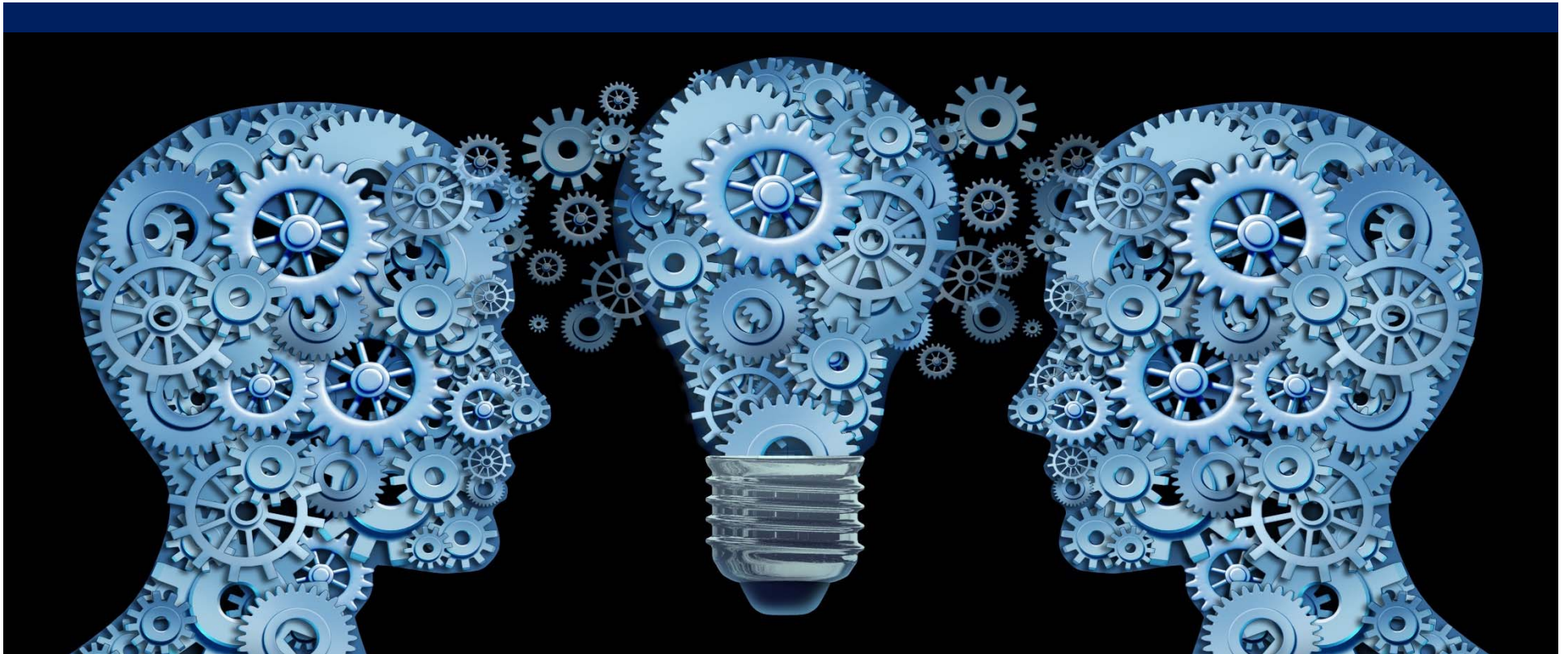# Astra Room Scheduling
Lisa Meadows
Associate Director

Objective

Upon completion of this presentation, you will know:

- An overview of scheduling policies and procedures while providing users with helpful tips and tricks of the trade.

- Valuable resources available at your fingertips

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Agenda

Today's topics will include:

- Astra Schedule Introduction
- Astra Administrators (Schedulers)
- Academic vs. Nonacademic Space
- Banner vs. Astra
- Courses vs. events
- Building Scheduling Priorities

- Course Submissions (Current)
- Academic Block Schedule (Future)
- Astra Access and Navigation
- Viewing Calendars and Setting Filters
- Reviewing Scheduling Grids and Room Availability
- Requesting Events
- Additional Resources

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Astra Schedule

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

AD ASTRA INFORMATION SYSTEMS

SOLUTIONS THAT FIT.

Astra Administrators
(Schedulers)

- Schedule courses, events in particular locations
  - Law in law building; HPD in HPD buildings
  - Other NSU campuses in respective buildings
  - Astra Central in centralized main campus areas
    - DeSantis
    - Griffin
    - Horvitz
    - Mailman
    - Parker
    - UPP suites
    - Computer labs

- Astra Administrators List:
  https://www.nova.edu/portal/astra/administrator-contacts.html

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Academic vs. Nonacademic Space

Academic Space

- Primarily courses

- E.g., classrooms, computer labs, science labs, lecture halls, select auditoriums

- Subject to event cutoff date
  - Changes throughout year
  - Based on completed course schedules

Academic vs. Nonacademic Space

Nonacademic Space

- Primarily events

- E.g., conference rooms, atriums, patios, courtyards, lawns, lounges, theaters

- Immediately schedulable

Banner () vs. Astra ()

Banner

- NSU's student information systems (SIS)
- Course creation and room assignment

Astra

- NSU's space management database
- Loads Banner course data regularly
- Event creation and 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 academic space.

Events

- Events are assigned nonacademic space immediately; any involving academic space are subject to event cutoff date and 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 in Banner. Otherwise, it's scheduled in Astra as an event.

  Example: Computer Lab Exam vs. Tutor Session

Events

- Events involving anyone (even one 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

Academic Space

- Courses have priority
  - Courses belonging to the housed academic unit(s)
  - Overflow courses

    Overflow refers to courses unable to meet in their primary locations due to lack of availability.

- Events (once all course needs are met)

Nonacademic Space

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

Current Course Submissions

- Only authorized program office contacts may submit course requests.

- All instructors should send their pedagogical **-requirements-** to the respective authorized program office contact(s) at least two weeks prior to the submission due date (Fall = 3/01; Winter = 8/01; Spring/Summer = 10/01).

Current Course Submissions

- The only acceptable changes thereafter are those due to:
  - Enrollment Fluctuation
    - Course addition/cancellation due to high/low enrollment

  - Unforeseen Circumstances
    - Change in days/times because an instructor resigns and the new instructor has a conflict that forces a schedule change

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Academic Block Schedule

- Provost Rogers assembled a Scheduling Task Force (Aug 2015)

- All members were grouped into three subcommittees
  - Faculty Perspective
  - Administrative/External Perspective
  - Student/University Sponsored Events Perspective

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Academic Block Schedule

- Objectives
  - Address NSU's scheduling concerns and challenges
    - Overlapping academic semesters/terms
    - Conflicting/irregular class meeting schedules
    - Insufficient or inadequate technology claims
    - Insufficient or inadequate space claims
    - Inconsistent room configuration standards
      - Classrooms and labs

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Academic Block Schedule

- Evaluate and make recommendations regarding:
    - Course and event schedules
        - Creation, maintenance, etc.

    - Room scheduling
        - Priorities, policies and procedures, etc.

    - NSU technology (hard/software) and rooms (abundance, quality, etc.)

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Academic Block Schedule

- Proposal (sent Dec 2016)
    - Academic and administrative calendars that eliminate overlaps

    - Course offerings must conform to standardized time blocks

    - Centralize processes
        - Course creation
            - Currently academic units; ESS in the future

        - Academic scheduling
            - Currently academic units; ESS in the future

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Academic Block Schedule

- Realign resources
  - Budgets, staff work hours, shuttle service, etc.

- Target investments and renovations for room improvements

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Academic Block Schedule

- Implementation
  - Originally Fall 2018, now Fall 2019

  - Originally set for two (2) phases, now three (3)
    - Undergraduate courses (excluding Nursing)
    - Graduate courses (excluding professional degrees—Law and HPD)
    - Remaining programs (Nursing and the professional degrees offered by Law and HPD)

Academic Block Schedule

- Benefits
  - Avoid extraneous investments (building unnecessary space, purchasing redundant systems, etc.)

  - Increase efficiency and maximize existing space utilization

  - Increase availability of rooms for student activities and external constituents

Astra Demonstration Overview

- Next is a live demonstration of Astra, which will replace a few upcoming slides, where we'll cover the below processes.
  - Accessing Astra
  - Navigating Astra
  - Viewing calendars
  - Setting and saving filters
  - Reviewing scheduling grids
  - Determining room availability
  - Requesting events

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Instructor-led
Live Navigation

Astra Demo: Accessing Astra

Requirements

- Active NSU email account
- NSU networked computer
- No personal devices (mobile phone, home computer)

Steps

- Log into *sharklink.nova.edu*
- Select Astra icon either via applications menu item or the applications scroll bar
- First time users must enter their credentials twice

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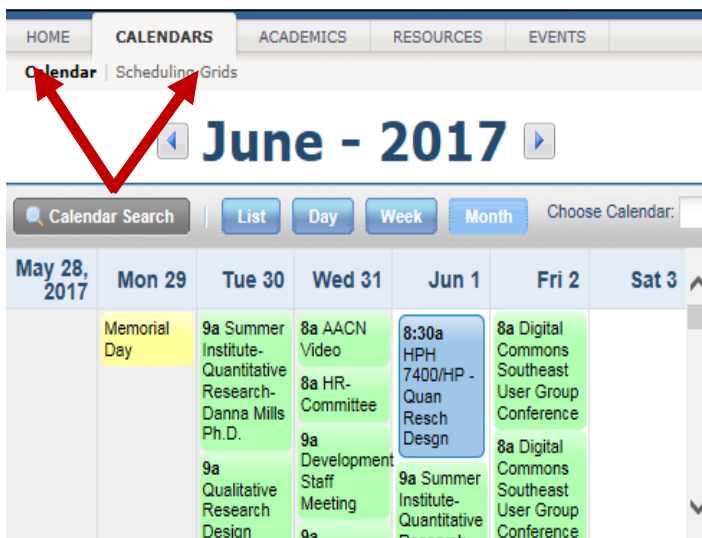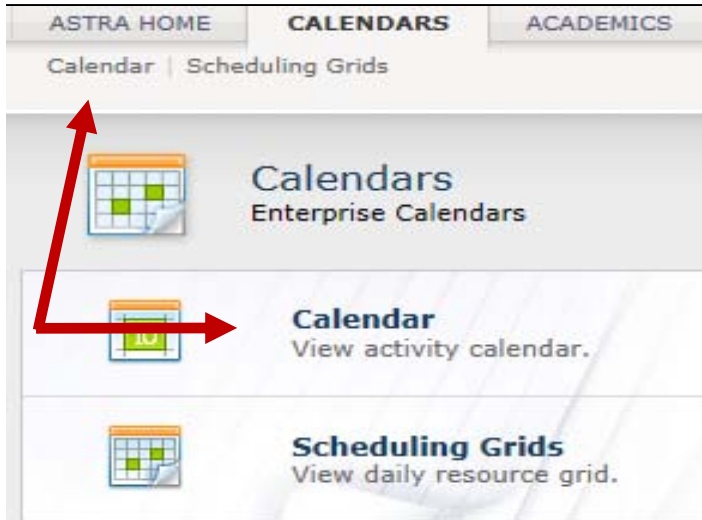
- Tabs available depend on security access
- Everyone sees 3 main tabs:
  - Astra Home (data varies per access)
  - Calendars
  - Events (event data and request options)
- Employees (faculty and staff) also see:
  - Academics (section/course data)
  - Resources (room data)
- Tab options appear twice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

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Astra Demo: Calendars

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

Astra Demo: Calendars

- Colors:
  - Green = events
  - Blue = courses

- Viewing format options:
  - List, Day, Week, and Month

Astra Demo: Setting and 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 and announcements)
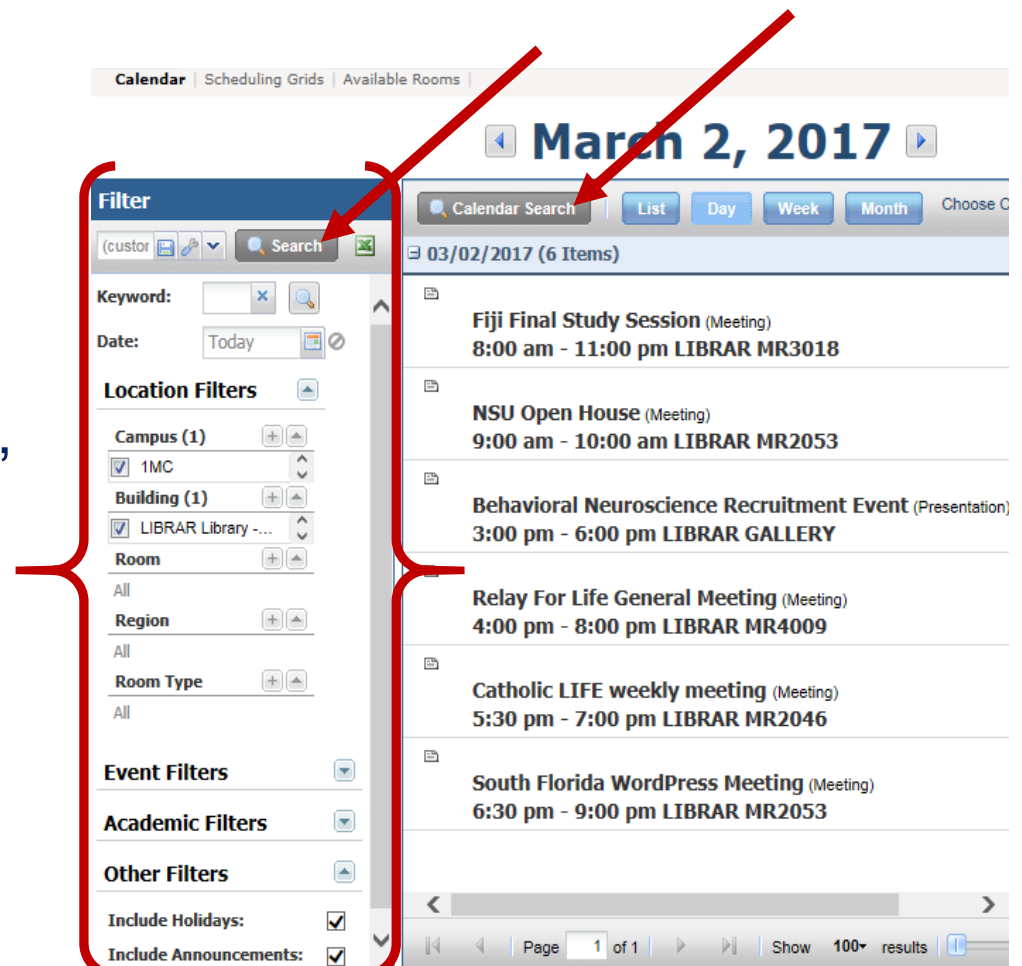
Astra Demo: Setting and Saving Filters (in Calendars)
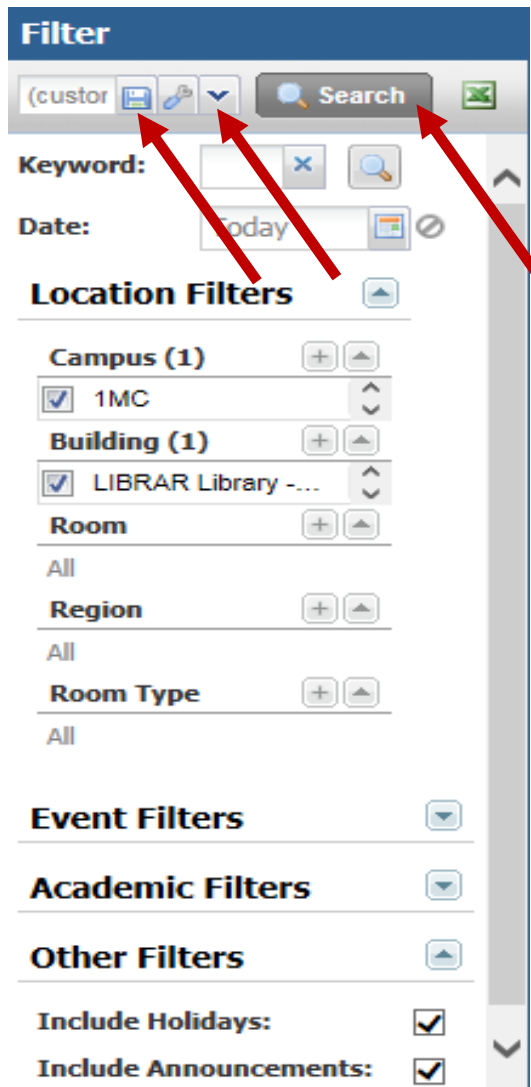
- Set filter parameters to manage what is visible
    - o Search button applies filters and closes filter menu

    - o Calendar Search button reopens filter menu

    - o Floppy disk icon saves custom filters (follow prompts)

    - o Access saved filters via dropdown menu (left of Search)

Astra Demo: Scheduling Grid and Room Availability

- Calendars tab, click Scheduling Grid (link)

- Select calendar (Choose Calendar dropdown menu)

- Colors
  - White = room available
  - Green = events
  - Blue = courses
  - Orange = cross listed courses

- Grid Views
  - Day (multiple rooms for 1 day)
  - Week (only 1 room for 1 week)

- Magnifying glass opens filters
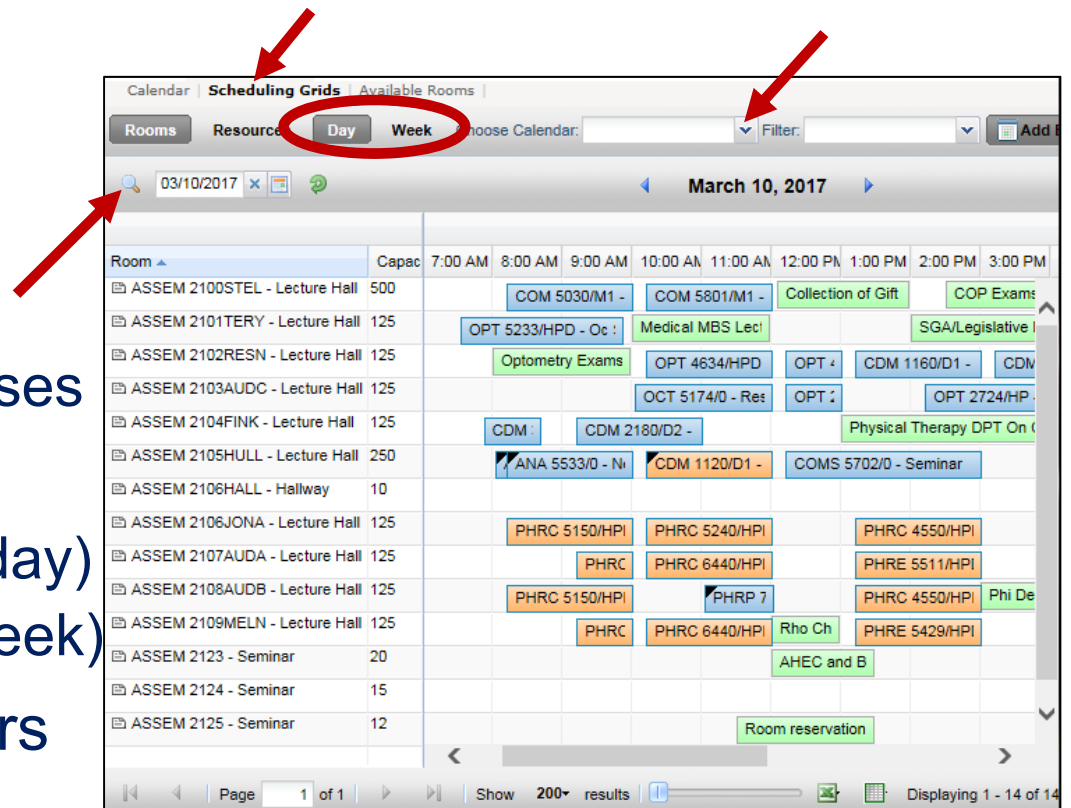
Astra Demo: Scheduling Grid and Room Availability

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

Astra Demo: Scheduling Grid and Room Availability

- Set filter parameters to manage what is visible
  - Magnifying glass opens/closes filter menu (shown in a previous screenshot)

  - Recommendation: only set location parameters

  - Search button applies filters

  - Floppy disk icon saves custom filters (follow prompts)

  - Access saved filters via dropdown menu (left of Search)

Requesting an Event

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

Requesting an Event

- 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: academic space subject to event cutoff date

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Requesting an Event via Email

Email appropriate Astra Administrator

www.nova.edu/portal/astra/administrator-contacts.html
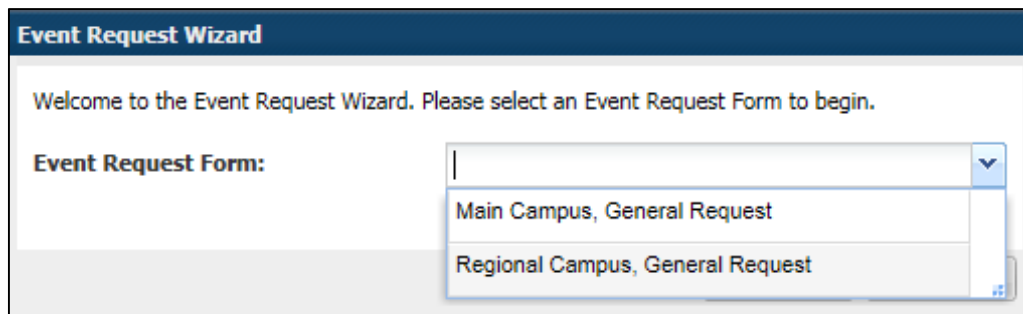
- Event name
- Event type   (meeting, seminar, webinar, workshop, training, etc.)
- Date(s)
- Time
- Est. Attendance
- Contact   (name, email, phone)
- Room Type   (conference room, classroom, computer lab, etc.)
- Special needs   (AV and/or VC, whiteboard, catering, music, etc.)

- Does this event involve a guest speaker/attendee or anyone who is not currently a NSU student/faculty/staff member?

Include any additional relevant information.

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Requesting an Event via Astra

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

Astra Demo: Event Request, Meeting Pattern Creation

Meeting Recurrence (left frame)

- Three (3) meeting creation options:
  1. **Single Meeting**
     - Best for single day or multiple dates with no pattern
  2. **Recurring**
     - Recommended for recurring meetings that follow a pattern
  3. **Spanning**
     - Events that run continuously with no interruption (e.g., construction, art exhibit, etc.)

Astra Demo: Event Request, Meeting Pattern Creation

- Once meeting pattern data is entered, click Create button (meetings then appear in Meetings frame).

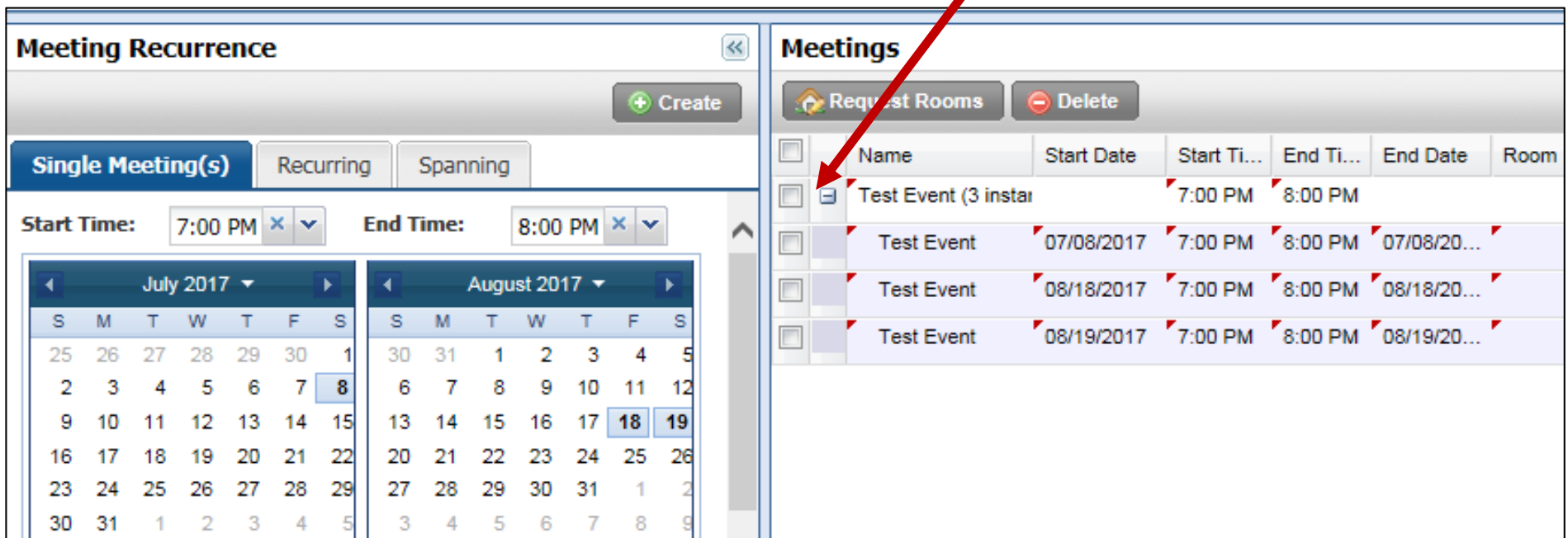**Note:** Astra will ask for a meeting group name (pre-filled) if more than one date is created at a time.

Astra Demo: Event Request, Meeting Pattern Creation

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).

Astra Demo: Event Request, Room Selection

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

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Astra Demo: Event Request, Special Requests and Terms

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:

Additional Needs / Special Requests

- Additional questions and note section

- Respond to everything accurately and thoroughly

Terms of Agreement

- Important and informative; read thoroughly

- Select whether you understand and agree

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Astra Demo:
Submission and 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.

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Event Submissions Issues and Updates

- Contact Astra Central *astracentral@nova.edu*
  Ext. 27597, Ext. 27447, or Ext. 27449
  if you encounter any issues when submitting requests.

- Should you have any questions regarding a particular room, contact the appropriate Astra Administrator.
  www.nova.edu/portal/astra/administrator-contacts.html

- Send event updates (alterations, cancellations) via email to the appropriate Astra Administrator.
  www.nova.edu/portal/astra/administrator-contacts.html

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University 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 and parking (parking permits, shuttle service, etc.)
Facilities Leasing	*www.nova.edu/facilities/leasing*
Public Relations and Marketing Communications	*www.nova.edu/prmc* Advertising, signage, media coverage
	www.myschoolbuilding.com/sso/default.a

Discussion Summary

Today's topics will include:

- Astra Schedule Introduction
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- Courses vs. events
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- Course Submissions (Current)
- Academic Block Schedule (Future)
- Astra Access and Navigation
- Viewing Calendars and Setting Filters
- Reviewing Scheduling Grids and Room Availability
- Requesting Events
- Additional Resources

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Innovation Quote

*"What is now proved
was once only imagined."*

\- William Blake

Contact

Contact Astra Central

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

We are an essential piece of the puzzle -your puzzle- and we're happy to serve!

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