



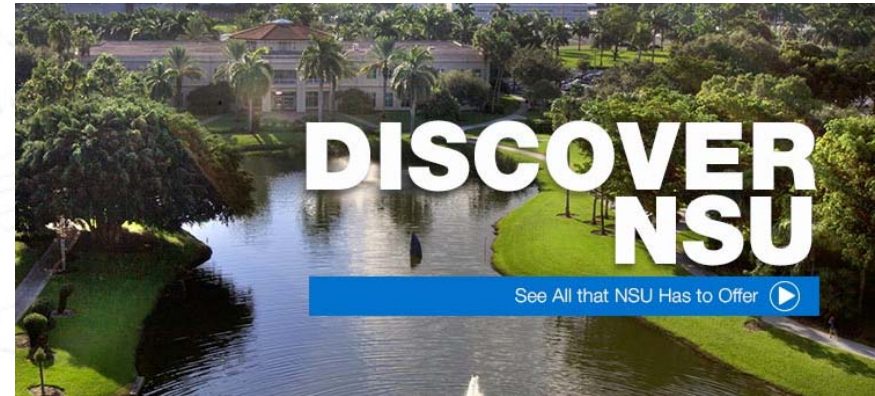
Room Scheduling

Lisa Meadows

Assistant Director, Administrative Systems - Information & Scheduling

Discussion Topics

- Astra Schedule introduction
- Astra Administrators (aka schedulers)
- Classroom vs. non-classroom space
- Banner vs. Astra
- Courses vs. events
- Building scheduling priorities
- Astra access & navigation
- Viewing calendars & setting filters
- Reviewing scheduling grids & room availability
- Requesting events
- Additional resources



Astra Schedule

- NSU's official space management database
- Integrates with other information systems
- Efficiently coordinates academic & event scheduling
- Enhances space utilization
- Improves time management
- Provides central calendar
- Promotes events & sharing of space



Astra Administrators (aka Schedulers)

- Schedule courses & events in particular locations
 - Law in law building; HPD in HPD buildings
 - Regional campuses in respective buildings
 - Astra Central in centralized main campus areas
 - DeSantis
 - Griffin
 - Horvitz
 - Mailman
 - Parker & Parker South Modular
 - UPP Suites (3448, 3530, & 3532)
 - Computer Labs (various locations)
- Astra Administrators list: <https://www.nova.edu/portal/astra/>



Classroom Space vs. Non-Classroom Space



Classroom Space

- Primarily courses
- E.g., classrooms, computer labs, science labs, lecture halls, select auditoriums, etc.
- Subject to event cutoff date
 - Changes throughout year
 - Based on completed course schedules

Non-Classroom Space

- Primarily events
- E.g., conference rooms, atriums, patios, courtyards, lawns, lounges, theaters, etc.
- Immediately schedulable

Banner (B) vs. Astra (A)

Banner

- NSU's student information system (SIS)
- Course creation & room assignment

Astra

- NSU's space management database
- Loads Banner course data regularly
- Event creation & room assignment
- Events are not loaded into Banner



Courses vs. Events

Courses

- Banner sequentially assigns a unique identifier called a course reference number (CRN).
- Courses are due to scheduling offices by a particular date every term (Fall = 3/01; Winter = 8/01; Spring/Summer = 10/01).

Events

- Astra sequentially assigns a unique identifier, known as a reservation number (Res #).
- Events may be submitted at any time, although it's best to submit as soon as possible. At the very least, seven (7) or more days in advance.



Courses vs. Events *-continued*

Courses

- Courses take priority over events in classroom space.

Events

- Events are assigned non-classroom space immediately; any involving classroom space are subject to event cutoff date & held in pending folder until those rooms are released for events.

Courses vs. Events *-continued*

Courses

- Courses occasionally involve “events.” If all registered students must attend, then the meeting pattern is entered & scheduled in Banner. Otherwise, it’s scheduled in Astra as an event. Example: Computer Lab Exam vs. Tutor Session.

Events

- Events involving anyone (even 1 person) who isn’t currently an active NSU student/faculty/staff member must pass through Facilities Management first for approval. Facilities may:
 - Require additional information.
 - Apply charges depending on the event and/or the requested location(s).



Building Scheduling Priorities

Classroom Space

- Classes have priority
 - Courses for housed academic unit(s)
 - Overflow courses

Overflow is defined as courses unable to meet in their primary locations due to lack of availability.
- Events (once all course needs are met)

Non-Classroom Space

- Events have priority
- First-come, first-served basis



Astra Access

(<https://sharklink.nova.edu/cp/home/displaylogin>)

The screenshot shows the NSU SharkLink website. At the top left is the NSU logo. Below it is the 'sharklink' header. A login section on the left includes fields for 'SharkLink ID' and 'Password', with 'Login' and 'Forgot Password?' buttons. To the right is a 'Message from the President' section featuring a photo of George L. Hanbury II, Ph.D., and text about sports lecture series. Below this is a 'Calendar of Events' section with a list of upcoming events. On the far left, there are links for 'SHARK LEARN' (Student Login, Faculty Login, Help and Training) and a 'NSU Homepage' section with various resource links like 'Current Student Resources', 'Undergrad Student Success', 'Public Safety', 'Health and Wellness', 'GradesFirst', 'Dining Services', and 'SharkFins'.

Requirements

- Active NSU email account
- NSU networked computer
- No personal devices
 - Mobile phone
 - Home computer
 - Etc.



Astra Demonstration Overview

Now for a live demonstration of Astra, which will replace the next few slides, where we'll cover the below processes.

- Accessing Astra
- Navigating Astra
- Viewing calendars
- Setting & saving filters
- Reviewing scheduling grids
- Determining room availability
- Requesting events



Astra Demo: Accessing Astra

- Log into SharkLink
- Click on ASTRA icon (top scroll bar)

The screenshot displays the SharkLink website interface. The top navigation bar includes the SharkLink logo, a "MY SITES" dropdown menu, and a user profile section for "Student01 Test" with a "Sign Out" link. The main content area features a "My NSU" header and a navigation sidebar on the left with links to Home, My Account, My Academics, My Financial Aid, Student Resources, University Resources, Regional Campuses, and Applications. A central banner displays a greeting for "Student01" and a password change notification with a "159 DAYS" timer. Below the banner is a row of service icons: iSTAR, GRADESFIRST, NSU E-BILL, APPCENTRAL, JOBX, ASTRA (circled in red), SHARKMEDIA, SHARKTIME, and HELPDESK. The bottom section contains three columns: "EVENTS" with a calendar icon, "DIRECTORY" with a phone icon, and "STUDENT SUPPORT" with a gear icon. The "STUDENT SUPPORT" column includes text about technical support and a "Change Your Password" link. A small "Summit 2017" logo is visible in the bottom right corner.

Astra Demo: Navigating Astra

The screenshot displays the Astra interface with two views. The top view shows a navigation bar with tabs: ASTRA HOME, CALENDARS, and ACADEMICS. Below this, there are three main sections: 'Calendar' (with a sub-tab 'Scheduling Grids'), 'Enterprise Calendars', and 'Scheduling Grids'. Red arrows point from the 'Calendar' and 'Scheduling Grids' sections to the bottom view. The bottom view shows a similar navigation bar with tabs: HOME, CALENDARS, ACADEMICS, RESOURCES, and EVENTS. Below this, there is a 'Calendar' section with a sub-tab 'Scheduling Grids'. A red arrow points from the 'Calendar' section to the calendar view below. The calendar view shows the month of June 2017, with a 'Calendar Search' bar and buttons for 'List', 'Day', 'Week', and 'Month'. The calendar grid shows events for June 1st, 2nd, and 3rd. Red arrows point from the 'Calendar' and 'Scheduling Grids' sections to the calendar view.

Calendar | Scheduling Grids

Calendar

Enterprise Calendars

Scheduling Grids

View activity calendar.

View daily resource grid.

HOME CALENDARS ACADEMICS RESOURCES EVENTS

Calendar Scheduling Grids

June - 2017

Calendar Search List Day Week Month Choose Calendar:

May 28, 2017	Mon 29	Tue 30	Wed 31	Jun 1	Fri 2	Sat 3
	Memorial Day	9a Summer Institute-Quantitative Research-Danna Mills Ph.D. 9a Qualitative Research Design	8a AACN Video 8a HR-Committee 9a Development Staff Meeting 9a	8:30a HPH 7400/HP - Quan Resch Desgn 9a Summer Institute-Quantitative Research	8a Digital Commons Southeast User Group Conference 8a Digital Commons Southeast User Group Conference	

- Tabs available depend on security access
- Everyone sees 3 main tabs:
 - Astra Home (data varies per access)
 - Calendars
 - Events (event data & request options)
- Employees (faculty & staff) also see:
 - Academics (section/course data)
 - Resources (room data)
- Tab options appear twice
 - Underneath tab (quick access); page body
 - Quick access options remain after selection



Astra Demo: Calendars

- Calendars tab, click Calendar (link)
- Select Calendar (via Choose Calendar dropdown menu to populate data)

◀ **March - 2017** ▶

Calendar Search	List	Day	Week	Month	Choose Calendar:	Filter:	Request Event
Feb 26, 2017	Mon 27	Tue 28	Mar 1	Thu 2	Fri 3	Sat 4	
5	6	7	8	9	Today 11:33 am	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31	Apr 1	



Astra Demo: Calendars -continued

- Colors: green = events; blue = courses
- Viewing format options: List, Day, Week, & Month

◀ **March 5 - 11, 2017** ▶

List
Day
Week
Month

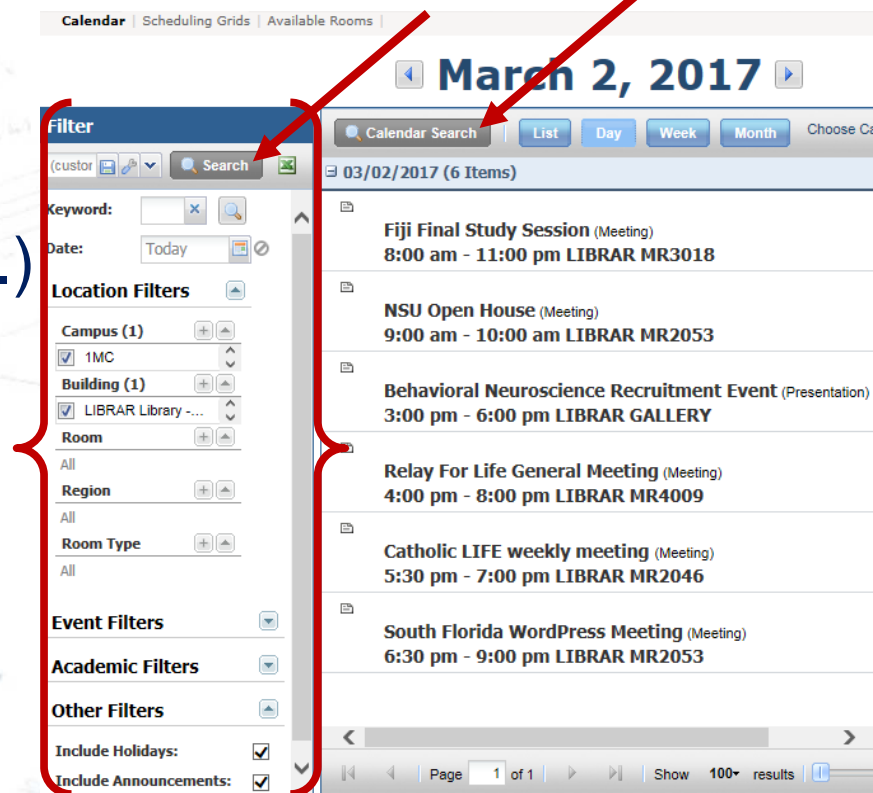
Choose Calendar: Main Campus Courses & Events C
Filter: Main Campus Calen
Request Event

Mar 5, 2017	Mon 6	Tue 7	Wed 8	Thu 9	Today 11:12 am	Sat 11
8a Open Lab	8a Open Lab	8a Open Lab	8a Open Lab	8a Open Lab	8a Open Lab	8a Open Lab
0a SeussFest 2017	0a SeussFest 2017	7a Global Business Community - March 2017	8a International Franchise Association	8a International Franchise Association	8a International Franchise Association	7a Code Camp 2017 - setup
0a SeussFest 2017	0a SeussFest 2017	8a National Institute for Trial Advocacy	8a National Institute for Trial Advocacy	7a Trans-MEC Research Symposium	6:45a Youth Leadership Day	7a Code Camp 2017 - setup
8a National Institute for Trial Advocacy	8a National Institute for Trial Advocacy	8a WHPN Performance Workshop	8a WHPN Performance Workshop	7a HRABC	8a Code Camp - setup	7a Global Business Community - March 2017
1:55p Alpha Kappa Psi Prospect Class	8a Ann Storck Center	8a Ann Storck Center	8a Ann Storck Center	7a Trans-MEC Research Symposium	8a Code Camp - setup	7a Global Business Community - March 2017
3p Sigma Delta Tau Chapter Meeting	8a New Employee Orientation	8a Ann Storck Center	8a Ann Storck Center	8a National Institute for Trial Advocacy	8a Pre-Con Day	7a Global Business Community - March 2017
4p Theta Phi Chapter	8:30a One-Stop Shop Training - NASFAA Module	8:30a Massage Envy	8:30a One-Stop Shop Training - NASFAA Module	8a WHPN Performance Workshop	8a National Institute for Trial Advocacy	7a Global Business Community - March 2017
4p Phi Sigma Sigma Chapter Meeting	8:30a NASFAA Foundation Course for One-Stop Shop Representatives	8:30a Directors Meeting	8:30a NASFAA Foundation Course for One-Stop Shop Representatives	8a Ann Storck Center	8a Mediation Training Group	7a Global Business Community - March 2017
5p Theta Phi Chapter	9:30a Present & Discuss Marketing Plan for Tampa Nursing Program	9a Pre-Admission Kaplan Exam	9a DMFT 5355/GE1 - Intro Equine Assisted Fam Ther	8a Mediation Training Group	8:30a One-Stop Shop Training - NASFAA Module	7a Global Business Community - March 2017
6p Kappa Sigma Chapter	10a Theta Phi Alpha Study Session	9a VALIC One-on-One Retirement Plan Advice Sessions	9a SFTD 5355/GE1 - Intro Equine Assisted Fam Ther	9a Broward Student Leaders Day	8:30a NASFAA Foundation Course for One-Stop Shop Representatives	7a Global Business Community - March 2017
	10a UPS Safety Conference	9:15a CSAD 2010/AW3 - Comm Disorders Film & Media	9a SFTD 6530/GE4 - Fam Ther Top - Intro to Equine	9a Broward Student Leaders Day	9a Psychodynamic In-Services	8a Code Camp 2017
	10a Accounting Seminar	11a P K Maskara		9a Broward Student Leaders Day	11:55a InterFraternity Council Meeting	8a Code Camp 2017
					4:45a PSY 8304/INT1 - Pers Sch	8a National Institute for Trial Advocacy



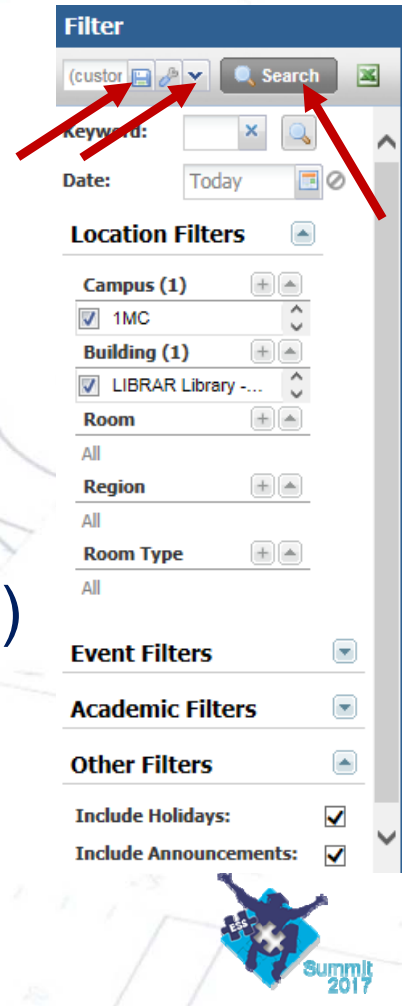
Astra Demo: Setting & Saving Filters (in Calendars)

- Calendar Search button (top left) opens filter menu
- Filter options
 - Location (campus, building, room, etc.)
 - Event (types, contact, etc.)
 - Academic (subject, instructor, term, etc.)
 - Other (holidays & announcements)



Astra Demo: Setting & Saving Filters (in Calendars) -continued

- Set filter parameters to manage what is visible
 - Search button applies filters & closes filter menu
 - Calendar Search button reopens filter menu
 - Floppy disk icon saves custom filters (follow prompts)
 - Access saved filters via dropdown menu (left of Search)



Astra Demo: Setting & Saving Filters (in Calendars) -continued

- Additional features (at bottom)
 - Record count (far right)
 - Change/navigate pages (3 ways)
 - Export data to excel function



Astra Demo: Scheduling Grid & Room Availability

- Calendars tab, click Scheduling Grid (link)
- Select calendar (Choose Calendar dropdown menu)
- Colors
 - White = room availability
 - Green = events
 - Blue = courses
 - Orange = cross listed courses
- Grid views
 - Day
 - Week (shows 1 room for a week)
- Magnifying glass opens filters

Calendar | **Scheduling Grids** | Rooms | Resources | **Day** | Week | Choose Calendar: [v] | Filter: [v] | Add

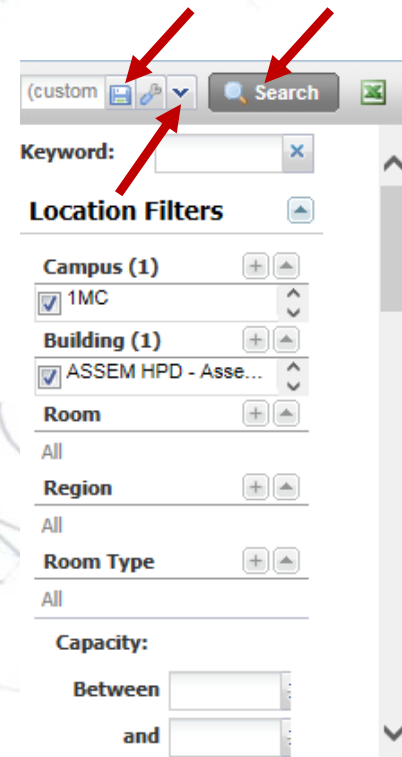
03/10/2017 | March 10, 2017

Room	Capac	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM
ASSEM 2100STEL - Lecture Hall	500		COM 5030/M1 -		COM 5801/M1 -		Collection of Gift		COP Exams	
ASSEM 2101TERY - Lecture Hall	125		OPT 5233/HPD - Oc		Medical MBS Lec				SGA/Legislative	
ASSEM 2102RESN - Lecture Hall	125		Optometry Exams		OPT 4634/HPD		OPT 4	CDM 1160/D1 -	CDM	
ASSEM 2103AUDC - Lecture Hall	125				OCT 5174/0 - Res		OPT 2		OPT 2724/HP	
ASSEM 2104FINK - Lecture Hall	125		CDM		CDM 2180/D2 -				Physical Therapy DPT On C	
ASSEM 2105HULL - Lecture Hall	250		ANA 5533/0 - N		CDM 1120/D1 -		COMS 5702/0 - Seminar			
ASSEM 2106HALL - Hallway	10									
ASSEM 2106JONA - Lecture Hall	125		PHRC 5150/HPI		PHRC 5240/HPI			PHRC 4550/HPI		
ASSEM 2107AUDA - Lecture Hall	125		PHRC		PHRC 6440/HPI			PHRE 5511/HPI		
ASSEM 2108AUSB - Lecture Hall	125		PHRC 5150/HPI		PHRP 7			PHRC 4550/HPI	Phi De	
ASSEM 2109MELN - Lecture Hall	125		PHRC		PHRC 6440/HPI		Rho Ch	PHRE 5429/HPI		
ASSEM 2123 - Seminar	20						AHEC and B			
ASSEM 2124 - Seminar	15									
ASSEM 2125 - Seminar	12						Room reservation			

Page 1 of 1 | Show 200 results | Displaying 1 - 14 of 14

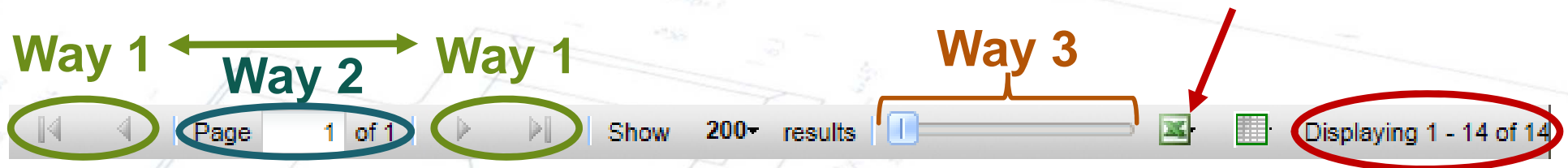
Astra Demo: Scheduling Grid & Room Availability -continued

- Set filter parameters to manage what is visible
 - Magnifying glass opens/closes filter menu
 - Recommendation: only set location parameters
 - Search button applies filters
 - Floppy disk icon saves custom filters (follow prompts)
 - Access saved filters (dropdown menu left of Search)



Astra Demo: Scheduling Grid & Room Availability -continued

- Additional features (at bottom)
 - Record count (far right)
 - Show (how many records displayed per page)
 - Change/navigate pages (3 ways)
 - Export data to Excel function



Requesting an Event



- What: Event request submissions
- Who:
 - Employees (faculty & staff)
 - Not students (per Student Affairs)
 - Student Affairs assists some organizations via OrgSync
 - Faculty advisors assist remaining organizations



Requesting an Event

-continued



- Where/How: Astra or contact Astra Administrator
 - Some schedulers prefer Astra requests
 - Others accept email/phone/walk-in requests
- When: Anytime
 - Astra lead time: 7 - 120 days out
 - Contact scheduler when event occurs outside lead time
 - Reminder: classroom space subject to event cutoff date



Requesting an Event via Email

Email appropriate Astra Administrator
(<https://www.nova.edu/portal/astra/>)

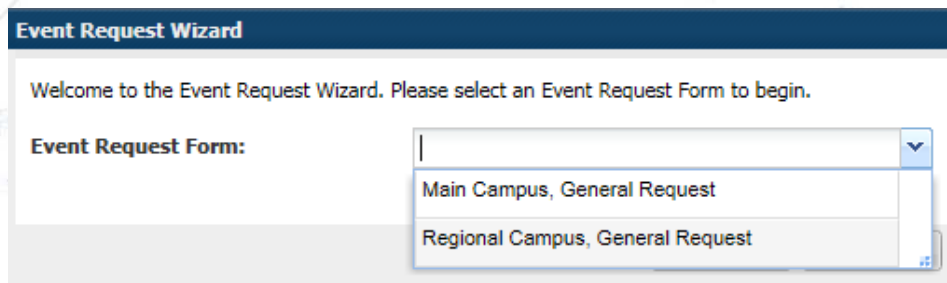
- Event name
- Event type (meeting, seminar, webinar, workshop, training, etc.)
- Date(s)
- Time
- Est. attendance
- Contact (name, email, phone)
- Room type (conference room, classroom, computer lab, etc.)
- Special needs (AV and/or VC, whiteboard, catering, music, etc.)
- Does this event involve a guest speaker/attendee or anyone who is not currently a NSU student/faculty/staff member?

Enclose any additional relevant information.



Astra Demo: Requesting an Event via Astra

- Events tab, click Event Request (link)
- Select appropriate form
- Fill event request form
 - Complete all areas
 - Be thorough & accurate
- Click Submit (at top)

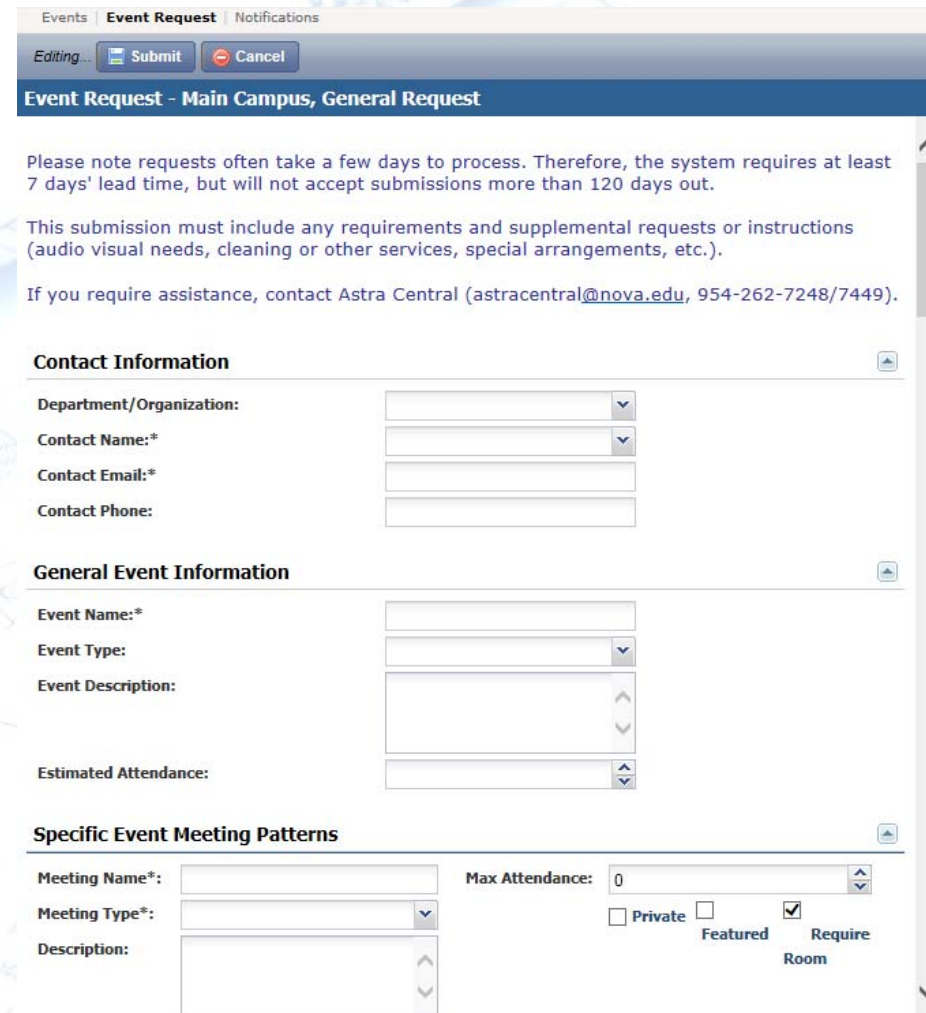


Event Request Wizard

Welcome to the Event Request Wizard. Please select an Event Request Form to begin.

Event Request Form:

- Main Campus, General Request
- Regional Campus, General Request



Events **Event Request** Notifications

Editing... Submit Cancel

Event Request - Main Campus, General Request

Please note requests often take a few days to process. Therefore, the system requires at least 7 days' lead time, but will not accept submissions more than 120 days out.

This submission must include any requirements and supplemental requests or instructions (audio visual needs, cleaning or other services, special arrangements, etc.).

If you require assistance, contact Astra Central (astracentral@nova.edu, 954-262-7248/7449).

Contact Information

Department/Organization:

Contact Name*:

Contact Email*:

Contact Phone:

General Event Information

Event Name*:

Event Type:

Event Description:

Estimated Attendance:

Specific Event Meeting Patterns

Meeting Name*:

Meeting Type*:

Description:

Max Attendance:

☐ Private ☐ Featured ☒ Require Room



Astra Demo: Event Request, Meeting Pattern Creation

Meeting Recurrence (left frame)

- Three (3) meeting creation options:
 - Single Meeting(s) – best for single day or multiple dates with no pattern
 - Recurring – recommended for recurring meetings that follow a pattern
 - Spanning – events that run continuously with no interruption (e.g., construction, art exhibit, etc.)

Meeting Recurrence

Single Meeting(s) Recurring Spanning

Start Time: 7:00 PM End Time: 8:00 PM

July 2017 August 2017

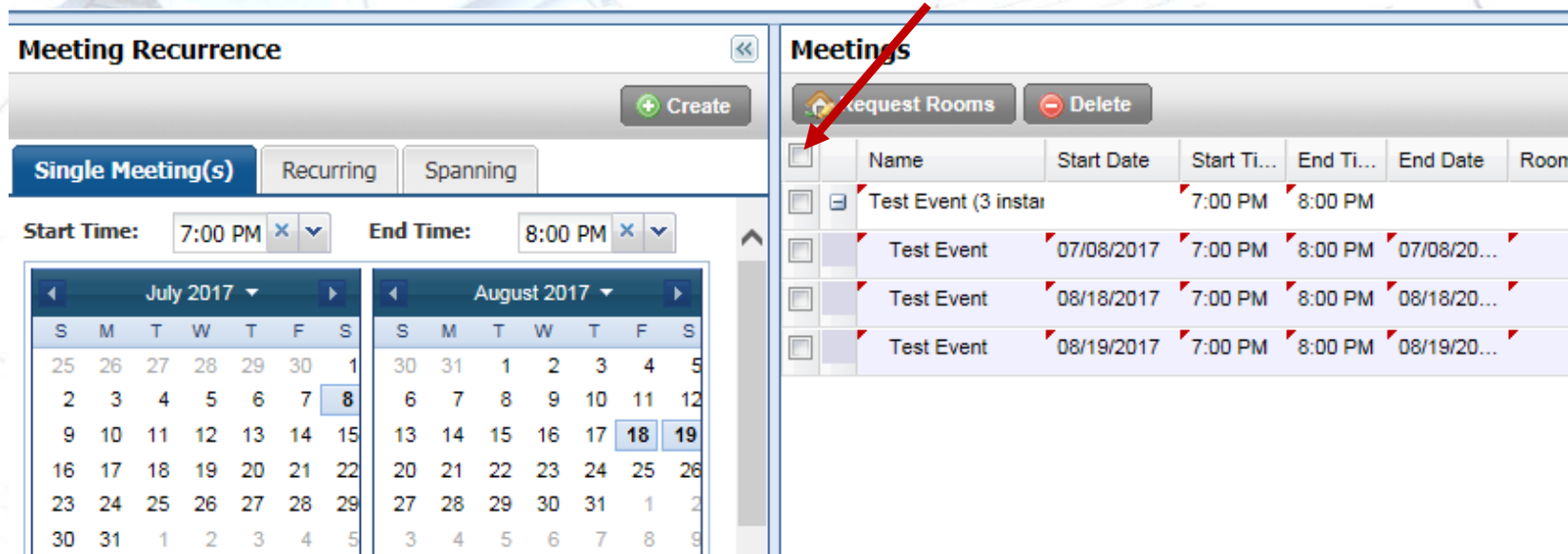
Meetings

Request Rooms Delete

	Name	Start Date	Start Ti...	End Ti...	End Date	Room
<input type="checkbox"/>	Test Event (3 insta		7:00 PM	8:00 PM		
<input type="checkbox"/>	Test Event	07/08/2017	7:00 PM	8:00 PM	07/08/20...	
<input type="checkbox"/>	Test Event	08/18/2017	7:00 PM	8:00 PM	08/18/20...	
<input type="checkbox"/>	Test Event	08/19/2017	7:00 PM	8:00 PM	08/19/20...	

Astra Demo: Event Request, Meeting Pattern Creation -continued

- Once meeting pattern data is entered, click Create button (meetings then appear in Meetings frame).
- Note: Astra will ask for a meeting group name (pre-filled) if more than one date is created at a time.



The screenshot displays the Astra interface with two main sections: 'Meeting Recurrence' and 'Meetings'.

Meeting Recurrence

- Buttons: + Create
- Tab: Single Meeting(s) (selected), Recurring, Spanning
- Start Time: 7:00 PM (dropdown)
- End Time: 8:00 PM (dropdown)
- Calendar: Two monthly calendars for July 2017 and August 2017. In July, the 8th is selected. In August, the 18th and 19th are selected.

Meetings

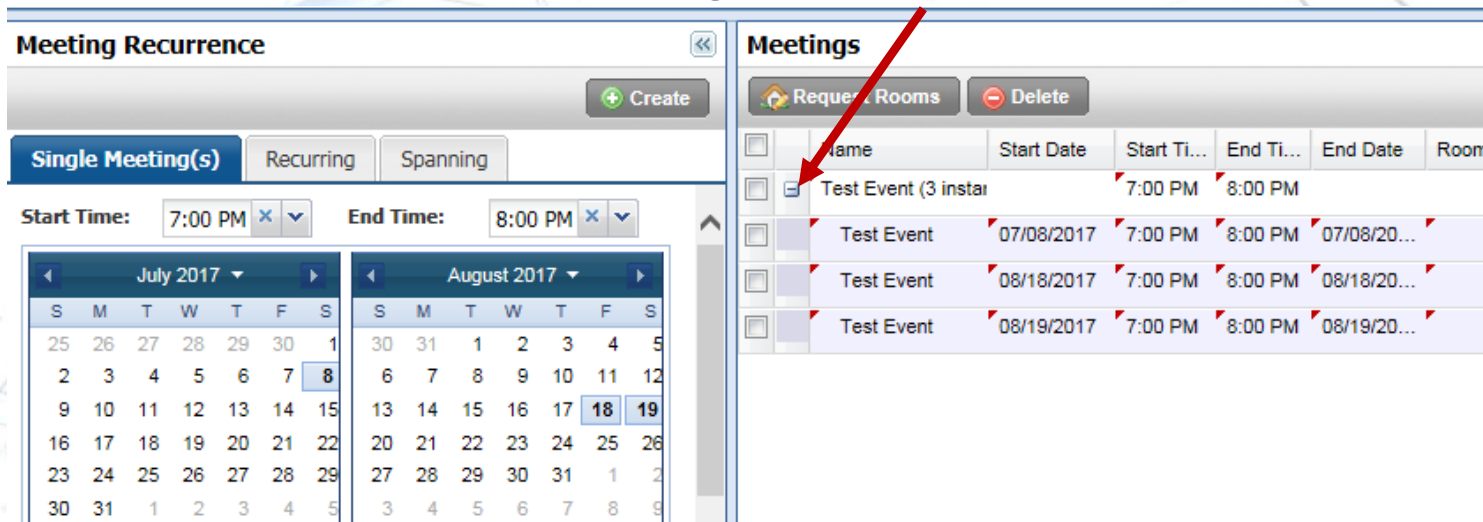
- Buttons: Request Rooms (highlighted with a red arrow), Delete
- Table:

	Name	Start Date	Start Ti...	End Ti...	End Date	Room
<input type="checkbox"/>	Test Event (3 instar		7:00 PM	8:00 PM		
<input type="checkbox"/>	Test Event	07/08/2017	7:00 PM	8:00 PM	07/08/20...	
<input type="checkbox"/>	Test Event	08/18/2017	7:00 PM	8:00 PM	08/18/20...	
<input type="checkbox"/>	Test Event	08/19/2017	7:00 PM	8:00 PM	08/19/20...	

Astra Demo: Event Request, Meeting Pattern Creation -continued

Meetings (right frame)

- If a meeting group exists, click plus (+) symbol to expand and review each (minus (-) contracts it again).
- Delete or update data as necessary (note: start date must equal end date, except for spanning patterns).



The screenshot displays the Astra demo interface, divided into two main sections: "Meeting Recurrence" on the left and "Meetings" on the right.

Meeting Recurrence Section:

- Buttons: "Create" (green plus icon), "Single Meeting(s)", "Recurring", "Spanning".
- Start Time: 7:00 PM (dropdown menu).
- End Time: 8:00 PM (dropdown menu).
- Calendar view showing July 2017 and August 2017. The date 18th of August is highlighted.

Meetings Section:

- Buttons: "Request Rooms" (plus icon), "Delete" (minus icon).
- Table with columns: Name, Start Date, Start Time, End Time, End Date, Room.
- Table content:

	Name	Start Date	Start Time	End Time	End Date	Room
<input type="checkbox"/>	Test Event (3 instar		7:00 PM	8:00 PM		
<input type="checkbox"/>	Test Event	07/08/2017	7:00 PM	8:00 PM	07/08/20...	
<input type="checkbox"/>	Test Event	08/18/2017	7:00 PM	8:00 PM	08/18/20...	
<input type="checkbox"/>	Test Event	08/19/2017	7:00 PM	8:00 PM	08/19/20...	

A red arrow points to the plus icon in the first row of the Meetings table.

Astra Demo: Event Request, Room Selection

- Select all meetings (check box next to Name column)
- Click Request Rooms button; filter options with room availability menu will open
 - Colors
 - Green = selected room
 - Yellow = one or more room conflicts
 - Red = room unavailable for all meetings
 - Expand event column for more information
 - Review room availability & select desired location(s)
 - Click OK button

Meetings

Request Rooms

Delete

	Name	Start Date	Start Ti...	End Ti...	End Date	Room
<input type="checkbox"/>	Test Event (3 instar		7:00 PM	8:00 PM		
<input type="checkbox"/>	Test Event	07/08/2017	7:00 PM	8:00 PM	07/08/20...	
<input type="checkbox"/>	Test Event	08/18/2017	7:00 PM	8:00 PM	08/18/20...	
<input type="checkbox"/>	Test Event	08/19/2017	7:00 PM	8:00 PM	08/19/20...	

Filter

Saved Filter: Main Camp

Room

Capacity:

Between 10 and

Campus (1)

1MC

Room Type

All

Feature

All

Building (1)

MALMN Mailman Hollywood

Room

All

(custom)

Search

Room	Score	Test Event 7/8/2017-8/19/2017 FS 7:00-8:00pm
MALMN 235 -...	77	Unavailable
MALMN 308 -...	70	Conflicts(2 of 3)
MALMN 311 -...	68	Conflicts(2 of 3)
MALMN 310 -...	68	Conflicts(2 of 3)
MALMN PATIO...	60	Avail (Request)
MALMN AUD -...	54	Avail (Request)

Page 1 of 1

OK

Cancel

Astra Demo: Event Request Special Requests & Terms

Additional Needs / Special Requests

- Additional questions & note section
- Respond to everything accurately & thoroughly

Terms of Agreement

- Important & informative; read thoroughly
- Select whether you understand and agree

Additional Needs / Special Requests

Does this event involve a guest speaker or attendee or anyone who is not currently an NSU student, faculty or staff member:*

Do you plan to cater this event:*

Does this event involve video conferencing:*

Are there any audio visual or technology needs (microphone, computer, projector, internet access, software applications, etc.):*

Work orders or special arrangements (furniture/equipment needs; reconfigure room; cleaning or security or other services; etc.):*

If "No" to all of the above, enter NA or None. If you answered "Yes" to any, provide all details for each confirmed category.:*

Note:





Astra Demo: Submission & Confirmation

- When all sections are complete, click Submit button (at top).
- A thank you message will appear.
- You will also receive an email from noreply@nova.edu with an attachment summarizing your event.
- Astra Administrators will reach out if they require additional information or have any questions.
- Once your event is finalized, you'll receive an Astra confirmation email.





Additional Resources

- Catering (www.nsucatering.catertrax.com)
- Public Safety(www.nova.edu/publicsafety)
- OIIT Requests
(<https://servicemanager.nova.edu>)
 - Hardware (microphones, VC requests, webcams, etc.)
 - Software
- Facilities Management
(www.nova.edu/facilities)
 - Transportation & parking (parking permits, shuttle service, etc.)
 - Leasing information & form
(www.nova.edu/facilities/leasing/)





Additional Resources

-continued

- Public Relations and Marketing Communications
(www.nova.edu/prmc)
 - Advertising/signage
 - Media coverage
- Work Orders/School Dude
(<https://www.myschoolbuilding.com/sso/default.aspx?acctnum=1052160512>)
 - Setup/teardown
 - Housekeeping & other services



Discussion Summary

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- Astra Administrators (aka schedulers)
- Classroom vs. non-classroom space
- Banner vs. Astra
- Courses vs. events
- Building scheduling priorities
- Astra access & navigation
- Viewing calendars & setting filters
- Reviewing scheduling grids & room availability
- Requesting events
- Additional resources



AD ASTRA
INFORMATION SYSTEMS

SOLUTIONS THAT FIT.





Questions?

Contact Astra Central

- Email: astracentral@nova.edu
- Call: 27597, 27447, or 27449

“Architecture is an amazing feat capable of forging a breathtaking building that serves as a physical sanctuary to constructing something as seemingly simple as a schedule—how we plan and prepare for what comes next in life—providing a mental sanctuary with peace of mind.” – Lisa Meadows

