

Room Scheduling

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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 (Ⓑ) vs. Astra (Ⓐ)

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>)

NSU NOVA SOUTHEASTERN UNIVERSITY

sharklink

SharkLink ID:

Password:

Login **Forgot Password?**

SHARK LEARN

Bb Student Login **Bb** Faculty Login

Bb Help and Training

Students **Faculty** **Staff** **College**

NSU Homepage

Current Student Resources

Undergrad Student Success

Public Safety

Health and Wellness

GradesFirst

Dining Services

SharkFins

Message from the President

Attention Students - Don't Miss Careers in Sports Lecture Series presented by Miami Dolphins + NSU

During football season, NSU students enjoyed the benefits of NSU's partnership with the Miami Dolphins at Fins Football tailgates and Sunday home games.

George L. Hanbury II, Ph.D.

Calendar of Events

- This Week at NSU**
- Mark Your Calendar**
- Athletic Events**
- NSU Calendars**

News

Ask the President

- You're Invited to the Optical Style Show, April 5
- Seeking Undergraduate Student Commencement Speakers, Auditions April 5
- Save the Date—NSU Career and Internship Expo, April 6
- Relive a Fascinating Time in History, April 6
- Institute for Neuro-Immune Medicine Hosts Monthly Seminars, April 7
- Shark Dining wants to hear from you!, Survey open until April 7
- CAHSS invites you to "Suddenly Last Summer", April 7-9
- Miami-Based de la Cruz Collection Art Exhibit at Nova Southeastern University, April 8
- CAHSS invites you to a screening of "The Last Survivor," April 13

Requirements

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



Astra Demonstration Overview

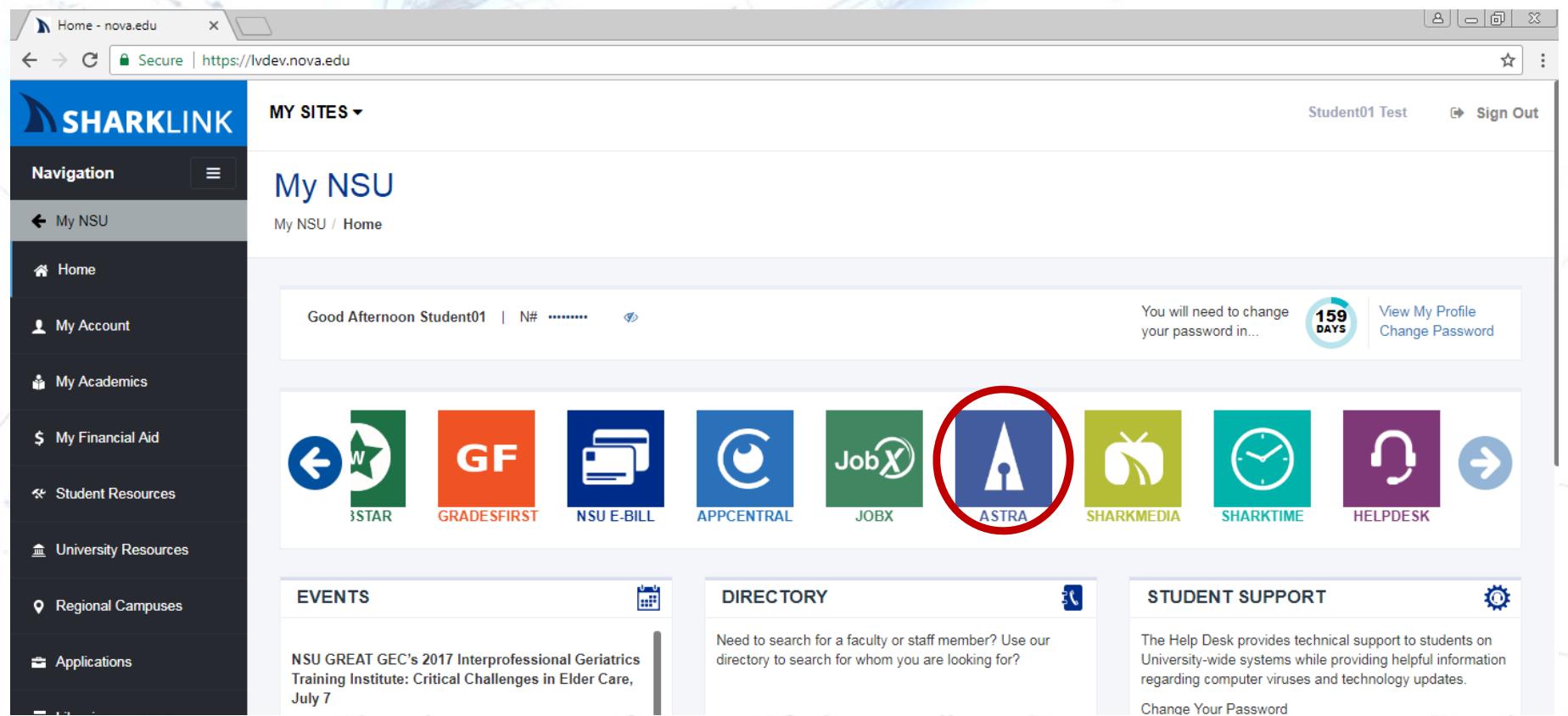
Now for a live demonstration of Astra, which will replace the next few slides, where we'll cover the below processes.

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



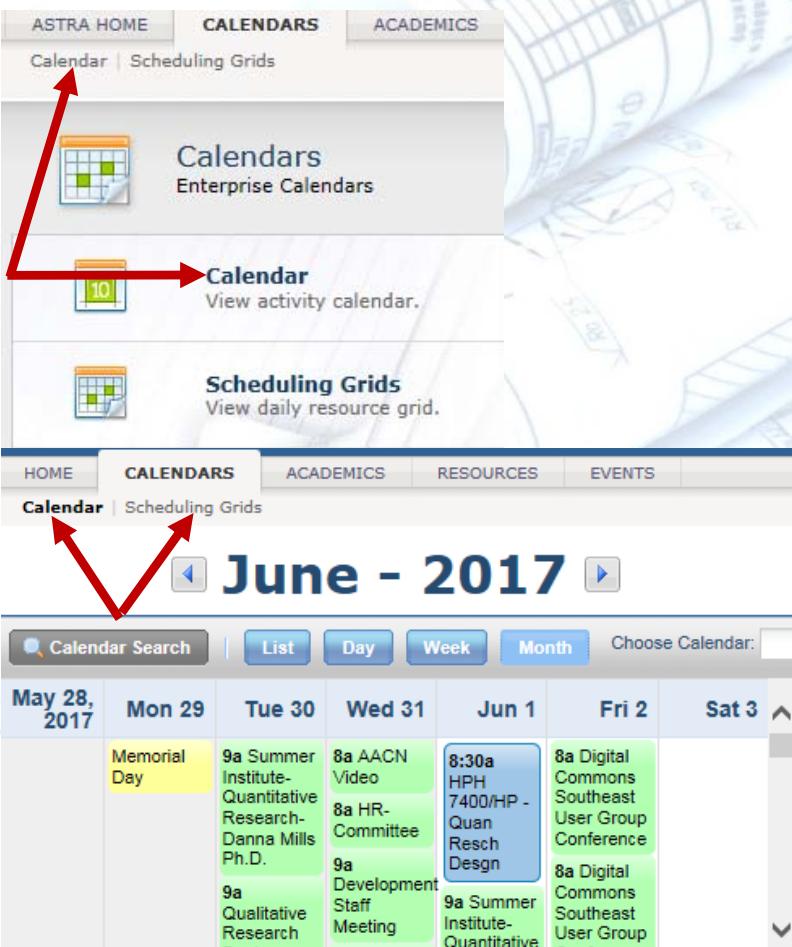
Astra Demo: Accessing Astra

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



The screenshot shows the SharkLink dashboard for a user named 'Student01 Test'. The dashboard features a top navigation bar with 'Secure' and 'Sign Out' links. On the left is a vertical 'Navigation' menu with links to 'My NSU', 'Home', 'My Account', 'My Academics', 'My Financial Aid', 'Student Resources', 'University Resources', 'Regional Campuses', and 'Applications'. The main content area is titled 'My NSU' and displays a greeting 'Good Afternoon Student01 | N#'. It includes a 'Change Password' button with a '159 DAYS' timer. Below the greeting are several icons: BSTAR (blue circle with white arrow), GRADEFIRST (orange square with 'GF'), NSU E-BILL (blue square with white card), APPCENTRAL (blue square with white 'C'), JobX (green square with white 'JobX'), ASTRA (blue square with white triangle), SHARKMEDIA (green square with white TV), SHARKTIME (teal square with white clock), and HELPDESK (purple square with white headphones). The 'ASTRA' icon is circled in red. The bottom of the dashboard is divided into three sections: 'EVENTS' (listing 'NSU GREAT GEC's 2017 Interprofessional Geriatrics Training Institute: Critical Challenges in Elder Care, July 7'), 'DIRECTORY' (a search bar for faculty/staff), and 'STUDENT SUPPORT' (information about the Help Desk and a 'Change Your Password' link). A small 'Summit 2017' logo is in the bottom right corner.

Astra Demo: Navigating Astra



The screenshot shows the Astra application interface. At the top, there is a navigation bar with tabs: ASTRA HOME, CALENDARS, and ACADEMICS. Below this, a sub-navigation bar shows 'Calendar | Scheduling Grids'. The main content area displays a 'Calendars' section with 'Enterprise Calendars' and a 'Calendar' section with 'View activity calendar.' Below that is a 'Scheduling Grids' section with 'View daily resource grid.' At the bottom, there is another navigation bar with tabs: HOME, CALENDARS, ACADEMICS, RESOURCES, and EVENTS. The 'CALENDARS' tab is selected. Below this is a 'Calendar' section with 'Scheduling Grids'. The main content area shows a calendar for June 2017. The grid displays various events and meetings. Red arrows point from the text 'Tabs available depend on security access' to the top navigation bar, and from 'Tab options appear twice' to the bottom navigation bar.

| 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. | 8a AACN Video | 8a HR-Committee | 8:30a HPH 7400/HP - Quan Resch Design | 8a Digital Commons Southeast User Group Conference | 8a Digital Commons Southeast User Group Conference |
| | 9a Qualitative Research Design | | 9a Development Staff Meeting | 9a | | |

- 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

| 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

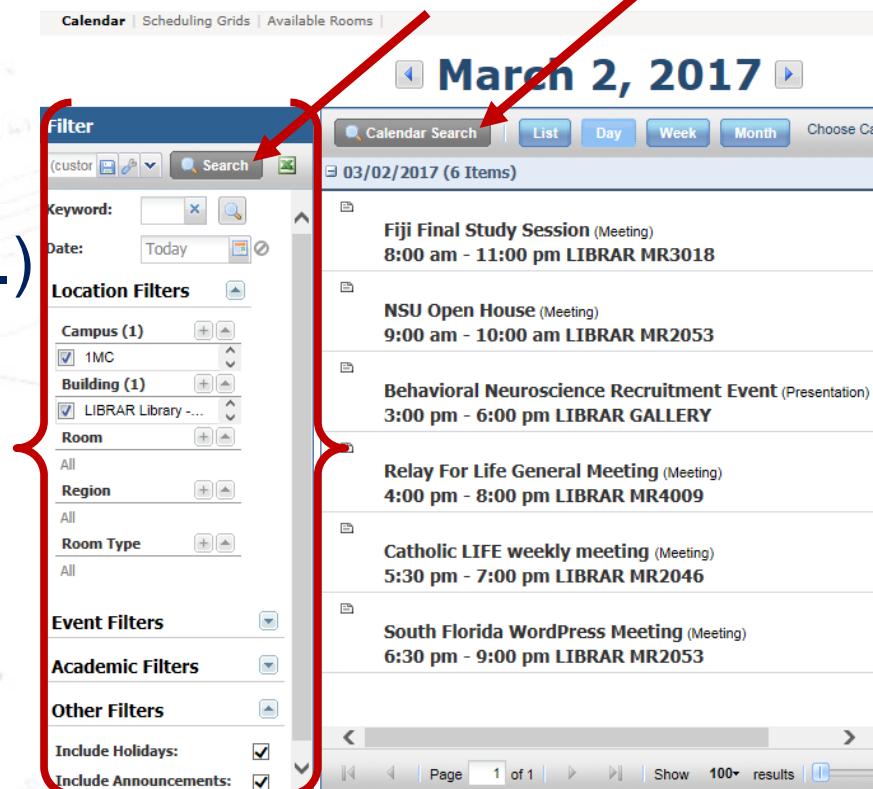
March 5 - 11, 2017

| | | Choose Calendar: Main Campus Courses & Events C Filter: Main Campus Calendar Request Event | | | | | | |
|--|--|--|---|---|--|--|--|---|
| | | | | | | | | |
| | | Mon 6 | Tue 7 | Wed 8 | Thu 9 | Today 11:12 am | | Sat 11 |
| Mar 5, 2017 | | | | | | | | |
| 8a Open Lab | 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 | 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 Global Business Community - March 2017 | 7a Global Business Community - March 2017 |
| 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 | 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 | 7a Global Business Community - March 2017 |
| 3p Sigma Delta Tau Chapter Meeting | 8a New Employee Orientation | | 8:30a One-Stop Shop Training - NASFAA Module | 8:30a One-Stop Shop Training - NASFAA Module | 8a National Institute for Trial Advocacy | 8a Pre-Con Day | 7a Global Business Community - March 2017 | 7a Global Business Community - March 2017 |
| 4p Theta Phi Chapter | 8:30a One-Stop Shop Training - NASFAA Module | | 8:30a Massage Envy | 8:30a Directors Meeting | 8a National Institute for Trial Advocacy | 8a National Institute for Trial Advocacy | 7a Global Business Community - March 2017 | 7a Global Business Community - March 2017 |
| 4p Phi Sigma Sigma Chapter Meeting | 8:30a NASFAA Foundation Course for One-Stop Shop Representatives | | 9a Pre-Admission Kaplan Exam | 9a VALIC One-on-One Retirement Plan Advice Sessions | 8:30a NASFAA Foundation Course for One-Stop Shop Representatives | 8a WHPN Performance Workshop | 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 PSY 1502/SD3 - Diagnostic Interviewing | 9a DMFT 5355/GE1 - Intro Equine Assisted Fam Ther | 8a Ann Storck Center | 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 | | 9:15a CSAD 2010/AW3 - Comm Disorders Film & Media | 9a SFTD 5355/GE1 - Intro Equine Assisted Fam Ther | 9a Broward Student Leaders Day | 8:30a NASFAA Foundation Course for One-Stop Shop Representatives | 9a Psychodynamic In-Services | 8a Code Camp 2017 |
| | 10a UPS Safety Conference | | 10a Accounting Seminar | 9a SFTD 6530/GE4 - Fam Ther Top - Intro to Equine | 9a Broward Student Leaders Day | 9a Broward Student Leaders Day | 11:55a InterFraternity Council Meeting | 8a Code Camp 2017 |
| | | | 11a P K Maskara | | 9a Broward Student Leaders Day | | | 8a National Institute for Trial Advocacy |



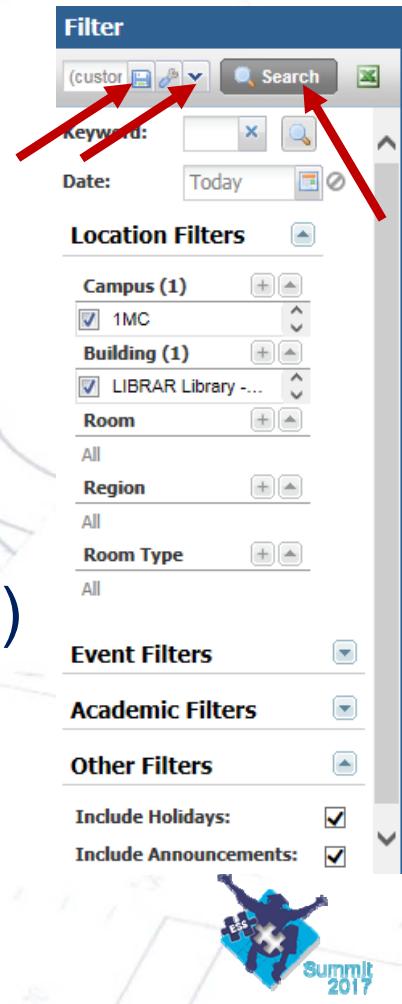
Astra Demo: Setting & Saving Filters (in Calendars)

- 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

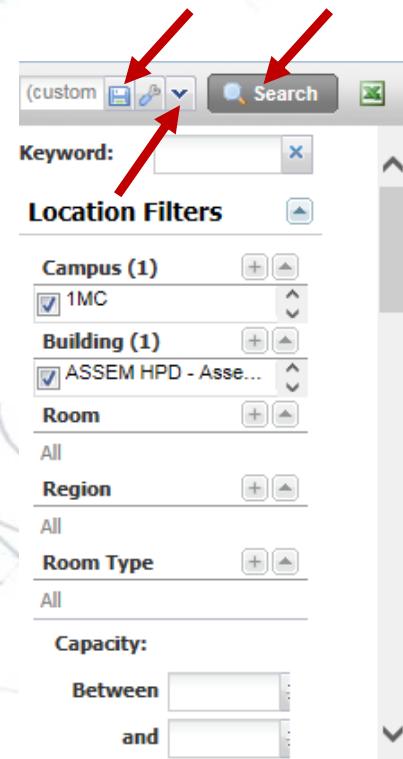
- Calendars tab, click Scheduling Grid (link)
- Select calendar (Choose Calendar dropdown menu)
- Colors
 - White = room availability
 - Green = events
 - Blue = courses
 - Orange = cross listed courses
- Grid views
 - Day
 - Week (shows 1 room for a week)
- Magnifying glass opens filters

The screenshot shows the Astra Scheduling Grid interface. At the top, there is a navigation bar with tabs for 'Rooms', 'Resources', 'Day' (which is highlighted with a red circle), and 'Week'. Below the navigation bar is a date selector showing '03/10/2017' and a 'Choose Calendar' dropdown. To the right of the date is a 'Filter' button with a red arrow pointing to it. The main area is a grid showing room availability and scheduled events for March 10, 2017. The grid has columns for Room, Capacity, and time slots from 7:00 AM to 3:00 PM. Each cell in the grid contains a colored box representing different types of events or availability. Red arrows point to the search icon in the top left of the grid area and to the 'Day' tab in the navigation bar.

| Room | Capacity | 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 Exam | | | | | |
| ASSEM 2101TERY - Lecture Hall | 125 | OPT 5233/HPD - Oc | Medical MBS Lect | | | | | | | 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 - Ret | OPT 1 | | OPT 2724/HP | | | | |
| ASSEM 2104FINK - Lecture Hall | 125 | CDM | CDM 2180/D2 - | | | Physical Therapy DPT On | | | | |
| 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/HP | PHRC 5240/HP | PHRC 4550/HP | | | | | | |
| ASSEM 2107AUDA - Lecture Hall | 125 | PHRC | PHRC 6440/HP | PHRE 5511/HP | | | | | | |
| ASSEM 2108AUDB - Lecture Hall | 125 | PHRC 5150/HP | PHRP 7 | PHRC 4550/HP | Phi De | | | | | |
| ASSEM 2109MELN - Lecture Hall | 125 | PHRC | PHRC 6440/HP | Rho Ch | PHRE 5429/HP | | | | | |
| ASSEM 2123 - Seminar | 20 | | | | AHEC and B | | | | | |
| ASSEM 2124 - Seminar | 15 | | | | | | | | | |
| ASSEM 2125 - Seminar | 12 | | | | Room reservation | | | | | |

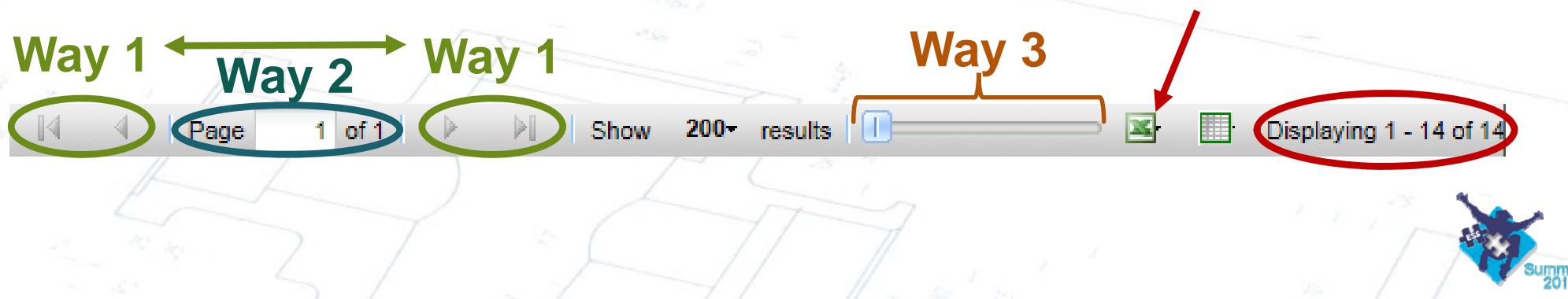
Astra Demo: Scheduling Grid & Room Availability -continued

- 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...

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: 0

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.)

The screenshot shows the Astra software interface. On the left, the 'Meeting Recurrence' pane is open, displaying three tabs: 'Single Meeting(s)' (selected), 'Recurring', and 'Spanning'. Below the tabs are two date pickers: 'Start Time' (7:00 PM) and 'End Time' (8:00 PM). To the right of the date pickers are two calendar grids: one for July 2017 and one for August 2017. The calendar for August 2017 has several dates highlighted in blue, including 8, 18, and 19. On the right, the 'Meetings' pane is open, showing a list of events. The table has columns for Name, Start Date, Start Ti..., End Ti..., End Date, and Room. The events listed are: 'Test Event (3 insta...' (Start Date: 07/08/2017, End Date: 07/08/2017), 'Test Event' (Start Date: 08/18/2017, End Date: 08/18/2017), 'Test Event' (Start Date: 08/19/2017, End Date: 08/19/2017), and 'Test Event' (Start Date: 08/19/2017, End Date: 08/19/2017). A red arrow points to the 'Single Meeting(s)' tab in the recurrence pane, and another red arrow points to the 'Recurring' tab.

| Name | Start Date | Start Ti... | End Ti... | End Date | Room |
|------------------------|------------|-------------|-----------|-------------|------|
| Test Event (3 insta... | 07/08/2017 | 7:00 PM | 8:00 PM | | |
| Test Event | 08/18/2017 | 7:00 PM | 8:00 PM | 07/08/20... | |
| Test Event | 08/18/2017 | 7:00 PM | 8:00 PM | 08/18/20... | |
| Test Event | 08/19/2017 | 7:00 PM | 8:00 PM | 08/19/20... | |
| 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 shows the Astra software interface. On the left, the 'Meeting Recurrence' window is open, showing a calendar for July and August 2017. A red arrow points from the 'Create' button in this window to the 'Meetings' frame on the right. The 'Meetings' frame displays a list of four events, all titled 'Test Event'. The first event is marked as a '3 instance' meeting. The table below shows the details for these events.

| | Name | Start Date | Start Ti... | End Ti... | End Date | Room |
|--------------------------|------------------------|------------|-------------|-----------|-------------|------|
| <input type="checkbox"/> | Test Event (3 insta... | 7:00 PM | 7:00 PM | 8:00 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 shows two side-by-side modules. The left module is titled 'Meeting Recurrence' and contains a 'Single Meeting(s)' tab (which is selected), a 'Recurring' tab, and a 'Spanning' tab. It includes date pickers for 'Start Time' (7:00 PM) and 'End Time' (8:00 PM), and two calendar grids for July and August 2017. The July grid shows the 8th selected, and the August grid shows the 18th selected. The right module is titled 'Meetings' and contains a 'Request Rooms' button, a 'Delete' button, and a table with columns: Name, Start Date, Start Ti..., End Ti..., End Date, and Room. The table lists four entries: 'Test Event (3 insta...' (with a minus sign icon), 'Test Event' (07/08/2017), 'Test Event' (08/18/2017), and 'Test Event' (08/19/2017). A red arrow points to the minus sign icon next to the first entry in the table.

| Name | Start Date | Start Ti... | End Ti... | End Date | Room |
|------------------------|------------|-------------|-----------|-------------|------|
| Test Event (3 insta... | 7:00 PM | 7:00 PM | 8:00 PM | | |
| Test Event | 07/08/2017 | 7:00 PM | 8:00 PM | 07/08/20... | |
| Test Event | 08/18/2017 | 7:00 PM | 8:00 PM | 08/18/20... | |
| Test Event | 08/19/2017 | 7:00 PM | 8:00 PM | 08/19/20... | |



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

The screenshot shows the Astra software interface for managing meetings and room requests. The main window displays a list of meetings with columns for Name, Start Date, Start Time, End Time, End Date, and Room. Four meetings are listed: 'Test Event (3 insta)' (7/8/2017, 7:00 PM - 8:00 PM), 'Test Event' (7/8/2017, 7:00 PM - 8:00 PM), 'Test Event' (8/18/2017, 7:00 PM - 8:00 PM), and 'Test Event' (8/19/2017, 7:00 PM - 8:00 PM). A red arrow points to the 'Request Rooms' button in the toolbar.

A filter dialog is open on the right, titled 'Meetings'. It includes a 'Saved Filter' dropdown set to 'Main Camp', a 'Room' section with checkboxes for 'Show Shared Rooms' and 'Show Alt Room Configs', and a 'Capacity' section with a 'Between' dropdown set to '10'. The 'Room' section lists available rooms: 'MALMN 235 ...' (Score 77, Unavailable), 'MALMN 308 ...' (Score 70, Conflicts(2 of 3)), 'MALMN 311 ...' (Score 68, Conflicts(2 of 3)), 'MALMN 310 ...' (Score 68, Conflicts(2 of 3)), 'MALMN PATIO...' (Score 60, Avail (Request)), and 'MALMN AUD ...' (Score 54, Avail (Request)). A red arrow points to the 'OK' button at the bottom right of the dialog.

| Room | Score | Status |
|----------------|-------|-------------------|
| 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) |

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.

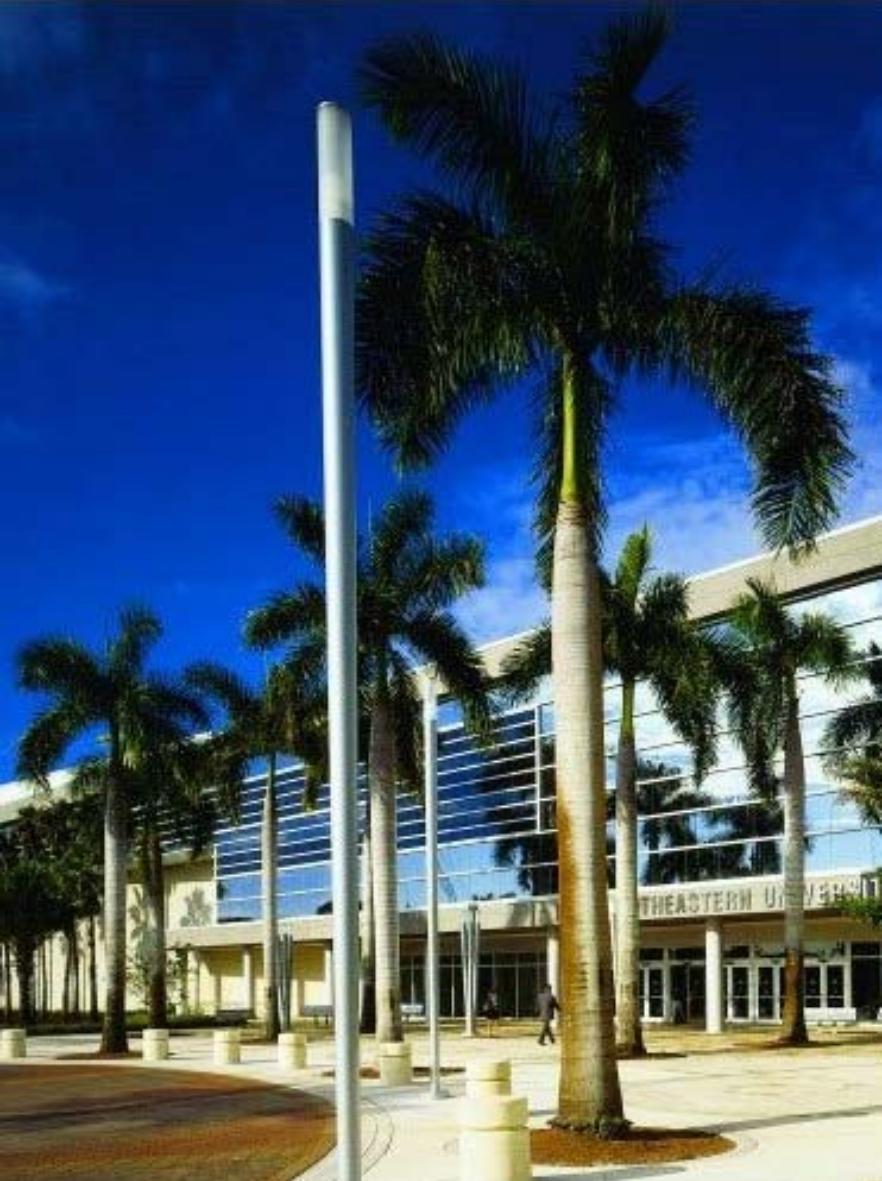




Additional Resources

- 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

- 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



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

