A photograph of a large, modern university building with a curved facade and many windows. Palm trees are visible in the foreground and background. A group of students is walking across the paved area in front of the building. A dark blue semi-transparent overlay covers the left side of the image, containing text.

NSU Florida

Astra Schedule Overview

EMSA Central Administration / Room
Scheduling

Discussion Topics

- Astra Schedule Introduction.
- Astra Schedulers.
- Academic vs. Non-Academic space.
- Banner and Astra Schedule: Working Together.
- Differentiating Between Courses and Events.
- Establishing Scheduling Priorities.
- CourseLeaf Submissions and Astra Schedule.
- Accessing and Navigating Astra Schedule.

Astra Schedule Introduction



- NSU's central system for managing space.
- Integrates with other information systems (e.g., Banner.)
- Efficiently coordinates academic & event scheduling.
- Enhances space utilization.
- Improves time management.
- Provides central calendar.
- Promotes events & sharing of space.



Astra Schedulers

- Schedule courses & events in particular locations.
 - Law in law building
 - Regional campuses in respective buildings
 - Astra Central in Fort Laud. and Regional Campuses

- NSU Course and Room Scheduling Policy.

<https://www.nova.edu/ems-communitynet/faar/forms/astra-room-scheduling.pdf>

- Astra Administrator Contacts list:

<https://www.nova.edu/astra/administrator-contacts.html>

Academic vs. Non-Academic Space

Academic Space

- Primarily used for courses (classrooms, labs, lecture halls, etc.).
- Subject to academic calendar deadlines and course scheduling. Finalized after course registration is complete.



Nonacademic Space

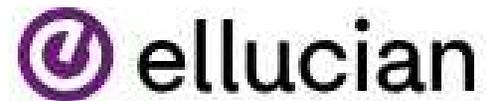
- Primarily used for events (conference rooms, atriums, lawns, etc.).
- Scheduled on a first-come, first-served basis.



Banner and Astra Schedule: Working Together

Ellucian Banner

- NSU's student information systems (SIS).
- Integrates with CourseLeaf for course creation.
- Manages course room assignments (data transferred to Astra Schedule).



Astra Schedule

- NSU's space management database.
- Imports course data from Banner (daily).
- Used for event creation and room assignment.
- Events created in Astra Schedule are *not* automatically transferred to Banner.



Differentiating Between Courses and Events

Courses

- Each course is assigned a unique identifier (Course Reference Number or CRN) in Banner.
- Courses must be validated and approved in CourseLeaf by deadlines that vary by term and academic year. Please refer to the <https://courseleaf.nova.edu/wen/> for the current instance deadlines.
- In academic spaces, courses have scheduling priority over events.

Events

- Each event is assigned a unique identifier (Reservation Number or Res #) in Astra Schedule.
- Event requests should be submitted at least seven days in advance, although earlier submission is encouraged.
- Events are assigned to non-academic space immediately. Requests for academic space are held in a "pending" folder until the event cutoff date, after which rooms are released for event scheduling.

Differentiating Between Courses and Events (Cont.)

Courses

- Courses sometimes involve "events." If attendance is required for all registered students, the meeting pattern is entered in Banner. Otherwise, it's scheduled in Astra Schedule as an event. Examples:
 - Computer Lab Exam (all students required - Banner)
 - Tutor Session (optional - Astra Schedule)
 - Final Exam (all students required - Banner)
 - Make-up Exam (optional - Astra Schedule)

Events

- Events involving non-NSU affiliates require review and approval from Facilities Management.
- Facilities Management may:
 - Request additional information (e.g., event details, contact information, setup requirements).
 - Apply charges depending on the event and/or the requested location(s).
 - <https://www.nova.edu/facilities/index.html>
 - <https://www.nova.edu/risk/policies/specialevents.html>

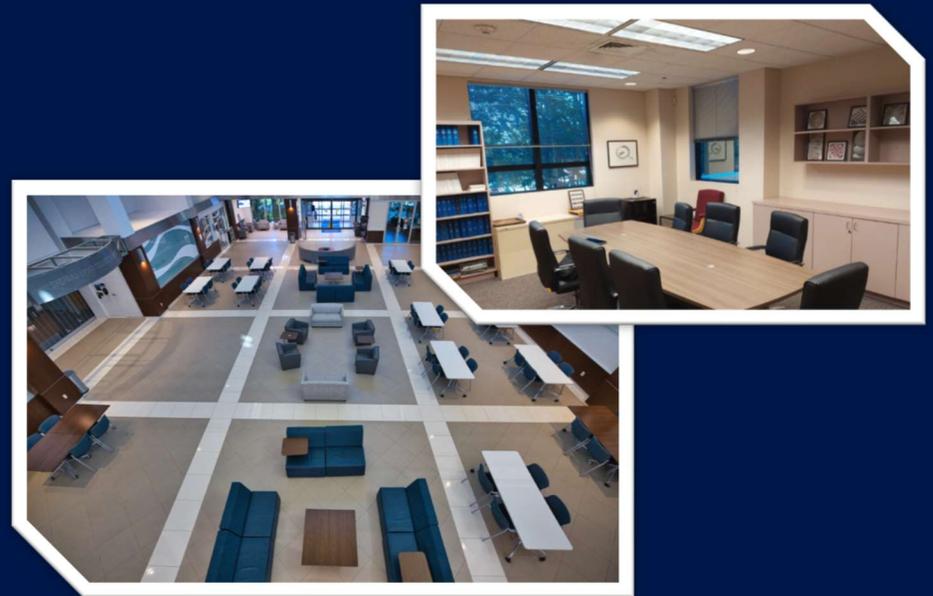
Establishing Scheduling Priorities

Academic Space

- Courses have priority
 - Courses offered by the department/unit that primarily uses the space.
 - Overflow courses (those that cannot be scheduled in their primary locations due to space limitations).
- Events (once all course needs are met).

Nonacademic Space

- Events have priority
- Available immediately



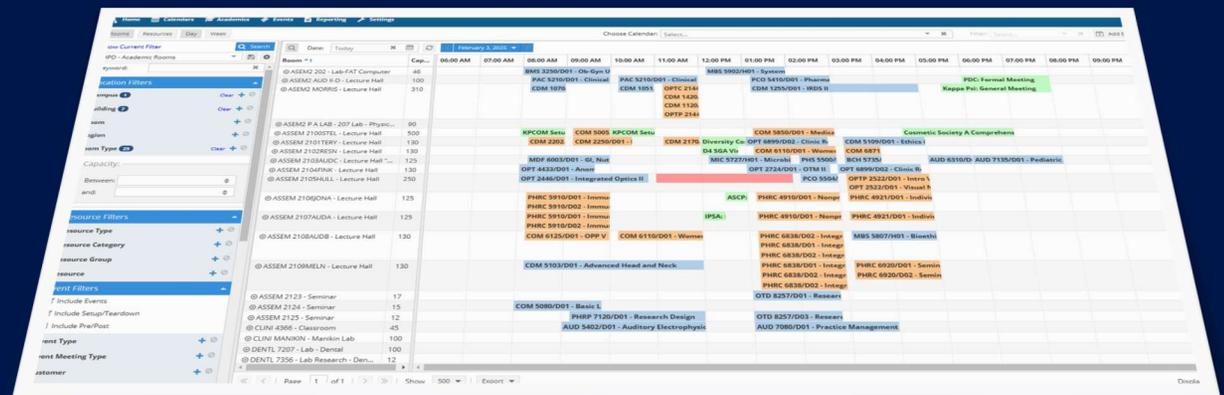
CourseLeaf Submissions and Astra Schedule



- Only authorized program office contacts may submit course requests.
- Instructors should send their course scheduling preferences to the appropriate authorized program office contact at least two weeks before the submission due date.
- The FAAR CourseLeaf Team publishes the submission due dates.
- After the submission deadline, only changes due to the following are permitted:
 - Enrollment changes (course additions/cancellations).
 - Unforeseen circumstances (e.g., instructor changes).
- **CRN changes must be made in CourseLeaf, not Astra Schedule.** This includes updates to meeting patterns, adding new sessions, changing course capacity (CAP), etc.

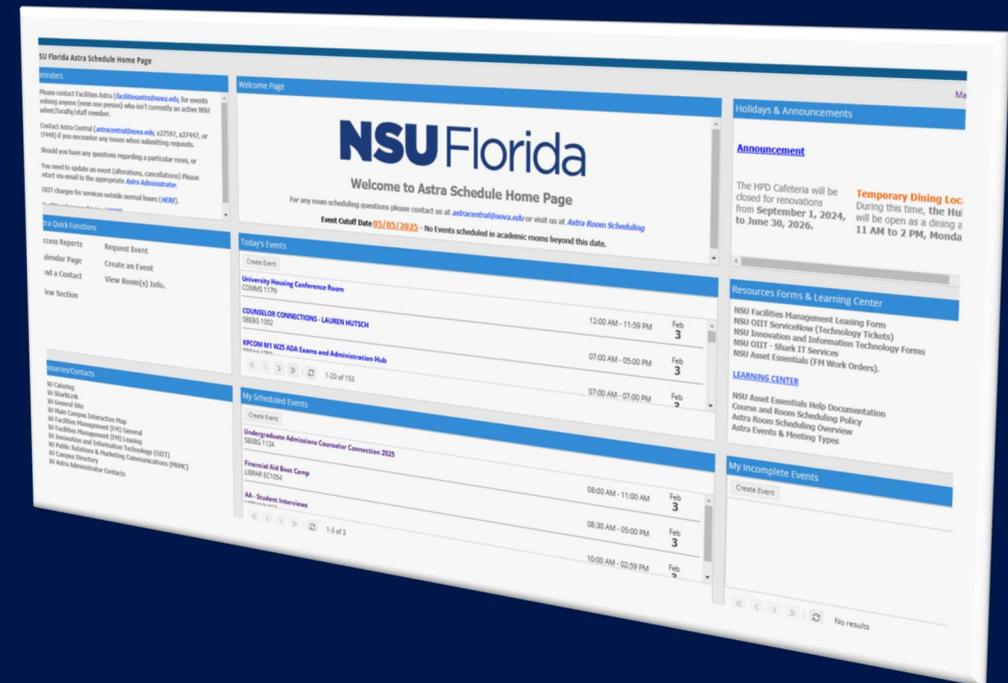
Astra Schedule

- Accessing and Navigating Astra Schedule
- Viewing Calendars and Applying Filters
- Checking Room Availability and Scheduling Grids
- Requesting and Managing Events
- Additional resources



Accessing and Navigating Astra Schedule

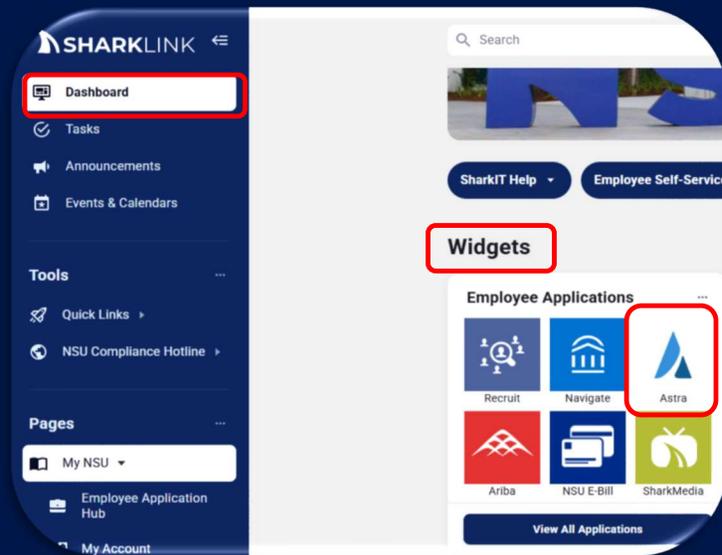
- Accessing Astra
- Navigating Astra
- Viewing calendars tab
- Setting & saving filters
- Reviewing scheduling grids
- Requesting events
- Determining room availability
- Searching for events
- More Options (Opens the main reservation page)
- Sending the Event Summary



Accessing Astra

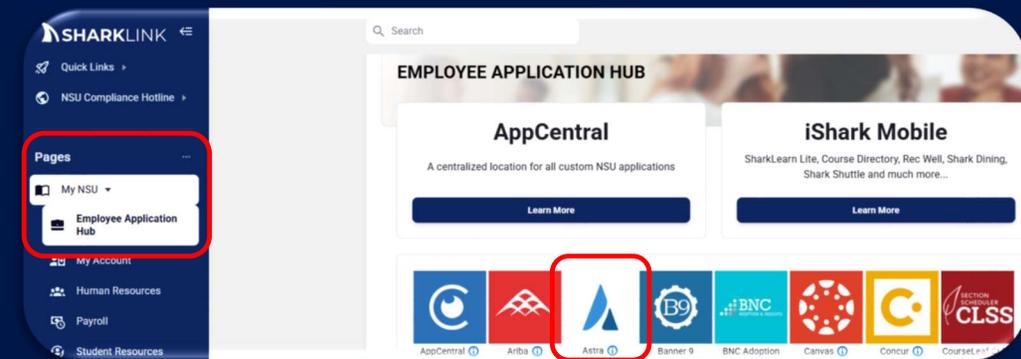
Requirements

- Active NSU email account.
- NSU networked computer.
- Access from personal devices (cell phones, home computers) requires a connection to the NSU network via the approved VPN app (IVANTI).



Steps

1. Log into SharkLink:
<https://sharklinkportal.nova.edu/>
2. Select the Astra icon:
 - From the Employee Applications "Widgets" on the Dashboard.
 - Or, from the "My NSU" page in the Employee Application Hub.



Navigating Astra

All Users:

All users have access to the following three tabs:

- **Home** (displays information relevant to the user's role and access level).
- **Calendars.**
- **Events** (displays event data and provides event request options).

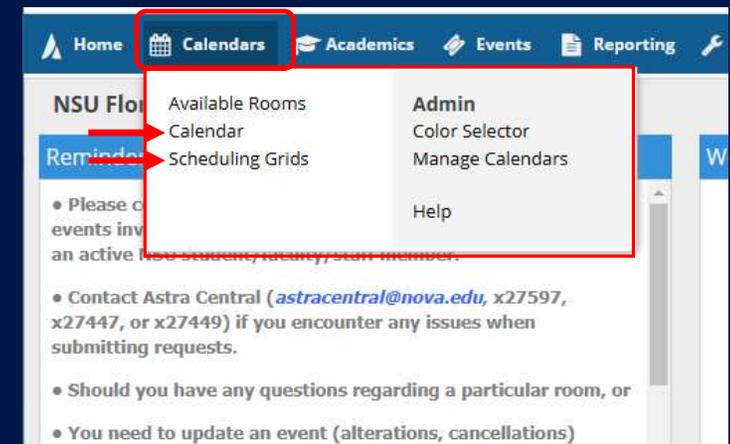
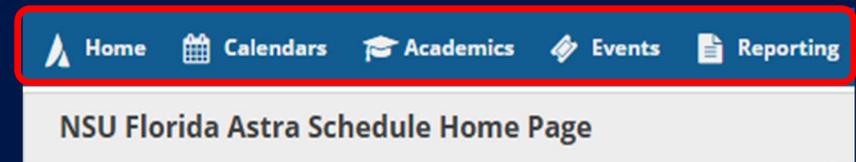
Faculty and Staff:

Faculty and staff also have access to the following tabs:

- **Academics** (displays section and course data).
- **Reporting** (provides access to room data reports).

Navigating Within Tabs:

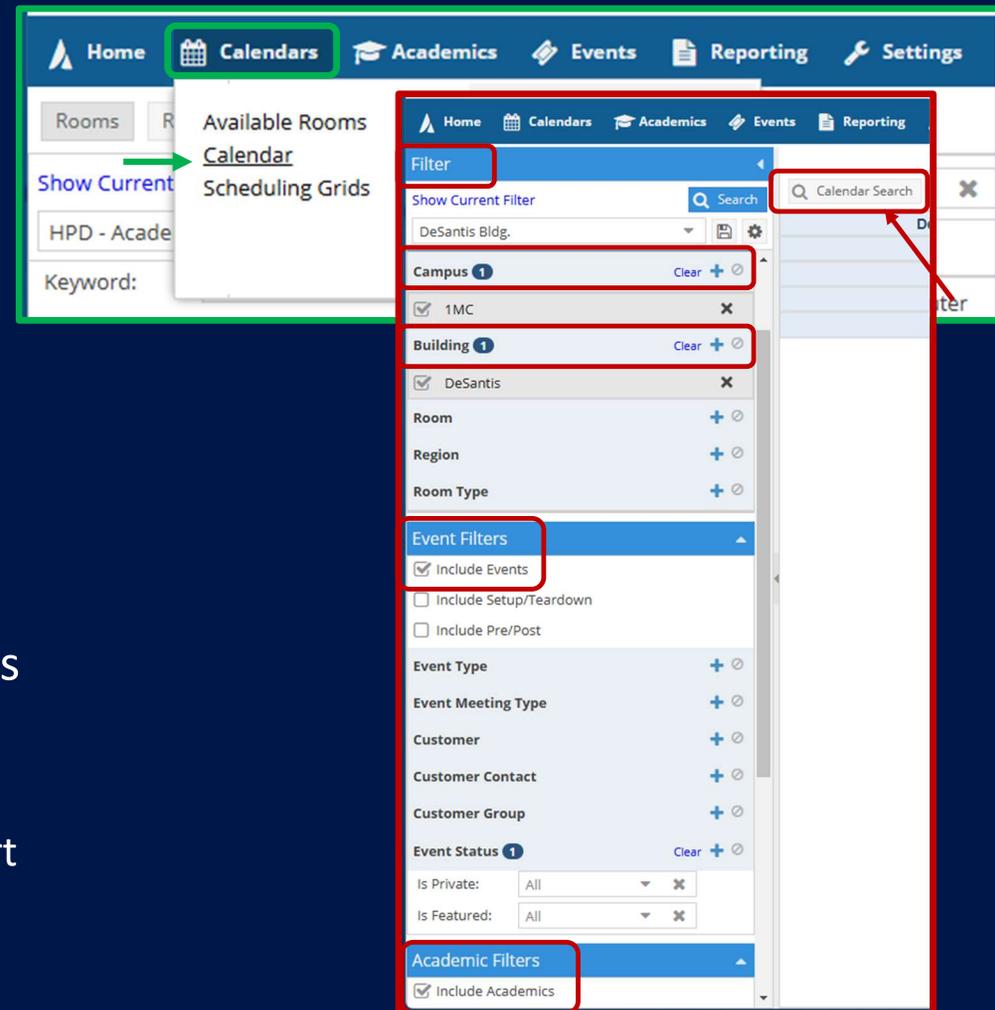
- Within each tab (e.g., the Calendar tab), relevant quick access options are available (e.g., Calendar, and Scheduling Grids).



Viewing Calendars Tab

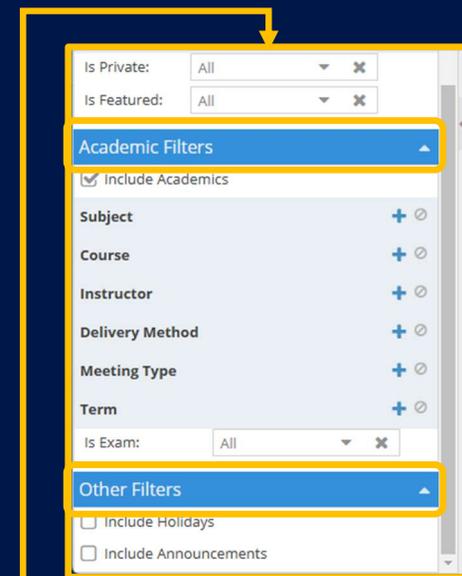
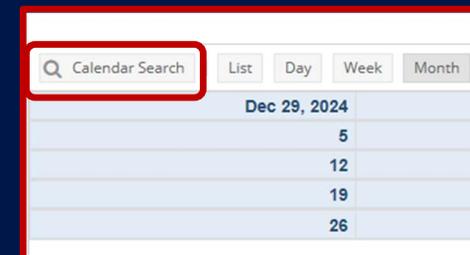
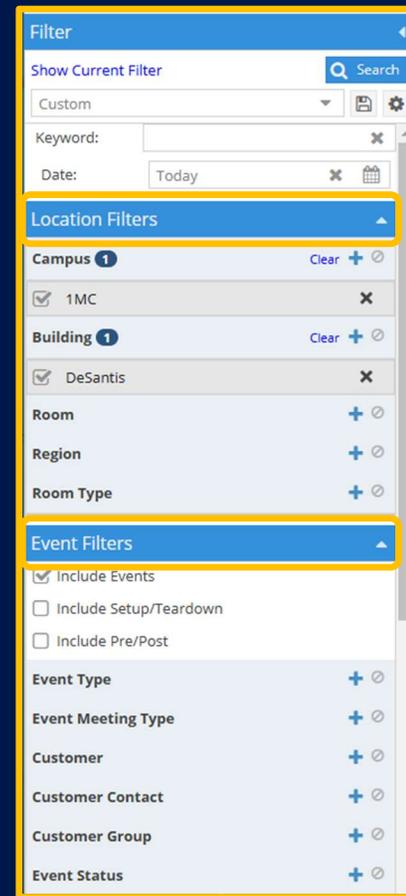
1. Select the **Calendars** tab.
 - Within the Calendars tab, select the **Calendar** Link.
2. Select the “Calendar Search” button to open the **Filter column**.
 - Expand the options for Campus and Building by clicking the (+).
 - **Important:** Make sure to check the boxes for **Include Events** and **Include Academics**.

NOTE: At a minimum, you need this information to start your search. Based on the results, you can further narrow your search by selecting other filter options.



Setting & Saving Filters

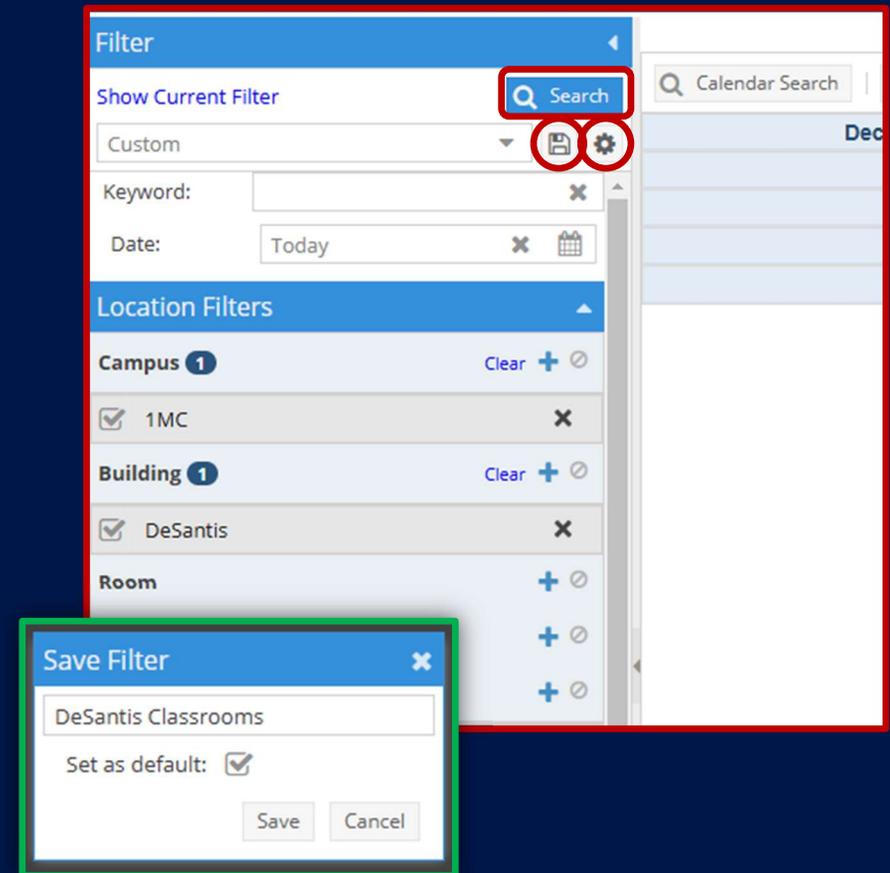
1. The **Calendar Search** button opens the filter menu.
2. The **Filter** options
 - **Location** (campus, building, room, etc.)
 - **Event** (types, contact, etc.)
 - **Academic** (subject, instructor, term, etc.)
 - **Other** (holidays & announcements)



Settings and Saving Filters (Cont.)

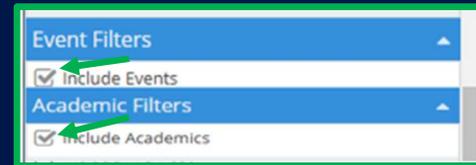
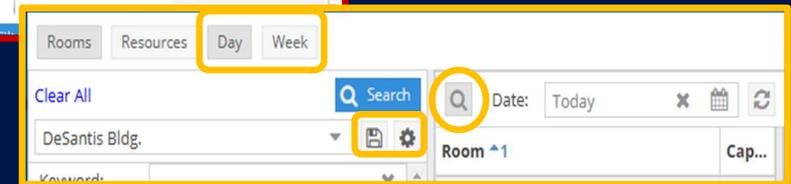
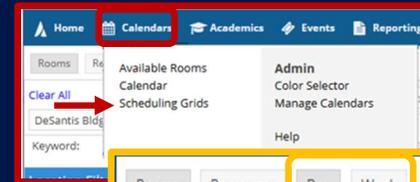
3. Set filter parameters to control what is displayed.
4. The **Search** button applies filters.
5. The **Floppy Disk** icon saves custom filters.
 - The **Save Filter** window opens. Enter the name of your filter. Optionally, check the **Set as default** box to make this your default filter.
6. Access saved filters via the dropdown menu.
7. Manage your saved filters and change the default filter by selecting the **Tools Wheel**.

Recommendation: To start the search, set only location parameters.



Reviewing Scheduling Grids

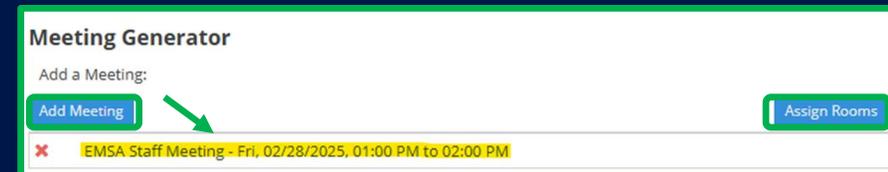
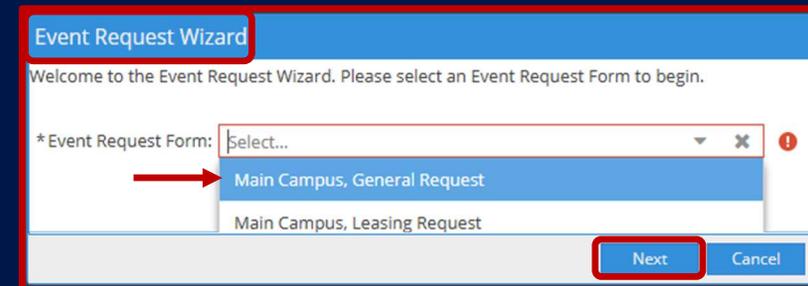
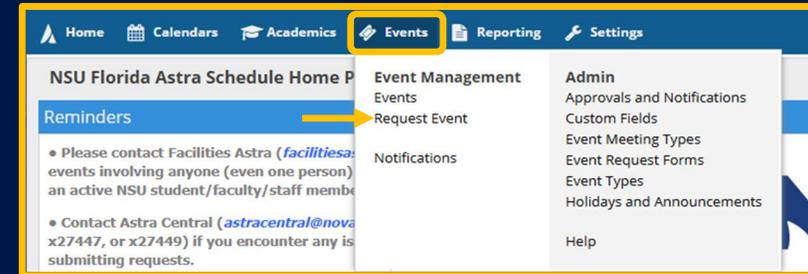
1. Select **Calendars** tab and then the **Scheduling Grids** link.
2. Select the Filter button (**magnifying glass icon**) to open the filter column.
3. Apply the necessary filters to display room activities. **Important:** Make sure to check the boxes for **Include Events** and **Include Academics**.
4. Color Coding in Scheduling Grids:
 - **White** = Room available
 - **Green** = Events
 - **Blue** = Courses
 - **Orange** = Cross-listed courses
 - **Red** = Usage Control Active - Room not available
5. Grid Views:
 - **Day** (multiple rooms for 1 day)
 - **Week** (only 1 room for 1 week)
6. The **Floppy disk** icon saves custom filters.
7. Access saved filters via the **dropdown menu**.



06:00 AM	07:00 AM	08:00 AM	09:00 AM	10:00 AM
				BSHI 3005/D01
				BSHN 3000/D0
				CSAD 3010/D0
				POLS 2300/D0
				BIOL 3320/D06
				ENV5 1200/D01
				BIOL 3320/D05
				BIOL 3400/D06
				HIST 1050/D01
				BIOL 3400/D07
				CHEM 3650/D0
				MKT 3100/D01
				CHEM 3650/D0
				PHYS 2360H/D
				MGT 3300/D01
				PHYS 2360H/D
				MGT 4880/D01 - Business Strate
				No Section Scheduling or Requesting. No Event Request
				SHARK PREVIEW - Ashley McCafferty
				ECN 2020/D01
				ACT 3060/D01
				CSIS 3101/D01
				ENT 3100/D01 - E
				SPT 3650/D01 - S
				ISM 3660/D02 - Management In
				MGT 2150/D01 - Business Law I
				CHEM 1300/D0
				CHEM 3050/D0
				CHEM 1300/D0
				BIOL 4340/D01
				CHEM 2410/D0
				CHEM 2410/D0

Requesting Events

1. Select the **Events** Tab and then the **Request Event** link to open the **Event Request Wizard** window.
2. Select the appropriate **Event Request Form** (e.g., Main Campus, General Request) from the dropdown menu.
3. Complete the selected Request Event Form:
 - **Contact Information** (auto-populated).
 - **Event Information** (Complete all fields).
 - **Meeting Generator** (for creating the event meeting pattern)
 - **Add Meeting** to create event date/time sessions.
 - **Assign Rooms** to select available room(s) based on selected Filter(s).
 - **Special Needs:** Answer all questions and provide any special instructions or comments to assist with the review and approval process.
 - **Terms of Agreement:** Select your response from the dropdown menu and click "Submit" to complete the event request.



Determine Room Availability

1. Select the **Assign Rooms** button in the Meeting Generator section to open the **Assign Room** window.
2. Set **filters** for your preferred location (e.g., Campus and Building).
3. Select the **Search** button to run the search.
4. Color Coding in Filters:
 - White = Room available
 - **Yellow** = Room conflicts for one or more meetings
 - **Red** = Room unavailable for all meetings
 - **Green** = Room selected
5. Review room availability and select desired room(s).
 - Use the navigation controls to view all pages of search results.
6. Once a room is selected click **OK** to return to complete the “Event Request” form.

Meeting Generator

Add a Meeting:

- ✗ EMSA Staff Meeting
- ✗ Thu, 03/27/2025, 01:30 PM to 02:30 PM
- ✗ Thu, 04/24/2025, 01:30 PM to 02:30 PM
- ✗ Thu, 05/29/2025, 01:30 PM to 02:30 PM
- ✗ Thu, 02/27/2025, 01:30 PM to 02:30 PM

Assign Room

Filter

Custom

Room Options

- Show Only Available Rooms
- Show Shared Rooms
- Show Alt Room Configs

Capacity:

Between [] and []

Campus 1

- 1MC

Building 1

- DeSantis

Room

Room Type

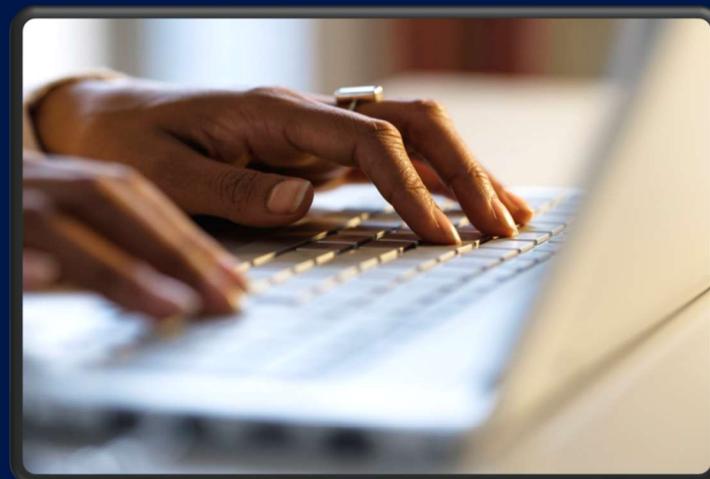
Room #	EMSA Staff Meeting 2/27/2025-5/29/2025 R 1:30-2:30pm
SBEBG 3032	Conflicts(2 of 4)
SBEBG 3033	Conflicts(2 of 4)
SBEBG 3035	Conflicts(2 of 4)
SBEBG 3044	Conflicts(3 of 4)
SBEBG 3045	Conflicts(3 of 4)
SBEBG 3046	Conflicts(3 of 4)
SBEBG 3047	Unavailable
SBEBG 3048	Conflicts(2 of 4)
SBEBG 3049	Conflicts(2 of 4)
SBEBG 3050	Conflicts(3 of 4)
SBEBG 4030	Unavailable
SBEBG 4032	Selected
SBEBG 4079	Available

Page 2 of 3

Requesting Events Via Email

Instructions:

1. Email the appropriate Astra Administrator (see list at <https://www.nova.edu/astra/administrator-contacts.html>).
2. Include the following information in the body of your email:
 1. Event Title:
 2. Date:
 3. Time: From: To:
 4. Number of attendees:
 5. Room:
 6. Does this event involve a guest speaker or attendee who is not currently an NSU student, faculty, or staff member?
 7. Do you plan to cater this event?
3. Enclose any additional relevant information.



Searching for Events

1. Select the **Events** tab and then the **Events** link to open the **Event List** window.
2. Click the **Filters** column to expand the panel.
3. Select **Filter Options**
 - **Keyword:** Search by keyword (e.g., EMSA).
 - **Event Status:** Filter by the general status of the reservation (Scheduled, Incomplete, etc.).
 - **Event Status:** Filter by the general status of the reservation (Scheduled, Incomplete, etc.).
 - **Event Meeting Status:** Filter by the status of individual sessions within a multi-session reservation.
 - **Customer Contact:** Search by the contact person's last name.
 - **Scheduler:** Search by the scheduler's last name.
4. Click the **Search** button to run the search.

Note: To improve search performance, start with only one or two filters. The system may take 1 to 3 minutes to display results.

The screenshot illustrates the search process in the NSU Florida Astra system. It is divided into three main sections:

- Top Section (Yellow Box):** Shows the navigation menu with the **Events** tab selected. A dropdown menu is open, showing options like **Event Management**, **Event List**, **Request Event**, **Notifications**, **Admin**, **Approvals and Notifications**, **Custom Fields**, **Event Meeting Types**, and **Event Request Forms**. The **Event List** option is highlighted.
- Middle Section (Red Box):** Shows the **Filters** panel. The **Show Current Filter** dropdown is set to **Custom**. The **Keyword** field contains **EMSA**. The **Time Period** is set to **Custom**. The **Day Met** field shows **U, M, T, W, R, F, S**. The **Search** button is highlighted with a red box.
- Bottom Section (Red Box):** Shows the **Event List** results. The **Event Status** filter is set to **Incomplete**. The **Event Meeting Status** filter is set to **Incomplete**. The **Customer Contact** filter is set to **Salomon, Marlissa**. The **Scheduler** filter is set to **Florez, Angela (floreza)**. The **Search** button is highlighted with a red box.

More Options (Opens the main reservation page)

- Instead of clicking **Save** after completing the Create Event form, select the **More Options** link (lower left) to go directly to the main **Reservation form**.
- On the **Reservation form**, enter the estimated number of attendees in the **Est. Attend** field. **Important:** Do not leave this field blank, as the attendee count is crucial for emergency and relocation purposes.

Create Event

Single Multiple Recurring

Start Time: 2:30 PM End Time: 3:00 PM

Start Date: 02/28/2025 End Date: 02/28/2025

Event Name: EMSAA Staff Meeting

Room: Mailman Hollywood 308 - Seminar

Event Type: Administrative

Contact: Oscar, Natalie

Customer: Student Affairs

More Options Save and Send Notification ~~Save~~ Cancel

Save Save and Close Cancel

EMSAA Staff Meeting (Reservation Number: 20250130-00073)

Event Information

Reservation #: 20250130-00073

*Event Name: EMSAA Staff Meeting *Event Type: Administrative

Description:

Event Status: Initial to Schedule by floreza

*Contact: Oscar, Natalie

Customer: Student Affairs

Notify:

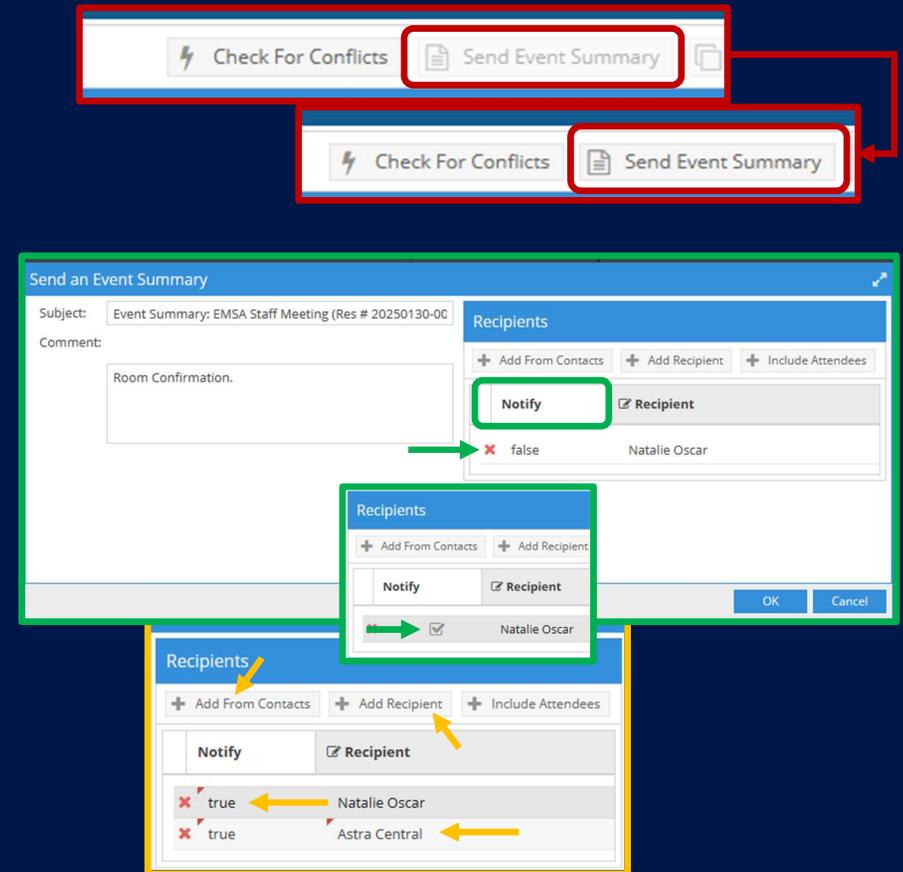
Est. Attend: 26

Private:

Featured:

Sending the Event Summary

1. Refresh the browser page to activate the **Send Event Summary** button.
2. Select the **Send Event Summary** button.
 - Add a comment (optional).
 - To **notify** the contact, click the word **false** to change the recipient's status to **true** (required).
3. Add Recipients by:
 - Selecting **Add From Contacts** (to use the Astra contact list).
 - Selecting **Add Recipient** (to manually enter an email address).
4. Check History Tab (below) to confirm the notification was sent.



Astra Admin Contacts

- **Astra Central:**

Email: astracentral@nova.edu

Ext. 27449, 27597, 27248, 21521

- For general Astra Schedule questions, contact Astra Central.
- For questions about specific rooms, or to send event updates (alterations, cancellations), contact the administrator for that specific room/area.

<https://www.nova.edu/astra/administrator-contacts.html>



NSU Event Contacts

- Catering <https://nsucatering.catertrax.com/>
- Public Safety <https://www.nova.edu/publicsafety/index.html>
- OIIT Requests <https://nsu.service-now.com/sp>
- Facilities Management <https://www.nova.edu/facilities/index.html>
- Facilities Leasing <https://www.nova.edu/facilities/leasing/index.html>
- Public Relations and Marketing Communications <https://www.nova.edu/prmc/index.html>

