Navigating ASTRA Schedule

The Basics: Requesting and Viewing Events in ASTRA

The Calendar
- The calendar function helps you browse available for the best time and rooms
- Good if you are flexible on time and want to look for options

Send an Event Request
- Go to the ASTRA Home tab, select the tab for the ASTRA Schedule, then click the "Request a Time" button.
- Ensure you check "Anonymous User Name".

Filling out the User Request Form
- Fill in information about your event on the form.
- Then scroll down to start adding your times, dates, and rooms.

Adding Meetings and Submissions
- When finished, select your meeting or session from the list.
- Click "Submit" to finalize your request.
Navigating ASTRA Schedule

The Basics: Requesting and Viewing Events in ASTRA

Send an Event Request

- Go to the ASTRA Home tab, click on the icon for the ASTRA Schedule.
- Select the calendar and click on the desired event.
- In the schedule, select the event to check the 'Implements User name'.
- Click on the calendar icon to check the 'Implements User name'.

The Calendar

- The calendar section helps you locate events for the best time and room.
- Select a specific date.
- Choose if you are flexible on time and want to look for options.

Filling out the User Request Form

- Fill in the form with the event on the form.
- Then, scroll down to start adding your times, dates, and names.

Adding Meetings and Submissions

- When you're done with your meeting process, click here.

How do I know it worked?

- Check the feedback section to confirm if your event has been successfully submitted.

- If you need more assistance, contact support through the provided information on the page.
What is Astra

- Software used by Registration and Records to reserve rooms
- Tracks course room assignments and event requests for university classrooms
- For Campus Users only

- Questions about requesting an event?
  Email – eventsscheduler@ncsu.edu
- Questions about course room assignments
  Email – scheduling@ncsu.edu

How do I log-in?

Easy!
Just use your unity ID and password
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Where to find Astra

[http://go.ncsu.edu/Astra]
How do I log-in?

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The Calendar

- The calendar functions helps you browse around for the best time and rooms on a specific date
- Good if you are flexible on times and want to look for options
Just click on the calendar tab at the top of the page
Navigating the Calendar

To see what has already been scheduled, select the "Scheduling Calendars". The default will be the daily "Grid" view.
Searching in the Calendar

1) Click on the "Edit Search Filter" box in the upper right corner.
2) Select the building of interest by using the drop-down building list. Only one building can be viewed at time.
3) Optional: Select a specific room of interest.

Note: Make sure the room type is set on "Classroom (110)".
filter" box in the upper right corner.

Test by using the drop-down building list. Only one building can be viewed at a
time and the type is set on "Classroom (110)".
Send an Event Request

"Request an Event" form

On the Astra Home tab, click on the link in the Astra Schedule Functions box - Note: Make sure you are still logged in!

Get started by choosing "Departmental User Form"
Send an Event Request

"Request an Event" form

In the Astra Home tab, click on the link in the Astra Schedule Functions box - Note: Make sure you are still logged in!

Get started by choosing "Departmental User Form"
Get started by choosing "Departmental User Form"
Filling out the User Request Form

Fill in information about your event on the form

then scroll down to start adding your times, dates, and rooms
First time form user?

Don't worry if your Department and name don't automatically fill in. Just manually type it in and the Event Scheduler will fix it so next time it does!
Adding Meetings and Submitting

Don't forget to select your meeting patterns and rooms!

1. Put in information about each meeting
2. Create your meeting(s)
3. Look for available rooms
4. Pick your own room!

And when you are done, click "Save!"
Put in information about each meeting

Hint: An "Event" can be made up of a series of "Meetings," so you can have an "Event Name" as well as different "Meeting Names."
Create your meeting(s)

Tip: Select multiple days at a time to request the same time over multiple days.

Tip: Each meeting can have its own unique meeting name!
Look for available rooms

If you want a room to be found for you, you can "save" your request to submit it.

To request specific rooms, make sure all meetings are selected and click on "Assign Rooms."
Pick your own room!

Filter your results based on size, region, building, and more.

Click "OK" once you have finished making your selections.
Filter your results based on size, region, building, and more!

### Event Request (Departmental User Form)

**Assign Room**

**Filter**
- Saved Filter: ALL 11

#### Room
- Show Shared Rooms
- Show Alt Room Configs
- Capacity:
  - Between 50
  - and
- Campus (1)
  - MAIN
- Room Type (1)
  - Classroom (110)
- Feature
  - All
  - Region
  - All
  - Building
  - All
  - Room
  - All

<table>
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<th>Room</th>
<th>Score</th>
<th>Exam Review</th>
<th>Exam Review</th>
</tr>
</thead>
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<td>100</td>
<td>Available</td>
<td>Available</td>
</tr>
<tr>
<td>JOR 1218</td>
<td>100</td>
<td>Available</td>
<td>Available</td>
</tr>
<tr>
<td>N 1120</td>
<td>100</td>
<td>Available</td>
<td>Available</td>
</tr>
<tr>
<td>MN 321</td>
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<td>Available</td>
<td>Available</td>
</tr>
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<td>Available</td>
</tr>
<tr>
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<td>97</td>
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<td>Available</td>
</tr>
<tr>
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<td>Exam Review</td>
<td>Exam Review2</td>
<td>Exam</td>
</tr>
<tr>
<td>-----------------</td>
<td>--------------</td>
<td>--------------</td>
<td>-------</td>
</tr>
<tr>
<td>Thu 4:00pm-5:00pm</td>
<td>Available</td>
<td>Available</td>
<td>Available</td>
</tr>
<tr>
<td>Fri 4:00pm-5:00pm</td>
<td>Available</td>
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<td>Available</td>
</tr>
<tr>
<td>Mon 5:00pm-7:30pm</td>
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<td>Available</td>
</tr>
</tbody>
</table>

Click on "Available" boxes to select rooms for a meeting.
Unavailable rooms will have a red box.
Click "OK" once you have finished making your selections.
And when you are done, click "Save!"
Event Request (Departmental User Form)

Please describe your room needs: tech, seating, etc:

Please provide any additional comments or questions regarding your event:
How do I know it worked?

You will receive a confirmation email when it is received

And another once the Event Scheduler has confirmed your room

Questions?
Eventsscheduler@ncsu.edu or 919-513-2382