# 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)

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

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:

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Access Reports     Event Name     Status       Create an Event     Donna Burke     Incomplete       Donna Burke     2018 Learn to Ride     Scheduled       Find a Person     Academic Achievement Convocation     Scheduled       Request an Event     Canceled     ExtERNAL LINKS       View Rooms     Acisting CAS     Scheduled	
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Donna Burke     Incomplete     HOLIDAY/ANNOUNCEMENTS       Enterprise Calendar     2018 Learn to Ride     Scheduled       Enterprise Calendar     Academic Achievement Convocation     Scheduled       Request an Event     Canceled     EXTERNAL LINKS       Advising CAS     Scheduled     Campus Events Webpage       Page 1 of 29     12345578910 Next     Campus Events Application Page	
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REPORT LIST     Academic Foundations - HS Event     Canceled       Advising CAS     Scheduled     Campus Events Webpage       Page 1 of 29     1 2 3 4 5 5 7 8 9 10 Next     Campus Events Application Page	
REPORT LIST	^⊠
REPORT LIST	
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ASHBOARD - Events Created this Month by MCC DAILY TRIBUNE	
Weekly Room Grid for Multiple Rooms         More Daily Tribune News           ()         ()           Capacity         Visit the Daily Tribune Archive to find past announcements.	
MCC Home Page Academic Calendar Class Schedule College Directory Web A-2 Index Contact Us Accessibility © 2018 Monroe Community College. All Rights Reserved Copyright Procedure Privacy Statement	

# **Calendar Tab**

#### Calendars Tab:

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

Select "Scheduling Grids"

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CC	STATE UNIVERSITY (								
Astra	Home Calendars	Academics	Resources	Events I	People	Reporting	Setup		
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	Calendars Enterprise Calendars								
2	Calendar View activity calendar.							Help Help: Calendar	8
	Scheduling Grids View daily resource grid.							Calendar Admin	2
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#### Your screen will change to following

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I 108B - Prism Multicultural Center _Thinktank	01	BC	Conference Room	7														
I 211 Hall - 1-211 Admissions Hallway	01	BC	Hallway	1														
I 320 - 320 - President Office (department controlled)	01	BC	Conference Room-Smart	20														
01 BL - Brick Lounge North	01	BC	Other	1														
I 01 BL Pit - Pit of Brick Lounge	01	BC	Other	1														
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= 05 119																		

The default for the Grid View will be the "**Day**" view for the Brighton Campus.



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.** 

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Astra home Calenda	s Academics	Resources	Events	People	Reporting	Setup
CALENDAR   SCHEDULING GRIDS						
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nerupois xim a		4 luna / 2011	2			



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:

	Community C	ollege				Logaut yjohnson   <u>Help</u>
Astra home Calen	dars Academics	Resources	Events	People	Reporting	Setup
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This feature will allow you to select a specific campus, building, room, room type and capacity.

(custom)		🔍 Search	×
Keyword:		×	
Location Filters			
Campus (1)		+	
BC		×	
Building		+	
All			
Room		+	
All			
Room Type		+	
All			
- Capacity:			
Between	~		
and	~		

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.

(custom)	🔚 🎤 🔍 Search	×
Keyword:	×	
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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

ATC	
BC BC	
DCC	
RH	
ER 004 400	004

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

(custom)	📄 🥜 🔍 Search	×
Keyword:	×	
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Campus (1)	+	
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From there you will see the event grid update and your options visible.

Under the "**Day**" view you will see events in the grid:

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2 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														
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I 01 BL Pit - Pit of Brick Lounge	01	BC	Other	1														
01 BL Table 1 - North Brick Lounge Table Space	01	BC	Other	1														
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Id         Id         Page         1         of 2         Image         Image         Show	200- results		¥ 🗈		_	_				_		/AstenDer d	7/Calcod	DailyCold	lendar.aspx		splaying 1	

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

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2 01 320 - 320 - President Office (department controlled)	01	BC	Conference Room-Smart	20													
2 01 BL - Brick Lounge North	01	BC	Other	1													
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E 03 118	03	BC	Conference Room-Smart	12				View	Event Deta	ils							
E 03 119	03	BC	Conference Room-Smart	12	Offline -	Campus Ev	/ents		Name	•	Status	Start Date	End Date	Start Ti	me End	Time Ro	oom
2 03 121 - 121- Student Life Conf. Room	03	BC	Conference Room-Smart	14	4			-	🥁 Searc	h Committee	Scheduled	6/1/2018	6/1/2018	1:00 PM	3:00	PM 03	113 113
									_	h Committee			6/4/2018		3:00		113 113

For "Week" view you see events within a week span.

You can click on a specific room on the left column to view availability

Monroe Community College           STATE UNITARITY OF NEW YORK           Astra home         Culendars           Astra home         Culendars           Academics         Resources           EVENTS         Formula           Sources         Events           Provide         Sources           Resources         Events           Provide         Sources	Loocut ylohnson H
CALENEAR SCHEDUNG SADS	
Resources Day Week Charges Calender Singhter Campus Calender & Pitter Brighter Campus Calender & Pitter Brighter Campus Calender &	
	Add Event
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# 33 Res Cuald 12pm 25 Oppm 25	
If DISCHART Provide All Provid	
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## **Event Tab**

#### Events Tab:

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

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$\leftrightarrow$ $\Rightarrow$ C	③ astra.monroecc.edu/AstraProd7/events/default.aspx	☆ •
M	Monroe Community College	Looped yohnson Help
Astra	Home Calendars Academics Resources Events People Reporting Setup	
EVENTS   EVEN	IT WIZARD   EVENT REQUEST   NOTIFICATIONS	
Ó	Events View, create, and schedule special events and meetings.	
	Events View and manage your Events.	Help 💽
	Event Wizard Create a new event using a step-by-step, guided process.	Event Admin 🔊
	Event Request Request a new event using a step-by-step. guided process.	Event Meeting Types Custom Fields Event Request Templates
-	Notifications Approvedeny and request more information for event requests.	Holidays and Announcements Agreevals and Notifications
	MCC Home Page Academic Calendar Class Schedule College Directory Web A-Z Index Contact Us Acce © 2018 Monroe Community College. All Rights Reserved <u>Copyright Procedure</u> <u>Privacy Statement</u>	ssībilty

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

Click on "Event Request"

🖉 Event X 🐻 Campus Events   Monroe X 🕲 Event X 🕲 Astra Schedule - Notifice X 🕲 Astra Schedule - Event Re X	x
← → C ① ③ astra.monroecc.edu/AstraProd7/events/EventReqIntroForm.aspx	0
Monroe Community College	elp
Astra Home Calendars Academics Resources Events People Reporting Setup	
EVENTS   EVENT WIZARD   EVENT REQUEST   NOTIFICATIONS	
Event Request Wizard	
Welcome to the Event Request Wizard. Please select an Event Request Form to begin.	
Ned Cancel	
MCC Hone Page Academic Calendar Class Schedule College Directory Web A-Z Index Contact Us Accessibility	

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

🖉 🕢 Astra Schedule - Event Req 🗙 🛨		Second State Second						- 0	<b>X</b>
< 🛞   mcc-astra.monroecc.edu/AstraProd7/events/EventReqIntroForm.aspx			C <sup>e</sup> Q, Search		☆自		+ 1		≡
🖉 Most Visited 🛄 Getting Started 🛄 Code of Conduct 🛄 Google 🔒 MCC 🛄	Veb Slice Gallery 🕥 Astra Schedule -	- Astra							
MCC MONROE COMMUNITY CO	ILLEGE	$\gg$					<u>Loqout y</u> j	ohnson	Help
ASTRA HOME         CALENDARS         ACADEMICS         RESOURCES           Events         Event Wizard         Event Request         Robifications I	Event Request Wizard	I. Please select an Event Request Form to beg Brighton Form: For meeting room, Brighton Form: For meeting room, Damon Form: For meeting room, Datest User Form OLD - Damon Form: For meeting room,	n. Cancel						
		VAPA Dept Room 6-209 VAPA Office 6-209A							
				Astra v7.5.12.139 SqlServer	/AstraProd7/e pyrigh1@ 2000	vents/	EventReq1 All Rights	ntroForm Reserve	aspx <u>H</u>

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

🚦 Campus Events   Monroe Commu 🗙	Astra Schedule - Event Request x +		<b>x</b>
← → C ☆ ③ Not secure   a	astra.monroecc.edu/AstraProd7/events/EventReqForm.aspx?id=b78f6710-eb92-47b7-a39d-c6f44960ffaa&returnURL=#viewmode%3Dedit	☆	Θ:
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Astra Home Calendars	s Academics Resources Events People Reporting Setup		
EVENTS   EVENT WIZARD   EVENT REQUEST   NO	DTIFICATIONS		
Editing 📃 Submit 🤤 Cancel			
Event Request - Brighton Form: For n	neeting rooms, classroom, lecture halls and computer labs ( building 9 and 11 only)		
- This form is <u>Not</u> for scheduling acade	emic reservations		^
- The Campus Events office does not s	chedule/manage department controlled facilities		- 1
- All online requests must be at least th	<u>hree (3) business days</u> out from the day of submission.		- 1
- If you will require food service, parkin (585) 292-2010.	ing for any non-MCC attendees, audio visual assistance or tables/chairs, please do not use this option for reserving a event location. Contact the Campus Event	ts Office a	ıt
- Please fill out the following form as a	applicable. For all fields with an (*) information is required		- 1
- For "Event Meetings" section, please	e disregard the Featured and Private boxes as they are not active.		- 1
Contact Information			
Type Last name:"	Johnson, Yolanda 👻		- 1
Email Address:*	yjohnson@monroecc.edu		
Contact Phone:*	() -		
Event Details			
Event Title:*			
Enter the number of internal guests:*			
Event Meetings			
Meeting Name*:	Max Attendance: 0	1	•
	MCC Home Page Academic Calendar Class Schedule College Directory Web A-Z Index Contact Us Accessibility		

#### **Contact Information**

Contact Information		
Type Last name:*	Johnson, Yolanda	
Email Address:*	yjohnson@monroecc.edu	
Contact Phone:*	().	

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:*	
Enter the number of internal guests:*	

#### 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:	0			A V
Meeting Type*:	v		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".

eeting Recurrence	<u>**</u>	Meetings						
	① Create	🕎 Assign Rooms	😑 Delete					
Single Meeting(s) Recurring Spanning		Name	Start Date	Start Time	End Time	End Date	Room	Resources
art Time: 11:00 AM × Y End Time: 12:00 PM	× •	None						
4 July 2013 ▼ ▶ 4 August 2013 ▼ ▶								
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21 22 23 24 25 26 27 18 19 20 21 22 23 24								
28 29 30 31 1 2 3 25 26 27 28 29 30 31								
4 5 6 7 8 9 10 1 2 3 4 5 6 7								
	-	4		11	1			

#### Once created, you can then proceed to request a location

leeting Recurrence	Meetings
• Create	🔗 Assign Rooms 🛛 😑 Delete
Single Meeting(s) Recurring Spanning	Name Start Date Start Time End Time End Date Room Resources
	Test for Traning Ma 12/12/2013 3:30 PM 4:30 PM 12/12/2013
tart Time: 3:30 PM × Y End Time: 4:30 PM × Y	
▲ December 2013 ▼ ► ▲ January 2014 ▼ ►	
SMTWTFS SMTWTFS	
1 2 3 4 5 6 7 29 30 31 1 2 3 4	
8 9 10 11 <b>12</b> 13 14 5 6 7 8 9 10 11	
15 16 17 18 19 20 21 12 13 14 15 16 17 18	
22 23 24 25 26 27 28 19 20 21 22 23 24 25	
29 30 31 1 2 3 4 26 27 28 29 30 31 1	
5 6 7 8 9 10 11 2 3 4 5 6 7 8	

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

ssign Room Filter •	Room +	Score +	Test for Traning				
aved Filter:	Room	Score	12/12/2013 Thu 3:30pm-4:30pm				
Room 🕒	3 140 - Lab-FSA 🖻	91	Available				
Show Shared Rooms	3 158 - Hospitality Dedi	81	Available				
Show Alt Room Configs	3 172 🖻	79	Available				
Capacity:	3 Empire	72	Available				
Between 🗘	3 Brighton	64	Available				
and 🗘	3 Monroe A	63	Available				
	3 Monroe B	63	Available				
ampus (1) 👘 🔺	-						
BC X Room Type	3 140A 🖻	62	Available				
	3 140E 🖻	62	Available				
Building (1) 🗄 🔺	3 Forum 🖻	61	Available				
3 X	3 MainDinn 🖻	55	Available				
Room 🕂 📥	3 Monroe A and B 🖾	54	Available				
All	3 Marketpl 🖾	52	Available				
	3 117 🖻	50	Available				
	3 GilmanLnge 🖻	50	Available				
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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:

diting... 📃 Submit 🧔 Cancel

<u>ent Request - Brighton Form: For meeting r</u>

You will receive the following confirmation:



If you have any questions or concerns, please contact Campus Events at 585-292-2010.

Note: For any needed changes for a submitted request, please contact the either Sauntevia Major (smajor@monroecc.edu) or Yolanda Johnson (yjohnson@monroecc.edu) at least 72 business hours prior to the 1st event date

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

