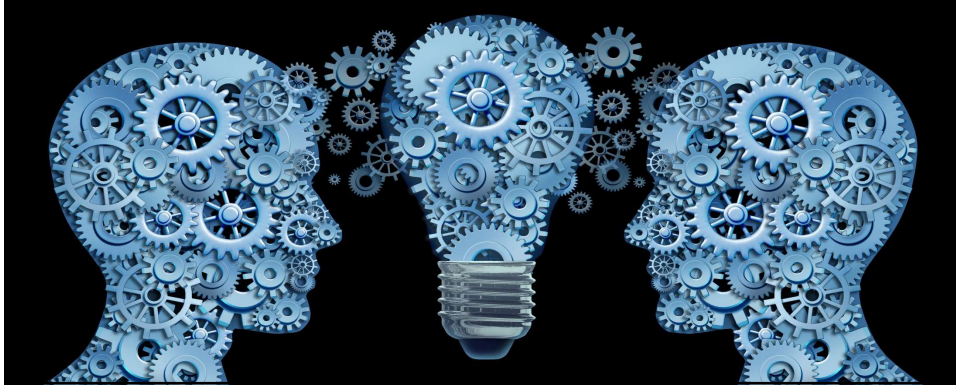


Astra Room Scheduling

Lisa Meadows

Associate Director, Administrative Systems



1

Discussion Topics

- Astra Schedule introduction
- Astra Administrators (aka schedulers)
- Academic vs. nonacademic space
- Banner vs. Astra
- Courses vs. events
- Building scheduling priorities
- Course submissions (current)
- Academic block schedule (future)
- Astra access & navigation
- Viewing calendars & setting filters
- Reviewing scheduling grids & room availability
- Requesting events
- Additional resources



2

Astra Schedule

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



3

Astra Administrators (aka Schedulers)

- Schedule courses & events in particular locations
 - Law in law building; HPD in HPD buildings
 - Regional campuses in respective buildings
 - Astra Central in centralized main campus areas
 - DeSantis
 - Griffin
 - Horvitz
 - Mailman
 - Parker
 - UPP Suites
 - Computer Labs (various locations)
- Astra Administrators list:

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



4

Academic vs. Nonacademic Space

Academic Space

- Primarily courses
- E.g., classrooms, computer labs, science labs, lecture halls, select auditoriums, etc.
- Subject to event cutoff date
 - Changes throughout year
 - Based on completed course schedules

Nonacademic Space

- Primarily events
- E.g., conference rooms, atriums, patios, courtyards, lawns, lounges, theaters, etc.
- Immediately schedulable



5

Banner (B) vs. Astra (A)

Banner

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



Astra

- NSU's space management database
- Loads Banner course data regularly
- Event creation & room assignment
- Events are not loaded into Banner



6

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.

7

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.

8

Courses vs. Events *continued*

<u>Courses</u>	<u>Events</u>
<ul style="list-style-type: none"> • 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. <p>Example: Computer Lab Exam vs. Tutor Session</p>	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ◦ Require additional information. ◦ Apply charges depending on the event and/or the requested location(s).

9

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



10

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).
- The only acceptable changes thereafter are those due to:
 - Enrollment Fluctuation (course addition/cancellation due to high/low enrollment)
 - Unforeseen Circumstances (e.g., a change in days/times because an instructor resigns and the new instructor has a conflict that forces a schedule change)



11

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
- 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 & labs)



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Academic Block Schedule - *continued*

- Evaluate and make recommendations regarding:
 - Course & event schedules (creation, maintenance, etc.)
 - Room scheduling (priorities, policies & procedures, etc.)
 - NSU technology (hard/software) and rooms (abundance, quality, etc.)
- Proposal (sent Dec 2016)
 - Academic & 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 (ESS & academic units; all ESS in the future)
 - Realign resources (budgets, staff work hours, shuttle service, etc.)
 - Target investments & renovations for room improvements



13

Academic Block Schedule - *continued*

- 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 & HPD)
 - Remaining programs (Nursing and the professional degrees offered by Law and HPD)
- 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, departmental operations, and external constituents



14

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 & saving filters
- Reviewing scheduling grids
- Determining room availability
- Requesting events



15

Instructor-led Live Navigation



16

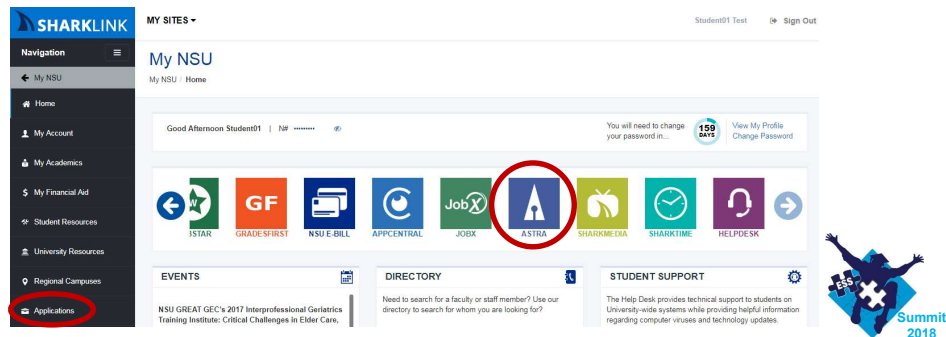
Astra Demo: Accessing Astra

• Requirements

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

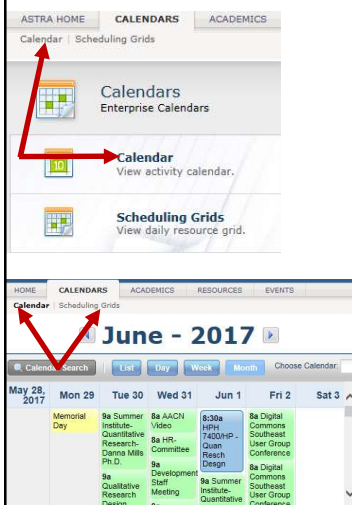
• Steps

- Log into sharklink.nova.edu
- Select Astra icon either via applications menu item or the applications scroll bar
- 1st time users must enter their credentials a 2nd time.



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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 & request options)
- Employees (faculty & staff) also see:
 - Academics (section/course data)
 - Resources (room data)
- Tab options appear twice
 - Underneath tab (quick access); page body
 - Quick access options remain after selection



18


Astra Demo: Calendars

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

March - 2017

Calendar Search | List | Day | Week | Month | Choose Calendar: [dropdown] | Filter: [dropdown] | 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



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Astra Demo: Calendars - continued

- Colors: green = events; blue = courses
- Viewing format options: List, Day, Week, & Month

March 5 - 11, 2017

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

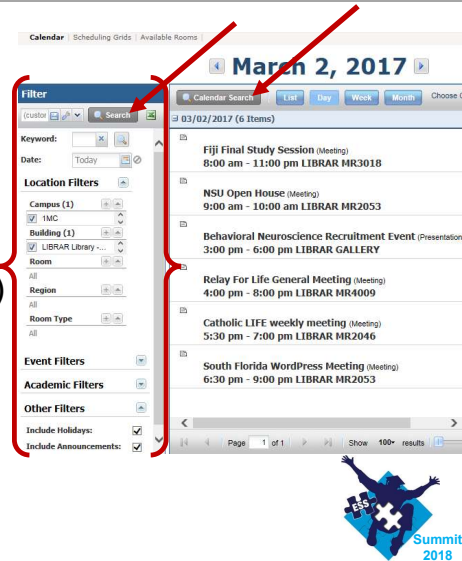
Mar 5, 2017	Mon 6	Tue 7	Wed 8	Thu 9	Today 11:12 am	Sat 11
8a Open Lab	8a Open Lab	8a Open Lab	8a Open Lab	8a Open Lab	8a Open Lab	8a Open Lab
0a SeussFest 2017	0a SeussFest 2017	7a Global Business Community - March 2017	8a International Franchise Association	8a International Franchise Association	7a Code Camp 2017 - setup	7a Code Camp 2017 - setup
0a SeussFest 2017	0a SeussFest 2017	8a National Institute for Trial Advocacy	8a National Institute for Trial Advocacy	7a Trans-MEC Research Symposium	6:45a Youth Leadership Day	7a Global Business Community - March 2017
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
1155p Alpha Kappa Psi Prospect Class	8a Ann Storck Center	8a WHPN Performance Workshop	8a WHPN Performance Workshop	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 Pre-Con Day	7a Global Business Community - March 2017	7a Global Business Community - March 2017
4p Theta Phi Chapter	8:30a One-Stop Shop Training - NASFAA Module	8:30a Massage Envy	8:30a One-Stop Shop Training - NASFAA Module	8a National Institute for Trial Advocacy	7a Global Business Community - March 2017	7a Global Business Community - March 2017
4p Phi Sigma Sigma Chapter Meeting	8:30a NASFAA Foundation Course for One-Stop Shop Representatives	8:30a Directors Meeting	8:30a NASFAA Foundation Course for One-Stop Shop Representatives	8a Mediation Training Group	7a Global Business Community - March 2017	7a Global Business Community - March 2017
6p Theta Phi Chapter	9:30a Present & Discuss Marketing Plan for Tampa Nursing Program	9a Pre-Admission Kaplan Exam	8:30a NASFAA Foundation Course for One-Stop Shop Representatives	8:30a One-Stop Shop Training - NASFAA Module	7a Global Business Community - March 2017	7a Global Business Community - March 2017
6p Kappa Sigma Chapter	8a PSY 1502/SD3 - Diagnostic Interviewing	9a VALIC One-on-One Retirement Plan Advice Sessions	8a DMFT 5355/GE1 - Intro Equine-Assisted Fam Ther	8:30a NASFAA Foundation Course for One-Stop Shop Representatives	8a Code Camp 2017	8a Code Camp 2017
	10a Theta Phi Alpha Study Session	9:15a CSAD 2016(AW) - Comm Disorders Film & Media	8a SFTD 5355/GE1 - Intro Equine-Assisted Fam Ther	8a Broward Student Leaders Day	8a Code Camp 2017	8a Code Camp 2017
	10a UPS Safety Conference	11a P.K. Maskara	8a SFTD 6530/GE4 - Fam Ther Top - Intro to Equine	8a Broward Student Leaders Day	11:55a InterFraternity Council Meeting	8a National Institute for Trial Advocacy
	10a Accounting Seminar		8a Broward Student Leaders Day			



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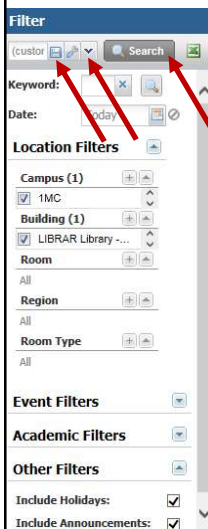
Astra Demo: Setting & Saving Filters (in Calendars)

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



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Astra Demo: Setting & Saving Filters (in Calendars) - continued



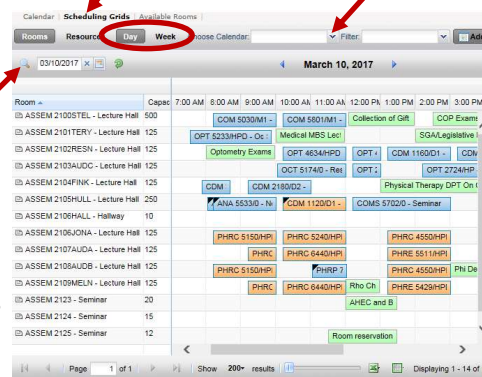
- Set filter parameters to manage what is visible
 - Search button applies filters & closes filter menu
 - Calendar Search button reopens filter menu
 - Floppy disk icon saves custom filters (follow prompts)
 - Access saved filters via dropdown menu (left of Search)



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Astra Demo: Scheduling Grid & 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



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Astra Demo: Scheduling Grid & Room Availability - continued

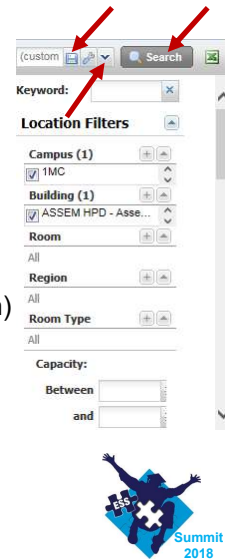
- Additional features (at bottom)
 - Record count (far right)
 - Change/navigate pages (3 ways)
 - Export data to MS Excel function



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Astra Demo: Scheduling Grid & Room Availability - *continued*

- 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)



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Requesting an Event

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



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Requesting an Event - *continued*

- Where/How: Astra or contact Astra Administrator
 - Some schedulers prefer Astra requests
 - Others accept email/phone/walk-in requests
- When: Anytime
 - Astra lead time: 7 – 120 days out
 - Contact scheduler when event occurs outside lead time
 - Reminder: academic space subject to event cutoff date



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Requesting an Event via Email

Email appropriate Astra Administrator

(<https://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?

Enclose any additional relevant information.



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Contact Information	
Department/Organization:	<input type="text"/>
Contact Name:*	<input type="text"/>
Contact Email:*	<input type="text"/>
Contact Phone:	<input type="text"/>

General Event Information	
Event Name:*	<input type="text"/>
Event Type:	<input type="text"/>
Event Description:	<input type="text"/>
Estimated Attendance:	<input type="text"/>

Specific Event Meeting Patterns

Meeting Name*:

Meeting Type*:

Description:

Max Attendees:

☐ Private ☐ Featured ☒ Require Room



Astra Demo: Event Request, Meeting Pattern Creation

- Three (3) meeting creation options:
 - Single Meeting(s) – best for single day or multiple dates with no pattern
 - Recurring – recommended for recurring meetings that follow a pattern
 - Spanning – events that run continuously with no interruption (e.g., construction, art exhibit, etc.)

Meeting Recurrence

Single Meeting(s) Recurring Spanning

Start Time: 7:00 PM End Time: 8:00 PM

July 2017 August 2017

Test Event (3 instances)

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...



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Astra Demo: Event Request, Meeting Pattern Creation - *continued*

- Once meeting pattern data is entered, click Create button (meetings then appear in Meetings frame).
- Note: Astra will ask for a meeting group name (pre-filled) if more than one date is created at a time.

The screenshot shows the Astra interface with two main frames: 'Meeting Recurrence' and 'Meetings'. In the 'Meeting Recurrence' frame, the 'Create' button is highlighted with a red arrow. Below it, there are tabs for 'Single Meeting(s)', 'Recurring', and 'Spanning'. The 'Start Time' is set to 7:00 PM and the 'End Time' is set to 8:00 PM. Two calendar views are shown for July and August 2017. In the 'Meetings' frame, a table lists three 'Test Event' entries with their respective start and end dates and times. A red circle highlights the 'Meetings' frame.

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...	



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Astra Demo: Event Request, Meeting Pattern Creation - *continued*

Meetings (right frame)

- If a meeting group exists, click plus (+) symbol to expand and review each (minus (-) contracts it again).
- Delete or update data as necessary (note: start date must equal end date, except for spanning patterns).

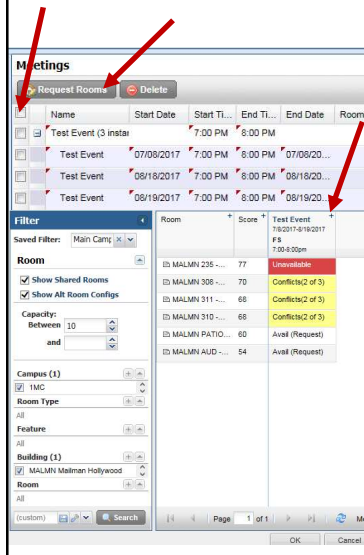
The screenshot shows the Astra interface with the 'Meetings' frame highlighted. A red arrow points to the plus (+) symbol next to the first meeting entry in the table. The table lists three 'Test Event' entries with their respective start and end dates and times.

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...	



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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 & select desired location(s)
 - Click OK button

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Astra Demo: Event Request, Special Requests & Terms

Additional Needs / Special Requests

- Additional questions & note section
- Respond to everything accurately & thoroughly

Terms of Agreement

- Important & informative; read thoroughly
- Select whether you understand and agree

Additional Needs / Special Requests

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

Do you plan to cater this event?*

Does this event involve video conferencing?*

Are there any audio visual or technology needs (microphone, computer, projector, internet access, software applications, etc.)?*

Work orders or special arrangements (furniture/equipment needs; reconfigure room; cleaning or security or other services; etc.)?*

If "No" to all of the above, enter NA or None. If you answered "Yes" to any, provide all details for each confirmed category.*

Note:

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Astra Demo: Submission & Confirmation

- When all sections are complete, click Submit button (at top).
- A thank you message will appear.
- You will also receive an email from noreply@nova.edu with an attachment summarizing your event.
- Astra Administrators will reach out if they require additional information or have any questions.
- Once your event is finalized, you'll receive an Astra confirmation email.



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Event Submission Issues & Updates

- Contact Astra Central (astracentral@nova.edu, x27597, x27447, or x27449) if you encounter any issues when submitting requests.
- Should you have any questions regarding a particular room, contact the appropriate Astra Administrator. (<https://www.nova.edu/portal/astra/administrator-contacts.html>)
- Send event updates (alterations, cancellations) via email to the appropriate Astra Administrator. (<https://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 Software; Hardware (microphones, VC requests, webcams, etc.)
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/ssso/default.a

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Discussion Summary

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- Viewing calendars & setting filters
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- Requesting events
- Additional resources



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Innovation

What is now proved was once only imagined.

- **William Blake**

If you can dream it, you can do it.

- **Walt Disney**

Whatever you can do, or dream you can,
begin it. Boldness has genius, power, and
magic in it.

- **Goethe**



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Questions?



Contact Astra Central

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



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



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