

Office of Space Management

Astra Schedule

Guest User Guide

The collage features several screenshots of the Astra Schedule system interface:

- Calendar View:** Displays a weekly schedule for September 28, 2016, with various classes and events listed by time slot (8:00 AM to 3:00 PM).
- Room List:** A table showing available rooms, including ALP 142-LEC, ALP 143-LEC, ALP 144-LEC, ALP 145-LEC, ALP 152-LEC, ALP 153-LEC, ALP 204-LEC, ALP 205-LEC, ALP 212-LEC, ALP 216-LEC, ALP 224-LEC, ALP 227-LEC, ALP 232-LEC, ALP 235-LEC, and ALP 236-LEC.
- Room Details:** A detailed view of ALP 204 - LEC (Standard), showing room type, capacity, layout, and features like Document Camera, Projector, Podium, DVD/VCR, PC, Whiteboard, and Phone.
- Holidays and Announcements:** A list of upcoming holidays and events, including Veterans Day, Thanksgiving Day and Weekend, Fall 2016 Final Exams, Commencement 12/16-12/17, Winter Recess, Columbus and Indigenous People's Day Observed, Lincoln's Birthday Observed, Washington's Birthday Observed, New Year's Day Observed, Martin Luther King, Jr. Day, Spring 2017 Instruction Begins, Spring Recess, Spring 2017 Final Exams, Spring 2017 Commencement, Memorial Day, and Independence Day.

Astra Schedule

Guest User Guide

October 2021

Office of Space Management

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







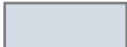

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PREFACE

The Astra Schedule Guest User Guide is specifically designed to introduce guest users to the look and feel of Astra Schedule. It covers common Astra Schedule features and basic user navigation and is not intended to be a comprehensive reference manual. A legend of icons used throughout the guide is listed below. Screenshots included in this user guide were developed using the native version of Astra Schedule; the actual software may vary slightly in appearance due to University branding.

Legend

	Hint about how to use Astra Schedule		List Icon
	Alerts you to important information		Facility Detail Icon
	Information about how data is used or interpreted		Excel™ Icon
	Astra Schedule Tab or Link		Table Icon
	Astra Schedule Screen Button		Timeline Scroll Keys
	Astra Schedule Input Field		Captions – Title of Page or Area
	Edit Icon		Captions – Instructions
	Delete Icon		Captions – General information
	Date Filter Icon		Quick-Step Guide or Example*
	Refresh Icon		

*At the top of most Quick-Steps and Examples, the path used to navigate to the point where the steps begin is indicated.

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1 WHAT IS ASTRA SCHEDULE?

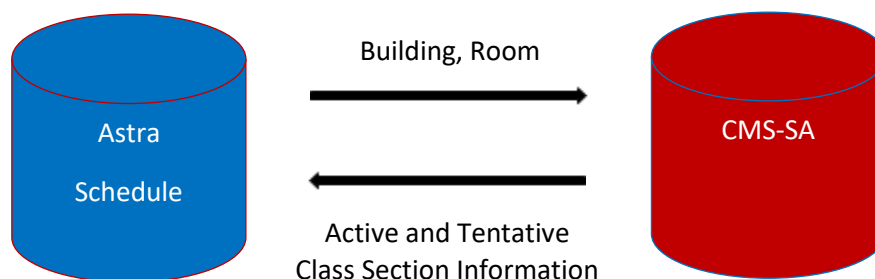
Astra Schedule is a comprehensive facility scheduling suite of software tools used by Sacramento State to locate and schedule facilities for classes, final exams, and events. The Office of Space Management is responsible for administering Astra Schedule. Depending on access, campus users may view classes and events scheduled in Astra Schedule as well as assign facilities for classes using Astra Schedule.

Astra Schedule is a Web-based application available at astra.csus.edu. When Astra Schedule loads, Guest User access is automatically granted. Astra Schedule is available 24/7 on campus or off campus with a VPN connection.

Astra Schedule has an interface with the Common Management Systems Student Administration system (referred to as CMS-SA in this Guide) that synchronizes facility assignments for classes between the two systems. Event information is maintained in Astra Schedule only; it is *not* maintained in CMS-SA.

1.1 Astra Schedule and CMS-SA Interface

The Astra Schedule and CMS-SA interface is designed to facilitate the coordination of data between the two systems.



Data that moves from Astra Schedule to CMS-SA includes:

Basic facility scheduling information: Building, Room

Data that moves from CMS-SA to Astra Schedule includes:

Basic class section information: Unique Section Meeting ID (concatenated), Title, Subject, Class Section, Instructor, Maximum Enrollment, Actual Enrollment, Start and End Times, Start and End Dates, Days, Building/Room (pre-assigned), and combined class section information (referred to as 'cross-listed' in Astra Schedule).

Courses and class sections are only created in CMS-SA. Astra Schedule imports class section information. Facilities are assigned to class sections as required using the Astra Schedule toolset and then exported back to CMS-SA. Additionally, as class section details and facility assignments change, updates are sent in both directions to keep the respective information synchronized.



Events are created and maintained only in Astra Schedule and are not exported to CMS-SA.

1.2 Timelines for Real-Time and Batch Updates

The Astra Schedule and CMS-SA interface has several update modes and runs them concurrently:

- (Astra to CMS-SA) A real-time export runs whenever a facility assignment has been made or a facility is removed from a class section in Astra Schedule. The facility assignment or removal is sent to CMS-SA within 30 seconds after the change is saved.
- (Astra to CMS-SA) A batch export runs select evenings after 5:00 p.m. to capture any outstanding facility assignments made to class sections in Astra Schedule and sends them to CMS-SA.
- (CMS-SA to Astra) A batch import runs every weekday morning before 7:00AM to re-import active and tentative semester class section data from CMS-SA to Astra Schedule. This import allows academic department schedulers to work in Astra Schedule with the most current CMS-SA data at the start of each work day.
- (CMS-SA to Astra) A transactional import is scheduled to run every few minutes to capture changes made in CMS-SA during that timeframe.

1.3 Usage Requirements

Astra Schedule is a Web-based application. The following is required to access Astra Schedule:

- On-Campus connection or VPN connection if off-campus
- Internet browser
- Ensure pop-up windows are not blocked by your browser.
- It is recommended to maximize your browser window so displayed information is not truncated.



Astra Schedule features can display slightly differently than depicted in this Guide depending on the browser you use. Examples shown in this user guide were developed using Mozilla Firefox™.

2 ACCESS ASTRA SCHEDULE

Web access is required to access Astra Schedule.

Access Astra Schedule	
Navigation: Your Browser	
1.	Enter astra.csus.edu into the address bar of your Web browser.
2.	The Astra Schedule Home Page loads with Guest User access by default.



If you plan on using Astra Schedule frequently, it is recommended you create a bookmark or shortcut to easily access the home page.

Event	Details	Date
Spring 2016 Final Exams	Final Exams 5/14-5/20	5/14/2016
Spring 2016 Commencement	Commencement 5/20-5/21	5/20/2016
Memorial Day	Campus closed	5/30/2016
Independence Day	Campus closed	7/4/2016
Fall 2016 Instruction Begins		8/29/2016
Labor Day	Campus closed	9/5/2016
Census Date for Fall 2016		9/27/2016
Veterans Day	Campus closed	11/11/2016
Thanksgiving Day and Weekend	Campus closed	11/24/2016
Fall 2016 Final Exams	Final Exams 12/10-12/16	12/10/2016
Fall 2016 Commencement	Commencement 12/16-12/17	12/16/2016
Winter Recess	Winter Recess 12/19-1/22	12/19/2016
Holidays	Campus closed 12/24-1/1	12/24/2016

3 NAVIGATE ASTRA SCHEDULE

Astra Schedule organizes the application by tabs. The major features available are shown below.

Across the top of the page are the login and password fields. **As a guest, you do not need to log into Astra Schedule to view classes or events.** Astra Schedule automatically logs you in as a Guest User.



If your session is idle for more than 30 minutes, Astra Schedule logs you out. You will be prompted to log in again. As a guest, simply close that window and access Astra Schedule according to section **2 Access Astra Schedule**.

Tabs and links are provided for easy navigation to other areas of the application. Click a tab to reveal additional options and features appropriate to the area selected. As a guest user, the following tabs are available:

ASTRA HOME- View Astra Schedule home page (see **3.1 Home Tab**).

CALENDARS - View classes and events scheduled facilities (see **4 View Scheduling Grids**) and search for available facilities (see **5 Find Available Facilities**).

RESOURCES - View facility information (see **6 View Facility Information**).

3.1 Home Tab

The **ASTRA HOME** tab is divided into five areas (A-E) as described and depicted in the screenshot below:

- A. Space Management Helpful Links
- B. Space Request Forms and Scheduling Compliance
- C. Astra Schedule Resources
- D. Sacramento State Holidays & Announcements
- E. Sacramento State Campus Resources

The screenshot shows the Astra Schedule Home Page. At the top, there is a green header with the Sacramento State logo and the text 'ASTRA SCHEDULE'. Below the header, there is a navigation bar with tabs: 'ASTRA HOME', 'CALENDARS', and 'RESOURCES'. The 'ASTRA HOME' tab is selected. The main content area is divided into five sections, each with a red lettered icon in the top right corner:

- A. Space Management Helpful Links:** Includes links for 'Space Management', 'What is Astra Schedule?', 'Class Schedule Building', and 'Final Exams'.
- B. Space Request Forms and Procedures:** Includes links for 'Space Request Forms' and 'Procedures for Requesting Space'.
- C. Astra Schedule Resources:** Includes links for 'Astra Schedule Dept Scheduler User Guide', 'Astra Schedule Guest User Guide', and 'Astra Schedule Room Reports'.
- D. Sacramento State Holidays & Announcements:** A table listing various events and dates.

Event	Details	Date
Spring 2016 Final Exams	Final Exams 5/14-5/20	5/14/2016
Spring 2016 Commencement	Commencement 5/20-5/21	5/20/2016
Memorial Day	Campus closed	5/30/2016
Independence Day	Campus closed	7/4/2016
Fall 2016 Instruction Begins		8/29/2016
Labor Day	Campus closed	9/5/2016
Census Date for Fall 2016		9/27/2016
Veterans Day	Campus closed	11/11/2016
Thanksgiving Day and Weekend	Campus closed	11/24/2016
Fall 2016 Final Exams	Final Exams 12/10-12/16	12/10/2016
Fall 2016 Commencement	Commencement 12/16-12/17	12/16/2016
Winter Recess	Winter Recess 12/19-1/22	12/19/2016
Holidays	Campus closed 12/24-1/1	12/24/2016
- E. Sacramento State Helpful Links:** Includes links for 'Sacramento State', 'Academic Calendars', 'Campus Maps', 'Event Insurance Requirements', 'Facilities Management', 'Learning Space Services', and 'University Transportation & Parking Services'.

3.2 General Navigation, Displaying, Printing, Exporting

Several techniques and features are common to many screens in Astra Schedule. These include displaying and filtering information, page control, printing, and exporting data. These are described in the following sections and detailed examples may be found in **Appendix A - Astra Schedule Examples**.

3.3 List Page Display

In many screens of Astra Schedule, lists of items are presented in a data grid on the right with search and filter options in a panel on the left. Use the search and filter options to narrow the list results or to find a specific record.

To view more information about a specific item on the list, click directly on the item name link. In many cases you can hover over an activity or icon to see a summary description. Examples include activities on the calendar, references to facilities, and anywhere a hover icon is displayed next to the name of an item or activity.



You may collapse the filter panel on a list page to make more room for the list results or task. Simply click on the panel arrow icon in the upper right corner of a panel to hide it. Click again to show the panel.

3.4 Display Options

Astra Schedule offers several ways to display the information on a page. Customizing a List page makes it easier to view key information. Customization options include which columns are displayed and in what order. See **A.1 Display Option Examples** for detailed examples of selecting the various display options.

Often you can click on the column labels on the list page to change the way the list is sorted. Click again to reverse the sort order. Another method is to click on the down arrow next to the column heading and select Sort Ascending or Sort Descending.

Room ▲	Capacity	Type	Name	Building Code
ALP 122 - LEC	70	Lecture	LEC	
ALP 138 - LEC	48	Lecture	LEC	
ALP 148 - LEC	43	Lecture	LEC	
ALP 152 - LAB	8	Lab-CRJ	LAB	

Up Arrow next to name indicates list sorted on this column in ascending order

Click column header to sort on that column; click again to reverse sort order

Click column header's drop-down arrow to set sort order for column

Sort Ascending

Sort Descending

Group By This Field

Show in Groups

Columns in a list page may be rearranged as preferred. To move a column, click and drag the column header to a new position. When the arrows appear between other columns in the correct position, release the mouse button to drop the column into its new position.

Room ▲	Capacity	Type	Name	Building Code
ALP 122 - LEC		Lecture	LEC	ALP
ALP 138 - LEC	48	Building Code		ALP

Click and drag to move column

The columns that are displayed on a given list page may be changed as well. To customize the display, click on the right arrow on any column in the list and choose the Columns option. All of the available column options for the record type being viewed are displayed. Place or remove a check mark to add or remove columns from the list page. You may also choose to display the data in groups.

Room	Building Co...	Campus	Type	Name	Capacity
ALP 122 - LEC			Lecture	LEC	70
ALP 147 - LEC			Lecture	LEC	48
ALP 14				LEC	43
ALP 15				LAB	8
ALP 153 - LEC	ALP	MAIN		LEC	38
ALP 15	ALP	MAIN		LEC	60
ALP 204 - LEC	ALP	MAIN			
ALP 205 - LEC	ALP	MAIN			
ALP 212 - LEC	ALP	MAIN			
ALP 218 - LEC	ALP	MAIN			

To resize a column, hover your cursor over the line to the right of the column you wish to resize and then click and drag right or left.


Room	Capacity	Type	Name	Building Code
ALP 122			LEC	ALP

3.5 Search Filters

Search filters are available on various screens including filter panels, and designated search filter areas. The filters vary depending on the type of information being displayed. In general:

- Many filters allow for multiple choices to be selected.
- To add a filter, click the + button to display the possible choices.
- To set a filter, enter a value or select from the list. You can select one or more items from a list.
- Check the box next to each item you would like to include in your filter. Notice that the items are added automatically to the filter list.
- Click the Search button to update the list page.
- You can temporarily unset the filter item by removing the check mark, or delete the filter by clicking the delete button **X** next to the filter.



On a list page, you can collapse the Filter panel to make more room for the list results. Click the panel arrow  in the upper right corner of the Filter panel to hide it. Click it again to display the panel.



For filters with many values, use the pagination controls at the bottom of the Add Filter pop-up window to view all available values.





After adding a filter, click anywhere outside of the Add Filter pop-up window to close the Add Filter pop-up window.




Filter criteria are combined as you enter more options. Filter criteria are retained for each List Page and will continue to be displayed if you leave the List Page and return within the same browser session. When you start a new browser session, the default search filter is in effect for that List Page.

See **A.2 Search Filter Options Example** for an example of the filters available on a filters panel.

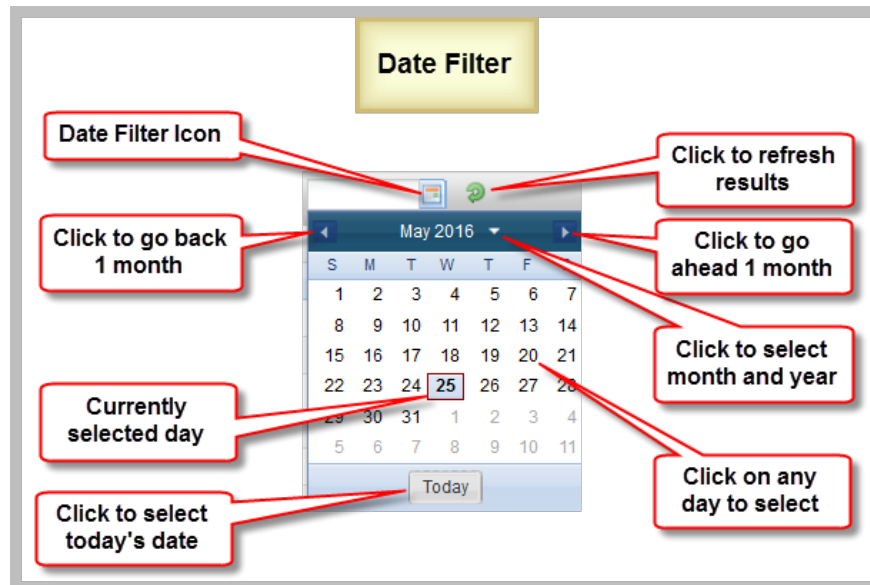
3.6 Set Date Filter

A date filter tool is provided to select the day, week, month or year to display on a calendar or to use when searching for an available facility. Click the date filter icon  to display the date filter tool as a pop-up window. You can use the arrow buttons on either side of the month and year displayed to move to the previous or next month. Click directly on the month and year heading to quickly select a different month and year. Click the day in the month displayed to set the date. Alternatively, you can edit the date displayed in mm/dd/yyyy format to the left of the date filter icon .



To close the date filter pop-up window, select a day or click 'Today'. Depending on the screen, you must click the refresh icon  or **OK** to begin the search.

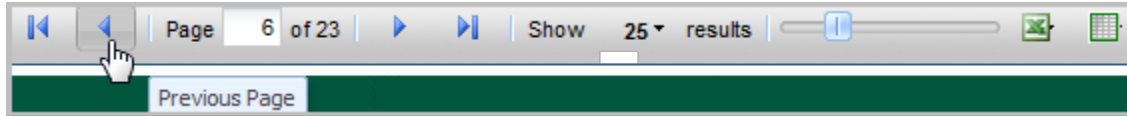
Depicted in the screenshot below are the navigation features of the date filter.




3.7 Pagination Controls

Depending on the data and your filter settings, several lists contain more information than can be displayed in the current window and it is presented in pages within the window. Pagination controls may appear on several types of windows including, but not limited to list pages, filter panels, drop-down

menus, and pop-up windows. Use the pagination controls at the bottom of a window to configure the number of items displayed per page and to navigate the various pages. You can move to the next page, last page, previous page, or first page by using the arrow buttons provided. You can also type in a specific page number or use the slider to move through the pages. Not all controls may be present.



3.8 Print Data

Click the Print icon  or button to print the information on the page. The information is displayed in a printable format in a new window. Use your browser to print the information and close the print window to return to Astra Schedule.





Before printing a calendar grid, you may want to minimize the Rooms Panel.



After printing, close print window to return to Scheduling Grids page.

3.9 Export Data

Astra Schedule allows some screen data to be exported to Microsoft Excel™ or to a table. Screens that allow their data to be exported have the export icons displayed at the bottom of the screen.

Once the page reflects the data you wish to export (see **3.4 Display Options** and **3.5 Search Filters**), click the Excel™ icon  at the bottom of the page to open or save the data in Excel™ format or click the table icon  at the bottom of the page to display the data in table format within your browser. Files are saved according to the settings of your browser.

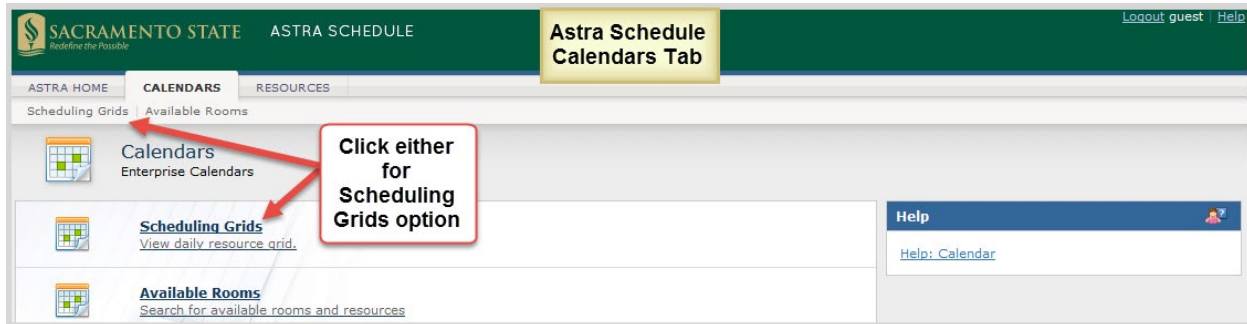


The Export option gives you a choice of including all pages in the report, or just the displayed page.

See **A.3 Export Examples** for detailed examples of exporting screen data.

4 VIEW SCHEDULING GRIDS

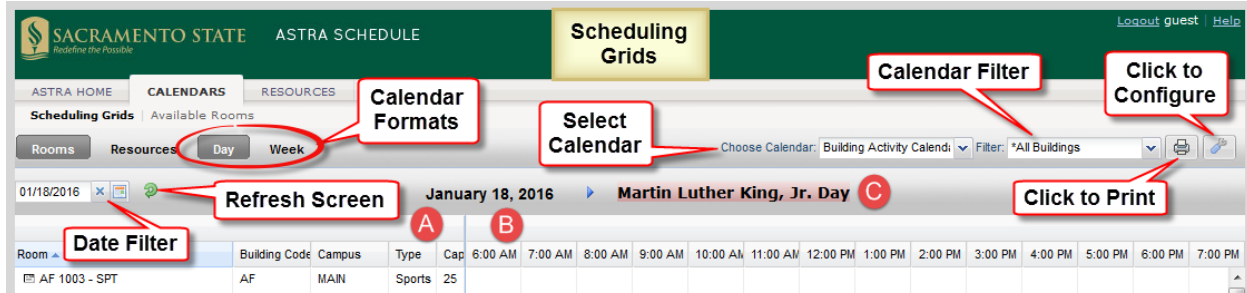
The Astra Schedule scheduling grids provide multiple ways to view information about scheduled activities in facilities across campus quickly and easily. Select Scheduling Grids on the **CALENDARS** tab to view scheduled activities and dates and times facilities may be available for scheduling.




For examples, see **Appendix A** sections **A.4 Example – Search for Scheduled Activities by Building on a Specific Date** and **A.5 Example – Search for Scheduled Activities by Building for a Specific Week**.



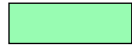
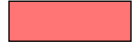



Key areas on the Calendar Grid page are shown below for your reference in this section. Depicted in the screenshot below are:

- User input areas (filters, searches, calendars, formats, configuration, and printing)
- Display areas:
 - A. Rooms Panel
 - B. Calendar
 - C. Holidays and Announcements area on Day calendar format



The Scheduling Grids present a list of rooms on the left, and activities using the applicable facility appear as shaded cells in the grid to the right. The Rooms panel displays a list of the facilities according to the filters you select. You can navigate this list, using the scroll bar to the right of the calendar, to find detailed information for each individual facility on the list. The information displayed as well as the format in which it is displayed can be customized. The date can be changed by using the arrow buttons to the left and right of the displayed date or date range to navigate backward or forward in time or click the calendar date filter icon  to go to a particular date (see **3.6 Set Date Filter**).

In the Scheduling Grids, activities are displayed in colored boxes as follows:

	Classes and Final Exams are displayed in a blue box.
	Cross-Listed Classes are displayed in an orange box.
	Events are displayed in a green box.
	Blocked facilities are displayed in a salmon-colored box.
	Blocked group (partitioned) facilities are displayed in a gray box.
	Announcements are displayed on weekly calendar in a yellow box.
	Holidays are displayed on weekly calendar in an orchid box.



An activity labeled 'Partition' indicates the facility is part of a partitioned space and cannot be scheduled because one or all of the facilities in that same partitioned space have an activity scheduled during the noted time.

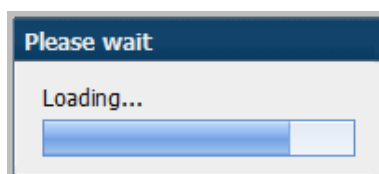


Only facilities included by your filter settings are displayed in the Rooms panel.



The Scheduling Grids are designed to be view-only. Astra Schedule allows you the option to print or export some information. You may prefer to use your browser or other means to capture, save, or print the information displayed.

When changing the calendar content or format, a progress bar appears in the middle of the screen indicating it is searching for activities to display:



4.1 Select Calendar

The Scheduling Grids feature allows you to choose the type of calendar to display such as:

Building Activity Calendar – to view classes and events by Building. By default, all Buildings are displayed. You may select from a drop-down menu of buildings.

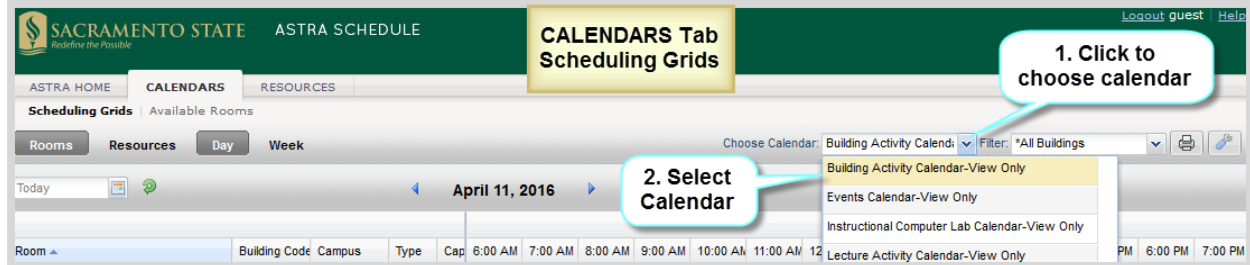
Events Calendar – to view events by their Event Type. By default, all events are displayed. You may select from a drop-down menu of event types.

Lecture Activity Calendar – to view classes and events scheduled in lecture facilities.

Instructional Computer Lab Calendar – to view classes and events scheduled in select instructional computer labs.

To begin, select the type of calendar you want to view as described and depicted in the screenshot below:

Select Calendar	
Navigation: Calendars > Scheduling Grids	
1.	Click Choose Calendar to choose a Calendar.
2.	Click the Calendar to select it and refresh the display. For Building Facility and Event Calendars, you may view all buildings and events, respectively, or choose a pre-defined filter.

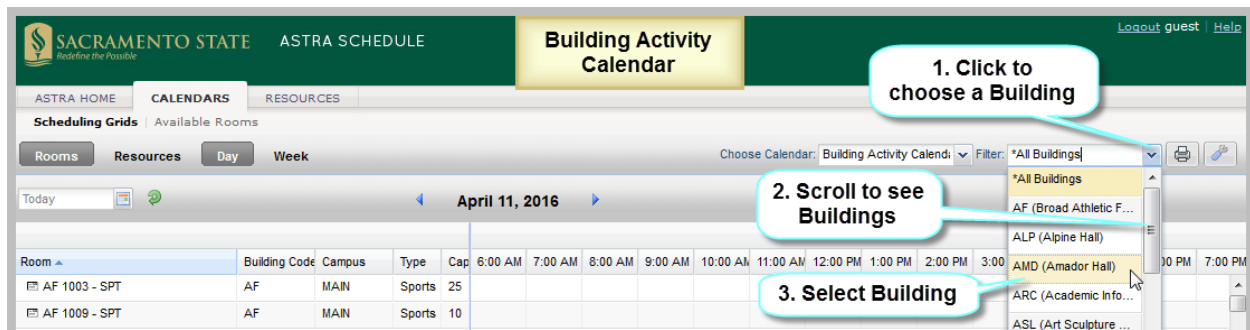


4.1.1 Select Pre-Defined Calendar Filter

The Building Activity and Events calendars include pre-defined calendar filters for each building and event type, respectively. You can choose between these calendar filters using the calendar **Filter** drop-down menu. Upon selecting a calendar filter, the contents of the calendar being viewed updates accordingly. Limiting your search to a particular building or event type reduces the search time. The Buildings maintained in Astra Schedule may be found in **Appendix A-Astra Schedule Building Codes and Descriptions** and Event Types in **Appendix E-Astra Schedule Event Types and Descriptions**.

Described and depicted in the screenshot below are the steps to follow to view activities scheduled in a particular building. Similar steps would be followed for the Events Calendar.

Select Building Filter	
Navigation: Calendars > Scheduling Grids > Building Activity Calendar	
1.	Click the calendar Filter to choose a Building.
2.	Use scroll bar on right side of pull-down window to view more Buildings.
3.	Click the Building to select it.



4.2 Select Calendar Format and Settings


The calendar grids can be displayed in day or week format. The Settings feature allows you to select the beginning and ending times displayed on the calendar as well as highlighting certain activities such as those with an actual enrollment higher than the maximum enrollment.



When switching between day and week formats verify the appropriate date is displayed as the last date selected for a given format is used.

4.2.1 Select Calendar Day Format

The **Day** format of the calendar displays each facility's schedule on a single row. This view provides immediate feedback on availability and usage for a single day, across a page full of facilities at a time. It has the following features:

- The rows in the calendar align with each facility in the Rooms Panel.
- Click the date filter icon  or an arrow above the calendar grid to change dates.
- Click **Choose Calendar** to change the calendar.
- Click the calendar **Filter** to change building or event type.

Depicted in the screenshot below are:

- Navigation features (scroll bars, hovers)
- User input areas (viewing options), configuring, printing



You may need to adjust the browser window to reveal the scroll bar along the bottom edge of the calendar in order to view all of the times.



In **Day** format, to make the Rooms Panel narrower, eliminate columns displayed and/or drag the columns to make them narrower.

4.2.2 Select Calendar Week Format

The **Week** format of the calendar requires that you select the facility you would like to view from the list on the left. This view provides immediate feedback on availability and usage for a full week (or date range) at once. The Week format, depicted below, has the following features:

- The activities displayed in the calendar are *for only the selected facility*.
- To select a facility, click a facility in the Rooms panel on the left. The selected facility is highlighted in pale orange.
- By default, the first facility is selected.
- Click the timeline scroll key (< or >) to move the calendar 1 week.
- The first day of the displayed week is always the Sunday on or before the current or selected date.
- The activity hover window includes options to add the activity to your calendar or to email it.

Depicted in the screenshot below are:


- Navigation features (scroll bars, date selectors)
- User input areas (viewing options), configuring, printing

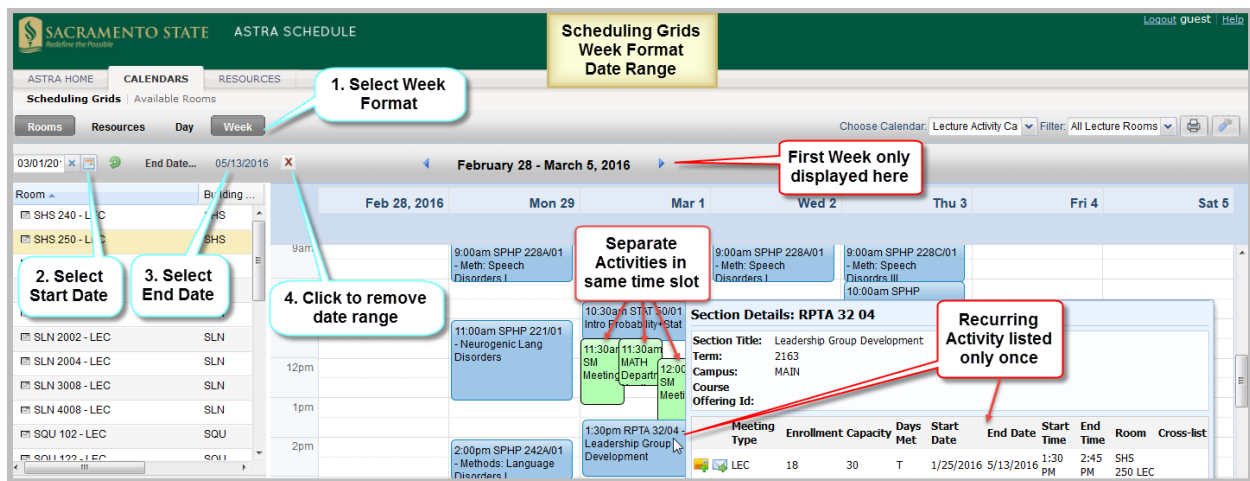
The screenshot shows the Astra Schedule Week Format interface. The top navigation bar includes 'ASTRA HOME', 'CALENDARS', and 'RESOURCES'. The 'Scheduling Grids' section is active, showing 'Available Rooms' and 'Week' format. The main calendar displays a week from April 10 to 16, 2016. The left sidebar lists rooms, with 'AMD 219 - LEC' highlighted in pale orange. The calendar grid shows activities for the selected room. Callouts point to various features: 'Click to go back 1 week' (left arrow), 'Click to go ahead 1 week' (right arrow), 'Print here' (print icon), 'Configure here' (gear icon), 'Date Filter' (dropdown menu), 'Scroll through rooms here' (room list), 'Selected room is highlighted in pale orange' (AMD 219 - LEC), 'Over-Enrolled Course (see 4.2.3 Configure Calendar)' (pink activity box), 'In Week View, all activities are for the selected room' (calendar grid), and 'Scroll through time of day here' (vertical scrollbar).

In **Week** format, when viewing a date range instead of a single week, all activities that occur during the entire range are shown together. This feature is useful when searching for an available time slot for a recurring activity as it shows not only the rooms and times that are available but also what's scheduled during the selected period. For example, when the range is set to a full term, this feature will show which rooms are available for the entire semester.

To specify a date range while in **Week** format, click **End Date...** to the right of the date selector to open a calendar window (see **3.6 Set Date Filter**). Navigate to the preferred end date and click on the day. The grid refreshes and the selected date is displayed to indicate you are viewing a date range. Click the **X** to remove the end date and return to standard week behavior.

Described and depicted in the screenshot below are the steps to follow to display a range of dates in week format.

Display Date Range in Week Format Navigation: Calendars > Scheduling Grids	
1. Select Week format.	
2. Click the date filter icon  (see 3.6 Set Date Filter) to set the start date of range.	
3. Click End Date... to set the end date of range.	
4. Click X to remove the date range.	




When using the date range feature of the weekly grid, the dates shown in the header reflect only the first week in your range, however, the data displayed is for the entire range.



In a date range view, a recurring activity appears only once. Different activities scheduled in the same room at a given time are stacked over the time slot.

4.2.3 Configure Calendar Settings

Astra Schedule allows you to configure the calendar by clicking the Settings Icon to the right of the Calendar Filter. The Calendar Configuration window is displayed. You may:

- Select the start and end times displayed on the day format calendar
- Easily identify over-enrolled courses or events by assigning them a special color

See 4.2.2 Select Calendar Week Format an for example of how over-enrolled courses are displayed.

Calendar Configuration

Scheduling Grids Settings

Academic Sections

- Use Seat Fill Coloring: ☒ **Click to show over-filled courses**
- Use Max Enrollment: ☐
- Use Actual Enrollment: ☐
- Over Fill Color: **Select** **Select over fill color here**
- Selected Color: **Selected**

Events

- Use Seat Fill Coloring: ☐
- Use Max Attendance: ☐
- Use Actual Attendance: ☐ **Not tracked**
- Over Fill Color: **Select**
- Selected Color: **Selected**

Daily Grid Start Time: 8:00 AM **Set times here**

Daily Grid End Time: 8:00 PM

Click OK to save settings

OK Cancel

4.3 View Activity Information

Depicted in the screenshots below is the information displayed when hovering over a class section or event on a Scheduling Grid. This may include Meeting Type, Enrollment, Capacity (referred to as Max Enrollment in CMS-SA), Days Met, Start and End Date, Start and End Time, and Room (Facility). The Activity Details hover window is where you can e-mail the activity information or add it to your personal calendar.

The screenshot shows the Sacramento State Astra Schedule interface. At the top, the header includes the Sacramento State logo and the text "ASTRA SCHEDULE". Below the header, there are navigation tabs: "ASTRA HOME", "CALENDARS", and "RESOURCES". The "CALENDARS" tab is selected, and the "Scheduling Grids" link is highlighted. The interface displays a calendar for April 11, 2016, with a time slot from 8:00 AM to 6:00 PM. A specific class section, PSYC 185 02, is highlighted, and a "Section Details" window is open, showing the section title "Psych of Exceptional Children", term "2163", campus "MAIN", course "PSYC 185", and offering ID "02". The "Enrollment Capacity" is shown as 112/120. A "Class Section Title" window is also open, showing the title "Psych of Exceptional Children". A "Class Section Details Hover Window" is visible, showing the section title "Psych of Exceptional Children". A red callout box points to the "Add Class Section to Personal Calendar" button. Another red callout box points to the "E-Mail Class Section Information" button. A third red callout box points to the "Hover over class section to see detail" button. A yellow callout box points to the "Class Section Title" window. A fourth yellow callout box points to the "Class Section Details Hover Window".

SACRAMENTO STATE ASTRA SCHEDULE
Redefine the Possible

ASTRA HOME CALENDARS RESOURCES

Scheduling Grids | Available Rooms

Rooms Resources Day Week

Choose Calendar: Building Activity Calendar Filter: AMD (Amador Hall)

04/11/2016 April 11, 2016

Room

AMD 150 - LEC
AMD 151 - LEC
AMD 152 - LEC
AMD 153 - LEC
AMD 207 - LAB
AMD 209 - LAB
AMD 217 - LEC
AMD 219 - LEC
AMD 220 - LAB
AMD 240 - LEC

8:00 AM 9:00 AM 10:00 AM 11:00 AM 12:00 PM 1:00 PM 2:00 PM 3:00 PM 4:00 PM 5:00 PM 6:00 PM

PSYC 185 PSYC 103 PSYC 2/01 PSYC 2/01 PSYC 130/01 - F PSYC 2/04 - Intro ECON 1B/05 - Int PSYC 148/02 - C PSYC 101/04 - S PSYC 128/01 - Sc ACCY FIN 101/04 - Bus ACCY

Section Details: PSYC 185 02

Section Title: Psych of Exceptional Children
Term: 2163
Campus: MAIN
Course: PSYC 185
Offering ID: 02

Meeting Type Enrollment Capacity Days Met Start Date End Date Start Time End Time Room Cross-list

SM Plannin LEC 112 120 MWF 1/25/2016 5/13/2016 8:00 AM 8:50 AM AMD 150 LEC

Class Section Title

Class Section Details Hover Window

Hover over class section to see detail

E-Mail Class Section Information

Add Class Section to Personal Calendar



Final exams are denoted by a Meeting Type of EXM when viewing the Class Section Details hover window.

SACRAMENTO STATE ASTRA SCHEDULE **Scheduling Grids Day Format Event Hover** Logout guest Help

ASTRA HOME CALENDARS RESOURCES

Scheduling Grids Available Rooms

Rooms Resources Day Week Choose Calendar: Events Calendar-1 Filter: *All Events

5/09/2016 May 9, 2016

Room	Build	Campus	Type	Cap	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM
AMD 354 - CNF	AMC	MAIN	Con...	22	SM Planning Meeting										
AMD 362 - LEC															
AMD MRR1 - SF															
AMD OBSRV - SPL	AMC	MAIN	Spe...	1											
AMD WRR1 - SPL	AMC	MAIN	Spe...	1											
ARC 1007 - LEC	ARC	MAIN	Lect...	46											
ARC 1008 - LEC	ARC	MAIN	Lect...	46											
ARC 1009 - LEC	ARC	MAIN	Lect...	46											
ARC 1010 - LAB	ARC	MAIN	Lect...	46											
ARC 1011 - LAB	ARC	MAIN	Lect...	46											

Event Details: SM Planning Meeting

Event Type: Campus Meetings (M-F)
 Customer: Space Management
 Contact: Sahmy, Camella
 Status: Scheduled
 Description:

Event Title

Event Details Hover Window

Hover over event to see detail

E-Mail Event Information

Add Event to Personal Calendar

Name	Status	Start Date	End Date	Start Time	End Time	Room
SM Planning Meeting	Scheduled	4/1/2016	4/1/2016	8:00 AM	10:00 AM	MND 4003

4.4 Add Activity to Your Personal Calendar

Activities on the Astra Schedule calendar can be added to your personal calendar. While hovering over the calendar entry for an activity to view details, click the Add to Calendar icon next to the activity you wish to add to your personal calendar, as shown in **4.3 View Activity Information**. You can save the activity to your calendar of choice or to a file for later import to a calendar.

4.5 E-Mail an Activity

Details about activities on the Astra Schedule calendar can be emailed to anyone you choose. While hovering over the calendar entry for an activity to view details, click the Email icon next to the activity you wish to email, as shown in **4.3 View Activity Information**. You can edit the message prior to sending.

5 FIND AVAILABLE FACILITIES

The Available Rooms calendar tool provides a quick way to search for all available facilities. Select Available Rooms on the **CALENDARS** tab when you want to search for facilities to schedule for classes or events and to search for available times to view facilities or perform facility maintenance.

SACRAMENTO STATE ASTRA SCHEDULE **Astra Schedule CALENDARS Tab** Logout guest Help

ASTRA HOME CALENDARS RESOURCES

Scheduling Grids Available Rooms

Calendars
Enterprise Calendars

Scheduling Grids
View daily resource grid.

Available Rooms
Search for available rooms and resources

Click either for Available Rooms option

Help
Help: Calendar

The Available Rooms tool allows you to enter time and date information and filters to limit your search. A list of resulting available facilities can be printed for short-term reference.

To perform a search, you will create one or more time/date entries, enter filter criteria, and search for availability. This process may be repeated as desired to refine results or perform additional searches.



Class and event scheduling is dynamic and facility availability data is current only for the day and time it is generated.




Requests to reserve or hold facilities for activities, routine maintenance, or renovation must be submitted to the Office of Space Management.

For examples, see **Appendix A** sections **A.6 Example – Search for Available Facilities for a Single Meeting** and **A.7 Example - Search for Available Facilities for a Recurring Meeting**.

Depicted in the screenshot below are key areas as well as the steps to follow to define the meeting time and location to search for available facilities.

- Navigation features (scroll bars, print results)
- User input areas (add meeting date/time, filters, purpose of search)
- Key areas (A-G)
 - A. Add New Meeting area: Enter and view requested meeting time(s) here.
 - B. Location Search Filters: Enter preferred location, Room Type, Feature, or Capacity here.
 - C. Equipment/Services Filters: Not used
 - D. Search Results: Facilities meeting your criteria are displayed here.
 - E. Purpose of Search: Select Event or Section.
 - F. Search: Click to begin search.
 - G. Print: Click to print search results.

Perform Facility Availability Search	
Navigation: Calendars > Available Rooms	
1.	In the Add New Meeting area, click Add New and fill in the time(s) and date(s) as described in section 5.1 Add Meeting Times and Dates .
2.	Add additional search filters as described in section 5.2 Set Available Rooms Search Filters .
3.	Click Purpose of Search drop-down menu to specify Event or Section for conflict checking.
4.	When all the search criteria have been entered, click Search in the lower middle of the page to generate a list of available facilities based on the meetings and filters provided. You can change search criteria and re-search as needed. The Search Results area displays a list of facilities that are available for all times and dates in your search and that meet <i>all</i> the filter criteria. The Building/room, Capacity, and Room Type are displayed in the Search Results area. To view more information about a particular facility, hover over the facility details icon  next to the room name.
5.	A printer friendly view of the search results, including the meeting and filter information may be generated by clicking Print .

The screenshot shows the 'Available Room and Resource Tool' interface. It includes a header with 'SACRAMENTO STATE', 'ASTRA SCHEDULE', and 'Available Rooms Calendar Tool'. Below the header are tabs for 'ASTRA HOME', 'CALENDARS', and 'RESOURCES'. The main section is titled 'Available Room and Resource Tool' and contains a 'Meeting(s)' dropdown, an 'Add New' button, and a 'Search Dates' field. Below this is a 'Search Filters' section with two tables: 'Locations' and 'Equipment/Services'. The 'Locations' table has columns for 'Field', 'Filter', and 'Edit', with rows for Campus, Building, Region, Room, Room Type, Feature, and Capacity. The 'Equipment/Services' table has columns for 'Field', 'Filter', and 'Edit', with rows for Type, Category, Group, Resource, and Keyword. At the bottom, there is a 'Search Results' section with a 'Purpose of Search' dropdown, a 'Search' button, and a 'Print' button. Numbered callouts (1-5) point to specific elements: 1. 'Click to enter meeting date(s) and times' points to the 'Add New' button. 2. 'Select filters here' points to the 'Locations' table. 3. 'Select Event or Section' points to the 'Purpose of Search' dropdown. 4. 'Click to begin search' points to the 'Search' button. 5. 'Click to print results' points to the 'Print' button.



Confirm **Purpose of Search** is set appropriately as facilities may be blocked for class section or event usage.

5.1 Add Meeting Times and Dates

To search for available facilities, the time and date information must first be entered for the meeting(s). A search can be for a single or a recurring meeting. This flexibility allows for searches to be performed on behalf of an event or class, or simply to research open facilities for informational purposes.

Described and depicted in the screenshot below are the steps to follow to define the meeting time(s) and date(s) to search for available facilities.

Enter Time and Date Information for a Search	
Navigation: Calendars > Available Rooms > Add New	
1.	Select the frequency option for Single Meeting or Recurring Meeting.
2.	If Single Meeting is selected, enter Start Time, End Time, Start Date, and End Date of the meeting.
3.	(A-C) If Recurring Meeting is selected, enter Start Time, End Time, the Day Pattern, and the date range of the meetings.
4.	Click OK to add your meeting to the search page.
5.	Repeat as needed to build a list of meetings (i.e., to search for facilities that are available across multiple times and days). Click the delete icon to remove a meeting.

Available Rooms Calendar Tool Add New Meeting

1. Select meeting frequency

2. Enter Single Meeting Date/Time

3A. Enter Recurring Meeting Times

3B. Enter Recurring Meeting Frequency

3C. Enter Recurring Meeting Dates

4. Click to Add Meeting

Click to delete meeting



You can enter the date and time directly, tabbing between hour, minute, and AM/PM or use the Date Selector and Time Scroll buttons to set the values.



If the search is for a facility to accommodate a weekly multi-day event, a recurring meeting can be created to represent its meeting pattern. Choose “weekly” as the day pattern, select the days met, and then provide the event start and end dates as the date range.



The recurring meeting option is used for meetings with a regular meeting pattern. If meeting dates/times are irregular (e.g., different times each week, or not meeting every day/week/month/year) then multiple single meetings must be added.



If, for example, five separate meetings are entered, only facilities that are available *all* five times are displayed.


5.2 Set Available Rooms Search Filters

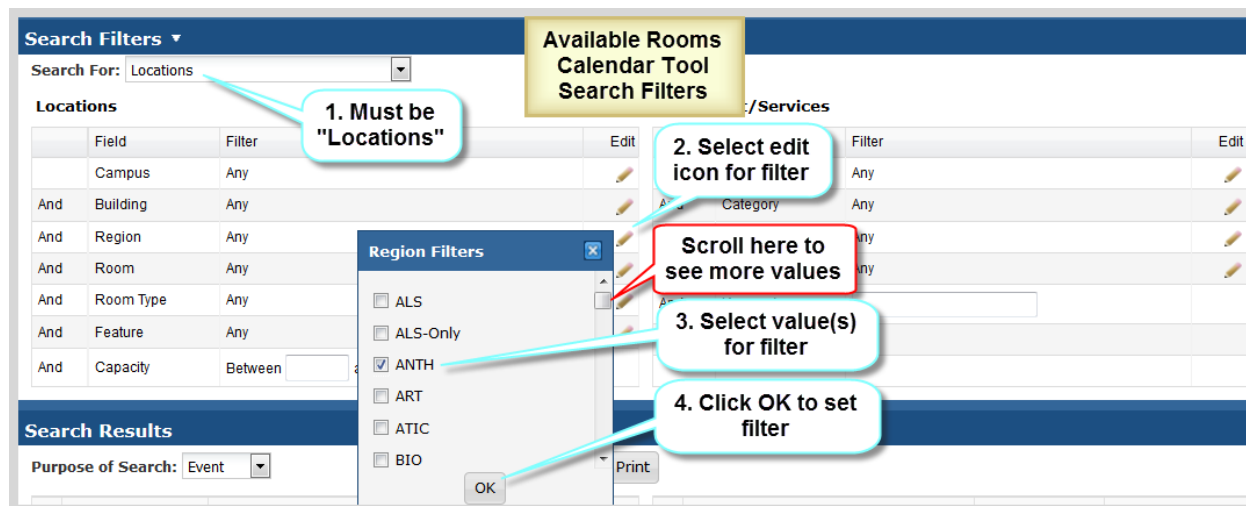
The Available Rooms search filters are used to narrow searches for available facilities. By default, all filter options are set to “Any”, meaning that all facilities are searched, and any available facility is returned in the list. However, complex filtering is also supported, allowing multiple filter options to be set to restrict the list as needed. These settings can be edited repeatedly to reduce and refine the list of results returned.

Described and depicted in the screenshot below are the steps to follow to define filters to apply when searching for available facilities.



You may need to adjust your window size to see the scroll bars.

Set Search Filter Criteria	
Navigation: Calendars > Available Rooms	
1.	Scroll down to the Search Filters area and ensure the 'Search For:' drop-down menu indicates 'Locations'. <u>The Equipment/Services filters are not used.</u>
2.	Click the edit icon  for the field on which you would like to filter the search. See filter descriptions below.
3.	Use the scroll bar to view available values for the filter and click the box to select the value. Multiple values can be selected for a given filter. You can search on room Capacity by entering a range for the number of occupants.
4.	Select the item(s) on the list you would like to include in the search and click OK .
5.	Repeat with other fields as needed.



The screenshot shows the 'Available Rooms Calendar Tool Search Filters' interface. It includes a 'Search For:' dropdown set to 'Locations'. Below this is a table of filters with columns for 'Field', 'Filter', and 'Edit'. The filters listed are Campus, Building, Region, Room, Room Type, Feature, and Capacity. A 'Region Filters' modal is open, showing a list of regions with checkboxes: ALS, ALS-Only, ANTH (checked), ART, ATIC, and BIO. Callouts numbered 1 through 4 provide instructions: 1. 'Must be "Locations"', 2. 'Select edit icon for filter', 3. 'Scroll here to see more values' (pointing to the scroll bar in the Region Filters modal), and 4. 'Click OK to set filter'.

The Available Rooms search filters tool supports the following filters:

Campus – Identifies campus. Always set to MAIN.

Building – May represent a physical building, outdoor space, or virtual space. Building Code and Room Number make up the CMS-SA Facility ID. A list of building abbreviations can be found in **Appendix B - Astra Schedule Building Codes and Descriptions**.

Region –Regions are groupings of facilities used primarily by the Office of Space Management to create and maintain scheduling security and priority and to develop internal reports. Regions listed are applicable to fall and spring semesters only. A list of Regions can be found in **Appendix F-Astra Schedule Regions and Descriptions**.

Room – Lists all rooms (facilities) that can be scheduled in Astra Schedule.

Room Type – Used to categorize facilities. For example, you may want to only search lecture facilities or conference rooms for available space. A list of Room Types can be found in **Appendix C-Astra Schedule Room Types and Descriptions**.

Feature – Facility features are permanent attributes of a facility that are significant for scheduling and reporting purposes and are assigned by the Office of Space Management. For example, some facilities may have tiered seating or tables/chairs. For convenience, media-Level features are prefixed with “*” so they sort to the top. Features prefixed with “zSM Use” are for the Office of Space Management’s use only. A list of features maintained in Astra Schedule can be found in **Appendix D-Astra Schedule Room Features and Categories**.


Capacity – Designates maximum seating capacity for the facility. Can specify a range or a single value. For example, to view all facilities that can seat 100 or more people, enter ‘100’ in the lower range box (left) and leave the upper range box (right) blank.



Search and filter criteria are combined as you enter more options.



To reduce search time, it is recommended you enter a Capacity value greater than ‘1’ in order to distinguish from special facilities that have an assigned Capacity of ‘1’ (e.g., Rest Rooms).

To remove a filter, click the delete icon  for the appropriate field as shown below for Room Type.

5.3 View and Print Search Results

The Available Rooms calendar tool displays all facilities that meet the requested search criteria for *all* the designated date(s) and time(s).

Depicted in the screenshot below are:

- Navigation Features (scroll bar, hovers)
- User input areas (Activity Type, printing)

Search Results

Purpose of Search: Event **Activity Type** Search Print

Room	Capacity	Room Type	Equipment/Services	Quantity	Category
CPS 143 LAB	190	Lab-MUSC			
CPS 151 LAB	190	Lab-MUSC			
CPS 205 LAB	40	Lab-MUSC			
CPS 223 LAB	45	Lab-MUSC			
CPS 227 LAB	45	Lab-MUSC			
CPS 301 LAB	15	Lab-MUSC			
CPS 309 LAB	16	Lab-MUSC			
CPS 311 LAB	16	Lab-MUSC			

Depicted in the screenshot below is the information displayed when hovering over a room in the Search Results area of the Available Rooms calendar. This includes Room Type, Capacity, Layout, Description, and Features.

Room Details: BRH 109 - LEC (Standard)

Room Type: Lecture
Capacity: 30
Layout: Classroom-Tablet Arm Chairs
Campus: MAIN
Description: LECTURE

Feature	Quantity	Category
TV		Instructional Equipment
Whiteboard		Room Attribute
Windows		Room Attribute
Tablet Armchairs		Furniture
*Non-Smart Room		Media Level
zSM Use-30-39 Lec Rm Cap		Lecture Room Capacity Range

The print option displays the search criteria as well as the results in a separate window for printing as depicted in the screenshot below. Use your web browser to print the report.



Some browsers may need to be set to allow pop-up windows.

Astra Schedule
Available Rooms and Resources
 4/12/2016 3:37 PM

Available Rooms Calendar Print Option

Date Criteria
 Tue 4/12/2016 08:00 AM - 09:00 AM

Location Criteria

	Field	Filter
	Campus	Any
And	Building	Equals BRH BRH
And	Region	Any
And	Room	Any
And	Room Type	Any
And	Feature	Any
And	Capacity	Any

Equipment/Services Criteria

	Field	Filter
	Type	None
And	Category	None
And	Group	None
And	Resource	None
And	Keyword	

Room Results

Room	Capacity	Room Type
BRH 105	32	Lecture
BRH 109	30	Lecture
BRH 110	54	Lecture

Resource Results

6 VIEW FACILITY INFORMATION

Facility information is viewed by accessing the **RESOURCES** tab that provides a list of State-owned facilities on campus maintained in Astra Schedule for scheduling class sections and events.



Department and Faculty offices are not currently managed in Astra Schedule.

Select the **RESOURCES** tab to display the following option:

- **Rooms** to select and view information about facilities maintained in Astra Schedule.

SACRAMENTO STATE ASTRA SCHEDULE **RESOURCES Tab** Logout guest Help

ASTRA HOME CALENDARS **RESOURCES**

Resources
 Browse or manage physical resources or services available through Astra Schedule, including buildings, rooms, equipment, food, catering and other special services.

Rooms
 View and manage your room resources.

Click either for Rooms option

Help
 Help: Resources

6.1 Select Rooms Option

Select the Rooms option of the **RESOURCES** tab to view facility information.

Depicted in the screenshot below are features and key areas within the Room List including:

- Display information (hover for facility details)
- Navigation options (Room List scroll bar)
- Key areas (A-B)
 - A. Filter Panel Includes several filters that can be used when searching for facilities.

- B. Room List Displays facilities that meet your search criteria. The list can be several pages long, depending on the filter settings.

6.2 Set Facility Filters

Astra Schedule allows you to set filters in the Rooms option of the **RESOURCES** tab to only list facilities that match your search criteria. Results from a search are displayed in the Room List. See **3.4 Display Options**.

Astra Schedule offers several ways to display the information on a page. Customizing a List page makes it easier to view key information. Customization options include which columns are displayed and in what order. See **A.1 Display Option Examples** for detailed examples of selecting the various display options.

Often you can click on the column labels on the list page to change the way the list is sorted. Click again to reverse the sort order. Another method is to click on the down arrow next to the column heading and select Sort Ascending or Sort Descending.

Columns in a list page may be rearranged as preferred. To move a column, click and drag the column header to a new position. When the arrows appear between other columns in the correct position, release the mouse button to drop the column into its new position.

Room ▲	Capacity	Type	Name	Building Code
ALP 122 - LEC		Lecture	LEC	ALP
ALP 138 - LEC	48	Building Code		ALP

The columns that are displayed on a given list page may be changed as well. To customize the display, click on the right arrow on any column in the list and choose the Columns option. All of the available column options for the record type being viewed are displayed. Place or remove a check mark to add or remove columns from the list page. You may also choose to display the data in groups.

Room ▲	Building Co...	Campus	Type	Name	Capacity
ALP 122 - LEC			Lecture	LEC	70
ALP 147 - LEC			Lecture	LEC	48
ALP 14				LEC	43
ALP 15				LAB	8
ALP 153 - LEC	ALP	MAIN		LEC	38
ALP 15	ALP	MAIN		LEC	60
ALP 204 - LEC	ALP	MAIN			
ALP 205 - LEC	ALP	MAIN			
ALP 212 - LEC	ALP	MAIN			
ALP 218 - LEC	ALP	MAIN			

To resize a column, hover your cursor over the line to the right of the column you wish to resize and then click and drag right or left.

Room ▲	Capacity	Type	Name	Building Code
ALP 122			LEC	ALP


See **3.5 Search Filters** for detailed information about setting filters.

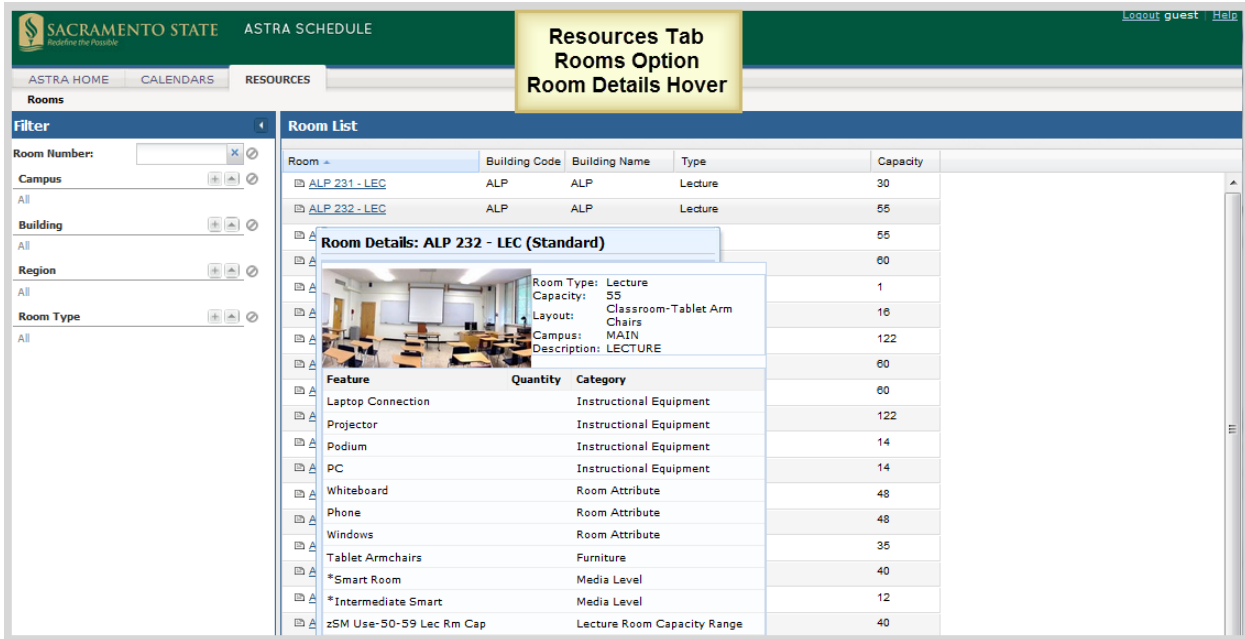
The Rooms option supports the following filters:

- **Room Number** – The Room Number of any facility.
- **Campus** – Identifies campus. Keep as 'All'.
- **Building** – May represent a physical building, outdoor space, or virtual space. Building Code and Room Number make up the CMS-SA Facility ID. A list of building abbreviations can be found in **Appendix B – Astra Schedule Building Codes and Descriptions**.
- **Region** – Groupings of facilities. See **Appendix F - Astra Schedule Regions and Descriptions** for more information and a list of regions.

- **Room Type** - Used to categorize facilities according to their use. See **Appendix C - Astra Schedule Room Type Codes and Descriptions**.

6.3 View Room List

Results from a search are displayed in the Room List. You can change the information in the Room List and how it is displayed (see **3.4 Display Options**). By hovering over the facility details icon , you can view the details for a particular facility including Room Type, Capacity, Layout, and Features. If you click the Facility (Room) link, it opens a page that is used by the Office of Space Management to maintain facilities.



Resources Tab Rooms Option Room Details Hover

Room	Building Code	Building Name	Type	Capacity
ALP 231 - LEC	ALP	ALP	Lecture	30
ALP 232 - LEC	ALP	ALP	Lecture	55
Room Details: ALP 232 - LEC (Standard)				
Room Type: Lecture				55
Capacity: 55				60
Layout: Classroom-Tablet Arm				1
Chairs				16
Campus: MAIN				122
Description: LECTURE				60
Feature	Quantity	Category		
Laptop Connection		Instructional Equipment		
Projector		Instructional Equipment		122
Podium		Instructional Equipment		14
PC		Instructional Equipment		14
Whiteboard		Room Attribute		48
Phone		Room Attribute		48
Windows		Room Attribute		35
Tablet Armchairs		Furniture		40
*Smart Room		Media Level		12
*Intermediate Smart		Media Level		12
zSM Use-50-59 Lec Rm Cap		Lecture Room Capacity Range		40

APPENDIX A - ASTRA SCHEDULE EXAMPLES

This appendix contains specific detailed examples of several features of Astra Schedule.

A.1 Display Option Examples

The steps to follow to change the data displayed in the Room List of the **RESOURCES** tab are described and depicted in the screenshot below. Similar options are available on other screens. See **3.4 Display Options** for more information. **The screenshots for the steps described below span several pages.**

Select Room List Display Options	
Navigation: Resources > Rooms	
1.	Hover over a column header and click the down arrow to the right of the header to reveal the Display Options menu.
2.	Click Columns to view the list of available columns.
3.	Click the check box next to a column to include or exclude it from the Room List.
4.	Click a column heading name to sort the display on that column.
5.	Click a column header and drag it to the preferred location.
6.	Hover over the column header you wish to group by and click the down arrow to reveal the Display Options menu.
7.	Click Group By This Field to group the display according to the column heading selected and set Show in Groups field.
8.	Clear Show in Groups field to ungroup. Resorting may be necessary.

Resources Tab Room List Select Display Options Screen 1 of 4

1. Click column header's drop-down arrow to display options

2. Click to select columns

3. Check column name to include in Room List

New column added to Room List

Click to expand filter panel

Room List

Room	Building C...	Campus	Type	Capacity	Name
ALP 122 - LEC			Lecture	70	LEC
ALP 148 - LEC			Lecture	48	LEC
ALP 152 - LAB				60	LEC
ALP 153 - LEC	ALP	MAIN		25	LEC
ALP 205 - LEC	ALP	MAIN		43	LEC
ALP 212 - LEC	ALP	MAIN		8	LAB
				45	LEC

Page 1 of 1 Show 25

Displaying 1 - 19 of 19

Click the column heading name to sort the Room List in ascending order by that column. Click again to sort in descending order. Alternatively, set the sort order on the Display Options menu of the preferred column. An arrow is displayed on the column header to indicate the sort direction.

SACRAMENTO STATE ASTRA SCHEDULE

ASTRA HOME CALENDARS RESOURCES

Resources Tab Room List Select Display Options Screen 2 of 4

Rooms

Room List

Filter

Room	Building Code	Type	Capacity	Name	Description
ALP 122 - LEC	ALP	Lecture	70		
ALP 138 - LEC	ALP	Lecture	48		
ALP 144 - LEC	ALP	Lecture	60		
ALP 147 - LEC	ALP	Lecture	25		
ALP 148 - LEC	ALP	Lecture	43		
ALP 152 - LAB	ALP	Lab-CRJ	8		

Sort Ascending
Sort Descending
Columns
Group By This Field
Show in Groups

Currently sorted by this field in ascending order

4. Click column header to sort on

Can also set sort order here

Page 1 of 1 Show 25 results Displaying 1 - 19 of 19

You may customize the **order** of the columns displayed on the page by clicking and dragging a column to the preferred position. Arrows appear to indicate your position. For example, to move Description to after Building Code, click the Description column header and drag it until the blue arrows appear after Building Code, and drop it.

SACRAMENTO STATE ASTRA SCHEDULE

ASTRA HOME CALENDARS RESOURCES

Resources Tab Room List Select Display Options Screen 3 of 4

Rooms

Room List

Filter

Room	Building Code	Type	Capacity	Name	Description
ALP 122 - LEC	ALP	Lecture	70	LEC	LECTURE
ALP 138 - LEC	ALP	Lecture	48	LEC	LECTURE
ALP 144 - LEC	ALP	Lecture	60	LEC	LECTURE
ALP 147 - LEC	ALP	Lecture	25	LEC	LECTURE
ALP 148 - LEC	ALP	Lecture	43	LEC	LECTURE

5. Click on column header and drag to location indicated by blue arrows

Show 25 results Displaying 1 - 19 of 19

You may choose to display the data in groups. Hover over the column header you want to group by and click the down arrow to reveal the Display Options menu. Choose the **Group By This Field** option. The data will be grouped by the selected field (column). Each group may be expanded or collapsed as needed. To no longer show the display in groups, clear the **Show in Groups** field in the column header menu of any column. It may be necessary to reset your sort order.

SACRAMENTO STATE ASTRA SCHEDULE

ASTRA HOME CALENDARS RESOURCES

Resources Tab Room List Select Display Options Screen 4 of 4

Rooms

Room List

Filter

Room	Building Code	Type	Capacity	Name	Description
ALP 122 - LEC	ALP	Lecture	70	LEC	LECTURE
ALP 138 - LEC	ALP	Lecture	48	LEC	LECTURE
ALP 144 - LEC	ALP	Lecture	60	LEC	LECTURE
ALP 147 - LEC	ALP	Lecture	25	LEC	LECTURE
ALP 148 - LEC	ALP	Lecture	43	LEC	LECTURE
ALP 152 - LAB	ALP	Lab-CRJ	8		CRIME SCENE - TCH LAB

6. Click column header's drop-down arrow to display options

7. Click to group by Type

8. Clear Show in Groups to ungroup

Show 25 results Displaying 1 - 19 of 19

A.2 Search Filter Options Example

The filters available on the Rooms option of the **RESOURCES** tab are described and depicted in the screenshot below. Other filter panels work in a similar manner. See **3.5 Search Filters** for more information.

RESOURCES Tab Rooms Option Filtering

Filter Panel:

- Room Number: [Enter room # to search]
- Region: [Click to unset filter]
- Room Type: [Click to apply filters]
- [Click to add filter]
- [Click to delete filter]
- [Click to hide filter]
- [Click to set "Not equal to"]
- [Hide Filters]


Room List Table:

Room	Building Code	Building Name	Type	Description	Capacity
ALP	ALP	ALP	Lecture	LECTURE	70
ALP	ALP	ALP	Lecture	LECTURE	48
ALP	ALP	ALP	Lecture	LECTURE	60
ALP	ALP	ALP	Lecture	LECTURE	25
ALP	ALP	ALP	Lecture	LECTURE	43
ALP	ALP	ALP	Lab-CRJ	CRIME SCENE - TCH LAB	8
ALP	ALP	ALP	Lecture	LECTURE	38
ALP	ALP	ALP	Lecture	LECTURE - TCH LAB	60
ALP	ALP	ALP	Lecture	LECTURE	72
ALP	ALP	ALP	Lecture	LECTURE - SEMINAR	20
ALP	ALP	ALP	Lecture	LECTURE	45

Search: (custom) [Search] Page 1 of 1 Show 25 results Displaying 1 - 19 of 19

A.3 Export Examples

Described and depicted in the screenshot below are the steps to follow to export facility data to Excel™ from the Room List on the **RESOURCES** tab. See **3.9 Export Data** for more information.

Export Facility Information to Excel™	
Navigation: Resources > Rooms	
1.	Set preferred filter criteria (see 3.5 Search Filters).
2.	Click Search to display all activities meeting search criteria.
3.	Select preferred display format (see 3.4 Display Options).
4.	Click the Excel™ icon  to bring up the Export to Excel™ window. You are given a choice of exporting the current page only or all pages of data.
5.	Depending on your browser settings, the data will be saved to your downloads folder or you may be prompted to open or save the data in Excel™ format. Click your browser's back arrow to return to the Room List page of Astra Schedule.

**Resources Tab
Rooms Option
Export to Excel**

Filter

Room Number:

Campus:

Building (1):

Region:


Room Type:

Room List

Room	Building Code	Building Name	Type	Description	Capacity
AMD 124 - LAB	AMD	AMD	Lab-PSYC	COMPARATIVE PSY - TCH LAB	14
AMD 150 - LEC	AMD	AMD	Lecture	LECTURE	122
AMD 151 - LEC	AMD	AMD	Lecture	LECTURE	60
AMD 152 - LEC	AMD	AMD	Lecture	LECTURE	60
AMD 153 - LEC	AMD	AMD	Lecture	LECTURE	122
AMD 207 - LAB	AMD	AMD	Lab-PSYC	TCH LAB	14
AMD 209 - LAB	AMD	AMD	Lab-PSYC	TCH LAB	14
AMD 217 - LEC	AMD	AMD	Lecture	LECTURE	48
AMD 219 - LEC	AMD	AMD	Lecture	LECTURE	48

Page 1 of 2 | Show 25 results | Displaying 1 - 25 of 29

Astra Schedule also allows the data to be exported to a table. For example, the Room List. Described and depicted in the screenshot below are the steps to follow to export facility data to a table from the Room List of the **RESOURCES** tab.

Export Facility Information to a Table	
Navigation: Resources > Rooms	
1. Set preferred filter criteria (see 3.5 Search Filters).	
2. Click Search to display all facilities meeting search criteria	
3. Select preferred display format (see 3.4 Display Options).	
4. Click the table icon  to display data as a table in your browser. Click your browser's back arrow to return to the Room List page of Astra Schedule.	

**Resources Tab
Rooms Option
Room List
Export to a Table**

Filter

Room Number:

Campus:

Building:

Region:

Room Type:

Room List

Room	Building Code	Building Name	Type	Capacity
ALP 231 - LEC	ALP	ALP	Lecture	30
ALP 232 - LEC	ALP	ALP	Lecture	55
ALP 235 - LEC	ALP	ALP	Lecture	55
ALP 236 - LEC	ALP	ALP	Lecture	60
ALP HALL - SPL	ALP	ALP	Special	1
AMD 209 - LAB	AMD	AMD	Lab-PSYC	16
AMD 217 - LEC	AMD	AMD	Lecture	122
AMD 219 - LEC	AMD	AMD	Lecture	48

Page 2 of 23 | Show 25 results | Displaying 26 - 50 of 573

The export to table option displays the table in a separate window as depicted in the screenshot below.

Room	Building Code	Type	Capacity
ALP 231 - LEC	ALP	Lecture	30
ALP 232 - LEC	ALP	Lecture	55
ALP 235 - LEC	ALP	Lecture	55
ALP 236 - LEC	ALP	Lecture	60
ALP HALL - SPL	ALP	Special	1



**Resources Tab
Rooms Option
Export to a Table**

Data displayed in table format

Scroll through facilities here

A.4 Example – Search for Scheduled Activities by Building on a Specific Date



Described and depicted in the screenshot below are the steps to follow to find all activities scheduled in a particular facility on a specific date. See **4 View Scheduling Grids** for more information.


EXAMPLE	
Steps to find all activities scheduled in Brighton Hall lecture room 208 on 4/12/2016	
Navigation: Calendars > Scheduling Grids > Building Activity Calendar	
1.	Select 'Building Activity Calendar' on the Calendar drop-down menu.
2.	Select BRH (Brighton Hall) on the calendar Filter .
3.	Ensure Day format is selected.
4.	Click the date filter icon  (see 3.6 Set Date Filter). Navigate to 4/12/2016 and click the refresh icon  to begin the search.
5.	Using the scroll bar to the right of the calendar, find BRH 208 in the room list on the left. Reading across the page, you can view all activities scheduled in that room on the selected day.
6.	The scroll bar at the bottom of the calendar can be used to view other times of day.

SACRAMENTO STATE ASTRA SCHEDULE Logout guest | Help

ASTRA HOME **CALENDARS** RESOURCES

Scheduling Grids | Available Rooms

Rooms Resources **Day** Week Choose Calendar: Building Activity Calendar Filter: BRH (Brighton Hall)  

04/12/2016  **3. Select Day Format** April 12, 2016 **1. Select Calendar** **2. Select building**

4. Select Date and click Refresh

Room	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
BRH 204 - LEC	CHDV 136/	CHDV 123/	CHDV 123/	EDUC 10/0	CHDV 35/0	CHDV 30/07 - Human Dev					
BRH 205 - LAB	MATH 9/05	MATH 9/06	MATH 9/07	MATH 9/08							
BRH 208 - LEC	HIST	HIST 17A/0	HIST 141/0	HIST 138B/	HIST 142/0	MIS 101/05	HIST 17A/1	HIST 50/0			
BRH 209 - LEC		MATH	MATH	MATH 17/0							
BRH 210 - LEC	MATH		HIST 122A/	HIST 146B/	HIST		THEA 174				
BRH 214 - LEC	MATH		HIST 166/0	PHIL 26/02	HIST						
BRH 218 - LEC	MATH	ENGL 11/2/	PHIL 6/04 -	CRJ 102/0/	HIST 156/0	FREN 1A/02 - Ele	GOVT 138/				



Row shows activities in Brighton 208

6. Scroll to see times of day

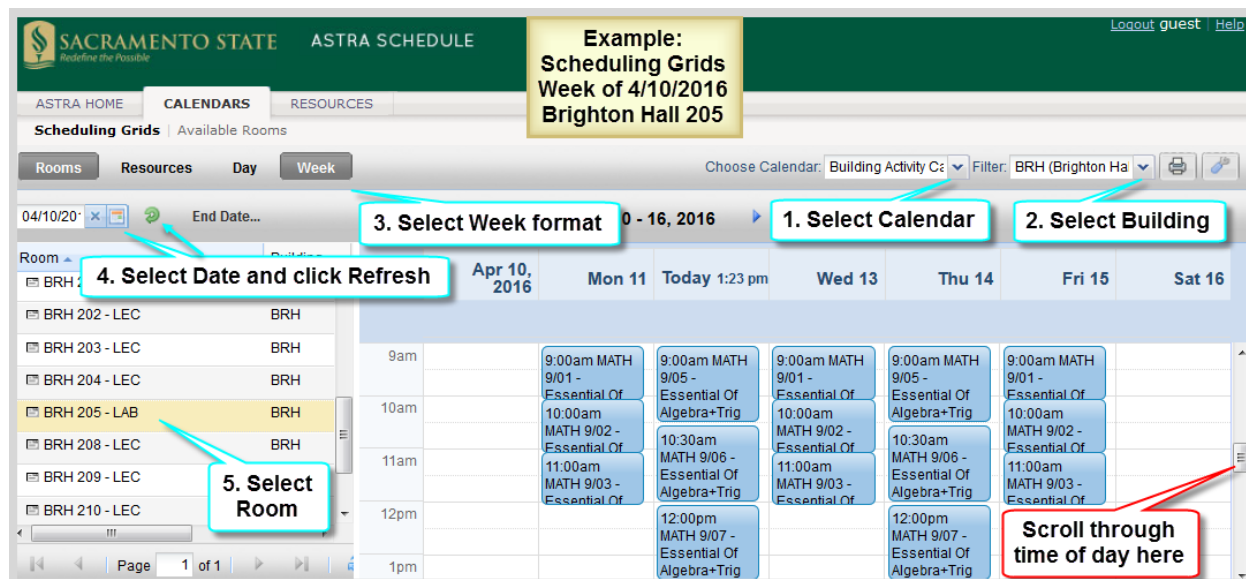
5. Scroll to view rooms

A.5 Example – Search for Scheduled Activities by Building for a Specific Week

Described and depicted in the screenshot below are the steps to follow to find all activities scheduled in a particular facility during a specific week. See **4 View Scheduling Grids** for more information.

EXAMPLE	
Steps to find all activities scheduled in Brighton Hall lab 205 for the week of 4/10/2016	
Navigation: Calendars > Scheduling Grids > Building Activity Calendar	
1.	Select 'Building Activity Calendar' on the Calendar drop-down menu.
2.	Select BRH (Brighton Hall) on the calendar Filter .
3.	Click the Week tab to display activities for the week beginning 4/10/2016.
4.	Click the date filter icon  (see 3.6 Set Date Filter). Navigate to 4/10/2016 and click the refresh icon  to begin the search.
5.	Click the 'BRH 205 - LAB' link in the Rooms panel to update the page to reflect only activities for that room. Use scroll bar to right of calendar to view more times of day.

Example: Scheduling Grids Week of 4/10/2016 Brighton Hall 205



1. Select Calendar

2. Select Building

3. Select Week format




4. Select Date and click Refresh

5. Select Room

Scroll through time of day here

A.6 Example – Search for Available Facilities for a Single Meeting

Described and depicted in the screenshots below are the steps to follow to find all available facilities for an event with a single meeting. See **5 Find Available Facilities** for more information. **The screenshots for the steps described below span several pages.**

EXAMPLE Steps to find all available Sports-KHS/ATIC facilities from 1-4PM on 2/5/16 (single meeting) Navigation: Calendars > Available Rooms	
1.	In the Add New Meeting area, click Add New to set meeting date and time.
2.	In the pop-up window, select the option for Single Meeting.
3.	Set the start time for the meeting to 1:00PM.
4.	Set the end time for the meeting to 4:00PM.
5.	Set the start date for the meeting to 02/05/2016.
6.	Set the end date for the meeting to 02/05/2016.
7.	Click OK to create meeting request and close pop-up window.
8.	Click the edit icon  for Room Type.
9.	Scroll down the Room Type pop-up window and select 'Sports-KHS/ATIC'.
10.	Click OK to create the filter.
11.	Select 'Event' for Purpose of Search.
12.	Confirm meeting times are correct. Click delete icon  and re-add if incorrect.
13.	Confirm filter criteria is correct.
14.	Click Search to display available facilities.
15.	Use scroll bar on right to view results.
16.	Hover over the facility details icon  to view facility details.



To change meeting information (e.g., Start Date or frequency), delete meeting and re-add with new information.



Click the **Available Rooms** tab to quickly clear all meetings and filters on the Available Rooms page.

Example: Available Rooms Sports-KHS/ATIC Facilities 4/15/2016 1-4PM Screen 1 of 4

Add Meeting

Single Meeting

Start Time: 01:00 PM End Time: 04:00 PM
 Start Date: 4/15/2016 End Date: 4/15/2016

Recurring Meeting

Start Time: 12:00 AM End: 12:00 AM
 Every 1 day(s)
 Every weekday

5. Set start date to 4/15/2016

7. Click OK to create meeting request

1. Click to set date and time

2. Select Single Meeting

3. Set start time to 1:00PM

4. Set end time to 4:00PM

6. Set end date to 4/15/2016

OK Cancel

Search Filters

Search For: Locations

Locations

Field	Filter
Campus	Any
And Building	Any
And Region	Any
And Room	Any
And Room Type	Any
And Feature	Any
And Capacity	Any

8. Click Room Type edit icon

9. Scroll down and click 'Sports-ATIC'

Room Type Filters

- ☐ Other
- ☐ Special
- ☐ Sports
- ☐ Sports-ATIC
- ☐ Sports-KHS
- ☒ Sports-KHS/ATIC

10. Click OK to create filter

11. Select 'Event'

Purpose of Search: Event

Search Results

Example: Available Rooms Sports-KHS/ATIC Facilities 4/15/2016 1-4PM Screen 2 of 4

Meeting(s)

Add New

Search Dates

04/15/2016 1:00 PM - 4:00 PM

12. Confirm Meeting times

Search Filters

Search For: Locations

Locations

Field	Filter
Campus	Any
And Building	Any
And Region	Any
And Room	Any
And Room Type	Equals Sports-KHS/ATIC
And Feature	Any
And Capacity	Between and

13. Confirm Filters set

Equipment/Services

Field	Filter
Type	Any
And Category	Any
And Group	Any
And Resource	Any
And Keyword	

14. Click Search to display available facilities

Search Results

Searching...Please wait

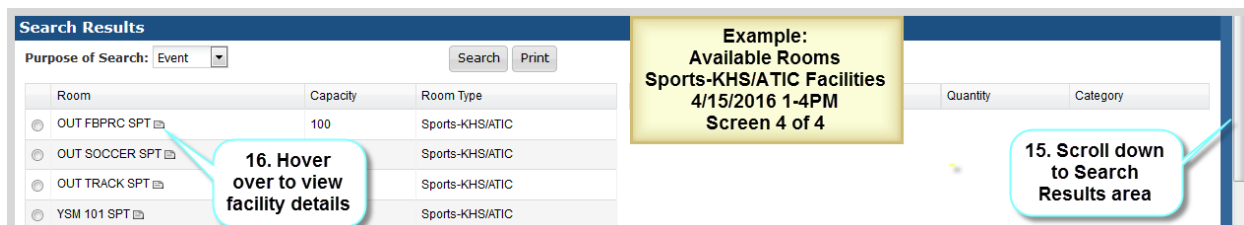
Search Progress Wheel

Click to delete meeting

Search Print







Astra Schedule displays a progress wheel above the **Purpose of Search** field while it is searching for available facilities. If the progress wheel does not appear, or your search is taking a significant amount of time, refresh your browser as your session could have timed out.



A.7 Example – Search for Available Facilities for a Recurring Meeting

Described and depicted in the screenshots below are the steps to follow to find all available facilities for a class section with a recurring meeting. See **5 Find Available Facilities** for more information. **The screenshots for the steps described below span several pages.**

EXAMPLE Steps to find all lecture rooms available from 3-5PM on four (4) consecutive Thursdays beginning 4/18/2016 (recurring meeting) Navigation: Calendars > Available Rooms	
1. In the Add New Meeting area, click Add New to set meeting date and time.	
2. In the pop-up window, select the option for Recurring Meeting.	
3. Set the start time for the meeting to 3:00PM.	
4. Set the end time for the meeting to 5:00PM.	
5. In the Day Pattern area, set the meeting frequency to 'Weekly'.	
6. Set Days Met to 'R' for Thursday.	
7. Click the date filter icon  and set the start date for the first meeting to 4/18/2016.	
8. Click the End After radio button to set number of meetings.	
9. Click the up-arrow and set the number of 'End After' occurrences to 4.	
10. Click OK to create the meeting request and close pop-up window.	
11. Click the edit icon  for Room Type.	
12. Scroll down and select 'Lecture' for Room Type.	
13. Click OK to create the filter.	
14. Confirm meeting times are correct. Click delete icon  and re-add if incorrect.	
15. Confirm filter criteria is correct.	

16. Select 'Section' for Purpose of Search.
17. Click **Search** to display available lecture rooms.
18. Use scroll bar on right to view Search Results area.
19. Use scroll bar in the middle of the page to view more results.
20. Hover over the facility details icon  to view facility details.



To change meeting information (e.g., Start Date or frequency), delete meeting and re-add with new information.



Click the **Available Rooms** tab to quickly clear all meetings and filters on the Available Rooms page.

Add Meeting

Example: Available Rooms Lecture Rooms, 3-5PM on Thursdays for 4 Weeks Starting on 4/18/2016 Screen 1 of 4

1. Click to set date and time
2. Select Recurring Meeting
3. Set start time to 3:00PM
4. Set end time to 5:00PM
5. Set Day Pattern to 'Weekly'
6. Set Days Met to 'R' (Thursday)
7. Set Start Date to 4/18/2016
8. Click 'End After'
9. Set Occurrences to 4
10. Click OK to create meeting request

Single Meeting
Start Time: [] End Time: []
Start Date: 4/14/2016 End Date: 4/14/2016

Recurring Meeting
Start: 03:00 PM End: 05:00 PM

Day Pattern
Daily
Weekly
Monthly
Yearly
Recur every 1 week(s) on:
Days Met: U M T W **R** F S

Date Range
Start Date: 4/18/2016
End After: 4 occurrences
End Date: 4/18/2016

OK Cancel

Search Filters

Search For: Locations

Locations

Field	Filter	Edit
Campus	Any	
And Building	Any	
And Region	Any	
And Room	Any	
And Room Type	Any	
And Feature	Any	
And Capacity	Between [] and []	

Room Type Filters

- ☐ Lab-UMS
- ☒ Lecture
- ☐ Other
- ☐ Special
- ☐ Sports
- ☐ Sports-ATIC

Search Results

Purpose of Search: Section

Room	Capacity
ALP 147 LEC	25

Example: Available Rooms Lecture Rooms, 3-5PM on Thursdays for 4 Weeks Starting on 4/18/2016 Screen 2 of 4

11. Click Room Type edit icon
12. Click 'Lecture'
13. Click OK to create filter

Meeting(s) ▼

Add New *required

Search Dates
Every 1 week(s) on R from 3:00 PM - 5:00 PM, 4/18/2016, 4 occurrences

Search Filters ▼

Search For: Locations ▼

Locations

	Field	Filter	Edit
	Campus	Any	
And	Building	Any	
And	Region	Any	
And	Room	Any	
And	Room Type	Equals Lecture	
	Any		
	Between	and	

Equipment/Services

	Field	Filter	Edit
	Type	Any	
And	Category	Any	
And	Group	Any	
And	Resource	Any	
And	Keyword		

Search Results

Searching...Please wait

Purpose of Search: Section ▼ Search Print

Example:
Available Rooms
Lecture Rooms, 3-5PM
on Thursdays for
4 Weeks Starting on
4/18/2016
Screen 3 of 4

Click to delete meeting

14. Confirm meeting times

15. Confirm filters

16. Set Purpose of Search to Section

17. Click Search to display available rooms

Search Progress Wheel



Astra Schedule displays a progress wheel above the Purpose of Search field while it is searching for available facilities. If the progress wheel does not appear, or your search is taking a significant amount of time, refresh your browser as your session could have timed out.

Search Results

Purpose of Search: Section ▼ Search Print

Room	Capacity	Room Type
ALP 147 LEC	25	Lecture
AMD 240 LEC	40	Lecture
AMD 252 LEC	40	Lecture
AMD 362 LEC	15	Lecture
CPS 327 LEC	40	Lecture
DH 111 LEC	30	Lecture

Example:
Available Rooms
Lecture Rooms, 3-5PM
on Thursdays for
4 Weeks Starting on
4/18/2016
Screen 4 of 4

18. Scroll down to view Search Results area

19. Scroll down to view results

20. Hover over to view facility details

APPENDIX B - ASTRA SCHEDULE BUILDING CODES AND DESCRIPTIONS

Building codes are used to identify physical buildings and other facilities on campus. Building Code and Room Number make up the CMS-SA Facility ID. For a complete list of buildings and building codes, visit the campus interactive map at csus.edu/campusmap/.

BUILDING CODE	DESCRIPTION
AF	Broad Athletic Facility
ALP	Alpine Hall
AMD	Amador Hall
ARC	Academic Info Resource Center
ASL	Art Sculpture Lab
BNC	Benicia Hall
BRH	Brighton Hall
CLV	Calaveras Hall
CPS	Capistrano Hall
DH	Douglass Hall
DLN	Del Norte Hall
DTN	Sacramento State Downtown
EUR	Eureka Hall
FLS	Folsom Hall
HMB	Humboldt Hall
KDM	Kadema Hall
LIB	University Library
LSN	Lassen Hall

BUILDING CODE	DESCRIPTION
MND	Mendocino Hall
MRP	Mariposa Hall
NPA	Napa Hall
OFF	Off Campus
OUT	Outdoor
PLR	Placer Hall
RVR	Riverside Hall
SCL	Santa Clara Hall
SHS	Shasta Hall
SLN	Solano Hall
SQU	Sequoia Hall
STH	Studio Theatre
TAH	Tahoe Hall
TBA	To Be Arranged
TSC	Tschannen Science Complex
WEB	Web Online
YSM	Yosemite Hall

APPENDIX C - ASTRA SCHEDULE ROOM TYPE CODES AND DESCRIPTIONS

Room Types are used in Astra Schedule to categorize facilities according to their use.

ROOM TYPE	DESCRIPTION
CNF	Conference Room
EXT	Exterior Space (Outdoor facilities such as parking lots, grass areas, quads, etc.)
LAB	College or Department Lab (Lab is followed by the name of College or Department that oversees it.)
LEC	Lecture Room
OTH	Other (Virtual facilities such as Off Campus, Web Online, etc.)
SPL	Special (Facilities such as lobbies and restrooms)
SPT	Sports Facility (Facilities such as stadium, pool, gymnasiums, sports fields, tennis courts, etc.)

APPENDIX D - ASTRA SCHEDULE ROOM FEATURES AND CATEGORIES

Facility features are permanent attributes of a facility that are significant for scheduling and reporting purposes and are grouped by category. The Office of Space Management assigns and maintains facility features in Astra Schedule. Features may be used to search for available facilities for class sections or events to ensure a facility is equipped adequately for its intended use. For convenience, media level features are prefixed with '*' so they sort to the top. Features prefixed with "zSM Use" are for the Office of Space Management use only. The list below is sorted alphabetically by feature. For additional facility equipment information maintained by IRT, visit the Learning Space Inventory at <https://lss.irt.csus.edu/external/classrooms/new/index.php>.

FEATURE	CATEGORY
*Advanced Smart	Media Level
*Basic Smart	Media Level
*Collaborative Smart	Media Level
*Intermediate Smart	Media Level
*Non-Smart Room	Media Level
*Smart Room	Media Level
250 Floor Seat Cap	Room Comment
84 Platform Seats	Room Comment
Bleachers	Room Attribute
Card Reader	Instructional Equipment
Carpet	Room Attribute
CBA Instr PC	Instructional Equipment
Chalkboard	Room Attribute
Chalkboard-Sliding	Room Attribute
Collaborative Technology	Instructional Equipment
Combo Chalk/Whiteboard - Sliding	Room Attribute
Courts 1-6; 7-10	Room Comment

FEATURE	CATEGORY
Couch Seating	Furniture
Cube Seating	Furniture
Dance Bar	Instructional Equipment
DistanceEd	Room Comment
Document Camera	Instructional Equipment
Dry Lab	Room Comment
DVD/VCR	Instructional Equipment
Fixed Seats	Room Attribute
Flat Panel Display	Instructional Equipment
Fume Hoods	Room Attribute
Gas	Room Attribute
Gymnasium	Room Comment
Incubator	Instructional Equipment
Laptop Connection	Instructional Equipment
Laptop(s)	Instructional Equipment
Lecture Capture System	Instructional Equipment
Map Rails	Room Attribute
Media Cabinet	Instructional Equipment

FEATURE	CATEGORY
Microphone	Instructional Equipment
Mirror	Room Attribute
Mobile Whiteboard	Instructional Equipment
No Weekend Use	Room Comment
No Windows	Room Attribute
PC	Instructional Equipment
PC Lab	Room Comment
Phone	Room Attribute
Podium	Instructional Equipment
Printer	Instructional Equipment
Projector	Instructional Equipment
Raised Floor	Room Attribute
Recital Hall	Room Comment
Refrigerator	Room Attribute
Sharelink Wireless	Room Attribute
Shower	Room Attribute
Sink	Room Attribute
Sit-Stand PC Desk	Instructional Equipment
Slide Proj	Instructional Equipment

FEATURE	CATEGORY
Smart Boards	Instructional Equipment
Spec Lighting	Room Attribute
Stage	Room Attribute
Tables/Chairs	Furniture
Tablet Armchairs	Furniture
Tablet Desks/Chairs	Furniture
Theatre	Room Comment
Tiered	Room Comment
TV	Instructional Equipment
Vacuum	Instructional Equipment
VideoCamera	Instructional Equipment
Weekend Use	Room Comment
Wet Lab	Room Comment
Whiteboard	Room Attribute
Whiteboard-Sliding	Room Attribute
Windows	Room Attribute
Wireless Connection	Room Comment
Wireless Mic	Instructional Equipment
Wood Floor Sprung	Room Attribute

Features prefixed with “zSM Use” are for the Office of Space Management use only:

FEATURE	CATEGORY
zSM Use-100+ Lec Rm Cap	Lecture Room Capacity Range
zSM Use-1-29 Lec Rm Cap	Lecture Room Capacity Range
zSM Use-30-39 Lec Rm Cap	Lecture Room Capacity Range
zSM Use-40-49 Lec Rm Cap	Lecture Room Capacity Range

FEATURE	CATEGORY
zSM Use-50-59 Lec Rm Cap	Lecture Room Capacity Range
zSM Use-60-69 Lec Rm Cap	Lecture Room Capacity Range
zSM Use-60-100+ Lec Rm Cap	Lecture Room Capacity Range
zSM Use-70-79 Lec Rm Cap	Lecture Room Capacity Range
zSM Use-80-99 Lec Rm Cap	Lecture Room Capacity Range
zSM Use-80-100+ Lec Rm Cap	Lecture Room Capacity Range
zSM Use-Conflict FIELD1 FIELD2 FIELD3 & FIELD4	Room Comment
zSM Use-Conflict with FLS 1029A	Room Comment
zSM Use-Conflict with OUT OTGRASS	Room Comment
zSM Use-Conflict with OUT STAD	Room Comment
zSM Use-Conflict with OUT TRACK	Room Comment
zSM Use-Conflict with STH 1	Room Comment
zSM Use-Groups FLS 1029 and FLS 1033	Facility Group

APPENDIX E - ASTRA SCHEDULE EVENT TYPES AND DESCRIPTIONS

Event Types are used in Astra Schedule to categorize events according to their activity.

EVENT TYPE	DESCRIPTION
Associated Students, Inc (ASI)	ASI student events
Athletics IC Games & Meets	Intercollegiate sports games and meets
Athletics IC Practices	Intercollegiate sports practices
Campus	Campus events. Default Event Type for majority of campus events unless they fall under other Event Types.
Campus Dept Sponsored with Community	Campus department event co-hosted with a community group
Campus Meetings (M-F)	Campus events scheduled in lecture rooms or conference rooms during regular business hours, M-F
Community	Community events
Continuing Education	College of Continuing Education (CCE) events
Course Add'l Facility	Additional facility required for a course scheduled as event
Course Related	Course related events
Final Exam Revised	Final Exam exceptions scheduled as events
Music Guest/Faculty Performances	Music Guest or Faculty Performances
Music Student Performances	Music student performances
Music Student Rehearsals	Music student rehearsals

Student Organizations (SOAL)	Student club/organization events
Student Recreational Sports	Student Recreational Sports events
Theatre & Dance Student Performances	Theatre & Dance student performances
Theatre & Dance Student Rehearsals	Theatre & Dance student rehearsals

APPENDIX F - ASTRA SCHEDULE REGIONS AND DESCRIPTIONS

Regions are groupings of facilities used primarily by the Office of Space Management to create and maintain scheduling security and priority and to develop internal reports. Regions are unique to fall/spring, winter and summer terms. Regions displayed in Astra Schedule are for fall/spring terms only.

Space Management oversees the lecture room allocation process in conjunction with Academic Affairs and distributes region reports to Colleges and Departments for priority scheduling prior to the coming academic year's class schedule. Regions for lecture rooms are only in effect during the initial class schedule building period for a given term. After the class schedule building deadline, lecture room priority is lifted, and lecture rooms are available to all Colleges and Departments to assign to class sections on a first come first served basis. Questions or concerns about regions shall be directed to the Director of Space Management via College Deans or Associate Deans.

REGION NAME	REGION DESCRIPTION
ALS	ALS
ALS-Only	College: ALS Dept: Only
ANTH	College: SSIS Dept: ANTH
ART	College: ALS Dept: ART
ATIC	College: SP Dept: ATIC
BIO	College: NSM Dept: BIO
CCE	CCE
CE	College: ECS Dept: CE
CHAD	College: ED Dept: CHAD
CHEM	College: NSM Dept: CHEM
CM	College: ECS Dept: CM
COB	College: COB
COMS	College: ALS Dept: COMS
CRJ	College: HHS Dept: CRJ
CSAD	College: HHS Dept: CSAD
CSC	College: ECS Dept: CSC
DOD	College: ALS Dept: DOD
ECON	College: SSIS Dept: ECON
ECS	ECS
ECS-Only	College: ECS Dept: Only
ED	ED
ED-Only	College: ED Dept: Only
EDBM	College: ED Dept: EDBM
EDC	College: ED Dept: EDC
EDLP	College: ED Dept: EDLP
EDS	College: ED Dept: EDS

REGION NAME	REGION DESCRIPTION
EDTE	College: ED Dept: EDTE
EEE	College: ECS Dept: EEE
ENGL	College: ALS Dept: ENGL
ENVS	College: SSIS Dept: ENVS
ETHN	College: SSIS Dept: ETHN
FACS	College: SSIS Dept: FACS
GEOG	College: NSM Dept: GEOG
GEOL	College: NSM Dept: GEOL
GERO	College: SSIS Dept: GERO
GNST	College: SP Dept: GNST
HHS	HHS
HHS-Only	College: HHS Dept: Only
HIST	College: ALS Dept: HIST
HRS	College: ALS Dept: HRS
KINS	College: HHS Dept: KINS
MATH	College: NSM Dept: MATH
ME	College: ECS Dept: ME
MUSC	College: ALS Dept: MUSC
NSM	NSM
NSM-Only	College: NSM Dept: Only
NURS	College: HHS Dept: NURS
OFF CAMPUS	OFF CAMPUS
OPEN LECTURE	OPEN LECTURE
PHIL	College: ALS Dept: PHIL
PHYS	College: NSM Dept: PHYS
POLS	College: SSIS Dept: POLS

REGION NAME	REGION DESCRIPTION
PPA	College: SSIS Dept: PPA
PSYC	College: SSIS Dept: PSYC
PT	College: HHS Dept: PT
PUBH	College: HHS Dept: PUBH
RPTA	College: HHS Dept: RPTA
SOC	College: SSIS Dept: SOC
SP	SP
Space Mgmt	College: SM Dept: Space Mgmt
SPHP	College: HHS Dept: SPHP

REGION NAME	REGION DESCRIPTION
SSIS	SSIS
SSIS-Only	College: SSIS Dept: Only
SWRK	College: HHS Dept: SWRK
THEA	College: ALS Dept: THEA
TO BE ARRANGED	TO BE ARRANGED
WEB ONLINE	WEB ONLINE
WGS	College: SSIS Dept: WGS
WLL	College: ALS Dept: WLL