STETSON UNIVERSITY

Ad Astra Scheduling Quick Reference Guide

Reservation Instructions for Faculty, Staff, and Students
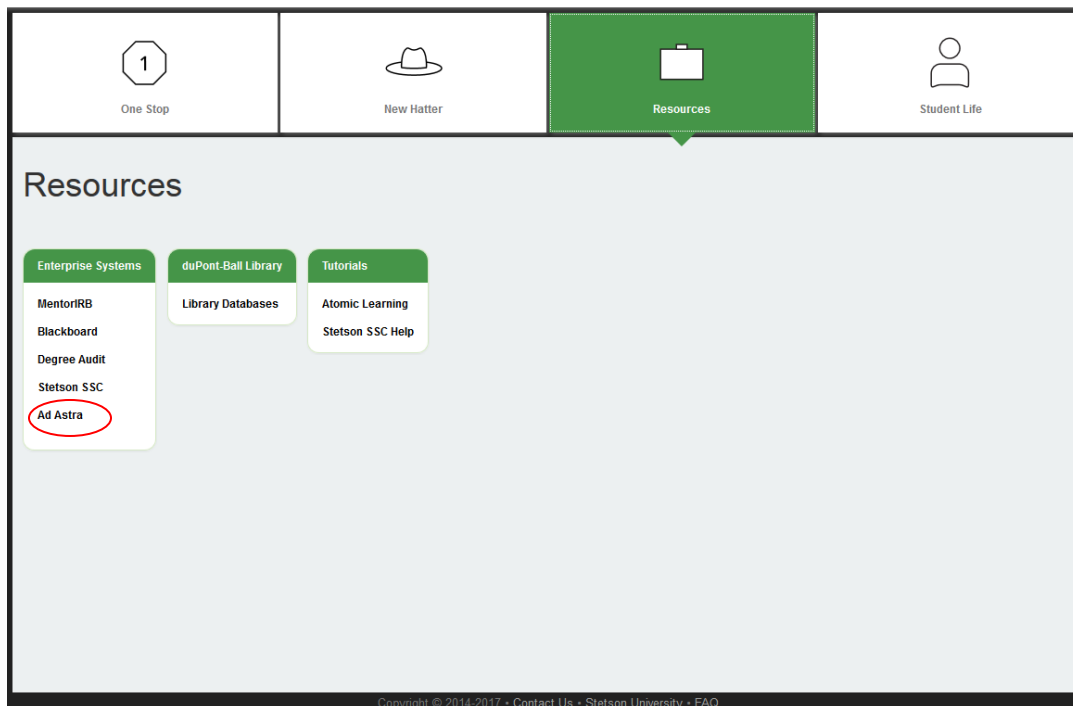
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Navigation

Logging Into and Out of Astra Schedule

1. Open any internet browser and navigate to my.stetson:

<p style="text-align:center">My.stetson.edu</p>

2. Ad Astra is accessed through the Resources tab. The link can be found in the Enterprise Systems list.

Tab Bar

Tabs provide direct access to the various areas of the application. Similar to the log out button, the tab bar is static and remains available as long as you are within Astra Schedule. Each tab reveals a list of possible choices for viewing information, performing tasks, and configuring data relative to a general area of the application. A brief description is provided for each of the options. Click on a link from the tab page to interact with a specific option.

Links from a tab page are mirrored across the top of the page as well. You may access these areas at any time to jump to a new option from a different page within the tab.

Calendar Tab

The Astra Schedule calendar is a traditional, activity-based calendar that can help users quickly find events and/or academic classes that are taking place on all of Stetson's campuses.

Viewing the Calendar

1. Click the Calendar tab on the Tab Bar.
2. Click the Calendar option to open the default Astra Scheduling calendar homepage as defined by the calendar permissions within your role.

The calendar defaults to the current month/week/day. You can change the dates in this area.

You can select the calendar type here. Many calendar types have a prepopulated filter.

You can request a space by clicking here.

To view more details about an event, place you mouse over the event, a box will appear with event details.

Calendar Search Filter

If desired, you may create a custom filter that will display a select amount of information when you view the calendar.

Creating a Calendar Search Filter

1. From the Calendar page, click the "Calendar Search" button located on the left side of the page.
2. If you would like to save this filter, type the name of the filter in the box with the word (custom) in it.
3. Select the filters you would like to apply. If you are saving this filter, click the save icon (the small disk next to the name you included).
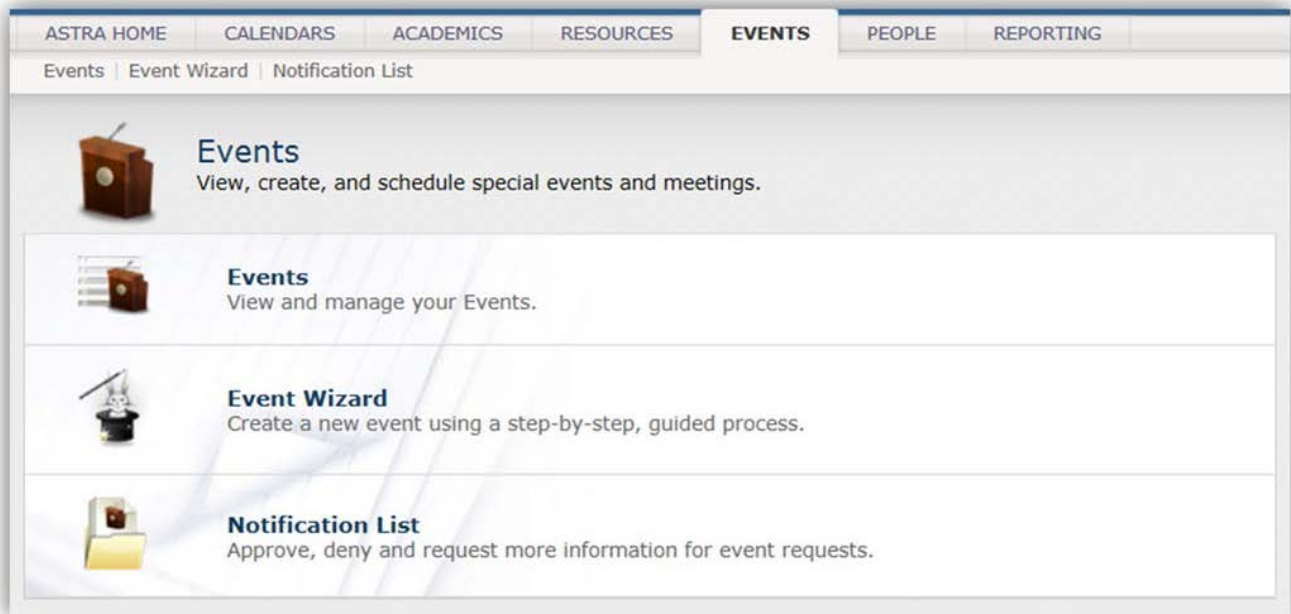4. Click "search"

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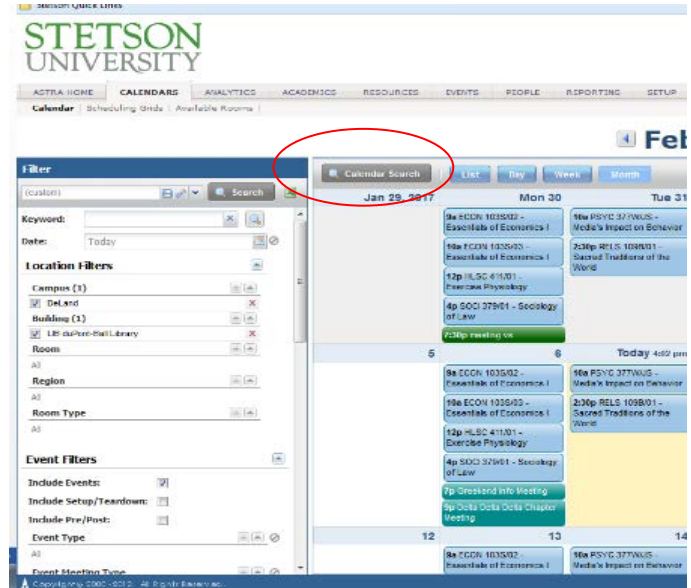
Space Requests

Space requests are made in Ad Astra in two areas. The Calendar tab as has an option to request space by selecting "Request Event" in the right hand corner of the calendar area (see diagram on page 6). Space requests can also be made through the Events tab. The word "event" is used to describe any non-course gathering in a space. Types of events could be a lecture, a musical performance, a student organization meeting.   An event record includes the event name, event type, customer, contact(s), and date, time, and location information for each meeting. Additional information such as setup and tear down times, scheduled resources, notes, and other more detailed information may be recorded per meeting as well.

Any event requesting a space must be scheduled through Ad Astra. For student events, students must schedule the event in Ad Astra first and then use the request confirmation to upload to OrgSync.

Each room is controlled by a set of room approvers. Each approver sets the reservation policies for their rooms. Events can be scheduled 3-365 days in advance. Requests for space that are less than 3 days should be made by contacting the Office controlling the rooms. A list of room approvers is located on the Office of the University Registrar's website under "Room Reservations".

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

Events | Event Wizard | Notification List

Events
View, create, and schedule special events and meetings.

Events
View and manage your Events.

Event Wizard
Create a new event using a step-by-step, guided process.

Notification List
Approve, deny and request more information for event requests.

Requesting Space

1. Space can be requested in Ad Astra from the Calendar tab.
2. Click the Calendar option.

3. Select the Request Event button on the right hand side of your screen.

4. Select the appropriate form.
   - DeLand based students- DeLand Student Form
   - DeLand Faculty/Staff- DeLand Faculty and Staff Request Form
   - College of Law Students- Gulfport Student Form
   - College of Law Faculty/Staff- TBA
5. Follow the instructions on the form to submit your request.

When completing the request form, the meeting and event type drop down menu is important. Please select the event/meeting type that most closely resembles your event.

Support Resources

Support for using Ad Astra is found in many forms. The Office of the University Registrar is the product owner and can help troubleshoot issues with the system. Each Office/Department will be able to answer questions about policies and status of requests. Here is some helpful resources:

- Access, troubleshooting, general reservation questions
  - o Office of the University Registrar
    - ▪ Email- registrar@stetson.edu. Use Ad Astra in the subject line
    - ▪ Phone- 386-822-7140
    - ▪ Website- www.stetson.edu/registrar navigate to Ad Astra Information
- Status of request, room reservation policies
  - o College or School Dean's Office
    - ▪ For contact information, please visit Green Pages
  - o Department Administrative Assistant
    - ▪ For contact information, please visit Green Pages