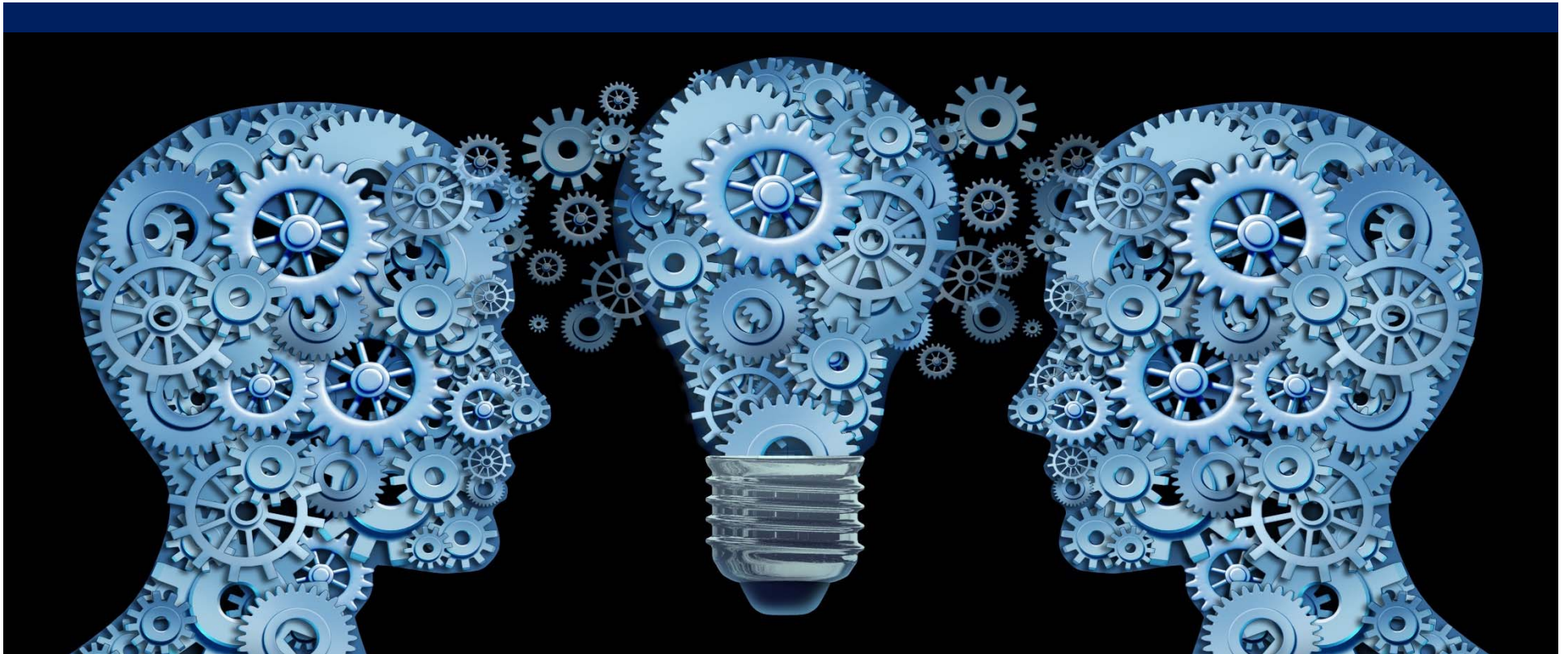


Astra Room Scheduling

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



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



Astra Schedule

- NSU's official 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



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>



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



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



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



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.)



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



Academic Block Schedule

- Realign resources
 - Budgets, staff work hours, shuttle service, etc.
- Target investments and renovations for room improvements



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



Instructor-led Live Navigation



Astra Demo: Accessing Astra

Requirements

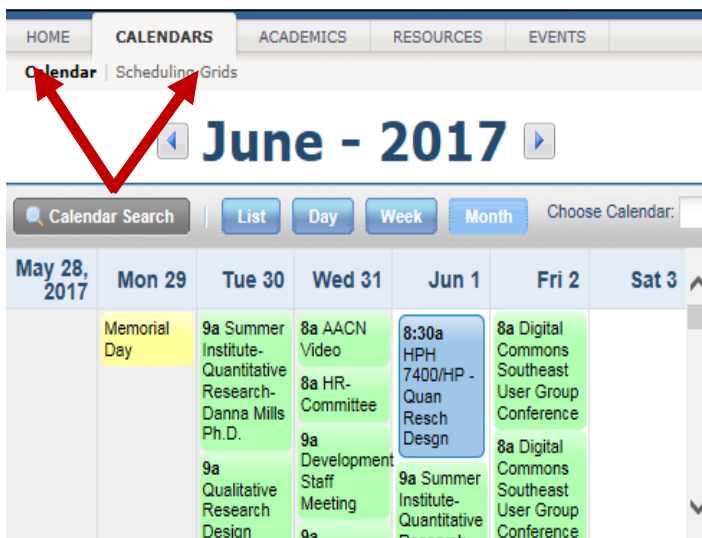
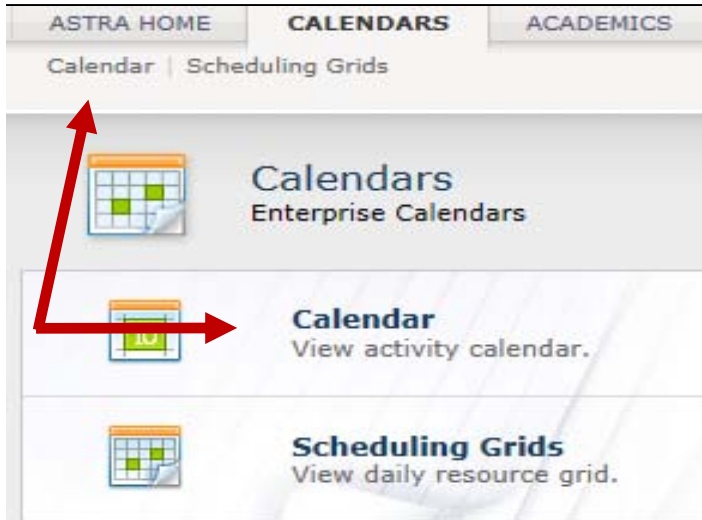
- Active NSU email account
- NSU networked computer
- No personal devices (mobile phone, home computer)

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

The screenshot displays the SHARKLINK portal interface. On the left is a dark navigation sidebar with the SHARKLINK logo at the top. Below the logo, the 'Navigation' section includes a hamburger menu icon and a list of links: 'My NSU', 'Home', 'My Account', 'My Academics', 'My Financial Aid', 'Student Resources', 'University Resources', 'Regional Campuses', and 'Applications'. The 'Applications' link at the bottom is circled in red. The main content area is titled 'My NSU' with a subtitle 'My NSU / Home'. It features a greeting 'Good Afternoon Student01' and a password field. A notification bar indicates a password change is due in 159 days. Below this is a row of application icons: 3STAR, GRADESFIRST, NSU E-BILL, APPCENTRAL, JOBX, ASTRA (circled in red), SHARKMEDIA, SHARKTIME, and HELPDESK. At the bottom, there are three sections: 'EVENTS' with a calendar icon, 'DIRECTORY' with a magnifying glass icon, and 'STUDENT SUPPORT' with a gear icon.

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



Astra Demo: Calendars

- Calendars tab, click Calendar (link)
- Select Calendar
 - 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

- Colors:
 - Green = events
 - Blue = courses
- Viewing format options:
 - List, Day, Week, and Month

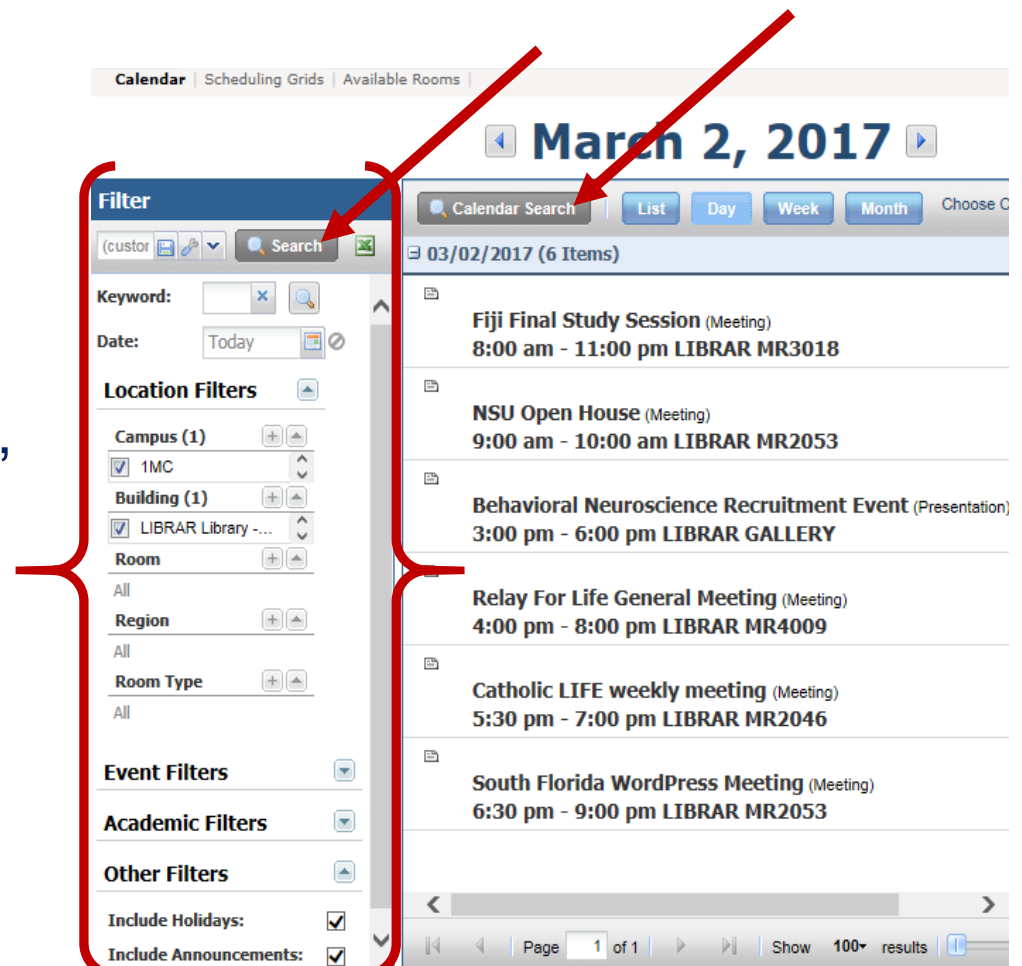
March 5 - 11, 2017

Calendar Search | List | Day | Week | Month | Choose Calendar: Main Campus Courses & Events C | Filter: Main Campus Calen | Request Event

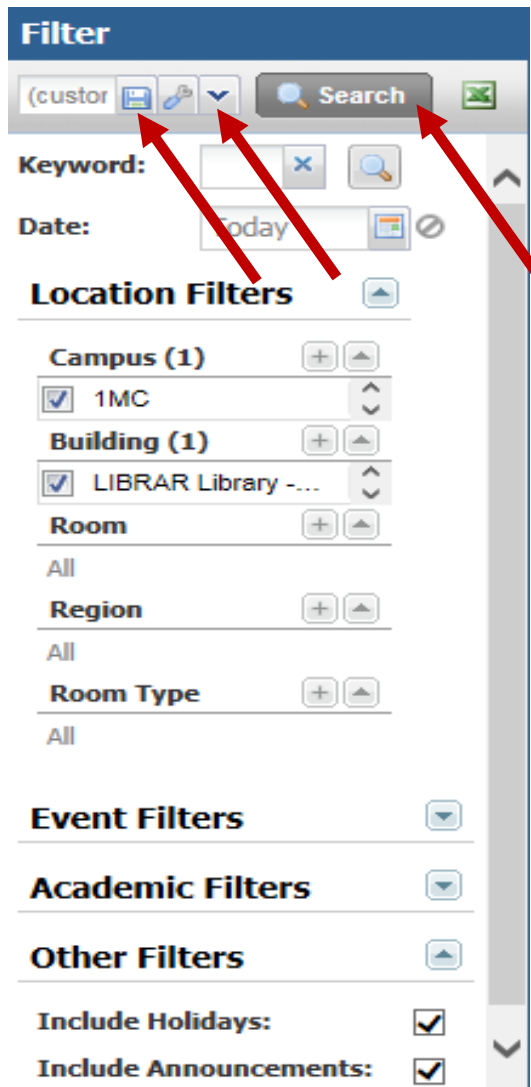
Mar 5, 2017	Mon 6	Tue 7	Wed 8	Thu 9	Today 11:12 am	Sat 11
8a Open Lab	8a Open Lab	8a Open Lab	8a Open Lab	8a Open Lab	8a Open Lab	8a Open Lab
0a SeussFest 2017	0a SeussFest 2017	7a Global Business Community - March 2017	8a International Franchise Association	8a International Franchise Association	8a 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	9a PSY 1502/SD3 - Diagnostic Interviewing	9a SFTD 6530/GE4 - Fam Ther Top - Intro to Equine	9a Broward Student Leaders Day	11:55a InterFraternity Council Meeting	8a Code Camp 2017
	10a Accounting Seminar	9:15a CSAD 2010/AW3 - Comm Disorders Film & Media		9a Broward Student Leaders Day		8a Code Camp 2017
		11a P K Maskara		9a Broward Student Leaders Day		8a National Institute for Trial Advocacy

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)

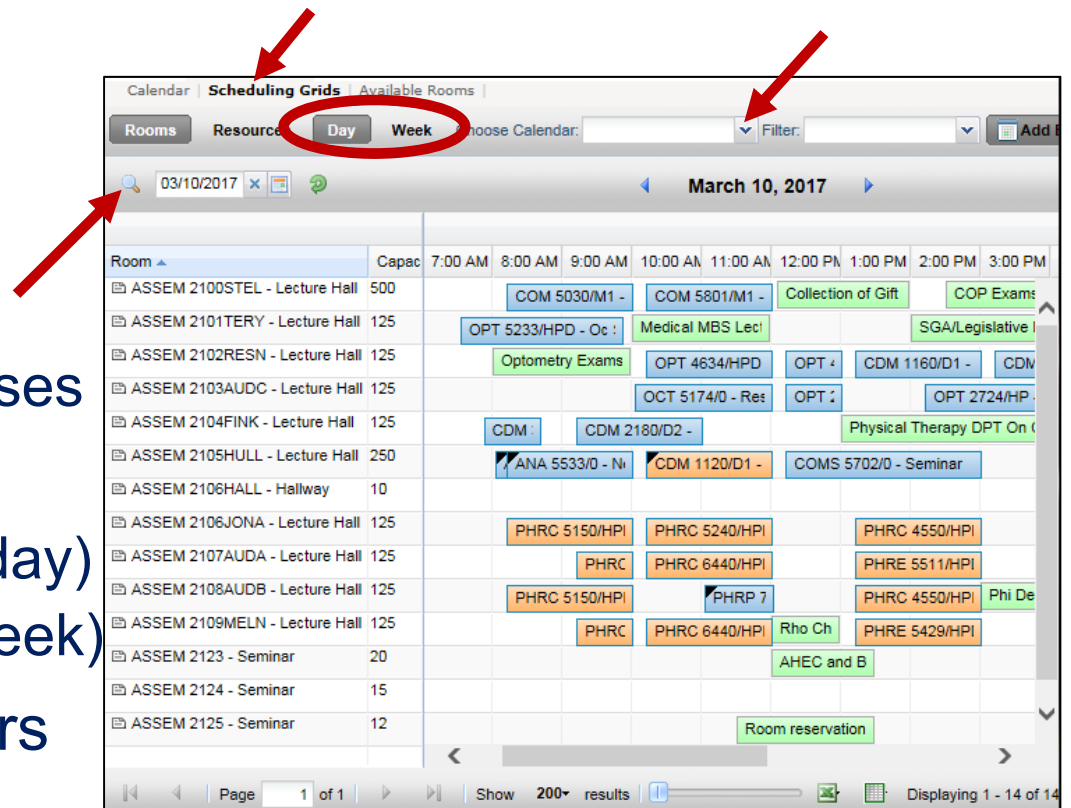


- Set filter parameters to manage what is visible
 - Search button applies filters and closes filter menu
 - Calendar Search button reopens filter menu
 - Floppy disk icon saves custom filters (follow prompts)
 - Access saved filters via dropdown menu (left of Search)



Astra Demo: 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



Way 2 ↔ Way 2

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)

The screenshot shows the filter interface for the Astra Scheduling Grid. At the top, there is a toolbar with a dropdown menu labeled '(custom)', a floppy disk icon, a magnifying glass icon, and a 'Search' button. Below this is a 'Keyword:' search bar. The main section is titled 'Location Filters' and contains several filter categories: 'Campus (1)' with a checked box for '1MC'; 'Building (1)' with a checked box for 'ASSEM HPD - Asse...'; 'Room' with a dropdown set to 'All'; 'Region' with a dropdown set to 'All'; and 'Room Type' with a dropdown set to 'All'. At the bottom, there is a 'Capacity:' section with a 'Between' input field and an 'and' input field. Red arrows point to the floppy disk icon, the dropdown menu, and the Search button.

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



Requesting an Event via Email

Email appropriate Astra Administrator

www.nova.edu/portal/astra/administrator-contacts.html

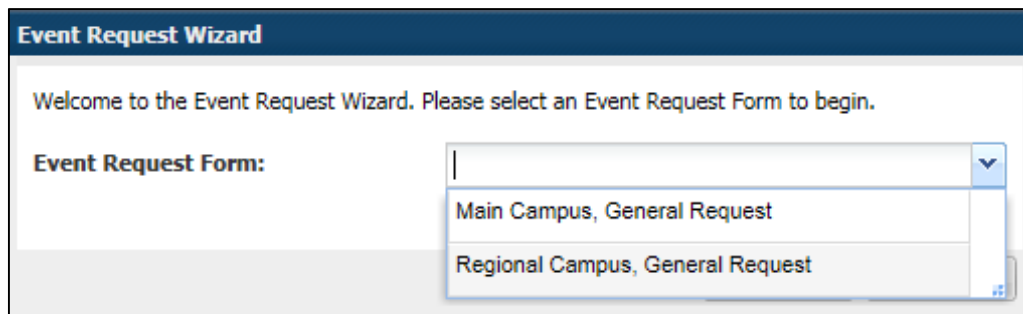
- Event name
- Event type (meeting, seminar, webinar, workshop, training, etc.)
- Date(s)
- Time
- Est. Attendance
- Contact (name, email, phone)
- Room Type (conference room, classroom, computer lab, etc.)
- Special needs (AV and/or VC, whiteboard, catering, music, etc.)
- Does this event involve a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

Include any additional relevant information.



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)

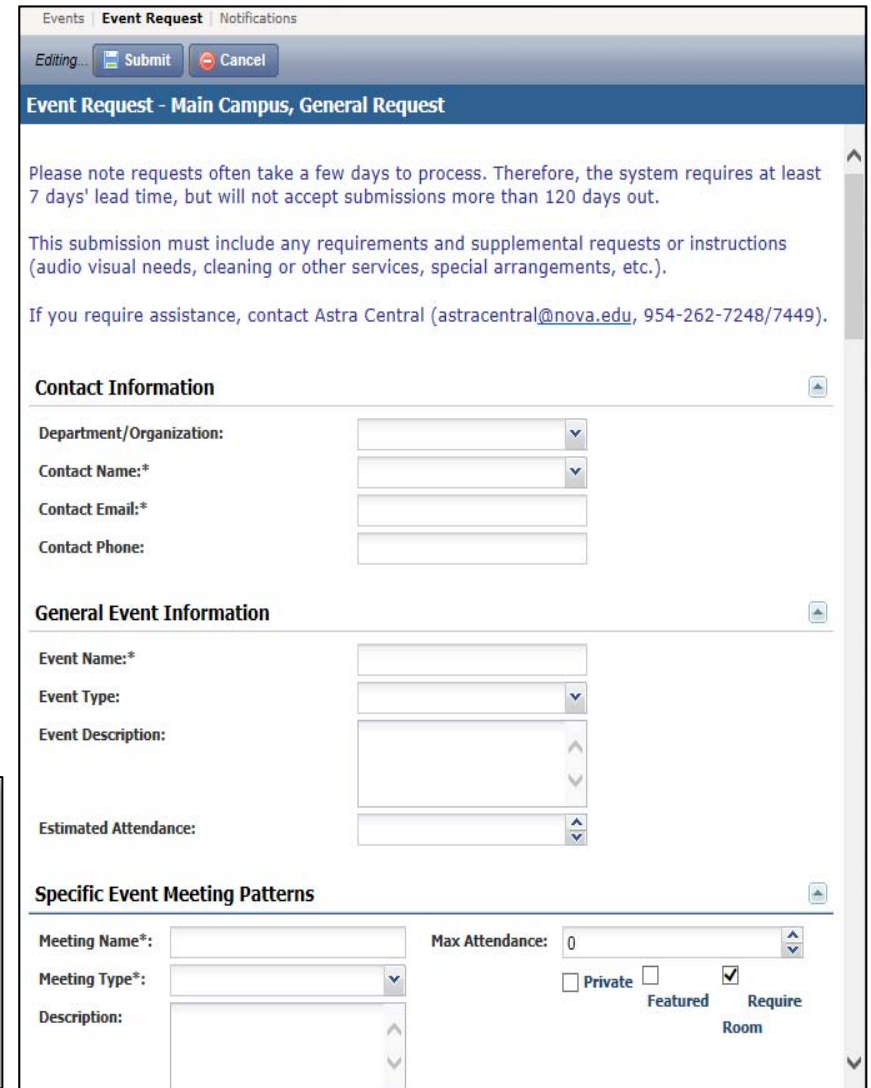


Event Request Wizard

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*: Max Attendance:

Meeting Type*:

Description:

☐ Private ☐ Featured ☒ Require Room

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.)

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 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

- 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.

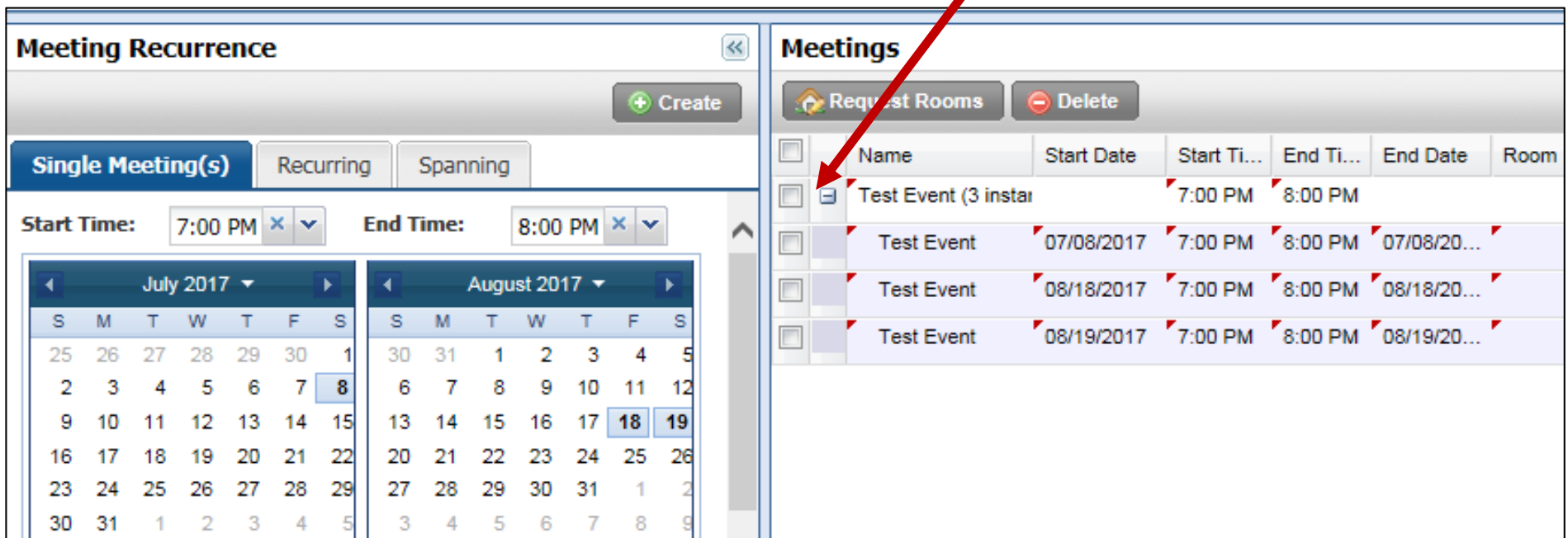
The screenshot displays the Astra interface for creating meeting patterns. The left pane, titled "Meeting Recurrence", contains a "Create" button (indicated by a red arrow) and options for "Single Meeting(s)", "Recurring", and "Spanning". Below these are "Start Time" (7:00 PM) and "End Time" (8:00 PM) dropdowns, followed by two calendar views for July and August 2017. The right pane, titled "Meetings", shows a table of created events. A red circle highlights this pane, which includes "Request Rooms" and "Delete" buttons above the table.

Name	Start Date	Start Time	End Time	End Date	Room
Test Event (3 instar		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, 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).



The screenshot displays the Astra Demo interface, divided into two main sections: **Meeting Recurrence** (left) and **Meetings** (right).

Meeting Recurrence Section:

- Buttons: **Create** (green plus icon).
- Tabbed interface: **Single Meeting(s)** (selected), **Recurring**, **Spanning**.
- Start Time: 7:00 PM (dropdown).
- End Time: 8:00 PM (dropdown).
- Calendar view showing July 2017 and August 2017. The date 8th is highlighted in July, and 18th and 19th are highlighted in August.

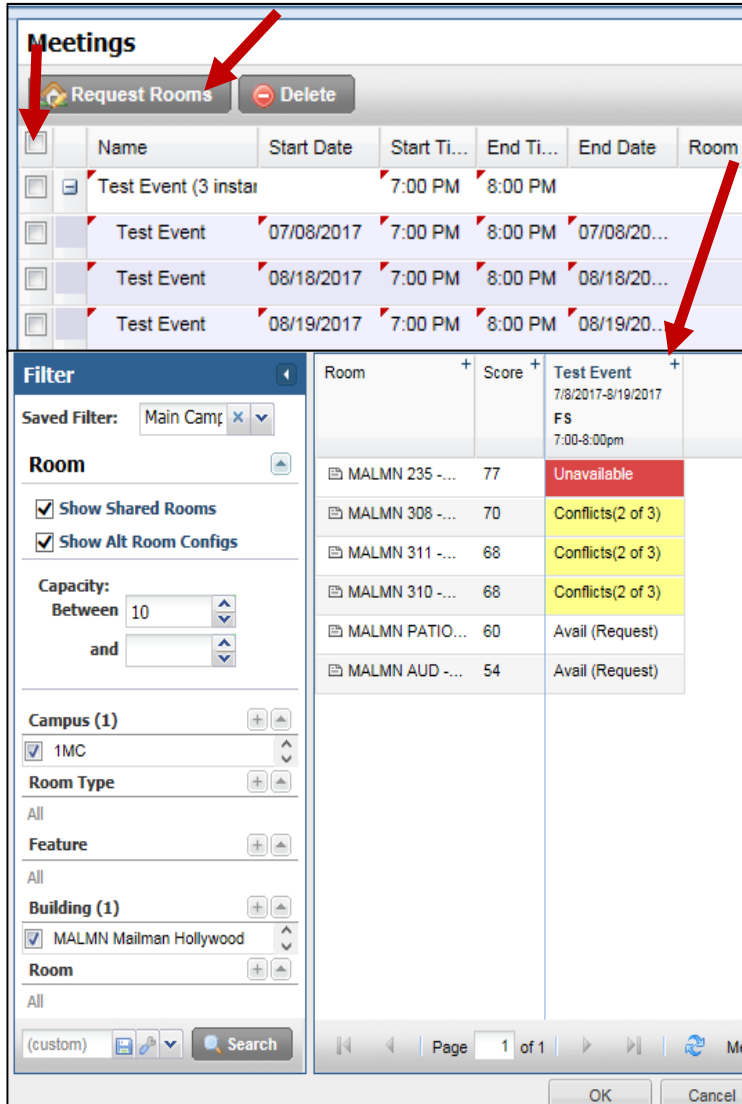
Meetings Section:

- Buttons: **Request Rooms** (house 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 expand/collapse icon (a small square with a plus/minus symbol) next to the first row of the Meetings table.

Astra Demo: Event Request, Room Selection



Meetings

Request Rooms Delete

	Name	Start Date	Start Ti...	End Ti...	End Date	Room
<input checked="" 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...	

Filter

Saved Filter: Main Camp

Room

☒ Show Shared Rooms

☒ Show Alt Room Configs

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

- 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



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



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.



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



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
- 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



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!*

