

## Jacobs School of Music Room Scheduling – Ad Astra

**Navigating to Ad Astra:** (Shortcut URL: <http://go.iu.edu/1cNK>)

1. Firefox and Chrome are the preferable browsers to use
2. Go to One.iu.edu
3. In the Search box, type Ad Astra
4. Under tasks, click on Ad Astra
5. Click Start

*\*It's important to understand the difference between Event and Meetings. There will be one Event (ex. staff meeting), however, you will enter multiple meetings for that event (ex. every Monday from 8am-9am). On the following screens, the top part is information about the event and the bottom part is information about meetings.*

**Scheduling a single event with a single meeting:**



The screenshot shows the ASTRA SCHEDULE web application. At the top, there is a navigation bar with the following tabs: ASTRA HOME, CALENDARS, RESOURCES, and EVENTS. The CALENDARS tab is circled in red, and a red arrow points from a text box on the left to it. Below the navigation bar, there are two main sections. The first section is titled "Calendars" and includes the subtext "Enterprise Calendars". The second section is titled "Scheduling Grids" and includes the subtext "View daily resource grid.". This section is also circled in red, and a red arrow points from a text box on the right to it.

Choose the "CALENDARS" tab

Select "Scheduling Grids"

## Scheduling a single event with a single meeting, cont'd:

8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 P

Click anywhere on the white space to bring up the Add Quick Event Form.

Enter Event Name

Select Event Type from the dropdown list.

Select Event Meeting Type from the dropdown list. It's best to make the Event Type and Event Meeting Type the same.

Enter Start and End Time

Enter State and End Date

Select Customer from dropdown list. The list is ordered by person's last name

Select Customer Contact from dropdown list

Select Location from dropdown list. You should only see the room(s) you are allowed to schedule in.

**Add a Quick Event**

**Event Info**

Event Name:

Event Type:

Event Meeting Type:

Start Time: 8:45 AM

End Time: 9:45 AM

Start Date: 04/23/2016

End Date: 04/23/2016

Customer:

Customer Contact:

Location:

Save Send Notification Advanced Event Form Cancel

### Buttons:

**Save** - Save the event without notification being emailed to customer.

**Send Notification** - Will send a confirmation email to the customer.

**Advanced Event Form** - Will open a new window to enter more meetings for the same customer, add additional contacts, include internal descriptions or notes.

**Cancel** - Don't save your changes

## Modifying an already scheduled event:

Room	Building Code	Campus	Type	Capacity	6:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
BLM 285 - MITS	BLM	BL	CON	20														
BLM 361 - MITS	BLM	BL	Studio	4			test											

Hover your mouse over the event title you want to change. The Event Details box should appear.

Click "View Event Details"

**Event Details: test**

**Event Type:** Meeting  
**Customer:** BL Jacobs School of Music Faculty/Staff (M-Q)  
**Contact:** Martin, Neha  
**Status:** Scheduled  
**Description:**  
**Reservation #:** 20160423-00001

[View Event Details](#)

Name	Status	Start Date	End Date	Start Time	End Time	Room
test	Scheduled	4/23/2016	4/23/2016	8:45 AM	9:45 AM	BLM 361 MITS

When you click "View Event Details", the below box will open showing the details of the event you scheduled.

Click the **Edit** button to start making changes. Once you are finished making the edits, click the **Save** button to save your changes.

[Edit](#) [Check For Conflicts](#) [Send Event Summary](#) [Clone Event](#) [Notification History](#)

test (Reservation Number: 20160423-00001)

**Event Information**

**Event Name:** test **Res. Number:** 20160423-00001

**Event Type:** Meeting **Owner:** Martin, Neha

**Event Status:** Scheduled by ncmartin **Customer\*:** BL Jacobs School of Music Faculty/Staff (M-Q) [Create](#)

**Internal Description:** [External Description](#) **Customer Contact\*:** Martin, Neha  Notify [Create](#)

**Est. Attend:** 0  Private  Featured **SISKey:**

**Attendee Options**

**Meetings** [Additional Contacts](#) [Attendees](#) [Notes](#)

[Add Meeting](#) [Edit Selected](#) [Assign Rooms](#) [Request Resources](#) [Drop Selected](#)

Name	Status	Start Date	Start Time	End Time	End Date	Room
test	Scheduled by ncmartin	04/23/2016	8:45 AM	9:45 AM	04/23/2016	BLM 361 - MITS

Upper Box contains details about the event

Lower Box contains details about the meeting

## Canceling an already scheduled event:

Follow the same steps above to hover over the meeting and clicking on View Event Details. Then click the Edit button to edit the meeting.

Hit the pencil icon and select "Cancel" and then hit "Save" button

Name	Status	Start Date	Start Time	End Time	End Date	Room
test	Scheduled by ncmartin	04/23/2016	8:45 AM	9:45 AM	04/23/2016	BLM 361 - MITS

## Scheduling an event with recurring meetings:

Click the "EVENTS" tab

The screenshot shows the 'ASTRA SCHEDULE' interface. At the top, there are navigation tabs: 'ASTRA HOME', 'CALENDARS', 'RESOURCES', 'EVENTS' (which is selected), and 'REPORTING'. Below these tabs, there are sub-links: 'Events', 'Event Wizard', and 'Notifications'. The main content area features three cards: 'Events' with a briefcase icon and the text 'View, create, and schedule special events and meetings.', 'Event Wizard' with a wizard hat icon and the text 'Create a new event using a step-by-step, guided process.', and 'Notifications' with a mail icon and the text 'Approve, deny and request more information for event requests.'

Click the "Event Wizard" link

Fill in the boxes and then hit Next.

Note: Event Name, Event Type are required fields.

The screenshot shows the 'Event Wizard' form. At the top, there's a header 'Event Wizard' and a sub-header 'Please provide information about your event and customer.' Below this are navigation buttons: 'Cancel', 'Previous', 'Next' (circled in red), 'Save and Close', and 'Send Event Summary'. The form is divided into five steps: '1. Event Information' (selected), '2. Meetings', '3. Rooms', '4. Resources', and '5. Finish'. The '1. Event Information' section contains several fields: 'Res. Number:' (20160423-00003), 'Event Name:\*' (text input), 'Event Type:\*' (dropdown), 'Description:' (text area), and 'Est. Attendance:' (dropdown). There are also checkboxes for 'Private' and 'Featured'. To the right, there are fields for 'Event Status:' (Initial to Schedule by ncmartin), 'Customer:' (dropdown), and 'Customer Contact:' (dropdown). Below these are 'Additional Contacts' buttons: 'Add Contact', 'Add Ad hoc Contact', and 'Remove Selected'. A table below shows columns for 'Notify', 'Name', and 'Email'. A 'Notify' checkbox is checked. Annotations include: 'Click the dropdown for customer and start typing BL Jacobs to list the Jacobs contacts' pointing to the Customer dropdown, and 'Uncheck Notify box if you don't want an email sent to the contact.' pointing to the Notify checkbox.

## Scheduling an event with recurring meetings, cont'd:

Top part of the next screen. Enter Meeting Type.

ASTRA HOME | CALENDARS | RESOURCES | **EVENTS** | REPORTING

Events | **Event Wizard** | Notifications

### Event Wizard

Please select dates and times and create meetings for your event.

Cancel Previous **Next** Save and Close Send Event Summary

1. Event Information | **2. Meetings** | 3. Rooms | 4. Resources | 5. Finish

Meeting Name\*: test

Meeting Type\*: Meeting

Description:

Copy from Event

Max Attendance:

Meeting Notes:

Copy from Event

Private  Featured  Requires Room

Bottom part of the screen. Enter meeting date and times.

Click the **Recurring** tab and enter the Start Time and End Time. Choose the days and enter the Start Date and End Date.

Click the Create button. That will show the meetings under the Meetings box.

### Meeting Recurrence

Single Meeting(s) | **Recurring** | Spanning

Start Time:\* 11:00 PM End Time:\* 11:30 PM

Day Pattern

Daily | **Weekly** | Monthly | Yearly

Recur every 1 week(s) on:

U M T W R F S

Date Range

**Create**

### Meetings

Delete

Name	Start Date	Start Time	End Time	End Date	Room
test (5 instances)		11:00 PM	11:30 PM		
test	04/25/2016	11:00 PM	11:30 PM	04/25/2016	
test	04/26/2016	11:00 PM	11:30 PM	04/26/2016	
test	04/27/2016	11:00 PM	11:30 PM	04/27/2016	
test	04/28/2016	11:00 PM	11:30 PM	04/28/2016	
test	04/29/2016	11:00 PM	11:30 PM	04/29/2016	

## Scheduling an event with recurring meetings, cont'd:

You will need to assign a room to the meeting.

The screenshot shows the 'Event Wizard' interface at the '3. Rooms' step. The top navigation bar includes buttons for 'Cancel', 'Previous', 'Next', and 'Save and Close'. The main area is divided into five tabs: '1. Event Information', '2. Meetings', '3. Rooms', '4. Resources', and '5. Finish'. The '3. Rooms' tab is active, displaying a table of available rooms. A filter sidebar on the left allows for refining the room selection based on capacity and other criteria. A red box highlights the 'Next' button, indicating that it should be clicked after a room is selected. Another red box highlights the 'Selected' status in the room table, indicating that the room has been chosen.

Room	Score	test
BLM 361 - MITS	50	4/25/2016-4/29/2016 MTWRF 11:00pm-11:30pm
BLM 365 - MITS	50	Available

Once you select the room, the box will change to Selected from Available.

Once you have selected the room, click "Next".

You should only see the rooms you have access to schedule in.

You can skip the Resources tab and click Next. Click the Finish button to schedule your meetings.

## Edit a particular meeting under an event:

Hover over the event and click the View Event Details link.

The screenshot displays the ASTRA Scheduling Grids interface. At the top, there are navigation tabs: ASTRA HOME, CALENDARS, RESOURCES, EVENTS, and REPORTING. Below these, the 'Scheduling Grids' section is active, with sub-tabs for Rooms, Resources, Day, and Week. The current date is April 25, 2016. The main grid shows a calendar view with columns for each hour from 6:00 AM to 8:00 PM. A meeting titled 'MUS-T 561' is scheduled for 10:00 AM on 04-05-1. A 'Testing' event is also visible. On the right side, the 'Event Details: Test' panel is open, showing the following information:

- Event Type:** Meeting
- Customer:** BL Jacobs School of Music Faculty/Staff (M-Q)
- Contact:** Martin, Neha
- Status:** Scheduled
- Description:**
- Reservation #:** 20160424-00006

Below the details, there is a 'View Event Details' link. At the bottom of the panel, a table lists the event's occurrences:

Name	Status	Start Date	End Date	Start Time	End Time	Room
Test	Scheduled	4/25/2016	4/25/2016	7:00 PM	8:00 PM	BLM 361 MITS
Test	Scheduled	4/26/2016	4/26/2016	7:00 PM	8:00 PM	BLM 361 MITS
Test	Scheduled	4/27/2016	4/27/2016	7:00 PM	8:00 PM	BLM 361 MITS

The footer of the interface shows 'Page 1 of 1', 'Show 150 results', and a copyright notice: 'Copyright © 2000 - 2012. All Rights Reserved.'



## Edit a particular meeting under an event, cont'd:

Click the "Edit" button

**Edit** Check For Conflicts Send Event Summary Clone Event Notification H

**Test (Reservation Number: 20160424-00006)**

**Event Information**

Event Name: Test Res. Number: 20160424-00006  
 Event Type: Meeting Owner: Martin, Neha  
 Event Status: Scheduled by ncmartin Customer\*: BL Jacobs School of Music Faculty/Staff (M-Q) Create  
 Internal Description: test meeting External Description Customer Contact\*: Martin, Neha  Notify Create  
 Est. Attend:  Private  Featured  
 SISKey:

Attendee Options

Click the "+" to show all the meetings

**Meetings** Additional Contacts Attendees Notes

+ Add Meeting Edit Selected Assign Rooms Request Resources - Drop Selected

	Name	Status	Start Date	Start Time	End Time	End Date	Room
<input type="checkbox"/>	Test (3 instances) ↻			7:00 PM	8:00 PM		
<input type="checkbox"/>	Test	Scheduled by ncmartin	04/25/2016	7:00 PM	8:00 PM	04/25/2016	BLM 361 - MITS
<input type="checkbox"/>	Test	Scheduled by ncmartin	04/26/2016	7:00 PM	8:00 PM	04/26/2016	BLM 361 - MITS
<input type="checkbox"/>	Test	Scheduled by ncmartin	04/27/2016	7:00 PM	8:00 PM	04/27/2016	BLM 361 - MITS

Check the box next to the meeting you want to edit and then click the pencil icon.

**ASTRA SCHEDULE** Logout ncmartin Help

ASTRA HOME CALENDARS RESOURCES **EVENTS** REPORTING

Events | Event Wizard | Notifications

Editing... Save Cancel Check For Conflicts Send Event Summary Clone Event Notification History

**Test (Reservation Number: 20160424-00006)**

**Event Information**

Event Name\*: Test Res. Number: 20160424-00006  
 Event Type\*: Meeting Owner\*: Martin, Neha  
 Event Status: Scheduled by ncmartin Customer\*: BL Jacobs School of Music Faculty/Staff (M-Q) Create  
 Internal Description: test meeting External Description Customer Contact\*: Martin, Neha  Notify Create  
 Est. Attend:  Private  Featured  
 SISKey:

Attendee Options

**Meetings** Additional Contacts Attendees Notes

+ Add Meeting Edit Selected Assign Rooms Request Resources - Drop Selected

	Name	Status	Start Date	Start Time	End Time	End Date	Room
<input type="checkbox"/>	Test (3 instances) ↻			7:00 PM	8:00 PM		
<input checked="" type="checkbox"/>	Test	Scheduled by ncmartin	04/25/2016	7:00 PM	8:00 PM	04/25/2016	BLM 361 - MITS
<input type="checkbox"/>	Edit Meeting	Scheduled by ncmartin	04/26/2016	7:00 PM	8:00 PM	04/26/2016	BLM 361 - MITS
<input type="checkbox"/>	Test	Scheduled by ncmartin	04/27/2016	7:00 PM	8:00 PM	04/27/2016	BLM 361 - MITS

<https://es-rm-prd.uits.iu.edu/SISRMA7/events/EventForm.aspx?id=75bf0140-0a6d-11e6-8499-7969fa0c4c40#> /SISRMA7/events/EventForm.aspx Astra v7.5.12.139 SqlServer

### Edit a particular meeting under an event, cont'd:

You can now change the Start/End Date, Start/End Time, Customer, Room, etc.

You can also Cancel the meeting by hitting the Pencil icon under Status. Once you have made your changes, make sure to hit the Save button.

Click the Meetings tab to go back to see your meetings listed under the event.

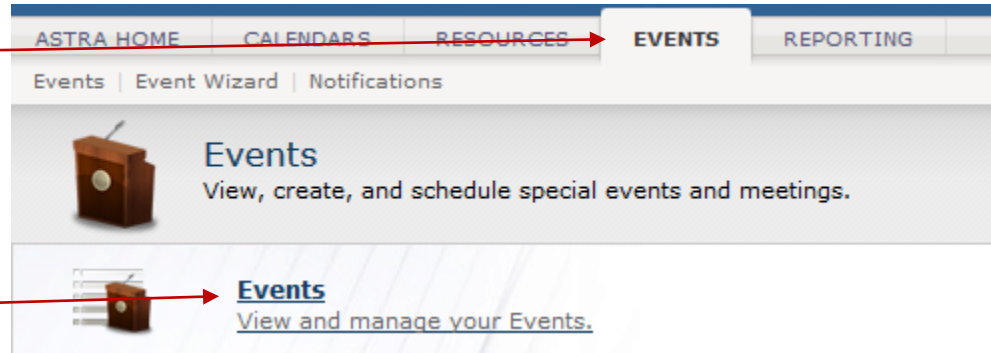
#### Meeting Information

<b>Name:</b>	Test	<b>Start/End Date:</b>	04/25/2016	04/25/2016	<b>Room</b>
<b>Type:*</b>	Meeting	<b>Start/End Time:</b>	7:00 PM	8:00 PM	<b>Room:</b>
<b>Status:</b>	Scheduled by ncmartin	<b>Customer:</b>	BL Jacobs School of Music Faculty/Staff (M-Q)		BLM 361 - MITS
<b>Description:</b>	test meeting	<b>Contact:</b>	Martin, Neha		BL
		<b>Max Attend:</b>		<b>Act. Attend:</b>	Standard
		<input type="checkbox"/> Private	<input type="checkbox"/> Featured	<input checked="" type="checkbox"/> Room Required	<b>Status:</b>
		<b>SISKey:</b>			Scheduled by ncmartin

**View your scheduled events:**

Click the "EVENTS" tab

Click the "Events" link



You can filter based on these criteria. Pay special attention to the Status column and fix any Incomplete entries.

You can sort by Status by clicking the column. Click on the Event name to open the entry to edit if needed.

The screenshot shows the 'Event List' interface. On the left is a 'Filter' sidebar with various search criteria: Keyword, Time Period, Start Date, End Date, Days Met (U, M, T, W, R, F, S), Is Private, Is Featured, My Events, Event Status, Event Meeting Status, Campus, and Building. The main area is a table with columns: Name, Reservation, Status, Days Met, Start Date, and End Date. The 'Status' column is highlighted, and the 'Incomplete' entry for 'Pre-College Strings' is circled in red. The 'View' buttons for 'Events' and 'Meetings' are also circled in red.

Name	Reservation	Status	Days Met	Start Date	End Date
2016 Summer Percussion Acade...	20160331-00029	Canceled	U	07/10/2016	07/10/2016
Cystoscopy	20160330-00201	Canceled	T	06/07/2016	06/07/2016
Klug Clarinet Summer	20160330-00170	Canceled		05/26/2016	05/30/2016
Kodaly Workshop	20160330-00159	Canceled		06/20/2016	07/01/2016
Neha Test	20160407-00003	Canceled		04/07/2016	04/07/2016
Pre-College Strings	20160331-00012	Canceled		05/11/2016	05/11/2016
test	20160423-00001	Canceled		04/23/2016	04/23/2016
Test	20160424-00006	Canceled		04/25/2016	04/27/2016
Pre-College Strings	20160331-00014	Incomplete		05/11/2016	08/27/2016
2016 Klug Clarinet Summer Work...	20160330-00195	Scheduled		05/26/2016	05/30/2016
Blqtn Jr. Music Festival	20160331-00024	Scheduled		05/13/2016	05/14/2016
Blqtn Jr. Music Festival	20160331-00042	Scheduled		05/14/2016	05/14/2016
Business Affairs Staff Meeting	20160330-00197	Scheduled		05/05/2016	12/29/2016

**Notifications:**

Click the "EVENTS" tab

Notifications will allow you to approve, deny and request more information when someone submits an Event Request Form to schedule a room.

Click on the My Preferences button and you can set up a schedule of when and how often notifications should be emailed to you.

	Description	Name	Start Date	End Date	Start Time	End Time	Created Date	Created By	Resource ...
⊖	Event Reservation #20160424-00006: BLM 361 - Resource Canceled	BLM 361	04/26/2016	04/26/2016	7:00 PM	8:00 PM	04/24/2016 7:01 PM		1
⊖	Event Reservation #20160424-00006: BLM 361 - Resource Canceled	BLM 361	04/27/2016	04/27/2016	7:00 PM	8:00 PM	04/24/2016 7:01 PM		1
⊖	Event Reservation #20160424-00006: Test - Meeting Canceled	Test	04/27/2016	04/27/2016	7:00 PM	8:00 PM	04/24/2016 7:01 PM		
⊖	Event Reservation #20160424-00006: Test - Event Canceled	Test			12:00 AM	12:00 AM	04/24/2016 7:01 PM		
⊖	Event Reservation #20160424-00006: Test - Meeting Canceled	Test	04/26/2016	04/26/2016	7:00 PM	8:00 PM	04/24/2016 7:01 PM		
⊖	Event Reservation #20160424-00006: Test - Meeting Canceled	Test	04/25/2016	04/25/2016	7:00 PM	8:00 PM	04/24/2016 7:00 PM		
⊖	Event Reservation #20160424-00006: BLM 361 - Resource Canceled	BLM 361	04/25/2016	04/25/2016	7:00 PM	8:00 PM	04/24/2016 7:00 PM		1
⊖	Event Reservation #20160424-00006: BLM 361 - Resource Scheduled	BLM 361	04/26/2016	04/26/2016	7:00 PM	8:00 PM	04/24/2016 6:41 PM		1
⊖	Event Reservation #20160424-00006: Test - Meeting Scheduled	Test	04/27/2016	04/27/2016	7:00 PM	8:00 PM	04/24/2016 6:41 PM		
⊖	Event Reservation #20160424-00006: BLM 361 - Resource Scheduled	BLM 361	04/25/2016	04/25/2016	7:00 PM	8:00 PM	04/24/2016 6:41 PM		1
⊖	Event Reservation #20160424-00006: Test - Event Scheduled	Test			12:00 AM	12:00 AM	04/24/2016 6:41 PM		

## Ad Astra Training

### Your custom setup:

Customer: Jacobs School of Music (A-C) BL , etc.

### Event and Meeting Types:

AdHoc JSoM	JSoM Audition
Chamber Music	JSoM Competition
Class Project	Lecture
Colloquium	Maintenance
Degree Recital	Major Ensemble
Faculty Chamber Music	Meeting
Faculty Master Class	NON-JSoM
Faculty Recital	Other
Faculty Recording	Pre-college reservations
Final Project	Recording Session
Guest Ensemble Performance	Small Ensemble
Guest Lecture	Special Workshops
Guest Lecture/Recital	Student Chamber Music
Guest Master Class	Student Recital
Guest Recital	Studio/Class Recitals

Calendar setup: Department calendar and Public calendar

### Helpful tips:

Tip #1: Use Firefox or Chrome for best results.

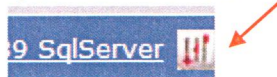
Tip #2: Use One.IU and bookmark once you are logged on.

Tip #3: Use Calendar Grid for quick or one-time events.

Tip #4: Use the Event Wizard for recurring events.

### Other things to keep in mind:

1. The system times out after 20 minutes of inactivity. Click on your bookmark to reset.
2. If you are having problems, clear your cache and see if that fixes it. This button is available in the lower right hand corner.



3. Help manuals are available throughout most of the application in the upper right hand corner.



## VOCABULARY

Event: This is an activity that can be scheduled within your department that is not an academic section.

Meeting: This is each instance that an event is scheduled. Single (one-time) and recurring (daily, weekly, monthly, yearly) meetings.

***Example 1:** An annual Conference is being held by your Department. The Conference is the Event. The Meetings would be the parts of the Conference such as breakfast, poster session, keynote speaker, reception, breakout session, etc.*

***Example 2:** A faculty member in your department has a weekly lab meeting. The Event is "Dr. Strong weekly lab meetings." The Meetings are each time they meet in the semester such as Week 1, Week 2, Week 3, etc.*

Event Type: An Event Type is a user-defined group of events used for reporting and event request routing purposes. These can be color coded if your Department finds it helpful.

Event Meeting: Similar to Event Types but specific to meetings.

Customer: The group of people assigned to your area, usually the Department name.

Customer contact: Person within that Department that is requesting the reservation.

Quick Event: Scheduling an event directly from the calendar grid.

Event Wizard: Step-by-step workflow to schedule an event.

Event Request Form: Streamlined simple workflow for event requesting and scheduling.

Approver: Person status that needs to take action on an event, room, or resource in order for the event to be scheduled.

### Notifications:

1. Event/room/resource notifications: Your action list within Ad Astra.
2. Send notification/send event summary: Sends summary pdf to the requestor
3. Automatic email to room or resource approvers that an event is scheduled in their area.

Requested: Status that indicates a room has been requested but the event has not been approved.

Incomplete: Status that indicates that a room or resource still needs to be scheduled. The room/resources is available for other events.

Scheduled: Status that indicates that an event has all rooms and resources reserved.