

# STETSON UNIVERSITY

## Ad Astra Scheduling Quick Reference Guide

Reservation Instructions for Faculty, Staff, and Students  
February 2017

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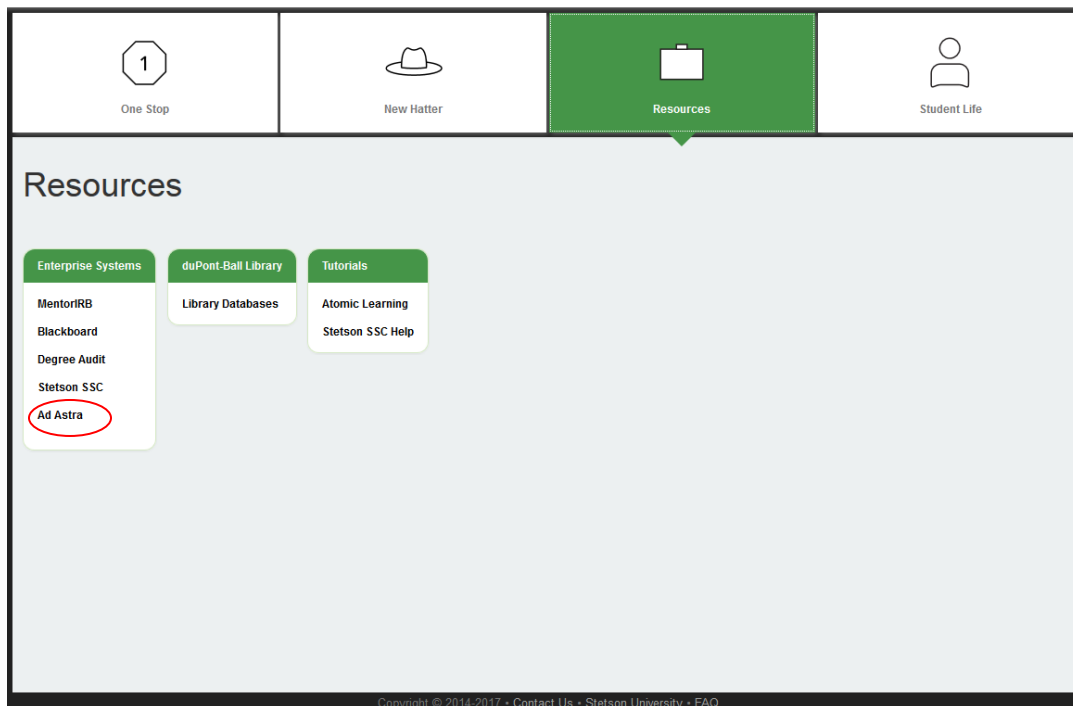
## Navigation

### Logging Into and Out of Astra Schedule

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

[My.stetson.edu](http://My.stetson.edu)

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.

The screenshot displays the Astra Home interface for Stetson University. At the top left is the Stetson University logo. In the top right corner, there are links for "Logout rberwick" and "Help". A horizontal navigation bar contains several tabs: "ASTRA HOME", "CALENDARS", "ANALYTICS", "ACADEMICS", "RESOURCES", "EVENTS", "PEOPLE", "REPORTING", and "SETUP". The "CALENDARS" tab is highlighted with a red oval. Below this bar, a breadcrumb trail shows "Calendar | Scheduling Grids | Available Rooms", with "Available Rooms" also circled in red. The main content area features a "Calendars" section with a search box and the text "Enterprise Calendars". Below this are three menu items: "Calendar" (View activity calendar), "Scheduling Grids" (View daily resource grid), and "Available Rooms" (Search for available rooms and resources). On the right side, there are two sidebar sections: "Help" with a "Help: Calendar" link, and "Calendar Admin" with links for "Manage Calendars" (Manage Calendar Definitions) and "Color Selector" (Color selector for Calendars).

## 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.



[Logout](#) [rberwick](#) | [Help](#)

The screenshot shows the Astra Calendars interface. At the top, there is a navigation bar with tabs for ASTRA HOME, CALENDARS (selected), ANALYTICS, ACADEMICS, RESOURCES, EVENTS, PEOPLE, REPORTING, and SETUP. Below the navigation bar, there are three sub-tabs: Calendar, Scheduling Grids, and Available Rooms. The main content area is titled "Calendars" and includes a search box labeled "Search for available rooms and resources" and the text "Enterprise Calendars". There are three main sections in the main content area: "Calendar" with a sub-link "View activity calendar.", "Scheduling Grids" with a sub-link "View daily resource grid.", and "Available Rooms" with a sub-link "Search for available rooms and resources". On the right side, there is a sidebar with two sections: "Help" with a sub-link "Help: Calendar" and "Calendar Admin" with sub-links "Manage Calendars" (Manage Calendar Definitions.) and "Color Selector" (Color selector for Calendars).

## 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 your mouse over the event, a box will appear with event details.

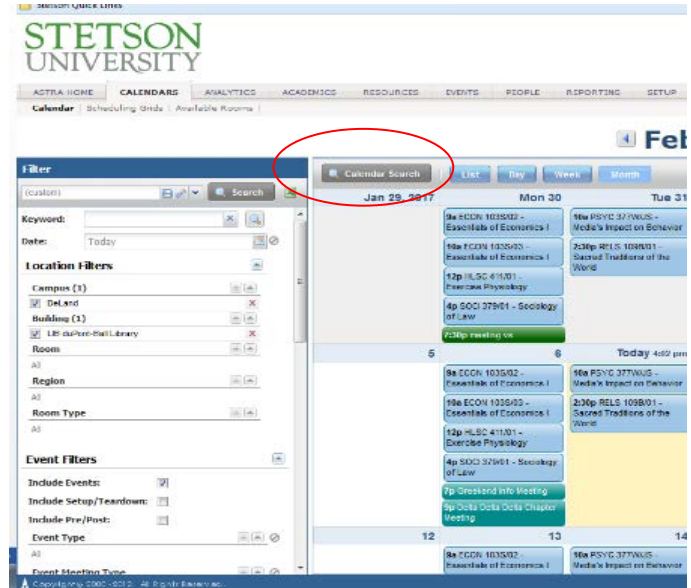
The screenshot shows a web-based calendar for February 2017. The interface includes a navigation bar with tabs for 'List', 'Day', 'Week', and 'Month'. A 'Calendar Search' box is visible. The main calendar grid displays events for each day, such as '9a ECON 103S/02 - Essentials of Economics I' and '10a PSYC 377WJS - Media's Impact on Behavior'. A 'Request Event' button is located in the top right corner. The bottom of the page contains copyright information: 'Copyright © 2000 - 2012. All Rights Reserved.' and the URL '/StatsonU/Calendars/GuestCalendar.aspx Astra v7.5.15.422 SqlServer'.

## 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”



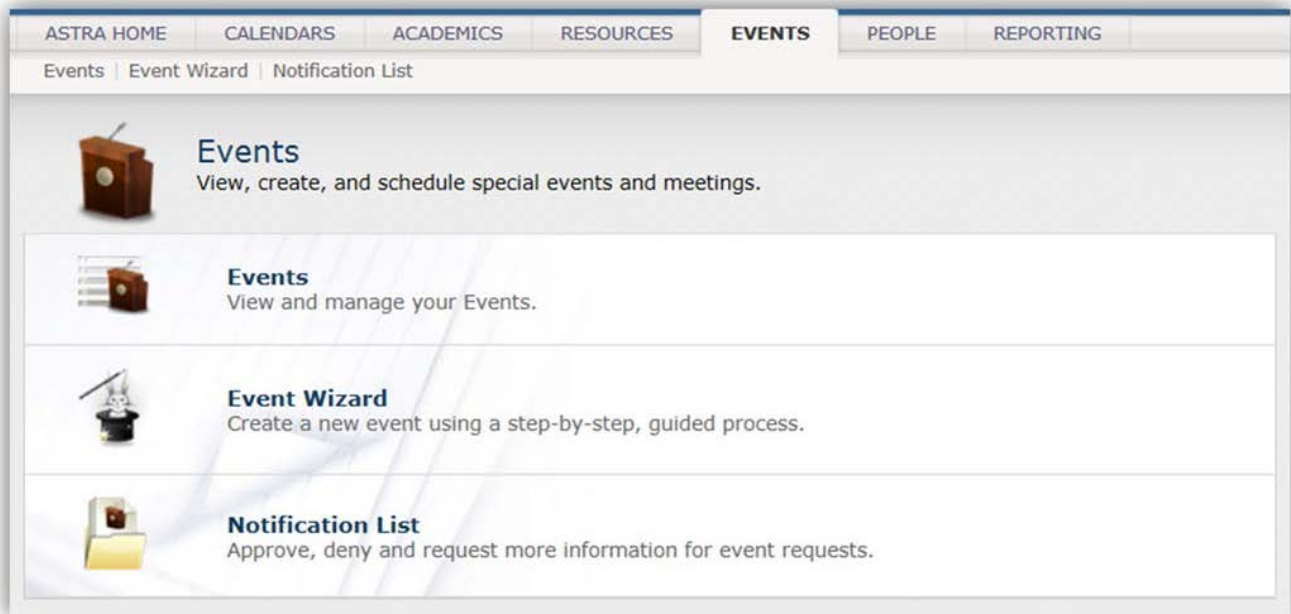
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## Space Requests

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”.





## Requesting Space

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

**Step 1**

**Step 2**

Copyright © 2000 - 2012. All Rights Reserved. /StetsonU/Calendars/default.aspx\_Astra\_v7.2.15.422\_SqlServer

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

Calendar Search | List | Day | Week | Month | Choose Calendar: | Filter: | Request Event

Jan 29, 2017	Mon 30	Tue 31	Feb 1	Thu 2	Fri 3	Sat 4
8a PSYC 101S/01 - Introduction to Psychology	8a HLSC 411L/1 - Exercise Physiology	8a MUSC 288/02 - Conducting II: Instrumental	8:30a HIST 101H/01 - Western Civ. to 1900 CE	8a PSYC 101S/01 - Introduction to Psychology	8:30a EDUC 540/V51 - Educational Finance	
8a MUSC 161/01 - Music Theory Fundamentals I	8:30a ENVS 325/01 - Climate Adaptation & Planning	8a ENVS 140P/04 - Intro to Environmental Science	8:30a INTL 201/03 - Intl. Business & Culture	8a MATH 125Q/01 - Intro to Math & Stat Modeling	8:30a EDUC 542/VP1 - Legal Aspects School Operation	
8a MATH 125Q/01 - Intro to Math & Stat Modeling	8:30a SOBA 209E/03 - Legal/Soc&Ethical Environ of Bus.	8a MUSC 161/01 - Music Theory Fundamentals II	8:30a BIOL 121P/L2 - Biological Basis of Behavior	8a ENVS 140P/04 - Intro In Environmental Science	8:30a EDUC 530/05.1 - Curriculum & Instruction: Dev	
8a MUSC 172/01 - Theory II	8:30a PSYC 312D/02 - Abnormal Psychology	8a MATH 125Q/01 - Intro to Math & Stat Modeling	8:30a ENGL 341E1/J5 - Dante's Commedia	8a ENGL 141/01 - Writing About -		
8a MUSC 277/01 - Conducting I	8:30a RELS 459E/01 - The Ethics of Mortality	8a PSYC 101S/01 - Introduction to Psychology	8:30a PHYS 362/01 - Thermophysics	8a MATH 125Q/02 - Intro to Math & Stat Modeling		
8a MUSC 354/01 - Secdy Sch Music Methods:Instru	8:30a MGMT 305/01 - Hum. Ret., Lead., & Teamwork	8a ENGL 141/01 - Writing About -	8:30a CHEM 142P/L7 - General Chemistry II	8a PSYC 345W/01 - Health Psychology		
8a Restorative Practice Training	8:30a DIGA 161A/V01 - Digital Audio Fundamentals	8a MUSC 172/01 - Theory II	8:30a HLSC 202/01 - Anatomy & Physiology II	8a RELS 318E/J5 - In Search of Jesus		
8a ENGL 141/01 - Writing About - Instrumental	8:30a PSYC 101S/03 - Introduction to Psychology	8a MUSC 277/01 - Conducting I	8:30a ENVS 140P/01 - Intro to Environmental Science	8a PSYC 111/06 - Intro to Business Analytics		
8a ENVS 140P/04 - Intro to Environmental Science	8:30a ENGL 141/04 - Writing About -	8a MUSC 354/01 - Secdy Sch Music Methods:Instru	8:30a SPTD 436/01 - Sport Properties&Sponsorships	8a ECON 103S/02 - Essentials of Economics I		
8a HLSC 219W/01 - Health and Wellness	8:30a ITAL 101/01 - Elementary Italian	8:30a BIOL 142P/L4B - Introductory Biology II	8:30a RELS 100B/01 - Intro to Biblical Literature	8a ENGL 141/02 - Writing About -		
8a MUSC 288/01 - Conducting II: Instrumental	8:30a PSYC 499/03 - Senior Project	8:30a ANTH 201P/01 - Human Origins: Intro Physical	8:30a MKTG 436/01 - Sport Properties & Sponsorship	8a ENGL 132B/01 - Shakespeare's Great Characters		
8a MATH 142Q/01 - Calculus II w/Anal. Geometry	8:30a FREN 101/01 - Elementary French I	8a GERM 102L/01 - Beginning German II	8:30a BIOL 303/01 - Comparative Vertebrate Anatomy	8a HLSC 219W/01 - Health and Wellness		
8a CHEM 301/01 - Organic Chemistry I	8:30a HLSC 202/01 - Anatomy & Physiology II	8a Boundless Learning Classes	8:30a SOCI 280/01 - Topical Seminar	8a MATH 142Q/01 - Calculus II		
	8:30a GERM 102I/01 - Reinvisio	8a BSAN 250/01 - Management Information Systems				

https://www.aaiscloud.com/StetsonU/Calendars/GuestCalendar.aspx# /StetsonU/Calendars/GuestCalendar.aspx\_Astra\_v7.2.15.422\_SqlServer

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
  - Office of the University Registrar
    - Email- [registrar@stetson.edu](mailto:registrar@stetson.edu). Use Ad Astra in the subject line
    - Phone- 386-822-7140
    - Website- [www.stetson.edu/registrar](http://www.stetson.edu/registrar) navigate to Ad Astra Information
- Status of request, room reservation policies
  - College or School Dean's Office
    - For contact information, please visit Green Pages
  - Department Administrative Assistant
    - For contact information, please visit Green Pages