Using Calendars within Astra Schedule

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Updated: 12/18/18 Astra v8



Logging into Astra Schedule

From your browser, go to the following internet address:

http://aas.uah.edu

You should now be at the Astra Schedule login page.

🛦 Home 🋗 Calendars 🞓 Academics	🎻 Events 📄 Reporting 🌾 Settings	<u>Sign In</u>	?
Default			
Today's Events	Guest Welcome		
Request Event 🔻			
7:00 AM - 5:00 PM Equipment Loan: CTC to Greek Ro Dec 18 CTC CTC 1001	THE UNIVERSITY OF		
9:00 AM - 2:00 PM Dec New Faculty Orientation 19	ALABAMA IN HUNTSVILLE		

Login Credentials

You will not need any login credentials to request space in Astra.

Scheduling Grids								
🛗 Calendars	🛗 Calendars 🎓 Academics 🛷 Events 📑 Report							
Scheduling G	rids H	elp						
events		Guest Welco	ome					

The Astra Schedule Calendar is located under the Calendar Tab. Click on "Scheduling Grids" to access the calendar

The calendar will default to today's date, and the predetermined Guest Calendar. You can adjust the filters in a variety of ways.

Filter Column

On the left hand side of the page, locate the magnifying glass icon.



Click on the magnifying glass to expand the filters.

Rooms Resources Day Week		
Clear All	Q Search	🔍 Date: Today 🗙 🛗 🕄 🤇
Custom	- 8 4	Room 1 Buildin Campus
Keyword:	×	BAB 100A - BAB 100Atrium BAB M
Location Filters		BAB 106 - BAB 106 BAB M
		● BAB 107 - BAB 107 BAB M
Campus	+ 0	
Building 13	Clear 🕇 🖉	Select Items
Room	+ 0	Enter search text
Region	+ 0	A&M
Room Type	+ 0	ACA
	_	All Campus Calendar
– Capacity: ––––––––––––––––––––––––––––––––––––		🕑 ВАВ
Between:	\$	ВВ
and:	\$	BEV
		ССН
Resource Filters		CGP
Resource Type	+ 0	✓ CGU
Resource Category	+ 0	≪ < > ≫ 🖸 1-43 of 43 Done
		◎ BAB 228 - BAB 228 BAB M
Resource Group	+ 0	© BAB 228 - BAB 228 BAB M © BAB 229 - BAB 229 BAB M
Resource	+ 0	BAB Q41 - BAB Front Lawn BAB M
Event Filters		◎ CGU 1 - Indoor Banner 1 CGU M
✓ Include Events		◎ CGU 108-B - Game Room CGU M
S Include Setup/Teardown		O CGU 109 - Main Lobby CGU M
		◎ CGU 129 - North East Lob CGU M
☑ Include Pre/Post		◎ CGU 130 - South East Lob CGU M
Event Type	+ 0	◎ CGU 145 - CU Theater CGU M
		◎ CGU 2 - CU Indoor Banne CGU M

Once expanded, you will see the available building choices appear. To narrow your calendar view to a specific building, uncheck the buildings you do not wish to view.

Once you are finished removing buildings from your filter, click on search.

The calendar will refresh, and display only the events and academic courses in that building.

Additional Calendars and Filters

Quick link filters have been created for some calendars.

For the Guest Calendar, there are quick filters (the second drop down) for some buildings, and a quick filter for Large Capacity rooms. These filters will allow users to quickly locate a specific location without having to use the filter column.

		<u>Sign In</u>
- X	Filter:	Guest 💌 🗶 👫 Request Event
		BAB Classrooms
08:00 AM	09:00 AM	Guest
		Large Capacity Classrooms (75+)
		LIB Classrooms
		LTRC
		MOR Classrooms
		MSB Classrooms
		NUR Bldg
		≪ < Page 1 of 1 > ≫ ∂
ER REPAIR	NORK	

Calendar Information

The calendar is color coded.

Blue: Academic Courses (these are imported from Banner)

Orange: Academic Courses that are crosslisted (two or more courses that are sharing space and instructor.)

Green: Events (these are events and meetings that are created and scheduled via Astra) Red: Usage Control. This room is blocked from requesting due to specific usage controls built into the system.

◎ BAB 216 - BAB 216	Classroom	50			CPE 381	1/01 - FUNI	WLC 1015/01 - IN			
⊙ BAB 220 - BAB 220	Classroom	48			PHL 103	3/01	PH 100/01 -	ECN 345/01 - MI		FIN 431/01 - ADV/ FIN 531/01 - ADV/
⊙ BAB 222 - BAB 222	Classroom	36	ILC 040/01 -	ILC 0	040/02 -	ILC 040/03 -	ACC 431/01 - PRIN	ILC 040/04 -		ILC 040.
	Classroom	30	CM 210/01	WRIT	CM 313	/02 - BUSII	BUS 300/01	ACC 313/01 - IN	IDI	WLC 1025/02 - IN1
⊙ BAB 224 - BAB 224	Classroom	30	CM 113/08	- INTR	CM 113	/04 - INTR	EH 210/H3 - HON	ACC 311/01 - IN	ITE	ACC 311L/01
Ū.		•								

For more information about a class or an event, you can hover over the listing and a pop up window will appear.



Exams will be scheduled automatically for courses that follow the approved class periods.

Calendar Views

Day view

Note: the calendar will always default to today's date.

You can also change the day the calendar displays.



Click the calendar icon (located next to the "Today" field pictured above. Use the arrows to go to the month/day you'd like. Once you have made a selection, click the refresh icon. The calendar will now display that date.

Week View

The scheduling grid can also show you a week at a glance. To switch to the week view, click on "Week."

A Home	🛗 Calend	dars	😭 Academ		
Rooms	Resources	Day	Week		

The week view is helpful when you want to see an individual room's weekly schedule. In order to see a specific room, you will need to click on its name in the room column.

Rooms Resources Day	Week				Choose Calendar: Guest		▼ ¥ Filter: 0	iuest 💌	
Q Date: 01/15/2019	× 🗎	C	End Date 👻 < January 13 - 19,	,2019 👻 >					
Room ¹	Buildin	Can	Sun 01/13	Mon 01/14	Tue 01/15	Wed 01/16	Thu 01/17	Fri 01/18	
⊙ BAB 100A - BAB 100Atrium	BAB	1	08:00						
⊕ BAB 106 - BAB 106	BAB	1	AM						
	BAB	1	09:00 AM						
BAB 108 - BAB 108	BAB	1	10:00	09:40 AM - 11:00 AM	09:35 AM MIL 102/01 - MILIT	09:40 AM - 11:00 AM	09:35 AM MIL 102/01 - MILIT		
⊙ BAB 109 - BAB 109	BAB	1	AM	CM 231/01 - FOUNDATIONS OF HUMAN COMMUNICA		CM 231/01 - FOUNDATIONS OF HUMAN COMMUNICA			
	BAB	1	11:00 AM	11:20 AM - 12:40 PM	11:10 AM MIL 202/01 - MILIT	11:20 AM - 12:40 PM	11:10 AM MIL 202/01 - MILIT		
	BAB	1	12:00	CM 231/02 - FOUNDATIONS		CM 231/02 - FOUNDATIONS			
	BAB	1	PM	OF HUMAN COMMUNICA		OF HUMAN COMMUNICA			
BAB 121 - BAB 121	BAB	1	01:00 PM	01:00 PM - 02:20 PM SOC 302/01 - SOCIOLOGICAL	01:00 PM - 02:20 PM CM 431/01 - SR SEM COMM	01:00 PM - 02:20 PM SOC 302/01 - SOCIOLOGICAL	01:00 PM - 02:20 PM CM 431/01 - SR SEM COMM		
	BAB	1	02:00	THEORY	THEORY/RESEARCH	THEORY	THEORY/RESEARCH		
	BAB		PM	02:40 PM - 04:00 PM	02:40 PM - 04:00 PM	02:40 PM - 04:00 PM	02:40 PM - 04:00 PM		
BAB 204 - BAB 204 BAB 204	BAB		03:00 PM	EH 462/01 - SHAKESPEARE II	SOC 340/02 - ST: QUALITATIVE	EH 462/01 - SHAKESPEARE II	SOC 340/02 - ST: QUALITATIVE		
⊕ BAB 207 - BAB 207	BAB		04:00		RESEARCH MTHDS		RESEARCH MTHDS		
@ BAB 211 - BAB 211	BAB		PM	04:20 PM - 05:4 04:20 PM - CM 426/01 - BU 05:40 PM		04:20 PM - 05:4 04:20 PM - CM 426/01 - BU 05:40 PM			
@ BAB 216 - BAB 216	BAB		05:00 PM	THEORY & CRIT CM 526/01 -		THEORY & CRIT CM 526/01 -			
			06:00		06:00 PM - 08:40 PM	06:00 PM - 08:50 PM	06:00 PM - 08:40 PM		
	BAB		PM		MKT 470/01 - SOCIAL MEDIA	ACC 602/01 - MANAGERIAL	MGT 629/01 - LEADERSHIP:		
	BAB		07:00 PM		MARKETING	ACCOUNTING	THRY & PRACTICE		
BAB 223 - BAB 223	BAB	1	08:00						
BAB 224 - BAB 224	BAB	1	PM						
BAB 228 - BAB 228	BAB	1	09:00						
BAB 229 - BAB 229	BAB	1	PM						
0.040.040.040.0441.044	040		10:00						

Room Information

If you're unsure of the room you want to select, you can view certain room specs from within the calendar. Under the room column, you will notice a small circle next to the room number. If you hover over that icon, a popup window will show you information such as Room Type, Capacity, Description (Enhanced vs. Standard Technology), and Features within the room (technology, seating, instructional aids, etc).

	Room Details: BAB 121 - BAB	Room Type: C Capacity: 5	lassroom 3 lassroom 1
•	Feature	Quantity	Category
0	*Enhanced Technology Classroom		Academic
Ð	CAT 5 Jacks		Audio Visu
0	Computer-PC		Audio Visu
	Data Projector		Audio Visu
Θ	Projection Screen		Audio Visu
0	Wall Outlets	1	Electrical
•	Seating-FIXED/TABLE		Furniture
•	Smart Board		Instructio
9	White Board		Instructio
Θ	Carpet		Standard
อา	СОО ТОЯ-В - Game коот СОО Т		

Contact Information

Visit the Academic and Event Scheduling website for up-to-date information on Scheduling Contacts. http://www.uah.edu/registrar/scheduling