

Ad Astra

Training Manual

(Revised October 2018)

Glossary

Introduction

Loading webpage and logging in

Home Tab

Calendars Tab (viewing events and classes)

Events Tab (requesting events)

Welcome to Ad Astra!

This scheduling system allows the user to view facilities for the Brighton, Downtown and Applied Technology campuses. As a user, you will be able to

- View academic and non-academic events
- View available classrooms, lecture halls and meeting rooms
- Submit requests for the use of facilities (classrooms, lecture halls and meeting rooms)

Note: The Astra system may show rooms that are controlled /scheduled by departments. If those locations are requested, you will be alerted and would need to contact the controlling department to reserve the facility.

At this time, Campus Events does not allow Ad Astra to request the use of Conference Center/Warshof locations (Monroe A/B, Empire, Forum, Main Dining, Marketplace, Brighton, Terrace, and Campus Center Atrium), Theatre, Fields or Gym. For events occurring in these locations, please contact the Campus Events office.

Loading Webpage and Logging In

Load Webpage

Open browser (Do not use Internet Explorer)

Proceed to Campus Events homepage. www.monroecc.edu/depts/campusevents

In the first paragraph, select the link that states "Ad Astra" or type in the webpage

<http://astra.monroecc.edu/AstraProd7/Portal/UserPortal.aspx>

Enter your MCC user name into the username text box

Enter your MCC password into the password text box

OR

Through your myMCC account. Go to "Quick Links" and select Room and Event Scheduling.

Enter your MCC user name into the username text box

Enter your MCC password into the password text box

Astra Home Tab

Astra Home:

The Astra Home tab is where you will find basic information provided by the Astra portal. Information on this page is pulled from the MCC Daily Tribune and Banner. Additionally, you will have access to "short-cut" links.

This page will differ slightly between users:

Calendar Tab

Calendars Tab:

The Calendar tab will show you what events and classes are taking place

Select “Scheduling Grids”

Your screen will change to following

Monroe Community College
STATE UNIVERSITY OF NEW YORK

Astra home Calendars Academics Resources Events People Reporting Setup

CALENDAR | SCHEDULING GRIDS |

Rooms Resources Day Week Choose Calendar: Brighton Campus Calen Filter: Brighton Campus Events Add Event

06/04/2018 June 4, 2018

Room	Building Cod	Campus	Type	Capacity	6:00 AM	7:00 AM	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	7:00 PM	8:00 PM
01 108 - Prism Multicultural Center Conference Room	01	BC	Conference Room-Smart	50															
01 108B - Prism Multicultural Center_Thinktank	01	BC	Conference Room	7															
01 211 Hall - 1-211 Admissions Hallway	01	BC	Hallway	1															
01 320 - 320 - President Office (department controlled)	01	BC	Conference Room-Smart	20															
01 BL - Brick Lounge North	01	BC	Other	1															
01 BL Pit - Pit of Brick Lounge	01	BC	Other	1															
01 BL Table 1 - North Brick Lounge Table Space	01	BC	Other	1															
01 BL Table 2 - South Brick Lounge Table Space	01	BC	Other	1															
03 108B	03	BC	Career Resource Library	20															
03 113	03	BC	Conference Room	12															
03 115	03	BC	Conference Room-Smart	18															
03 116	03	BC	Conference Room-Smart	12															
03 117	03	BC	Conference Room-Smart	12															
03 118	03	BC	Conference Room-Smart	12															
03 119	03	BC	Conference Room-Smart	12															
03 121 - 121- Student Life Conf. Room	03	BC	Conference Room-Smart	14															

Page 1 of 2 Show 200+ results Displaying 1 - 200 of 370

Astra v7.5.14.307 SInServer

The default for the Grid View will be the “Day” view for the Brighton Campus.

Monroe Community College
STATE UNIVERSITY OF NEW YORK

Astra home Calendars Academics Resources Events People Reporting Setup

CALENDAR | SCHEDULING GRIDS |

Rooms Resources Day Week Choose Calendar: Brighton Campus Calen Filter: Brighton Campus Events Add Event

06/04/2018 June 4, 2018

Note: Ensure that your filter is set. For “Choose Calendar”, select from the drop-down option **Brighton Campus Calendar**. For “Filter”, please select **Brighton Campus Events and Classes**.

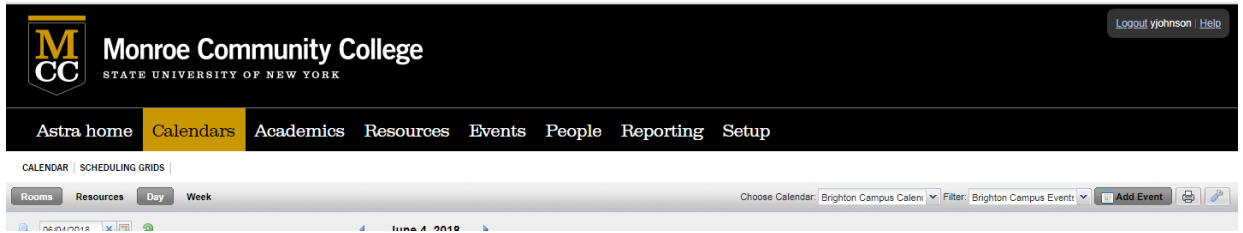
Monroe Community College
STATE UNIVERSITY OF NEW YORK

Astra home Calendars Academics Resources Events People Reporting Setup

CALENDAR | SCHEDULING GRIDS |

Rooms Resources Day Week Choose Calendar: Brighton Campus Calen Filter: Brighton Campus Events Add Event

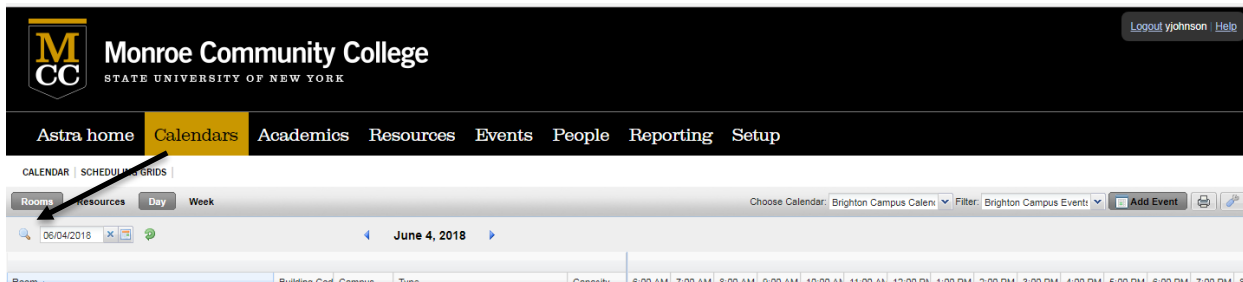
06/04/2018 June 4, 2018



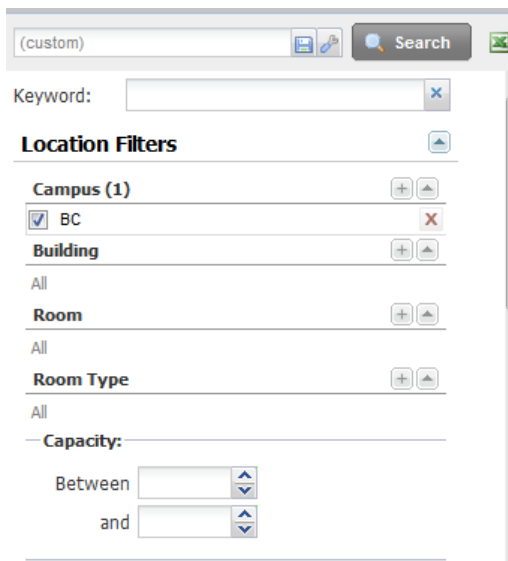
Additionally, the building order should start from “01”. To revise the order or view a specific building, you will need to select the “Search” option icon.



You will find the “Search” option in the upper left corner of the calendar view next to the date:



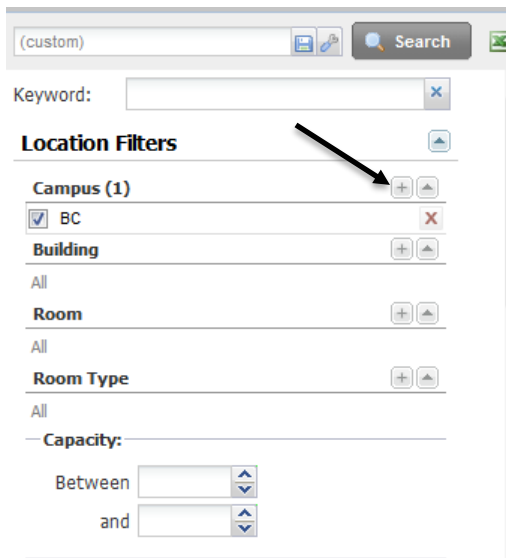
This feature will allow you to select a specific campus, building, room, room type and capacity.



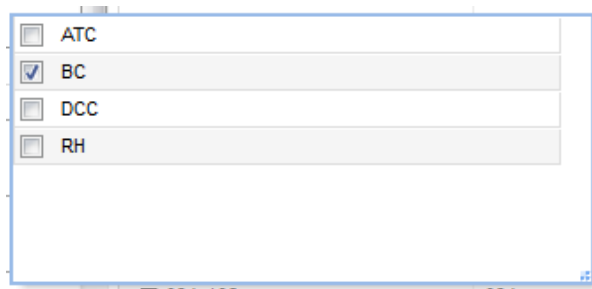
Note: There are additional features but you should not need to revise them unless instructed by Campus Events, Records and Registration or IT.

In this area, please ensure you have the correct campus for the location you are looking for. BC – Brighton, DCC – Downtown, ATC – Applied Technology Center and RH – Housing.

To select (from any of the options), you will need to click on the plus symbol (+)

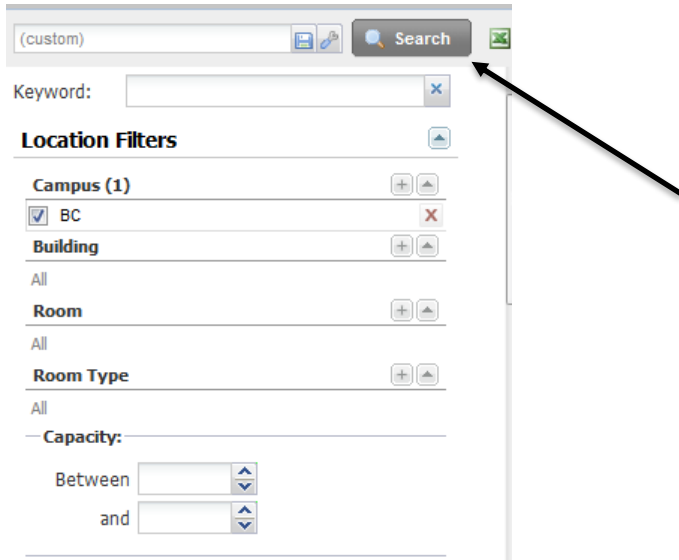


For the "Campus" filter, you will see a selection box listing out options



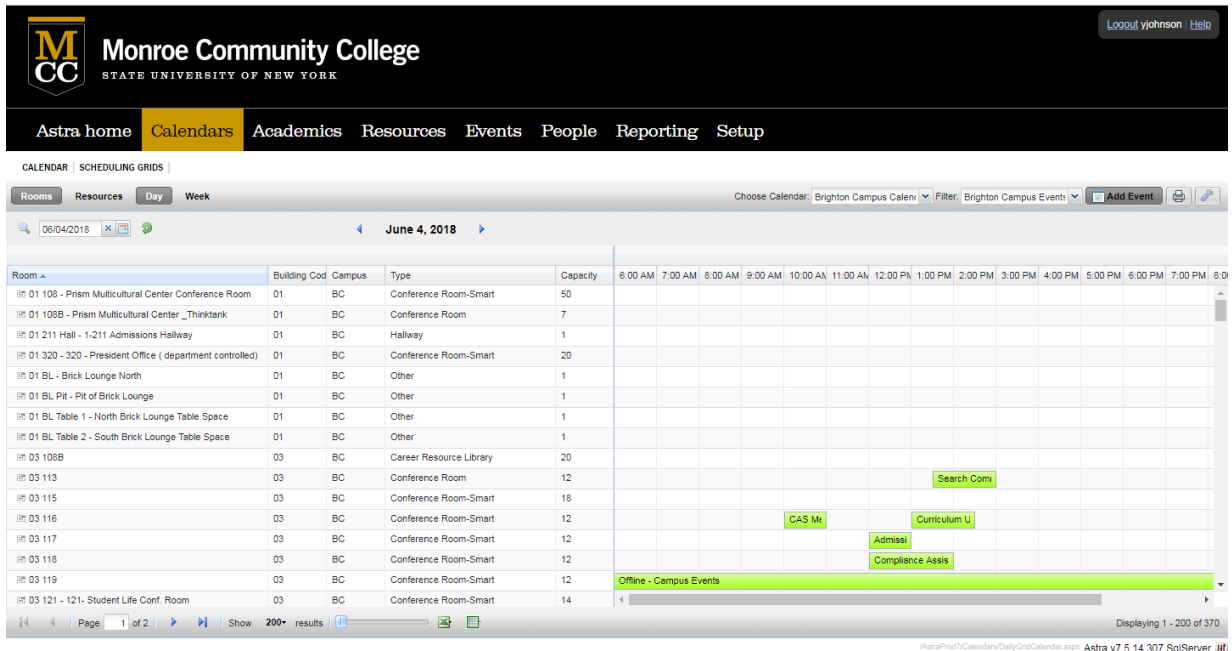
This will be the procedure to follow for any of the "search" options but you should only need to revise the following options when searching for location (s): Campus, Building and/or Room.

Once all options you need are finalized, select the “Search” icon



From there you will see the event grid update and your options visible.

Under the “Day” view you will see events in the grid:

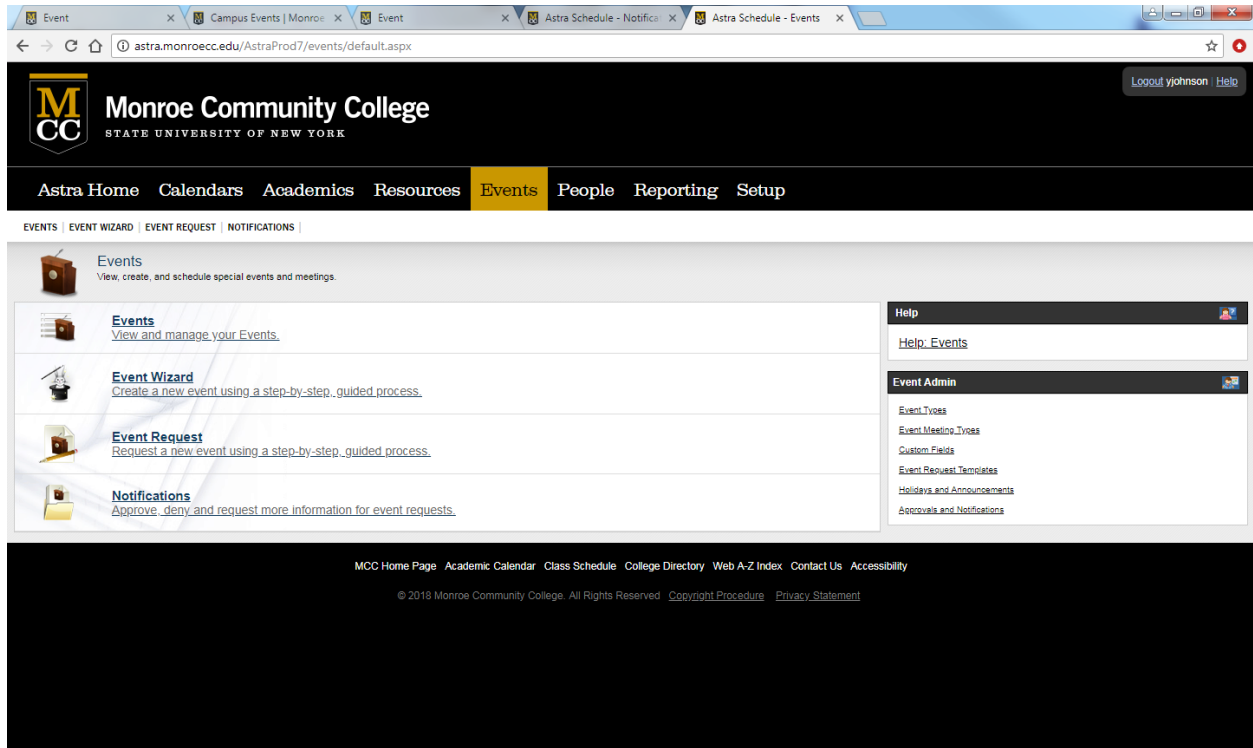


If you mouse over the event you will be provided more details.

Event Tab

Events Tab:

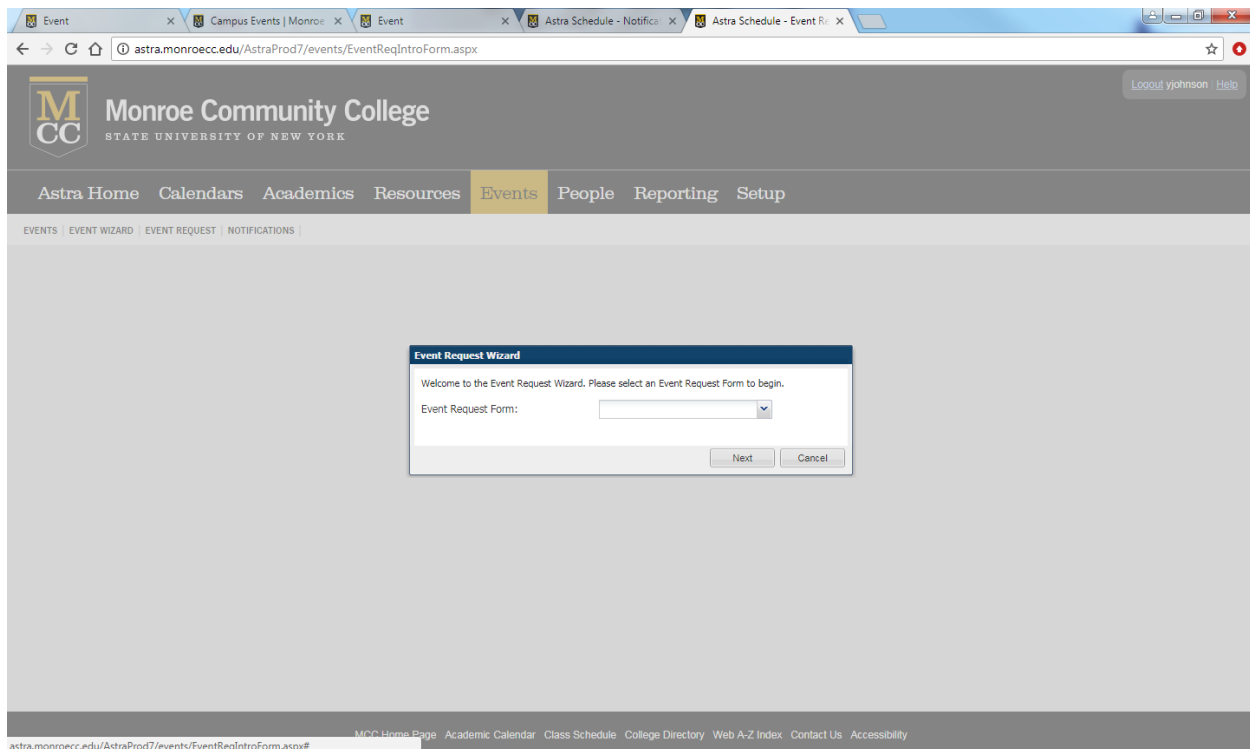
To request an event, you will select the Events tab:



The screenshot shows a web browser window with the URL astra.monroecc.edu/AstraProd7/events/default.aspx. The page header includes the Monroe Community College logo and the text "STATE UNIVERSITY OF NEW YORK". A navigation menu is visible with the "Events" tab highlighted. Below the menu, there is a sub-menu with options: "EVENTS", "EVENT WIZARD", "EVENT REQUEST", and "NOTIFICATIONS". The main content area is titled "Events" and contains four links: "Events" (View and manage your Events), "Event Wizard" (Create a new event using a step-by-step, guided process), "Event Request" (Request a new event using a step-by-step, guided process), and "Notifications" (Approve, deny, and request more information for event requests). A right-hand sidebar contains a "Help" section with a link to "Help_Events" and an "Event Admin" section with links to "Event Types", "Event Meeting Types", "Custom Fields", "Event Request Templates", "Holidays and Announcements", and "Approvals and Notifications". The footer contains links to "MCC Home Page", "Academic Calendar", "Class Schedule", "College Directory", "Web A-Z Index", "Contact Us", and "Accessibility", along with a copyright notice for 2018.

Note: You may not see as many options as seen above

Click on “Event Request”



Click the drop down to find the request form

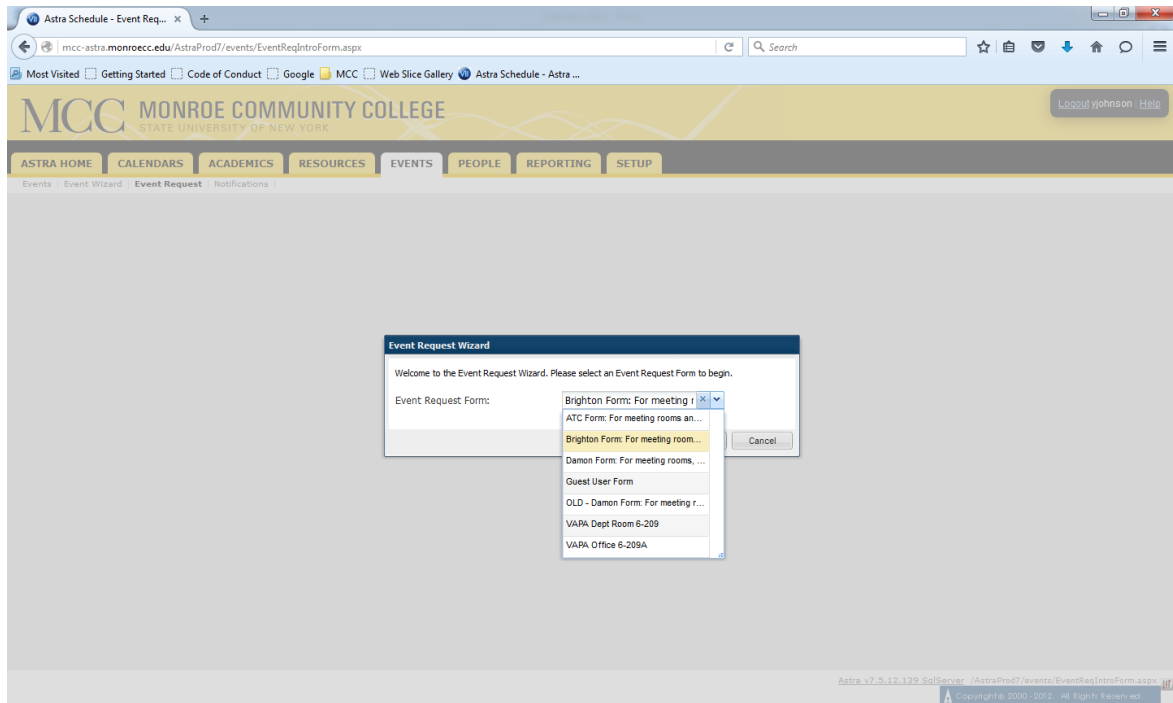
These will correlate with the campus that you are requesting facility in

Brighton Form

Note: Disregard the Guest User Form. For the Brighton Request Form, this request form should be used to reserve meeting rooms, classrooms and lecture halls only. For Conference rooms (Monroe A, B, Empire, Forum, Brighton, Terrace, Campus Center Atrium, North Dining, Marketplace Bausch and Lobby lobby), theater, gym or Athletic areas please contact the Campus Events at 292-2010 or by email.

For use of High Falls (A/B), please contact the Campus Events office (Attn: Tom Winslow and Dan Raimondo)

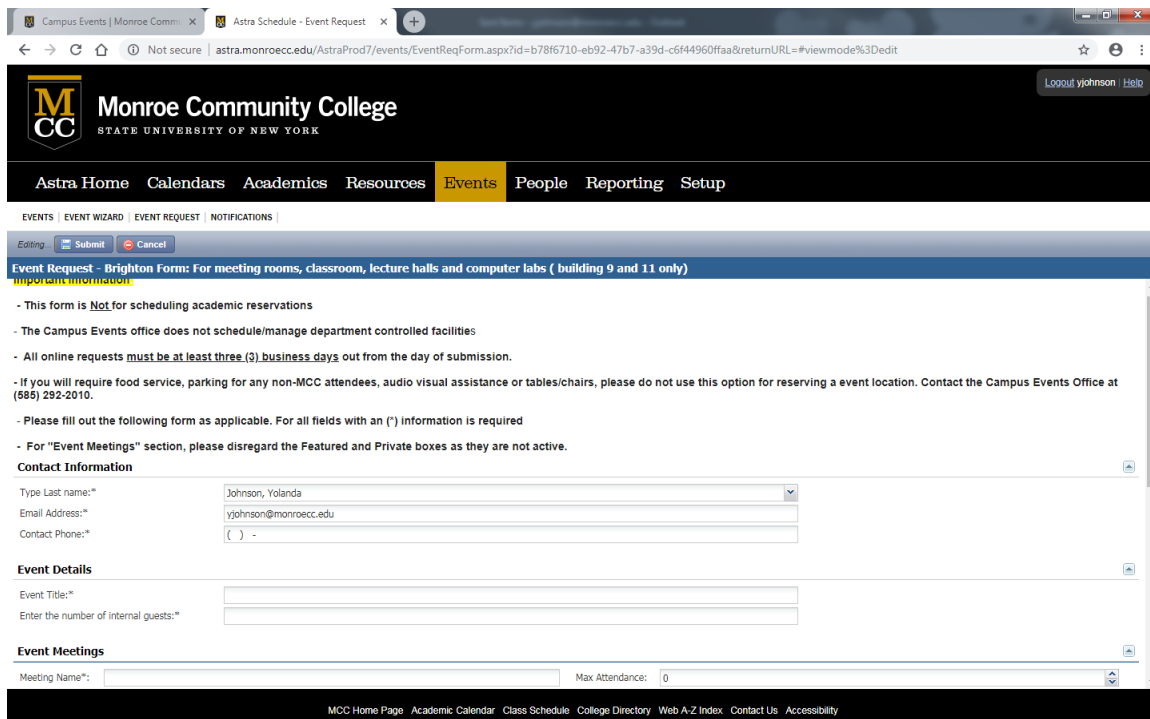
Select your desired form and Click next



Then select “Next”

Note: For all fields with an (*) information is required.

On the following page, your name and MCC email address should automatically be listed in the Contact Information section



Contact Information

Contact Information

Type Last name:*	<input type="text" value="Johnson, Yolanda"/>
Email Address:*	<input type="text" value="yjohnson@monroecc.edu"/>
Contact Phone:*	<input type="text" value="() -"/>

For this section, your name (first and last) along with your MCC email will automatically be entered for you. You will need to input your department extension.

Enter your event details

Event Details

Event Title:*	<input type="text"/>
Enter the number of internal guests:*	<input type="text"/>

Enter your Type and Description

By default the “Event Title” you created in the previous section will appear as the “Meeting Name”

For Room Type, please select from the list the best option to describe your event

For Description, please state the purpose of the event

- Please disregard the options: **Private, Featured and Requires Room**. This information is by default and does not need to be modified.

Max attendance; please enter in the number of **internal** attendees you expect for the event

Event Meetings

Meeting Name*: Max Attendance:

Meeting Type*: Private Featured Requires Room

Description:

Enter Meeting Information

You will also need to select your event date and time.

Use the arrows to select the month and year that you are looking to reserve. Once you've chosen the information, click "Create".

Meeting Recurrence

Single Meeting(s) | Recurring | Spanning

Start Time: 11:00 AM | End Time: 12:00 PM

July 2013 | August 2013

30

Meetings

Name	Start Date	Start Time	End Time	End Date	Room	Resources
None						

Once created, you can then proceed to request a location

Meeting Recurrence

Single Meeting(s) | Recurring | Spanning

Start Time: 3:30 PM | End Time: 4:30 PM

December 2013 | January 2014

5

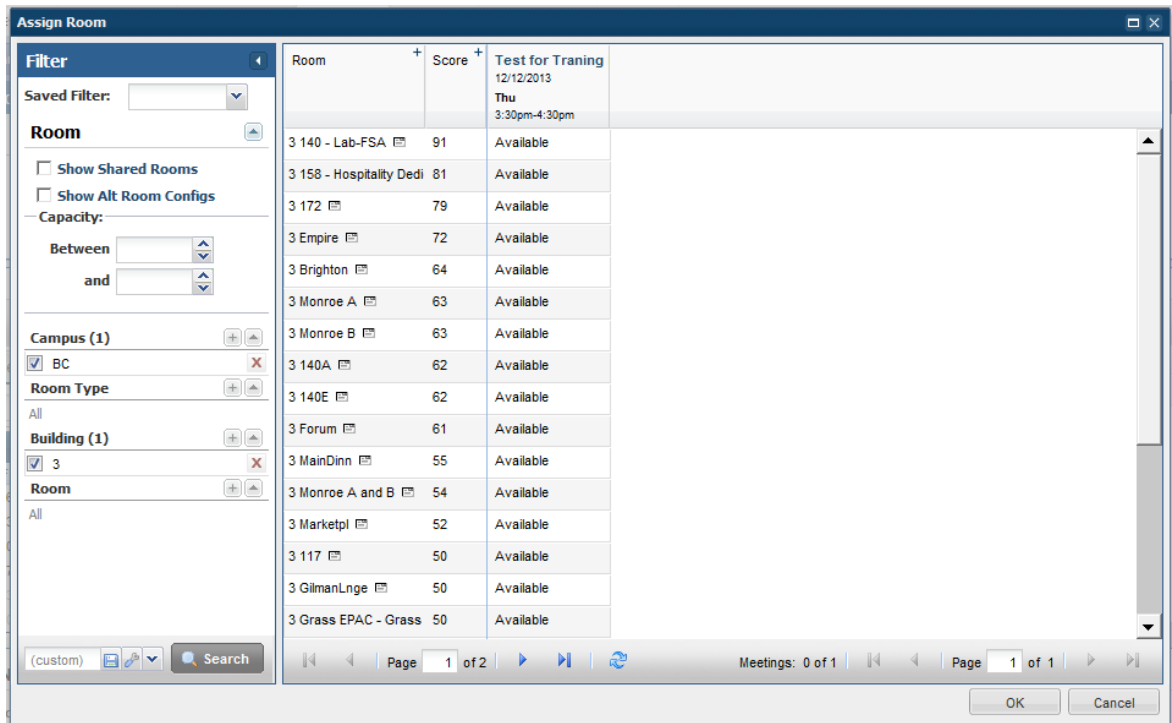
Meetings

Name	Start Date	Start Time	End Time	End Date	Room	Resources
<input checked="" type="checkbox"/> Test for Training Ma	12/12/2013	3:30 PM	4:30 PM	12/12/2013		

Check the box for the event that was created

Click on the "Assign Rooms" option or if you've made an error select "Delete" to create a new meeting

Once you've selected the "Assign Rooms" option, a new dialog box will appear where you will be able to view rooms across the campus



Ensure that the "Campus" field has appropriate campus selected. Ex. "BC" This is for the Brighton Campus.

"Room Type" will allow you to search by options as classroom, classroom-ALE or classroom-Lecture Hall-smart

By Default, Building 3 will be listed under the "Building" field. To modify this field, click on the (X) to remove

Disregard the Room field

To add a building or room type, choose the (+) option. A list of building/room types will appear. Choose then click on "Search" at the bottom of the screen

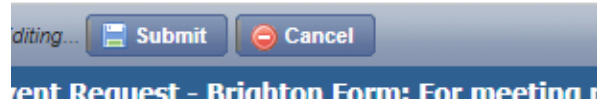
To view the listing of available rooms in an organized manner, using our cursor go to the column listed a "Room" and click in the gray area. The listed of rooms will re-organize.

Once you have selected your preferred location, please click on the "OK" option on the bottom right of the dialog box

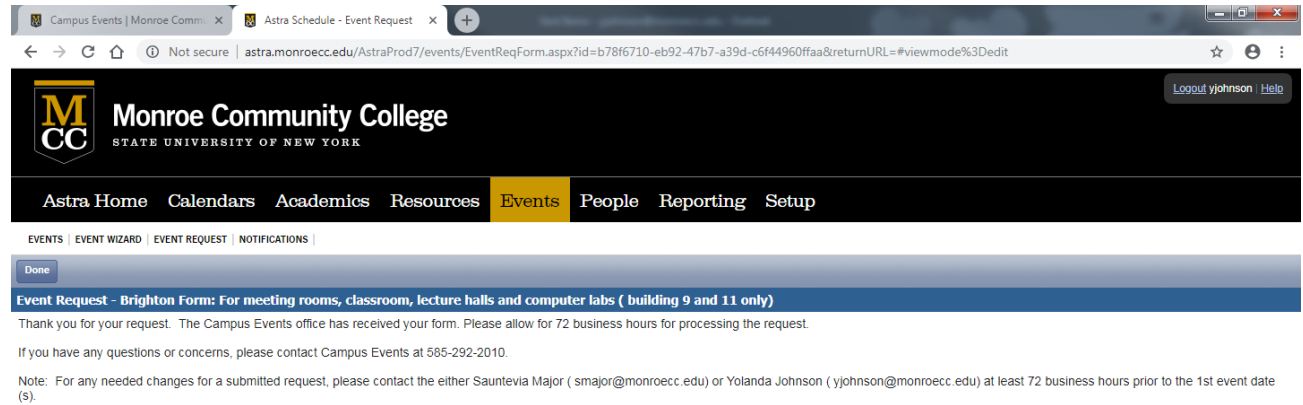
Once completed.....

Click **Submit**, or **Cancel**

EVENTS | EVENT WIZARD | EVENT REQUEST | NOTIFICATION:



You will receive the following confirmation:



Click on the “Done” option in the upper right left corner of your screen. You will be taken back to the Events tab

Your ATC request will go to Sauntevia Majors/Yolanda Johnson

Your Downtown request (excludes the use of High Falls (A/B)) will go to Antonia Custodio

Your Brighton request will go to Ad Astra Que system where is will be handled by Yolanda Johnson, Sauntevia Majors or a Campus Events Assistant

To Log out:

Click log out in the top right

