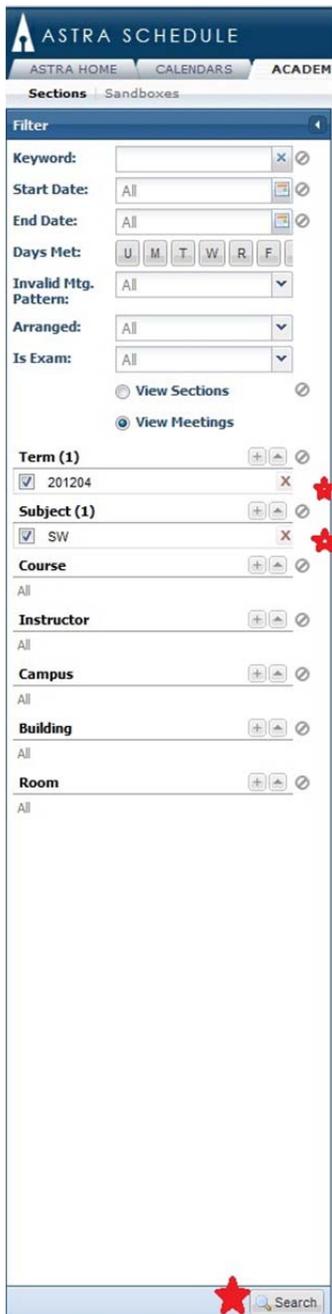


## Ad Astra – Assigning Rooms and Features

These instructions will allow a user to assign departmentally controlled rooms and/or shared rooms, request computer labs, request distance learning classrooms and assign features by section. \*Please note, all general pool classrooms are high tech, so please **do not** select technology features. Also, **do not** use the back arrow on the internet toolbar while in Ad Astra, use the back button inside of Ad Astra.

1. Login to Ad Astra (<https://scheduling.pdx.edu/AstraSchedule/Portal/GuestPortal.aspx>). The user name and password are the same as what you use to login in to your computer.
2. Click on the Academics tab.
3. Click on Sections.
4. Using the Filter search area, select the plus sign + to open the drop down menu. Now, select the subject and click the Search button at the very, very bottom. To filter the results further, the course can also be selected.



The screenshot displays the 'ASTRA SCHEDULE' interface. At the top, there are navigation tabs for 'ASTRA HOME', 'CALENDARS', and 'ACADEMICS'. Below these, the 'Sections' and 'Sandboxes' options are visible. The main area is titled 'Filter' and contains several search criteria:

- Keyword:** A text input field with a clear (X) and refresh (circular arrow) icon.
- Start Date:** A dropdown menu set to 'All' with a refresh icon.
- End Date:** A dropdown menu set to 'All' with a refresh icon.
- Days Met:** A row of buttons for 'U', 'M', 'T', 'W', 'R', 'F'.
- Invalid Mtg. Pattern:** A dropdown menu set to 'All'.
- Arranged:** A dropdown menu set to 'All'.
- Is Exam:** A dropdown menu set to 'All'.
- View Sections:** A radio button option.
- View Meetings:** A radio button option, currently selected.
- Term (1):** A dropdown menu with '201204' selected, marked with a red star.
- Subject (1):** A dropdown menu with 'SW' selected, marked with a red star.
- Course:** A dropdown menu set to 'All'.
- Instructor:** A dropdown menu set to 'All'.
- Campus:** A dropdown menu set to 'All'.
- Building:** A dropdown menu set to 'All'.
- Room:** A dropdown menu set to 'All'.

At the bottom of the filter section, there is a 'Search' button with a magnifying glass icon, also marked with a red star.

5. In order to make any changes to sections, you **MUST** be in **edit** mode. There are two ways to do this. In the Section List, either click on the Course/Section or click on the pencil icon that corresponds with the preferred course. Clicking on the Course/Section will require that you then click the Edit button. Clicking on the pencil icon will automatically activate edit mode.

Section List			
+ Add a Section			
	Course/Section	Days Met	Start Date
	<a href="#">SW 410/002 A</a>	W	08/29/2012
	<a href="#">SW 510/002 L</a>	W	08/29/2012

ASTRA SCHEDULE

ASTRA HOME | CALENDARS | ACADEMICS

Sections | Sandboxes

Editing... Save Cancel + Add Meeting

Section SW 410 / TOP: SW & SPIRITUALITY

**Section Info**

Subject:\* SW

Course:\* 410

Delivery Method:\* Standard

Section:\* 002

**Section Notes**

Same Time Info

**Meetings**

	Meeting Type	Start Time
X +	A	9:00 AM

6. After you are in Edit mode you will see a yellow pencil to the left of the Meeting Times and Dates. Click on this to open up the meetings so you can enter rooms and/or room preferences. **There is a small bug in this version: Sometimes the 'Edit' button gets stuck and is grey. Simply refresh your web browser and it will return to normal.**

7. Next click the add button in the Feature box. The default size for the menu is pretty small. If you would like it larger simply click and pull it wider to see all of the text. Choose the desired feature (i.e. Whiteboard) from the second drop-down menu under 'Name'. Choose a weight of 10. If the feature is absolutely necessary, choose 'Required' under the Mode column. Leave it as 'Normal' if you have a preference, but not a dire need. To add another feature, click the Add button

again. After adding all features, return to the top of the page and click the Save button. To remove a feature, click the red X icon next to the feature.

Section SW 410 / TOP: SW & SPIRITUALITY 002

Section Info

Meetings Meeting 1 (A)

Meeting Info

Details

Meeting Type:\* A

Start Time: 9:00 AM

Duration (mins): 170

End Time: 11:50 AM

Days Met: U M T W R F S

Start Date:\* 08/29/12

End Date:\* 12/08/12

Room: NH 391

Contact Hours:

Arranged Section:

Status: Scheduled

Instructor(s)

Primary Instructor: Nis

Instructor

None

[Edit Meeting Pattern](#)

Cross-List Info

Preferences

Room Type

[+ Add](#)

Name	Weight	Mode	Source
None			

Feature

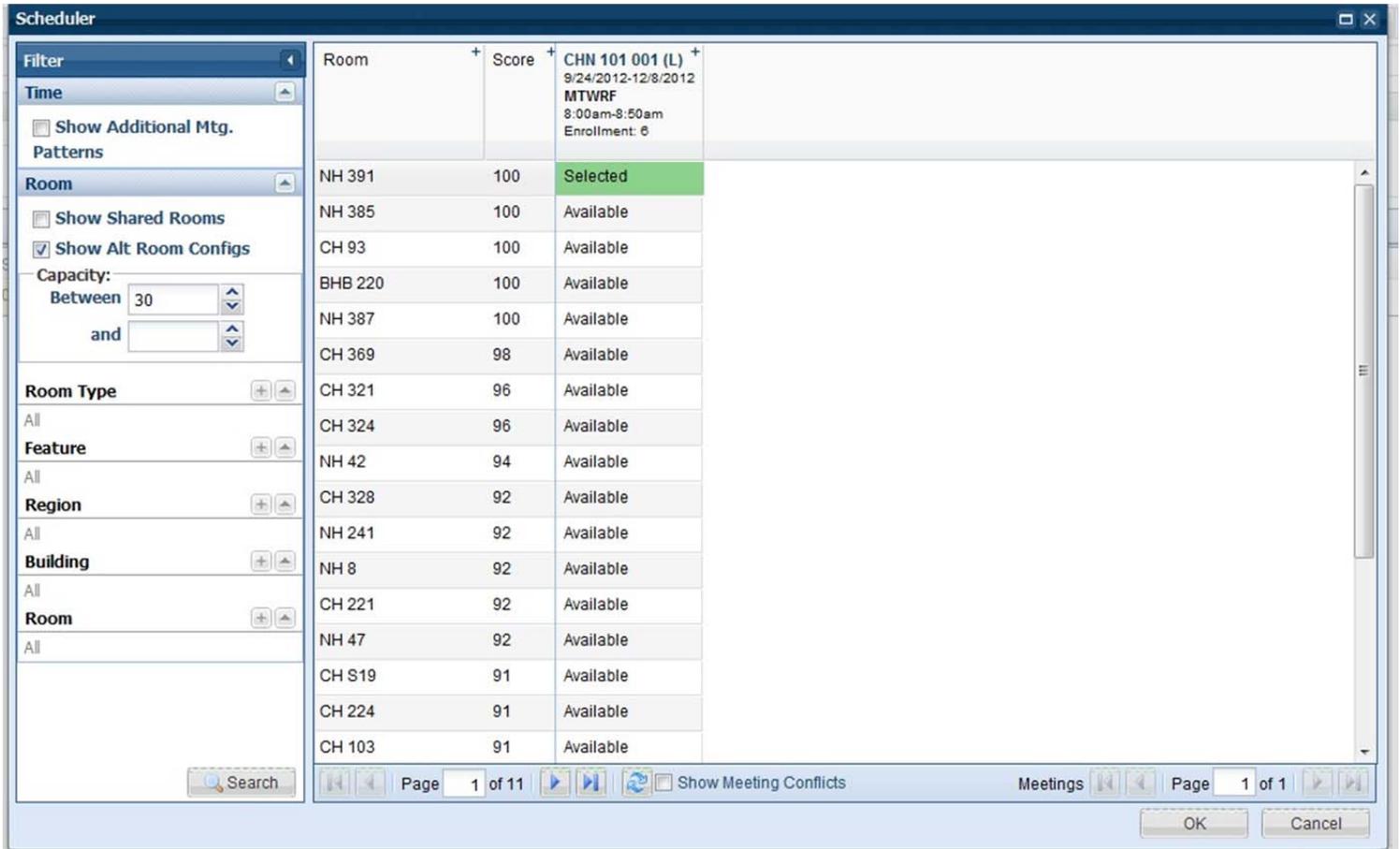
[+ Add](#)

Name	Weight	Quantity	Mode	Source
	5	1	Normal	This Meeting X
Drawing Horses				
DVD				
Easels			ode	Source
Fixed Tables & Chairs				
Fixed Tablet-arm Chairs				
Gallery				
High Technology			ode	Source
ISTAR Equipment				
Kitchen				
Lab Benches				

Day Start Time End Time Location

If courses are crosslisted, the feature(s) only needs to be added to one course in the crosslisted pair.

8. To assign a **departmentally controlled** or shared room, click the 'House with Pencil' button  in the Meetings box. Click Select next to the room. Click the Save button at the top of the page. You will see your department rooms listed. Click on the "Available" and it will turn green and the text will turn to "Selected." Then Select 'OK' at the bottom of the screen. To un-select the room, you can just click on the green 'Selected' and it will remove it. Then click 'Save.' To remove a room you just assigned click on the icon of the house with the red dot and then save.



The screenshot shows the 'Scheduler' window with a filter panel on the left and a table of rooms. The filter panel includes sections for Time, Room, Capacity, Room Type, Feature, Region, Building, and Room. The table has columns for Room, Score, and Status. Room NH 391 is highlighted in green and labeled 'Selected'.

Room	Score	Status
NH 391	100	Selected
NH 385	100	Available
CH 93	100	Available
BHB 220	100	Available
NH 387	100	Available
CH 369	98	Available
CH 321	96	Available
CH 324	96	Available
NH 42	94	Available
CH 328	92	Available
NH 241	92	Available
NH 8	92	Available
CH 221	92	Available
NH 47	92	Available
CH S19	91	Available
CH 224	91	Available
CH 103	91	Available

9. To request a **general pool classroom**, click on the Add button in the Room Type box and select "AAA-Classroom – General Pool" The 'AAA' has been added so it is listed as the top Room Type. Change the weight at 10 and choose 'Required' under 'Mode.' . Click Save at the top of the page.



The screenshot shows the 'Preferences' window with a 'Room Type' section. An 'Add' button is visible. Below it is a table with columns for Name, Weight, Mode, and Source. The row for 'AAA-Classroom - General Pool' has a weight of 10 and a mode of 'Required'.

Name	Weight	Mode	Source
AAA-Classroom - General Pool	10	Required	This Meeting

10. To request a **computer lab**, select the Computer Stations feature, change the weight at 10 and choose 'Required' under 'Mode.'. Also please email your request to [ARRScheduling@pdx.edu](mailto:ARRScheduling@pdx.edu).

Feature					
Name	Weight	Quantity	Mode	Source	
Computer Stations	10	1	Required	This Meeting	X

11. To request a **distance learning classroom**, select the Distance Learning Technology feature, change the weight at 10 and choose 'Required' under 'Mode.'. Also please email your DLC room request to [ARRScheduling@pdx.edu](mailto:ARRScheduling@pdx.edu).

Feature					
Name	Weight	Quantity	Mode	Source	
Distance Learning Technology	10	1	Required	This Meeting	X