

Astra Scheduling Step-by-Step

Contents

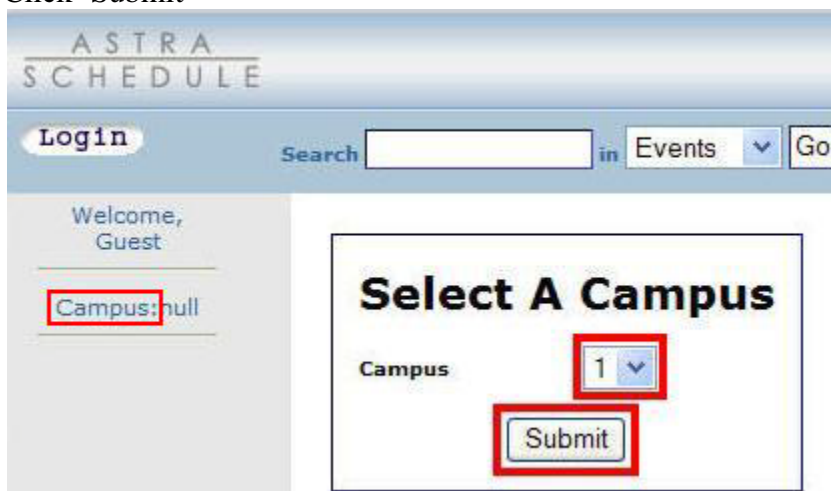
Astra	2
Room Scheduling: Find a Room	2
Room Scheduling Web.....	5
Contact Room Scheduler	6
Quad Cities Campus:.....	6
East Campus:	7
Room Scheduling (Room Schedulers only).....	7
Building/Room Tabs.....	8
Scheduling Conventions.....	9
Schedule a Meeting Using the Daily Room Grid.....	9
Change Meeting Room for Event	12
Change Event while on Daily Room Grid	12
Change Grid Date.....	13

Astra Scheduling Step-by-Step

Astra

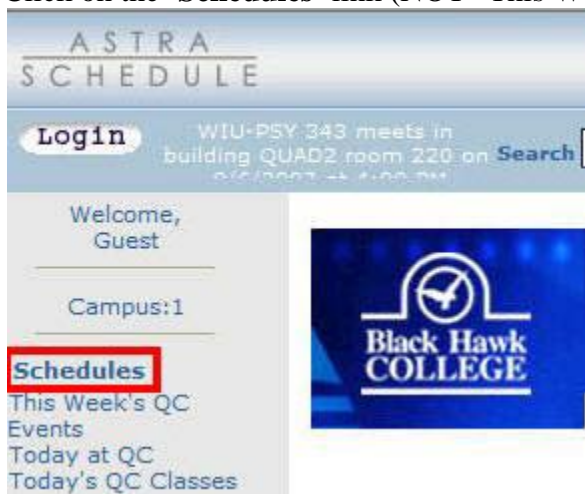
Room Scheduling: Find a Room

1. Enter Room Scheduling Web
2. Click on the “Campus” dropdown menu and select a campus
 - o 1 for Quad Cities Campus
 - o 2 for East Campus
 - o Click ‘Campus:’ to select a different campus.
3. Click ‘Submit’



The screenshot shows the Astra Scheduling web interface. At the top, it says "ASTRA SCHEDULE". Below that is a "Login" button and a search bar with the text "Search" and "in Events" and a "Go" button. On the left side, there is a "Welcome, Guest" message and a "Campus: null" dropdown menu. On the right side, there is a "Select A Campus" form with a "Campus" label, a dropdown menu showing "1", and a "Submit" button. Red boxes highlight the "Campus: null" dropdown, the "1" dropdown, and the "Submit" button.

4. Click on the ‘Schedules’ link (NOT “This Week’s...” or “Today’s...”)



The screenshot shows the Astra Scheduling web interface. At the top, it says "ASTRA SCHEDULE". Below that is a "Login" button and a search bar with the text "WIU-PSY 343 meets in building QUAD2 room 220 on Search" and "01/01/2007 - 01/01/2007". On the left side, there is a "Welcome, Guest" message and a "Campus: 1" dropdown menu. Below that is a "Schedules" link, which is highlighted with a red box. Other links include "This Week's QC Events", "Today at QC", and "Today's QC Classes". On the right side, there is a "Black Hawk COLLEGE" logo.

Astra Scheduling Step-by-Step

5. Set filter criteria and click 'Apply Filter'

The screenshot shows the 'Select filter criteria below:' window. It includes checkboxes for 'Events' (checked), 'Classes' (checked), and 'Exams' (unchecked). A 'View as:' dropdown is set to 'List', and a 'Print Version' link is present. The filter criteria are: Start Date: 09/01/2007, Start Time: 12:00 AM, Building: All, Event Status: Scheduled, End Date: 09/30/2007, End Time: 11:59 PM, and Room: All. An 'Apply Filter' button is located at the bottom right. Below the form, text reads: 'Specify filter criteria above. Then click the "Apply Filter" button to display the data.'

- A. Type start/end dates **or** click the calendars button that appears in the Select filter criteria window.” to view month:
1. Click on the arrows to increase or decrease year/months
 2. Click on the day of your choice



- B. Type start/end times **or** click the clock button that appears in the Select filter criteria window.” for options:
1. “View All Times” chooses 12:00 AM to 11:59 PM
 2. “Activities Between:” allows you to hone in on the particular times you want to know about.
 3. Click ‘Set Filter’

The screenshot shows the 'Select A Time Filter Option:' dialog box. It has two radio buttons: 'View All Times' (selected) and 'Activities Between:'. Below the 'Activities Between:' option, there are two sets of time pickers. Each set consists of three dropdown menus for hour, minute, and AM/PM. The first set is currently set to 12:00 AM. Below the pickers is the word 'And' and a second set of three dropdown menus, also currently set to 12:00 AM. At the bottom is a 'Set Filter' button.

Astra Scheduling Step-by-Step

C. To find the status of a specific room you must click on the building button that appears in the Select filter criteria window.” to select a building and room:

1. Select a building from the “Building” dropdown menu
2. After the “Room:” dropdown menu becomes active you may choose a specific room.
3. Click ‘Go’



D. Choose an “Event Status:” from the dropdown (recommend viewing event status for Scheduled, Tentative & Requested separately)

Click ‘Apply Filter’ (example of results below)

Refine your filter criteria in step 5 as needed and reapply the filter.

Contact room scheduler to reserve a room.

Example of T/LC Computer Lab availability for 24 hours between August 6-17:

Start Date/Time: 08/06/2007 at 12:00 AM

End Date/Time: 08/17/2007 at 11:59 PM

Building: QUAD1

Room: T/LC B13 (conference area would be T/LC B13m; m stands for meeting area)

Event Status: Scheduled

<input checked="" type="checkbox"/> Events <input checked="" type="checkbox"/> Classes <input type="checkbox"/> Exams		View as:	List	Print Ver			
Select filter criteria below:							
Start Date:	08/06/2007	Start Time:	12:00 AM	Building:	QUAD1	Event Status:	Scheduled
End Date:	08/17/2007	End Time:	11:59 PM	Room:	T/LC B13	Apply Filter	
Name	Building	Room	Days met	Start Date	End Date	Start Time	End Time
LOSL Workshop	QUAD1	T/LC B13	T	8/7/2007	8/7/2007	9:00 AM	11:30 AM
Recruitment Module Implementat	QUAD1	T/LC B13	T	8/7/2007	8/7/2007	1:00 PM	2:00 PM
LOSL Workshop	QUAD1	T/LC B13	W	8/8/2007	8/8/2007	9:00 AM	11:30 AM
LOSL Workshop	QUAD1	T/LC B13	W	8/8/2007	8/8/2007	12:00 PM	2:30 PM
LOSL Workshop	QUAD1	T/LC B13	R	8/9/2007	8/9/2007	2:30 PM	5:00 PM
3	QUAD1	T/LC B13	F	8/10/2007	8/10/2007	9:00 AM	12:00 PM
Astra Worktime	QUAD1	T/LC B13	F	8/10/2007	8/10/2007	4:00 PM	5:00 PM
Getting Started with WebCT	QUAD1	T/LC B13	M	8/13/2007	8/13/2007	1:30 PM	4:00 PM
Online Faculty Panel	QUAD1	T/LC B13	W	8/15/2007	8/15/2007	10:30 AM	12:00 PM
Online Quizzing	QUAD1	T/LC B13	W	8/15/2007	8/15/2007	1:00 PM	2:00 PM

Astra Scheduling Step-by-Step

For more details (including reoccurrences) on a specific event or class:

1. Click on the name of the event or class. **NOTE:** “Add to Calendar” does not work.
2. When done, click the X to close the window.

NOTE: If there is more than one page of results, click the Next or Previous page buttons at the top or bottom the list. You can also type in a page number and click ‘Go’.

Start Date:

End Date:

Page 2 of 21

Go To Page:

Starting Wednesday, September 5, faculty and staff will be able to [view room schedules online](#) to check availability or view what is currently scheduled in a room through December. All rooms and spaces on the Quad-Cities and East main campuses are listed - including meeting rooms, classrooms, gymnasiums, labs, lobbies, hallways, etc.

Please continue to reserve a room or space through the appropriate room scheduler, as it is imperative that Public Safety know where people are located in the event of an emergency.

Room Scheduling Web

If you need to schedule a room or space for a meeting or an event, or move to a different classroom:

1. Log in to myBlackHawk.
2. Room Scheduling available by:
 - o Clicking on 'Employees' tab.



Astra Scheduling Step-by-Step

- **Or** Channel Shortcuts
 1. Click 'Tools'
 2. Then click 'Administrative Systems'.



3. Click on 'Room Scheduling'.
4. Find an open room that fits your needs.
5. Contact room scheduler to reserve a room.

Contact Room Scheduler

Quad Cities Campus:

Black Hawk Room

Administrative office (room 261)

Cindy Schrock, x5301, schrockc@bhc.edu

Carmen Juarez, x5302, juarezc@bhc.edu

Mississippi River room

Lisa Oberg, x5042, obergl@bhc.edu

Chris Mortensen, x5044, mortensenc@bhc.edu

Teaching/Learning Center

[Fill out Online request form](#)

Andy Olson, x5046, olsona@bhc.edu

Molly Baker, x5036, bakerm@bhc.edu

Astra Scheduling Step-by-Step

Video Conferencing (distance learning)

Lee Bughman, x5289, bughmanl@bhc.edu

La Von Franklin, x6215, franklinl@bhc.edu **Classrooms, labs, etc.**

Sally Doran, x5304, dorans@bhc.edu

Kathleen Raisbeck, x5306, raisbeckk@bhc.edu

Athletics Facilities; Building 4 conference, restaurant, Overlook, cafeteria, etc.; lobbies, hallways, or other schedulable space

Beth Klauer, x6301, klauerb@bhc.edu

Sally Doran, x5304, dorans@bhc.edu

East Campus:

Conference and meeting rooms, athletic facilities, Ag pavilion, etc.

Mary Kodyra, x6216/x1742, kodyram@bhc.edu

Peggy Gaff, x6225/x1720, gaffp@bhc.edu

Classrooms, labs, etc.

Peggy Gaff, x6225/x1720, gaffp@bhc.edu

Mary Kodyra, x6216/x1742, kodyram@bhc.edu

Video Conferencing (distance learning)

La Von Franklin, x6215/x1732, franklinl@bhc.edu

Lee Bughman, x5289, bughmanl@bhc.edu

You will receive an e-mail message confirming your reservation.

Room Scheduling (Room Schedulers only)

1. Double-click on the Astra icon on your computer desktop.
2. Login using your BHC network login.

Astra Scheduling Step-by-Step

Building/Room Tabs

Here are the steps for viewing the Building and Room tabs.

1. Click the “Group By” dropdown menu and select Building/Room.
2. Select a building tab to see the room tabs.
3. Select a room tab (scroll if necessary).

The screenshot shows the Astra Schedule application window. The 'Rooms' tab is active, displaying a list of rooms. The 'Group By' dropdown menu is set to 'Building/Room'. The 'Jump To' field is set to 'QUAD1'. The room list includes 101B, 101C, 101G, 204, 302, 303, 304, 305, 306, 309, 311, 312, 313, 401, 402, 403, BHCTEC, EASTA, QUAD1, QUAD2, QUAD3, QUAD4, and QUAD5. The status bar at the bottom indicates '1 Records', 'Production Mode', 'Level: Events Only', and the date/time '11/4/2008 8:24:12 AM'.

1. Click the “Group By” dropdown menu and select Building/Room.

2. Select a building tab to see the room tabs.

3. Select a room tab (scroll if necessary).

3b. Scroll bar/arrows.

Start Date	Start Time	End Time	Event Name	Contact	Event Status	Est Attendance	Scheduler	End Date
10/5/2007	10:45 AM	1:15 PM	FAFSA	Peters, Jay	Scheduled	20	Doran, Sally	12/5/2008

Astra Scheduling Step-by-Step

Scheduling Conventions


Please adhere to the following conventions when adding events. These are in place for consistency and to get the most out of this product:

1. Use security level “public” for all events. Events with semi- private or private do not show up on the web and users cannot see that the room is being used. Public Safety is a major user of this system and they need to know where people are in the event of an emergency. Tip: if you have an event of a sensitive nature, make the event name vague or use the requestor’s name or your own name.
2. Fill in the requestor’s name as the contact person or use your name. When we reach the point where users can make requests via the web, this information will be used for planning training.

Thank you.

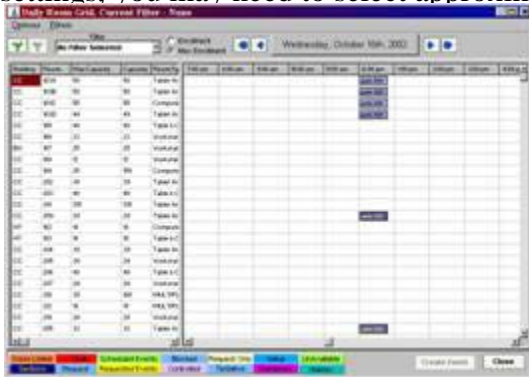
Schedule a Meeting Using the Daily Room Grid

You may schedule a single-day or recurring event from within the Daily Room Grid. Follow the steps below to schedule an event from within the Daily Room Grid:

1. Click the Daily Room Grid icon  in the upper toolbar. The **Select Date** window will appear; click the date you wish to select and click “**OK**”. The **Daily Room Grid** window will appear. Set a filter if you wish.

Astra Scheduling Step-by-Step

2. Click and drag to select the appropriate time blocks on the right side of the grid that correspond with your chosen room (row) on the left side of the grid. Depending on your settings, you may need to select approximate time and make adjustments later.



3. Select the *Create Event* button to display the **Create Event** dialog box. The date, times, and location of the event are populated at the top by default. Make adjustments to time as needed.

Note: If the selected room has multiple configurations, a configuration must be selected before you may add any event information.

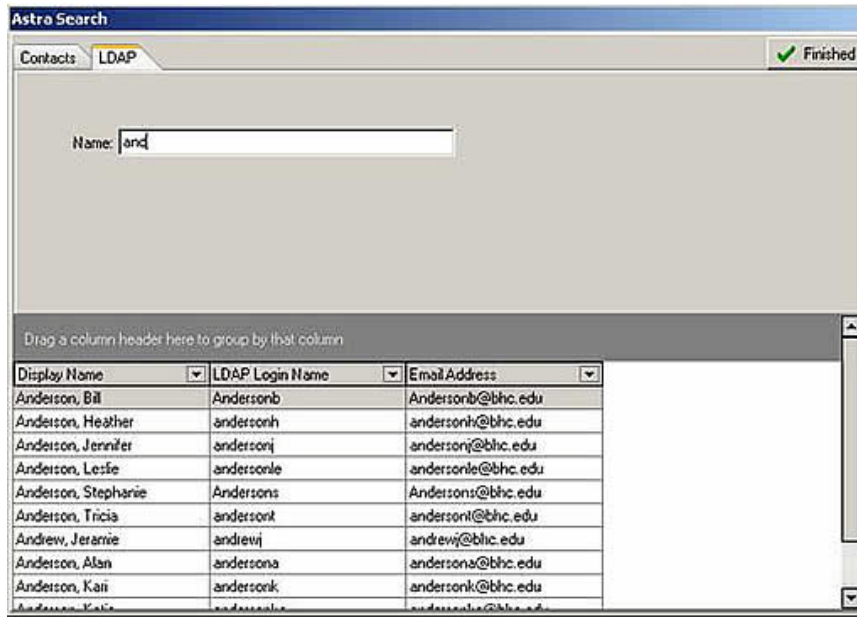
4. Enter the Event Name, Event Type, Customer Name, Contact Name, Customer Price Plan and Security Level. Using the *New* buttons (if available) allows you to add a new Event Type, Customer, or Contact. The *Find Contact* button will allow you to search a list of all contacts from any customer.

Example:



Note: when you use the Person search, you can look for existing contacts or search for BHC employees. When searching for employees, be sure to choose the *LDAP* tab and type in a few letters of the person's last name (it sorts by QC,EC,OUTR first and then by name)

Astra Scheduling Step-by-Step



Highlight your choice and click the *Finished* button.

5. If you are creating a recurring event, click on the *Recurring* tab to display additional event options. Change the “End Date” value to the last meeting of the event. Select the days of the week and the occurrence pattern for the event.

To confirm that the room is available for all recurring meetings, click the *Preview Availability* button.

6. If you wish to assign resources to any meeting, click the *Resources* button (coming soon).
7. Click *Finish* to create your event.

Astra Scheduling Step-by-Step

Change Meeting Room for Event

1. Locate event:
 - If on "Events" tab, open the event by double clicking
 - If through "Daily or Weekly Room Grid"
 - a. Open grid by
 - pressing 'F5' (daily) or 'F6' (weekly) on your keyboard
 - **or** clicking the daily or weekly buttons on toolbar
 - b. Select the event date and click OK
 - c. Open the event by
 1. right clicking
 2. **and** click 'Edit/View'

At the bottom of the 'Event Information' window select the "Meetings" tab

Double click the meeting [row*] you want to change

Click the button with a house

Click on the room [row] you are moving the meeting to

Click the blue arrow in the lower right corner of the window

Click 'OK'

Click 'OK' again

Wait for the "Queued Messages" window to open (or when it finally opens...)

Click 'Send'

*Might be more than one meeting row for the event.

Change Event while on Daily Room Grid

Remember when I expressed frustration at not being able to change events while on the Daily Room Grid? Well, you can! While on the Daily Room Grid, move your mouse over an event and right-click. You may then choose to edit/view the item or print a confirmation. This also works from the Weekly Room Grid. Note: if there is more than one event you must choose which one to edit/view or print.

Astra Scheduling Step-by-Step

Change Grid Date

Change the date on the Daily Room Grid or the Weekly Room Grid by clicking on the date displayed at the top – this will pop up the Select Date window with the calendar. Continue to use the arrows if you simply want the previous day or next day.

Event name can be different from meeting name(s). If you have an event with a single meeting and want to change the name, be sure to change it in both places. The event name is located at the top of the Event Information window and the meeting name is under the meetings bottom tab.

Tips courtesy of Cindy