

Using Calendars within Astra Schedule

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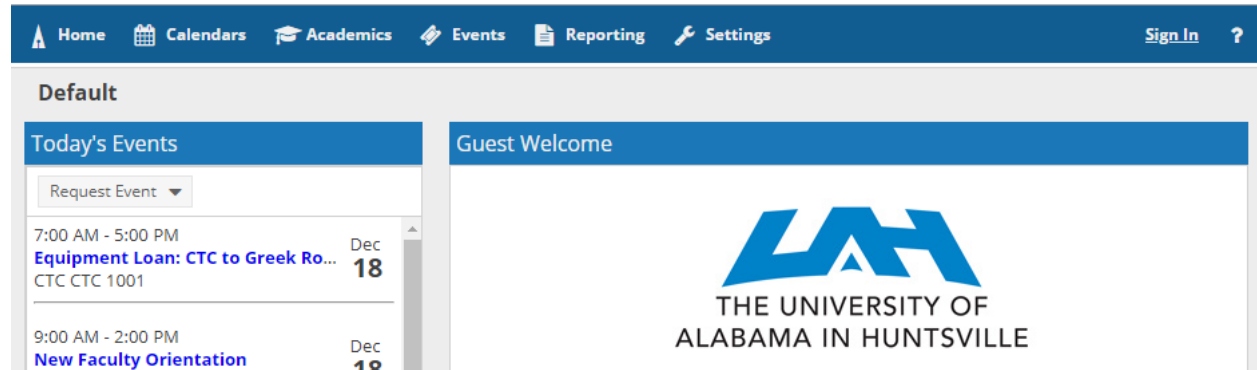
Updated: 12/18/18
Astra v8

Logging into Astra Schedule

From your browser, go to the following internet address:

<http://aas.uah.edu>

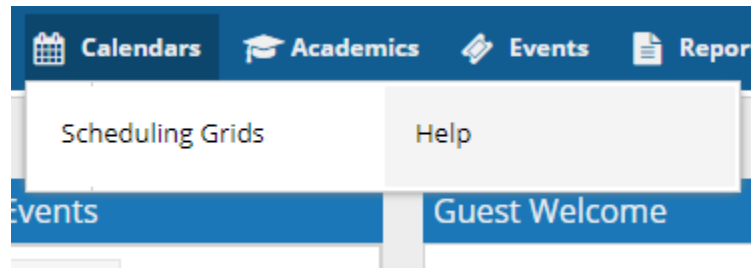
You should now be at the Astra Schedule login page.



Login Credentials

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

Scheduling Grids

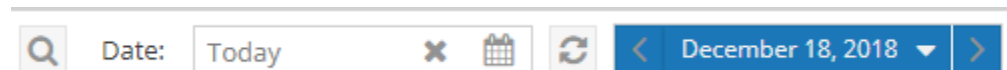


The Astra Schedule Calendar is located under the Calendar Tab. Click on "Scheduling Grids" to access the calendar

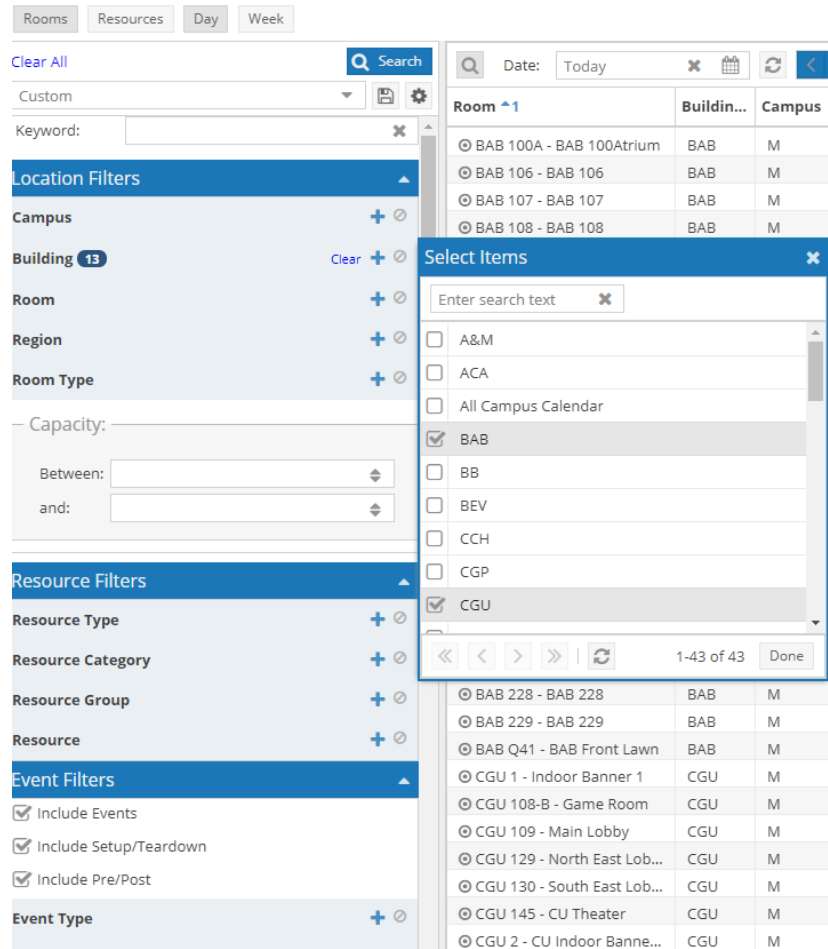
The calendar will default to today's date, and the predetermined Guest Calendar. You can adjust the filters in a variety of ways.

Filter Column

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



Click on the magnifying glass to expand the filters.



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.

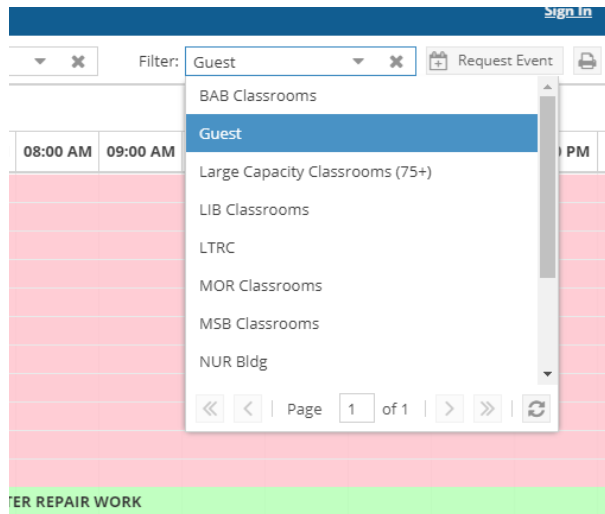
Once you are finished removing buildings from your filter, click on search.

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.



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.

Room ID	Room Name	Room Type	Capacity	Course/Event
BAB 216 - BAB 216	BAB 216	Classroom	50	CPE 381/01 - FUNI, WLC 1015/01 - IN
BAB 220 - BAB 220	BAB 220	Classroom	48	PHL 103/01, PH 100/01 - , ECN 345/01 - MICI, FIN 431/01 - ADVA, FIN 531/01 - ADVA
BAB 222 - BAB 222	BAB 222	Classroom	36	ILC 040/01 - , ILC 040/02 - , ILC 040/03 - , ACC 431/01 - PRIN, ILC 040/04 - , ILC 040
BAB 223 - BAB 223	BAB 223	Classroom	30	CM 210/01 - WRIT, CM 313/02 - BUSI, BUS 300/01, ACC 313/01 - INDI, WLC 1025/02 - INT
BAB 224 - BAB 224	BAB 224	Classroom	30	CM 113/08 - INTR, CM 113/04 - INTR, EH 210/H3 - HON, ACC 311/01 - INTE, ACC 311L/01

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

Section Details: CM 231 01

Section Title: FOUNDATIONS OF HUMAN COMMUNICA

Term: 201901

Campus: M

Course Offering Id: 10548

Meeting Type	Enrollment	Capacity	Days Met	Start Date	End Date	Start Time	E
LEC	28	25	MW	1/7/2019	5/1/2019	9:40 AM	1

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.

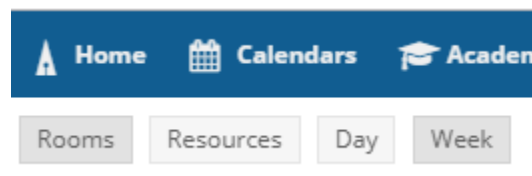
You can also change the day the calendar displays.



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."




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.

Room	Buildin...	Car	Sun 01/13	Mon 01/14	Tue 01/15	Wed 01/16	Thu 01/17	Fri 01/18
08:00 AM								
09:00 AM								
10:00 AM				09:40 AM - 11:00 AM CM 231/01 - FOUNDATIONS OF HUMAN COMMUNICA	09:35 AM MIL 102/01 - MILIT...	09:40 AM - 11:00 AM CM 231/01 - FOUNDATIONS OF HUMAN COMMUNICA	09:35 AM MIL 102/01 - MILIT...	
11:00 AM				11:20 AM - 12:40 PM CM 231/02 - FOUNDATIONS OF HUMAN COMMUNICA	11:10 AM MIL 202/01 - MILIT...	11:20 AM - 12:40 PM CM 231/02 - FOUNDATIONS OF HUMAN COMMUNICA	11:10 AM MIL 202/01 - MILIT...	
12:00 PM								
01:00 PM				01:00 PM - 02:20 PM SOC 302/01 - SOCIOLOGICAL THEORY	01:00 PM - 02:20 PM CM 431/01 - SR SEM COMM THEORY/RESEARCH	01:00 PM - 02:20 PM SOC 302/01 - SOCIOLOGICAL THEORY	01:00 PM - 02:20 PM CM 431/01 - SR SEM COMM THEORY/RESEARCH	
02:00 PM				02:40 PM - 04:00 PM EH 462/01 - SHAKESPEARE II	02:40 PM - 04:00 PM SOC 340/02 - ST. QUALITATIVE RESEARCH MTHDS	02:40 PM - 04:00 PM EH 462/01 - SHAKESPEARE II	02:40 PM - 04:00 PM SOC 340/02 - ST. QUALITATIVE RESEARCH MTHDS	
03:00 PM								
04:00 PM				04:20 PM - 05:40 PM CM 426/01 - BU 05:40 PM THEORY & CRIT CM 526/01 -		04:20 PM - 05:40 PM CM 426/01 - BU 05:40 PM THEORY & CRIT CM 526/01 -		
05:00 PM								
06:00 PM					06:00 PM - 08:40 PM MKT 470/01 - SOCIAL MEDIA MARKETING	06:00 PM - 08:50 PM ACC 602/01 - MANAGERIAL ACCOUNTING	06:00 PM - 08:40 PM MGT 629/01 - LEADERSHIP: THRY & PRACTICE	
07:00 PM								
08:00 PM								
09:00 PM								
10:00 PM								

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 121 (Standard)



Room Type: Classroom
Capacity: 53
Layout: Classroom
Campus: M
Description: Enhanced Te

Feature	Quantity	Category
*Enhanced Technology Classroom		Academic
CAT 5 Jacks		Audio Visu
Computer-PC		Audio Visu
Data Projector		Audio Visu
Projection Screen		Audio Visu
Wall Outlets	1	Electrical
Seating-FIXED/TABLE		Furniture
Smart Board		Instruction
White Board		Instruction
Carpet		Standard

CGU 108-B - Game Room CGU

Contact Information

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