

Ad Astra 7.0

Training Manual

(Revised)

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, Damon 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.

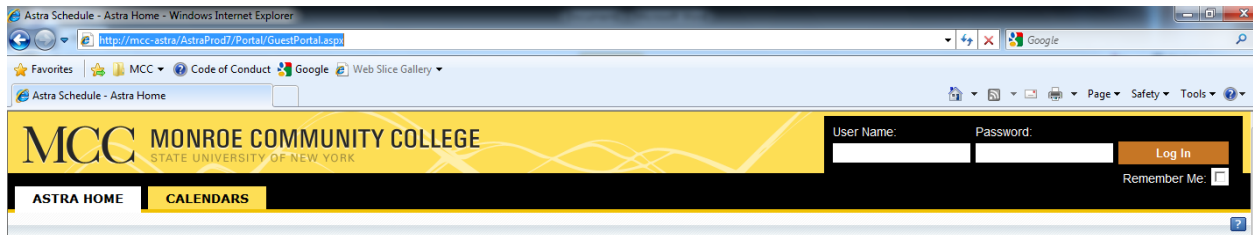
Loading Webpage and Logging In

Load Webpage

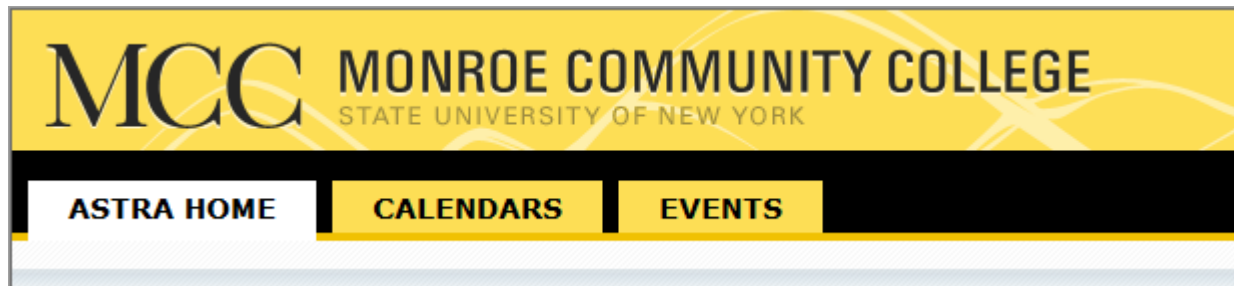
Open Internet Explorer and type in the webpage: <http://mcc-astra.monroecc.edu/AstraProd7/Portal/GuestPortal.aspx>

Enter your MCC user name into the username text box

Enter your MCC password into the password text box



When you log in you will see 3 tabs: Astra Home, Calendars, and Events



- Astra Home
 - Is where you will find the most up to date information about Ad Astra Scheduling Software
- Calendars
 - Is where you will view the calendar of events and classes for the Applied Technologies Center, Brighton Campus, and Damon City Center
- Events
 - Is where you will request events

Note: You may have more tabs.

Home Tab

Astra Home Tab:

This page will be slightly different for each user but basically this will be the look of the page.

The screenshot shows a Mozilla Firefox browser window displaying the Astra Home Tab. The address bar shows the URL <http://mcc-astra.monroec.edu/AstraProd7/Portal/UserPortal.aspx>. The page features a yellow header with the MCC logo and the text "MONROE COMMUNITY COLLEGE STATE UNIVERSITY OF NEW YORK". A "Logout" button is visible in the top right corner of the header. Below the header is a navigation menu with tabs for "ASTRA HOME", "CALENDARS", "ACADEMICS", "RESOURCES", "EVENTS", "PEOPLE", "REPORTING", and "SETUP".

The main content area is divided into several sections:

- Astra Schedule Functions:** A list of links including "Access Reports", "Create an Event", "Enterprise Calendar", "Find a Person", "Request an Event", and "View Rooms".
- Event List:** A table with columns for "Event Name" and "Status". The table contains the following entries:

Event Name	Status
AAU Basketball Practice	Incomplete
Academic Foundation Administrators Meeting	Scheduled
Admissions Info	Incomplete
Admissions Info Session	Incomplete
Admissions Junior Preview Days	Scheduled
- Report List:** A list of reports including "DASHBOARD - Events Created this Month by Event Type", "Weekly Room Grid for Multiple Rooms", and "Weekly Room Grid for Multiple Rooms with Capacity".
- MCC Daily Tribune:** A section for news articles. The featured article is "Dr. Ayala Promotes MCC Initiatives on Radio Program" (Tue, 30 Jul 2013 01:00:00 -0500). Other articles include "Passing of Jonathan (Jon) Toepfer, Husband of Mary Jo Toepfer" (Tue, 30 Jul 2013 01:00:00 -0500) and "More Daily Tribune News".
- Yahoo Weather:** A section for weather information for Kansas City, MO. It shows "Conditions for Kansas City, MO at 9:54 am CDT" (Tue, 30 Jul 2013 9:54 am CDT) and "Current Conditions: Cloudy, 75 F". The forecast includes: Tue - AM Showers, High: 82 Low: 70; Wed - Partly Cloudy, High: 89 Low: 71; Thu - Partly Cloudy, High: 87 Low: 70; Fri - Scattered Thunderstorms, High: 88 Low: 72; Sat - Isolated Thunderstorms, High: 82 Low: 71.
- Holiday/Announcements:** A section for announcements.
- External Links:** A section for external links, including "Campus Events Webpage" and "Campus Events Application Page".

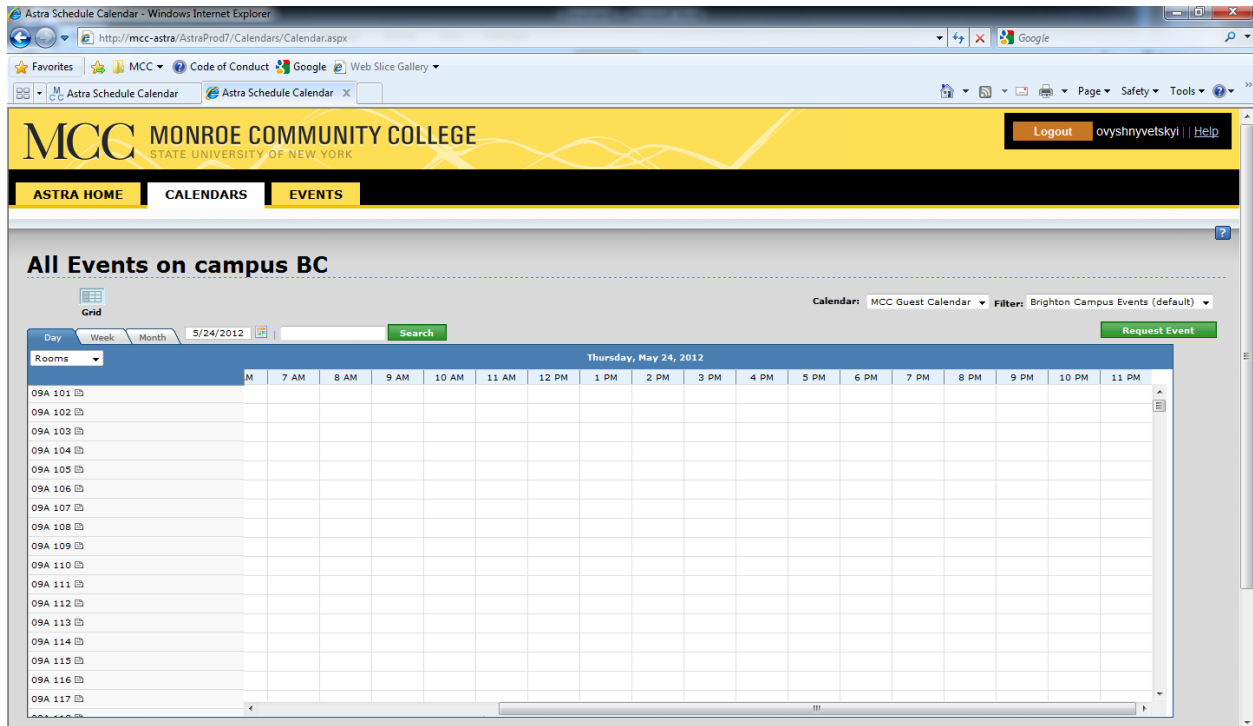
Calendar Tab

Calendars Tab:

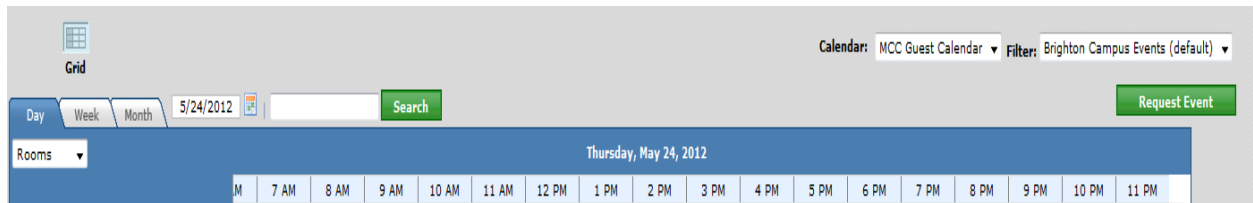
This tab is where you will see what events and classes are taking place

Select "Scheduling Calendars"

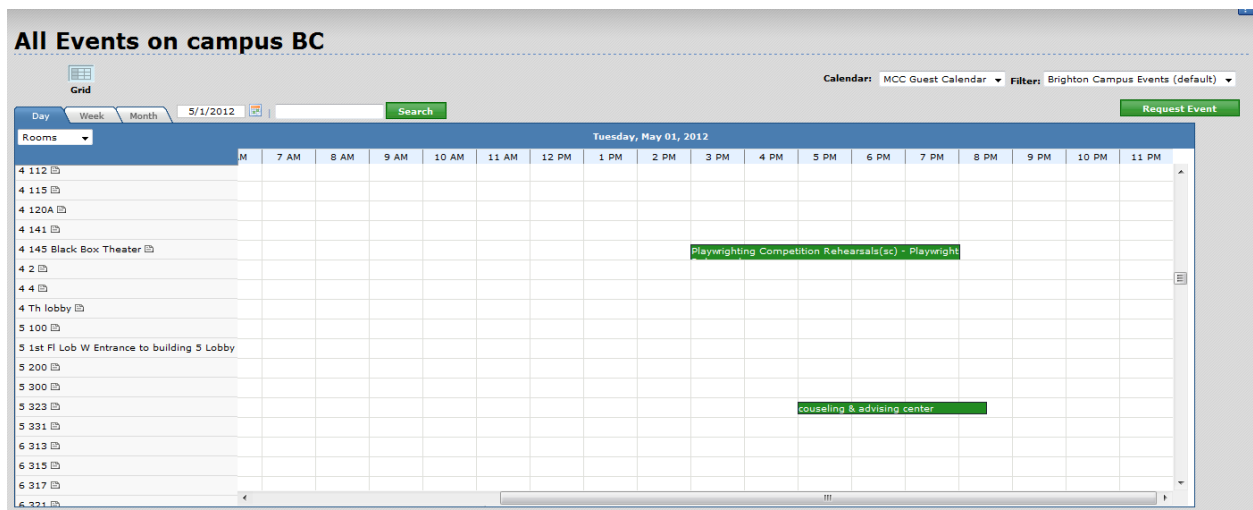
The screenshot shows a web browser window titled "Astra Schedule - Calendars - Mozilla Firefox". The address bar displays the URL <http://mcc-astra.monroecc.edu/AstraProd7/Calendars/default.aspx>. The browser's search bar contains "AOL Search". The page header features the Monroe Community College logo and the text "MONROE COMMUNITY COLLEGE STATE UNIVERSITY OF NEW YORK". A navigation menu includes links for "ASTRA HOME", "CALENDARS", "ACADEMICS", "RESOURCES", "EVENTS", "PEOPLE", "REPORTING", and "SETUP". The main content area is titled "Calendars" and includes a sub-section for "Enterprise Calendars". Under this section, there are two main options: "Scheduling Calendars" (described as "View daily, weekly or monthly calendars, resource grids and activity lists.") and "Available Rooms" (described as "Search for available rooms and resources"). On the right side of the page, there are two utility boxes: "Help" with a "Help" link, and "Calendar Admin" with links for "Manage Calendars" and "Manage Calendar Definitions". The footer contains a list of links: "MCC Home Page | Academic Calendar | Master Schedule | College Directory | Web A-Z Index | Contact Us" and "Computer Code of Conduct | Web Policies and Procedures | Questions or comments?". A copyright notice at the bottom reads "© 2012 Monroe Community College. All Rights Reserved." The browser's status bar at the very bottom shows "Done".



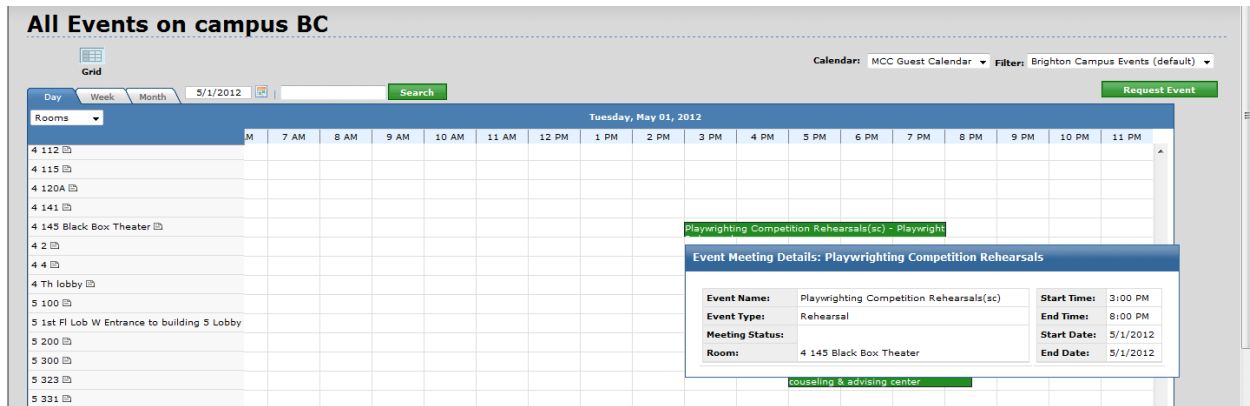
The default for the Grid View will be the “Day” view for the Brighton Campus.



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



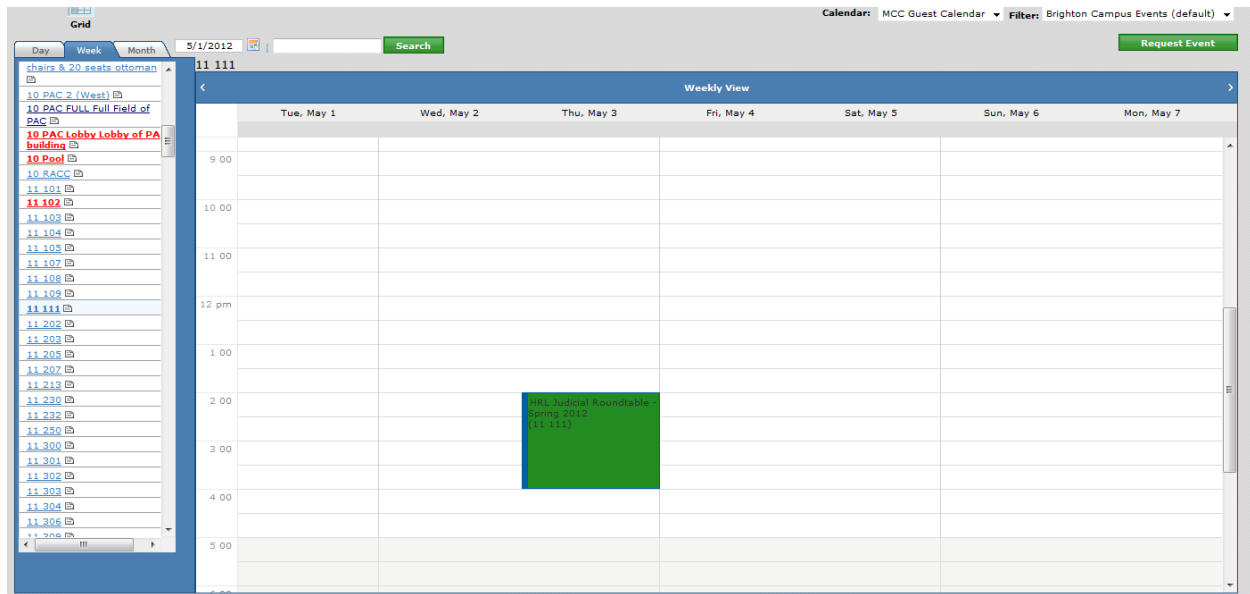
If you mouse over the event you will be given more details.



For “**Week**” view you see events within a week span.

You will need to click on a specific room on the left column (to do what?).

You will notice that when the room on the left column is **red** there are events in that space:



In the “**Month**” view you will see events within a month span.

You will need to click on a specific room on the left column (to do what?).

You will notice that when the room on the left column is red there are events in that space.

To amend the view

Click week

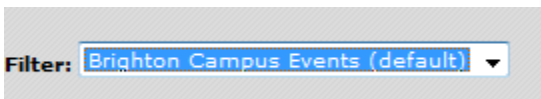
Click month



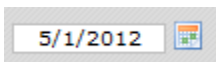
To search for an event



To view the ATC, Brighton or Damon calendars click the drop down menu on the top right. You have the options for each campus for events and each campus for events and classes.



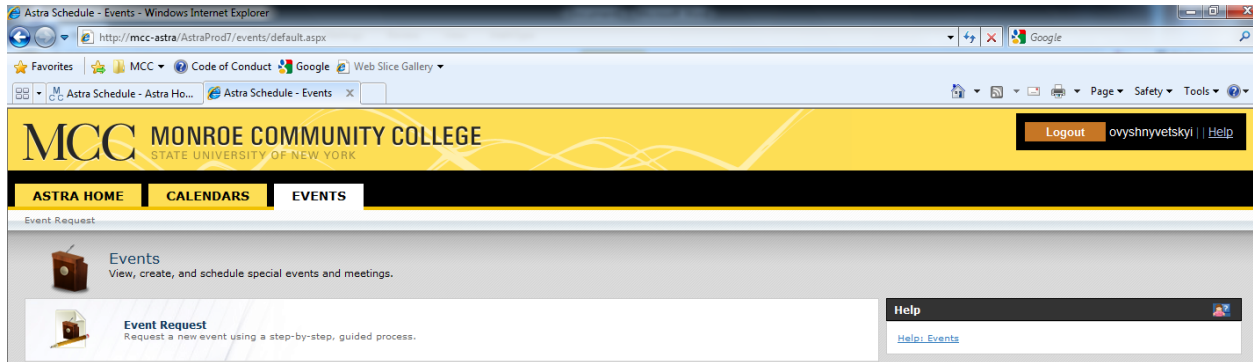
To amend the date



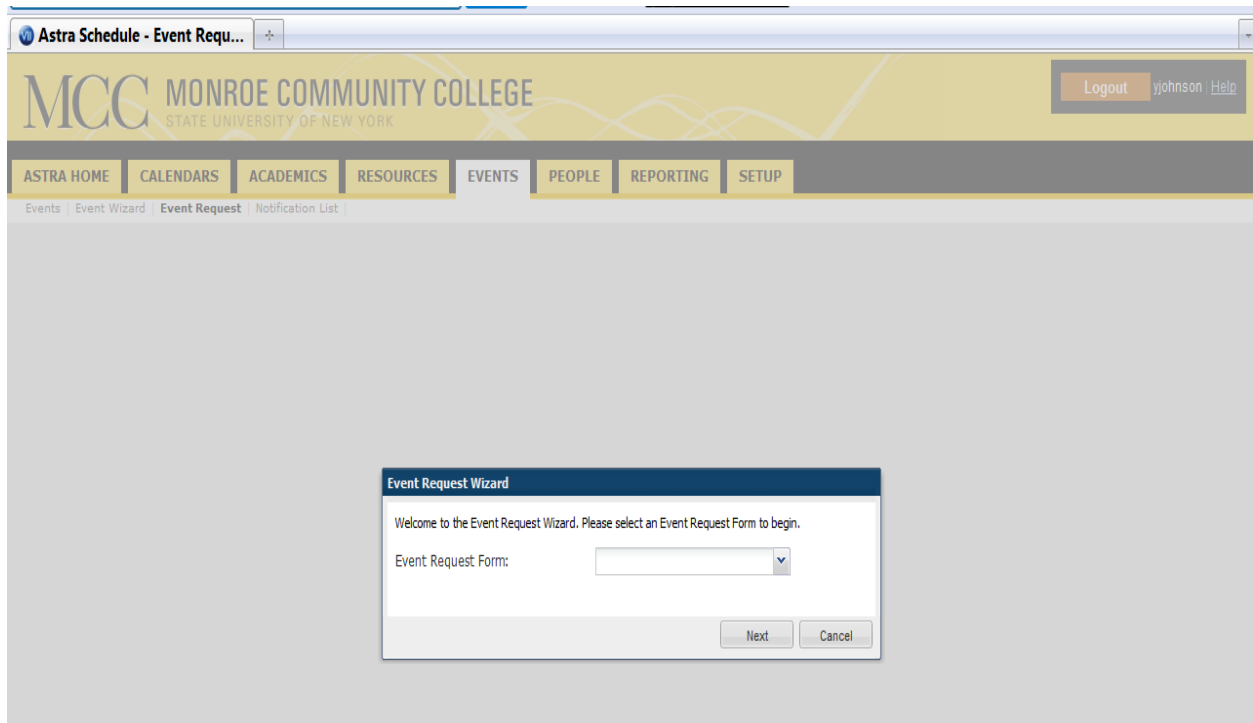
Event Tab

Events Tab:

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



Click Event Request

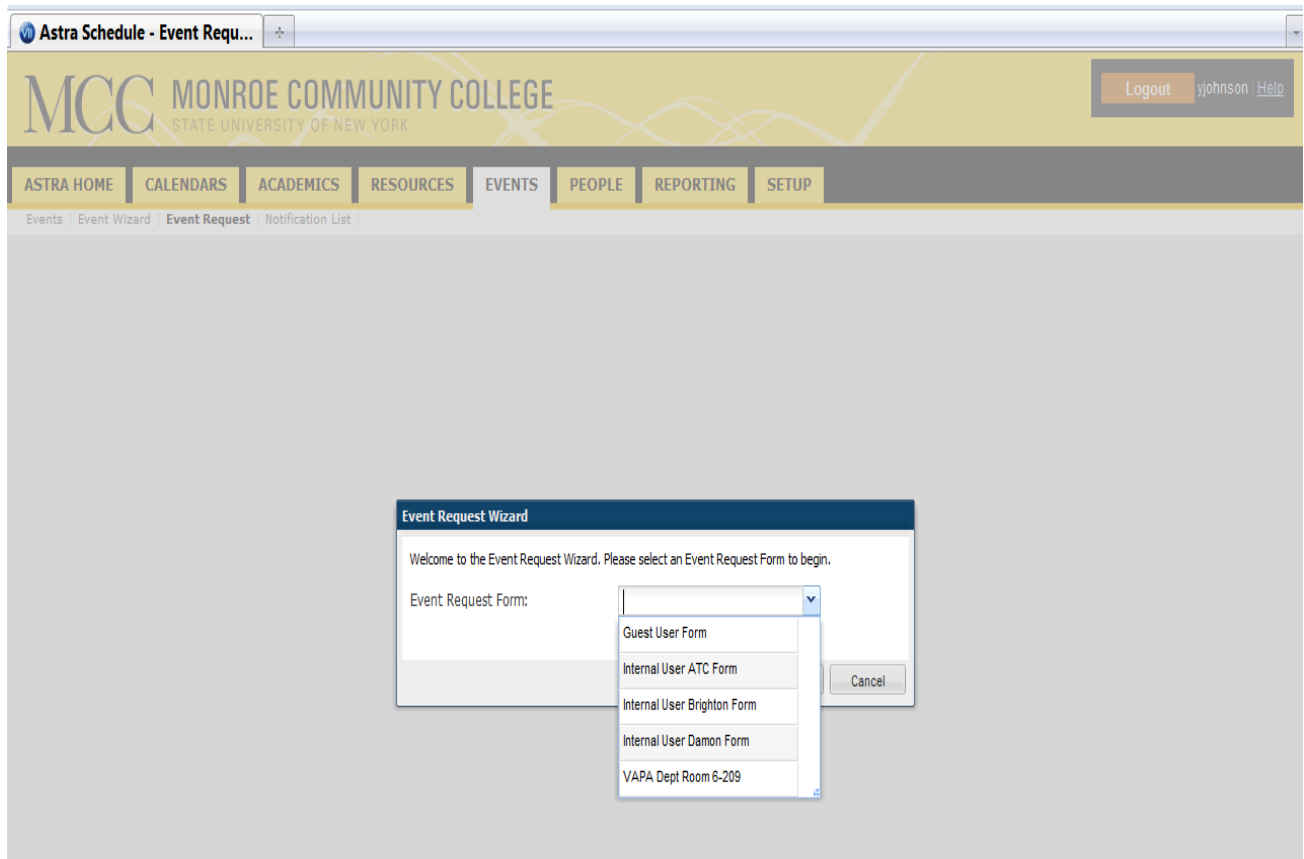


Click the drop down to define the request form

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

Brighton, ATC, and Damon

Note: Disregard the Guest User Form. For the Brighton Request Form, this request form should be used to reserve meeting rooms, classroom 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.



Select your desired form and Click next

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

Enter your name (starting with your last name) and phone number (can use your extension).

Note: Your email address will automatically appear in the Email Address input box.

ASTRA SCHEDULE Logout yjohnson Help

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

Events | Event Wizard | **Event Request** | Notification List

Editing... Save Cancel

Event Request (Brighton Form: For meeting rooms, classrooms, and lecture halls only)

Please fill out the following form as applicable. For all fields with an (*) information is required. If you require food service, parking, audio visual assistance or tables/chairs, please do not submit this request. Contact the Campus Events Office at 292-2010.

Important: For "Event Meetings" section, please disregard the Featured and Private boxes as they are not active.

Contact Information

Type Last Name:*

Email Address:*

Contact Phone:

Enter your event details

Event Details

Event Title:*

Enter the number of internal guests:*

Enter the number of external guests
(required org# and acc# ex. 3XXXX/7XXXX for
parking purposes) If no external guest type
(0):*

(You need to define what "event description" should be)

Note: For any external attendees, you would need to provide an organization and account number for processing. For there are no external attendees, please enter "0".

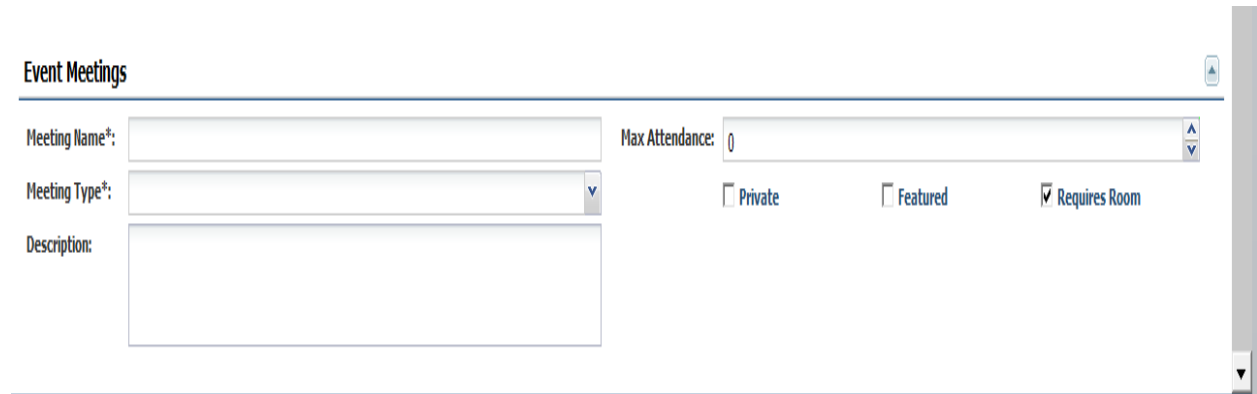
Enter your Type and Description

By default the name 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.



Event Meetings

Meeting Name*:

Meeting Type*:

Description:

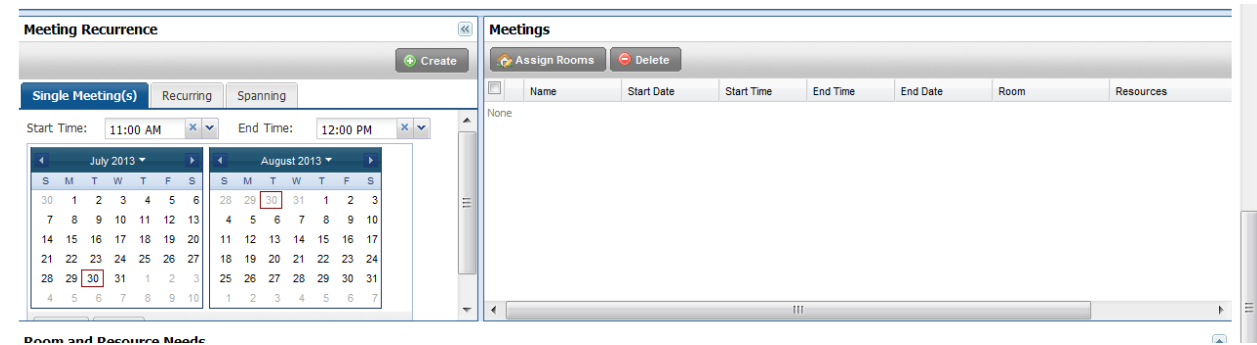
Max Attendance:

Private Featured Requires Room

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

Create

Single Meeting(s) Recurring Spanning

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

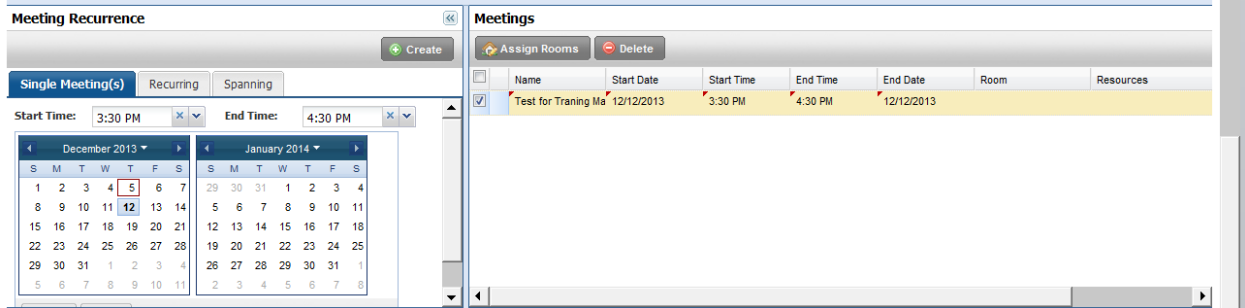
July 2013 August 2013

Meetings

Assign Rooms Delete

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

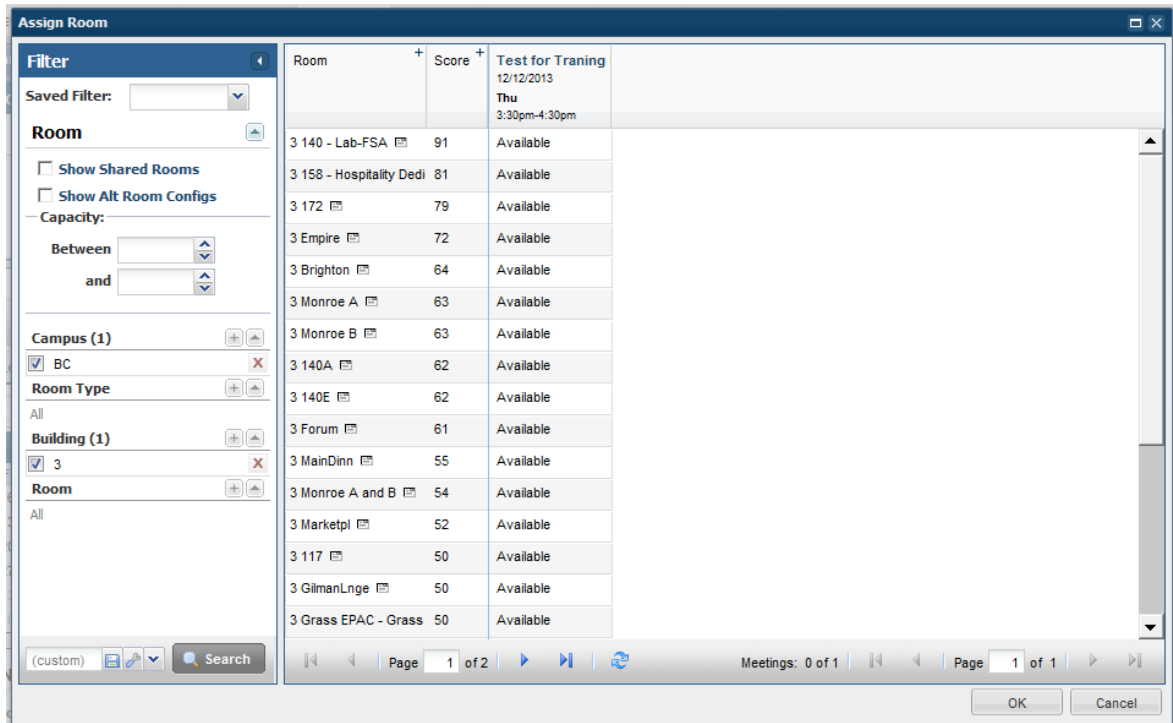
Once created, you can then proceed to assign a location



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 "BC" selected. 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

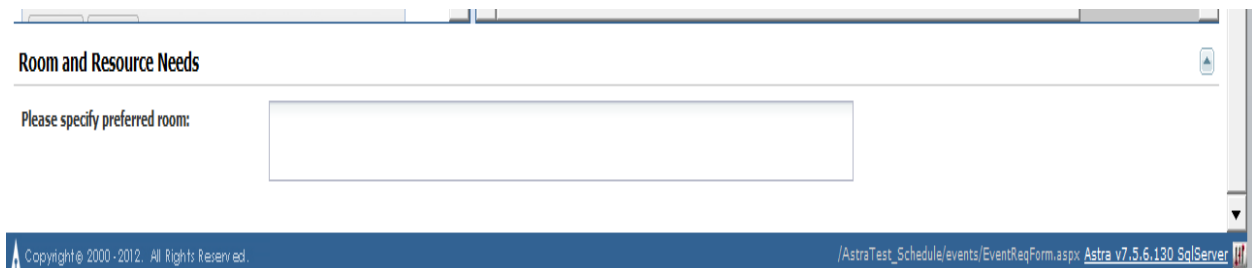
To add a building or room type, choose the (+) option. A list of building/room types will appear. Choose then click on “Search” at the bottom of the screen

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

Room and Resources Needs

Please specify or describe the room that you would like to reserve ONLY if you have not selected a room from the previous section.



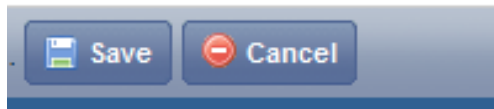
Room and Resource Needs

Please specify preferred room:

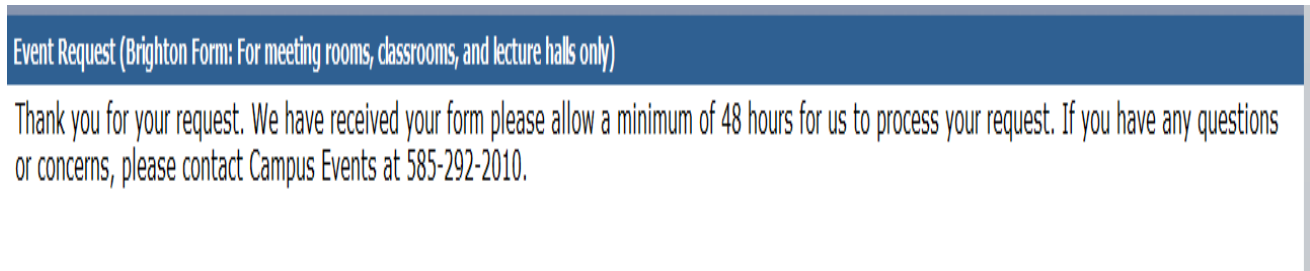
Copyright © 2000 - 2012. All Rights Reserved. /AstraTest_Schedule/events/EventReqForm.aspx Astra v7.5.6.130 SqlServer

Once completed.....

Click Save, or Cancel



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 Courtney Sprague

Your Damon request will go to Antonia Custodio

Your Brighton request will go to Que system where is will be handled by Yolanda Johnson, Courtney Sprague or Campus Events Assistant

To Log out:

Click log out in the top right

