Astra 7.5 will be able to schedule events in any departmental rooms as well as request events through an event request form accessible by logging into Astra.

## Adding an Event in a Departmental Room

1. Select the **Events** tab.

2. Select the **Event Wizard** link.

3. Enter the event meeting information.
   - **Event Name:**
     Make sure the Event Name is unique. For example, instead of “Department Meeting” use “PHIL Weekly Faculty Meeting”.
   - **Event Type:**
   - **Est. Attendance:**
     It is important to include the estimated attendance.
   - **Customer:**
     Select the academic department from the drop-down arrow.
   - **Customer Contact:**
     Select the appropriate contact for the academic department.

4. Click the **Next** button.

5. Select a **Meeting Type** and add additional meeting information.

**Note:** Multiple meetings can be created under one event.
6. Select the meeting dates in the **Meeting Recurrence** box.
   There are 3 ways to select meeting recurrence in Astra 7.5:

   a. **Single Meeting(s)** allows you to select days and times.
      
      Single Meetings are the best way to select meetings if you have only one date or multiple dates that don’t follow a pattern.

   b. **Recurring** allows you to generate meetings that reoccur on a daily, weekly, or monthly basis.

   c. **Spanning** allows you to generate meetings that run continuously for a time span.
      
      **Note:** You will not need to use Spanning.

7. Click the **Create** button to create the specific meeting dates and times. The newly created meetings will appear in the **Meetings area**.
Note: If more than one date is selected at a time Astra 7.5 may prompt for a meeting group name. This should be pre-filled.

Important: To delete a meeting from a group, click the plus sign next to the meetings group to expand the list of meetings. Next, select the meeting you would like to delete. Finally, click the Delete button to process the delete.

8. Click the Next button to continue.

9. The Rooms tab displays the status of spaces that can be used for the event.

<table>
<thead>
<tr>
<th>Room</th>
<th>Score</th>
<th>Test Final Exam 5/13/2014</th>
<th>Test Final Exam 5/11/2013</th>
<th>Test Final Exam 5/9/2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>C100</td>
<td>100</td>
<td>Available</td>
<td>Available</td>
<td>Available</td>
</tr>
<tr>
<td>C200</td>
<td>100</td>
<td>Conflicted (2)</td>
<td>Conflicted (2)</td>
<td>Conflicted (2)</td>
</tr>
<tr>
<td>C300</td>
<td>100</td>
<td>Available</td>
<td>Available</td>
<td>Available</td>
</tr>
</tbody>
</table>

- **Unavailable Rooms** are displayed in red.
- **Available Rooms** that are available are displayed in white.
- **Rooms with conflicts (limited availability)** are displayed in yellow.

Note: This list only includes rooms that can be scheduled in.

The Filter area on the left of the page is used to filter the listed rooms displayed by capacity and features.
10. Click the plus (+) button at the top of the meeting group column to view all meetings individually.

This view can be used to:

- View when a room is available and when it isn’t.
- Allow users to schedule different rooms for different dates.

11. Select an available room to schedule a meeting in Astra.

The selected box will change to green to indicate it has been selected for the meeting.

12. Click the Next button to continue.

13. The Resources tab is displayed. This page will be blank as we do not use this part of Astra.

14. Click the Next button to continue.

15. Review the meeting information.

16. Click the Finish button to schedule the meeting.
17. Review the Meeting Details
Check the details of the meeting by clicking the **Edit Event** link. Meetings can also be viewed through the **My Events** link.

**Important:** For instructions on how to use that page, please see the *Viewing Your Scheduled Meetings* section.

18. The scheduled event is displayed.
Pay attention to the **Event Status** field. If any other Event status is displayed there is an issue with the event.

If there is an issue, check each meeting to determine if one of the events is marked as incomplete. An event may be incomplete because it does not have a room.

**Note:** If changes to the event are needed, click the edit button at the top of the page to make changes.

**Requesting an Event in a General Purpose Classroom**

*Astra 7.5* also has an additional form is also available to accommodate requests for General Purpose Classrooms. Using Astra 7.5 submitters can determine if rooms are available before submitting a request.

1. From the Astra homepage, click on the **Events** tab.

2. Click on the **Event Request** link.

3. The **GPC Event Request Form** is displayed. Complete all of the required information.
Important: If prompted to select a form, pick GPC Request Form.

4. In the Meeting Recurrence area, select the meetings dates.

5. Click the Create button to create the meeting.

   The new meetings will be displayed in the Meetings box.

Note: Go to step 5 of Adding an Event in a Departmental Room for an explanation of Single Meeting(s), Recurring, and Spanning.

6. To request a room, select the check box next to the event. The event will turn yellow. Once that box is selected, click the Assign Rooms button.
7. A new menu with a list of classrooms is displayed
   - Classrooms that are not available will be displayed in red.
   - A selected classroom will display in green.

   Click the plus button in the top row to expand the list of meetings and pick different rooms for different meetings if there are multiple meetings.

8. Click the **OK** button to return to the Request Form.

9. Click the **Submit** button at the top of the page when you are ready to submit your request.

   Once the Scheduling Office processes your request, a confirmation email will be sent. This email will indicate whether the event has been approved or declined.

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### Viewing Scheduled Meetings

To review the scheduled meetings scheduled in Astra:
1. Click on the **Events** tab.

2. Click on the **Events** link.

3. The Events page displays all of the scheduled events for a user.

- On the left are filters and on the right at the events. Events can be filter just like classes.

- Events can be edited from this page by clicking on the edit icon next to the event.

- Events can also be displayed by the meeting rather than by the whole event. To do this by selecting the **Meetings** option in the upper right hand corner of the Event List box.

**Adding Events from Astra to Outlook Calendars**

**Astra 7.5** allows you to easily add events to your Outlook calendars.

1. Go to the Events List as described in the **Viewing Your Scheduled Meetings** section.
2. Locate the small gray box next to the desired meeting name in the event list.

3. Click or mouse over this box to bring up a pop-up box with more information about the event.

4. Click on the yellow envelope icon in the pop-up box to download an .ics file.

   **Note:** This contains the information about the meetings.

5. Open an Outlook client.
6. Click the .ics file to open it in Outlook.

7. The event will open as an appointment that can now be added to an Outlook Calendar.

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**Requesting an Event in a General Purpose Classroom**

Astra 7.5 has a built in **event request function**. We have built a form to accommodate requests for General Purpose Classrooms. Making the reservation through Astra instead of the form on the Registrar’s website allows you to see if rooms are available before submitting a request.