# Ad Astra 7.0 Training Manual

For MCC Guest

Created May 2012

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

MÇC	MONROE CO	OMMUNIT	TY COLLEGE
ASTRA HOME	CALENDARS	EVENTS	

- o Astra Home
  - Is where you will find the most up to date information about Ad Astra Scheduling Software (currently under construction)
- o Calendars
  - Is where you will view the calendar of events and classes for the Applied Technologies Center, Brighton Campus, and Damon City Center
- o Events
  - This is the section to request events by filling out a request form.

# Astra Home Tab:

# • Currently under construction

# Calendars Tab:

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

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

					Y	and to solve t
	Grid	Calendar:	Community Guest Calendar	Filter:	Brighton Campus Events ONLY (defa	ult) 🔻
Day	Week Month 5/29/2012 📰	Search				
Rooms	•	Tuesday, M	lay 29, 2012			

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



Grid											Caler	dar: MCC	Guest Ca	lendar 👻	Filter: Bri	ghton Cam	pus Events	; (dr
Day Week Month 5/1/2012			Sea	rch													Requ	est
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If you mouse over the event you will be given more details.

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Grid												Caler	ndar: 1	CC Guest C	alendar 🛨 🖡	ilter: Brig	hton Camp	ous Events (	defa
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200 🖻										Meeti	ng Status:					S	tart Date:	5/1/2012	
										Room		4 145 B	lack Box	Theater		E	nd Date:	5/1/2012	

The "**Week**" view will give you information for a specific room within a week's time span. You will need to click on a specific room on the left column to see the room's information



₂fault) 👻
Event
>
A

You will notice that rooms with events booked will be highlighted red in the left column:

To view events by the week click on the "Week" tab.

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



The "**Month**" view will give you information for a specific room within a month's time span. You will need to click on a specific room on the left column to see the room's information You will notice that when the room on the left column is red there are events in that space. To view events by the month, click the "Month" tab.

Grid Searc	ch						
Day Week Month	5/25/2012 📰   Keuka Coll	lege Search					Create Event
Rooms 👻	<			May 2012			>
Resource	Sun	Mon	Tue	Wed	Thu	Fri	Sat
09A 101 🖻	Apr 22	23	. 24	. 25		27	
09A 102 🖻							
09A 103 🖻							
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09A 107 🗈							
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<u>09A 114</u> 🖻							
09A 115 🖻	6	7	8	9	10	11	12
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1 PL Table 1 North Brick	13	14	15	16	17	18	19
Lounge Table Space							
1 BL Table 2 South Brick							
Lounge Table Space							
<u>10 100</u>							
10 142							

To search for an event

Search

In the box type in the event title or keys words and click the search button.

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.

Filter: Brighton Campus Events (default) 👻

To amend the date of the events that you are searching for click on the calendar icon and select the new date or you may type the date in the text box and hit enter.



#### Events Tab:

PLEASE NOTE: NEVER CLICK THE BACK BUTTON IN YOUR BROWSER. Always use the "Next", "Cancel" or "Back" buttons in the program. /

Click on the "Events" tab		
Aptra Schertule - Events - Windows Internet Explorer	+ + X Google	
Favorites     Astra Schedule - Astra Schedule - Events     X     Astra Schedule - Astra Ho     Astra Schedule - Events     X		age ▼ Safety ▼ Tools ▼
MCC MONROE COMMUNITY COLLEGE	Logou	ovyshnyvetskyi     <u>Help</u>
ASTRA HOME CALENDARS EVENTS		
Events View, create, and schedule special events and meetings.		
Event Request Request a new event using a step-by-step, guided process.	Help Help: Eventz	2
Click "Event Request"		
Welcome to the Event Request Wizard		
Enter the title of your Event		
Select an Event Request Form		
Guest User Form	Cancel	

Enter the title of your event – this is how other people will search for and find your event

Note: Try to be as specific as possible when creating the event title

Click the drop down to define the request form

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

Brighton, ATC or Damon

-	Welcome to the Event Request Wizard
	Enter the title of your Event
	CB Training Manual
	Select an Event Request Form
	Internal User Brighton Form 👻

#### Click next

Enter your name and phone number.

Contact Information 🔻	
Your name:	
Email Address:	ovyshnyvetskyi@monroecc.edu
Phone Number:	

## Enter your event details

vent Title:	CB Training Manual	
		4
vent Description:		
leeting Generator:	Add/Remove Meetings	

For event description please enter any pertinent information about your event. For example, "faculty and staff meeting to plan Homecoming 5K prefer meeting room style".

For the Meeting Generator please click on "Add/Remove Meetings". A create meetings screen will pop up.

					Save	and Update I	Request	Back
Create Meetings								
Meeting Name:		Meetings						
cb test		Meeting Name	Start Date	Start Time	End Time	End Date	Location	Delete
Description:								
	*							
	~							
Meeting Type: Brea	kfast+ 🔻							
Max Attendance: 0								
	Requires Room							
Meeting Times								
meeting milesi	08:00 AM							
Start On: 5/29/2012	den la							
Meeting Times:	08:00 AM							

Enter the "Meeting Type" and "Max Attendance".

Select the "Start On" date and "End On" date and appropriate times.

Click "Add Meeting" if the meeting is just once or "Add Recurring Meetings" if there are multiple.

If there are Recurring Meetings a "Recurrence Pattern screen will pop up.

Recurrence Pattern	×				
Start: 08:00 AM					
Day Pattern	?				
<ul> <li>Daily</li> <li>Every 1 day(s)</li> <li>Weekly</li> <li>Every weekday</li> <li>Monthly</li> <li>Yearly</li> </ul>					
Date Range	?				
Start Date:    6/9/2012      Image: Start Date:    0ccurrences      Image: Start Date:    6/9/2012					
OK Cancel Remove Recurrence					

Enter the "Start" and "End" dates

Choose your Day Pattern

Choose your Date Range

Click ok

Then you will need to click "Save and Update Request" unless you need to update any dates / times then you will need to click "Clear Meetings".

			Court				
reate Meetings							
ab test	 Meetings						
co test	Meeting Name	Start Date	Start Time	End Time	End Date	Location	Delet
accription	cb test	6/9/2012	8:00 AM	9:00 AM	6/9/2012	Unassigned	٢

You will then be taken back to the "Event Details" box

Event Details 🔻		
Event Title:	CB Training Manual	
Event Description:		*
		-
Meeting Generator:	Add/Remove Meetings	
Enter the number of external guests:		

Enter the number of external guests.

Enter your room and resource needs

Please describe your ro suggest a specific room	oom and configuration needs, or 1 if known:	
Please describe your ca or other equipment nee	atering, service, A/V, furniture, ads:	

Add any other information that you feel is relevant to your event or click "Visit Campus Events" to go directly to the Campus Events Webpage

Other Information 🔻						
A •						
	A 					

Click Back, Submit Request, or Cancel

1

Back	Submit Request	Cancel

Your ATC request will go to Yolanda Johnson.

Your Damon request will go to Antonia Custodio

Your Brighton request will go to Julianna Frisch, Courtney Belluccio, or Yolanda Johnson

## To Log out:

Click log out in the top right -



#### <u>Help</u>

The "Help" options that you see in Astra comes standard from Ad Astra.

М	C MONROE COMMUNITY CO		Logout cbelluccio     <u>Help</u>
	STATE UNIVERSITY OF NEW YORK	$\times$	
Uala			
нер	/		
Help: E	Events		

It is a very detailed account of help for the system at large. It is recommended that you contact Courtney Belluccio or Antonia Custodio if you have any questions (please see below).

#### For any questions please contact:

Courtney Belluccio for Brighton or ATC at <u>cbelluccio@monroecc.edu</u> or 585-292-2175

Antonia Custodio for Damon at acustodio@monroecc.edu or 585-262-1611