Astra Schedule

https://www.csuchico.edu/apss/astra/index.shtml
Hi!

- This is a safe space!
- You will learn something new today!
- I will help!

- What questions do you have for me before we begin?
Astra Schedule is our facility scheduling 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 submit an Event Request to Facilities Reservations (FRES)
- “Talks” to PeopleSoft every 10 minutes (ACADEMICS)
  - 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

https://support.csuchico.edu/TDClient/Requests/ServiceDet?ID=30062

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
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?
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 10 minutes
- Based on Room changes
- Some changes are transmitted overnight

Notifications is for APSS use only

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
  - Your browser remembers the last selections
  - Note # of results ---->

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

- Columns: Drag, Sort
ARRW

_Academic Room Request Workflow, aka_

*How to find and request a classroom for my class via Astra*

- Navigate to Sections
- Did you set up a default filter for your Subject(s)?
- Searching from within the section saves you the time of creating that recurring meeting pattern
- “cheat” by finding another section with the same day/time, if you’re considering a change, OR
- Use the Available Rooms search tool

▶ See [Academic Room Request Workflow process guide](#) in Box
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) 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
Add an Event

Options change when you select:

- Single
- Multiple
- Recurring

More Options...see next slide
Events: More Options window

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Start Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>07/30/2019</td>
<td>12:30 PM</td>
<td>01:00 PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>07/31/2019</td>
<td>12:30 PM</td>
<td>01:00 PM</td>
<td>07/30/2019</td>
</tr>
</tbody>
</table>
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!
REPORTING: Reports

Academic Department Reports:

- Double Booked Report
- Chico Weekly Room Report

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

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)
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?
Troubleshooting

- Always let APSS know if something isn’t working for you
  - Send screenshots!

- Check out the Guides in Box --->
  (APSS Shared > CLASS-depts)

- 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 😊)

COVID caveat: once registration has begun, please send APSS a heads up email if you’re requesting a different room, and, there’s no other context for a space change (like, the form for Dean’s approval to change MOI or meeting pattern)
HELP

Jennifer L. Aceves, Class Scheduling and APDB Specialist

- 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 are in Box
  - These are always a work in progress – ask if you don’t see what you’re looking for!

This training revised November 5, 2021