2015 AdAstra Update

Welcome back to campus for the Fall 2015 semester!

When you log into the Campus Room Scheduling system "AdAstra" at the website
http://schedule.wagner.edu you will notice a couple of changes in the appearance of the system.

New Users

For those of you logging in for the first time, you will use your same Wagner All-Access Username and
Password as your email address.

- If you are new to a department and will be doing at least 25% of the department's scheduling,
  you will be added as a "customer contact" within your department's "customer" group. Please
  request this by emailing Caitlin Miller at caitlin.miller@wagner.edu.
- For any other user or access issues, please contact Andrew Druda at adruda@wagner.edu.

Expanded Approver & Scheduling List

Previously, any requests for campus space by staff, faculty or administration was fulfilled by External
Programs. Over the last few months we have been training additional users who have final approval
over a few specific campus spaces. These newly trained individuals will now field the initial requests for
their department's space. These individuals will also have the ability to schedule their own events in
these locations.

Here is a breakdown of the new approval process. The staff person currently holding each position will
now receive the requests through AdAstra for locations in their direct oversight:

Campus Hall Music Performance Center & 1st Floor Practice Rooms 101 – 125	Secretary, Music Department (Gina Mannino)
Campus Hall Nursing Resource Center (All rooms) Campus Hall 301	Secretary, Nursing Department (Katharine Sheehan)
Theatre, Main Hall B9 & Stage One	Director of Production, Wagner College Theatre (Phill Hickox) & Secretary, Theatre Department (Diane Catalano)
All Spiro Sports Center Spaces	Director of Facilities (James Updike)
Reynolds House Library	Administrative Assistant, Institutional Advancement (Nancy Tricorico)
Union 205	Director of Intercultural Advancement (Ellen Navarro)
Kairos House Family Room & Chapel	Chaplain (Rev. Martin Malzahn)
Towers D3 Annex	Director of ResEd (Position Vacant)
Union Commuter Lounges & Reynolds Coffeehouse	Director of Co-Curricular Programs (Position Vacant)
Campus Hall Grasso Board Room	Secretary, Business Administrations (Arleen Wilk)
Union Hall Art Studio & Main Hall Film Studies Lab (4th Fl)	Secretary, Art Department (Angela Caruso)

How to Make a Room Request

90% of campus users are "Requestors" of space. The process to request a room has not changed. You must still fill out the Admin/Staff/Faculty Request Form.

As a reminder to access the system please visit http://schedule.wagner.edu and login with your Wagner All-Access Username and Password as your email address. If you are a faculty member, staff person or administrator please use the "From Admin/Staff/Faculty" form. If you are a student requesting a space for a registered student organization use the "Student Organization" form.

This request will now be sent to the new approver as detailed in the previous section.

System Update

The biggest change in the new version of AdAstra is the appearance of the Calendars. When you log into AdAstra you should see a row of tabs along the top of the page. Different users will see different tabs depending on their user role and privileges.

It should look something like this:

Click on the "Calendars" tab (outlined in red above), which on most screens will be the second tab.

Most users will use the primary calendar format the Scheduling Grid.
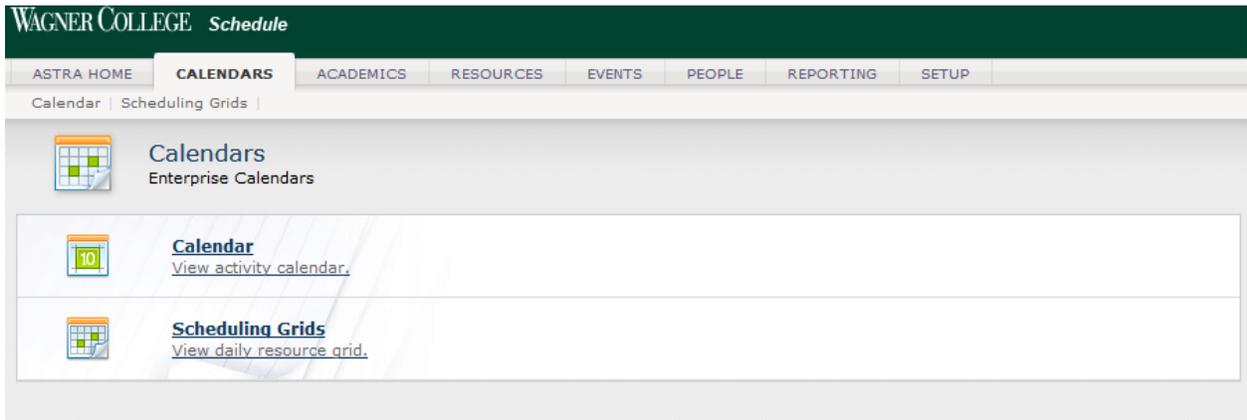
When you click on *Scheduling Grids* you will see the following:

A few tips when using the Scheduling Grid: (Match outline color above to corresponding font color below to see tip.)

1. **Whenever you are viewing the Scheduling Grid, your first step should always be to select "Full Calendar" in the Choose Calendar drop down.**
2. **To navigate to another date:**
   a. **Click on the date that appears in bold at top. A calendar will show up so you can scroll through the months.**
   b. **Click on the blue arrows on either side of the date to go one day at a time.**
3. **The grid will show you the first 25 rooms. You can expand this by clicking where the 25 is at the bottom and expanding the range to as many as 200 locations. You can then scroll through the page to look for a specific room.**
   a. **Instead of scrolling through the complete list of campus rooms you can also use the filter function to the top left of the scheduling grid to search for a specific room.**
4. **All of the credit class "sections" will show up in orange or light blue. Any other events will appear in green.**

<u>Advertising your event online</u>

The public campus calendar (wagner.edu/events), Daily Bulletin email, and Wagner app all sync events from our internal scheduling system. If your event is open to the wider campus community or the general public, be sure to check the "publish on wagner.edu" button and fill out the web fields and event details. Please give careful thought to the event title and event details in particular, since these will tell people why they should attend your event. It will look like the image below:

If you are publishing your event to the web calendar, ensure that the start and end time reflect the time you actually expect attendees to arrive and depart. If you require additional time before and/or after your event to set-up or clean-up, you can add them as additional meetings and use the meeting type "event set-up" or "event break-down".

Questions

For any questions about the information above please contact:

For room availability, event edits for public calendar, update tips, etc.:
Caitlin Miller, External Programs
caitlin.miller@wagner.edu
x3221

For technical issues or access to the system:
Andy Druda, IT
adruda@wagner.edu
x3204