

UNIVERSITY OF HOUSTON REGISTRAR'S OFFICE USER GUIDE

AD ASTRA NAVIGATION FOR COURSE SCHEDULERS

Description: This user guide shall be used for navigation through the areas of Ad Astra. New efficiencies on how to improve this procedure are welcome. This procedure assumes the user has appropriate security setup in Ad Astra based on their College/Department. Any questions regarding access to Ad Astra or this procedure should be brought to the attention of the Associate Registrar for Classroom Utilization and Management. Should updates be needed, this procedure is housed in the RAR Shared Drive at the following location: Registration and Academic Records > Shared Documents > Class Scheduling > Procedures > AD ASTRA NAVIGATION FOR COURSE SCHEDULERS.

Note: **Security role assignments are required for schedulers and provided by RAR.** The ability to edit certain actions in Ad Astra will shift at times for course schedulers depending on the time of academic year and the phase of the schedule book process. There will be times when the scheduler will not be able to edit any room locations (during RAR optimization) or have access to GP classrooms to place classes in an area other than their region. To view the details of this process, please go to the Class Schedule Development Guide (located on the Ad Astra Training website), turn to the Ad Astra section, and look for "The Course Scheduling Cycle" section.

SECTION 1: Accessing the Ad Astra Tool

PART 1: Website URL's. Page 2

PART 2: Login Credentials. Page 3

SECTION 2: Components of Ad Astra Website

PART 1: Ad Astra basic layout summary. Page 4

PART 2: Scheduling Calendars link layout summary. Page 5

PART 3: Available Rooms link layout summary. Page 10

PART 4: Academics tab layout summary. Page 15

PART 5: Resources tab layout summary. Page 21

PART 6: Events tab layout summary. Page 28

PART 7: People tab layout summary. Page 29

PART 8: Reporting tab layout summary. Page 30

SECTION 1: Accessing the Ad Astra Tool

PART 1: Website URL's. *Open* the following websites to access Ad Astra:

Production- <https://astraschedule.uh.edu/Astra00730/Portal/GuestPortal.aspx>

The production site manages live information on academics/events and is where you will spend most of your time updating room locations for your courses as appropriate. You are able to access Ad Astra via this web address using any web browser, tablet (iPad), or smart phone that has access to the internet, but you must have security set-up with RAR.

Note: If you need to practice in Astra or to train, please visit the development website of Ad Astra found here:

Development- <http://psastra1d.uhs.uh.edu/Astra00730d/Portal/GuestPortal.aspx>. The development site is strictly a practice site you can use without fear as you learn Ad Astra or try new actions in the future. To use the development site, you must have security set up and either be on campus or VPN/remote access to your work computer as it is behind the UH firewall.

In either the production or development websites, should you click on something that you do not have the security to view or if an error occurs, click on the "University of Houston" logo (as seen in the picture below) to get back to the home page.



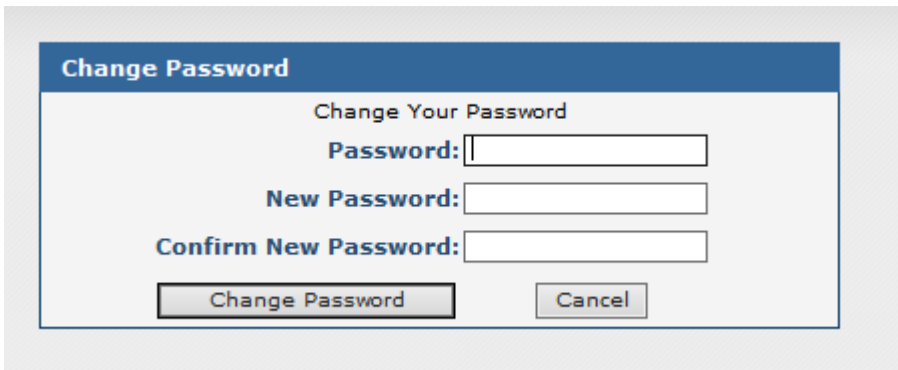
PART 2: Login Credentials. The first time you login to Ad Astra, your login credentials will be as follows:

“User Name” – *type* your seven digit employee ID number.

“Password” – *type* your seven digit employee ID number.

Click “Log In”.

During your initial visit, you will be prompted to change your password (image below). From this screen, *type* your seven digit employee ID number again under “Password” and *type* your new password under “New Password”/“Confirm New Password”. There is no specific format to this new password. However, it cannot be the same as your employee ID number again. *Click* “Change Password” once you are ready to complete.

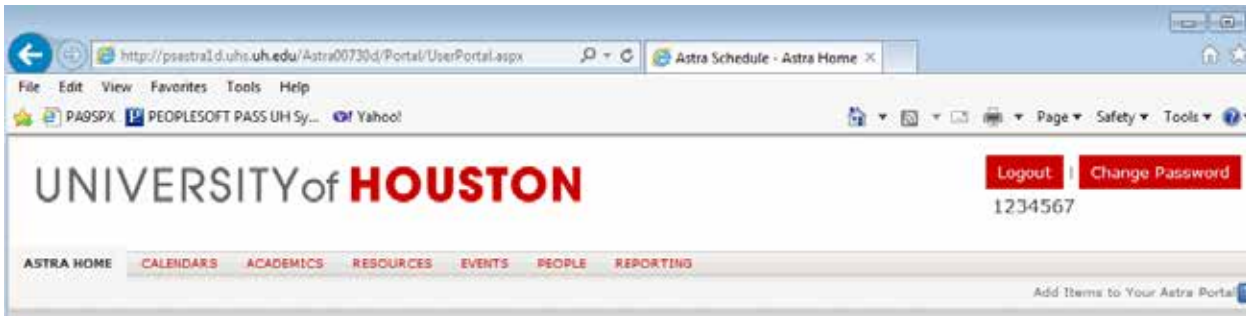


The image shows a 'Change Password' dialog box. It has a blue header with the text 'Change Password'. Below the header, the text 'Change Your Password' is centered. There are three input fields: 'Password:', 'New Password:', and 'Confirm New Password:'. At the bottom, there are two buttons: 'Change Password' and 'Cancel'.

Note: If you fail to remember your login information in the future, please contact RAR for assistance. *Click* “Change Password” once you are ready to complete.

SECTION 2: Components of Ad Astra Website

PART 1: Now that you are logged in, *locate* the different tabs available for a course scheduler to choose from as shown below:



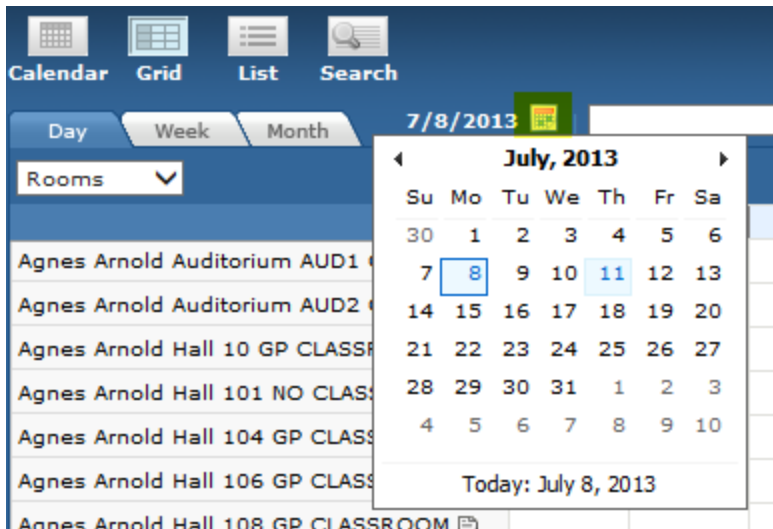
- A. Astra Home- May provide important date reminders, top 5 favorite report links, and other shortcuts. This feature will be implemented in a future installation.
- B. Calendar- Provides a listing of every scheduled event in the system and also allows you to filter specific areas or features, search for available rooms, etc.
 - "Scheduling Calendars" Link
 - "Available Rooms" Link
- C. Academics- Provides a viewable listing of every course offered by the University of Houston from the Spring 2013 term forward. Colleges/Departments will only have the ability to edit room locations of courses that belong to their College/Department. Filtering via term, subject, course, instructor, building, room, etc. is also available.
 - "Sections" Link
- D. Resources- Provides a list of every building and room that has ever been used for class scheduling at some point. Therefore, not all rooms on campus are present. However, as the need arises new buildings and rooms can easily be added into Astra as scheduling needs are approved.
 - "Rooms" Link
- E. Events- Provides a view only list of all events currently scheduled in Astra 7.5.
 - "Events" Link
- F. People- Provides a view only list of the "People" (users like you) and "Customers" (only used for events) that have been entered into Astra 7.5.
 - "People" Link
- G. Reporting- Astra 7.5 came with over 130 canned reports. Some reports are not related to academic scheduling at all, but access to view and run all reports is currently available to you should you have an appropriate use/need.
 - "Reports" Link

PART 2: *Locate* and *click* on the “Calendar” tab and then the “Scheduling Calendars” link.

UNIVERSITY of HOUSTON



- A. Once you enter the calendar, *verify* you are looking at the correct day(s). Astra always defaults to the current day. If you need to update your view to a different day, *click* the calendar icon highlighted in yellow and click on the appropriate day.

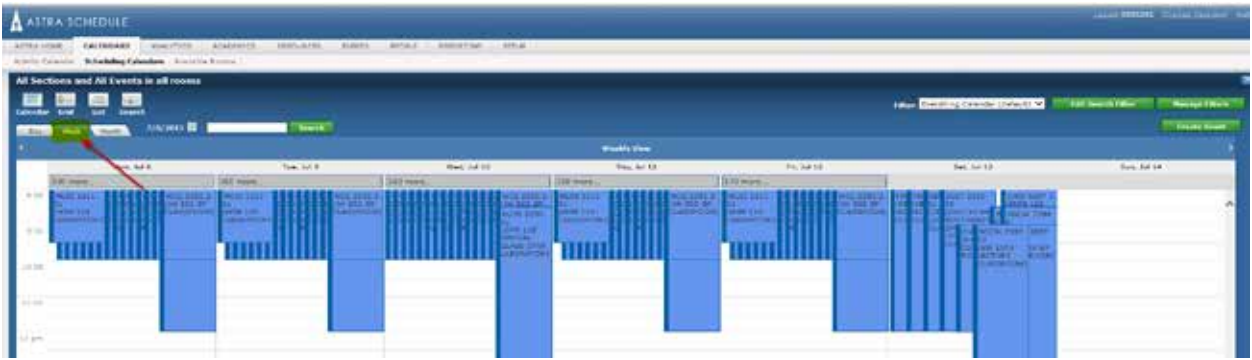


- B. There are many different views the scheduling calendar can take. As the UH campus is so large, some options are more efficient than others. Here is what is available:
- Day, Week, or Month- The Astra calendar will default to a day view, but you have the option to change the view of weekly or monthing by clicking one of the following tabs highlighted in yellow.

DAY



WEEK (Recommended View)



MONTH

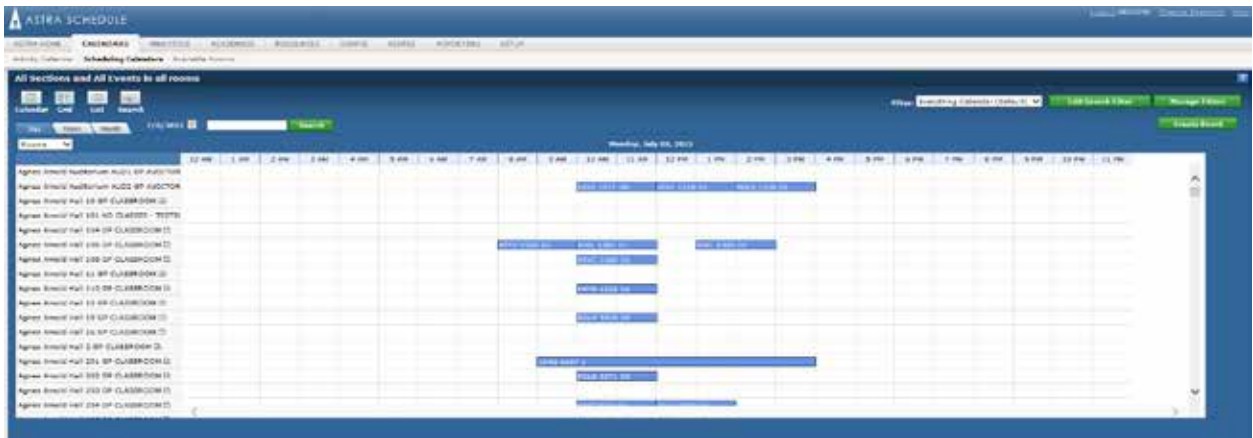


- b. Calendar, Grid, or List- The Astra calendar will default to a calendar view, but you have the option to change the view of of a grid or a list by clicking one of the following tabs highlighted in yellow.

CALENDAR

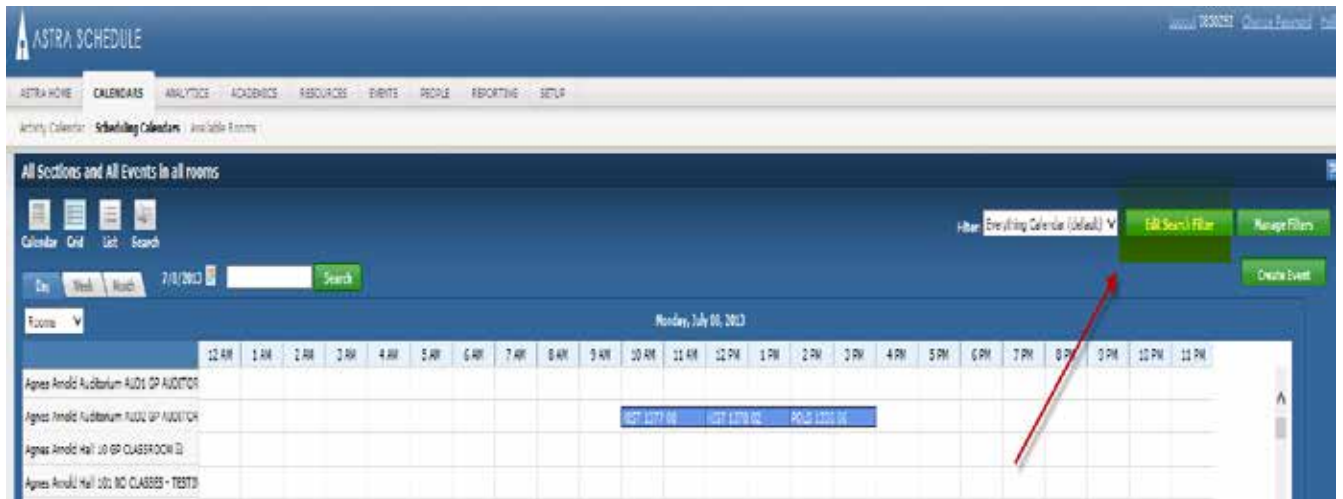


GRID (Recommended View)

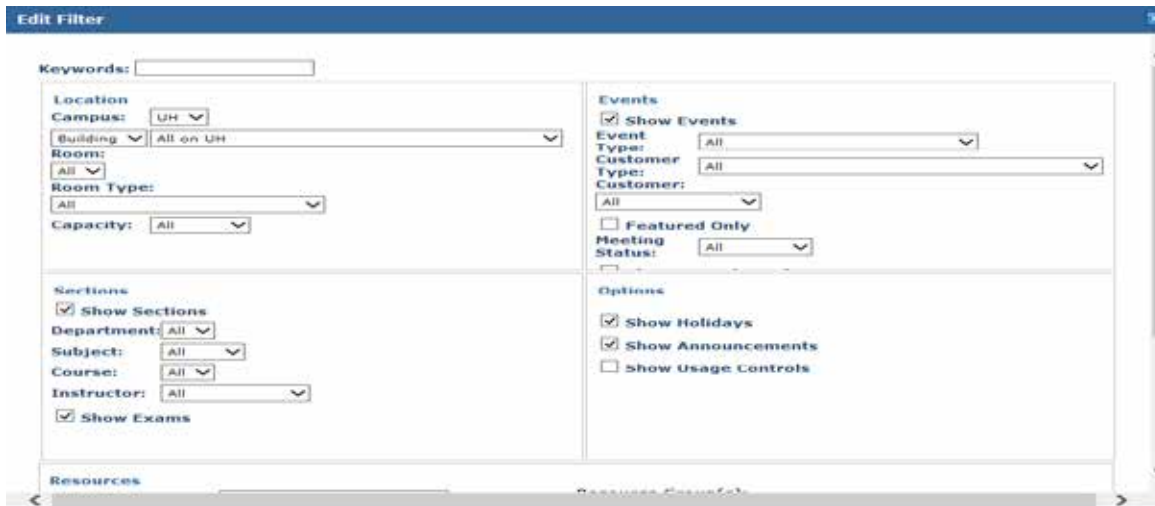


LIST (No Example Provided as View is Not Recommended)

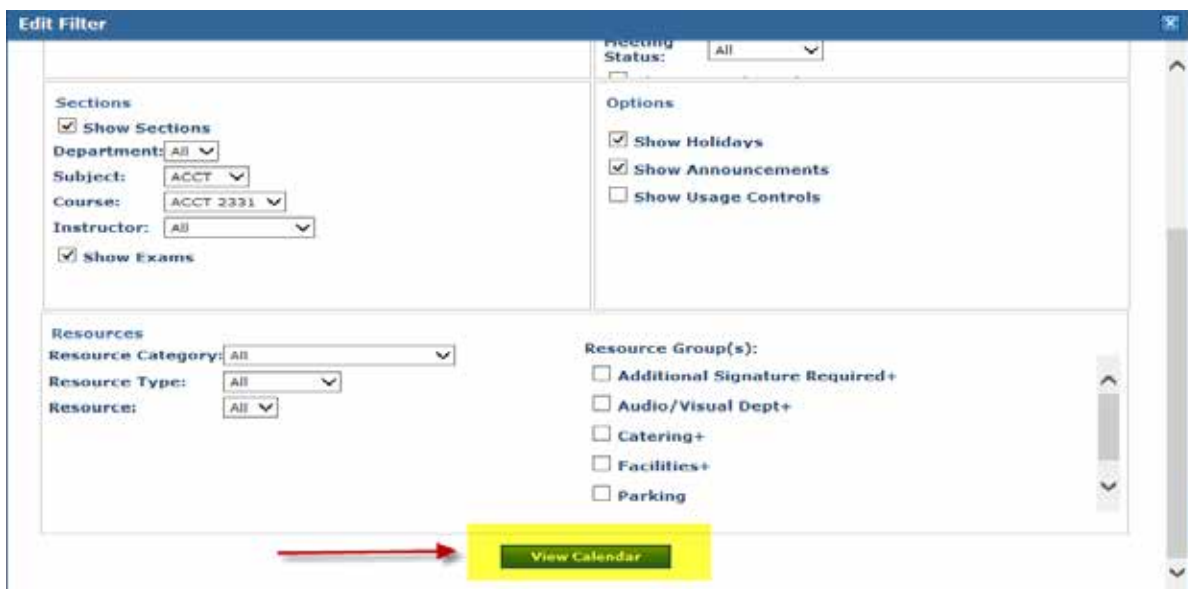
- C. As there are so many academic class and events listed, *click* on the “Edit Search Filter” to narrow down selections.



- a. Once the filter is open, *select* all appropriate items you wish to filter by:
- Building.
 - Region.
 - Room.
 - Room Type.
 - Capacity.
 - Section (Academic).
 - Department (Not Used).
 - Subject (ACCT, ECON, etc.)
 - Course (Must choose subject to used item. ACCT 2331, etc.)
 - Instructor.
 - Resource (Not Currently Used).
 - Events.

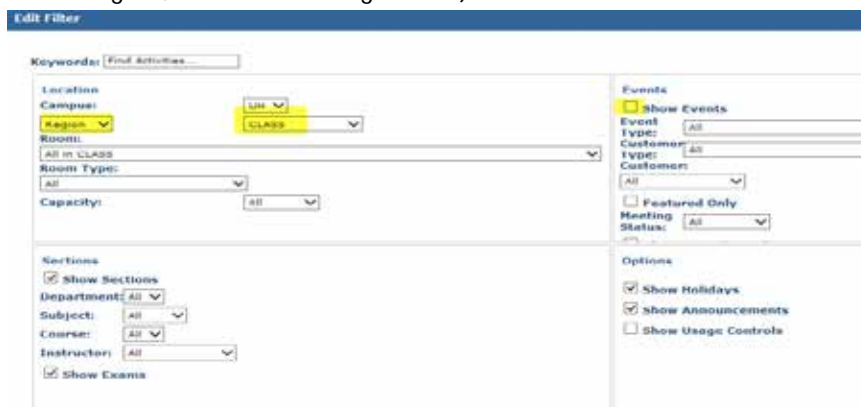


b. Once all appropriate items selected, *click* "View Calendar" to populate results.

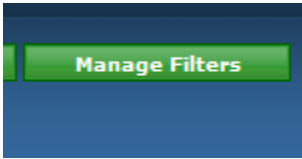


D. You can also setup a filter in the calendar area to have the same preferred view every time you enter the calendar area (ideal if you only care about a specific region of campus). To create a filter, *take* the following actions:

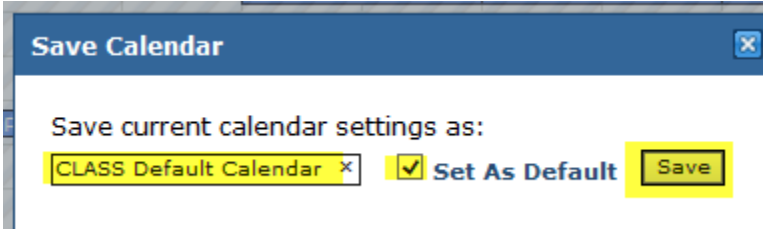
a. *Create* the view you prefer (example: Grid view selected, Weekly view selected, with filter set to the CLASS region, and not showing events).




- b. Click on "Manage Filters" in the top right portion of your screen.



- c. Type the name you wish your default calendar view to have, and click on "Set As Default", and click save.



- d. To delete a filter, click on "Manage Filters" again, and click on the red stop sign.

Calendar	Status
CLASS Default Calendar	Default 

PART 3: Please *Locate* and *click* on the "Calendars" tab and then click the "Available rooms" link.

UNIVERSITY of HOUSTON

ASTRA HOME **CALENDARS** ANALYTICS ACADEMICS RESOURCES EVENTS P

Activity Calendar | Scheduling Calendars | Available Rooms |

Calendars

Enterprise Calendars

- Activity Calendar**
View activity calendar.
- Scheduling Calendars**
View daily, weekly or monthly calendars, resource grids and activity lists.
- Available Rooms**
Search for available rooms and resources.

Note: If you already have the "Scheduling Calendars" link open, then you can just *click* on the "Available Rooms" link or the "Search" box to enter the same location.

UNIVERSITY of HOUSTON

ASTRA HOME **CALENDARS** ANALYTICS ACADEMICS RESOURCES EVENTS PEOPLE REPORTING

Activity Calendar | **Scheduling Calendars** | Available Rooms |

All Sections and All Events in all rooms

Calendar Grid List **Search**

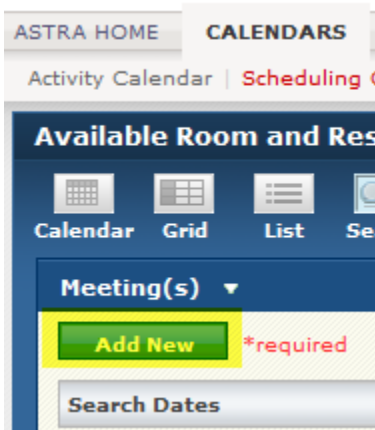
Day Week Month 8/15/2013 Search

Daily View

Thursday, August 15, 2013

Time	Room
8:00	
9:00	Grad Orientation (AAA AUD1 GP AUDITORIUM CLASSROOM) Transfer Student Conference-CLASS - AA (AAA AUD2 GP AUDITORIUM CLASSROOM) HDCS - class (CAM 105 GP CLASSROOM)
10:00	Transfer Transfer Transfer

- A. Once you enter the available room tool, *click* on the green “Add New” box to enter the date(s) and time that you need.



- B. Please *type* out all the appropriate meeting time and date information that you are specifically needing a space for. There are two different areas to enter information. One is for a single meeting and the other is for recurring meetings. When you have entered all appropriate information, *click* ok.

Note: The example below selected a single meeting start/end time and date. You may use the tab and/or arrow keys on your keyboard or simply type and use your mouse to click each box if you prefer.

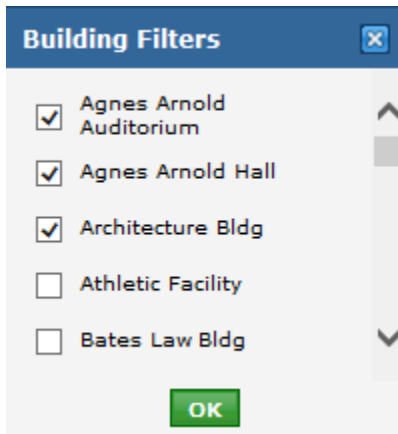
A screenshot of a dialog box titled 'Add Meeting'. The dialog has a blue header with a close button. There are two radio buttons: 'Single Meeting' (selected) and 'Recurring Meeting'. Under 'Single Meeting', there are four input fields: 'Start Time: 01:00 PM', 'End Time: 02:00 PM', 'Start Date: 8/15/2013', and 'End Date: 8/15/2013'. Each field has a small calendar icon. Under 'Recurring Meeting', there are 'Start: 12:00 AM' and 'End: 12:00 AM' fields. Below that is a 'Day Pattern' section with radio buttons for 'Daily', 'Weekly', 'Monthly', and 'Yearly'. The 'Daily' option is selected, and it has a sub-section with 'Every 1 day(s)' and 'Every weekday'. Below that is a 'Date Range' section with 'Start Date: 8/15/2013' and 'End After: 1 occurrences' selected. There are also 'End Date: 8/15/2013' and 'End Date' fields. At the bottom, there are 'OK' and 'Cancel' buttons, with 'OK' highlighted in yellow.

- C. Now you are ready to narrow down the possible room locations that are open by using the filter options. This is not required, but as the campus is so large, filtering down your results may be needed. You may click the edit (pencil) icon for each of the following filters or type a capacity:

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 <input type="text"/> and <input type="text"/>	

- Campus- Always UH.
- Building- Any building used for scheduling academic sections or currently approved for scheduling events using Ad Astra. You may *select* as many buildings as you wish, and *click "ok"*.

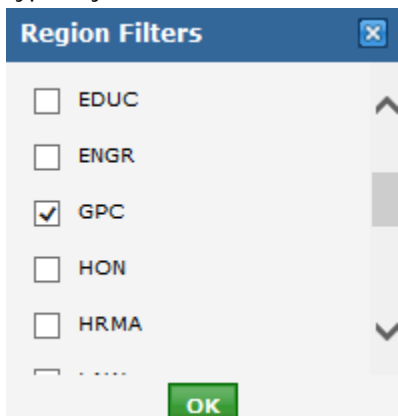


Building Filters

- Agnes Arnold Auditorium
- Agnes Arnold Hall
- Architecture Bldg
- Athletic Facility
- Bates Law Bldg

OK

- Region- This feature is typically used by schedulers as each code represents a specific college or department. However, the GPC region (General Purpose Classrooms) may be useful as most events scheduled in Astra typically land in one of these rooms).

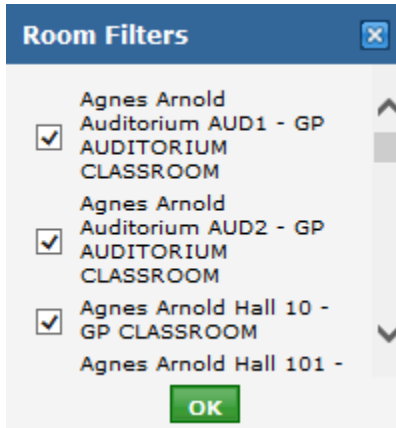


Region Filters

- EDUC
- ENGR
- GPC
- HON
- HRMA
-

OK

- d. Room- If you have a few specific rooms in mind, then this is the right filter for you. You may *select* as many rooms as you wish, and *click* "ok".

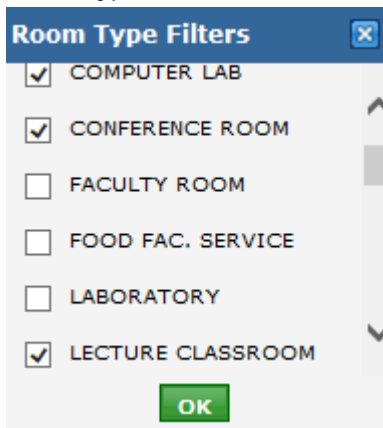


Room Filters

- Agnes Arnold Auditorium AUD1 - GP AUDITORIUM CLASSROOM
- Agnes Arnold Auditorium AUD2 - GP AUDITORIUM CLASSROOM
- Agnes Arnold Hall 10 - GP CLASSROOM
- Agnes Arnold Hall 101 -

OK

- e. Room Type- Auditorium, Lecture Classroom, Laboratory, Conference Room, etc.

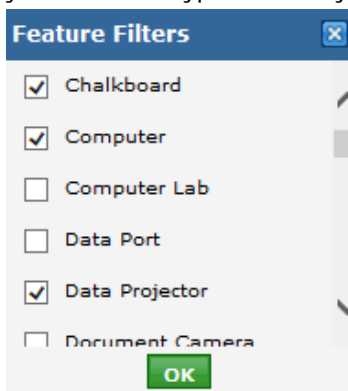


Room Type Filters

- COMPUTER LAB
- CONFERENCE ROOM
- FACULTY ROOM
- FOOD FAC. SERVICE
- LABORATORY
- LECTURE CLASSROOM

OK

- f. Feature- If you need a room with a data projector, a computer station for power point presentation, prefer whiteboards over chalkboards (or vice versa), etc., then investigate all the features we have to assist getting you the exact type of room you need.



Feature Filters

- Chalkboard
- Computer
- Computer Lab
- Data Port
- Data Projector
- Document Camera

OK

- g. Capacity- Finds you rooms with the seating capacity you are look for. Please note that if you pick a capacity between 1 and 75, the results will only show rooms with a capacity of 1 to 75. For example, if you are looking for a room that seats 75, be sure to pick a max capacity large enough to provide you with multiple options, such as a max capacity of 120 which would still reach a 60% utilization score. In other words, rooms with capacities above 75 would not show up if you select only 1 to 75. Instead choose 1 to 120 for more options or whatever is appropriate for your needs.

Note: At this time we do not use the "Equipment and Services" area filters.

D. After all appropriate filters are selected, please *click* on green search button to view all open room possibilities.

Meeting(s) ▾

Add New → 1st: Add new meeting time by clicking "add New".

Search Dates
Thu 8/15/2013 01:00 PM - 02:00 PM

Search Filters ▾

Search For: Locations ▾

Locations

Field	Filter	Edit
And Campus	Any	
And Building	Any	
And Region	Equals GPC	
And Room	Any	
And Room Type	Any	
And Feature	Any of Chalkboard, Computer, Data Projector	
And Capacity	Between <input type="text" value="1"/> and <input type="text" value="120"/>	

2nd: Select all appropriate filters.

Search Results

Event ▾ 3rd: Click Search. **Search** **Print** **Create Event**

Room	Capacity	Room Type
<input type="radio"/> Agnes Arnold Hall 10 GP CLASSROOM	42	LECTURE CLASSROOM
<input type="radio"/> Agnes Arnold Hall 104 GP CLASSROOM	94	LECTURE CLASSROOM
<input type="radio"/> Agnes Arnold Hall 106 GP CLASSROOM	73	LECTURE CLASSROOM
<input type="radio"/> Agnes Arnold Hall 108 GP CLASSROOM	73	LECTURE CLASSROOM
<input type="radio"/> Agnes Arnold Hall 11 GP CLASSROOM	40	LECTURE CLASSROOM
<input type="radio"/> Agnes Arnold Hall 110 GP CLASSROOM	102	LECTURE CLASSROOM
<input type="radio"/> Agnes Arnold Hall 12 GP CLASSROOM	40	LECTURE CLASSROOM

4th: Review all results to meet room space needs.

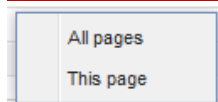
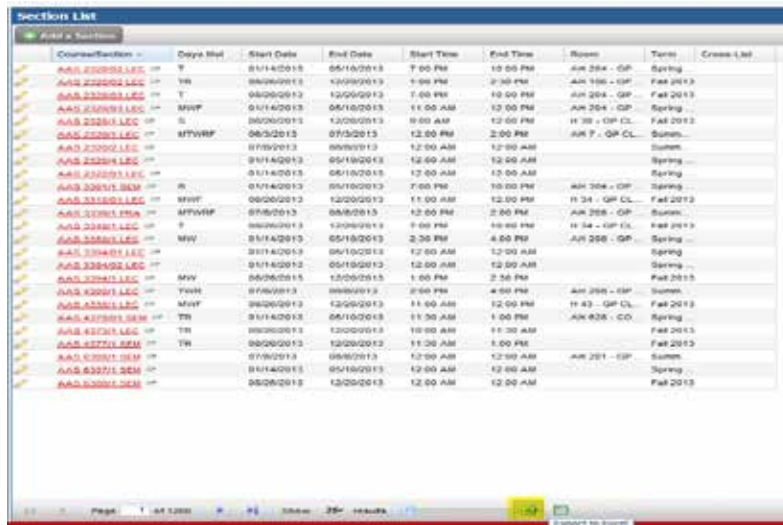
Note: Schedulers may use the recurring feature to possibly look for open rooms for seminars or even classes. Other staff, faculty, and eventually even students can use this feature to search for an open room prior to requesting an event space. You may even print your possible space for future reference, but note that updates are made constantly in the Astra Scheduler.

PART 4: *Locate* and *click* on the “Academics” tab and then the “Sections” link.

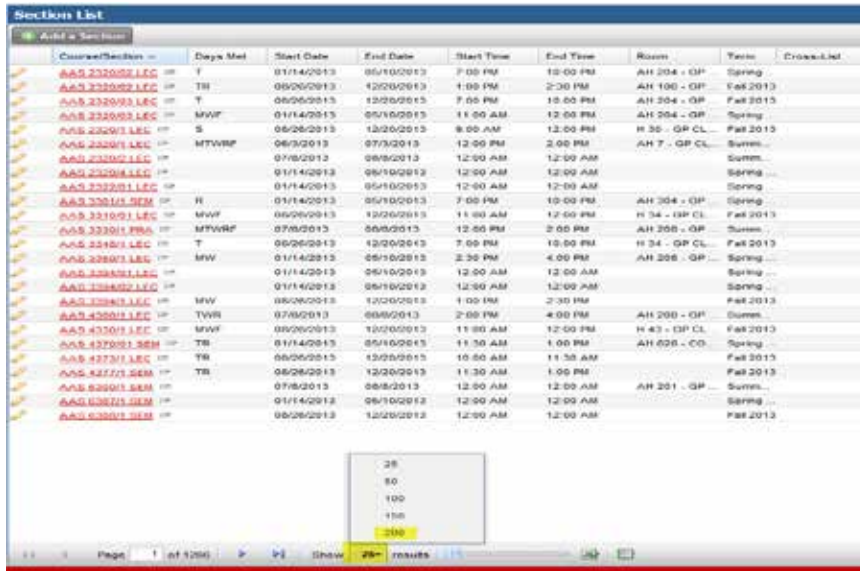
A. To scroll from page to page, *click* on the arrow symbols as appropriate as seen highlighted in yellow below.



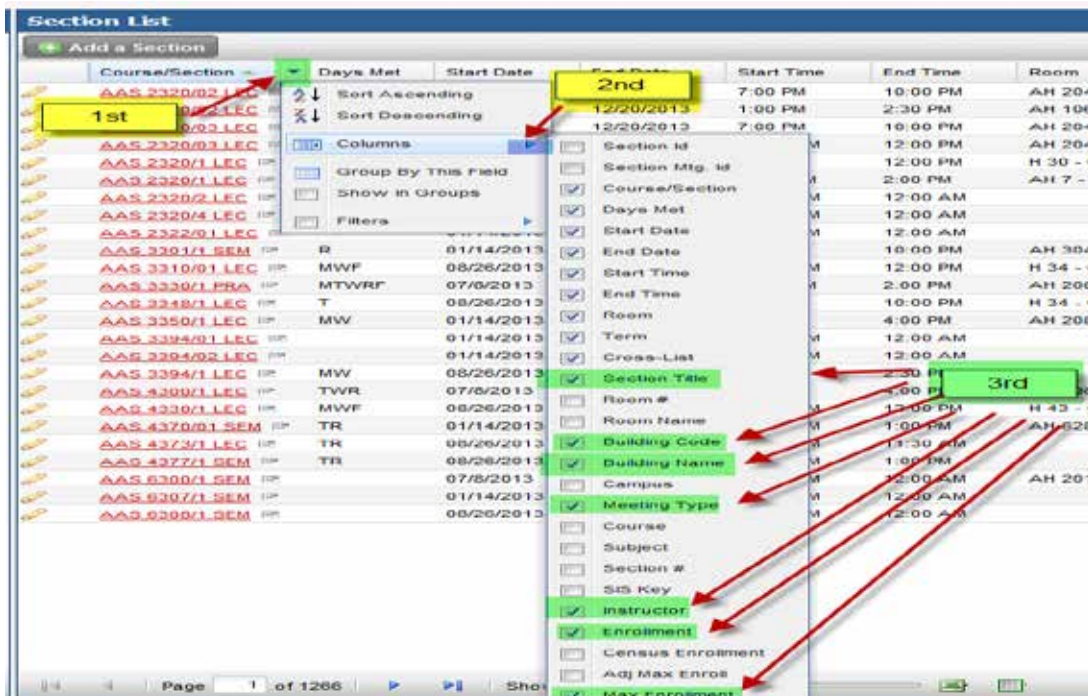
B. You have the ability export the data you are viewing from this screen (current page or all pages). To do so, *click* the excel icon next to the bottom/center of this page. Then click on “All pages” or “This page” depending on your need.



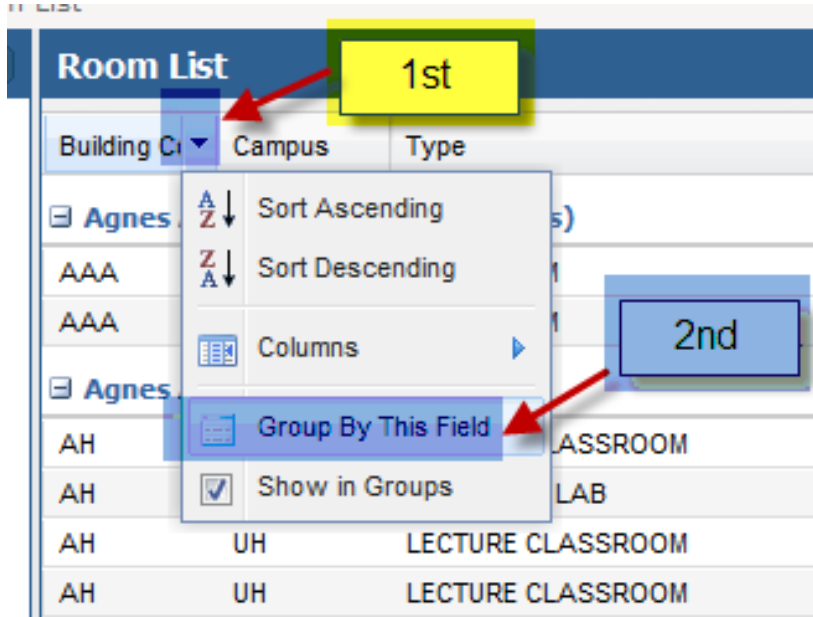
- C. Initially, Ad Astra only lists 25 course sections per page. Ad Astra allows up to 200 records per page. To allow for more records per page, *click* on the drop down at the bottom/center of the page next to the word "Show". Now *click* on the desired number of records you wish to see (25, 50, 100, 150, or 200).



- D. You have the ability to add additional columns and/or group your list by a specific field. To start, your list will initially only show Course/Section, Days Met, Start Date, End Date, Start Time, End Time, Room, Term, and Cross-List. It is suggested that you to add Section Title, Building Code, Building Name, Meeting Type, Enrollment, and Max Enrollment fields to your default list (leave "Section Id, Section Meeting Id, SIS Key, Adj Max Enrollment, and Census Enrollment" unchecked). To do so, take the following actions:
- First, *click* on the drop down arrow next to any field in the list (Example: Place mouse icon over "Course/Section" and *click* on drop down arrow that appears.)
 - Second, *click* on the "Columns" arrow.
 - Third, *click* on the extra fields that you feel is appropriate.

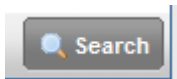


- d. After all fields are listed that you wish, you now have the option to group the list by an individual field. To do so, *click* the drop down arrow on the field you wish to group by and then *click* on “Group By This Field”.



Note: To undo any items selected, follow the same steps and *unlick* what you chose previously to go back to the original view.

- E. The “Filter” option is available for use on the left side of the page. You must click the check box for all filters you are interested in applying and click search at the bottom of the screen to produce results.

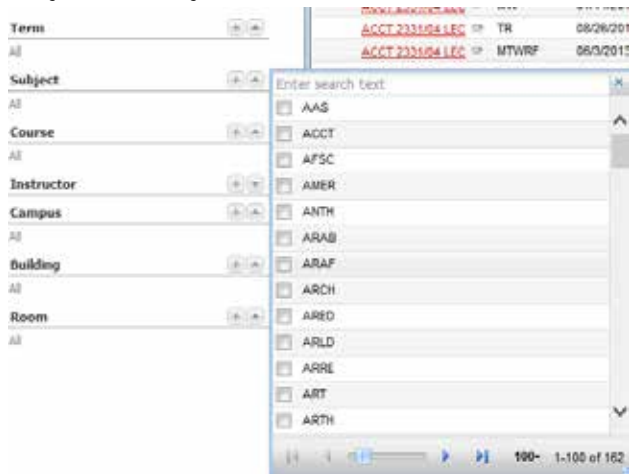


Your “Filter” options are:

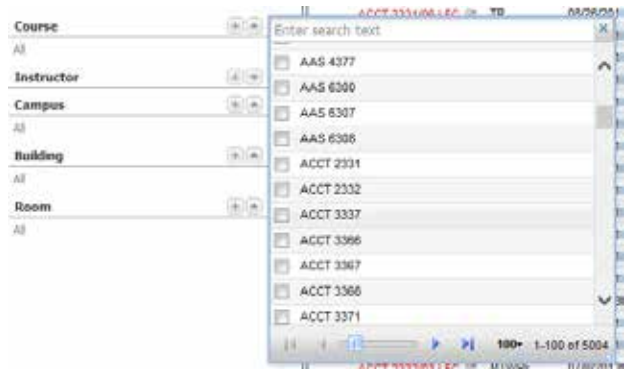
- Keyword- You type text here to narrow down choices (Ex: *Type ACCT and click search*).
- Start Date.
- End Date.
- Days Met- If you only want to see classes held on a specific day or days, then use this filter.
- Invalid Mtg. Pattern- Not currently used.
- Arranged- Not currently used.
- Is Exam- Not currently used.
- View Section- Not currently used.
- View Meeting- Always use as default.
- Term- All terms from Spring 2013 forward will be available.



k. Subject- All Subject codes for courses created in PeopleSoft listed.



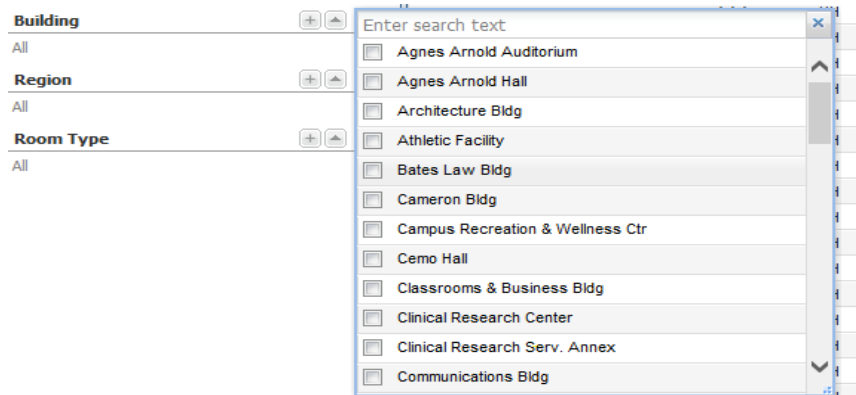
l. Course- All courses created in PeopleSoft listed.



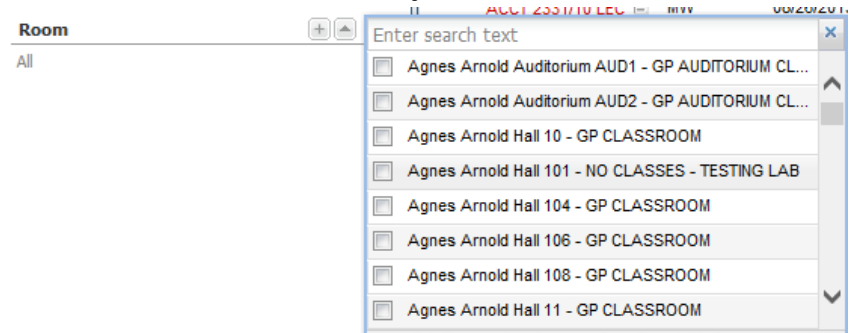
m. Instructor.

n. Campus- Always defaults to UH.

o. Building- Provides check box of every building in Astra.

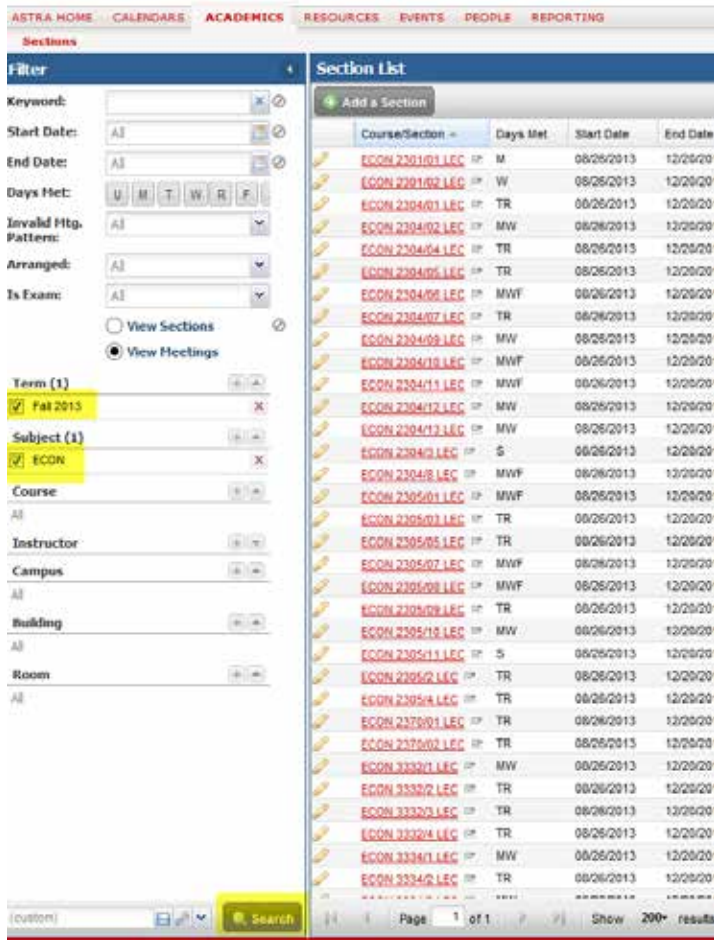


p. Room- Provides check box of every room in Astra.



F. If you have a certain set of subjects, courses, buildings, rooms, etc. you wish to be your default view every time, you have the option to create multiple filters and set a default. Having a filter for each term may come in handy. To better explain, let's act as if you are a scheduler in charge of only Economics courses for the Fall 2013 term and you want that set as your **default** view when you open this screen each time. To do so, *take* the following steps:

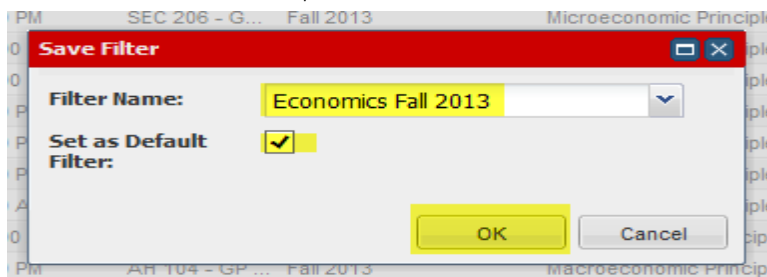
a. *Select* the appropriate filters and click search.



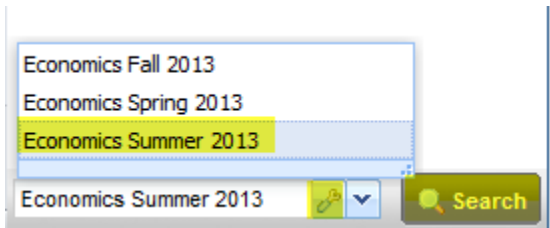
b. At the bottom left of the screen, *click* on the save disk icon.



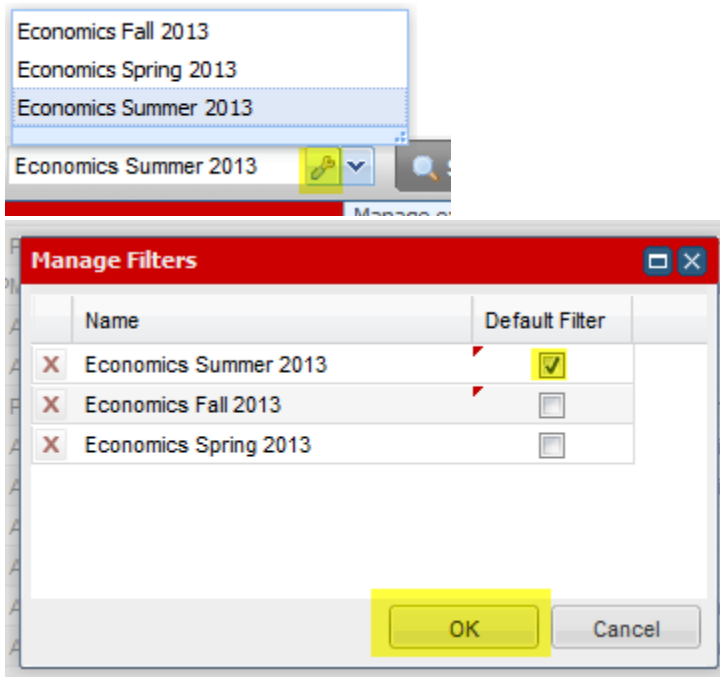
c. *Type* any name you like to identify your filter (in this example for Economics Fall 2013 classes only), *click* on "Set as Default Filter", and *click* ok.



- d. You may now select other criteria and create as many additional filters as you like without selecting the “Set as Default Filter”. Again, when you open this screen your default filter will automatically open. To open an additional filter you created, *click* the appropriate down arrow on the bottom left of your screen as highlighted below, *click* the desired filter name, and finally *click* search to view your desired results.

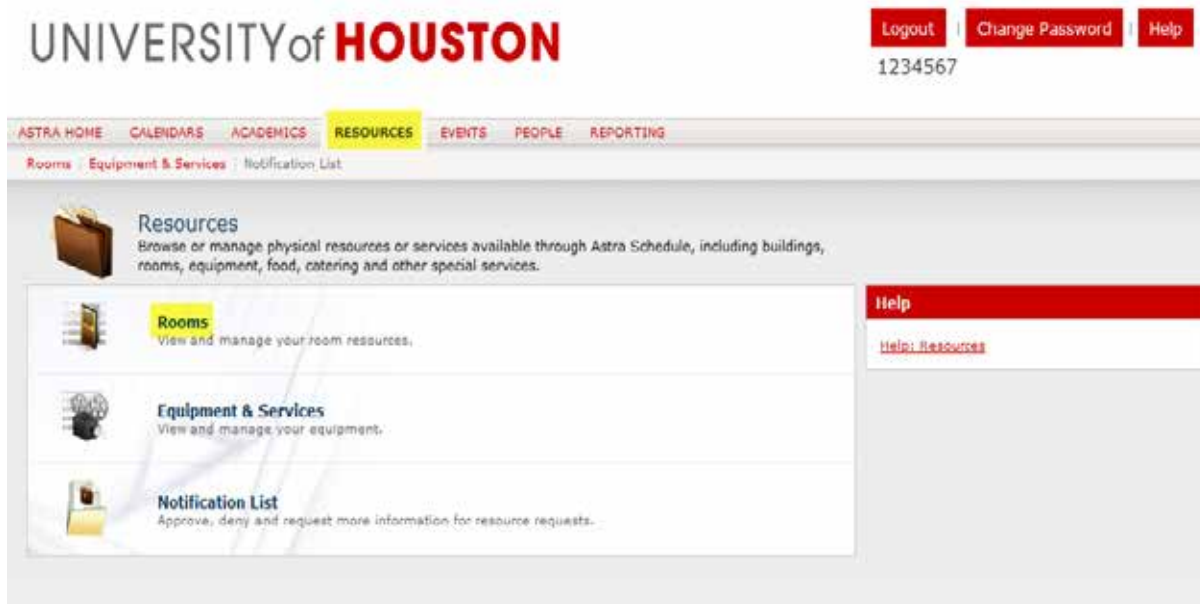


- e. To change the default filter to another previously created filter, *click* the wrench icon as seen below, *click* the appropriate check box of your preferred default filter, and *click* ok.

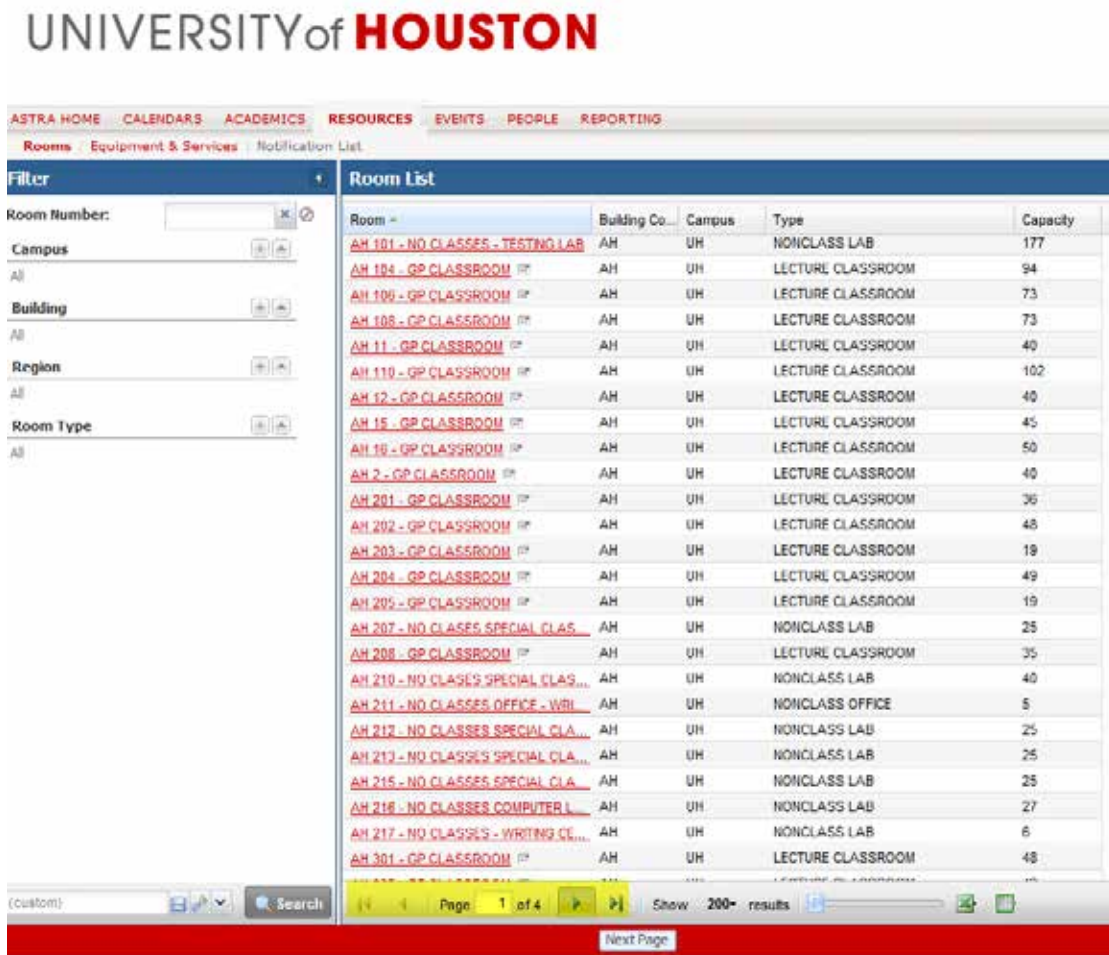


Note: If needed, *click* on the red X from this screen to delete a previously created filter.

PART 5: *Locate* and *click* on the “Resources” tab and then the “Rooms” link.



A. To scroll from page to page, *click* on the arrow symbols as appropriate as seen highlighted in yellow below.



B. You have the ability export the data you are viewing from this screen (current page or all pages). To do so, *click* the excel icon next to the bottom/center of this page. Then click on “All pages” or “This page” depending on your need.

The screenshot shows the 'Room List' interface in Ad Astra. The table displays various rooms such as 'A 102 - CLASSROOM ASSEMBLY TH', 'AAA AUD1 - GP AUDITORIUM CLASS', and 'AHL 109 - LECTURE CLASSROOM'. The 'Show' dropdown at the bottom center is set to '200'. To the right of the table, there is a button labeled 'Export to Excel' with a dropdown menu showing 'All pages' and 'This page'.

A. Initially, Ad Astra only lists 25 items/records/rooms per page. Ad Astra allows up to 200 records per page. To allow for more records per page, *click* on the drop down at the bottom/center of the page next to the word “Show”. Now *click* on the desired number of records you wish to see (25, 50, 100, 150, or 200).

This screenshot shows the same 'Room List' page, but with the 'Show' dropdown menu open. The menu lists options for 25, 50, 100, 150, and 200 records per page. The '200' option is currently selected and highlighted in yellow.

B. You have the ability to add additional columns and/or group your list by a specific field. To start, your list will initially only show Room, Building code, Campus, Room Type, and Capacity. It is suggested that you to add Building Name, Name, Number, and Description fields to your default list (leave “Room Id” unchecked). To do so, take the following actions:

- First, *click* on the drop down arrow next to any field in the list (Example: Place mouse icon over “Room” and *click* on drop down arrow that appears.)
- Second, *click* on the “Columns” arrow.
- Third, *click* on the extra fields that you feel is appropriate (Room ID is internal to the Astra database and unusable for your needs).

Room List

Room	Building Co...	Building Name	Campus	Type	Capacity	Name	Number	Description
A 100 - CLASSROOM ASSEMBLY THEATRE			2nd	THEATRE	1030	CLASSRO...	160	CLASSROOM ASSEMBLY THEATRE, ...
AAA AUDITORIUM CLASSROOM				AUDITORIUM	519	GP AUDIT...	AUD1	GPC AUDITORIUM CLASSROOM AUD1
AAA AUDITORIUM CLASSROOM				AUDITORIUM	383	GP AUDIT...	AUD2	GPC AUDITORIUM CLASSROOM AUD2
AGL 109 - LECTURE CLASSROOM				LECTURE CLASSROOM	20	LECTURE ...	109	LECTURE CLASSROOM
AH 10 - GP CLASSROOM				LECTURE CLASSROOM	42	GP CLASS...	10	GENERAL PURPOSE CLASSROOM
AH 101 - NO CLASSES - TESTING LAB				NONCLASS LAB	177	NO CLASS...	101	NO CLASSES - TESTING LAB
AH 104 - GP CLASSROOM				LECTURE CLASSROOM	94	GP CLASS...	104	GENERAL PURPOSE CLASSROOM
AH 106 - GP CLASSROOM	AH	Agnes Arn...		LECTURE CLASSROOM	73	GP CLASS...	106	GENERAL PURPOSE CLASSROOM
AH 108 - GP CLASSROOM	AH	Agnes Arn...		LECTURE CLASSROOM	73	GP CLASS...	108	GENERAL PURPOSE CLASSROOM
AH 11 - GP CLASSROOM	AH	Agnes Arn...		LECTURE CLASSROOM	40	GP CLASS...	11	GENERAL PURPOSE CLASSROOM
AH 110 - GP CLASSROOM	AH	Agnes Arn...		LECTURE CLASSROOM	102	GP CLASS...	110	GENERAL PURPOSE CLASSROOM
AH 12 - GP CLASSROOM	AH	Agnes Arn...		LECTURE CLASSROOM	40	GP CLASS...	12	GENERAL PURPOSE CLASSROOM
AH 15 - GP CLASSROOM	AH	Agnes Arn...		LECTURE CLASSROOM	45	GP CLASS...	15	GENERAL PURPOSE CLASSROOM
AH 18 - GP CLASSROOM	AH	Agnes Arn...		LECTURE CLASSROOM	50	GP CLASS...	18	GENERAL PURPOSE CLASSROOM
AH 2 - GP CLASSROOM	AH	Agnes Arn...		LECTURE CLASSROOM	40	GP CLASS...	2	GENERAL PURPOSE CLASSROOM
AH 201 - GP CLASSROOM	AH	Agnes Arnold Hall	UH	LECTURE CLASSROOM	36	GP CLASS...	201	GENERAL PURPOSE CLASSROOM
AH 202 - GP CLASSROOM	AH	Agnes Arnold Hall	UH	LECTURE CLASSROOM	48	GP CLASS...	202	GENERAL PURPOSE CLASSROOM
AH 203 - GP CLASSROOM	AH	Agnes Arnold Hall	UH	LECTURE CLASSROOM	19	GP CLASS...	203	GENERAL PURPOSE CLASSROOM

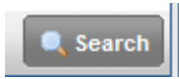
- After all fields are listed that you wish, you now have the option to group the list by an individual field. To do so, *click* the drop down arrow on the field you wish to group by and then *click* on “Group By This Field”.

Room List

Building Co...	Campus	Type
Agnes		
AAA		
AAA		
Agnes		
AH		CLASSROOM
AH		LAB
AH	UH	LECTURE CLASSROOM
AH	UH	LECTURE CLASSROOM

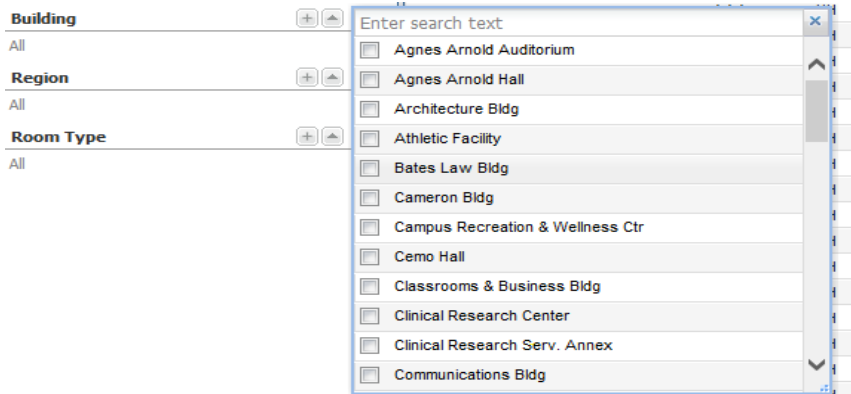
Note: To undo any items selected, follow the same steps and *unlick* what you chose previously to go back to the original view.

- C. The “Filter” option is available for use on the left side of the page. You must click the check box for all filters you are interested in applying and click search at the bottom of the screen to produce results.

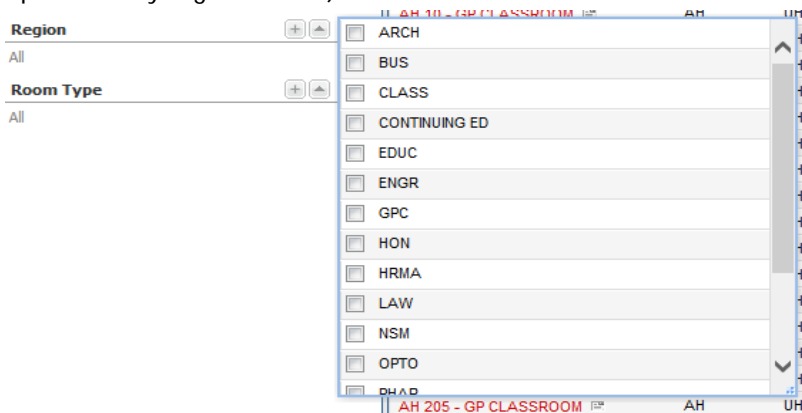


Your “Filter” options are:

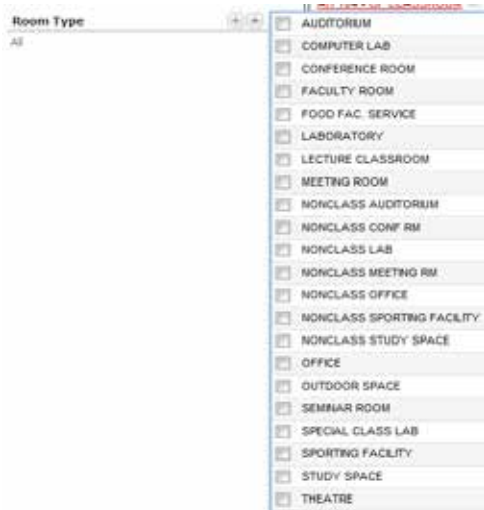
- a. Campus- Always defaults to UH.
- b. Building- Provides check box of every building in Astra.



- c. Region- Provides check box of every region in Ad Astra (source of what belongs in each region is updatable by region owner).

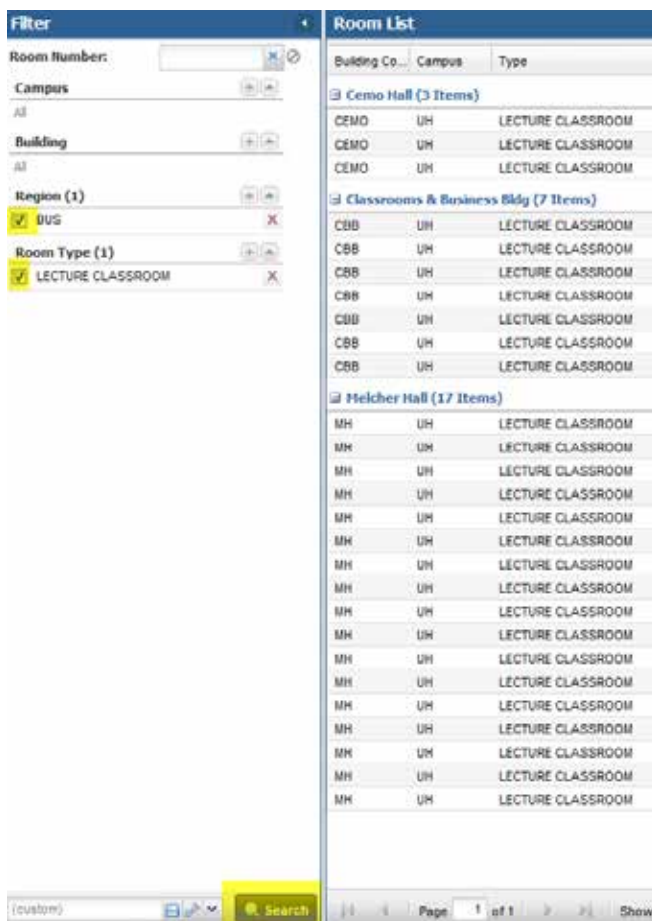


- d. Room Type- It is critical to study the room type options and what has been identified as the proper room type for rooms in your region.



- D. If you have a certain set of buildings, rooms, or regions you wish to be your default view every time, you have the option to create multiple filters and set a default. To better explain, let act as if you are from the "Business Region" and are only interested in viewing "Lecture Classrooms" as your **default** view when you open this screen. To do so, *take* the following steps:

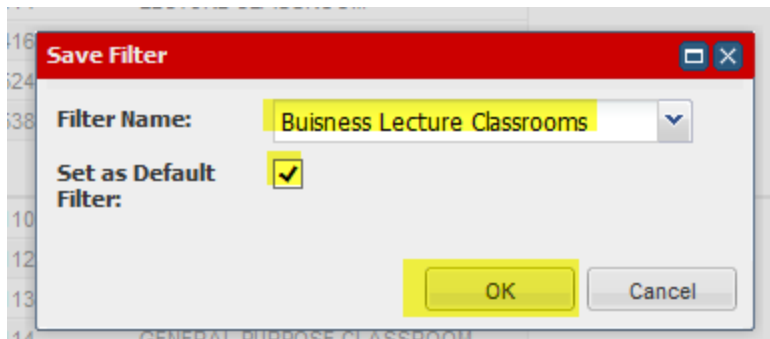
- a. *Select* the appropriate filters and click search (picture on next page).



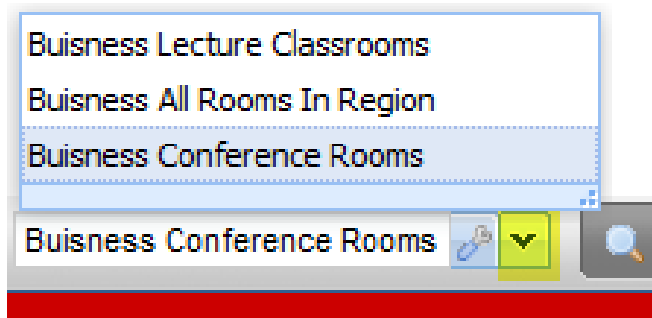
- b. At the bottom left of the screen, *click* on the save disk icon.



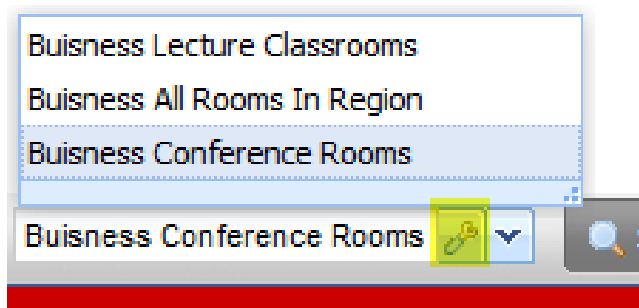
- c. *Type* any name you like to identify your filter (in this example for Business Lecture Classrooms only), *click* on "Set as Default Filter", and *click* ok.

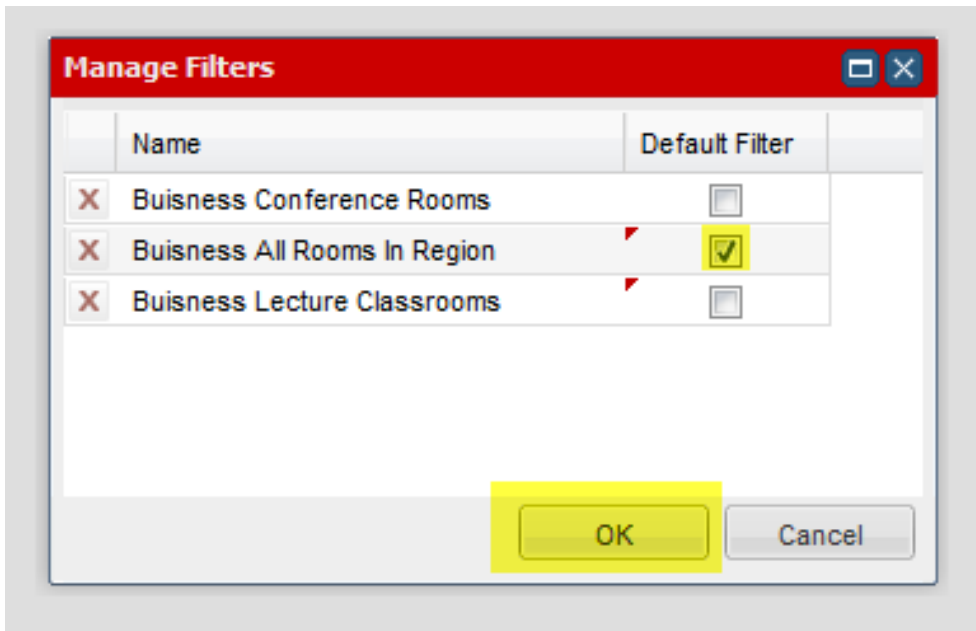


- d. You may now select other criteria and create as many additional filters as you like without selecting the "Set as Default Filter". Again, when you open this screen your default filter will automatically open. To open an additional filter you created, *click* the appropriate down arrow on the bottom left of your screen as highlighted below, *click* the desired filter name, and finally *click* search to view your desired results.



- e. To change the default filter to another previously created filter, *click* the wrench icon as seen below, *click* the appropriate check box of your preferred default filter, and *click* ok.

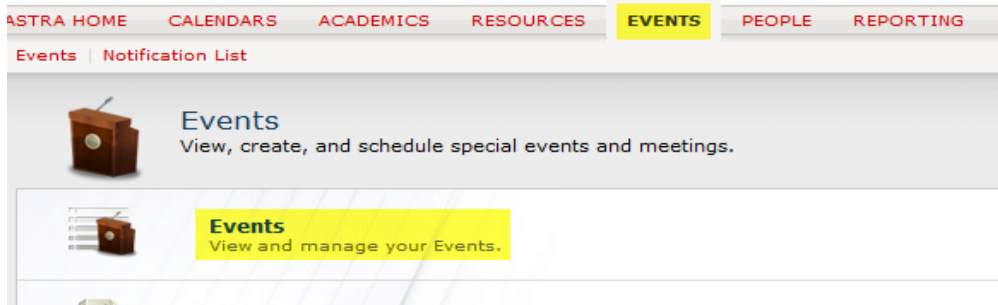




Note: If needed, *click* on the red X from this screen to delete a previously created filter.

PART 6: Locate and click on the "Events" tab and then the "Events" link.

UNIVERSITY of HOUSTON



At this time, only RAR has the ability to create events. Electronic event request forms are currently being produced by the Auxiliary Office along with deciding how the University should move forward with event scheduling in Astra. GP classroom event request will follow the exact same process prior to Ad Astra. It is critical for you to be able to know where the event list is located and some basic navigation to find an upcoming event.

The event list simply shows the event name, status (complete, incomplete, tentative), start/end dates, start/end times, the location, and the scheduler who entered the event.

Event List									
									View: Events Meetings
Name	Description	Status	Days Met	Start Date	End Date	Start Time	End Time	Room	Scheduler
OH Test Event	20150920-00006	Scheduled	R	09/20/2013	09/20/2013	9:30 AM	12:00 PM	Agnes Arnold Auditorium A102	Glenn, Truman
English	20150402-00001	Incomplete	R	04/18/2013	04/18/2013	10:30 AM	11:30 AM	Science and Research 1 502	Halder, Jpall
Kaplan MCAJ course Test Prep	20150615-00008	Scheduled	W	06/19/2013	06/19/2013	10:00 AM	1:00 PM	Mecher Hall 113	Glenn, Truman
Red Pirates Meeting	20150403-00001	Requested	M	04/8/2013	04/8/2013	3:30 PM	4:30 PM		Cougar, Sheela
UG New Test	20150520-00007	Scheduled	R	05/20/2013	05/20/2013	2:00 PM	3:00 PM	Science & Engineering Classr...	Glenn, Truman
UG Test 6 20	20150520-00001	Scheduled	R	05/20/2013	05/20/2013	9:00 AM	10:00 AM	Science & Engineering Classr...	Glenn, Truman
Training Event Example	20150708-00001	Scheduled		07/8/2013	07/11/2013	12:00 AM	12:00 AM		

Finally, there are many filters that you can use to assist in locating an event. Remember, Astra only allows 200 records per page. Once we start entering lots of event, you will need to familiarize yourself with filter use to reduce the list.

PART 7: *Locate* and *click* on the “People” tab and then the “People” link.



This area simply shares with you who has been listed in Ad Astra or who may still need to be provided appropriate access if not listed.

PART 8: *Locate* and *click* on the “Reporting” tab and then the “Reports” link.



As time permits and we move forward in Ad Astra, appropriate data will begin to populate these reports. Feel free to filter by the report groups to possibly locate a useful report.