



Monroe Community College
STATE UNIVERSITY OF NEW YORK

Ad Astra 8.7

Training

Manual

Glossary

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Introduction

Astra Schedule is a Web-based, enterprise-class scheduling and calendaring system that coordinates rooms, resources, invoicing, notifications, timetables and exams. Excelling in both academics and events, Astra Schedule can help your institution reach its goals—from growing enrollments by maximizing classroom space to scheduling catering services for an event, and everything in between.

Astra Schedule provides academic scheduling, SIS integration, event management, enterprise calendaring, and a customizable web homepage for easy access.

To begin:

Click on the Ad Astra main link <https://www.aaiscloud.com/MonroeCC>

When first logging in you will be directed to the MCC Network Login page. Once you've signed in with your credentials you will be navigated to the Ad Astra home page.

MCC Network Login

MCC Email Address

MCC Network Password

Sign-In

- [Forgot Your Password?](#)
- [Alt. Blackboard Login](#)
- [Student Technology FAQs](#)
- [Technology Support](#)

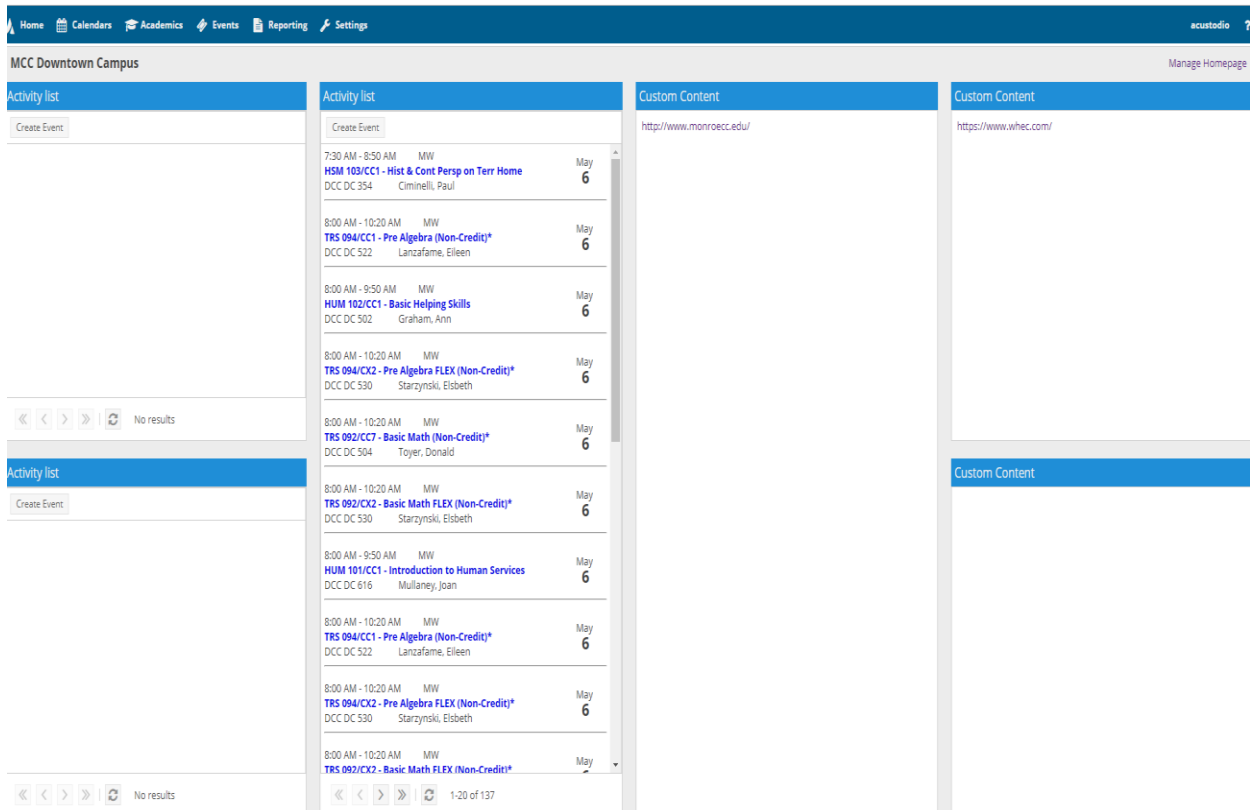
Home Page

The Homepage is the default landing place upon login. Astra Schedule provides a guest homepage and a user-specific homepage as access points to the system for both the casual and advanced user. The guest homepage acts as the central access point to the application for all guests and users alike. This initial view of the application can be customized to include content and shortcuts to various pieces of information and application features.

From the guest homepage, application users can provide login credentials to gain access to a personal homepage and additional application functionality as defined by their security settings. The homepage initially defaults to settings based on the user's Primary Responsibility - an attribute of their personal record in Astra Schedule. Primary Responsibility options for people include User, Customer Contact, Institution Contact, Instructor, and Student. A default personal homepage experience can be defined for each. Once a user is logged in, they may be able to customize their homepage if allowed by their default homepage configuration.

This is the home page. Home pages can be designed with your preferences in mind. For the purposes of this first manual we will be focusing on getting you familiar with the calendar grid and requesting events. Please note your view of this page may be different from what you see on your home page. There are different tabs for different users based on privileges.

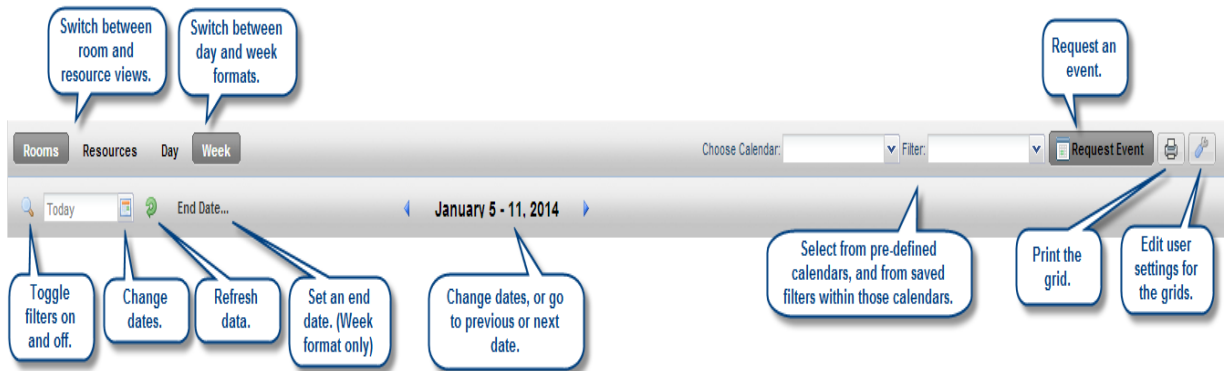
You should see a home tab, a calendar tab, academics tab, events tab, and settings tab as seen below.



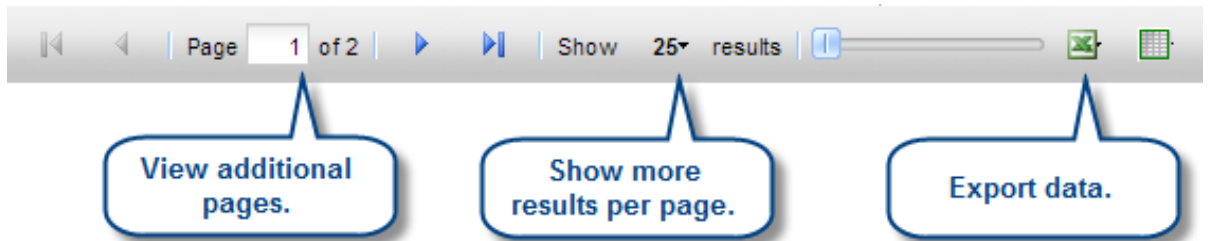
Toolbar & Navigation

A user may choose to view either the Day or Week grid format, and navigate through a list of either rooms or resources. The list of rooms or resources is presented on the left, and activities using the applicable room or resource will appear as shaded cells in the grid to the right.

The grid toolbar, shown below, can be used to edit the date, filters, format, and settings of the grids.

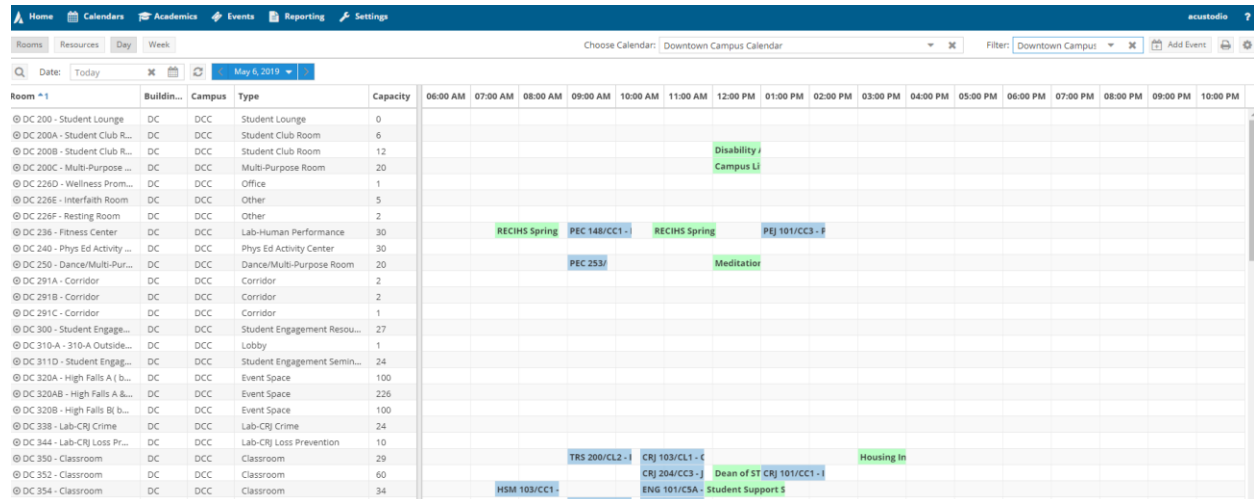


Paging controls, provided at the bottom of the screen, can be used to navigate pages, set page size, and export results.



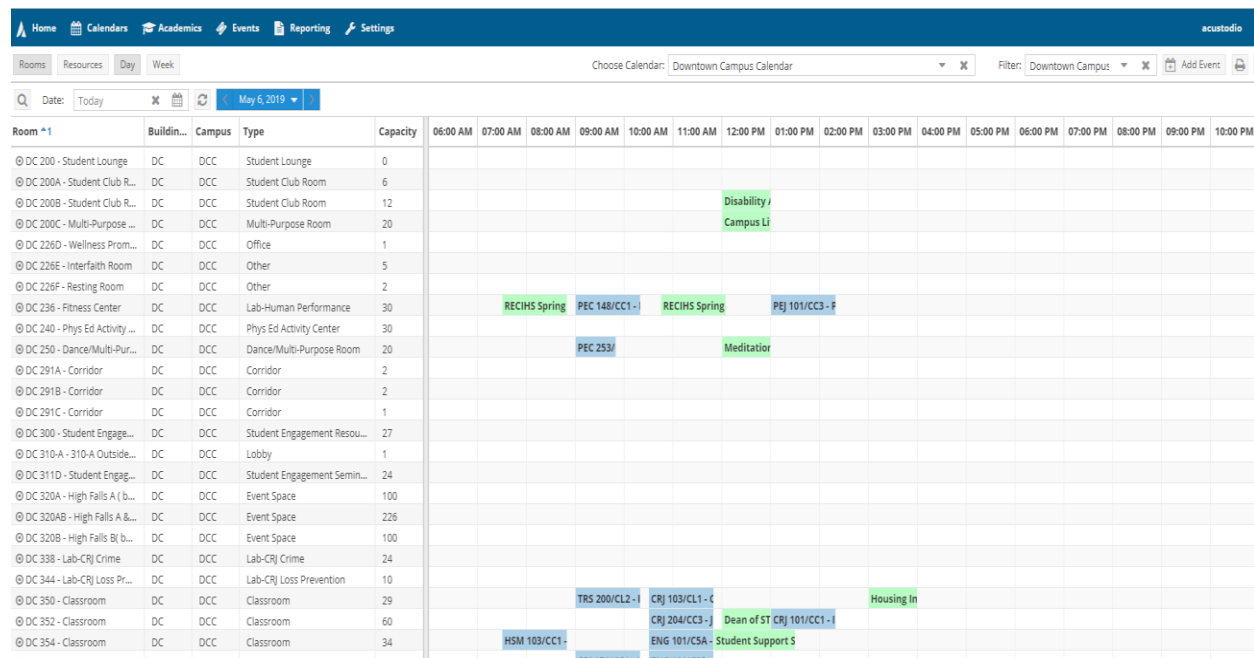
Calendar Grid

Click on the calendar tab and select scheduling grid. For most when opening up the scheduling grid your campus preference will populate. If it does not populate go to the **Choose Calendar** drop down menu and select the campus you would like to view. Please note some users may have more than one campus to choose from others have only the campus they currently reside in.



After clicking on your calendar selection go to the **Filter** drop down menu and select your view preference to see only events and/or events and classes. This allows you to view events and classes throughout the course of the day for the perspective campus.

You can select a specific date by clicking on the date icon in blue or using the arrows to move the calendar to a future date by using the right arrow or look at previous date by using the left arrow.



Day & Week Format

The Day view of the Grid displays each item's schedule on a single row. This view provides immediate feedback on availability and usage for a single day, across a page full of rooms at a time.

The Week view requires that you select the room or resource you would like to view from the list on the left. This view provides immediate feedback on availability and usage for a full week (or date range - see below) at once.

The calendar format will be displayed as shown in the examples below.

The screenshot displays a web-based calendar interface. At the top, there is a navigation bar with links for Home, Calendars, Academics, Events, Reporting, and Settings. Below this, there are tabs for Rooms, Resources, Day, and Week. The Week view is selected, showing a calendar grid for the week of May 5-11, 2019. The grid lists various rooms on the left and shows scheduled events across the days. For example, on Monday, May 7, there are events in room DC 311D (08:00 AM - 09:20 AM) and DC 320A (09:30 AM - 10:50 AM). On Tuesday, May 8, there are events in room DC 311D (08:00 AM - 09:20 AM) and DC 320A (09:30 AM - 10:50 AM). On Wednesday, May 9, there are events in room DC 311D (08:00 AM - 09:20 AM) and DC 320A (09:30 AM - 10:50 AM). On Thursday, May 10, there are events in room DC 311D (08:00 AM - 09:20 AM) and DC 320A (09:30 AM - 10:50 AM). On Friday, May 11, there are events in room DC 311D (08:00 AM - 09:20 AM) and DC 320A (09:30 AM - 10:50 AM).

Event Request Forms

When you are ready to request an event go to the upper right hand side of the screen and select request event (please disregard add event in this example as this view is from my calendar).

The screenshot shows the acustudio interface for the Downtown Campus Calendar. At the top, there is a 'Choose Calendar:' dropdown set to 'Downtown Campus Calendar' and a 'Filter:' dropdown set to 'Select...'. A 'Request Event' button is visible in the top right. Below this is a navigation bar with 'Home', 'Calendars', 'Academics', 'Events', 'Reporting', and 'Settings'. The main area is a calendar grid for May 6, 2019, with columns for each hour from 06:00 AM to 10:00 PM. The grid lists various rooms with their building, campus, type, and capacity. Overlaid on the grid are several event requests, such as 'Disability Campus Li' in room DC 200B at 12:00 PM, 'RECIS Spring' in room DC 236 at 07:00 AM, and 'PEJ 101/CC3 - F' in room DC 240 at 11:00 AM. Other requests include 'Housing in' in room DC 344 at 06:00 PM and 'Dean of ST CRJ 101/CC1 -' in room DC 352 at 09:00 AM.

Once clicked you will see the Event Request Wizard displayed. Here you can select a form. Use the arrow button to choose a form for one of the campuses.

The screenshot shows the 'Event Request Wizard' dialog box. The title bar is blue and says 'Event Request Wizard'. The main text reads: 'Welcome to the Event Request Wizard. Please select an Event Request Form to begin.' Below this is a label '*Event Request Form:' followed by a dropdown menu with 'Select...' and a close button (X). At the bottom right of the dialog are two buttons: 'Next' and 'Cancel'.

Event Request Form – Brighton Campus

When selecting Brighton it will open up the Brighton Form: For meeting rooms, classrooms, lecture halls and computer labs in Building 9 and 11 only. Please note if you require some type of set up or AV support for the Brighton Room an application will need to be submitted directly to the Campus Events Office. This electronic form is only for non-set up regular usage rooms.

Fill out all required fields in the form. For the Brighton Campus there is a lead time of three business days from the day of submissions. If under the three days the system will not allow you submit an electronic request.

Event Request (Brighton Form: For meeting rooms, classroom, lecture halls and computer labs (...))

Brighton Form: For meeting rooms, classroom, lecture halls and computer labs (building 9 and 11 only)

Important Information:

- This form is **Not** for scheduling academic reservations
- The Campus Events office does not schedule/manage department controlled facilities
- All online requests **must be at least three (3) business days** out from the day of submission.
- If you will require food service, parking 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 Events Office at (585) 292-2010.
- Please fill out the following form as applicable. For all fields with an (*) information is required
- For "Event Meetings" section, please disregard the Featured and Private boxes as they are not active.

ContactInfo

* Type Last name:

* Email Address:

Type in your last name and it should populate your full name. If your email does not show type it in as well. Type in your **ext. or contact phone number** in case the approver needs to call for further clarification on your event submission. Fill in the **Event Title**, enter the number of internal guest. Once completed click **Add Meeting**.

Event Request (Brighton Form: For meeting rooms, classroom, lecture halls and computer labs (...))

ContactInfo

* Type Last name:

* Email Address:

* Contact Phone:

EventInfo

* Event Title:

* Enter the number of internal guests

Add a Meeting:

No meetings created. [Add Meeting](#)

After selecting **Add Meeting** a **Create Meeting** form will pop up. On this form you have a choice to schedule a single event, multiple, or recurring. If selecting single event, fill in the start and end time. Fill in your start and end date. Meeting Name must be typed if not already populated. Select a meeting type by clicking the arrow to view options. Once selected go directly to **Add Meeting** (blue box at the bottom right). If creating multiple meetings go to the section Multiple Date Request on page (15).

Create Meeting(s)

Single Multiple Recurring

Start Time: 12:00 PM End Time: 12:30 PM

Start Date: 05/06/2019 End Date: 05/06/2019

* Meeting Name: Test

Meeting Type: Select...

Max Attendance:

Featured
 Private
 Requires Room

Add Meeting **Cancel**

Now you will see the information at the bottom of the Event Request form. At this time you can click on **Request Rooms** (blue box above submit).

Event Request (Brighton Form: For meeting rooms, classroom, lecture halls and computer labs (...))

- Please fill out the following form as applicable. For all fields with an (*) information is required
- For "Event Meetings" section, please disregard the Featured and Private boxes as they are not active.

ContactInfo

*Type Last name: Reed, Kaylon

* Email Address: kreed34@monroecc.edu

* Contact Phone: 7155

EventInfo

* Event Title: Test

* Enter the number of internal guests: 5

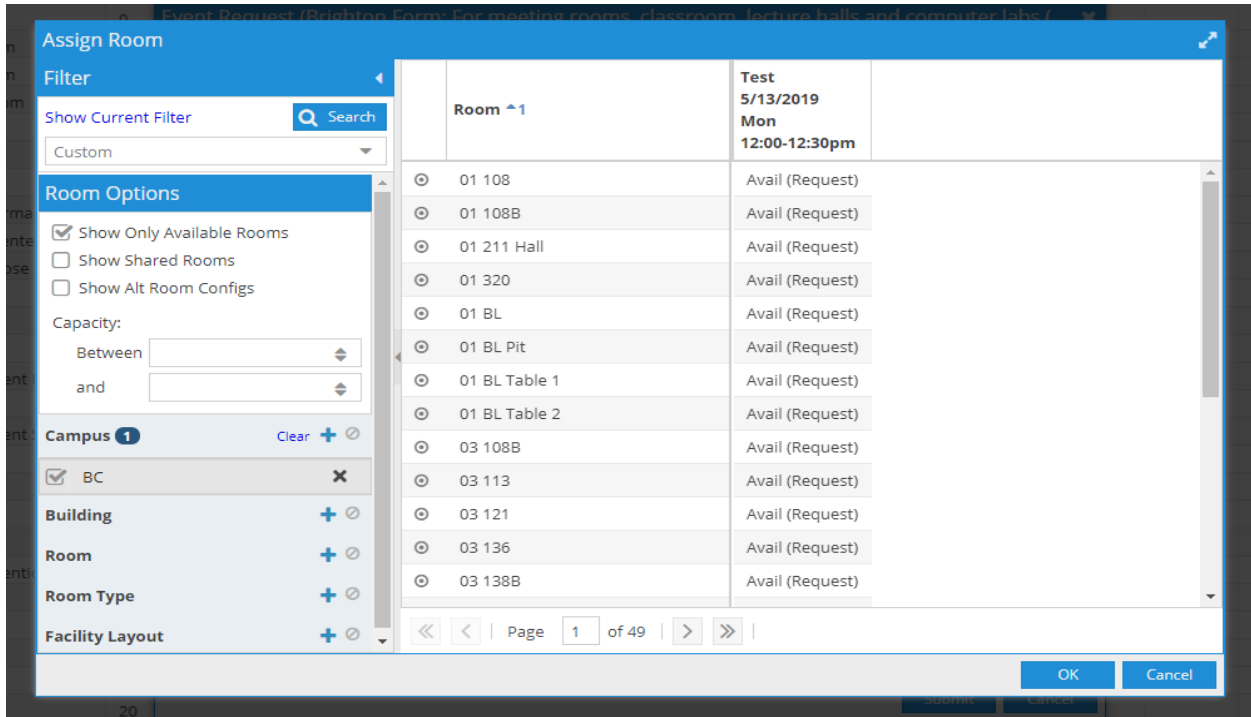
Add a Meeting:

Add Meeting **Request Rooms**

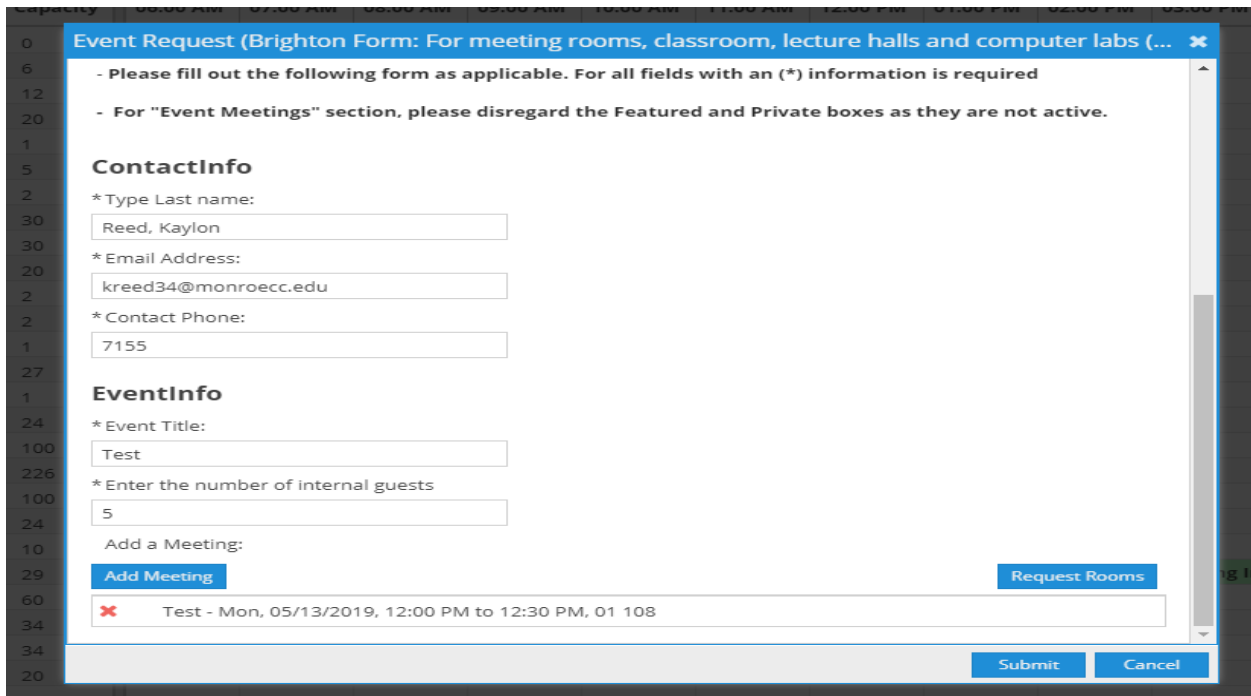
✗ Test - Mon, 05/13/2019, 12:00 PM to 12:30 PM

Submit **Cancel**

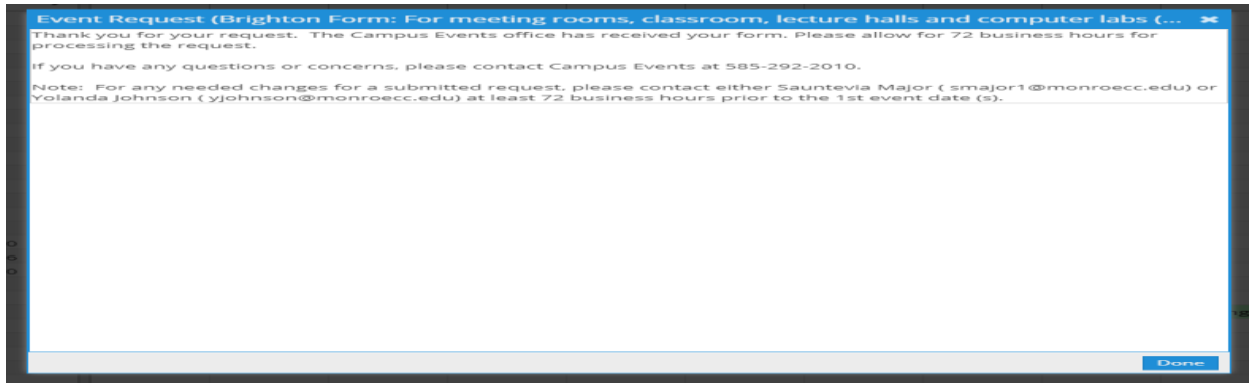
Next the assign room form will populate. Here you can choose a room and it will show if it is available. If your selection is available select it and click ok.



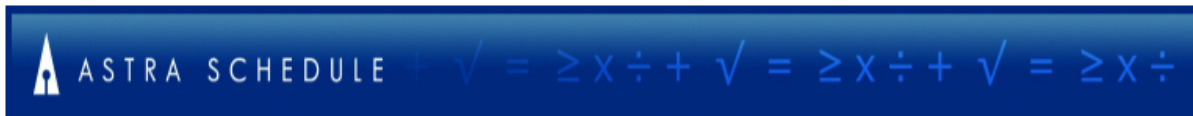
Once you've clicked it will bring you back to this form and you will notice at the bottom the day and time and room number. If all information is correct click the submit button (blue button at the bottom).



Once submitted you will receive this notice thanking your for your request. You will also receive an email with a notification of submission with all the details of your request.



This is an example of the information you receive in your inbox.



Event Request Received

5/6/2019

1:24PM

Thank you! Your event request was successfully received and is being reviewed. You will receive an email response when further action is taken, or if more information is required.

Event Name

Description

Testing

Request Summary:

=====

Contact Information

=====

Contact: Custodio, Antonia
 Email: acustodio@monroecc.edu
 Phone: () - 6106
 Event Name: Testing
 Enter the number of internal guests 2

=====

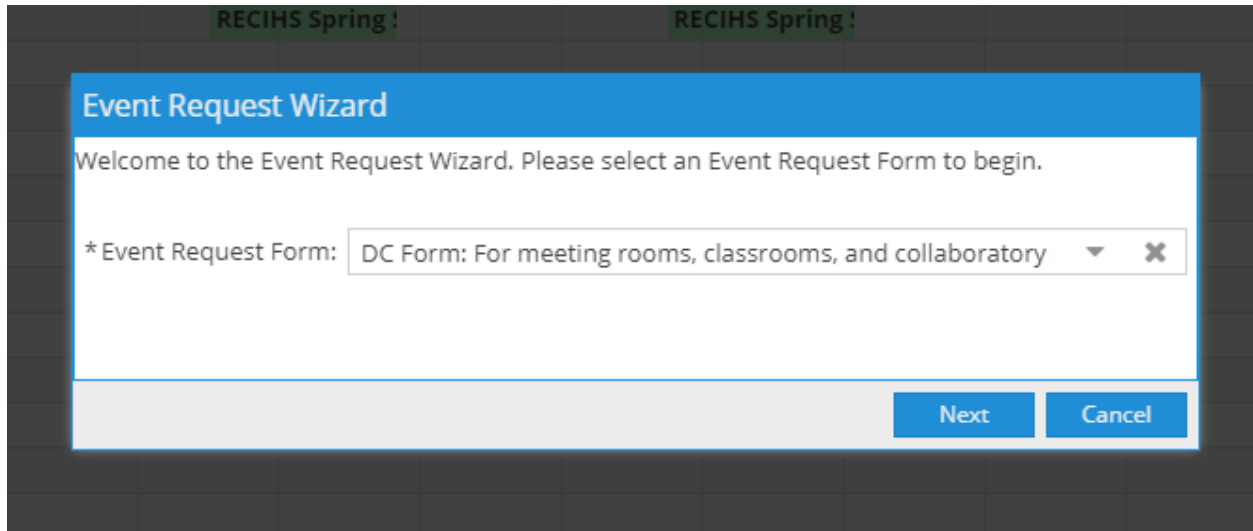
Meeting

=====

Name: Testing
 Description:
 Event Meeting Type: Testing
 Start Date: 5/9/2019
 End Date: 5/9/2019
 Start Time: 2:30 PM
 End Time: 3:00 PM
 Is Room Required: True
 Max Attendance:
 Room Configuration: 03 115 - Standard
 Resource(s):

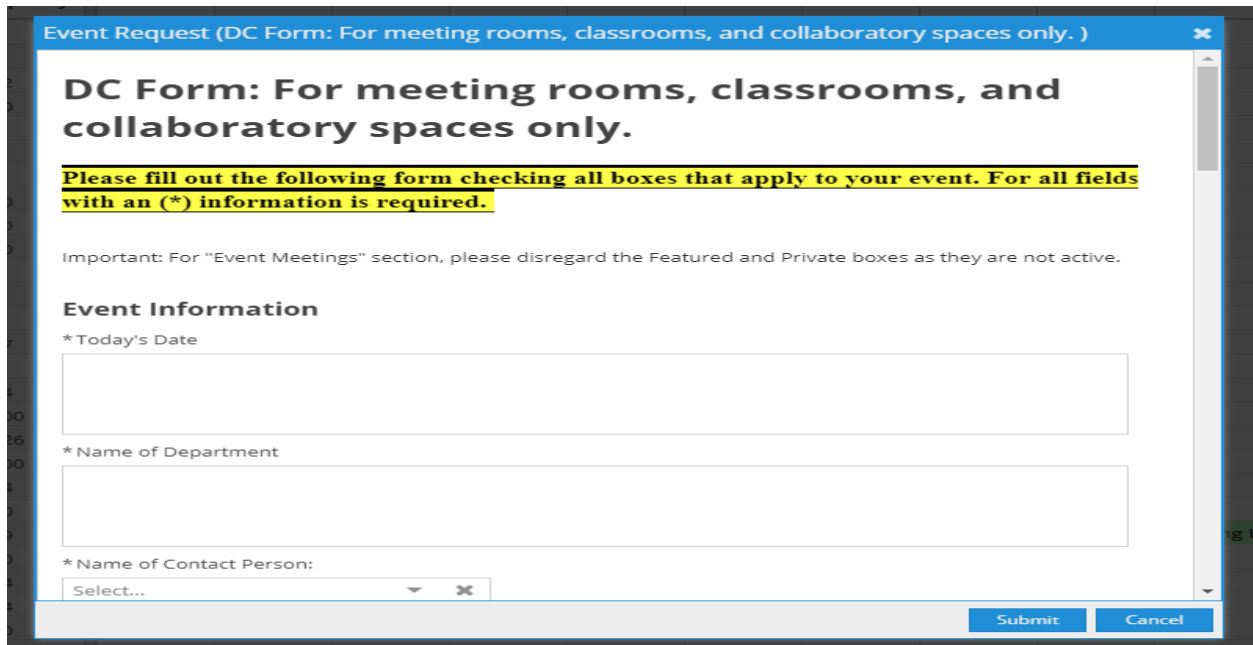
Event Request Form – Downtown Campus

When selecting the Downtown Campus it will open up the DC Form: For meeting rooms, classrooms, conference rooms and corridor spaces. Fill out all required fields in the form. For the Downtown Campus there is a lead time of two business days from the day of submissions. If under the days days the system will not allow you submit an electronic request.



The screenshot shows a dialog box titled "Event Request Wizard" with a blue header. The main text reads: "Welcome to the Event Request Wizard. Please select an Event Request Form to begin." Below this is a dropdown menu labeled "* Event Request Form:" with the selected option being "DC Form: For meeting rooms, classrooms, and collaboratory". At the bottom right of the dialog are two buttons: "Next" and "Cancel".

Type in your last name and it should populate your full name. If your email does not show type it in as well. Type in your **ext. or contact phone number** in case the approver needs to call for further clarification on your event submission. Fill in the **Event Title**, enter the number of internal guest. Once completed click **Add Meeting**.



The screenshot shows a window titled "Event Request (DC Form: For meeting rooms, classrooms, and collaboratory spaces only.)". The main heading is "DC Form: For meeting rooms, classrooms, and collaboratory spaces only." Below this is a highlighted instruction: "Please fill out the following form checking all boxes that apply to your event. For all fields with an (*) information is required." An important note follows: "Important: For 'Event Meetings' section, please disregard the Featured and Private boxes as they are not active." The "Event Information" section contains three fields: "* Today's Date" (a text input field), "* Name of Department" (a text input field), and "* Name of Contact Person:" (a dropdown menu with "Select..." as the current selection). At the bottom right are "Submit" and "Cancel" buttons.

Fill in all the required fields in the entire form. Please note for the Downtown Campus all request are to be submitted through Ad Astra. We do not use any hard copy applications for internal events except for High Falls A & B which need to be submitted directly to the Campus Events Office for processing. For the Downtown Campus form please scroll down to the bottom to ensure all information is completely filled. Be as specific with set up needs and AV Support.

Event Request (DC Form: For meeting rooms, classrooms, and collaboratory spaces only.)

* Account Number

Will there be an Admissions charge for this Event?
Select...

Will you require food service? If YES, contact Sodexo at 292-2578
Select...

Visit Sodexo Dining

* Add a Meeting:

Add Meeting Request Rooms Request Resources

No meetings created. Add Meeting

Audio Visual Equipment:

Submit Cancel

After filling in the information click on [Add Meeting](#). After selecting **Add Meeting** a **Create Meeting** form will pop up. On this form you have a choice to schedule a single event, multiple, or recurring. If selecting single event, fill in the start and end time. Fill in your start and end date. Meeting Name must be typed if not already populated. Select a meeting type by clicking the arrow to view options. Once selected go directly to [Add Meeting](#) (blue box at the bottom right).

Create Meeting(s)

Single Multiple Recurring

Start Time: 12:30 PM End Time: 1:00 PM

Start Date: 05/06/2019 End Date: 05/06/2019

* Meeting Name:

Meeting Type: Select...

Max Attendance:

Featured
 Private
 Requires Room

Add Meeting Cancel

Once you've clicked it will bring you back to this form and you will notice at the bottom the day and time. Now click on the [Request Rooms](#) (blue box next to request resources).

Event Request (DC Form: For meeting rooms, classrooms, and collaboratory spaces only.)

*Account Number

Will there be an Admissions charge for this Event?
Select...

Will you require food service? If YES, contact Sodexo at 292-2578
Select...

Visit Sodexo Dining

*Add a Meeting:

Add Meeting Request Rooms Request Resources

test - Wed, 05/08/2019, 12:30 PM to 01:00 PM
--

Audio Visual Equipment:

*Do you need Audio Visual Assistance?
Select...

Submit Cancel

A listing of rooms will populate in the Assign Room pop up. Here the rooms are not in order. In order to show the rooms in chronological order move your cursor inside the open white area of where it indicates Room.

Assign Room

Room	test 5/8/2019 Wed 12:30-1:00pm
DC 626	Avail (Request)
DC 614	Avail (Request)
DC 606	Avail (Request)
DC 535	Unavailable
DC 300	Avail (Request)
DC 502	Avail (Request)
DC 538	Avail (Request)
DC 612	Unavailable
DC 652	Avail (Request)
DC 550	Avail (Request)
DC 454	Avail (Request)
DC 456	Avail (Request)
DC 602	Avail (Request)

Page 1 of 4

OK Cancel

If you click once the rooms should automatically align in chronological order. Sometimes it takes a try or two to get them in sequence. See below. Rooms that are in red and indicate unavailable you will not be able to override it so you will need to select an alternative room. Once selected click [ok](#).

Room ^1	test 5/8/2019 Wed 12:30-1:00pm
<input type="radio"/> DC 200	Avail (Request)
<input type="radio"/> DC 200A	Avail (Request)
<input type="radio"/> DC 200B	Unavailable
<input type="radio"/> DC 200C	Unavailable
<input type="radio"/> DC 236	Avail (Request)
<input checked="" type="radio"/> DC 240	Selected
<input type="radio"/> DC 250	Avail (Request)
<input type="radio"/> DC 291A	Avail (Request)
<input type="radio"/> DC 291B	Unavailable
<input type="radio"/> DC 291C	Avail (Request)
<input type="radio"/> DC 300	Avail (Request)
<input type="radio"/> DC 311D	Avail (Request)
<input type="radio"/> DC 338	Avail (Request)

Page 1 of 4

OK Cancel

Once you've clicked it will bring you back to this form and you will notice at the bottom the day and time and room number. If all information is correct click the [Submit](#) button (blue box at the bottom).

Event Request (DC Form: For meeting rooms, classrooms, and collaborative spaces only.)

*Account Number

Will there be an Admissions charge for this Event?
Select... X

Will you require food service? If YES, contact Sodexo at 292-2578
Select... X

Visit Sodexo Dining

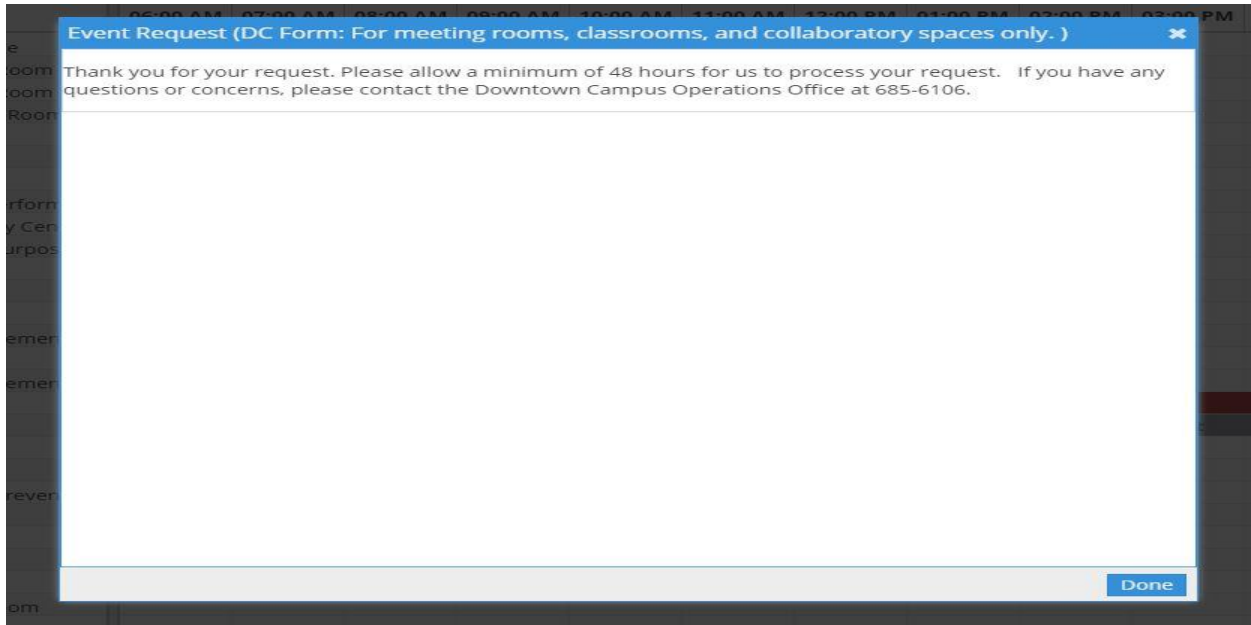
*Add a Meeting:
Add Meeting Request Rooms Request Resources

X test - Wed, 05/08/2019, 12:30 PM to 01:00 PM, Downtown Campus 240

Audio Visual Equipment:
*Do you need Audio Visual Assistance?
Select... X

Submit Cancel

Once submitted you will receive this notice thanking your for your request. You will also receive an email with a notification of submission with all the details of your request.



This is an example of the information you receive in your inbox.

ASTRA SCHEDULE $\sqrt{= \geq x \div + \sqrt{= \geq x \div + \sqrt{= \geq x \div}}$

5/7/2019
2:56PM

Event Request Received

Thank you! Your event request was successfully received and is being reviewed. You will receive an email response when further action is taken, or if more information is required.

<u>Event Name</u>	<u>Description</u>
testing	

Request Summary:

```

=====
Event Information
=====
Today's Date May 7, 2019
Name of Department Executive Dean's Suite
Contact: Anderson-Evans, Christy
Email: candersonevans003@monroecc.edu
Phone: 6139
Customer: Downtown Campus - Executive Dean
Event Name: testing
Enter the number of internal guest 0
Enter the number of external guests: 0

Org. Number 1012
Account Number xxxxx
Will there be an Admissions charge for this Event? No
Will you require food service? If YES, contact Sodexo at 292-2578 No

Do you need Audio Visual Assistance? No

Are you bringing your own AV Tech or equipment? If YES, please indicate what you are bringing below No

Will there be press/media at your event? No
Do you require an AV Tech support on hand for the entire event? No

Standard room configuration Yes

=====
Meeting
=====
Name: testing
Description:
Event Meeting Type: Address
Start Date: 5/13/2019
End Date: 5/13/2019
Start Time: 4:00 PM
End Time: 4:30 PM
Is Room Required: True
Max Attendance:
Room Configuration:
Resource(s):

```

Multiple Date Request

Select **Multiple** and a calendar will open up as seen below. Select your Start and End Time, go to the calendar and select all the dates. Once selected click on the arrow indicating to add the information into the meetings section. Once there a window will pop up.

Create Meeting(s)

Single Multiple Recurring

Start Time: 1:00 PM End Time: 1:30 PM

Today Clear

May 2019

S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Meetings

* Meeting Name: test

Meeting Type: Select...

Max Attendance:

Featured
 Private
 Requires Room

Add Meeting Cancel

Name the meeting group and click ok.

Meeting Group Name

Please enter a meeting group name:

test

OK Cancel

Once you've click ok it will bring you back to the Event Request form. As you will see in the [Add Meeting](#) section the dates and times you selected have populated. Now you can request rooms by clicking on the [Request Rooms](#) (blue box).

Event Request (DC Form: For meeting rooms, classrooms, and collaboratory spaces only.)

Contact Sodexo at 292-2378

No

[Visit Sodexo Dining](#)

*Add a Meeting:

[Add Meeting](#) [Request Rooms](#) [Request Resources](#)

- test
- Tue, 05/21/2019, 01:00 PM to 01:30 PM
- Wed, 05/22/2019, 01:00 PM to 01:30 PM
- Mon, 05/20/2019, 01:00 PM to 01:30 PM

Audio Visual Equipment:

*Do you need Audio Visual Assistance?

Select... !

Please indicate the time you would like to meet the AV Tech (please make it on the quarter hour, i.e., 9, 9:15, 9:30)

Please indicate what you would like assistance with

[Submit](#) [Cancel](#)

Select your rooms and click ok.

Assign Room

Room	test 5/8/2019 Wed 12:30-1:00pm
<input type="radio"/> DC 626	Avail (Request)
<input type="radio"/> DC 614	Avail (Request)
<input type="radio"/> DC 606	Avail (Request)
<input type="radio"/> DC 535	Unavailable
<input type="radio"/> DC 300	Avail (Request)
<input type="radio"/> DC 502	Avail (Request)
<input type="radio"/> DC 538	Avail (Request)
<input type="radio"/> DC 612	Unavailable
<input type="radio"/> DC 652	Avail (Request)
<input type="radio"/> DC 550	Avail (Request)
<input type="radio"/> DC 454	Avail (Request)
<input type="radio"/> DC 456	Avail (Request)
<input type="radio"/> DC 602	Avail (Request)

Page 1 of 4

[OK](#) [Cancel](#)

After clicking ok you will be navigated back to the Event Request form and you will see all the dates with the times and rooms numbers you selected. Ensure the entire has been completed and click on the [Submit](#).

The screenshot shows a web form titled "Event Request (DC Form: For meeting rooms, classrooms, and collaborative spaces only.)". The form contains several input fields and buttons:

- A large empty text area at the top.
- A field labeled "* Account Number".
- A dropdown menu for "Will there be an Admissions charge for this Event?" with a "Select..." option and a close button (X).
- A dropdown menu for "Will you require food service? If YES, contact Sodexo at 292-2578" with a "Select..." option and a close button (X).
- A link labeled "Visit Sodexo Dining".
- A section labeled "*Add a Meeting:" containing an "Add Meeting" button, a "Request Rooms" button, and a "Request Resources" button.
- A list of meetings with a red X icon and the text "test - Wed, 05/08/2019, 12:30 PM to 01:00 PM, Downtown Campus 240".
- A section titled "Audio Visual Equipment:" with a dropdown menu for "* Do you need Audio Visual Assistance?" and a close button (X).
- At the bottom right, there are "Submit" and "Cancel" buttons.

Event Request (DC Form: For meeting rooms, classrooms, and collaboratory spaces only.) ✕

No ▾ ✕

Please indicate the time you would like to meet the AV Tech (please make it on the quarter hour, i.e., 9, 9:15, 9:30)

10:00am

Please indicate what you would like assistance with

test

*Are you bringing your own AV Tech or equipment? If YES, please indicate what you are bringing below

No ▾ ✕

Be specific in your description

test

Will there be press/media at your event?

Select... ▾ ✕

Do you require an AV Tech support on

Submit Cancel

Event Request (DC Form: For meeting rooms, classrooms, and collaboratory spaces only.)

test

Will there be press/media at your event?

No

Do you require an AV Tech support on hand for the entire event?

Yes

Add additional information if needed

test

Facilities Services

*Standard room configuration

No

If No, indicate required set up (be specific)

test

Submit

Cancel

Event Request (DC Form: For meeting rooms, classrooms, and collaboratory spaces only.)



Thank you for your request. Please allow a minimum of 48 hours for us to process your request. If you have any questions or concerns, please contact the Downtown Campus Operations Office at 685-6106.

Done

(May 2019)