

## 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](mailto:caitlin.miller@wagner.edu).
- For any other user or access issues, please contact Andrew Druda at [adruda@wagner.edu](mailto: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 & 1 <sup>st</sup> 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 (4 <sup>th</sup> 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

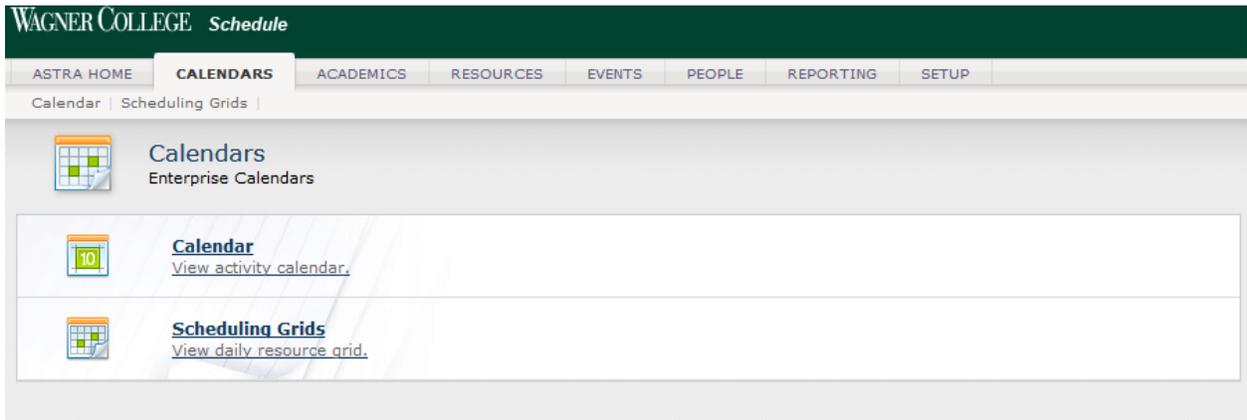
The biggest change in the new version of AdAstra is the appearance of the Calendars. When you log into AdAstra you should see a row of tabs along the top of the page. Different users will see different tabs depending on their user role and privileges.

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:

The screenshot shows the Astra Scheduling Grids interface. At the top, there are navigation tabs: **ASTRA HOME**, **CALENDARS**, **ACADEMICS**, **RESOURCES**, **EVENTS**, **PEOPLE**, **REPORTING**, and **SETUP**. Below these is a sub-header for **Calendar: Scheduling Grids**. There are three main tabs: **Rooms**, **Resources**, and **Day**. A date selector shows **01/20/2015** with blue arrows for navigation. A **Choose Calendar** dropdown menu is open, showing **Full Calendar** selected. The main grid displays a list of rooms on the left and a time-based grid on the right. The grid shows various events, with some highlighted in orange or light blue and others in green. A search box at the bottom left shows **25** results. The footer includes copyright information and server details.

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.

**Advertising your event online**

The public campus calendar ([wagner.edu/events](http://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](http://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:

Editing... Submit Cancel

**Event Request (From Admin/Staff/Faculty)**

**Room Request Form**

Department Name:\* External Programs

Requested By:\*

Email:\* caitlin.miller@wagner.edu

Phone:\*

Event Name:\*

**Event Details (will show on wagner.edu calendar):\***

Will you be contacting Receiving for any specific furniture needs?

Will you be contacting Dining Services for catering? (Food not permitted in Manzulli):

Advertise on public events calendar: If you would like to advertise this event online, select appropriate values below.

Publish on Wagner.edu?:

Web Primary Category: \*

Web Secondary Category: \*

Web Organizer 1: \*

Web Organizer 2: \*

Room Request: After inputting your meeting below, please make sure to click the "create" button. After you have completed this step, select the box to the left of your meeting(s) and click the "assign rooms" button.

**Event Meetings**

Meeting Name\*: (will show on wagner.edu calendar)

Meeting Type\*: \*

Description: \*

Max Attendance: 0

Private  Featured  Requires Room

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

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For technical issues or access to the system:

Andy Druda, IT

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