



# Astra Schedule

<https://www.csuchico.edu/apss/astra/index.shtml>

# Astra Schedule is our facility management software application

- ▶ **Permissions in Astra are based on Region (Security)**
  - ▶ Regions are groupings of rooms used by a College or Area
- ▶ **Check availability of most campus spaces (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.
  - ▶ All other event scheduling is handled by FRES: <http://www.csuchico.edu/fres/index.shtml>
- ▶ **Reports are available to help (REPORTS)**
- ▶ **Room details and “owner” is viewable (SETTINGS)**

# Security

## Campus Users

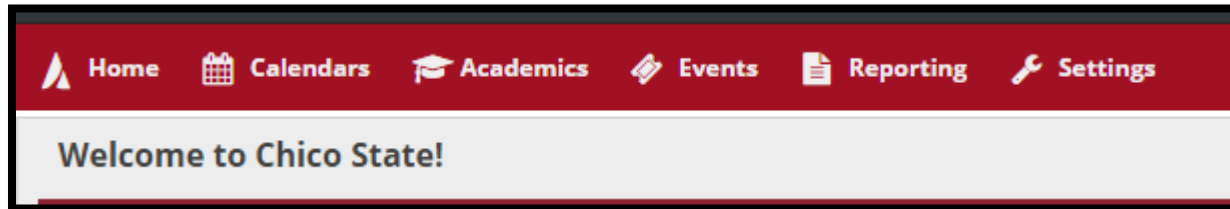
- ▶ Any active CSU Chico (or auxiliary) employee with a User ID...
  - ▶ who has submitted an Astra Security request ticket
  - ▶ Must also acknowledge the required Use Statement
  - ▶ Excludes students
- ▶ Region-specific permissions
- ▶ Create and save Filters
- ▶ Self-booking in Exclusive Use spaces
- ▶ Sign in via SSO

## Guest Users

- ▶ Any employee with a User ID
- ▶ VIEW access to Scheduling Grid:
  - ▶ General Use Conference Rooms,
  - ▶ General Use Lecture rooms

# Navigation – 3 main tabs (plus information)

- ▶ CALENDARS
  - ▶ ACADEMICS
  - ▶ EVENTS
- Plus:
- ▶ Reporting
  - ▶ Settings



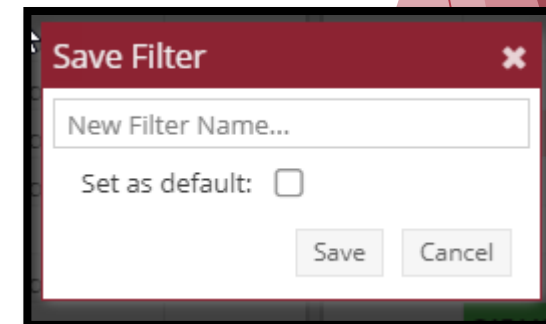
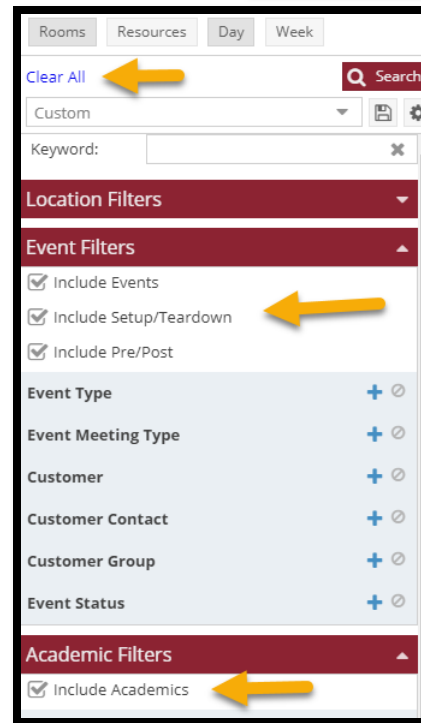
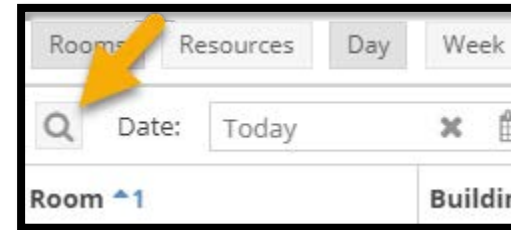
Customize your tabs!

- ❖ Similar to Excel
- ❖ Column selection and sort
- ❖ Section and Column resizing

# Filters

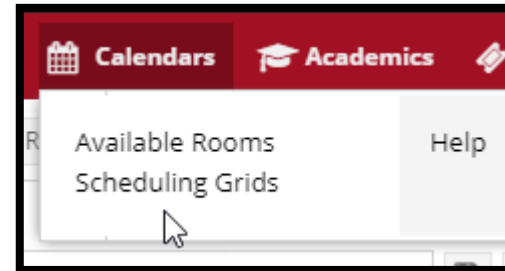
Save time by creating preset filters for things you view the most!

- ▶ Filters are tab-specific; create filters in Calendars, Academics, Events
- ▶ Use the “clear all” setting:
  1. Careful to NOT clear the necessary Event Filters and Academic Filters
- ▶ Set a Default filter:
  1. Pick the filter options you use the most
  2. Hit the floppy disk icon to SAVE
  3. Give your filter a name
  4. Check the Set as Default Filter box; click OK

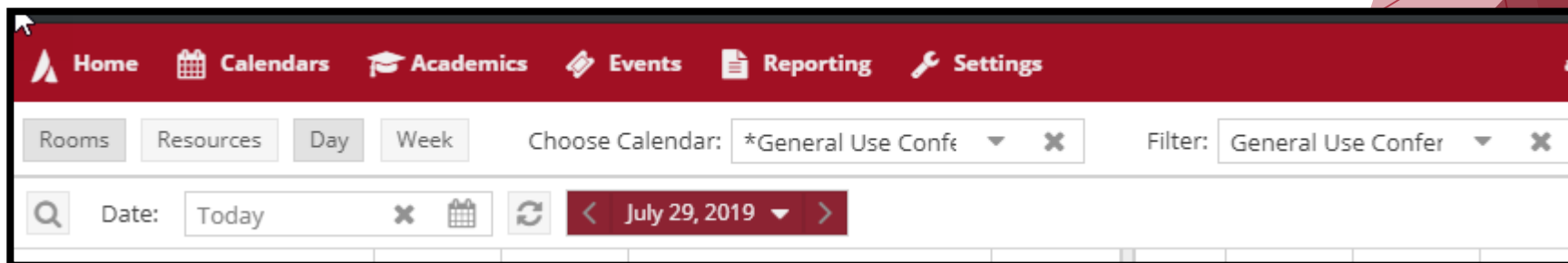


# CALENDARS: Scheduling Grids

- ▶ At a glance information for a specific space
- ▶ View Day or Week
  - ▶ Or Term!
- ▶ Choose Calendar
  - ▶ General Use Conference Rooms is default
  - ▶ We're looking into user-specific default settings
- ▶ Set Filters
  - ▶ All filters create AND statement, except Features
- ▶ Set Parameters
  - ▶ Day or Week
  - ▶ Start Date (+ end date for Week view)
  - ▶ Wrench to set flags



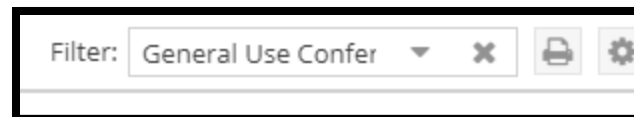
Likely questions:  
Who is in that room right now?  
When is this room available?



# Scheduling Grids

- ▶ Filters
  - ▶ Use “Clear All” or a default filter
- ▶ Room
  - ▶ Columns show/hide
  - ▶ Results
- ▶ Grid
  - ▶ Day/Week
  - ▶ Term End Date
- ▶ Click to create event in your Exclusive Use space
- ▶ Print
  - ▶ Use the Weekly Room Report

Room	Type	Capacity	06:00 AM	07:00 AM	08:00 AM
ARTS 228	CON-Conference Room	34			
ARTS 229	CON-Conference Room	18			ST
CLSA 100A	CNS-Conference Room Spe...	108		PRS/ Gathering of N	
CLSA 100B	CNS-Conference Room Spe...	90		PRS/ Gathering of N	
CREEK PLAZA	REC-Recreation Space	350			
KNDL 207	CON-Conference Room	85			PRS/ Gathering of N
SELV 100	CON-Conference Room	144			PRS/ Gathering of N
SELV 104	CON-Conference Room	32			
SSC 122	CON-Conference Room	32			
SSC 150	CON-Conference Room	80			
SSC 206	CON-Conference Room	30			
SSC 290A	CON-Conference Room	10			
SSC 304	CON-Conference Room	80			
SSC 306	CON-Conference Room	27			
SSC 410	LAB-Computer	14			
SSC 426	CON-Conference Room	19			
SSC 490	CON-Conference Room	14			OIE/ ISSS Retreat
THMA 131	LAB-Computer	43			



# CALENDARS: Available Rooms

- ▶ Search for available rooms for:
  - ▶ an Event (single meeting) or
  - ▶ Section (recurring pattern)
- ▶ Add (1) Meeting
  - ▶ Adding multiple returns results that fit ALL (intersection) meetings entered, so ONLY ADD ONE
- ▶ Set Filters
  - ▶ Need Capacity Min AND Max now
  - ▶ All filters create AND statement (intersection), except Feature
- ▶ Search!

## Likely questions:

What rooms are available for my meeting pattern?

How do I exist without the Event Wizard?

The screenshot shows the 'Available Room and Resource Tool' interface. It is divided into five main sections:

- 1. Search Type:** Contains two input fields: 'Search For:' with the value 'Locations' and 'Purpose of Search:' with the value 'Event'.
- 2. Meeting(s):** Includes a '+ Add Meeting(s)' button and a table with a 'Delete' column. The table currently shows 'No records'.
- 3. Filters:** Features a 'Filter Options' button and a table with a 'Field' column. The table currently shows 'No records'.
- 4. Search & Results:** Contains a search input field with a magnifying glass icon and a 'Search' button. Below it is a table with columns for 'Room', 'Capacity', and 'Room'. The table currently shows 'No records'.
- 5. Next Steps:** Includes two buttons: 'Print Results' (with a printer icon) and 'Create Event' (with a calendar icon).



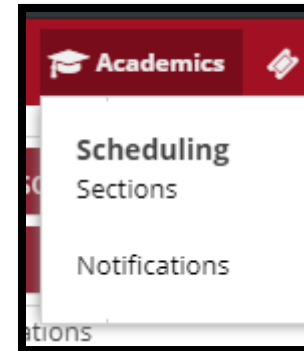
# ACADEMICS: Sections

- ▶ Create a filter for your Subject(s)
  - ▶ Expand the panel
- ▶ View “Meetings”
- ▶ NEVER “Add a Section”

Section data is imported from PeopleSoft every 3 minutes

- ▶ Based on Room changes
- ▶ Some changes are transmitted overnight

Notifications is for APSS use only



A screenshot of the Academics Sections interface. The interface is divided into two main panels: 'Filter' and 'Section List'. The 'Filter' panel on the left has a search bar and several filter fields: 'Keyword', 'Start Date', 'End Date', 'Invalid Mtg. Pattern', 'Arranged', and 'Is Exam'. Each field has a dropdown menu and a clear button. Below the filter fields are two radio buttons: 'View Sections' and 'View Meetings', with 'View Meetings' selected. The 'Section List' panel on the right has a '+ Add a Section' button and a table with two columns: 'Course/Section' and 'Days Met'. The table contains several rows of data, including 'AAST 110W/01 EXM', 'AAST 110W/01 LEC', 'AAST 110W/02 EXM', and 'AAST 110W/02 LEC'. A yellow arrow points from the 'Filter' panel to the 'Section List' panel, and another yellow arrow points from the 'View Meetings' radio button to the 'Section List' panel.

Likely questions:

Did my PeopleSoft changes import?

What section info is in Astra?

Does Astra final exam info match PeopleSoft?

# Sections

▶ Best Filters:

- ▶ Term
- ▶ Subject/Course
- ▶ Department
- ▶ Astra remembers!
- ▶ Note # of results ----->

Other filters provide information best found in other ways...

▶ Columns: Drag, Sort

The screenshot shows a web application interface for viewing course sections. It is divided into two main panels: a 'Filter' sidebar on the left and a 'Section List' table on the right.

**Filter Panel:**

- Search:** A search bar with a magnifying glass icon and a 'Search' button.
- Custom:** A dropdown menu with a save icon and a settings gear icon.
- Keyword:** A text input field with a clear 'X' button.
- Start Date:** A dropdown menu set to 'All' with a clear 'X' button and a calendar icon.
- End Date:** A dropdown menu set to 'All' with a clear 'X' button and a calendar icon.
- Invalid Mtg. Pattern:** A dropdown menu set to 'All' with a clear 'X' button.
- Arranged:** A dropdown menu set to 'All' with a clear 'X' button.
- Is Exam:** A dropdown menu set to 'All' with a clear 'X' button.
- View Sections:** A radio button that is selected.
- View Meetings:** A radio button that is not selected.
- Days Met:** A calendar grid showing days of the week (U, M, T, W, R, F, S).
- Term:** A filter with a plus icon and a refresh icon.
- Subject:** A filter with a plus icon and a refresh icon.
- Course:** A filter with a plus icon and a refresh icon.
- Instructor:** A filter with a plus icon and a refresh icon.
- Campus:** A filter with a plus icon and a refresh icon.
- Building:** A filter with a plus icon and a refresh icon.
- Room:** A filter with a plus icon and a refresh icon.
- Department:** A filter with a plus icon and a refresh icon.
- Meeting Status:** A dropdown menu set to 'All' with a clear 'X' button.
- Meetings with:** A dropdown menu set to 'All' with a clear 'X' button.

**Section List Panel:**

Section List

+ Add a Section

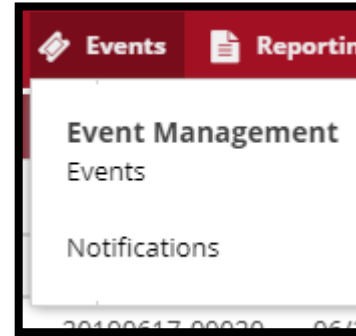
Course/Section ^1	Days Met	Start Date	End Date	Start Time	End Time	Room
⊙ AAST 110W/01 EXM	W	12/19/2...	12/19/2...	10:00 AM	11:50 AM	BUTE 323 - gen
⊙ AAST 110W/01 LEC	MWF	08/27/2...	12/14/2...	10:00 AM	10:50 AM	BUTE 323 - gen
⊙ AAST 110W/01 LEC	MWF	08/26/2...	12/15/2...	10:00 AM	10:50 AM	THMA 210 - gen
⊙ AAST 110W/02 EXM	M	12/11/2...	12/11/2...	10:00 AM	11:50 AM	GLNN 308 - gen
⊙ AAST 110W/02 EXM	M	12/17/2...	12/17/2...	12:00 PM	01:50 PM	BUTE 323 - gen
⊙ AAST 110W/02 LEC	MWF	08/21/2...	12/08/2...	09:00 AM	09:50 AM	GLNN 308 - gen
⊙ AAST 110W/02 LEC	MWF	08/27/2...	12/14/2...	11:00 AM	11:50 AM	BUTE 323 - gen
⊙ AAST 110W/02 LEC	MWF	08/26/2...	12/15/2...	11:00 AM	11:50 AM	GLNN 327 - gen
⊙ AAST 110W/03 EXM	M	12/11/2...	12/11/2...	12:00 PM	01:50 PM	GLNN 306 - jurr
⊙ AAST 110W/03 LEC	MWF	08/21/2...	12/08/2...	11:00 AM	11:50 AM	GLNN 306 - jurr
⊙ AAST 152/01 EXM	T	05/15/2...	05/15/2...	06:00 PM	07:50 PM	BUTE 307 - gen
⊙ AAST 152/01 EXM	F	05/17/2...	05/17/2...	12:00 PM	01:50 PM	BUTE 329 - gen
⊙ AAST 152/01 LEC	T	01/22/2...	05/11/2...	05:00 PM	07:50 PM	BUTE 307 - gen
⊙ AAST 152/01 LEC	F	01/21/2...	05/10/2...	02:00 PM	04:50 PM	GLNN 112 - jurr
⊙ AAST 152/01 LEC	F	01/22/2...	05/10/2...	02:00 PM	04:50 PM	BUTE 329 - gen
⊙ AAST 330/01 EXM	F	12/21/2...	12/21/2...	12:00 PM	01:50 PM	BUTE 229 - gen
⊙ AAST 330/01 LEC	F	08/27/2...	12/14/2...	02:00 PM	04:50 PM	BUTE 229 - gen
⊙ AAST 330/01 LEC	F	08/26/2...	12/15/2...	02:00 PM	04:50 PM	BUTE 109 - gen
⊙ AAST 389/01 LEC	F	01/21/2...	05/10/2...	02:00 PM	04:50 PM	BUTE 113 - gen
⊙ AAST 498/01 EXM	M	05/14/2...	05/14/2...	10:00 AM	11:50 AM	BUTE 307 - gen
⊙ AAST 498/01 LEC	MWF	01/22/2...	05/11/2...	09:00 AM	09:50 AM	BUTE 307 - gen
⊙ ABUS 101/01 EXM	W	12/13/2...	12/13/2...	10:00 AM	11:50 AM	PLMS 106 - jum
⊙ ABUS 101/01 EXM	M	05/14/2...	05/14/2...	10:00 AM	11:50 AM	PLMS 106 - jum
⊙ ABUS 101/01 EXM	W	12/19/2...	12/19/2...	10:00 AM	11:50 AM	GLNN 112 - jurr
⊙ ABUS 101/01 EXM	M	05/13/2...	05/13/2...	10:00 AM	11:50 AM	PLMS 106 - jum

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# EVENTS

- ▶ Find existing events
- ▶ Schedule an event in your exclusive use space
- ▶ View all events to be sure status is “Scheduled”
  - ▶ NOT “Incomplete”

Notifications is for APSS use only



## Likely questions:

Did my event get scheduled?

What rooms are available for my preferred meeting pattern?

*Do you schedule a lot of events?  
Contact Facilities Reservations  
([fres@csuchico.edu](mailto:fres@csuchico.edu)) to set up  
detailed training!*

# Events

Set a default filter!

- ▶ Enter at least one filter, or get 63,000 results
- ▶ Best filters:
  - ▶ Time Period
  - ▶ Customer (dept) or
  - ▶ Scheduler
- ▶ **Ask us about Customer Contact!**

Add an Event

- ▶ Only for exclusive use spaces
- ▶ Can also add Quick Event from CALENDARS > Scheduling Grids

The screenshot displays a software interface for managing events. On the left, a 'Filters' panel is visible, featuring a search bar and a dropdown menu for 'Sections' set to 'Custom'. Below this, several filter criteria are listed: 'Keyword' (with a clear button), 'Time Period' (set to 'Custom', highlighted by a yellow arrow), 'From' (set to 'All'), 'To' (set to 'All'), 'Day Met' (showing a calendar grid with 'U M T W R F S' selected), 'Is Private', 'Is Featured', and 'My Events', each with a checkbox. A scrollable list of filter categories follows, including 'Event Status', 'Event Meeting Status', 'Campus', 'Building', 'Room', 'Customer Group', 'Customer' (highlighted by a yellow arrow), 'Customer Contact', 'Event Type', 'Event Meeting Type', 'Approver', and 'Scheduler' (highlighted by a yellow arrow). Each category has a plus and a minus icon. On the right, the 'Event List' panel shows a table with a '+ Add' button and a column labeled 'Eve'.

# Add an Event

Options change when you select:

- ▶ Single
- ▶ Multiple
- ▶ Recurring

More Options...see next slide

The screenshot shows a software interface for managing events. At the top, there is a table titled "Event List" with columns: "Event Name", "Reservation", "Start Date", "End Date", and "Status". Below the table, a "+ Add" button is highlighted with a yellow arrow. A "Create Event" dialog box is open, featuring three radio button options: "Single" (selected), "Multiple", and "Recurring". The dialog includes input fields for "Start Time" (12:30 PM), "End Time" (1:00 PM), "Start Date" (07/29/2019), and "End Date" (07/29/2019). Below these are dropdown menus for "Event Name", "Room", "Event Type", "Contact", and "Customer", each with a clear (X) button. At the bottom of the dialog are two "Create" buttons and a "More Options" link, which is also highlighted with a yellow arrow. The main application window has a dark header and footer with additional buttons like "Save and Send Notification", "Save", and "Cancel".

# Events: More Options window

Save Save and Close Cancel

⚡ Check For Conflicts 📄 Send Event Summary 📄 Clone Event

**Reservation Number: 20190729-00022**

**Event Information**

Reservation #: 20190729-00022 \* Owner: A, Jennif ✕

\* Event Name:  \* Event Type:  ✕

Description:  Event Status: Initial to Schedule by apss

\* Contact:  Select... ✕  Est. Attend:  0

\* Customer:  Select... ✕  Private:

Notify:  Featured:

Meetings Additional Contacts Attachments Reminders Attendees Notes Calendar Description History

+ Add Meeting ✎ Edit Selected 🏠 Assign Rooms 📄 Request Resources ✕ Drop Selected

<input type="checkbox"/>	Name	Status	Start Date ▼ 1	Start Time	End Time	End Date
<input type="checkbox"/>			07/30/2019	12:30 PM	01:00 PM	07/30/2019
<input type="checkbox"/>			07/31/2019	12:30 PM	01:00 PM	07/31/2019

# Add an Event -- Steps:

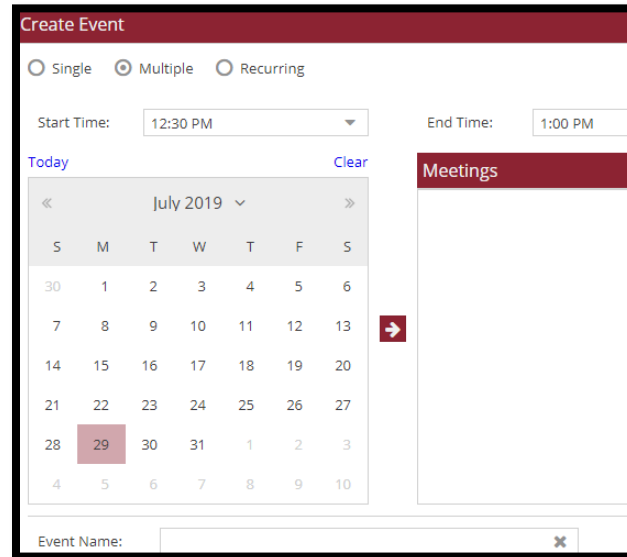
## ONLY for your exclusive use spaces!

Required information:  
Everything on the  
Create Event form

Multiple Meetings = various  
randomly selected dates

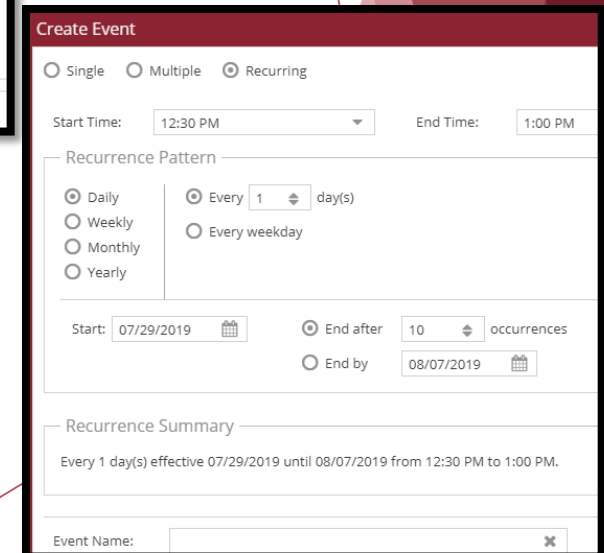
Recurring Meetings = same  
days, times over multiple  
weeks

Save  
Check Event Status on  
your list!



The screenshot shows the 'Create Event' form with the following details:

- Event Type:  Multiple
- Start Time: 12:30 PM
- End Time: 1:00 PM
- Calendar: July 2019, with the 29th selected.
- Event Name: [Empty field]



The screenshot shows the 'Create Event' form with the following details:

- Event Type:  Recurring
- Start Time: 12:30 PM
- End Time: 1:00 PM
- Recurrence Pattern:
  - Daily
  - Every 1 day(s)
  - Weekly
  - Monthly
  - Yearly
  - Every weekday
- Start: 07/29/2019
- End after: 10 occurrences
- End by: 08/07/2019
- Recurrence Summary: Every 1 day(s) effective 07/29/2019 until 08/07/2019 from 12:30 PM to 1:00 PM.
- Event Name: [Empty field]

# Event Wizard

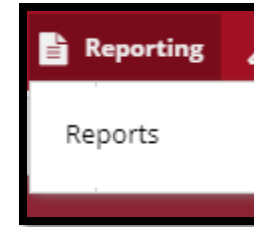
aka Jennifer's favorite tool



- ▶ No longer exists
- ▶ See Academic Room Request Workflow process:  
<https://csuchico.box.com/v/Academic-Room-Request-Workflow>



# REPORTING: Reports



Academic Department Reports:

- ▶ Double Booked Report (new!)
- ▶ Chico Weekly Room Report
  
- ▶ You may, or may not, have a list that looks like this ----->

A screenshot of a 'Report List' interface. It features a red header with the title 'Report List'. Below the header is a table with two columns: 'Report Name' and 'Description'. The table contains several rows, including a collapsed section for 'Academic Department Reports (2 Items)' which lists 'Double Booked Report' (Chico version) and 'Chico Weekly Room Report'. There are also expanded sections for 'Rooms and Resources Lists (10 Items)' and 'Sections and Events Lists (11 Items)'.

Report List	
Report Name	Description
- Academic Department Reports (2 Items)	
Double Booked Report	Chico version
Chico Weekly Room Report	
+ Rooms and Resources Lists (10 Items)	
+ Sections and Events Lists (11 Items)	

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

# 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)



	Sunday 11/6/2016	Monday 10/31/2016	Tuesday 11/1/2016	Wednesday 11/2/2016	Thursday 11/3/2016	Friday 11/4/2016	Saturday 11/5/2016
6:00 AM							
7:00 AM							
8:00 AM			AGRI 331 01 LEC 8:00AM- 9:50AM				
9:00 AM		BIOL 102 15 DIS 9:00AM- 9:50AM	RECR 180 01 LEC 9:30AM-10:45AM				
10:00 AM		BIOL 182 01 LEC 10:00AM-10:50AM	RECR 180 01 LEC 9:30AM-10:45AM	BIOL 182 01 LEC 10:00AM-10:50AM			
11:00 AM		PSYC 408 04 LEC 11:00AM-11:50AM	RECR 180 02 LEC 11:00AM-12:15PM	PSYC 408 04 LEC 11:00AM-11:50AM			
12:00 PM		GEOS 1011 04 LEC 12:00PM-12:50PM	RECR 180 02 LEC 11:00AM-12:15PM GEOS 355 01 DIS 12:30PM- 1:45PM	GEOS 1011 04 LEC 12:00PM-12:50PM			
1:00 PM			GEOS 355 01 DIS 12:30PM- 1:45PM				
2:00 PM		SMFG 180 01 DIS 2:00PM- 3:50PM	OSCM 308 01 LEC 2:00PM- 3:15PM				
3:00 PM		SMFG 180 01 DIS 2:00PM- 3:50PM	OSCM 308 01 LEC 2:00PM- 3:15PM				

# SETTINGS: Rooms

- ▶ Make a filter?
- ▶ View your rooms
  - ▶ What “region” are you?
- ▶ View other people’s rooms

Notifications is for APSS use only



Likely questions:  
What are my exclusive use spaces?  
What features does a room have?  
What does the room look like?  
Who “owns” that room?

Filter		Room List				
Search		Room ^1	Building Code	Campus	Type	Capacity
Custom	Search	25MST 101	25MST	MAIN	OTHOFF	12
Room Number:		25MST 101A	25MST	MAIN	OTHOFF	1
Weekly Room Report		25MST 101B	25MST	MAIN	OTHOFF	1
Building		25MST 101C	25MST	MAIN	OTHOFF	1
Region		25MST 101D	25MST	MAIN	OTHOFF	1
Room Type		25MST 101E	25MST	MAIN	OTHOFF	2
		25MST 102	25MST	MAIN	OTHOFF	12
		25MST 102A	25MST	MAIN	OTHOFF	1

# Troubleshooting

- ▶ Always let APSS know if something isn't working for you
  - ▶ Send screenshots!
- ▶ Clear your browser cache
  - ▶ log out and back in
  - ▶ try your task again

# FAQs...

Q: Do I still have to email APSS to request a room?

A: Not for classes; use the ARRW (that's Academic Room Request Workflow—I made that up 😊 )

# HELP

Jennifer L. Aceves, Class Scheduling and APDB Specialist

- ▶ [apss@csuchico.edu](mailto:apss@csuchico.edu)
- ▶ 898-4688 (but email is best)

<http://www.csuchico.edu/apss>

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

- ▶ Astra log in
- ▶ Link to ITSS ticket to request access
- ▶ Help Guides
  - ▶ These are always a work in progress – ask if you don’t see what you’re looking for!

*This training revised July 31, 2019*