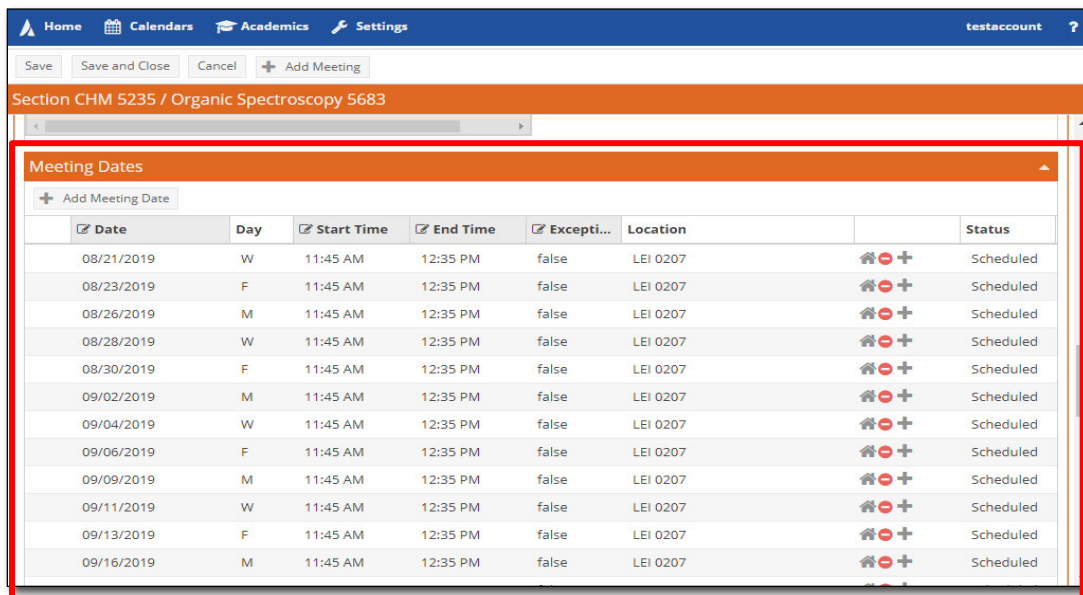
- * Meeting Type: LEC
- Start Time: 11:45 AM
- Duration (mins): 50
- End Time: 12:35 PM
- * Start Date: 08/20/2019
- * End Date: 12/04/2019
- Meeting Pattern: MWF 11:45A-12:35P
- Contact Hours: 3
- Room: LEI 0207
- Arranged Section:
- Status: Scheduled

17. Scrolling down will reveal the **Preferences** section. Clicking the Add button in any of these subsections will allow you to make a request as to features you are looking for in a room.
- Room Type** should not be modified.
 - Feature** is where you ask for things such as fixed seating, movable seating, and/or a whiteboard.
 - Meeting Pattern Group** and **Meeting Pattern** (not pictured) should not be modified
 - A **Region** is a set of rooms, but a departmental user should not typically modify this option, as the registrar's office automatically assigns regions to course sections.
 - Building** and **Room** add a preference for the building and room of your choice, respectively. However, these are only preferences and the automatic room finder (Optimizer) may not be able to schedule you in your preferred room.

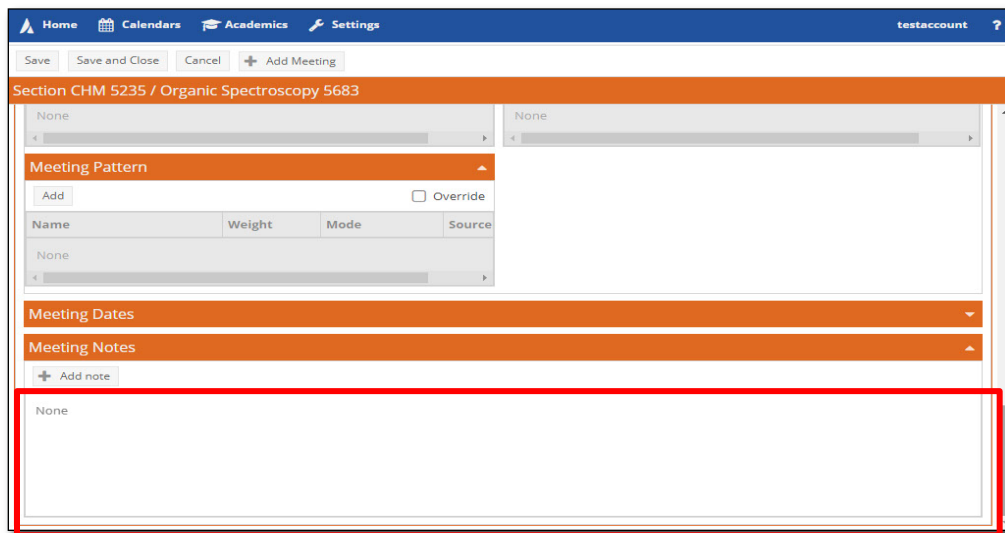
Please note: Adding too many preferences will limit the number of rooms the Optimizer identifies, so only select a preference when you are certain that you need it.



18. Scroll down and you will find the **Meeting Dates** section. This section is just data and you will not modify anything here.



19. Scroll down and you will find the **Meeting Notes** section. Information entered here will only be visible to you.



20. When you have set all of your preferences, click **Save** or **Save and Close**. By clicking Save and Close, Astra will return you to the Course Search page, where you can identify another course to add preferences to.

