Ad Astra 7.0

Training Manual

(Revised)

Glossary

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.
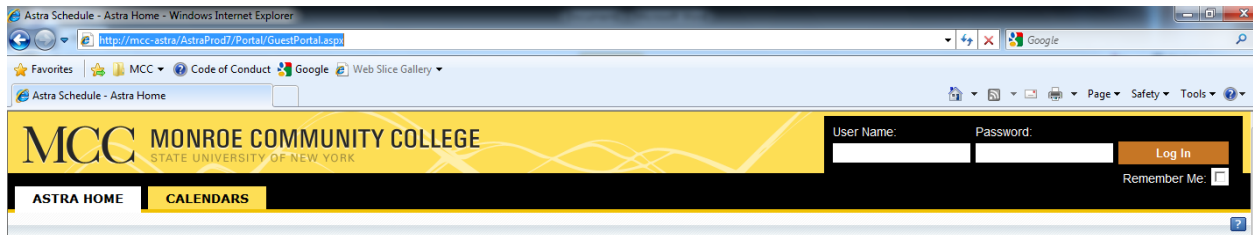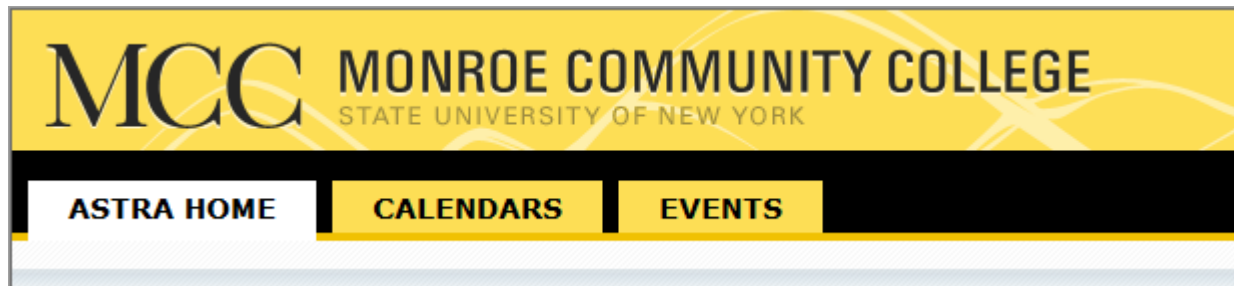
Loading Webpage and Logging In

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:

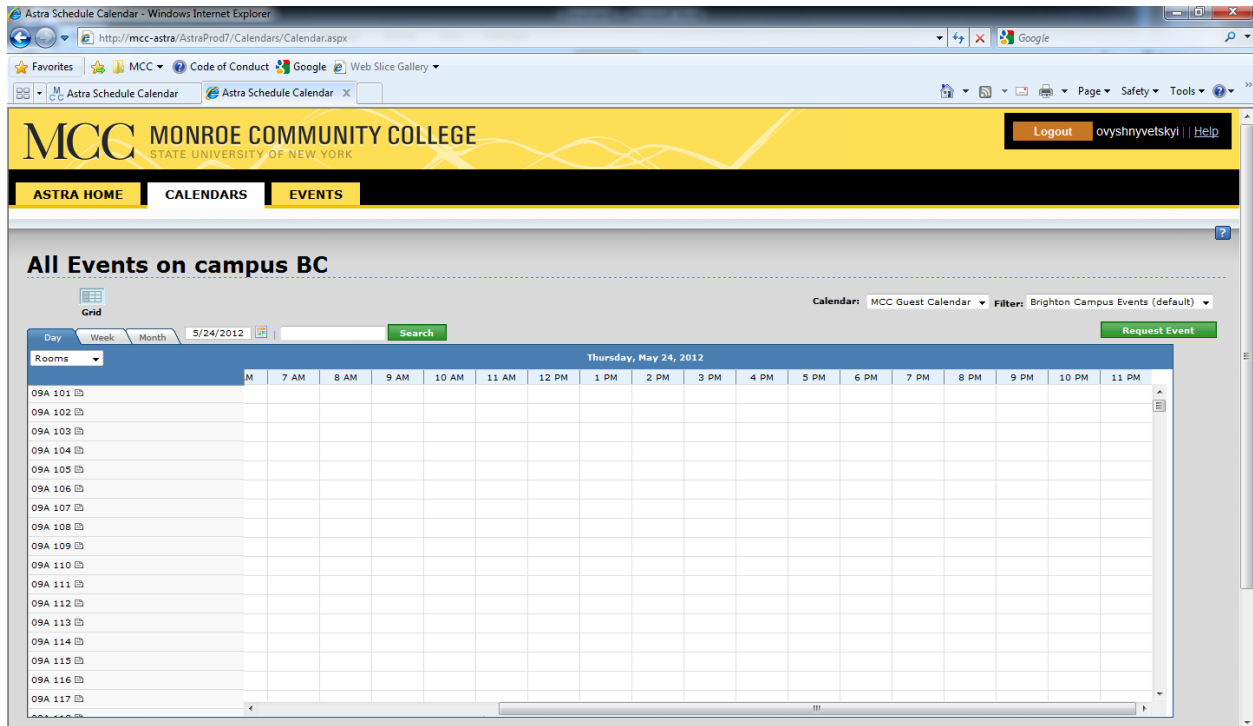**This page will be slightly different for each user but basically this will be the look of the page.**
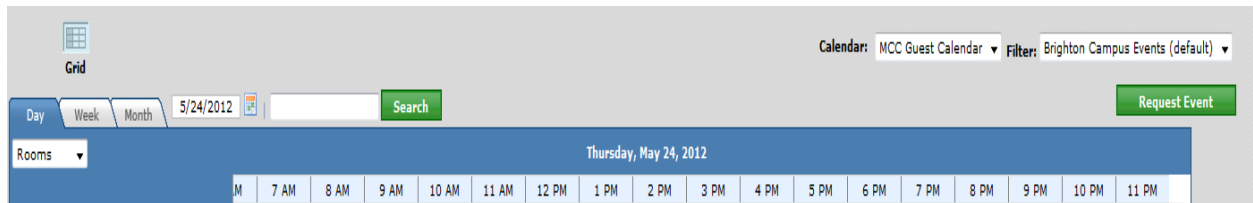
Calendar Tab

Calendars Tab:

This tab is where you will see what events and classes are taking place
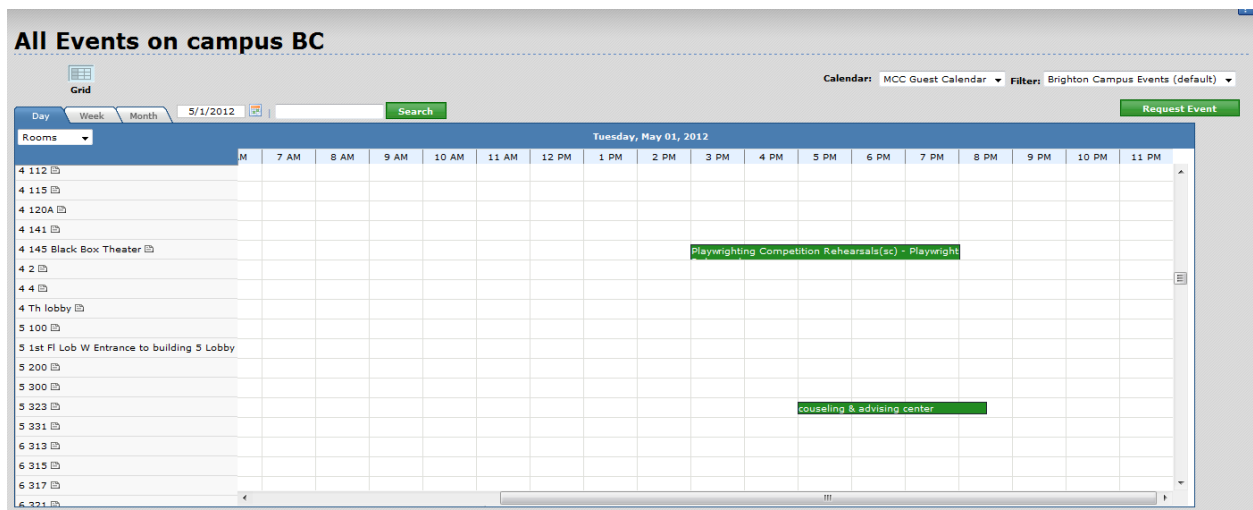
Select "Scheduling Calendars"

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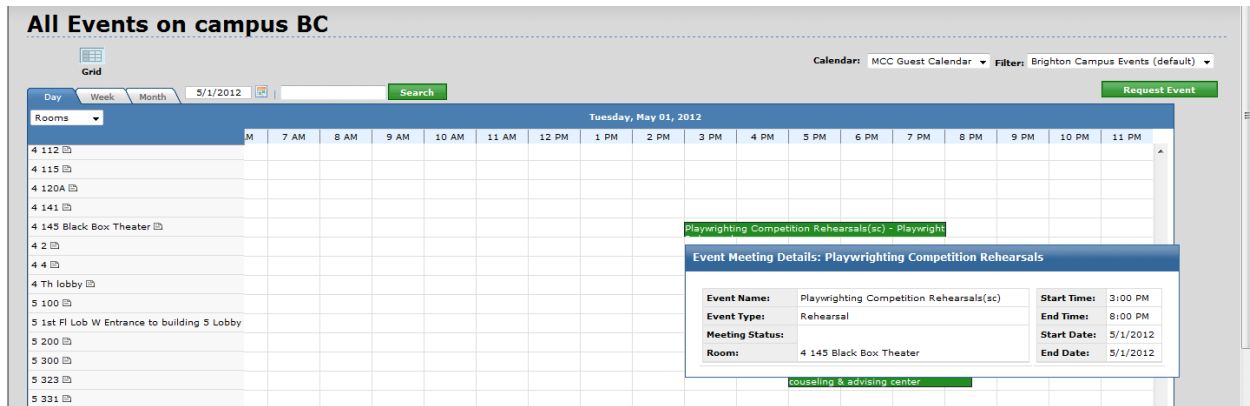
For "**Week**" view you see events within a week span.

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:
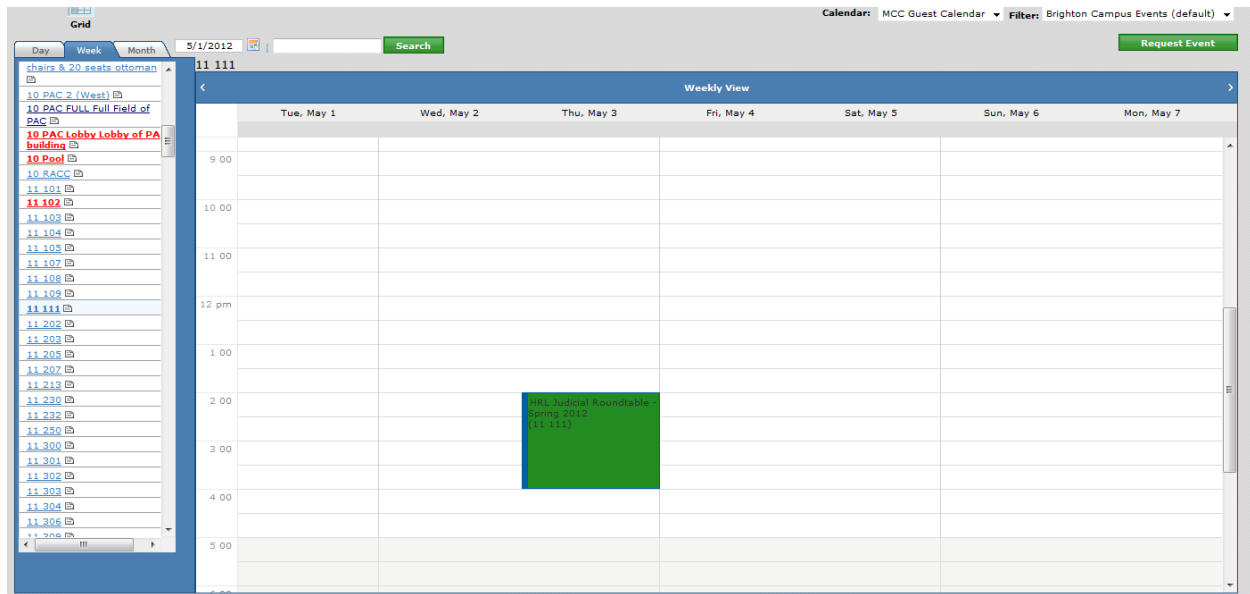
In the "**Month**" view you will see events within a month span.

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.
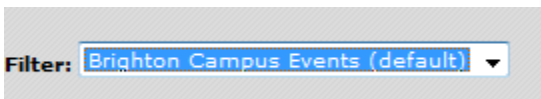
To amend the date
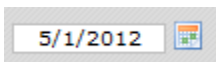
Event Tab

Events Tab:

To request an event, you will select the Events tab:
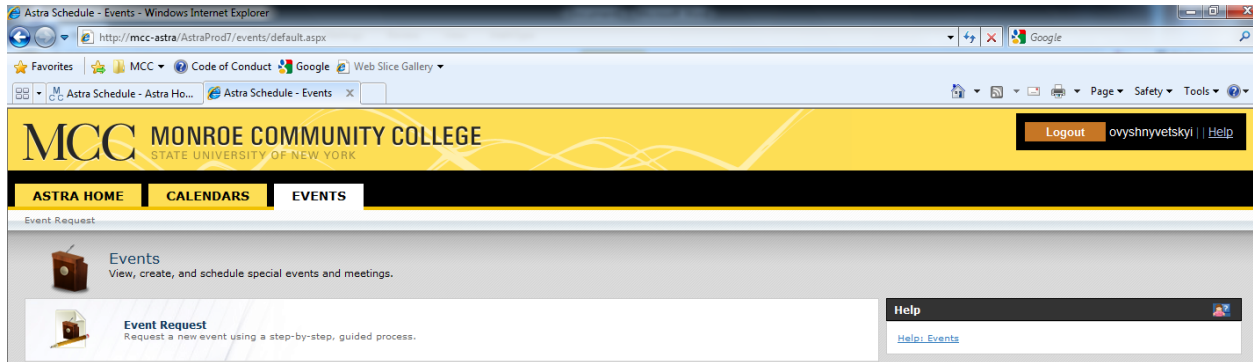
Click Event Request
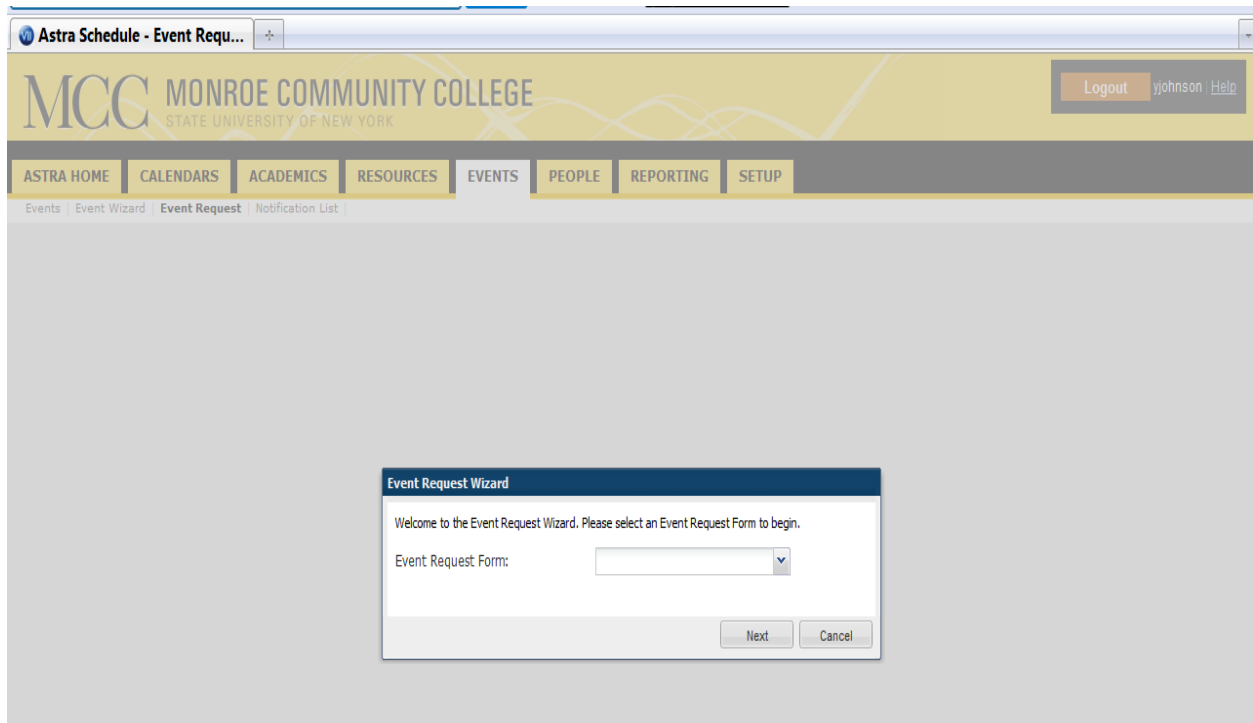
Click the drop down to define the request form

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.
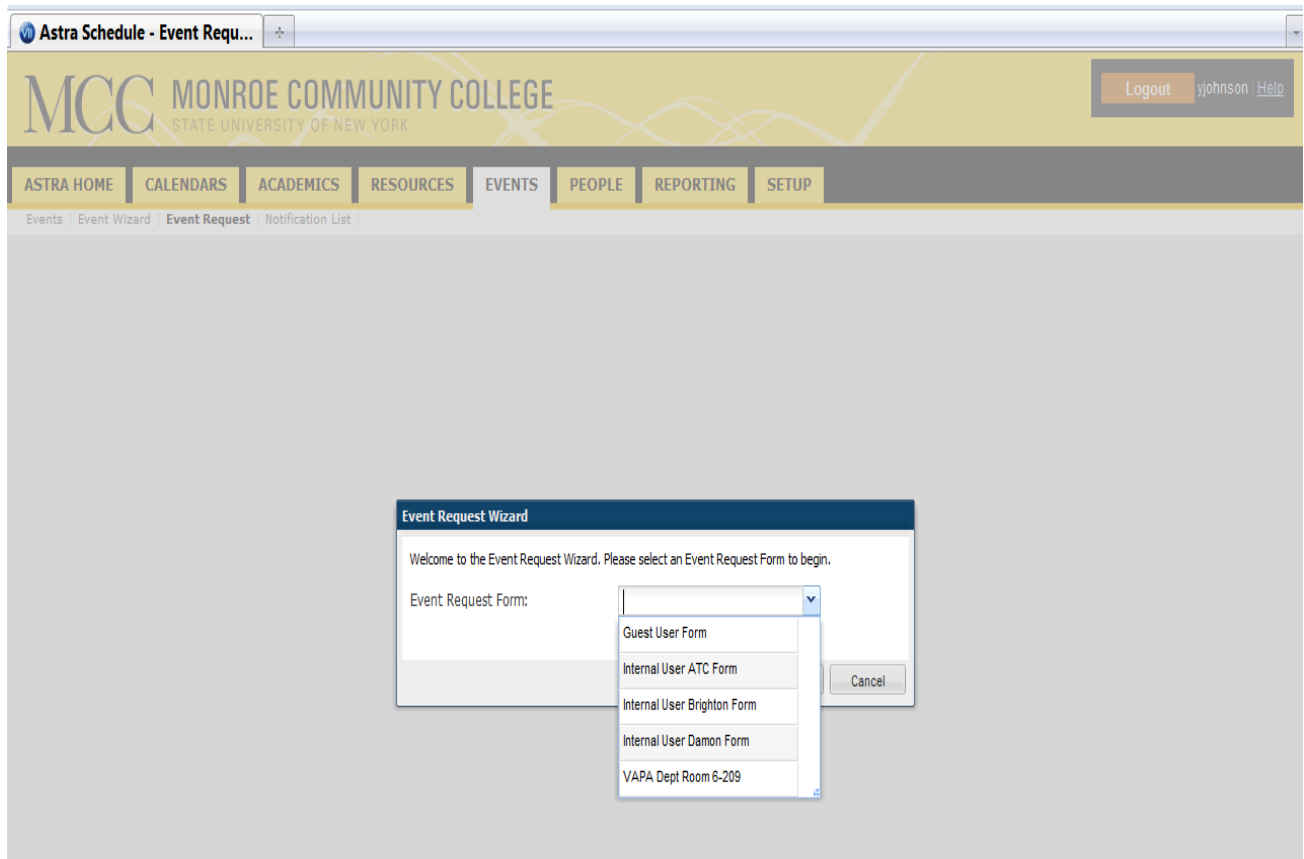
Select your desired form and Click next

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.

Enter your event details

(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".
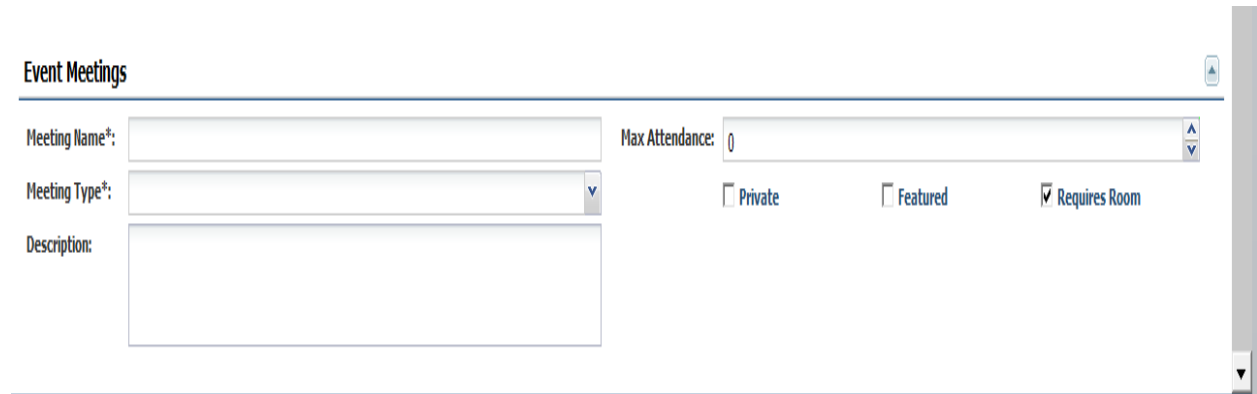
Enter your Type and Description

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.
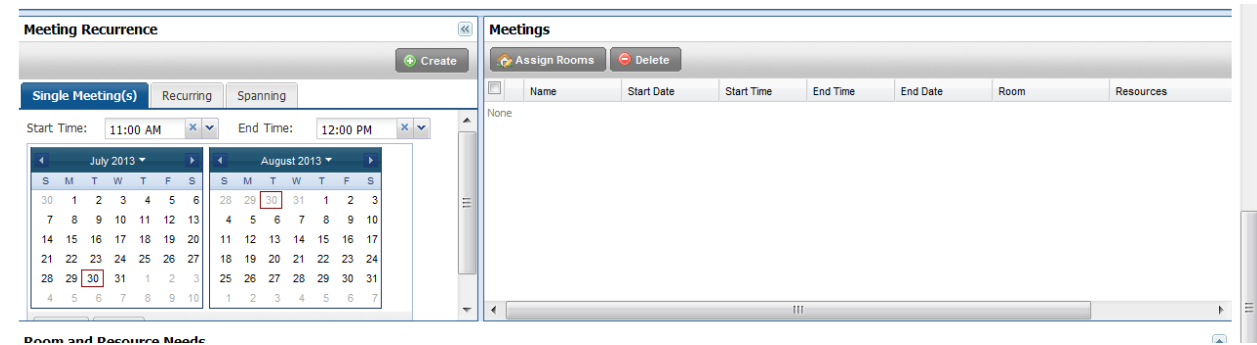
Enter Meeting Information

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".

Once created, you can then proceed to assign a location
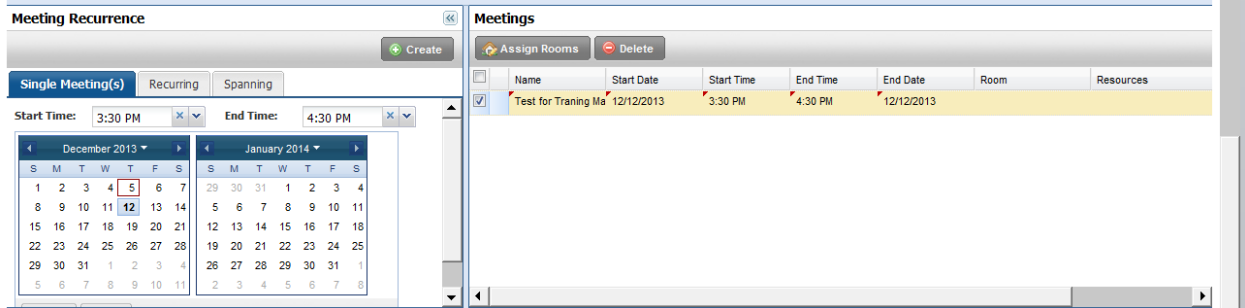
Check the box for the event that was created

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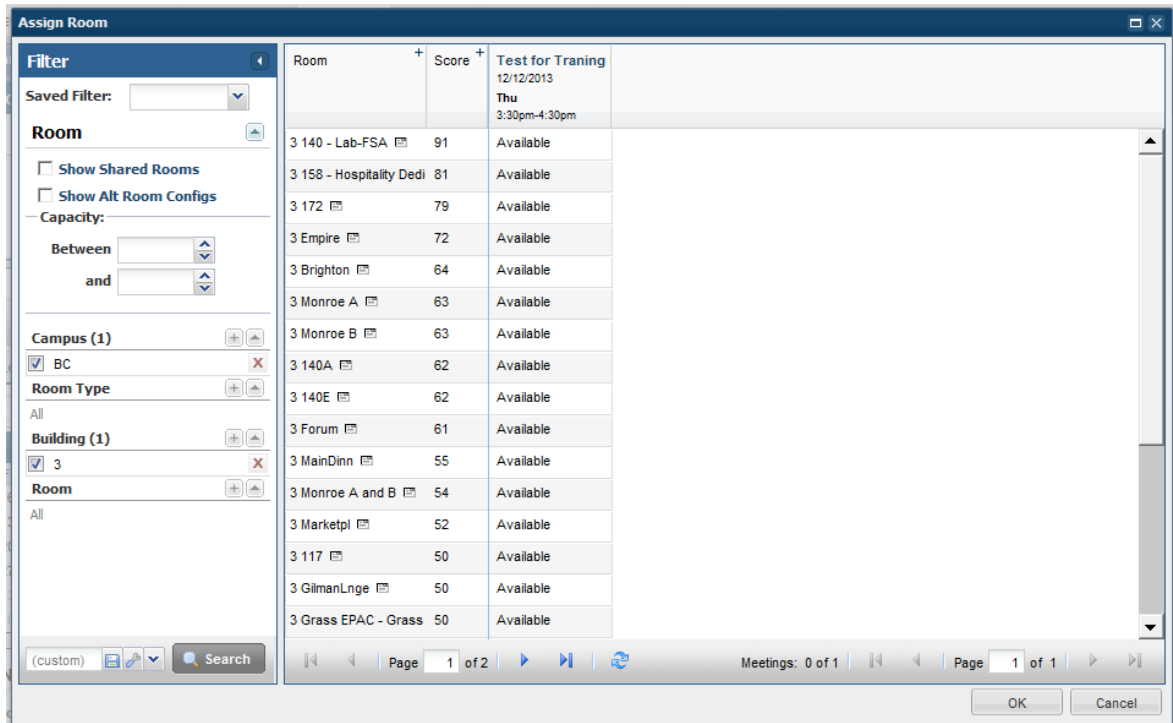
Ensure that the "Campus" field has "BC" selected. This is for the Brighton Campus.

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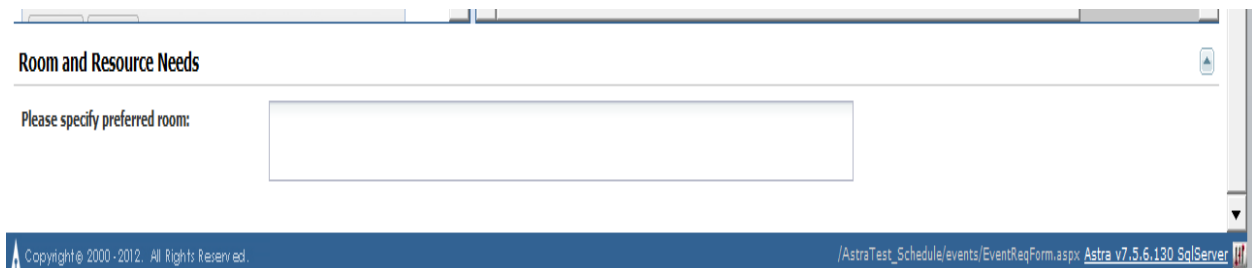
Once you have selected your preferred location, please click on the "OK" option on the bottom right of the dialog box

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.
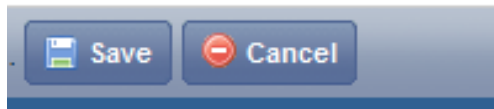
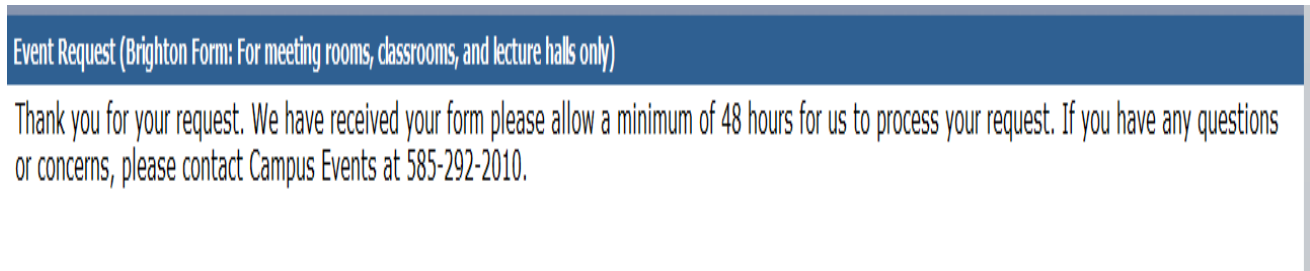**Room and Resource Needs**

Please specify preferred room:

/AstraTest_Schedule/events/EventReqForm.aspx Astra v7.5.6.130 SqlServer

Once completed……

Click   Save, or Cancel

You will receive the following confirmation:

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

Thank you for your request. We have received your form please allow a minimum of 48 hours for us to process your request. If you have any questions or concerns, please contact Campus Events at 585-292-2010.

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