Astra Schedule
Astra Schedule is our facility management system

- **Permissions in Astra are based on Region**
  - Regions are groupings of rooms used by a College or Area

- **Check availability of any room (CALENDARS)**
  - In advance of your classroom change request
  - In preparation to complete the Room/Space Request Form for submission to Facilities Reservations (FRES)

- **“Talks” to PeopleSoft every 3 minutes (ACADEMICS)**
  - Primary scheduling of classes is done in PeopleSoft ONLY
  - Academics (class section) data entered in PS will show up in Astra
  - Contact APSS for special needs, e.g. room double-booking for classes

- **Exclusive use spaces can be scheduled for Events (EVENTS)**
  - Astra will lead you to believe you can schedule ANY ROOM; you cannot.

- **Resources tab will show you room information (RESOURCES)**
- **Reports are available to help (REPORTS)**
Navigation – 3 main tabs
(plus information)

- Calendars
- Academics
- Events

Plus:
- Resources
- Reporting
Calendars tab

- Available Rooms currently isn’t functioning at optimal level; use Event Wizard instead

- Scheduling Grids
  - At a glance information
  - View Day or Week
    - Or Term!
  - Choose Calendar
    - General Use Conference Rooms is default
  - Set Filters
  - Set Parameters
Calendars tab

- **Filters**
  - Custom “Clear All”
  - Showing typical filter choices ---->
- **Room**
  - Columns show/hide
  - Results
- **Grid**
  - Day/Week
  - Term End Date
- **Click to create event**
- **Wrench to set flags**
- **Print**
  - Or, Weekly Room Report
  - Export to Excel
Academics tab

- Sections
  - Create a filter for your Subject(s)
  - View “Sections”
  - Never “Add a Section”

- Notifications is not used at this time
Academics tab

- **Best Filters:**
  - Start/End Date
  - Term
  - Subject/Course
  - Astra remembers!
  - Note # of results ------>
  - Note Start Dates ------>
- **Columns:** Drag, Sort
- **Other filters provide information best found in other ways...**
Events tab

- Events
  - Great for finding existing events
  - Schedule an event in your exclusive use space
- Event Wizard
  - Great for finding available rooms
- Event Request is not used at this time
- Notifications is not used at this time

Do you schedule a lot of events? Contact Facilities Reservations (fres@csuchico.edu) to set up detailed training!
Events tab

- Must enter at least one filter
- Best filters:
  - Start/End Date
  - Customer (dept)
  - Approver or Scheduler

- Add an Event
  - Only for exclusive use spaces
  - Can also add Quick Event from Calendars
Add an Event
Add an Event -- Steps:
ONLY for your exclusive use spaces!

- Event Information:
  - Event Name
  - Event Type
  - Owner
  - Customer
  - Customer Contact
  - Est. Attend

- Meetings: Add Meeting
  - Meeting Recurrence
    - Create, OK

- Meetings: Assign Rooms
  - Select meeting
    - Set Filter criteria, Search
    - Select from Available, OK

- Save
  - Note Event Status!
Event Wizard
aka Jennifer’s favorite tool

1. Event Information
   - Event Name, Event Type; Next

2. Meetings
   - Recurring info; Create; Next

3. Rooms
   - Filter; Search
   - Column sorts
Event Wizard results: by Score and by Room, alpha-order

<table>
<thead>
<tr>
<th>Room</th>
<th>Score</th>
<th>Conflicts</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUTE 709</td>
<td>100</td>
<td>Conflicts</td>
</tr>
</tbody>
</table>
Resources tab

- View your rooms

- Notifications is not used at this time
Reporting tab

- Weekly Room Report

- Other reports are possible...if you can dream it, we can probably find a report for it!

- You may, or may not, have a list that looks like this --->
Weekly Room Report

- Select Date = Monday of the week
- Select Campus, Building, Room
  - click the empty box
- Apply
  - Astra remembers!
- Print = printer icon
  - Export
  - (Blue = Sections
  - Green = Events)
HELP

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► apss@csuchico.edu
► 898-4688  (but email is best)

http://www.csuchico.edu/apss

Click on the “Astra” link on the left navigation bar to find:

► Astra log in
► Access request form
► BPG