THE UNIVERSITY OF TOLEDO

1872

Astra Scheduling

DEPARTMENT CONTROLLED ROOMS

OFFICE OF THE REGISTRAR

2021

AD ASTRA VERSION 8.6.0

# Assigning Rooms to Course Sections

- You can open Astra by clicking the Astra Scheduling link under the Employee tab of your MyUT portal.

myUT

| STUDENT | STUDENT RESOURCES | FACULTY & ADVISOR | EMPLOYEE | UT COMMUNITY | LIBRARY | UTMC | UNIVERSITY DIRECTORY |

MY TOOLKIT

Employee Dashboard
Employee Self-Service Dashboard - new tool where you can find your employee information, including pay stubs, leave balances, time off requests, etc.

Personal/Office Information
Legal Name Change Information
SSN Change Information
Update Addresses & Phones
Update Office Address & Phone
Update Emergency Contacts
Update Marital Status
Update Preferred First Name
View E-mail Addresses
More Personal Info Options...

Pay Details & Leave Balances
View Pay Stubs
Earnings History
Direct Deposit Information
Leave Balances
Tax Forms
Time Sheet
More Employee Options...

Other Services
Request Door Access for HSC Proxy Card
Request New/Replacement Rocket Card
Request/Update Parking Permit

Benefits Information
Document Upload
Benefit Enrollment - New Hire/Newly Eligible
Benefit Enrollment - Qualifying Events
Benefits Webpage
Benefit Summary
Rocket Wellness
Tuition Waiver

Employment Resources
Cornerstone Online Hiring System
New Position Control Number Request (PCN)
Separation/Leaving the University
Banner Electronic Personnel Action (ePAF) for GA, and Student Actions

Other HR Information
Administrative Offices
Anonymous Reporting Line
Application for Leaves of Absence

EMAIL AND UTAD ACCOUNT

Microsoft Office **Outlook** Web Access
Provided by Microsoft Exchange Server 2003

Outlook Web Access (for Faculty/Staff Exchange users)
Access your Utoledo Exchange email through this link.

My UT Account
Maintain your UTAD account information through this link.

Access your junk mail
Visit your junk mail folder to unjunk legitimate mail caught by our spam filter.

Rockets Email
Access your Rockets Email

TRAINING & CAREER DEVELOPMENT

EVERFI:
  ○ Bridges: Building a Supportive Community (Title IX Training)
  ○ Tools for an Ethical Workplace
  ○ HIPAA Update

Other Training and Development
Medicare Fraud, Waste & Abuse
Checkpoint: Data Security & Privacy
I-9 for Managers
SANS Training Videos
FERPA Basics
FERPA Presentation
OmniUpdate Content Management System Resources
Professional Development for Academic Administrators (PDAA)
Professional Development for Employees
Safety and Health Training Testbank
UT Continuing Nursing Education
Continuing Nursing Education: Nursing Reference Center
Ambassador Training Manual
EVERFI Course Library
Request EVERFI Training

FACULTY & STAFF ORGANIZATIONS

American Association of University Professors

MY BANNER

Banner 9 Administrative Pages (PROD)
Use this link to access the new Banner 9 interface to PROD.

Banner 9 Resources
Use this link to find information on Banner 9 including FAQ, Navigation and Training.

Banner Finance SSB
Use this link to access Banner Self Service.

SYSTEMS ACCESS FORMS

Banner DEVL Instance Access Request
Application for Finance Access (Banner and Lawson)
Banner Human Resources Access Request
Banner ODS Access Request
Banner ODS Meta Data
Banner Student Access Request
Web Report Library Access Request

WORKPLACE TOOLS

Accounts Payable Information
Accounts Payable Homepage
Lawson Production Login
P-Card Homepage

Budget and Planning
FY16 Blue Book
FY17 Blue Book
FY18 Blue Book

Event and Room Scheduling Requests
Astra Scheduling Tutorial

Miscellaneous Service Requests
B&H Photo, Audio, Video Production Ordering
Copy Center
Create an Outlook Email Signature
Facilities Service Request
Mail & Data Entry Shoppe
Shipping & Receiving
GBEX
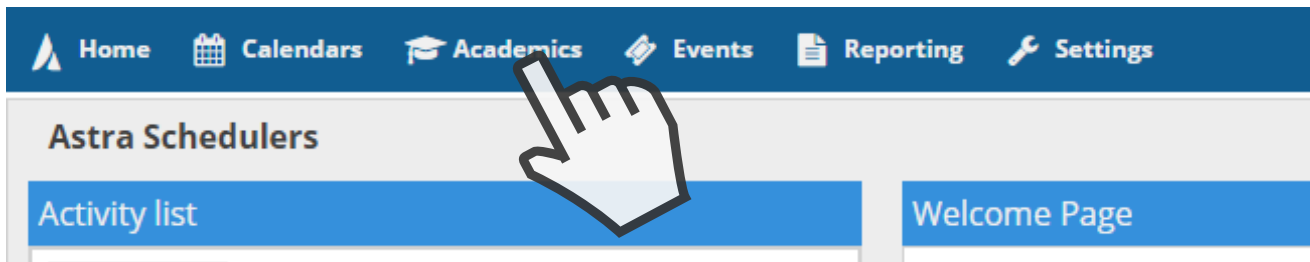Rocket Recycling Services
Storefront Ordering System (copy needs, related forms)
Webforms

- Once on the main Astra page, you will sign-in with your UTAD by clicking the Sign-In link in the upper right corner.
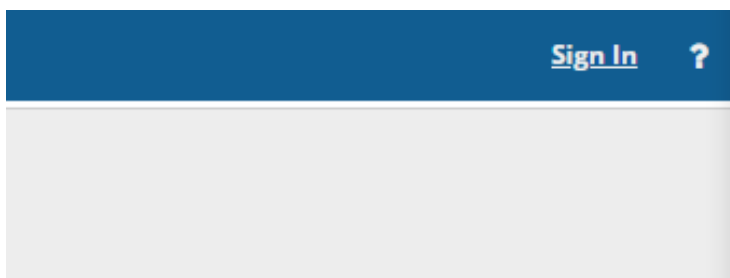
Sign In ?

Sign In

User Name:	Username
Password:	Password
Remember Me:	☐

Sign In

- Begin by clicking Academics in the top toolbar and clicking Sections in the drop-down menu.

- Selecting Sections will bring you to a table of all course sections currently in Astra.
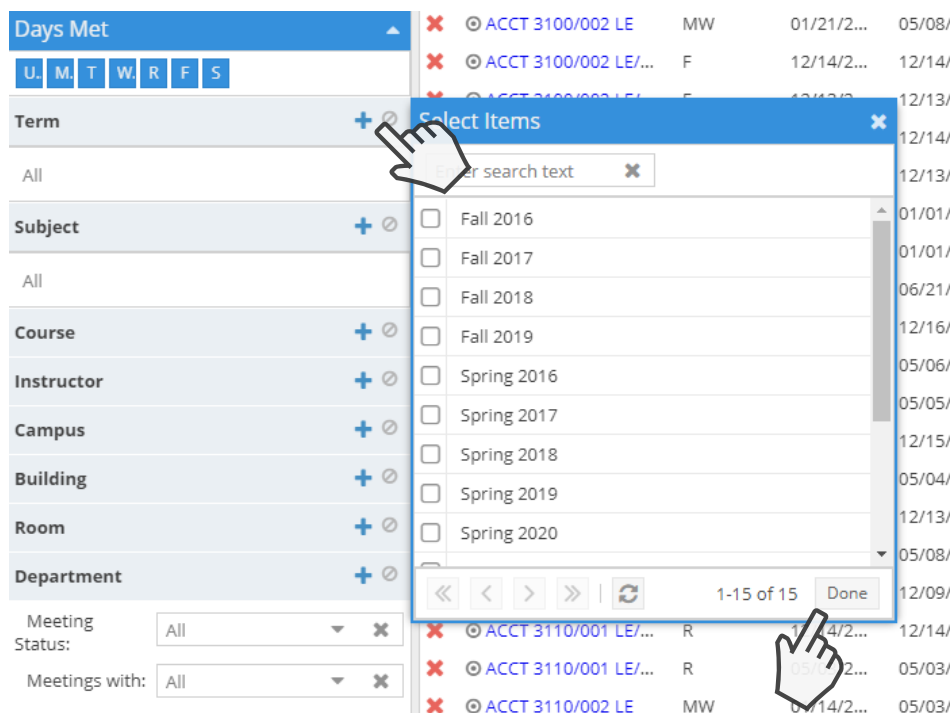

- You will then search for your sections by using the Filter tool on the left side of the screen.

- We recommend using the Term, Subject and Course filters.
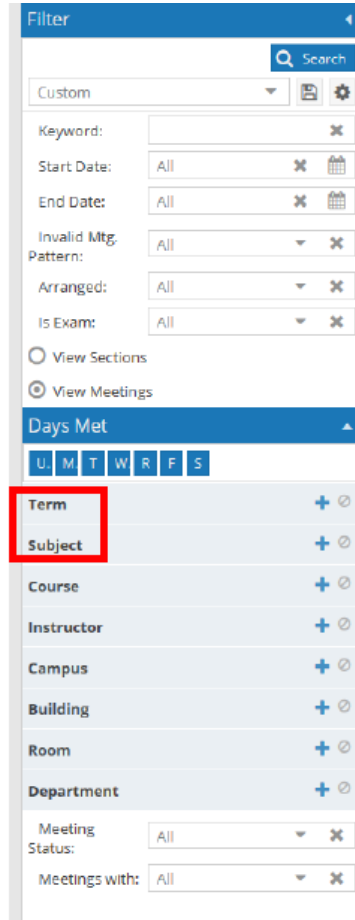
- To open the filter, click on the blue + sign, select the item and click done.

- Once you have entered all parameters, click the blue Search button toward the top of the filter tool.

- Astra will return a Selection List based on the filter inputs.

	Course/Section ▲1	Days Met	Start Date	End Date	Start Time	End Time	Room	Term	Cross-List	Status	Enroll...	Max Enrol...	Course Offering Id
✖	⊙ ACCT 3100/001 LE	MW	01/21/2...	05/08/2...	11:10 AM	12:30 PM	SB 1160...	Spring 2...	0C	Schedul...	0	40	24802
✖	⊙ ACCT 3100/002 LE	MW	01/21/2...	05/08/2...	12:55 PM	02:15 PM	SB 2140...	Spring 2...	4M	Schedul...	0	40	22926
✖	⊙ ACCT 3110/001 LE	MW	01/21/2...	05/08/2...	09:35 AM	10:55 AM	SB 1200...	Spring 2...	6C	Schedul...	0	40	23969
✖	⊙ ACCT 3120/001 LE	MW	01/21/2...	05/08/2...	12:55 PM	02:15 PM	ST 0114...	Spring 2...	02	Schedul...	0	40	20739
✖	⊙ ACCT 3310/001 LE	MW	01/21/2...	05/08/2...	02:30 PM	03:50 PM	SB 2160...	Spring 2...		Schedul...	0	45	16281
✖	⊙ ACCT 4420/001 LE	MW	01/21/2...	05/08/2...	12:55 PM	02:15 PM	ST 0129...	Spring 2...	2B	Schedul...	0	45	23971
✖	⊙ ACCT 5100/001 LE	MW	01/21/2...	05/08/2...	11:10 AM	12:30 PM	SB 1160...	Spring 2...	0C	Schedul...	0	5	24804
✖	⊙ ACCT 5100/002 LE	MW	01/21/2...	05/08/2...	12:55 PM	02:15 PM	SB 2140...	Spring 2...	4M	Schedul...	0	5	24805
✖	⊙ ACCT 5110/001 LE	MW	01/21/2...	05/08/2...	09:35 AM	10:55 AM	SB 1200...	Spring 2...	6C	Schedul...	0	5	24806
✖	⊙ ACCT 5120/001 LE	MW	01/21/2...	05/08/2...	12:55 PM	02:15 PM	ST 0114...	Spring 2...	02	Schedul...	0	5	20740
✖	⊙ ACCT 5420/001 LE	MW	01/21/2...	05/08/2...	12:55 PM	02:15 PM	ST 0129...	Spring 2...	2B	Schedul...	0	10	23972

Note:
- A cross list identifier will need to be listed in order to assign room to cross listed courses.
- If the course was newly created, you may have to wait until Astra reflects the updated information. This could take up to an hour.

- Click on the course using the blue link under the Course/Section column. This is the course to which you are assigning a room.
- This will open a new page with information specific to the selected course.

- To assign a room, click the House icon.
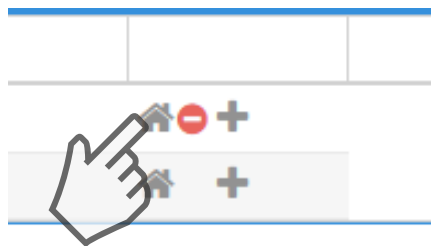
- To remove an assigned room, click on the red circle.

- This will open a pop up window displaying available rooms which best match the course preferences.
- Please note: Astra will populate the filter according to predetermined course preferences, such as Campus, Region and Room Type.
  - You may need to modify this filter in order to see the course sections of interest.

- Available rooms will show as Available in the right column.
- Selecting an available room will cause a green Selected box to appear.
- Click OK once you have selected the room.
- Note: If the course is cross listed, a notification will appear asking if you would like to assign the room to both courses.

- Once you select OK, you will be taken back to the course section with the room number now populated.

	Meeting Type	Start Time	End Time	Days	Start Date	End Date	Instructor	Status	Room	
✖ ➕	LE	11:10 AM	12:30 PM	MW	08/27/2018	12/14/2018	Green, Karen	Scheduled	SB 3160	🏠⊖➕

- Before exiting the course section screen, click Save and Close in the upper left corner to complete the action.

|	Meeting Type	Start Time	End Time	Days	Start Date	End Date	Instructor	Status	Room	
✖ ➕	LE	11:10 AM	12:30 PM	MW	08/27/2018	12/14/2018	Green, Karen	Scheduled	SB 3160	🏠⊖➕
✖ ➕	LE/Exam FSA	12:30 PM	02:30 PM	M	12/10/2018	12/10/2018	Green, Karen	Scheduled	SB 3160	🏠 ➕

- Once saved, you will return to the Section List

Scheduling Events in Department Controlled Rooms

- Open the Calendars drop-down from the main tool bar and select Scheduling Grids.
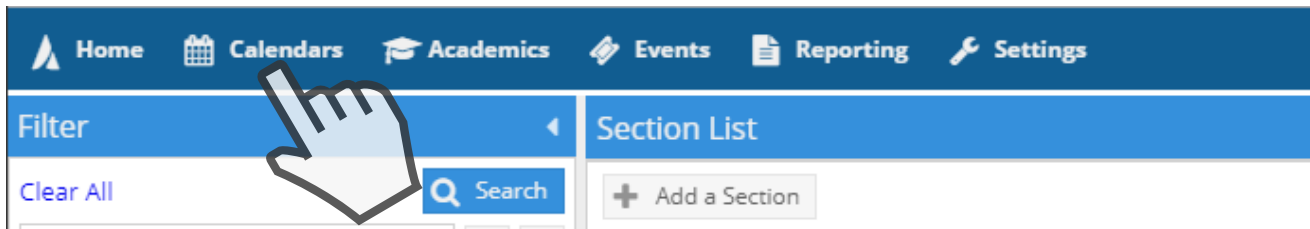
- Find the room in which you wish to schedule an event by clicking the magnifying glass to open the filters menu.
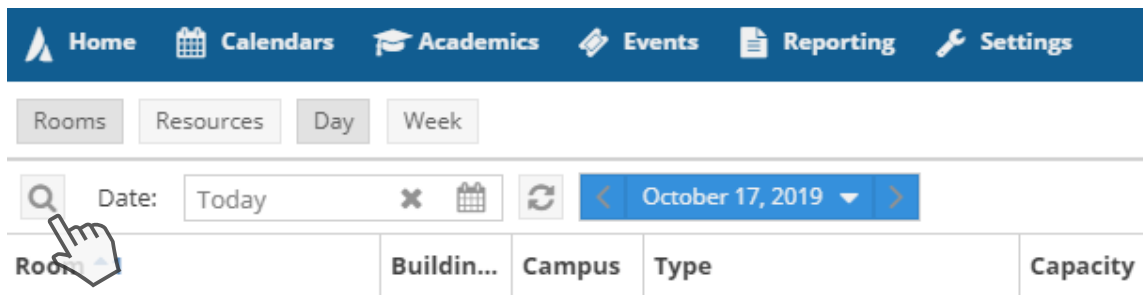
- The Filters menu displays several criteria that can be adjusted to display only those rooms in which you are interested.
- Specify:
  - Building
  - Room
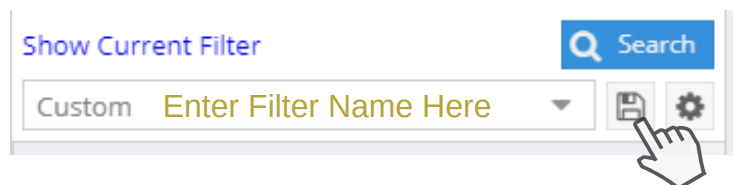
- Filter configurations can also be saved using the floppy disk icon near the top. Add the rooms you commonly schedule to your filter and save it for easy retrieval next time.

- Clicking the blue + sign expands the relevant filter.
  - Check the boxes of the buildings or rooms you wish to include.
  - You can search for a particular building or room within the expanded filter by typing in the 'enter search text' box.
- Be sure you have checked the Include Events and Include Academics boxes.

- After selecting all relevant options, and naming and saving your filter, click Search to see the list of all matching rooms.

- The rooms matching the filter settings will display on the left side, while a scheduling grid appears on the right.
  - By default, the current day's date will display. This can be changed by clicking the blue drop-down.
- After selecting the date of interest, hover your mouse cursor over the scheduling grid for the time you wish to schedule.
  - A clock icon will appear displaying the time either in the first or second half of the hour.
  - Clicking after the clock icon displays will open the Create Event menu.

Specifying Event Options

- Enter all relevant event information.
  - Note: The contact must be someone already in Astra.
    - If you run into trouble you can either make yourself the contact or you can ask curriculum-scheduling@utoledo.edu to add the person to Astra.
      - This will require a First Name, Last Name, and university email. The contact must be an employee of UToledo.
- Save the event.
  - Save and Send Notification will send an email to the person in the contact field.
  - Save will not send a notification.
- Once saved the event will appear on the scheduling grid.