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Introducing Astra Schedule 7 Training and User Guides

Astra Schedule is used by the Office of the University Registrar to schedule rooms for sections and events that require an instructional facility.

Astra Schedule interfaces on a “real time” basis with ConnectCarolina, the University’s student information system. Changes made in either ConnectCarolina or Astra Schedule will be reflected in the other system, usually within a few minutes.

Events (*departmental meetings, study sessions, guest lectures, maintenance activities, etc.*) are scheduled and appear in Astra Schedule only. Astra Schedule allows academic and administrative staff to view UNC-CH class, event, and room scheduling information in one convenient place.

Key features of Astra Schedule 7 include the ability to:

- View room usage in Daily, Weekly, or Monthly grid, calendar or list formats
- View building and room information including: seat capacity, seat type, equipment, and more
- Run reports

Note: Not all of Astra Schedule’s features are being applied on this campus. If a field or process is not discussed in this user guide, it is not in use.

Important: *Astra Schedule 7 does not support blocking space. All previous room blocks must be replaced with a specific event. Courses take precedence over events and meetings, which may not displace a section.*

Data in Astra Schedule is accessed via the internet. The Astra Schedule web client has many advantages, including the ability to access Astra Schedule from any computer with a compatible browser.

Before you begin

Access to Astra Schedule

Astra Schedule can only be accessed by those with a valid UNC-CH Onyen.

Staff and faculty in academic departments and colleges who have access to online class scheduling will automatically have access to Astra Schedule in their role as schedulers. All others will be able to view Astra Schedule as a guest.

Understanding the Data in Astra Schedule – Sections

All sections scheduled in ConnectCarolina that require space display in Astra Schedule.

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Facilities

All classrooms considered General Purpose Classrooms are listed in Astra Schedule. Most delegated classrooms and rooms in other schools (*LAW, MED, DENT, etc.*) are also listed in Astra Schedule.

Note: Campus offices, conference rooms, and other proprietary facilities which are not scheduled for instructional use will not appear in Astra Schedule (*or ConnectCarolina*).

Each room in Astra Schedule has been assigned a capacity, room type, and room features.

- Capacity refers to the number of seats in the room.
- “Smart” rooms are designated in Astra Schedule as having a room with a feature of **MMC (Multi-Media Capable)**.

Delegated Classrooms are now schedulable by the departments at all times. This new feature will facilitate more accurate reporting in the annual reports to UNC General Administration.

Events

Events are scheduled in General Purpose Classrooms by the Registrar’s office from 8 a.m. to 6 p.m. (*with a few exceptions*).

Important: At this time, events scheduled by the Student Union do not appear in Astra Schedule. Further information can be found in the document: **Event Scheduling in Astra Schedule**.

Accessing Astra Schedule

Configuring Your Browser

To access Astra Schedule a web browser must meet minimum requirements:

- Internet Explorer 6.0 or higher or Mozilla Firefox 2.0
- Pop ups should be enabled in your browser. (Astra Schedule uses pop-up windows to select and view data.)

Contact your IT support for help configuring your browser.

Logging into Astra Schedule

1. Go to the following web address: <http://Astra7.ad.unc.edu>
 - The Astra Schedule log in page is displayed.



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2. Login to Astra Schedule

In the upper right corner of the log in page, enter your UNC-CH Onyen and onyen password.



Note: There is a 60 minute “timeout” once you are logged into Astra Schedule. If you want to logout of your account manually, click the Logout button on the top left of the screen. Do not close your browser without logging out of Astra Schedule. Upon logout, you will be returned to the Home page.

Navigating Astra Schedule

The **Astra Schedule Home Page** provides navigation links (*tabs*) to use when working with class scheduling features in Astra Schedule.



These navigation links (*tabs*) include:

- **Astra Home**—Important dates, links, and forms.
- **Calendars**—multiple ways to view and filter information about room usage for class sections and events on campus.
- **Resources**—Browse or manage physical resources or services available through Astra Schedule.
- **Events**—View, create, and schedule special events and meetings.
- **Reporting**—Access or manage reports on Astra Schedule resource and activity data.

Course Schedule Maintenance

The Scheduling section of the Registrar’s office is responsible for the organization and maintenance of the Schedule of Classes for each term.

During a time period we refer to as **Course Schedule Maintenance**, we open both the Connect Carolina and Astra Schedule systems to allow departmental schedulers access to enter courses for a particular term and to choose or request classrooms.

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Tentative time schedules for Course Schedule Maintenance are as follows:

	Fall term	Spring term	Summer term
Course Schedule Maintenance opens	November	April	October
Course Schedule Maintenance closes	January	August	November

Scheduling Rooms

To schedule rooms in Astra Schedule follow the instructions below:

1. Log in to Astra Schedule.
2. Select the **Academics** tab.
3. Select the **Sections** link.
This area displays a department's courses that have been rolled from the previous like term.



A **Section List** of the selected area's courses is displayed.

ADEMICS										
RESOURCES										
EVENTS										
REPORTING										
Section List										
Add a Section										
	Course/Section	Days Met	Start Date	End Date	Start Time	End Time	Room	Term	Cross-L	
	AAAD 101/001...	MTWRF	06/19/2014	07/25/2014	9:45 AM	11:15 AM	GC 1005	Summ...		
	AAAD 101/001...	MW	01/8/2014	05/6/2014	2:00 PM	3:15 PM	WG 0304	Sprin...		
	AAAD 101/001...	MWF	08/20/2013	12/13/2013	10:00 AM	10:50 AM	GC 1005	Fall 2...		
	AAAD 101/002...	TR	01/8/2014	05/6/2014	9:30 AM	10:45 AM	PH 0265	Sprin...		
	AAAD 101/002...	MW	08/20/2013	12/13/2013	3:30 PM	4:45 PM	GS G010	Fall 2...		
	AAAD 101/002...	MTWRF	06/19/2014	07/25/2014	11:30 AM	1:00 PM	NW 0219	Summ...		
	AAAD 101/003...	TR	08/20/2013	12/13/2013	11:00 AM	12:15 PM	GA 0105	Fall 2...		
	AAAD 101/003...	TR	01/8/2014	05/6/2014	11:00 AM	12:15 PM	DA 777i	Sprin...		
	AAAD 101/004...	TR	01/8/2014	05/6/2014	2:00 PM	3:15 PM	WI 0128	Sprin...		
	AAAD 101/004...	TR	08/20/2013	12/13/2013	12:30 PM	1:45 PM	GA 0105	Fall 2...		
	AAAD 101/005...	TR	08/20/2013	12/13/2013	9:30 AM	10:45 AM	SN 0014	Fall 2...		
	AAAD 101/005...	TR	01/8/2014	05/6/2014	2:00 PM	3:15 PM	HO 0104	Sprin...		
	AAAD 101/990...		08/20/2013	12/13/2013	12:00 AM	12:00 AM		Fall 2...	2139_F	
	AAAD 101/991...		08/20/2013	12/13/2013	12:00 AM	12:00 AM		Fall 2...	2139_F	
	AAAD 101/992...		08/20/2013	12/13/2013	12:00 AM	12:00 AM		Fall 2...	2139_F	
	AAAD 130/001...	MWF	01/8/2014	05/6/2014	2:00 PM	2:50 PM	GA 0105	Sprin...		
	AAAD 130/001...	MTWRF	06/19/2014	07/25/2014	9:45 AM	11:15 AM	GA 0105	Summ...		
	AAAD 130/001...	TR	08/20/2013	12/13/2013	8:00 AM	9:15 AM	GA 0105	Fall 2...		
	AAAD 130/002...	TR	08/20/2013	12/13/2013	2:00 PM	3:15 PM	WG 0304	Fall 2...		
	AAAD 130/002...	TR	01/8/2014	05/6/2014	9:30 AM	10:45 AM	GS G010	Sprin...		

Using the Filter Area

The Filter area will appear on the left side of the page. The filters in this area allow different results for the sections to be displayed in Astra Schedule.

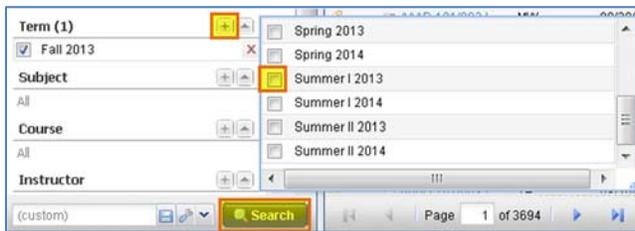
The **Term Filter** allows you to select specific terms. If you don't filter the terms, you will see **all** the terms that have been imported into Astra Schedule.

AAAD 101/001...	MTWRF	06/19/2014	07/25/2014	9:45 AM	11:15 AM	GC 1005	Summer I 2014
AAAD 101/001...	MW	01/8/2014	05/6/2014	2:00 PM	3:15 PM	WG 0304	Spring 2014
AAAD 101/001...	MWF	08/20/2013	12/13/2013	10:00 AM	10:50 AM	GC 1005	Fall 2013

Note: It is recommended that all other filters be left as shown in this example.

Select the Term

1. Click the plus button  in the Term Filter.
2. Check the box for the appropriate term.



3. Select the **Search** button at the bottom of the box.

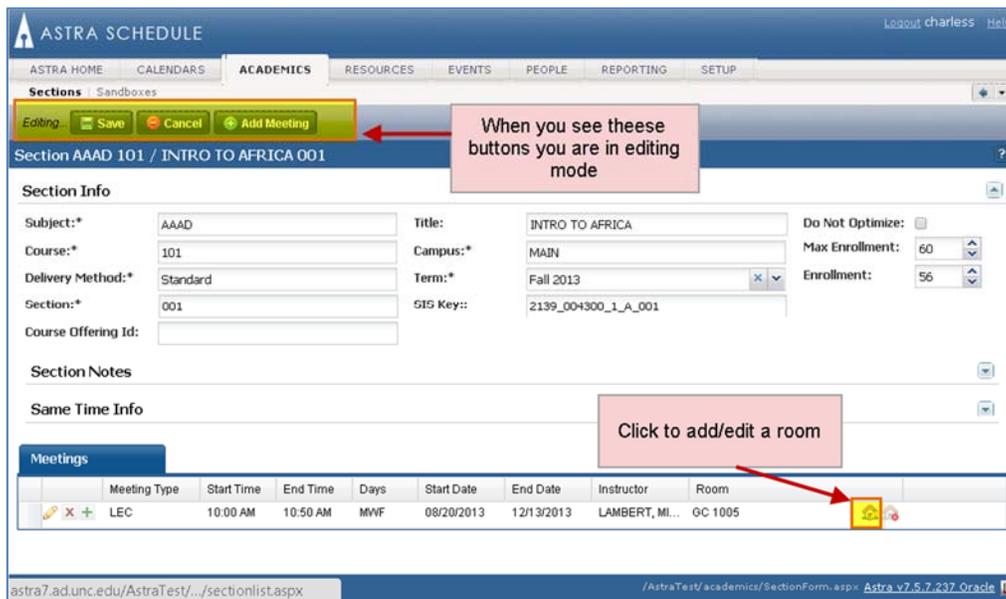
Important: Only room assignments or preference requests are made in Astra Schedule. All other changes to a course are made in ConnectCarolina.

Edit a Section

1. Select the **pencil icon**  to edit a section.

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The details of the selected course section are displayed. Room assignments or preferences can be edited from this screen.



- To edit a section or add a room assignment/preferences click the house with the pencil icon. 

Note: If you cannot click the house, you are not in edit mode.

The **Scheduler** window shows you which rooms are available for this class.

Note: If there are no rooms here, you will need to proceed to the “Requesting Rooms and Features” section.

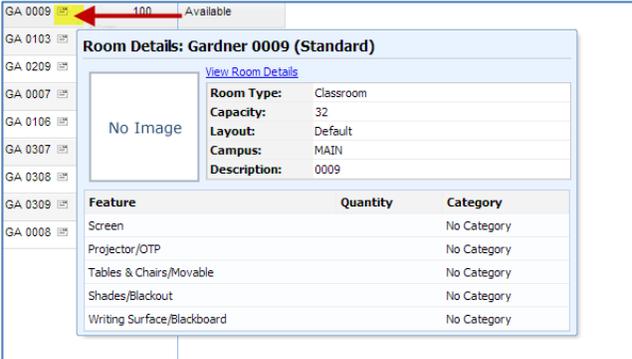
Room	Score	AAAD 101 001 (LEC) 8/20/2013-12/13/2013 MWF 10:00am-10:50am Enrollment: 56
GC 1005	90	Selected
PH 0332	91	Unavailable
BI 0203	89	Available
DA 777i	89	Available
DA 777m	89	Available
CA 0011	89	Conflicts(32 of 49)

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Available features on the Scheduler box:

View Room Features

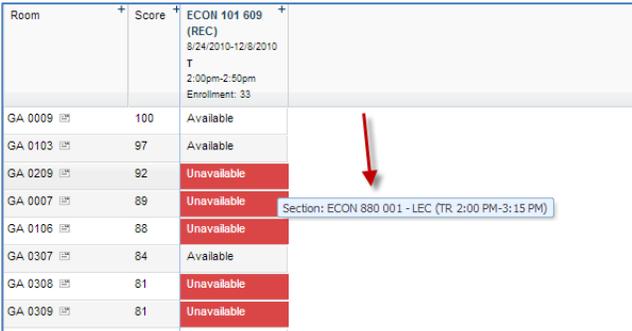
Click on the small square icon  after the room abbreviation and number to view the features each room contains.



Feature	Quantity	Category
Screen		No Category
Projector/OTP		No Category
Tables & Chairs/Movable		No Category
Shades/Blackout		No Category
Writing Surface/Blackboard		No Category

View Unavailable Classroom Details

Mouse over unavailable classrooms to see what is scheduled in the room.



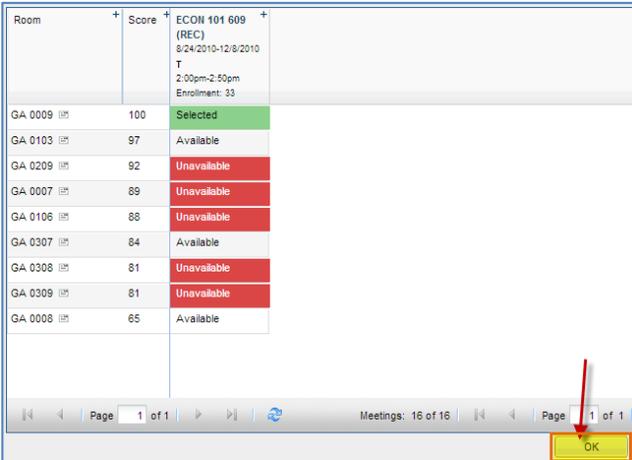
Room	Score	Status
GA 0009	100	Available
GA 0103	97	Available
GA 0209	92	Unavailable
GA 0007	89	Unavailable
GA 0106	88	Unavailable
GA 0307	84	Available
GA 0308	81	Unavailable
GA 0309	81	Unavailable

Select a Classroom

To select a classroom click the **Available** link for the desired classroom.

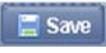
The box will turn green and the text will change to **Selected** when a room is selected.

Note: The **Score** column indicates which room Astra Schedule feels is the best choice according to max enrollment of the section.



Room	Score	Status
GA 0009	100	Selected
GA 0103	97	Available
GA 0209	92	Unavailable
GA 0007	89	Unavailable
GA 0106	88	Unavailable
GA 0307	84	Available
GA 0308	81	Unavailable
GA 0309	81	Unavailable
GA 0008	65	Available

3. Click the **OK** button at the bottom of the scheduler box to confirm the selection.

4. Click the **Save** button  to save the changes.

5. Click on **Sections** link to return to the section list.

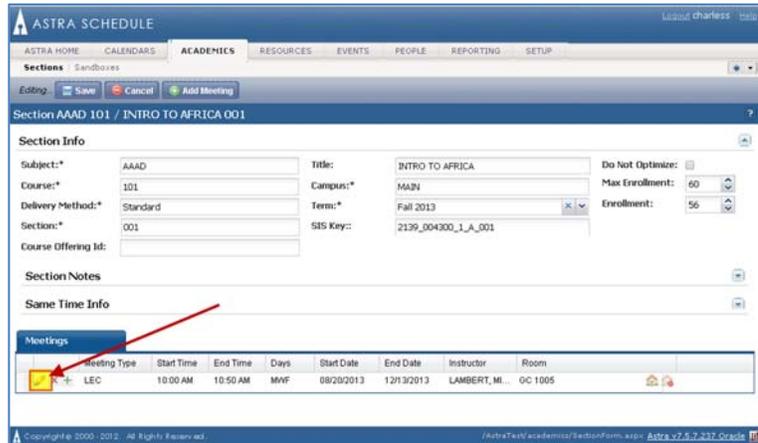


Requesting Rooms and Features

If a department has no scheduling priority rooms or has used the rooms designated for use by the department, a room will be assigned to a course by the Astra Schedule software. Some courses may wish to request certain rooms or features be given a higher preference.

Edit a Section

1. On the **Section List** page, click on the edit pencil icon  to edit a section.
2. To edit the specific section information click on the pencil icon  at the bottom left of the screen.

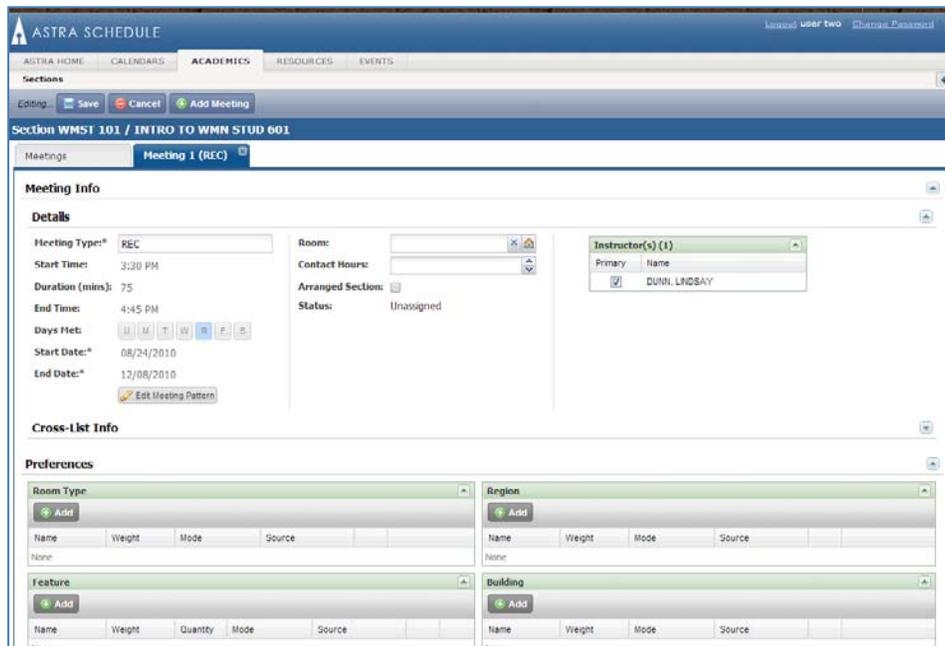


The **Section Info** page is displayed.

The following fields can be using to edit section information:

- Feature
- Building
- Room

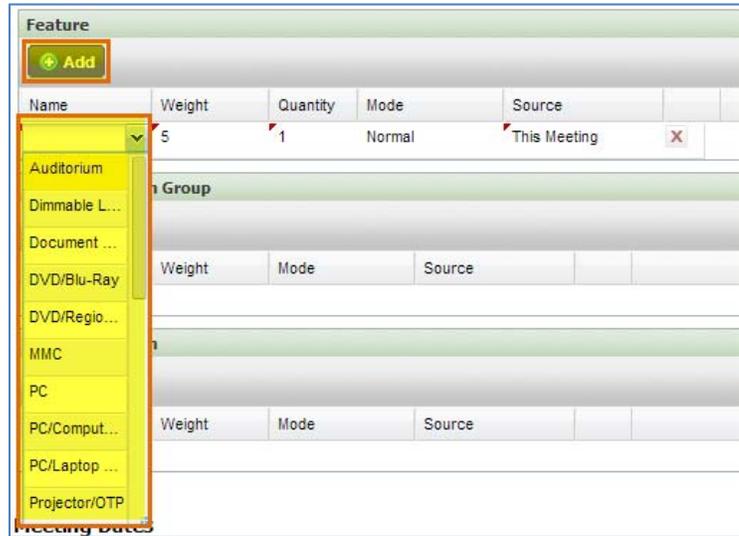
Note: The other preferences listed are automatically figured into the optimizer software which selects the room assignments.



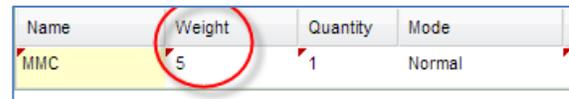
Add a Feature

1. Scroll down the page to the **Feature** area.
2. Click the **+Add** button.
3. Click on the drop down arrow for a list of available features.

Note: To request another feature, use the **+Add** button. This will make another drop down box available.



Weight and **Mode** are also drop down boxes. The higher the weight, the more importance is placed on the feature with 10 being most important.



- Select **Normal** for the mode of a feature to allow the section to be assigned a room, but it may not have the requested feature if none are available.
- Select **Required** as the mode, and a room with the requested feature is not available, the class will not receive a room assignment until after the optimizer scheduling software has been run.

Building and/or **Room** can be configured.

Note: The bar can be adjusted so you can see the entire room name.



If a class has a time but does not require a General Purpose Classroom, put a checkmark in the **Do Not Optimize** box that is found on the Section Info page. The Optimizer software will then skip assigning a room to this section.



Cross Listed Courses

If a course is cross-listed, that information can be found on the Section Info page where the preferences are requested.

Important: Do not make any changes or deletions to cross-listed sections in Astra Schedule. Only sponsor courses make room assignments/requests for the combination.

Cross-List Info

Cross-List Id: Max Enroll: Enroll:

	Meeting	Days Met	Start Time	Room
X	AFAM 286/001 LEC MWF	MWF	1:00 PM	

Click the Save button  at the top of the page once you are done selecting preferences for the section.

Import Sections Into Excel

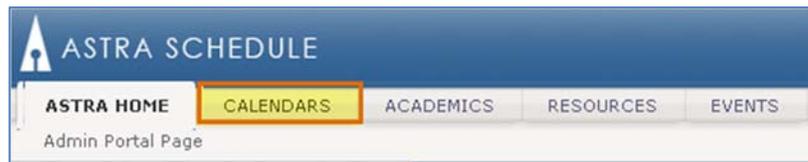
Sections can be exported into an Excel worksheet using the Excel icon at the bottom of the Section List screen.



Navigating the Calendar

Astra Schedule provides a calendar view which allows you to see sections and activities scheduled in rooms.

1. Click the **Calendars** tab.



2. Click the **Scheduling Calendar**.

Note: It may take a few moments to load.



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The view on the **Scheduling Calendar** defaults to the basic calendar view.

Click the **Grid** view for a better calendar layout.



- Click the calendar icon  to change the day displayed on the calendar
- Filter the calendar view by clicking the **Edit Search Filter** button
- Manage any calendar filters you have previously saved by clicking **Manage Filters**

