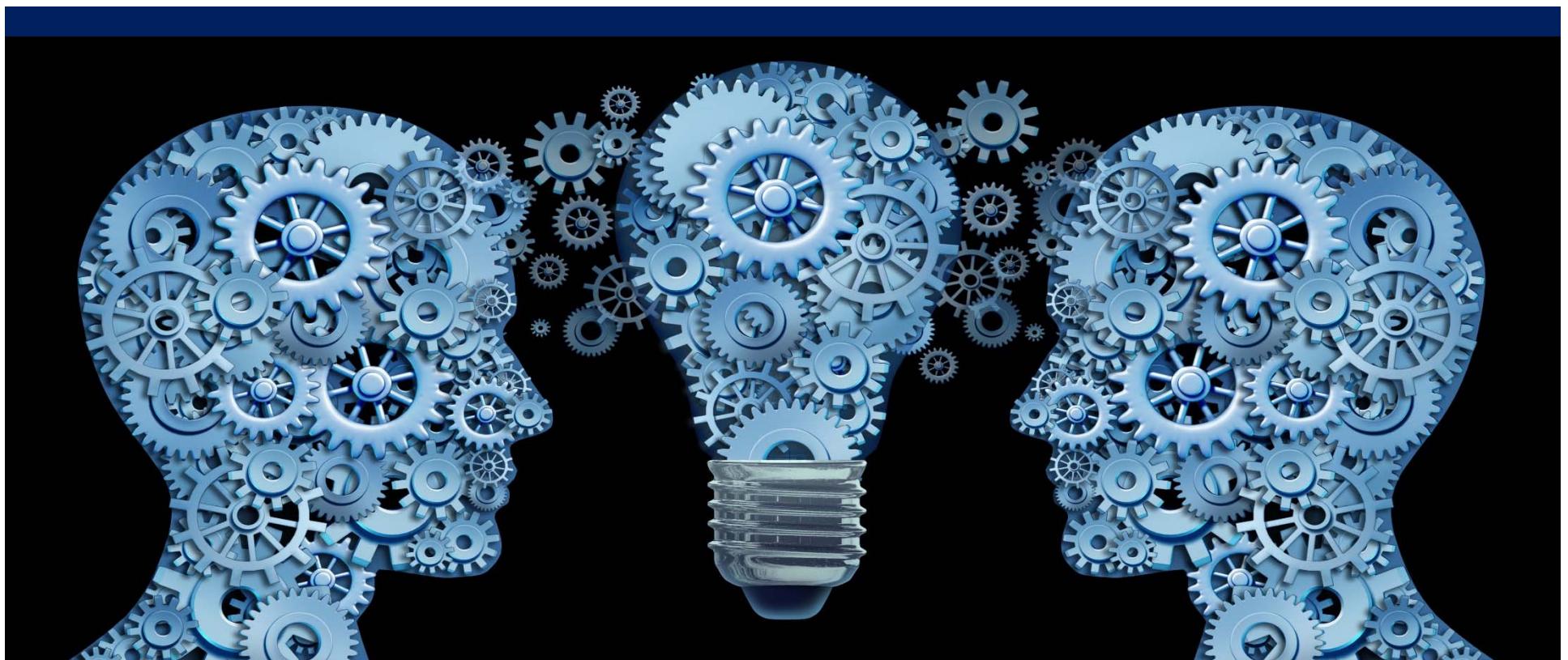


Astra Room Scheduling

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



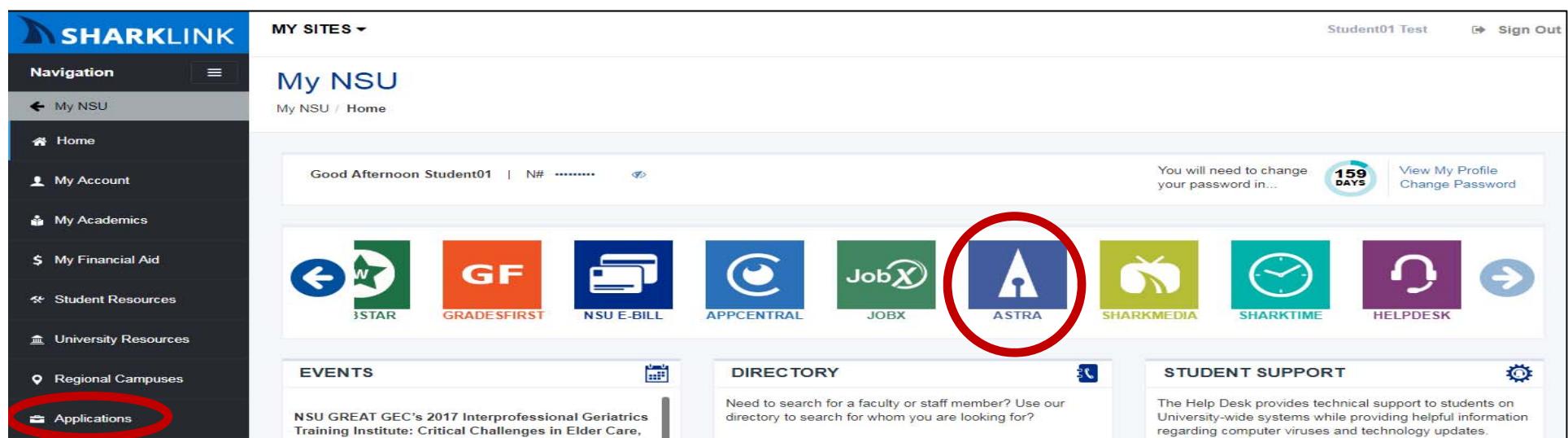
Astra Demo: Accessing Astra

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 shows the SHARKLINK dashboard. On the left, a navigation sidebar includes links for My NSU, Home, My Account, My Academics, My Financial Aid, Student Resources, University Resources, Regional Campuses, and Applications. The Applications link is circled in red. The main content area shows the 'My NSU' page with a greeting 'Good Afternoon Student01' and various icons for services like 3STAR, GRADEFIRST, NSU E-BILL, APPCENTRAL, JobX, SHARKMEDIA, SHARKTIME, and HELPDESK. The Astra icon, which is a blue square with a white triangle pointing upwards, is circled in red. The dashboard also displays a '159 DAYS' badge for password expiration and a 'View My Profile' link.

Astra Demo: Navigating Astra



ASTRA HOME CALENDARS ACADEMICS

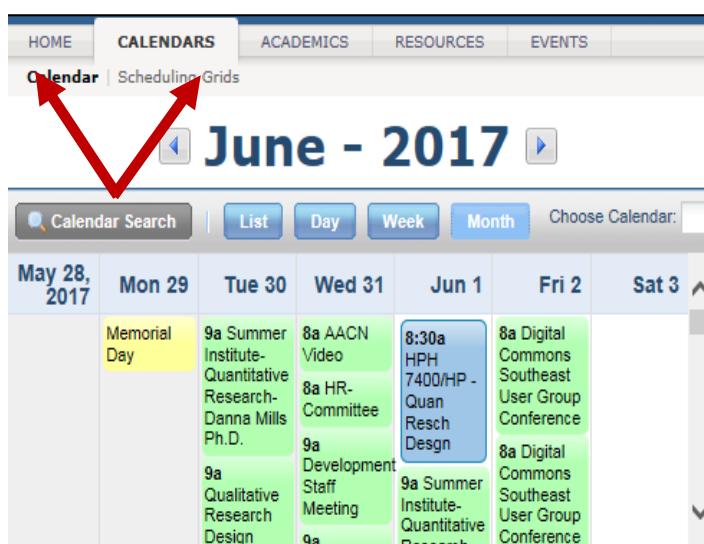
Calendar | Scheduling Grids

Calendars
Enterprise Calendars

Calendar
View activity calendar.

Scheduling Grids
View daily resource grid.

- 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



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



Astra Demo: Calendars

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

Choose Calendar: Filter: Request Event



Astra Demo: Calendars

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

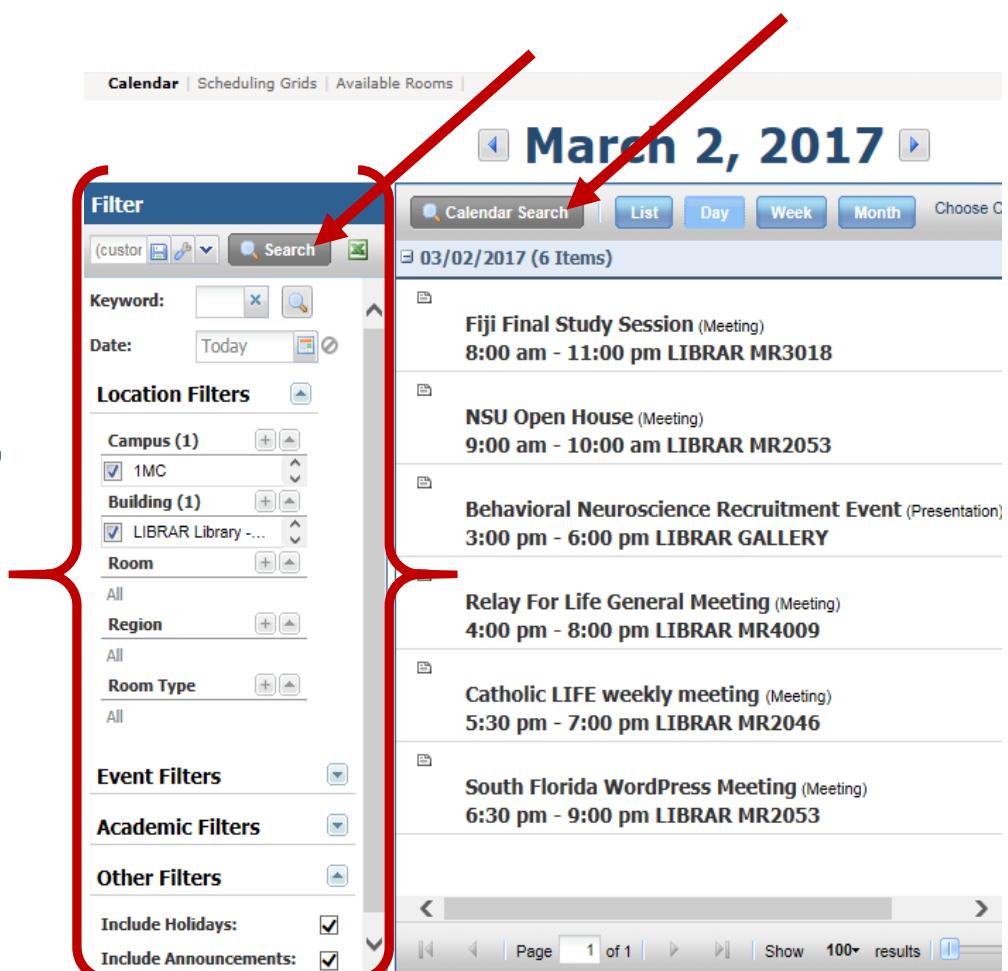
March 5 - 11, 2017



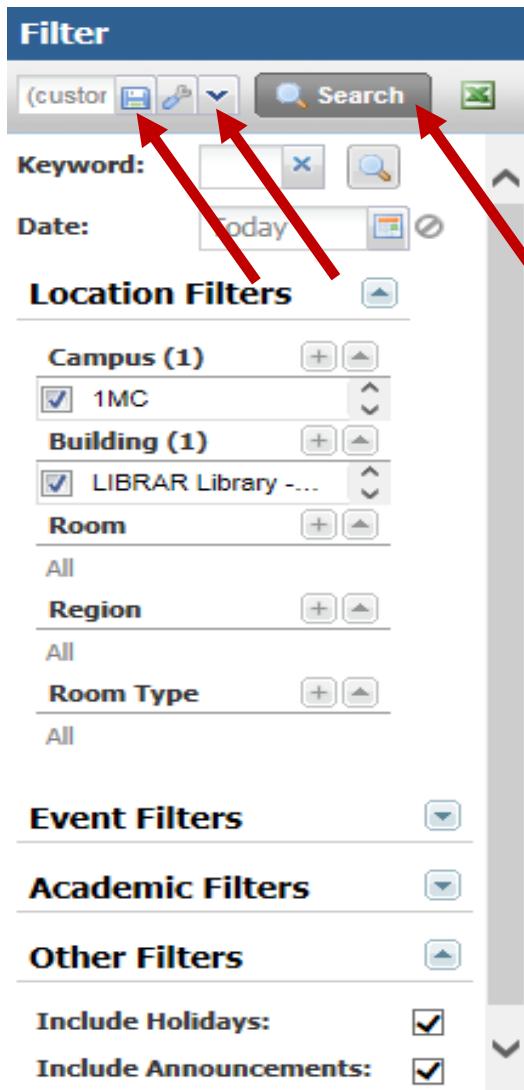
		Choose Calendar: Main Campus Courses & Events C						Filter: Main Campus Calen	Request Event	✉
		Mon 6	Tue 7	Wed 8	Thu 9	Today 11:12 am		Sat 11		
Mar 5, 2017										
8a Open Lab	8a Open Lab	8a Open Lab	8a Open Lab	8a Open Lab	8a Open Lab			8a Open Lab	8a Open Lab	
0a SeussFest 2017	0a SeussFest 2017	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	7a Trans-MEC Research Symposium	6:45a Youth Leadership Day	8a Code Camp - setup	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	7a Trans-MEC Research Symposium	8a Code Camp - setup	8a Pre-Con Day	7a Global Business Community - March 2017	7a Global Business Community - March 2017	
1:55p Alpha Kappa Psi Prospect Class	8a Ann Storck Center	8a New Employee Orientation	8a Ann Storck Center	8a Ann Storck Center	8a Ann Storck Center	8a National Institute for Trial Advocacy	8a National Institute for Trial Advocacy	7a Global Business Community - March 2017	7a Global Business Community - March 2017	
3p Sigma Delta Tau Chapter Meeting		8:30a One-Stop Shop Training - NASFAA Module	8:30a Massage Envy	8:30a One-Stop Shop Training - NASFAA Module	8:30a One-Stop Shop Training - NASFAA Module	8a WHPN Performance Workshop	8a Mediation Training Group	7a Global Business Community - March 2017	7a Global Business Community - March 2017	
4p Theta Phi Chapter		8:30a NASFAA Foundation Course for One-Stop Shop Representatives	8:30a Directors Meeting	8:30a NASFAA Foundation Course for One-Stop Shop Representatives	8:30a NASFAA Foundation Course for One-Stop Shop Representatives	8a Ann Storck Center	8:30a One-Stop Shop Training - NASFAA Module	7a Global Business Community - March 2017	7a Global Business Community - March 2017	
4p Phi Sigma Sigma Chapter Meeting		9:30a Present & Discuss Marketing Plan for Tampa Nursing Program	9a Pre-Admission Kaplan Exam	9a VALIC One-on-One Retirement Plan Advice Sessions	9a PSY 1502/SD3 - Diagnostic Interviewing	9a DMFT 5355/GE1 - Intro Equine Assisted Fam Ther	8a Mediation Training Group	8:30a NASFAA Foundation Course for One-Stop Shop Representatives	7a Global Business Community - March 2017	
5p Theta Phi Chapter					9a SFTD 5355/GE1 - Intro Equine Assisted Fam Ther	9a Broward Student Leaders Day	9a Broward Student Leaders Day	9a Psychodynamic In-Services	8a Code Camp 2017	
6p Kappa Sigma Chapter		10a Theta Phi Alpha Study Session	9:15a CSAD 2010/AW3 - Comm Disorders Film & Media	9a SFTD 6530/GE4 - Fam Ther Top - Intro to Equine	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	
		10a UPS Safety Conference				9a Broward Student Leaders Day			8a National Institute for Trial Advocacy	
		10a Accounting Seminar	11a P K Maskara							

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)

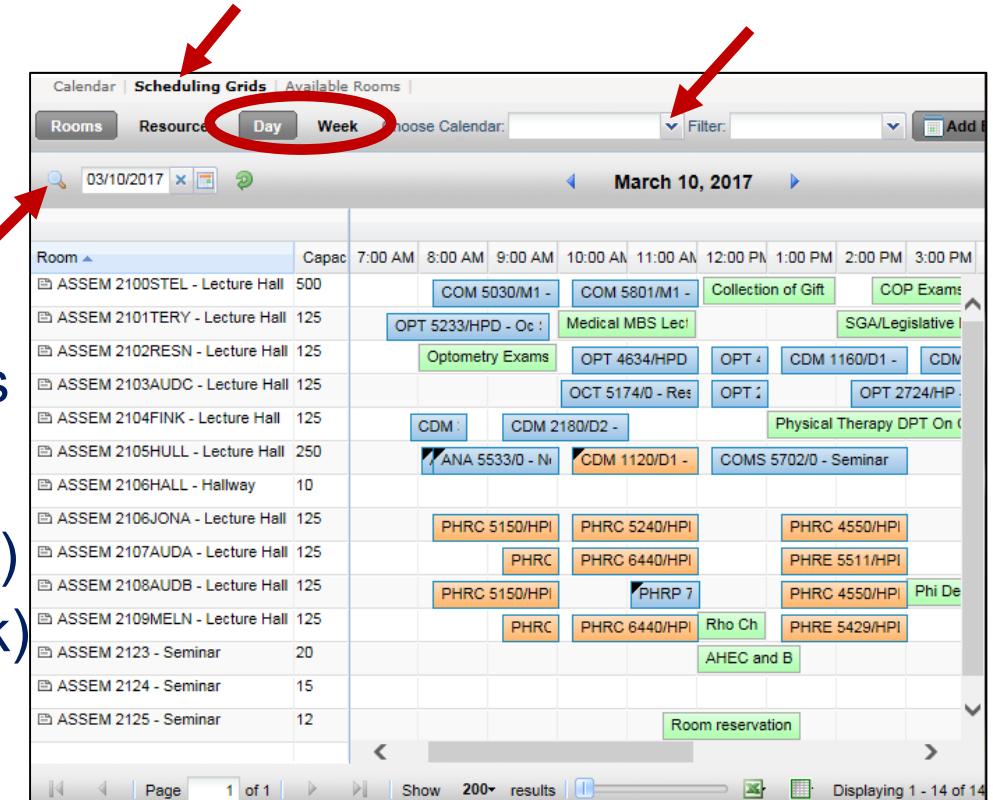


- Set filter parameters to manage what is visible
 - Search button applies filters and closes filter menu
 - Calendar Search button reopens filter menu
 - Floppy disk icon saves custom filters (follow prompts)
 - Access saved filters via dropdown menu (left of Search)



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

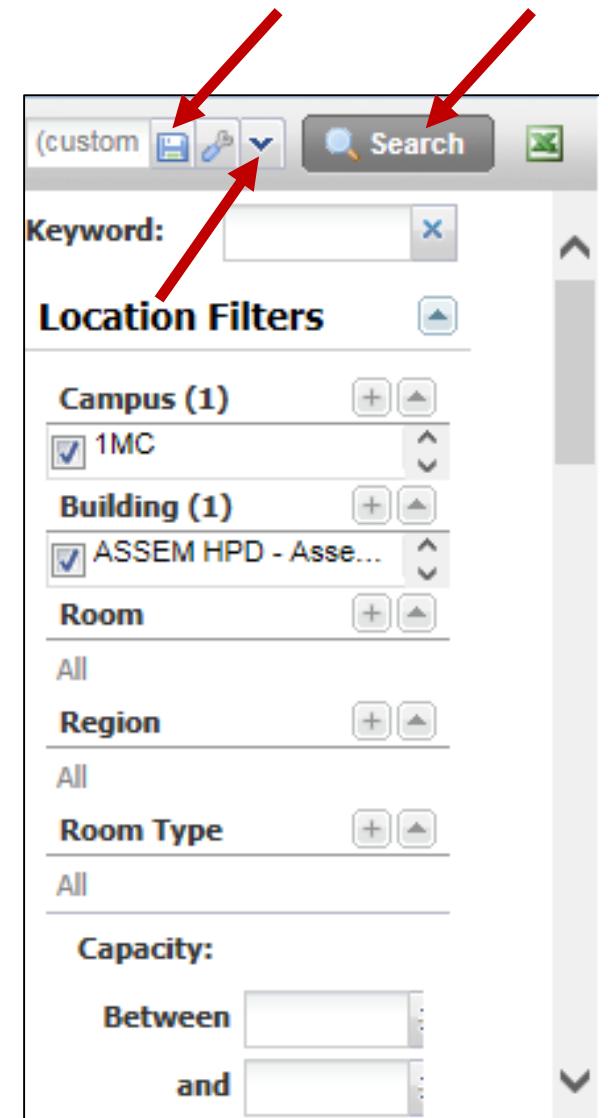


Way 2 ←→ Way 2



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)



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: 0

Meeting Type*: Private Featured Require Room

Description:

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.)

The screenshot shows the Astra software interface with two main modules. On the left is the 'Meeting Recurrence' module, which includes a toolbar with 'Create' and 'Single Meeting(s)', 'Recurring', and 'Spanning' buttons. Below the toolbar are two 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 calendar shows the 8th selected. The August calendar shows the 18th and 19th selected. On the right is the 'Meetings' module, which has a 'Request Rooms' button and a 'Delete' button. It displays a table of events with columns for Name, Start Date, Start Time, End Time, End Date, and Room. The table shows four entries for 'Test Event' with various start and end times across July and August 2017.

Name	Start Date	Start Ti...	End Ti...	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

- 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.

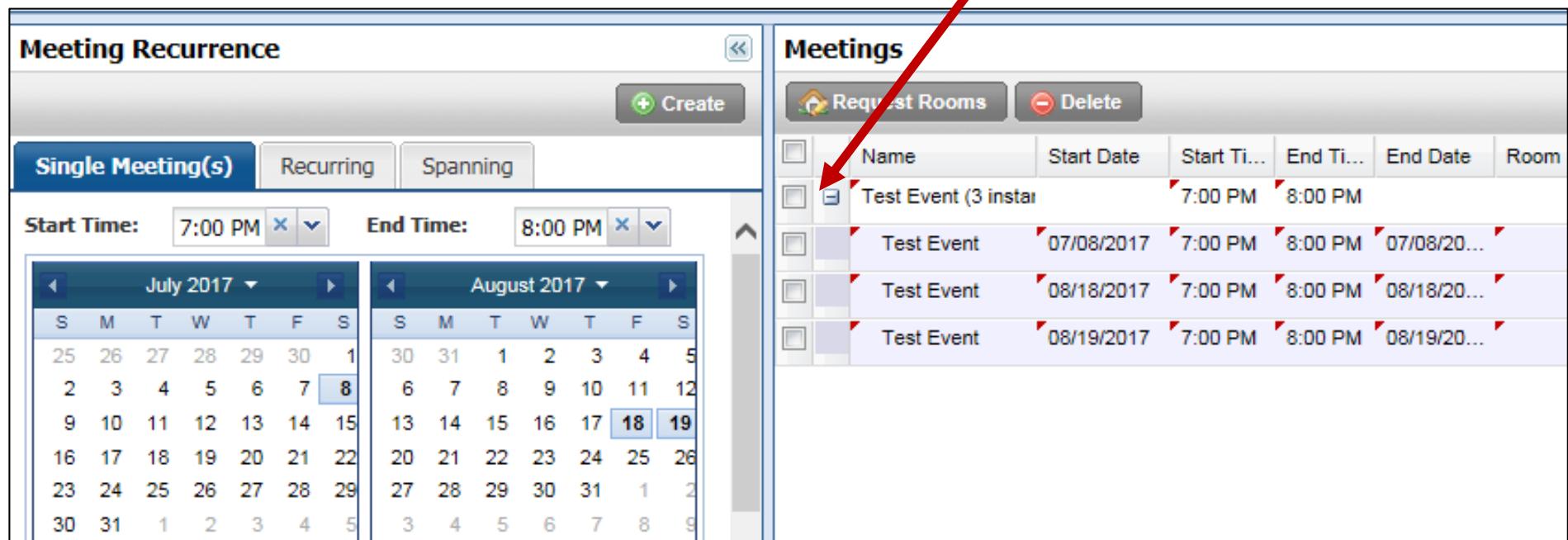
The screenshot shows the Astra software interface for creating event requests and meeting patterns. On the left, the 'Meeting Recurrence' frame is open, displaying a calendar for July and August 2017. The 'Single Meeting(s)' tab is selected. The 'Create' button is highlighted with a red arrow. On the right, the 'Meetings' frame is open, showing a list of four test events. A red circle highlights the list of meetings. The meetings are as follows:

Name	Start Date	Start Ti...	End Ti...	End Date	Room
Test Event (3 instar)	7/08/2017	7:00 PM	8:00 PM	7/08/2017	
Test Event	07/08/2017	7:00 PM	8:00 PM	07/08/2017	
Test Event	08/18/2017	7:00 PM	8:00 PM	08/18/2017	
Test Event	08/19/2017	7:00 PM	8:00 PM	08/19/2017	

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).



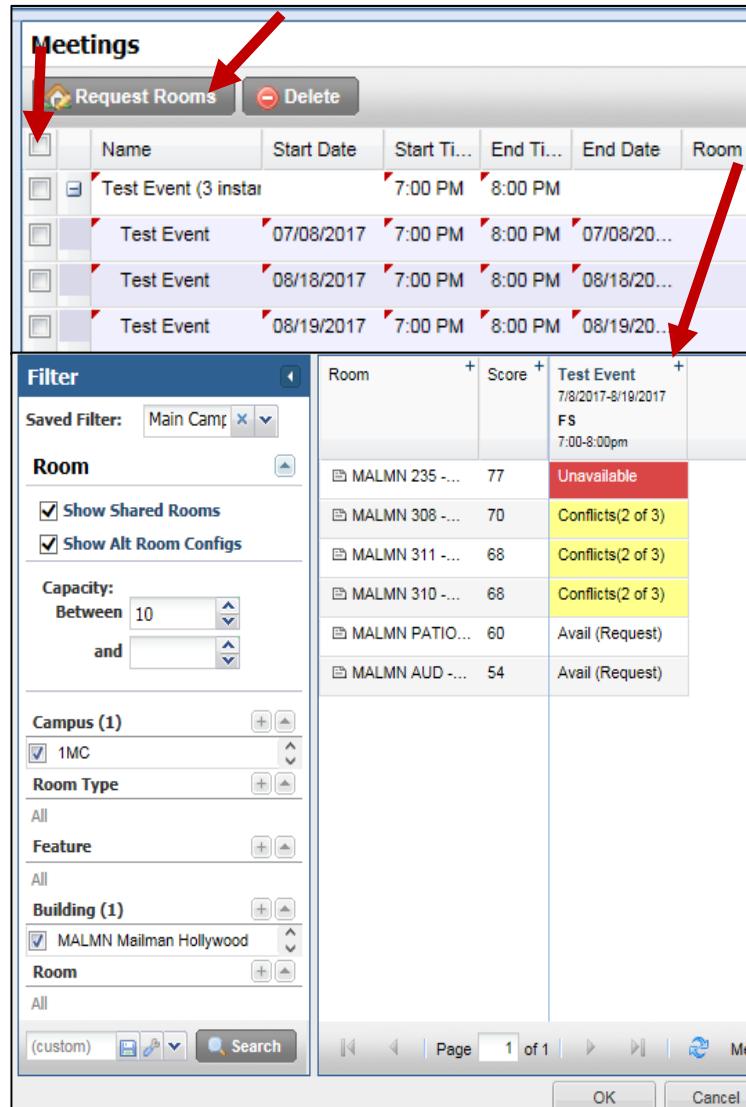
The screenshot shows the Astra software interface with two main panes: 'Meeting Recurrence' on the left and 'Meetings' on the right.

Meeting Recurrence: This pane is for creating single meetings, recurring meetings, or spanning meetings. It includes fields for 'Start Time' (7:00 PM) and 'End Time' (8:00 PM), and date pickers for July and August 2017. The 'Single Meeting(s)' tab is selected.

Meetings: This pane lists scheduled events. It has 'Request Rooms' and 'Delete' buttons. The first event, 'Test Event (3 insta)', is expanded, showing three instances: one for July 18, 2017, and two for August 18, 2017, and August 19, 2017, all starting at 7:00 PM and ending at 8:00 PM.

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	07/08/2017	
Test Event	08/18/2017	7:00 PM	8:00 PM	08/18/2017	
Test Event	08/19/2017	7:00 PM	8:00 PM	08/19/2017	

Astra Demo: Event Request, Room Selection



The screenshot shows the Astra software interface for managing meetings and room availability. On the left, a list of meetings is displayed with columns for Name, Start Date, Start Time, End Time, End Date, and Room. A red arrow points to the 'Request Rooms' button in the toolbar. On the right, a filter dialog is open, showing room availability for the selected meetings. A red arrow points to the 'Test Event' entry in the list, which is expanded to show details: Room MALMN 235, Score 77, and Status 'Unavailable'. The filter dialog includes sections for Room, Capacity (Between 10 and 15), Campus (1MC), Room Type, Feature, and Building (1). The bottom of the dialog shows navigation buttons for OK and 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:*	<input type="text"/>
Do you plan to cater this event:*	<input type="text"/>
Does this event involve video conferencing:*	<input type="text"/>
Are there any audio visual or technology needs (microphone, computer, projector, internet access, software applications, etc.):*	<input type="text"/>
Work orders or special arrangements (furniture/equipment needs; reconfigure room; cleaning or security or other services; etc.):*	<input type="text"/>
If "No" to all of the above, enter NA or None. If you answered "Yes" to any, provide all details for each confirmed category.:*	<input type="text"/>
Note:	<input type="text"/>

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!*

