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

   ![Astra Schedule Login Page]

   **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.

![Astra Schedule Tabs]

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.
Astra Schedule 7 User Guide

Tentative time schedules for Course Schedule Maintenance are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Fall term</th>
<th>Spring term</th>
<th>Summer term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Schedule</td>
<td>November</td>
<td>April</td>
<td>October</td>
</tr>
<tr>
<td>Maintenance opens</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Schedule</td>
<td>January</td>
<td>August</td>
<td>November</td>
</tr>
<tr>
<td>Maintenance closes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.
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.

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

2. 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.
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.

**View Unavailable Classroom Details**
Mouse over unavailable classrooms to see what is scheduled in the room.

**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.

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.

<table>
<thead>
<tr>
<th>Cross-List Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross-List Id: 2109_A_0449_UNCO</td>
</tr>
<tr>
<td>Meeting</td>
</tr>
<tr>
<td>X</td>
</tr>
</tbody>
</table>

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.
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**