



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

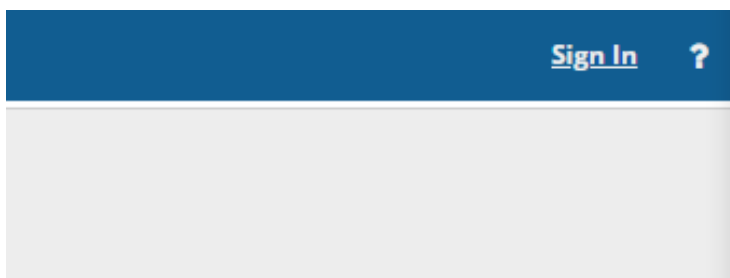
Signing Into Astra

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

myUT

The screenshot shows the MyUT portal interface. At the top is a dark blue navigation bar with yellow tabs for 'STUDENT', 'STUDENT RESOURCES', 'FACULTY & ADVISOR', 'EMPLOYEE', 'UT COMMUNITY', 'LIBRARY', and 'UTMC'. The 'EMPLOYEE' tab is selected. To the right of the navigation bar is a 'UNIVERSITY DIRECTORY' link. Below the navigation bar is a grid of content boxes. The 'MY TOOLKIT' box on the left contains sections for 'Employee Dashboard', 'Personal/Office Information', 'Pay Details & Leave Balances', 'Other Services', 'Benefits Information', 'Employment Resources', and 'Other HR Information'. The 'EMAIL AND UTAD ACCOUNT' box in the middle contains links for 'Outlook Web Access', 'My UT Account', 'Access your junk mail', and 'Rockets Email'. The 'TRAINING & CAREER DEVELOPMENT' box contains an 'EVERFI' section with links to 'Bridges: Building a Supportive Community', 'Tools for an Ethical Workplace', and 'HIPAA Update', along with an 'Other Training and Development' section. The 'FACULTY & STAFF ORGANIZATIONS' box contains a link to the 'American Association of University Professors'. The 'MY BANNER' box on the right contains links for 'Banner 9 Administrative Pages (PROD)', 'Banner 9 Resources', and 'Banner Finance SSB'. The 'SYSTEMS ACCESS FORMS' box contains links for 'Banner DEVL Instance Access Request', 'Application for Finance Access', 'Banner Human Resources Access Request', 'Banner ODS Access Request', 'Banner ODS Meta Data', 'Banner Student Access Request', and 'Web Report Library Access Request'. The 'WORKPLACE TOOLS' box contains sections for 'Accounts Payable Information', 'Budget and Planning', 'Event and Room Scheduling Requests', and 'Miscellaneous Services'. A hand icon points to the 'Astra Scheduling Requests' link in the 'Event and Room Scheduling Requests' section.

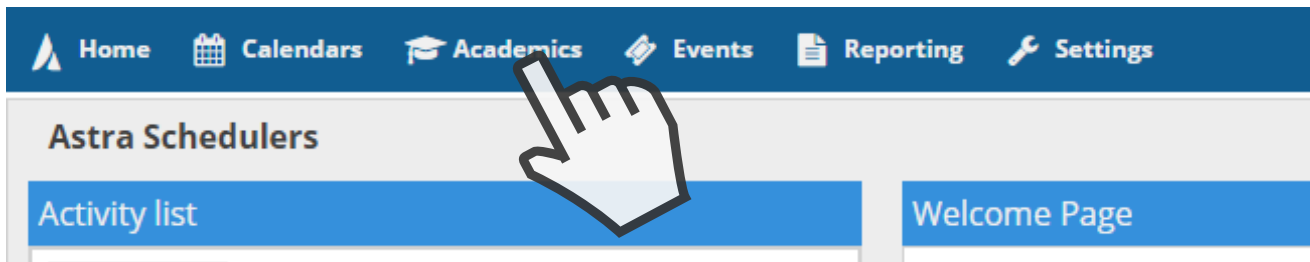
- Once on the main Astra page, you will sign-in with your UTAD by clicking the Sign-In link in the upper right corner.



A screenshot of the Astra Sign In form. The form has a blue header with the text 'Sign In'. Below the header are three input fields: 'User Name:' with a red border and the text 'Username' inside; 'Password:' with a red border and the text 'Password' inside; and 'Remember Me:' with a checkbox. At the bottom right of the form is a blue button with the text 'Sign In'.

Find Courses

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



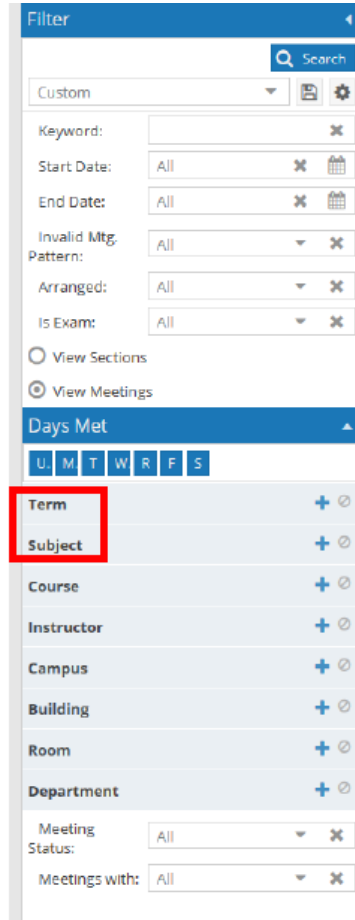
- Selecting **Sections** will bring you to a table of all course sections currently in Astra.

Course	Section	Days Met	Start Date	End Date	Start Time	End Time	Room	Term	Cross-List	Status	Course Offering Id	Same Time Link
ACCT 3100/001	LE	MW	08/27/2...	12/14/2...	11:10 AM	12:30 PM	SB 3160...	Fall 2018		Schedul...	52563	
ACCT 3100/001	LE	MW	01/14/2...	05/03/2...	12:55 PM	02:15 PM	SB 2140...	Spring 2...		Schedul...	22926	
ACCT 3100/001	LE	MW	08/26/2...	12/13/2...	11:10 AM	12:30 PM	SB 3160...	Fall 2019		Schedul...	52563	
ACCT 3100/001	LE	MW	01/21/2...	05/08/2...	11:10 AM	12:30 PM	SB 1160...	Spring 2...	0C	Schedul...	24802	
ACCT 3100/001	LE/...	M	12/10/2...	12/10/2...	12:30 PM	02:30 PM	SB 3160...	Fall 2018		Schedul...	52563	
ACCT 3100/001	LE/...	F	05/03/2...	05/03/2...	12:30 PM	02:30 PM	SB 2140...	Spring 2...		Schedul...	22926	
ACCT 3100/001	LE/...	M	12/09/2...	12/09/2...	12:30 PM	02:30 PM	SB 3160...	Fall 2019		Schedul...	52563	
ACCT 3100/002	LE	MW	08/27/2...	12/14/2...	12:55 PM	02:15 PM	SB 3160...	Fall 2018		Schedul...	52564	
ACCT 3100/002	LE	MW	08/26/2...	12/13/2...	12:55 PM	02:15 PM	SB 3160...	Fall 2019		Schedul...	52564	
ACCT 3100/002	LE	MW	01/21/2...	05/08/2...	12:55 PM	02:15 PM	SB 2140...	Spring 2...	4M	Schedul...	22926	
ACCT 3100/002	LE/...	F	12/14/2...	12/14/2...	12:30 PM	02:30 PM	SB 3160...	Fall 2018		Schedul...	52564	
ACCT 3100/002	LE/...	F	12/13/2...	12/13/2...	12:30 PM	02:30 PM	SB 3160...	Fall 2019		Schedul...	52564	
ACCT 3100/901	LE		08/27/2...	12/14/2...	12:00 AM	12:00 AM	OC DL ...	Fall 2018		Incompl...	53112	
ACCT 3100/901	LE		08/26/2...	12/13/2...	12:00 AM	12:00 AM	OC DL ...	Fall 2019		Incompl...	53112	
ACCT 3100/901	LE/...		01/01/1...	01/01/1...	12:00 AM	12:00 AM	OC DL ...	Fall 2018		Incompl...	53112	
ACCT 3100/901	LE/...		01/01/1...	01/01/1...	12:00 AM	12:00 AM	OC DL ...	Fall 2019		Incompl...	53112	
ACCT 3100/911	LE		05/13/2...	06/21/2...	12:00 AM	12:00 AM	OC DL ...	Summe...		Incompl...	37894	
ACCT 3110/001	LE	TR	08/22/2...	12/16/2...	10:00 AM	11:40 AM	SB 4140...	Fall 2016		Schedul...	46223	
ACCT 3110/001	LE	MW	01/11/2...	05/06/2...	12:00 PM	01:40 PM	SB 3100...	Spring 2...		Schedul...	14049	
ACCT 3110/001	LE	TR	01/09/2...	05/05/2...	12:00 PM	01:40 PM	SB 1100...	Spring 2...		Schedul...	11609	
ACCT 3110/001	LE	TR	08/28/2...	12/15/2...	09:00 AM	10:50 AM	SB 4140...	Fall 2017		Schedul...	46223	
ACCT 3110/001	LE	TR	01/16/2...	05/04/2...	09:00 AM	10:50 AM	SB 4140...	Spring 2...		Schedul...	11609	
ACCT 3110/001	LE	MW	08/26/2...	12/13/2...	09:35 AM	10:55 AM	SB 1160...	Fall 2019		Schedul...	54317	
ACCT 3110/001	LE	MW	01/21/2...	05/08/2...	09:35 AM	10:55 AM	SB 1200...	Spring 2...	6C	Schedul...	23969	

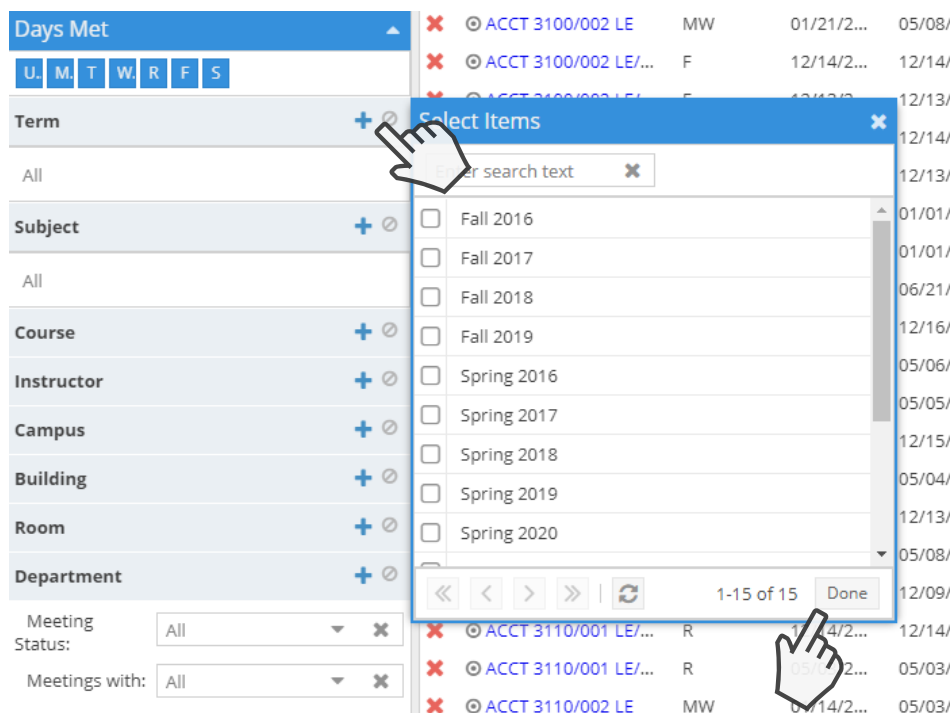
- You will then search for your sections by using the **Filter** tool on the left side of the screen.

Find Courses

- We recommend using the Term, Subject and Course filters.



- To open the filter, click on the blue + sign, select the item and click done.



Find Courses

- 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.

Section List													
+ Add a Section													
	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.

Assigning a Room

- 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.

Save Save and Close Cancel + Add Meeting

Section ACCT 3100 / Financial Acctg and Analysis 001

Section Info

* Subject: ACCT Title: Financial Acctg and Analysis
* Course: 3100 * Campus: UT
* Delivery Method: Standard * Term: Fall 2018
* Section: 001 Part Of Term: 1_201840
Course Offering Id: 52563 SIS Key: 201840_52563

Sandbox Options

Assign All Meetings to Same Room
 Do Not Optimize
 Ignore In Historical Analysis

Max Enrollment: 30
Enrollment: 29

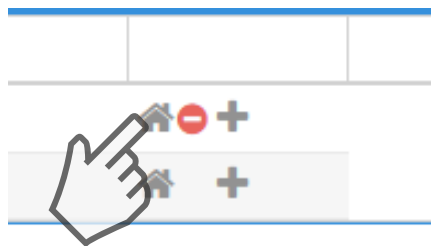
Section Notes

Same Time Info

Meetings

	Meeting Type	Start Time	End Time	Days	Start Date	End Date	Instructor	Status	Room	
+ x	LE	11:10 AM	12:30 PM	MW	08/27/2018	12/14/2018	Green, Karen	Scheduled	SB 3160	House - +
+ x	LE/Exam FSA	12:30 PM	02:30 PM	M	12/10/2018	12/10/2018	Green, Karen	Scheduled	SB 3160	House +

- To assign a room, click the House icon.



- To remove an assigned room, click on the red circle.

Assigning a Room

- 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.

Room	Score	Availability
⊙ SB 3160	64	Selected
⊙ MH 1002	82	Available
⊙ PL 3060	80	Available
⊙ PL 2450	77	Available
⊙ HE 1300B	77	Available
⊙ CC 1090	61	Available
⊙ CC 2170	61	Available
⊙ CC 1320	51	Available
⊙ CC 1300	51	Available

- 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.

Assigning a Room

- 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.

Save Save and Close Cancel Add Meeting

Section ACC / Financial Acctg and Analysis 001

Section Info

*Subject: ACCT Title: Financial Acctg and Analysis
 *Course: 3160 *Campus: UT
 *Delivery Method: Standalone *Term: Fall 2018
 *Section: 001 Part Of Term: 1_201840
 Course Offering Id: 52563 SIS Key: 201840_52563

Sandbox Options
 Assign All Meetings to Same Room
 Do Not Optimize
 Ignore In Historical Analysis

Max Enrollment: 30
 Enrollment: 29

Section Notes

Same Time Info

Meetings

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**

Home Calendars Academics Events Reporting Settings

Section List

Filter

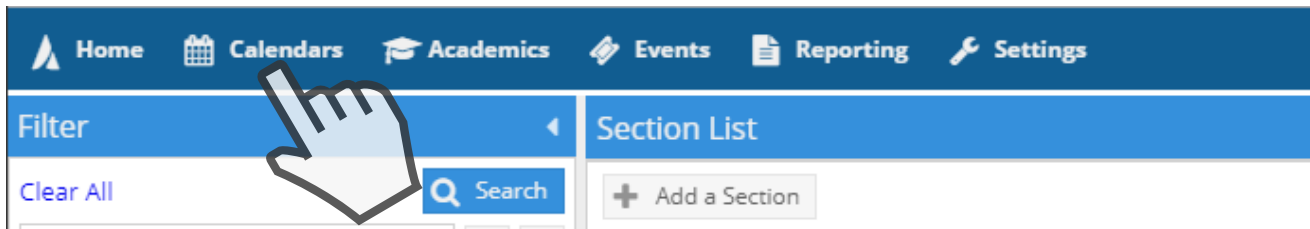
Add a Section

Course/Section *1	Days Met	Start Date	End Date	Start Time	End Time	Room	Term	Cross-List	Status	Course Offering Id	Same Time Link
ACCT 3100/001 LE	MW	08/27/2...	12/14/2...	11:10 AM	12:30 PM	SB 3160...	Fall 2018		Schedul...	52563	
ACCT 3100/001 LE	MW	01/14/2...	05/03/2...	12:55 PM	02:15 PM	SB 2140...	Spring 2...		Schedul...	22926	
ACCT 3100/001 LE	MW	08/26/2...	12/13/2...	11:10 AM	12:30 PM	SB 3160...	Fall 2019		Schedul...	52563	
ACCT 3100/001 LE	MW	01/21/2...	05/08/2...	11:10 AM	12:30 PM	SB 1160...	Spring 2...	OC	Schedul...	24802	
ACCT 3100/001 LE/...	M	12/10/2...	12/10/2...	12:30 PM	02:30 PM	SB 3160...	Fall 2018		Schedul...	52563	
ACCT 3100/001 LE/...	F	05/03/2...	05/03/2...	12:30 PM	02:30 PM	SB 2140...	Spring 2...		Schedul...	22926	
ACCT 3100/001 LE/...	M	12/09/2...	12/09/2...	12:30 PM	02:30 PM	SB 3160...	Fall 2019		Schedul...	52563	
ACCT 3100/002 LE	MW	08/27/2...	12/14/2...	12:55 PM	02:15 PM	SB 3160...	Fall 2018		Schedul...	52564	
ACCT 3100/002 LE	MW	08/26/2...	12/13/2...	12:55 PM	02:15 PM	SB 3160...	Fall 2019		Schedul...	52564	
ACCT 3100/002 LE	MW	01/21/2...	05/08/2...	12:55 PM	02:15 PM	SB 2140...	Spring 2...	4M	Schedul...	22926	
ACCT 3100/002 LE/...	F	12/14/2...	12/14/2...	12:30 PM	02:30 PM	SB 3160...	Fall 2018		Schedul...	52564	
ACCT 3100/002 LE/...	F	12/13/2...	12/13/2...	12:30 PM	02:30 PM	SB 3160...	Fall 2019		Schedul...	52564	
ACCT 3100/901 LE		08/27/2...	12/14/2...	12:00 AM	12:00 AM	OC DL ...	Fall 2018		Incompl...	53112	
ACCT 3100/901 LE		08/26/2...	12/13/2...	12:00 AM	12:00 AM	OC DL ...	Fall 2019		Incompl...	53112	
ACCT 3100/901 LE/...		01/01/1...	01/01/1...	12:00 AM	12:00 AM	OC DL ...	Fall 2018		Incompl...	53112	
ACCT 3100/901 LE/...		01/01/1...	01/01/1...	12:00 AM	12:00 AM	OC DL ...	Fall 2019		Incompl...	53112	
ACCT 3100/911 LE		05/13/2...	06/21/2...	12:00 AM	12:00 AM	OC DL ...	Summe...		Incompl...	37894	
ACCT 3110/001 LE	TR	08/22/2...	12/16/2...	10:00 AM	11:40 AM	SB 4140...	Fall 2016		Schedul...	46223	
ACCT 3110/001 LE	MW	01/11/2...	05/06/2...	12:00 PM	01:40 PM	SB 3100...	Spring 2...		Schedul...	14049	
ACCT 3110/001 LE	TR	01/09/2...	05/05/2...	12:00 PM	01:40 PM	SB 1100...	Spring 2...		Schedul...	11609	
ACCT 3110/001 LE	TR	08/28/2...	12/15/2...	09:00 AM	10:50 AM	SB 4140...	Fall 2017		Schedul...	46223	
ACCT 3110/001 LE	TR	01/16/2...	05/04/2...	09:00 AM	10:50 AM	SB 4140...	Spring 2...		Schedul...	11609	
ACCT 3110/001 LE	MW	08/26/2...	12/13/2...	09:35 AM	10:55 AM	SB 1160...	Fall 2019		Schedul...	54317	
ACCT 3110/001 LE	MW	01/21/2...	05/08/2...	09:35 AM	10:55 AM	SB 1200...	Spring 2...	6C	Schedul...	23969	

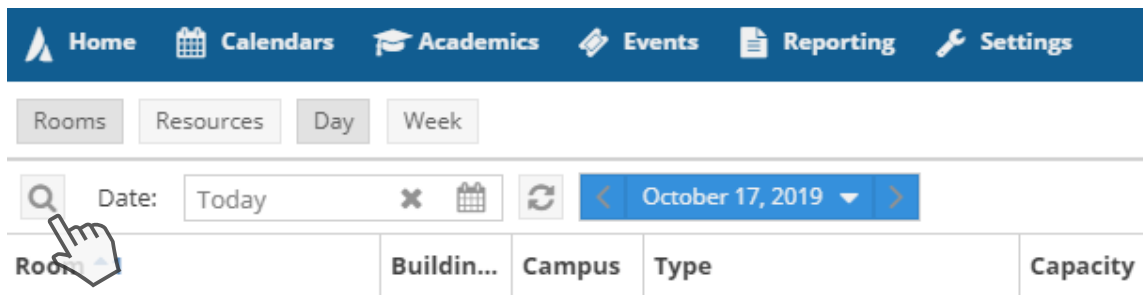
Scheduling Events in Department Controlled Rooms

Scheduling an Event

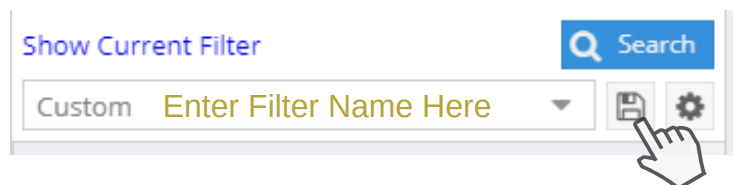
- Open the **Calendars** drop-down from the main tool bar and select **Scheduling Grids**.



- 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.

Setting Filter Options

The screenshot shows a software interface for setting filters. At the top, there are tabs for 'Rooms', 'Resources', 'Day', and 'Week'. Below these are search and date selection options. The main area is divided into 'Location Filters' and 'Resource Filters'. Under 'Location Filters', there are expandable sections for 'Campus', 'Building', 'Room', 'Region', and 'Room Type'. A hand icon points to the blue '+' sign next to the 'Room' filter. Below these filters are input fields for 'Capacity' and 'Between' and 'and' ranges. The 'Resource Filters' section includes 'Resource Type' and 'Resource Category'. A 'Select Items' dialog is open, showing a search box and a list of items with checkboxes. A hand icon points to the checkbox for 'Carter Hall East'. At the bottom right of the dialog, there are navigation arrows and a 'Done' button.

Room	Buildin...	Campus
BAHEC BAHEC	BAHEC	UT
BAHEC ROOM N/A - No R...	BAHEC	UT
BO 0214B - Bowman-Od...	BO	UT
BO 1001 - Bowman-Oddy...	BO	UT

Item
<input type="checkbox"/> Academic Services Center
<input type="checkbox"/> Basic Science Lab Center
<input type="checkbox"/> Bowman-Oddy Laboratories
<input type="checkbox"/> Bryan Area Health Education Center
<input type="checkbox"/> Carlson Library
<input checked="" type="checkbox"/> Carter Hall East
<input type="checkbox"/> Center for Alumni and Donor Engagement
<input type="checkbox"/> Center for Creative Education
<input type="checkbox"/> Center for Performing Arts

- 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.

The 'Event Filters' section is expanded, showing three checkboxes: 'Include Events' (checked), 'Include Setup/Teardown' (unchecked), and 'Include Pre/Post' (unchecked).

The 'Academic Filters' section is expanded, showing one checked checkbox: 'Include Academics'. Below it is a 'Subject' filter with a blue '+' sign and a close icon.

Creating an Event

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

Room ^1	Buildin...	Campus	Type	Capacity	06:00 AM	07:00 AM	08:00 AM	09:00 AM	10:00 AM	11:00 AM	12:00 PM	01:00 PM	02:00 PM	03:00 PM
BO 1049 - Bowman-Oddy...	BO	UT	Classroom	100			BIOL 2150		CHEM 331 CHEM 331			ECON 1200/00	CHEM 1100/00	
BO 1059 - Bowman-Oddy...	BO	UT	Classroom	100				EEES 1010/003		PSY 2200/001		BIOL 2150/002 - Fur		

- 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.

Create Event [X]

Single Multiple Recurring

Start Time: 12:00 PM End Time: 12:00 PM

Start Date: 10/17/2019 End Date: 10/17/2019

Event Name: [X]

Room: Bowman-Oddy Laboratories 1049 - Bowman-Oddy [X] [Clock] [Home]

Event Type: Select... [X]

Contact: Select... [X] [Create]

Customer: Select... [X] [Create]

[More Options](#) [Save and Send Notification] [Save] [Cancel]

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.